



ATLANTIC CITY CONVENTION CENTER
ATLANTIC CITY, NEW JERSEY
FEBRUARY 1-5, 2012



6804 DELILAH ROAD
PO BOX 3000
PLEASANTVILLE, NJ 08232
Tel: (609) 485-2421 Fax: (609) 485-2392
WWW.VISTACS.COM

SHOW INFORMATION

Dear Exhibitor:

Vista Convention Services is pleased to have been selected as the official service contractor for this Show. We recognize that your participation in this event is a vital part of your company's success, and we want to do everything possible to make it profitable and rewarding for you.

All questions regarding the convention's policies, space assignments, display limitations, and event schedules should be directed to:

NATIONAL MARINE MANUFACTURERS ASSOCIATION
37-18 Northern Boulevard
Suite 311
Long Island City, NY 11101
Tel: (718) 707-0711
Fax: (888) 649-7786
email: nmma.org

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

Customer Service
VISTA CONVENTION SERVICES
6804 Delilah Road
PO Box 3000
Pleasantville, NJ 08232-0036
Tel: (609) 485-2421
Fax: (609) 485-2392
email: 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.

 <p>PROGRESSIVE ATLANTIC CITY BOAT SHOW</p> <p>ATLANTIC CITY CONVENTION CENTER ATLANTIC CITY, NEW JERSEY FEBRUARY 1-5, 2012</p>	 <p>6804 DELILAH ROAD PO BOX 3000 PLEASANTVILLE, NJ 08232 Tel: (609) 485-2421 Fax: (609) 485-2392 WWW.VISTACS.COM</p>	<p>BOOTH PACKAGE</p>
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NMMA will provide the following Booth Package

Booth Exhibitors (any exhibit space 80-599 sq. ft.)

The NMMA will provide the following Booth Package:

- 8' high backdrape - blue/white
- 36" high draped side rails - blue
- (1) 7" x 44" ID Sign
- (1) 6' white draped table
- (2) side chairs
- drayage/30 days warehousing

The above is per contracted space, not 10' x 10' area.

Additional equipment, furnishings and labor are available through Vista at published rates.

All Exhibitors

Exhibitors, this year can choose to carpet their display. Exhibitors can bring their own carpet, however; labor to install/remove carpet must be performed by VISTA Convention Services unless your space size is a 10'x10', 10'x20' or 20'x20'. Carpet may be ordered through VISTA Convention Services which includes labor to install/remove carpet and protective visqueen. See page 8 & 9 to order carpet.



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PAYMENT POLICIES

**DEADLINE DATE:
JANUARY 20, 2012**

PAYMENT OPTIONS

We offer three convenient ways for you to pay for furniture and carpet rentals, material handling, signs and other services provided by Vista Convention Services in our role as the Official Contractors for this show.

1. All checks must be in U.S. funds drawn on a U.S. bank

2. Advance Payment by Company Check

Attach check to order forms. Additionally, although you may choose to pay by company check or cash for charges incurred at show site, we require your signed Payment and Credit Card Charge Authorization Form to be on file with Vista Convention Services in advance to guarantee payment. Please make all checks payable to Vista Convention Services.

3. Wire Transfer in U.S. Funds

Bank information call Vista Convention Services (609) 485-2421 or e-mail: info@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 Convention Services will charge the following fees:

Domestic incoming wire transfer fee: \$25.00

International incoming wire transfer fee: \$35.00

4. Credit Card

Use MasterCard, VISA or American Express. To accept charges, you must complete the PAYMENT AND CREDIT CARD CHARGE AUTHORIZATION form on the following page. For discount rates to apply, Vista Convention Services must receive this form by **JANUARY 20, 2012**.

SHOW SITE ORDERS

To save money, take advantage of the pre-show discounts by ordering as many of your requirements as possible before the Discount Deadline Date. ***For the discount prices to be in effect, your order must be received by the Discount Deadline Date, and payment must accompany your order.*** Orders received after the Discount Deadline Date or made at the Exhibitor Service Desk during the show will be billed at the "standard" prices listed on the various forms.

PAYMENT TERMS

To process your order for services and materials listed in the Exhibitor Service Manual, we require your signed Payment and Credit Card Charge Authorization Form to be on file with Vista Convention Services in advance to guarantee payment. Invoices for outstanding balances will be available at the Exhibitor Service Desk for your review and payment. Prepayments will be indicated, and any balance due must be paid in full by cash, check or credit card upon presentation. All payment inquiries should be resolved before you leave the show.

Invoices will be distributed the last day of the show. If you have any concerns about your charges for inbound freight, installation labor, furniture or accessories, please stop by the Exhibitor Service Desk. Charges for these items may not be disputed after the show.

Additionally, Vista Convention Services is authorized to charge the exhibitor's credit card for any charges incurred following the show, i.e., dismantle labor, outbound overtime drayage charges, etc. In these circumstances, Vista will charge the exhibitor's credit card on file, and mail an invoice to the exhibitor, outlining charges which were billed.

All charges payable in U.S. Funds only. Checks, cash, Traveler's checks, MasterCard, VISA and American Express are accepted. ***No telephone orders accepted.***

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

NOTE: All materials are on a rental basis for the duration of the show and remain the property of Vista Convention Services.

EXHIBITOR RIGHTS:

The Atlantic City Convention Center has set up a variety of Exhibitor Rights clauses to create a very “user friendly” atmosphere.

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 10’x10’, 10’x20’ & 20’x20’ Island booths:**
 - *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’x20’
 - *Island booths larger than a 20’x20’
 - *Installation of Display
 - *Laying Exhibitor owned carpet
 - *Crating & uncrating of show materials

Limits of Liability and 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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**STANDARD BOOTH
FURNISHINGS
ORDER FORM**

**DEADLINE DATE:
JANUARY 20, 2012**

Rental price includes delivery to and removal from your booth.

QTY.	DISCOUNT RATES	STANDARD AMT. RATES	AMT.
SEATING			
___			Upholstered Arm Chair (black only).....\$55.65 \$69.70
___			Side Chair (black only).....42.00 54.10
___			Padded Stool (black only).....55.00 70.20
ACCESSORIES			
___			Cocktail Table.....55.15 69.70
___			Round Pedestal Table (30"h x 30"d).....83.75 104.50
___			Round Pedestal Table (42"h x 30"d).....100.90 125.35
___			Wastebasket.....17.45 20.80
___			Easel.....35.40 41.60
___			Chrome Sign Frame (22" x 28").....67.10 83.75
___			Bag Holder.....83.75 104.50
___			8' Stanchion.....25.75 32.25
___			Crossbar.....25.75 32.25
___			Garment Rack.....72.80 90.50
___			Literature Rack.....83.75 104.50

SPECIAL DRAPERY BACKGROUND

Circle color: Blue Black Burgundy Purple Gray Red Tea
White Hunter Green (10' minimum order)

___	3 ft. drapery installed.....11.45	13.80	___
___	8' drapery installed.....15.35	17.45	___

QTY.	DISCOUNT RATES	STANDARD AMT. RATES	AMT.
DRAPED DISPLAY TABLES - 30" HIGH			
Price includes white vinyl top & 3 sides			
Circle color: Blue Black Burgundy Purple Gray Red Tea White Hunter Green			
___			2' x 4' x 30".....\$89.20 \$111.30
___			2' x 6' x 30".....100.00 130.55
___			2' x 8' x 30".....117.00 151.85

DRAPED DISPLAY TABLES - 42" COUNTER HIGH			
Price includes white vinyl top & 3 sides			
Circle color: Blue Black Burgundy Purple Gray Red Tea White Hunter Green			
___			2' x 4' x 42".....118.05 142.25
___			2' x 6' x 42".....124.00 156.00
___			2' x 8' x 42".....136.00 176.80

UNDRAPED DISPLAY TABLES - 30" HIGH			
___			2' x 4' x 30".....41.10 50.95
___			2' x 6' x 30".....48.10 59.80
___			2' x 8' x 30".....58.00 69.70

UNDRAPED DISPLAY TABLES - 42" HIGH			
___			2' x 4' x 42".....53.05 64.50
___			2' x 6' x 42".....59.30 73.60
___			2' x 8' x 42".....68.90 85.30

DRAPED RISERS

White Vinyl			
___	4' One Step.....39.25	49.15	___
___	6' One Step.....48.10	59.80	___

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ALL CHARGES SUBJECT TO NJ SALES TAX (7%)
FULL PAYMENT MUST ACCOMPANY ORDER
TOTAL ALL ITEMS ORDERED
ATTACH TO ORDER RECAP & CREDIT CARD AUTHORIZATION FORM

ENTER TOTAL

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

MAIL OR FAX TO VISTA CONVENTION SERVICES BEFORE DEADLINE DATE



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CARPET & PADDING ORDER FORM

**DEADLINE DATE:
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Rental price includes delivery to and removal from your booth.

QTY.	DISCOUNT RATES	STANDARD RATES	AMOUNT
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STANDARD CARPET

Price includes installation & taping front edge.

NO guarantee of color match when ordering multiple carpets.

_____ 9' x 10'	122.00	148.00	_____
_____ 9' x 20'	239.00	291.00	_____
_____ 9' x 30'	356.00	435.00	_____
_____ 9' x 40'	473.00	577.00	_____
_____ 9' x 50'	605.00	745.00	_____

Circle Color: Blue Burgundy Gray Teal Red Purple Black Hunter Green

CUSTOM CARPET

Price includes installation to fit booth space, protective covering and edges taped

INDICATE OVERALL DIMENSIONS:

____ft. x ____ft. (100 sq. ft. minimum).....1.45 sq. ft. 1.75 sq. ft. _____

Circle Color: Blue Burgundy Gray Teal Red Purple Black Hunter Green

CARPET PADDING

INDICATE OVERALL DIMENSIONS:

____ft. x ____ft. (to be installed.....0.85 sq. ft. 1.05 sq. ft. _____

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TOTAL ALL ITEMS ORDERED
ATTACH TO ORDER RECAP & CREDIT CARD AUTHORIZATION FORM**

ENTER

TOTAL

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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PLUSH BOOTH CARPET ORDER FORM

**DEADLINE DATE:
JANUARY 20, 2012**

INCLUDES LABOR TO INSTALL AND REMOVE VISQUEEN COVER.

Plush Booth Carpet - 28 oz.

Orders MUST be received by the Deadline Date above to guarantee delivery.

Carpet Size _____ x _____ = _____ (calculate to the next full foot, 100 square feet minimum)

QUANTITY

TOTAL

_____ Square feet (100 square feet minimum).....\$3.65 per sq. ft. _____

Please mark your selection.

- | | |
|--------------------------------------|--|
| <input type="checkbox"/> BERRY | <input type="checkbox"/> FRENCH BEIGE |
| <input type="checkbox"/> COLONY BLUE | <input type="checkbox"/> EMERALD GREEN |
| <input type="checkbox"/> PEACOCK | <input type="checkbox"/> CHARCOAL GRAY |
| <input type="checkbox"/> BLACK | <input type="checkbox"/> WHITE |
| <input type="checkbox"/> CREAM | <input type="checkbox"/> NAVY |
| <input type="checkbox"/> RED | |

Samples are available on request

CANCELLATION POLICY:

Plush carpet cancelled after orders have been received will be charged at 100% of original price.

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 and 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.

**SUBJECT TO NJ SALES TAX (7%)
FULL PAYMENT MUST ACCOMPANY ORDER
TOTAL ALL ITEMS ORDERED
ATTACH TO PAYMENT & CREDIT CARD AUTHORIZATION FORM**

ENTER TOTALS

Company Name _____ Booth # _____

Street Address _____ Phone # _____

City _____ State _____ Zip _____ Fax # _____

Ordered by (Print or Type) _____ E-Mail _____

Signature _____ Title _____

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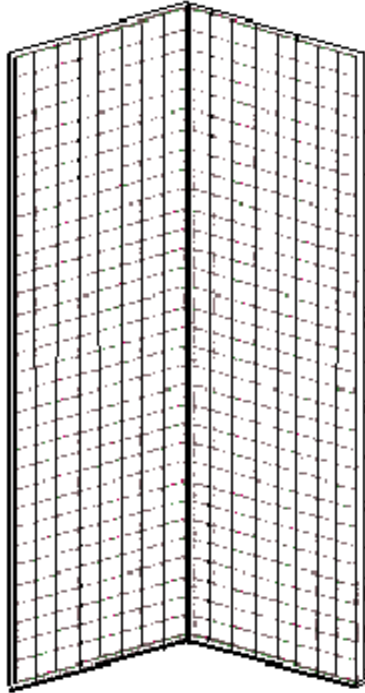


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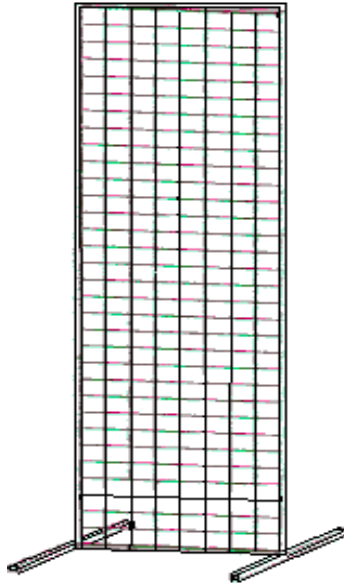
GRID WALLS ORDER FORM

**DEADLINE DATE:
JANUARY 20, 2012**

Style A: 2' x 8'



Style B: 2' x 6'



STYLE A:

2' x 8' ORDER GRID IF YOU ARE PLANNING TO STRING THE GRIDS TOGETHER.

STYLE B:

2' x 6' ORDER 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

QUANTITY OF GRIDS REQUIRED:

	DISCOUNT RATE	STANDARD RATE	AMOUNT
___ Style A 2' x 8' Grid.....	\$54.10	\$67.35	_____
___ Style B 2' x 6' Grid (w/feet).....	63.95	81.90	_____

PAYMENT POLICY: Payment in full 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 Check, VISA, MasterCard and American Express are accepted.

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

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ATTACH TO ORDER RECAP & CREDIT CARD AUTHORIZATION FORM**

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TOTALS

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

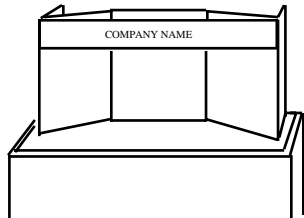
**DEADLINE DATE:
JANUARY 20, 2012**

VCS TableTop Unit contains lighted header, 8' draped table

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

* Check one

- White Panel
- Perf Board
- Blue
- Gray - Velcro Friendly

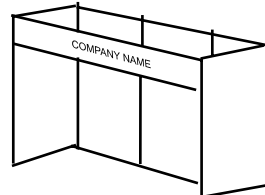


Price \$692.00

VCS A-10 Unit contains 3-shelves, 6-brackets

* Check one

- White Panel
- PerfBoard
- Blue
- Gray - Velcro Friendly



Price \$2,002.00

Optional Rental Accessories

	Qty.	Price	Total
*Side Rail (each).....	_____	130.00	_____
*Counters colors: (check color)	<input type="checkbox"/> white <input type="checkbox"/> blue <input type="checkbox"/> Gray		



40"L x 42"H x 18"W	_____	364.00	_____
80"L x 30"H x 22"W	_____	416.00	_____

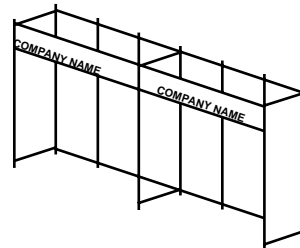
* Extra Shelves

1 - Shelf & 2 - Brackets.....	_____	52.00	_____
-------------------------------	-------	-------	-------

VCS B-20 Unit contains 6-shelves, 12-brackets

* Check one

- White panel
- Perf Board
- Blue
- Gray - Velcro Friendly

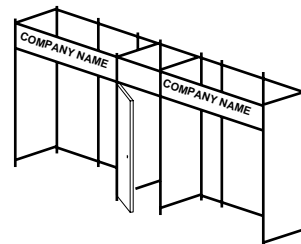


Price \$3,900.00

VCS C-20 Unit contains 4-shelves, 8-brackets

* Check one

- White Panel
- PerfBoard
- Blue
- Gray - Velcro Friendly



Price \$4,058.00

All units include:

*Standard

Header Copy

*Lights (Does Not Include Outlet)

Custom units available. Please call for pricing.

HEADER COPY:

PAYMENT POLICY: Payment in full including applicable tax, must accompany your order.

SUBJECT TO NJ SALES TAX (7%)

FULL PAYMENT MUST ACCOMPANY ORDER

TOTAL ALL ITEMS ORDERED

ATTACH TO ORDER RECAP & CREDIT CARD AUTHORIZATION FORM

ENTER

TOTALS

Company Name _____ Booth # _____

Street Address _____ Phone # _____

City _____ State _____ Zip _____ Fax# _____

Ordered by (Print or Type) _____ E-Mail _____

Signature _____ Title _____



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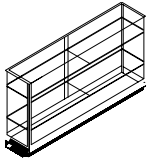
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SHOWCASE ORDER FORM

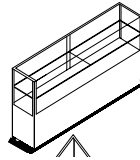
**DEADLINE DATE:
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Rental price includes delivery to and removal from your booth space.

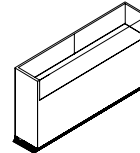
SHOWCASES



FULL VISION

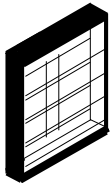


HALF VISION



QUARTER VISION

The above Counter Cases are 38" High - 20" Deep, Light and Locks, Walnut Finish (Electrical Outlet NOT included)



REGULAR WALL CASE 84" HIGH



SEE - THRU WALL CASE 84" HIGH

Both cases 18" Deep, Adjustable Glass Shelves, Glass Sliding Doors & Light, Walnut Finish (Electrical Outlet NOT included)
Electrical orders must be placed with ACCC.

INDICATE YOUR REQUIREMENTS:

TYPE	QUANTITY	PRICE EACH	AMOUNT
6' FULL VISION		\$ 375.00	\$
6' HALF VISION		\$ 375.00	\$
6' QUARTER VISION		\$ 375.00	\$
6' REGULAR WALL CASE		\$ 426.00	\$
6' SEE - THRU WALL CASE		\$ 535.00	\$

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

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ENTER TOTALS

Company Name _____ Booth _____

Street Address _____ Phone# _____

City _____ State _____ Zip _____ Fax # _____

Ordered by (Print or Type) _____ E-Mail _____

Signature _____ Title _____



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CUSTOM SIGNS ORDER FORM

**DEADLINE DATE:
JANUARY 20, 2012**

PRICES BASED ON BLOCK LETTERS, BLACK LETTERING ON WHITE SHOWCARD. 10 WORDS OR LESS

Quantity	Size	Discount Prices	Standard Prices	Amount
	7" x 11"	\$36.50	\$73.00	
	7" x 44"	\$40.50	\$81.00	
	11" x 14"	\$43.50	\$87.00	
	14" x 22"	\$55.50	\$110.00	
	22" x 28"	\$74.50	\$149.00	
	28" x 44"	\$114.50	\$228.00	

SALES TAX WILL BE ADDED TO ALL SIGN PRICES (7%)

- Over 10 words add \$2.25 per word
- Colored showcard and each change in color in copy will be quoted upon request
- Easel back applied to sign add \$2.00
- Orders received after deadline date will be charged at standard order price.
- Orders received during exhibitor move-in will be charged at standard order price plus delivery.
- Prices will be quoted on all special work (logo's, trade marks, special lettering, cut-out, odd sizes, etc.)
- NO GUARANTEED DELIVERY TIME ON ORDERS PLACED AT SHOW-SITE
- BANNER.....Rates On Request

Vertical Horizontal Color of Background Color of Lettering

Please type desired copy below or attach a separate sheet

All advance order signs will be available for customer pick up at show-site service desk.

ALL CHARGES SUBJECT TO NJ SALES TAX (7%)
FULL PAYMENT MUST ACCOMPANY ORDER
TOTAL ALL ITEMS ORDERED
ATTACH TO ORDER RECAP & ADVANCE PAYMENT FORM
ENTER TOTALS

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



ATLANTIC CITY CONVENTION CENTER
ATLANTIC CITY, NEW JERSEY
FEBRUARY 1-5, 2012



6804 DELILAH ROAD
PO BOX 3000
PLEASANTVILLE, NJ 08232
Tel: (609) 485-2421 Fax: (609) 485-2392
WWW.VISTACS.COM

BOOTH CLEANING ORDER FORM

**DEADLINE DATE:
JANUARY 20, 2012**

BOOTH CLEANING RATES

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

INDICATE YOUR REQUIREMENTS:

- Daily - Vacuuming.....\$.25 per sq. ft.
- Once - Vacuuming before initial opening.....\$.30 per sq. ft.
- Shampoo - One Time\$.50 per sq. ft.

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

Porter Service.....Rates on Request

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

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

**ALL CHARGES SUBJECT TO NJ SALES TAX (7%)
FULL PAYMENT MUST ACCOMPANY ORDER
TOTAL ALL ITEMS ORDERED
ATTACH TO ORDER RECAP & CREDIT CARD AUTHORIZATION FORM**

ENTER TOTAL

Company Name _____ Booth # _____

Street Address _____ Phone # _____

City _____ State _____ Zip _____

Ordered by (Print or Type) _____

Signature _____ Title _____

MAIL OR FAX TO VISTA CONVENTION SERVICES BEFORE DEADLINE DATE



ATLANTIC CITY CONVENTION CENTER
ATLANTIC CITY, NEW JERSEY
FEBRUARY 1-5, 2012



6804 DELILAH ROAD
PO BOX 3000
PLEASANTVILLE, NJ 08232
Tel: (609) 485-2421 Fax: (609) 485-2392
WWW.VISTACS.COM

I & D LABOR ORDER FORM

**DEADLINE DATE:
JANUARY 20, 2012**

CARPENTER LABOR FOR INSTALLATION AND DISMANTLE OF EXHIBITS

CARPENTER RATES:

Straight Time
\$81.25 per hour
one hour minimum per worker
thereafter 1/2 hr. increments
ST: 8:00 AM to 4:30 PM
Monday through Friday

Overtime
\$121.85 per hour
one hour minimum per worker
thereafter 1/2 hr. increments
OT: Before 8:00 AM and after 4:30 PM
Monday through Friday
and all hours on Saturday and Sunday

ALL LABOR ORDERS RECEIVED AFTER THE ABOVE SPECIFIED DEADLINE DATE WILL BE CHARGED AN ADDITIONAL 25%.

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.

	No. Men	Date	Time	Approx. Hours
SET-UP				
DISMANTLE				

PLAN B - VISTA CONVENTION SERVICES SUPERVISION - Hourly rate plus 35% Supervision Charge/Minimum \$35.00

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.

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

Company Name _____ Booth _____

Street Address _____ Phone # _____

City _____ State _____ Zip _____ Fax# _____

Ordered by (Print or Type) _____ E-Mail _____

Signature _____ Title _____

CREDIT CARD INFORMATION: <input type="checkbox"/> M/C <input type="checkbox"/> VISA <input type="checkbox"/> AMEX	ACCOUNT NUMBER: 	EXPIRATION DATE:
--	---------------------	------------------

PURCHASING CARD: VISA & MASTERCARD REQUIRES YOUR CUSTOMER CODE NUMBER _____

CARDHOLDERS SIGNATURE:

CARDHOLDERS NAME:



ATLANTIC CITY CONVENTION CENTER
ATLANTIC CITY, NEW JERSEY
FEBRUARY 1-5, 2012



6804 DELILAH ROAD
PO BOX 3000
PLEASANTVILLE, NJ 08232
Tel: (609) 485-2421 Fax: (609) 485-2392
WWW.VISTACS.COM

HANGING SIGNS ORDER FORM

**DEADLINE DATE:
JANUARY 20, 2012**

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, VISTA and the Atlantic City Convention Center, prior to hanging.
- * **All sign orders must be received in Advance of Deadline Date. 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:
HIGH LIFT AND CARPENTERS - Two (2) Man Crew Required
Please check appropriate box:**

- We will pre-ship our sign to the advance warehouse @ \$222.00 per hour
- We will deliver our sign to the show prior to sign hanging date @ \$252.00 per hour

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 _____

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

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

PURCHASING CARD: VISA & MASTERCARD REQUIRES YOUR CUSTOMER CODE NUMBER _____

CREDIT CARD: <input type="checkbox"/> M/C <input type="checkbox"/> VISA <input type="checkbox"/> AMEX	ACCOUNT NUMBER: 		EXPIRATION DATE:
--	---------------------	--	------------------

CARDHOLDERS SIGNATURE:	CARDHOLDERS NAME:
------------------------	-------------------

6. Rates are based on incoming weight only. All weights are rounded off to the next cwt. Each shipment received is considered separately. Freight handling charges are the responsibility of the exhibitor.
7. 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.
8. 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.
9. Outbound shipping labels & bills-of-lading will be available at the Service Desk. Exhibitor or his representative must pack & label their exhibit material, 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.

Limits of Liability and Responsibility

10.
 - A. Vista Convention Services, Inc. shall not be responsible for damage to uncrated materials, material improperly packed, or concealed damage.
 - B. Vista Convention Services, Inc. shall not be responsible for loss, theft, or disappearance of exhibitor's material after same has been delivered to exhibitor's booth.
 - C. Vista Convention Services, Inc. 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, Inc. to exhibitor, will be checked at time of actual pick-up from booth and corrections made where discrepancies occur.
 - D. Vista Convention Services, Inc. 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.
 - E. Vista Convention Services, Inc. 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, Inc. 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.
 - F. Vista Convention Services, Inc. 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.
 - G. The consignment or delivery of a shipment to Vista Convention Services, Inc. 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.

AUTHORIZATION TO PROVIDE MATERIAL HANDLING

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. Instead, we agree to pay Vista for the full amount of the invoice for all such charges, and 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

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

MAIL TO VISTA CONVENTION SERVICES

VISTA
ADVANCE SIGN
MUST ARRIVE BY JANUARY 20, 2012

TO: _____
(EXHIBITOR NAME) (BOOTH #)

PROGRES SIVE INURANCE ATLANTIC CITY
POWER BOAT SHOW ®
c/o VISTA CONVENTION SERVICES
6804 DELILAH ROAD
EGG HARBOR TOWNSHIP, NJ 08234

VISTA
ADVANCE SIGN
MUST ARRIVE BY JANUARY 20, 2012

TO: _____
(EXHIBITOR NAME) (BOOTH #)

PROGRES SIVE INURANCE ATLANTIC CITY
POWER BOAT SHOW ®
c/o VISTA CONVENTION SERVICES
6804 DELILAH ROAD
EGG HARBOR TOWNSHIP, NJ 08234

FOR ADVANCE SIGN ONLY

VISTA
ADVANCE SIGN
MUST ARRIVE BY JANUARY 20, 2012

TO: _____
(EXHIBITOR NAME) (BOOTH #)

PROGRESSIVE INURANCE ATLANTIC CITY
POWER BOAT SHOW ®
c/o VISTA CONVENTION SERVICES
6804 DELILAH ROAD
EGG HARBOR TOWNSHIP, NJ 08234

VISTA
ADVANCE SIGN
MUST ARRIVE BY JANUARY 20, 2012

TO: _____
(EXHIBITOR NAME) (BOOTH #)

PROGRES SIVE INURANCE ATLANTIC CITY
POWER BOAT SHOW ®
c/o VISTA CONVENTION SERVICES
6804 DELILAH ROAD
EGG HARBOR TOWNSHIP, NJ 08234

VISTA
ADVANCE CARPET
MUST ARRIVE BY JANUARY 26, 2012

TO: _____
(EXHIBITOR NAME) (BOOTH #)

PROGRESSIVE INSURANCE ATLANTIC CITY
BOAT SHOW ®
c/o VISTA CONVENTION SERVICES
6804 DELILAH ROAD
EGG HARBOR TOWNSHIP, NJ 08234

VISTA
ADVANCE CARPET
MUST ARRIVE BY JANUARY 26, 2012

TO: _____
(EXHIBITOR NAME) (BOOTH #)

PROGRESSIVE INSURANCE ATLANTIC CITY
BOAT SHOW ®
c/o VISTA CONVENTION SERVICES
6804 DELILAH ROAD
EGG HARBOR TOWNSHIP, NJ 08234

FOR ADVANCE CARPET ONLY

VISTA
ADVANCE CARPET
MUST ARRIVE BY JANUARY 26, 2012

TO: _____
(EXHIBITOR NAME) (BOOTH #)

PROGRES SIVE INSURANCE ATLANTIC CITY
BOAT SHOW ®
c/o VISTA CONVENTION SERVICES
6804 DELILAH ROAD
EGG HARBOR TOWNSHIP, NJ 08234

VISTA
ADVANCE CARPET
MUST ARRIVE BY JANUARY 26, 2012

TO: _____
(EXHIBITOR NAME) (BOOTH #)

PROGRES SIVE INSURANCE ATLANTIC CITY
BOAT SHOW ®
c/o VISTA CONVENTION SERVICES
6804 DELILAH ROAD
EGG HARBOR TOWNSHIP, NJ 08234

WAREHOUSE SHIPMENTS

TO: _____
(EXHIBITOR NAME) (BOOTH #)

PROGRES SIVE INSURANCE ATLANTIC CITY
BOAT SHOW ®
c/o VISTA CONVENTION SERVICES
6804 DELILAH ROAD
EGG HARBOR TOWNSHIP, NJ 08234

WAREHOUSE SHIPMENTS

TO: _____
(EXHIBITOR NAME) (BOOTH #)

PROGRES SIVE INSURANCE ATLANTIC CITY
BOAT SHOW ®
c/o VISTA CONVENTION SERVICES
6804 DELILAH ROAD
EGG HARBOR TOWNSHIP, NJ 08234

FOR ADVANCE SHIPMENTS ONLY
DELIVER NO LATER THAN THURSDAY, JANUARY 26, 2012
RECEIVING 8AM - 3:30PM, MONDAY-FRIDAY, CHECK IN BY 3PM

WAREHOUSE SHIPMENTS

TO: _____
(EXHIBITOR NAME) (BOOTH #)

PROGRES SIVE INSURANCE ATLANTIC CITY
BOAT SHOW ®
c/o VISTA CONVENTION SERVICES
6804 DELILAH ROAD
EGG HARBOR TOWNSHIP, NJ 08234

WAREHOUSE SHIPMENTS

TO: _____
(EXHIBITOR NAME) (BOOTH #)

PROGRESSIVE INSURANCE ATLANTIC CITY
BOAT SHOW ®
c/o VISTA CONVENTION SERVICES
6804 DELILAH ROAD
EGG HARBOR TOWNSHIP, NJ 08234

ON-SITE SHIPMENTS

TO: _____
(EXHIBITOR NAME) (BOOTH #)

**PROGRESSIVE INSURANCE ATLANTIC
CITY BOAT SHOW ®
c/o VISTA CONVENTION SERVICES
ATLANTIC CITY CONVENTION CENTER
BACHARACH BLVD.
ATLANTIC CITY, NJ 08401**

ON-SITE SHIPMENTS

TO: _____
(EXHIBITOR NAME) (BOOTH #)

**PROGRESSIVE INSURANCE ATLANTIC
CITY BOAT SHOW ®
c/o VISTA CONVENTION SERVICES
ATLANTIC CITY CONVENTION CENTER
BACHARACH BLVD.
ATLANTIC CITY, NJ 08401**

FOR ON-SITE SHIPMENTS ONLY

ON-SITE SHIPMENTS

TO: _____
(EXHIBITOR NAME) (BOOTH #)

**PROGRESSIVE INSURANCE ATLANTIC
CITY BOAT SHOW ®
c/o VISTA CONVENTION SERVICES
ATLANTIC CITY CONVENTION CENTER
BACHARACH BLVD.
ATLANTIC CITY, NJ 08401**

ON-SITE SHIPMENTS

TO: _____
(EXHIBITOR NAME) (BOOTH #)

**PROGRESSIVE INSURANCE ATLANTIC
CITY BOAT SHOW ®
c/o VISTA CONVENTION SERVICES
ATLANTIC CITY CONVENTION CENTER
BACHARACH BLVD.
ATLANTIC CITY, NJ 08401**

Progressive Insurance AC Boat Show
February 1st – 5th 2012
Atlantic City, NJ

ELECTRICAL SERVICE ORDER FORM

COPY FOR YOUR RECORDS



ELECTRICAL

Full payment is required to process order. Return with 100% remittance to:

ACCC Electrical • One Convention Boulevard • Atlantic City, NJ 08401 USA • Phone (609) 449-2291 • Fax (609) 449-2464 FED ID#232511871
IF YOU FAX YOUR ORDER PLEASE PRINT OUT A FAX CONFIRMATION FOR YOUR RECORDS.

COMPANY		BOOTH NUMBER	
CARDHOLDERS ADDRESS	STREET	CITY	STATE ZIP
PHONE	FAX	email address (invoice will be mailed at show close)	
AUTHORIZED CONTACT SIGNATURE		AUTHORIZED CONTACT • PLEASE PRINT	DATE
<input type="checkbox"/> MASTERCARD <input type="checkbox"/> VISA <input type="checkbox"/> AMERICAN EXPRESS EXPIRATION DATE			
ACCOUNT NUMBER			
CARDHOLDER SIGNATURE		CARDHOLDER'S NAME • PLEASE PRINT	
X			

**ADVANCE RATE DEADLINE DATE:
January 20th 2012**

By signing and delivering this form to ACCC Electrical, customer agrees to all terms and conditions printed on this form.

We do not accept orders without payment.

QUANTITY NON-24 HR	DESCRIPTION	ADVANCE RATE	REGULAR RATE	TOTAL
120 V LIGHTING & UTILITY OUTLETS				
	Up to 1000 watts	\$ 120.00	\$ 180.00	
	Up to 2000 watts	\$ 150.00	\$ 225.00	

208V 1ø MOTOR AND EQUIPMENT OUTLETS Maximum of one (1) Connection per outlet
All 208V connections require labor which will be billed at show.

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

208V 3ø MOTOR AND EQUIPMENT OUTLETS Maximum of one (1) Connection per outlet

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

TRANSFORMER(S) Circle Outlets Requiring Boost

Boosts 208V to 230V	\$ 165.00	\$ 230.00
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480V 3ø MOTOR AND EQUIPMENT OUTLETS
All 480V connections require labor which will be billed at show.

30 Amp	\$ 870.00	\$ 1300.00
60 Amp	\$ 1120.00	\$ 1635.00

FLOOD LIGHTS
Price includes outlet and labor (for track and flood lights only.) Placement of floodlights is at the front corner(s) of your in-line booth.

Any other location(s) or installation time will require an additional labor charge.

120 Watt	\$ 105.00	\$ 150.00
Dbl 120 Watt	\$ 135.00	\$ 205.00
250 Watt Krypton	\$ 140.00	\$ 210.00
Overhead Quartz*	\$ 355.00	\$ 540.00

TRACK LIGHTS Not available in all locations on the show floor.

4' Track w/3 Lights	\$ 154.00	\$ 245.00	\$
Add'l 50 Watt Halogen	\$ 43.00	\$ 68.00	

1. SUB TOTAL	\$
2. SALES TAX 7%	\$
3. PAYMENT ENCLOSED	\$

*REQUIRES LABOR AND/OR LIFT AT ADDITIONAL CHARGE NOT AVAILABLE AT SOME LOCATIONS. **FLOOR PLAN IS REQUIRED FOR QUARTZ LIGHTS.**

Important information on reverse side.

ALL CONNECTION AND LABOR RATES SUBJECT TO CHANGE.

ACCCE is not responsible for voltage fluctuation or power failure due to temporary conditions. For your protection you should install a surge protector on your equipment. All electrical installations and connections to all electrical service should be made by an ACCCE electrician. ACCCE will not be responsible for any damage or loss to any equipment component, computer hardware or software and/or any damage or injury to any person caused by the installation, connection or plugging in of any electrical outlet by an ACCCE electrician.

- IMPORTANT**
- 24-hour Power & Dedicated Circuits will be double the listed price. Please double rates. Use * to indicate 24-HR outlet(s).
 - To receive the advance rate, we must receive your order, along with payment in full or credit card authorization, on or before deadline date. All other orders will be charged at the regular rate.
 - No credits will be issued on unused outlets or lights installed as ordered. Claims regarding services provided by ACCCE can not be considered unless filed by the exhibitor prior to the close of show. Cancellations must be faxed to our office three days prior to show move in. There will be a 25% surcharge on all cancellations.
 - Electricity will be turned on within 30 minutes of show opening and off within 30 minutes after show closing.
- ELECTRICAL LABOR**
- Labor rates are subject to labor contract effective at time of show.
 - Labor before 8:00am and after 4:30pm and Saturdays, Sundays and holidays will be at the overtime rate.
 - Electricity Labor Rates: \$113.00 per hour Regular Time, \$226.00 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. Overtime labor will be charged for shows closing @ 2pm.
 - Forklift Rates: prevailing labor rates (one hour minimum) plus \$275.00 forklift rental.
 - Starting time can only be guaranteed when labor is requested for the start of the working 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.
 - Supervision is required on large r or ls land booths.
- OUTLET LOCATION & DISTRIBUTION**
- All 110 volt electrical outlets will be installed on the floor at the draped backwall of inline and peninsula booths.
 - 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. Labor is necessary in all Island booths.
 - Any additional power locations are chargeable on a time and material basis.
 - Distribution and connection of outlets are chargeable on a time and material basis. Please call regarding placement of 208 volt outlets. All services larger than 100 amps may be subject to an additional labor charge.
- ACCCE ELECTRICAL JURISDICTION**
(Requires labor and/or material)
- All under-carpet distribution of electrical wiring.
 - All distribution, light hanging or general labor in any space larger than 200 sq. ft.
 - All facility overhead distribution of electrical wiring, including coaxial cable, fiber optics, twisted pair, etc., and 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 wiring connections.
 - Installation and/or repair of electrical fixtures.
 - Installation of all computers.
 - Installation of electrical motors and electrical apparatus to be energized.
 - All electrical signs and headers.
 - Labor is required to inspect equipment pre-wired to plug into our system.
 - Exhibitors are not permitted to use power unless ordered. Exhibitors found using outlets without an order will be subject to the regular rate for outlets used.

LABOR REQUEST FOR ELECTRICAL DISTRIBUTION:

Date: _____ Time: _____

This Labor order will not be processed until we receive a completed electrical order, credit card authorization, and or floor plan. Please indicate neighboring booth and aisle numbers.

DO NOT Proceed – Exhibitor Will Call For Labor

OK to Proceed Without Supervision – Per Attached Floor Plan

METHOD OF PAYMENT

Check Enclosed: No: _____ Credit Card Provide Information Above

Your credit card authorization is required for labor and material charges. For your convenience we will also charge the card for any additional amounts incurred as a result of showsite orders placed by you or your representative. All returned checks are subject to a \$30.00 fee.

Rigging: Please call for quote.

ELECTRICAL CODE

Electrical requirements for an exhibit at all convention facilities are for the safety of all exhibitors and are based on national electrical codes and local ordinances.

Too frequently, fires have been traceable to faulty wiring, sometimes because of carelessness and sometimes because of lack of understanding of the risks involved.

In the interest of public safety, exhibits at all convention facilities may be inspected to determine if any violations exist. If they are found, qualified electricians are available to correct the problem. This work will be performed on a time and material basis.

If the exhibitor does not wish to have the fault corrected, electrical service to the offending booth will not be connected.

If an exhibitor is not informed or does not understand basic safety standards for electrical wiring, an electrician should be consulted before shipment is made to convention facilities.

Serious risks are involved which can be eliminated by understanding basic requirements of safe wiring inside your booth.

For the safety of you and the public, remember these points:

- All wiring must have a 3-wire grounded cord with a minimum of #14 gauge.
- Spot or flood lighting is a hazard when lamps are too close to fabrics or other material which can be affected by heat.
- 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.
- Zip cords or two-wire cords are ungrounded and could result in safety hazards. Their use is forbidden in all convention facilities. **Please leave all 2-wire cords at home!**

USE TIMESAVING WIRING METHODS AND DISTRIBUTION SYSTEM


Whenever possible, in conformance with the electrical code, use multiconductor interconnecting cables with approved quick-connect plugs or fittings. Here is a list of the plugs that match our equipment receptacles:

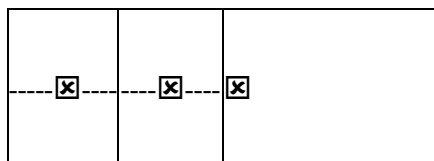
- **15 amp 120 volt: Standard U-ground cord cap**
- **20 amp 208 volt 1Ø or 3 Ø: Leviton 3521-C non nema**
- **30 amp 208 volt 1Ø or 3 Ø: Leviton 3521-C non nema**
- **60 amp 208 volt 1Ø or 3Ø: Daniel Woodhead Trade Show Plug Y560P**
- **100 amp 208 Volt 1Ø or 3Ø: Litton Veam Trade Show Plug CIRO1GRH**

Exhibitors who require many standard outlets may wish to incorporate a power distribution system into their booth. Please contact our staff if you need more information. Initial hook up to distribution system and all distribution from system both 208 and 110 volt to be done by our staff.

COMMONLY ASKED QUESTIONS

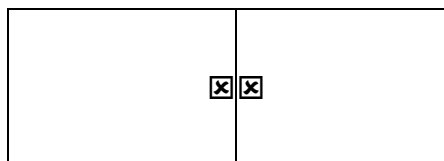
Where will my outlet be located?

There are four different types of trade show booths: Line booths, Peninsula Booths, Back-to-Back Peninsula Booths, and island booths. Each type of booth has its own standard methods of installation. In the following diagrams, the symbol  represents the approximate location of power outlets.



Line Booths

Peninsula Booths



Back-to-Back Peninsula Booths



Island Booths

Line Booths, Peninsula Booths, or Back-to-Back Peninsula Booths : Your pre-ordered electrical outlet will be installed at the rear of your booth, at the drape line.

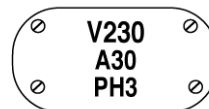
Island Booths : Your electrical outlet will be placed on the perimeter at one location at our discretion if no floorplan is submitted. Multiple outlet locations will be charged on a labor and material basis. All other distribution will be done on a time and material basis. ALL POWER IN THIS FACILITY ORIGINATES IN THE FLOOR. IF AN OVERHEAD DROP IS SPECIFICALLY REQUESTED, THERE WILL BE ADDITIONAL CHARGES FOR THE LABOR, LIFT, AND CABLE REQUIRED TO RUN THE OVERHEAD CONNECTION.

How much power will I need?

Calculate your lighting needs by adding wattage in each location. For other equipment, read the ratings from the metal plates attached to each unit.



120 Volt Single Phase
50 Cycle
1000 Watts



230 Volts
30 Amps
3 Phase

Progressive Insurance AC Boat Show
February 1st – 5th 2012
Atlantic City, NJ

TELECOM & INTERNET SERVICE ORDER FORM

COPY FOR YOUR RECORDS



Full payment is required to process order. Return with 100% remittance to:

ACCC Utilities • One Convention Boulevard • Atlantic City, NJ 08401 USA • Phone (609) 449-2291 • Fax (609) 449-2464 FED ID#232511871

IF YOU FAX YOUR ORDER PLEASE PRINT OUT A FAX CONFIRMATION FOR YOUR RECORDS.

COMPANY		BOOTH NUMBER	
CARDHOLDERS ADDRESS	STREET	CITY	STATE ZIP COUNTRY
PHONE	FAX	email address (invoice will be mailed at show close)	
AUTHORIZED CONTACT SIGNATURE		AUTHORIZED CONTACT • PLEASE PRINT	DATE
<input type="checkbox"/> MASTERCARD <input type="checkbox"/> VISA <input type="checkbox"/> AMERICAN EXPRESS		EXPIRATION DATE	
ACCOUNT NUMBER			
CARDHOLDER SIGNATURE		CARDHOLDER'S NAME • PLEASE PRINT	

**ADVANCE RATE DEADLINE DATE:
January 20th 2012**

*By signing and delivering this form to ACCC Utilities, customer agrees to all terms and conditions printed on this form.
Orders submitted without payment will not be processed.*

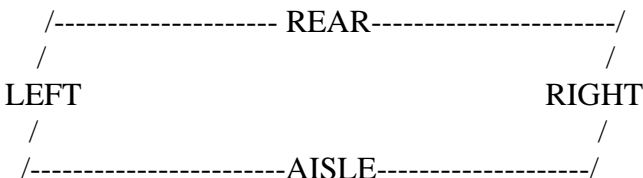
QUANTITY	DESCRIPTION	ADVANCE RATE	REGULAR RATE	TOTAL
BASIC PHONE LINE (includes dial 9, for voice/fax/modem, unrestricted Phone line & instrument)				
	Basic phone line	\$245.00	\$290.00	
	Hunt/Rollover & Toll restriction (price per service)	\$11.00	\$11.00	

ISDN DATA LINES – (ISDN modem/equipment required)- not recommended for Internet access				
	BRI-ISDN (1-B channel – 64K)	\$310.00	\$465.00	
	BRI-ISDN (2-B channel – 128K)	\$420.00	\$630.00	

INTERNET CONNECTION – utilizing 10MB Ethernet connection to fiber optic backbone with RJ45 twisted pair connection to the booth (Network Interface Card (NIC) required) PLEASE RUN UPDATED ANTI VIRUS SOFTWARE ON YOUR COMPUTER BEFORE YOUR ARRIVAL AT THE FACILITY.***				
	One IP Address	\$520.00	\$780.00	
	Add'l IP Address @ same location (within same booth or mtg. Room)	\$184.00	\$276.00	

LAN CONNECTIONS (within booth, booth to booth, booth to mtg. Room) (does not include internet connectivity)				
	LAN-10MB Ethernet	\$363.00	\$544.00	
	Add'l LAN 10MB at same location	\$79.00	\$119.00	
	LAN-100MB Ethernet	\$394.00	\$591.00	
	Add'l LAN 100MB at same location	\$84.00	\$126.00	

PLEASE INDICATE LOCATION OF LINES



Dates of Service _____

- IMPORTANT**
- Outgoing phone calls will be billed at the following rates: Local: \$.07/min., long distance \$.46/min., Toll free \$.50 per call.
 - To receive the advance rate, we must receive your order, along with payment in full or credit card authorization, on or before deadline date. All other orders will be charged at the regular rate.
 - In order to process orders in advance, locations of connections must be indicated (see diagram below). For meeting room connections, a detailed floor plan must be included. Failure to indicate location will result in your line being placed in rear of booth and/or may result in delay of service or add'l charges.
 - No credits will be issued on unused phone lines installed as ordered. Only written cancellations will be accepted and must be received seven days before show move in.
- TERMS & CONDITIONS**
- The ACCC is the exclusive provider of telecommunications for the Atlantic City Conv. Center.
 - Exhibitors should pick up phone instruments at the Telecomm. Service desk.
 - Exhibitors will be responsible for the protection and return of any equipment rented from ACCC. Equipment should be returned to the Service Desk at the close of the event.
 - A \$100 per single line set charge and a \$300 multi-line set charge will be billed to your credit card if sets are damaged or not returned.
- A detailed statement of calls will be invoiced at the conclusion of the show and charged to the credit card provided. Credit card receipts and detail of calls will be mailed to the exhibitor.
 - Telecommunications panels, floor boxes and equipment must be accessible at all times. Panels, floor boxes and equipment shall not be rendered inaccessible to ACCC Telecom personnel.
 - Unless otherwise directed, ACCC techs are authorized to cut floor coverings. Telephone service is provided from floor boxes on 30-ft. centers.
 - ACCC is responsible for Internet and other ACCC installed cable connections from point of demarcation to exhibitor booth. Services are limited to cable installation and IP address assignment. It is the responsibility of the exhibitor to supply connectors, connect cable to exhibitor equipment, configure exhibitor equipment and properly operate equipment. ACCC will troubleshoot ACCC installed components only.
 - ACCC is not responsible for lost connections or traffic interruptions. We will work with third parties to resolve circuit issues on a best effort basis. No refunds or discounts will be given for service interruptions or other network service related downtime.
 - *** THE ACCC IS NOT RESPONSIBLE FOR SERVICE INTERRUPTION DUE TO VIRUS INFECTION.**
 - The exhibitor must file disputes concerning service with the Service desk prior to the close of the event.
 - A minimum of \$50 will be charged to move an installed line.
 - Prices subject to change without notice.
 - ACCC does not allow the construction of wireless networks in the Facility.

1. SUB TOTAL	\$
2. SALES TAX 7%	\$
3. PAYMENT ENCLOSED	\$

FOR OFFICE USE ONLY:

Exh. No. _____ Phone Ext. #: _____

Payment: _____ Date Rec'd: _____

Progressive Insurance AC Boat Show
February 1st – 5th 2012
Atlantic City, NJ

PLUMBING ORDER FORM

COPY FOR YOUR RECORDS



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COMPANY		BOOTH NUMBER	
CARDHOLDERS ADDRESS	STREET	CITY	STATE ZIP
PHONE	FAX	email address (invoice will be mailed at show close)	
AUTHORIZED CONTACT SIGNATURE		AUTHORIZED CONTACT • PLEASE PRINT	DATE
<input type="checkbox"/> MASTERCARD <input type="checkbox"/> VISA <input type="checkbox"/> AMERICAN EXPRESS		EXPIRATION DATE	
ACCOUNT NUMBER			
CARDHOLDER SIGNATURE		CARDHOLDER'S NAME • PLEASE PRINT	
X			

**ADVANCE RATE
DEADLINE DATE:
January 20th 2012**

By signing and delivering this form to ACCC Electrical, customer agrees to all terms and conditions printed on this form.

We do not accept orders without payment.

QUANTITY	DESCRIPTION	ADVANCED RATE	REGULAR RATE	TOTAL
COMPRESSED AIR LINES – Plumber to make all connections/One connection per line				
	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	
	Additional Connections (to line ordered – ea.)	\$ 95.00	\$ 150.00	
Does not include Labor. Labor charge is additional				

WATER LINES – Plumber to make all connections/One connection per line				
	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	
	Additional Connections (to line ordered – ea.)	\$ 95.00	\$ 150.00	
Does not include Labor. Labor charge is additional				

DRAIN LINES – Plumber to make all connections				
	3/4" Drain Line	\$150.00	\$ 165.00	
	1" Drain Line	\$185.00	\$ 206.00	
	Additional Connections (to line ordered – ea.)	\$95.00	\$ 150.00	
Does not include Labor. Labor charge is additional				

NATURAL GAS LINES – Plumber to make all connections/One connection per line				
	1/2" Gas Line	\$495.00	\$ 740.00	
	3/4" Gas Line	\$615.00	\$ 925.00	
	1" Gas Line	\$770.00	\$ 1130.00	
	Additional Connections (to line ordered – ea.)	\$105.00	\$ 160.00	
Does not include Labor. Labor charge is additional				

WATER FILL & DRAIN – Includes regular Time Labor				
	Up to 100 Gallons	\$120.00	\$ 165.00	
	Additional 100 Ga	\$40.00	\$ 55.00	

1. SUB TOTAL	\$
2. SALES TAX 7%	\$
3. PAYMENT ENCLOSED	\$

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 should have fifteen (15) days notice if special regulators or filters are to be supplied on a rental basis only.
- Compressed air lines are 1/4", 1/2", 3/8", and 3/4." 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 rates.
- All connections must be made by the Official Show Plumber.
- COMPRESSORS WHICH ARE NOT A FIXED PART OF YOUR MACHINERY ARE NOT PERMITTED.**

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. Additional footage will be billed at \$0.50 per foot.
- Standard water lines are 1/2", 3/4", and 1." Any other size is considered a special request. Call for quote.
- Water pressure may vary. If pressure is critical, a pressure regulator valve may be installed.
- Certain tv pes o fi nstallations m ay require additional labor.**
- Ramping will be available on a time and material basis.
- All c onnections m ust be m ade b y t he Official Show Plumber.**

LOCATION OF COMPRESSED AIR OR GAS SERVICE

indicate where required.

Booth or Aisle #

LEFT SIDE	FRONT SIDE	RIGHT SIDE	
Booth or Aisle #	<input type="checkbox"/>	Booth or Aisle #	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	BACK SIDE		
	Booth or Aisle #		

LOCATION OF COMPRESSED WATER AND DRAIN SERVICE

indicate where required.

Booth or Aisle #

LEFT SIDE	FRONT SIDE	RIGHT SIDE	
Booth or Aisle #	<input type="checkbox"/>	Booth or Aisle #	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	BACK SIDE		
	Booth or Aisle #		

PLUMBING LABOR

- All connections will require labor that will be billed at showsite.
- Labor before 8:00 am and after 4:30 pm and Saturdays, Sundays and Holidays will be at the Overtime Rate. **Overtime labor will be charged for shows closing @ 2pm**
- Labor Rates: \$85.00 per hour Regular Time. \$170.00 per hour Overtime..
- Gas lines and labor will be charged from point of attachment to inside of booth.**
- All gas lines are overhead.

HAND CARRYING OF WATER PROHIBITED IN THE FACILITY.

CANCELLATION POLICY

- Items cancelled after show move-in begins or after installation will be charged at 100% of original price.

PAYMENT POLICY

- To obtain the advance rate, full payment must be included with your order. All orders must be received no later than the deadline date noted above. All invoices must be settled at our Service Desk prior to the closing of the show.
- No telephone orders accepted.**

LABOR REQUEST FOR PLUMBING LABOR: ←

Date: _____ Time: _____

METHOD OF PAYMENT

Check Enclosed: No: _____ Credit Card Provide Information Above

Your credit card authorization is required for labor and material charges. For your convenience we will also charge the card for any additional amounts incurred as a result of showsite orders placed by you or your representative.