



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

BOOTH PACKAGE

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 backdrapery - silver/white
- 36" high draped side rails - silver
- (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 Carpet Order Form to order carpet.

AISLE CARPET COLOR: TUXEDO BLACK



ATLANTIC CITY CONVENTION CENTER
ATLANTIC CITY, NEW JERSEY
FEBRUARY 26 - MARCH 1, 2020



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**DISCOUNT
DEADLINE DATE:
FEBRUARY 7, 2020**

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.....	\$	_____
Perf Board & Grid Walls Order Form	\$	_____
VCS Modular Rental Unit Order Form	\$	_____
Showcase Order Form	\$	_____
Custom Sign Order Form	\$	_____
Rigging Labor Order Form.....	\$	_____
I & D Labor Order Form	\$	_____
Hanging Signs Order Form	\$	_____
Material Handling Order Form.....	\$	_____
Priority Empty Container Return 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

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

Cardholder's Name _____ (Print or Type)

Cardholder's Address _____ City _____ State _____ Zip _____

Signature _____

ALL ORDERS SUBJECT TO LIMITS OF LIABILITY.

Company Name _____ Booth # _____

Street Address _____ Phone # _____

City _____ State _____ Zip _____ Fax# _____

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

Signature _____ Title _____

MAIL OR FAX TO VISTA CONVENTION SERVICES BEFORE DEADLINE DATE

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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PAYMENT POLICIES

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

WIRE TRANSFER

Bank information call Vista Convention Services (609) 485-2421 or e-mail: dvenezia@vistacs.com

Wire transfers must be initiated and confirmed at least two weeks before move-in.

Wire transfers must include the show name, company name and booth number.

Due to various processing fees we incur from banks clearing wire transfers into our accounts,

Vista Convention Services 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.