



Complete Exhibitor Kit

**FUNERAL DIRECTORS CONVENTION AND EXPO
HOSTED BY THE NEW JERSEY STATE FUNERAL
DIRECTORS ASSOCIATION**

**HARD ROCK HOTEL CASINO
LIVE AT ETESS ARENA
ATLANTIC CITY, NEW JERSEY
SEPTEMBER 16-17, 2026**



New Jersey State
Funeral Directors
Association, Inc.

2026 NEW JERSEY STATE FUNERAL DIRECTORS
CONVENTION & EXPO
HARD ROCK HOTEL CASINO
LIVE AT ETESS ARENA
ATLANTIC CITY, NEW JERSEY
SEPTEMBER 16-17, 2026



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

SHOW CONTACT INFORMATION

Dear Exhibitor:

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

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

*2026 New Jersey State Funeral Directors Convention & Expo
Ms. Lauren Marino
PO Box L
Manasquan, NJ 08736
Tel: (732) 974-9444
Email: lmario@njsfda.org*

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

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

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

*Hard Rock Hotel & Casino
Scott Mahrer
Tel: 609-449-5141
Email: Scott.mahrer@hrhcac.com
Order online: [Hard Rock online ordering](#)*

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

Thank you!



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SHOW INFORMATION

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

BOOTH PACKAGE

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

INSTALLATION

Tuesday	September 15, 2026	1:00 pm - 3:30 pm	By appointment only scheduled by NJSFDA
Wednesday	September 16, 2026	7:00 am - 2:30 pm	

EXHIBIT HOURS

Wednesday	September 16, 2026	4:00 pm - 7:00 pm
Thursday	September 17, 2026	11:45 am - 2:45 pm

DISMANTLE

Thursday	September 17, 2026	2:45 pm - 6:00 pm
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IMPORTANT DATES

- Vista Advance Order Discount Deadline: **September 2, 2026**
- Rental Exhibits, Fabric Backwall & Graphics Deadline: **August 26, 2026**
- Advance Freight Receiving Begins: **August 19, 2026**
- Advance Freight Deadline (without surcharge): **September 9, 2026**
- Direct to Show Site 1st day For Delivery: **September 16, 2026 at 7:00 am**
- Outbound Driver Check In No Later Than: **September 17, 2026 by 5:00 pm**

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

SHIPPING INFORMATION

ADVANCE TO WAREHOUSE

Exhibiting Company Name & Booth #
2026 NJ State Funeral Directors Convention & Expo
c/o Vista Convention Services
300 Commerce Drive
Egg Harbor Township, NJ 08234

DIRECT TO SHOW SITE

Exhibiting Company Name & Booth #
2026 NJ State Funeral Directors Convention & Expo
c/o Vista Convention Services
Hard Rock Hotel & Casino - Live at Eteess Arena
Pennsylvania Ave. & the Boardwalk
Atlantic City, NJ 08401

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



Exhibitors are encouraged to use our, safe and secure, online ordering website to place orders and provide credit card information.

To log in, click the link below.

[Online Ordering](#)

Existing Users

If you have previously placed orders with us, enter your login name (your email address previously provided) and your password. If you have forgotten your password, press "Forgot Password" in the box to receive a new temporary password.

New Users

Contact us for a username and password so you can begin ordering your exhibit booth needs.

If you have any questions, please contact (609) 485-2421 or orders@vistacs.com





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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.
- Credit Card refunds are subject to a 3% processing fee.

WIRE TRANSFER

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

CANCELLATIONS & ADJUSTMENTS

- Items cancelled before the deadline date will be refunded at 50%, **unless otherwise noted on Order Form. NO REFUNDS AFTER DEADLINE DATE.**
- **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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**DEADLINE DATE:
 SEPTEMBER 2, 2026**

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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 Other (Please specify) _____

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

MasterCard Visa American Express Expiration Date

Account Number CVV

Cardholder's Signature _____ Print Name _____

Cardholder's Billing Address _____ City _____ State _____ Zip _____ Country _____

THIRD PARTY NAME: _____

CONTACT PERSON: _____ SIGNATURE: _____

SHOW SITE REPRESENTATIVE: _____

PHONE NUMBER: _____ EMAIL: _____



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**DISCOUNT
DEADLINE DATE:
SEPTEMBER 2, 2026**

STANDARD BOOTH FURNISHINGS & ACCESSORIES ORDER FORM

QTY. DISCOUNT RATES STANDARD RATES AMT.

SEATING

Side Chair (black only).....84.00 109.00
Padded Stool (black only).....110.00 142.00

ACCESSORIES

Round Pedestal Table (30" h x 30" rd)..... 152.00 197.00
Round Pedestal Table (42" h x 30" rd).....182.00 237.00
Wastebasket.....33.00 42.00
Easel..... 64.00 83.00
Chrome Sign Frame (22" x 28").....121.00 158.00
Bag Holder.....152.00 197.00
8' Stanchion..... 48.00 61.00
Crossbar..... 48.00 61.00
Garment Rack.....132.00 171.00
Literature Rack..... 243.00 315.00
3' Black Stanchion/Pull out Tape..... 91.00 118.00
8' Special Background.....20.00ft. 27.00ft.
Circle color: Blue Black Burgundy Purple Gray Red Teal White Hunter Green
3' Special Siderails.....15.00ft. 18.00ft.
Circle color: Blue Black Burgundy Purple Gray Red Teal White Hunter Green

DRAPED RISERS

White Vinyl
4' One Step74.00 96.00
6' One Step.....87.00 113.00

QTY. DISCOUNT RATES STANDARD RATES AMT.

DRAPED DISPLAY TABLES - 30" HIGH

Price includes white vinyl top & 3 sides
Circle color: Blue Black Burgundy Purple Gray Red Teal White Hunter Green
****IF NO COLOR IS SELECTED, SHOW COLORS WILL PREVAIL****
2' x 4' x 30".....\$168.00 \$218.00
2' x 6' x 30".....198.00 257.00
2' x 8' x 30".....230.00 299.00
4th Side Drape.....40.00 52.00

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".....222.00 288.00
2' x 6' x 42".....254.00 330.00
2' x 8' x 42".....299.00 388.00
4th Side Drape.....40.00 52.00

UNDRAPE DISPLAY TABLES - 30" HIGH

2' x 4' x 30".....79.00 102.00
2' x 6' x 30".....92.00 120.00
2' x 8' x 30".....109.00 141.00

UNDRAPE DISPLAY TABLES - 42" COUNTER HIGH

2' x 4' x 42".....102.00 132.00
2' x 6' x 42".....114.00 148.00
2' x 8' x 42".....130.00 169.00

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

Sub Total \$ _____

Company Name _____ Booth # _____



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**DISCOUNT
 DEADLINE DATE:
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CARPET / CARPET PADDING ORDER FORM

**CARPET
 PADDING**

Single Padding: _____ ft.x _____ ft. (100 sq. ft. minimum).....\$3.00 sq. ft. \$4.00 sq. ft. _____
 Double Padding: _____ ft.x _____ ft. (100 sq. ft. minimum).....\$6.00 sq. ft. \$8.00 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).....\$7.50 sq. ft. \$9.50 sq. ft. _____

Circle Color: Charcoal Gray * Beige * White * Red * Navy * Ivory * Midway Blue * Black

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

Sub Total \$ _____

Company Name _____ Booth # _____



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Standard Carpet Inventory



Plush Booth Carpet—28oz



Table Skirt Colors





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**DISCOUNT
DEADLINE DATE:
SEPTEMBER 2, 2026**

CUSTOM FURNISHINGS ORDER FORM

***SHOW SITE ORDERS WILL BE SUBJECT TO A 30% SURCHARGE ON STANDARD RATES* SHOW SITE ORDERS WILL BE BASED ON AVAILABILITY**
CUSTOM FURNISHINGS CATALOG
All orders must be placed through Vista Online Ordering

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

Item Name	Advance Price	Standard Price	Unit
4 Cubic Ft. Refrigerator	549.00	713.00	Each
6' Rectangle White Bar Top - Black Base	572.00	744.00	Each
6' Rectangle White Bar Top - Chrome Base	572.00	744.00	Each
6' Rectangle White Cafe Top - Black Base	570.00	741.00	Each
6' Rectangle White Cafe Top - Chrome Base	570.00	741.00	Each
24" Square Bar Table - Cosmo w/ Black Base	405.00	527.00	Each
24" Square Bar Table - Cosmo w/ Chrome Base	405.00	527.00	Each
24" Square Bar Table - Emerald Tide w/ Black Base	405.00	527.00	Each
24" Square Bar Table - Emerald Tide w/ Chrome Base	405.00	527.00	Each
24" Square Bar Table - Icebreaker w/ Black Base	405.00	527.00	Each
24" Square Bar Table - Icebreaker w/ Chrome Base	405.00	527.00	Each
24" Square Bar Table - Sirona w/ Black Base	405.00	527.00	Each
24" Square Bar Table - Sirona w/ Chrome Base	405.00	527.00	Each
24" Square Café Table - Cosmo w/ Black Base	391.00	508.00	Each
24" Square Café Table - Cosmo w/ Chrome Base	391.00	508.00	Each
24" Square Café Table - Emerald Tide w/ Black Base	391.00	508.00	Each
24" Square Café Table - Emerald Tide w/ Chrome Base	391.00	508.00	Each
24" Square Café Table - Icebreaker w/ Black Base	405.00	527.00	Each
24" Square Café Table - Icebreaker w/ Chrome Base	405.00	527.00	Each
24" Square Café Table - Sirona w/ Black Base	391.00	508.00	Each
24" Square Café Table - Sirona w/ Chrome Base	391.00	508.00	Each
32" Round Bar Table - Cement w/ Black Base	534.00	694.00	Each
32" Round Bar Table - Cement w/ Chrome Base	534.00	694.00	Each
32" Round Bar Table - Smoke/Black Base	534.00	694.00	Each
32" Round Bar Table - Smoke/Chrome Base	534.00	694.00	Each
32" Round Bar Table - Yukon Gold w/ Black Base	534.00	694.00	Each
32" Round Bar Table - Yukon Gold w/ Chrome Base	534.00	694.00	Each
32" Round Café Table - Cement w/ Chrome Base	528.00	687.00	Each
32" Round Café Table - Cement w/ Black Base	528.00	687.00	Each
32" Round Café Table - Smoke/Chrome Base	528.00	687.00	Each
32" Round Café Table - Smoke/Black Base	528.00	687.00	Each
32" Round Café Table - Yukon Gold w/ Chrome Base	528.00	687.00	Each
32" Round Café Table - Yukon Gold w/ Black Base	528.00	687.00	Each
42" Round Conference Table - Espresso	520.00	676.00	Each
42" Round Conference Table - Urban Walnut	565.00	734.00	Each

Accord Black Leather High Back	607.00	789.00	Each
Accord White Leather High Back	607.00	789.00	Each
Alto Literature Rack - Black - 6 Pocket	291.00	378.00	Each
Alto Literature Rack - Silver - 6 Pocket	291.00	378.00	Each
Aria Cocktail Table - Blue	405.00	526.00	Each
Aria Cocktail Table - Charcoal	405.00	526.00	Each
Aria Cocktail Table - Green	405.00	526.00	Each
Aria Cocktail Table - Purple	405.00	526.00	Each
Aria Cocktail Table - Red	405.00	526.00	Each
Aria Cocktail Table - White	405.00	526.00	Each
Aria Console Table - Charcoal	425.00	552.00	Each
Aria Console Table - White	425.00	552.00	Each
Aria End Table - Blue	386.00	500.00	Each
Aria End Table - Charcoal	386.00	500.00	Each
Aria End Table - Green	386.00	500.00	Each
Aria End Table - Purple	386.00	500.00	Each
Aria End Table - Red	386.00	500.00	Each
Aria End Table - White	386.00	500.00	Each
Aspen Bar Table	1,040.00	1,352.00	Each
Aspen Bar Table - Charged	2,220.00	2,886.00	Each
Aspen Cocktail Table - Charged	700.00	910.00	Each
Aspen Dining Table	920.00	1,195.00	Each
Aubrey Sofa	1,380.00	1,794.00	Each
Aubrey Chair	870.00	1,131.00	Each
Aubrey Bench Ottoman	564.00	733.00	Each
Bianca Stage Chair - Frost	472.00	613.00	Each
Bianca Stage Chair - Onyx	472.00	613.00	Each
Bianca Stage Chair - Sand	472.00	613.00	Each
Black Bar - 2 Shelf	1,020.00	1,326.00	Each
Blanc Bench Ottoman	610.00	793.00	Each
Blanc Chair	1,030.00	1,339.00	Each
Blanc Cube	217.00	282.00	Each
Blanc Loveseat	1,200.00	1,560.00	Each
Blanc Sofa	1,264.00	1,643.00	Each
Blanco Bar Table White/Chrome 24" Square	386.00	502.00	Each
Blanco Rectangle Bar Table - White/Chrome	597.00	776.00	Each
Blanco Bar Table White/Chrome 30" Round	386.00	502.00	Each
Blanco Bar Table White/Chrome 36" Round	397.00	516.00	Each
Blanco Café Table White/Chrome 24" Square	386.00	502.00	Each
Blanco Café Table White/Chrome Rectangle	597.00	776.00	Each
Blanco Café Table White/Chrome 30" Round	386.00	502.00	Each
Blanco Café Table White/Chrome 36" Round	397.00	516.00	Each
Blox Bar Back	808.00	1,050.00	Each
Brooklyn II Rect Dining Table	785.00	1,020.00	Each
Brooklyn II Rectangle Cocktail Table	395.00	513.00	Each
Brooklyn II Round Cocktail Table	395.00	513.00	Each
Brooklyn II Round Dining Table	619.00	804.00	Each
Brooklyn II Round End Table	356.00	573.00	Each
Brooklyn II Square End Table	356.00	573.00	Each
Caprice Chair	217.00	282.00	Each
Caprice Bar Stool - Black	375.00	487.00	Each
City Bar Table Maple/Black 30" Round	386.00	502.00	Each
City Bar Table Maple/Black 36" Round	396.00	514.00	Each
City Café Table Maple/Black 30" Round	386.00	502.00	Each
City Café Table Maple/Black 36" Round	396.00	514.00	Each

Clara Chair	244.00	317.00	Each
Clara Stool	364.00	473.00	Each
Locking Pedestal/Computer Kiosk- Black	785.00	1,020.00	Each
Locking Pedestal/Computer Kiosk - White	785.00	1,020.00	Each
Colin Chair - Natural Wood	217.00	282.00	Each
Colin Stool - Natural Wood	305.00	396.00	Each
Command Conference Table - 6' Black	950.00	1,235.00	Each
Command Conference Table - 6' Sirona	950.00	1,235.00	Each
Command Conference Table - 6' White	950.00	1,235.00	Each
Command Conference Table - 8' Black	1,030.00	1,339.00	Each
Command Conference Table - 8' Sirona	1,030.00	1,339.00	Each
Command Conference Table - 8' White	1,030.00	1,339.00	Each
Command Conference Table - 8' White - Charged	1,670.00	2,171.00	Each
Conference Desk - Espresso	1,100.00	1,430.00	Each
Conference Desk - Urban Walnut	1,180.00	1,534.00	Each
Command Conference Table - 10' Black	1,180.00	1,534.00	Each
Command Conference Table - 10' Sirona	1,180.00	1,534.00	Each
Command Conference Table - 10' White	1,180.00	1,534.00	Each
Continental White Leather Curved Bench	640.00	832.00	Each
Continental White Leather Curved Loveseat	1,270.00	1,651.00	Each
Continental White Leather Half Moon Ottoman	545.00	708.00	Each
Continental White Leather Reverse Loveseat	1,230.00	1,599.00	Each
Continental White Leather Wedge Ottoman	545.00	708.00	Each
Cromwell Sofa	1,686.00	2,191.00	Each
Cromwell Chair	1,078.00	1,401.00	Each
Cube, Black 24" Cocktail Table	386.00	501.00	Each
Cube, Black 24" End Table	396.00	514.00	Each
Cube, White 24" Cocktail Table	386.00	501.00	Each
Cube, White 24" End Table	396.00	514.00	Each
Display Pedestal 18x30 Black	428.00	557.00	Each
Display Pedestal 18x30 White	428.00	557.00	Each
Display Pedestal 18x36 Black	562.00	731.00	Each
Display Pedestal 18x36 White	562.00	731.00	Each
Display Pedestal 18x42 Black	662.00	861.00	Each
Display Pedestal 18x42 White	662.00	861.00	Each
Display Pedestal 24x30 Black	582.00	757.00	Each
Display Pedestal 24x30 White	582.00	757.00	Each
Display Pedestal 24x36 Black	662.00	861.00	Each
Display Pedestal 24x36 White	662.00	861.00	Each
Display Pedestal 24x42 Black	640.00	832.00	Each
Display Pedestal 24x42 White	640.00	832.00	Each
Elara Bar	1,400.00	1,820.00	Each
Elio Chair	217.00	282.00	Each
Encore Bench	584.00	759.00	Each
Encore Dining Table	1,076.00	1,398.00	Each
Enterprise Guest Chair	349.00	454.00	Each
Enterprise High-Back Chair	406.00	528.00	Each
Enterprise Mid-Back Chair	377.00	490.00	Each
Equino Chrome Stool - Black	375.00	487.00	Each
Equino Chrome Stool - White	375.00	487.00	Each
Essentials White Banquette (2 pcs)	1,606.00	2,087.00	Each
Essentials Banquette Flat Top	1,129.00	1,468.00	Each
Essentials Banquette High Top	1,533.00	1,993.00	Each
Essentials White Leather Turning Bed	1,893.00	2,460.00	Each
Essentials White Turning Bed w/ Charging Station Insert	2,099.00	2,728.00	Each

Euro Bar Table Black/Black 30" Round	386.00	501.00	Each
Euro Bar Table Black/Black 36" Round	396.00	514.00	Each
Euro Café Table Black/Black 30" Round	386.00	501.00	Each
Euro Café Table Black/Black 36" Round	396.00	514.00	Each
Function Black Leather Armless Chair	659.00	857.00	Each
Function Black Leather Corner	696.00	905.00	Each
Function White Leather Armless Chair	659.00	857.00	Each
Function White Leather Corner	696.00	905.00	Each
Gemma Accent Table - Blue Agate	425.00	553.00	Each
Gemma Accent Table - Citrine	425.00	553.00	Each
Gemma Accent Table - Moonstone	425.00	553.00	Each
Gemma Accent Table - Obsidian	425.00	553.00	Each
Grammercy Charcoal Leather Bench	543.00	706.00	Each
Grammercy Charcoal Leather Chair	650.00	845.00	Each
Grammercy Charcoal Leather Corner	743.00	966.00	Each
Grammercy Charcoal Leather Loveseat	1,011.00	1,314.00	Each
Grammercy Charcoal Leather Sofa	1,161.00	1,509.00	Each
Grammercy Charcoal Leather Square Ottoman	543.00	706.00	Each
Hylton Tablet Table	340.00	442.00	Each
Jasper Chair	758.00	985.00	Each
Jasper Sofa	1,168.00	1,518.00	Each
Jr. Executive Desk - Espresso	917.00	1,192.00	Each
Jr. Executive Desk - Urban Walnut	1,060.00	1,378.00	Each
Latitude Sofa	1,562.00	2,030.00	Each
Latitude Loveseat	1,465.00	1,904.00	Each
Latitude Chair	1,203.00	1,563.00	Each
Leslie Chair	187.00	243.00	Each
London Cocktail Table	458.00	595.00	Each
London Console Table	497.00	646.00	Each
London End Table	409.00	531.00	Each
London Pedestal	427.00	555.00	Each
Marcus Bar Stool - Gunmetal	272.00	354.00	Each
Metro Black Leather Bench Ottoman	538.00	700.00	Each
Metro Black Leather Cube Ottoman	217.00	282.00	Each
Metro Black Leather Square Ottoman	538.00	700.00	Each
Metro Black Leather Chair	783.00	1,018.00	Each
Metro Black Leather Loveseat	1,004.00	1,305.00	Each
Metro Black Leather Sofa	1,041.00	1,353.00	Each
Monarch Chair - Bright White	453.00	588.00	Each
Nexus Chair	255.00	331.00	Each
Nexus Stool	310.00	403.00	Each
Niko Sofa	1,290.00	1,677.00	Each
Niko Loveseat	1,180.00	1,534.00	Each
Niko Chair	980.00	1,274.00	Each
Novel Satin Steel Cocktail Table	539.00	700.00	Each
Novel End Table	477.00	620.00	Each
Orbit End Table	325.00	422.00	Each
Park Ave Bar Table Maple/Chrome 30" Round	386.00	501.00	Each
Park Ave Bar Table Maple/Chrome 36" Round	396.00	514.00	Each
Park Ave Café Table Maple/Chrome 30" Round	386.00	501.00	Each
Park Ave Café Table Maple/Chrome 30" Round	350.00	455.00	Each
Park Ave Café Table Maple/Chrome 36" Round	396.00	514.00	Each
Patrice II Tablet Chair - Charged	735.00	956.00	Each
Piazza Bar Back - Black	870.00	1,131.00	Each
Piazza Bar Back - White	870.00	1,131.00	Each
Razor Bar	1,400.00	1,820.00	Each

Rimati Hi-Back Chair - Black	462.00	600.00	Each
Rimati Hi-Back Chair - White	462.00	600.00	Each
Rimati Guest Chair - Black	305.00	396.00	Each
Rimati Guest Chair - White	305.00	396.00	Each
Royce Chair - Mink	610.00	793.00	Each
Royce Chair - Oyster	610.00	793.00	Each
Rubix Cube Ottoman - Cherry	221.00	287.00	Each
Rubix Cube Ottoman - Cromwell	221.00	287.00	Each
Rubix Cube Ottoman - Grape	221.00	287.00	Each
Rubix Cube Ottoman - Lemon	221.00	287.00	Each
Rubix Cube Ottoman - Lime	221.00	287.00	Each
Rubix Cube Ottoman - Mango	221.00	287.00	Each
Silk Bar Table Black/Chrome 30" Round	386.00	501.00	Each
Silk Bar Table Black/Chrome 36" Round	396.00	514.00	Each
Milo Bar Stool - Black	345.00	448.00	Each
Milo Bar Stool - Chartreuse	345.00	448.00	Each
Milo Bar Stool - Chocolate	345.00	448.00	Each
Milo Bar Stool - Jade	345.00	448.00	Each
Milo Bar Stool - Victory Blue	345.00	448.00	Each
Milo Bar Stool - California Wine	345.00	448.00	Each
Milo Bar Stool - White	345.00	448.00	Each
Milo Armless Chair - Black	214.00	278.00	Each
Milo Armless Chair - Chartreuse	214.00	278.00	Each
Milo Armless Chair - Chocolate	214.00	278.00	Each
Milo Armless Chair - Jade	214.00	278.00	Each
Milo Armless Chair - Victory Blue	214.00	278.00	Each
Milo Armless Chair - California Wine	214.00	278.00	Each
Milo Armless Chair - White	214.00	278.00	Each
Silk Café Table Black/Chrome 30" Round	386.00	501.00	Each
Silk Café Table Black/Chrome 36" Round	396.00	514.00	Each
Sirona Accent Table	345.00	448.00	Each
Sonic Bar Stool	305.00	396.00	Each
Sonic Chair - Black	213.00	276.00	Each
Space Guest Chair - Black	323.00	420.00	Each
Spectrum Blue Bar Table	409.00	531.00	Each
Spectrum Café Table - Blue	409.00	531.00	Each
Spectrum Café Table - Green	409.00	531.00	Each
Spectrum Café Table - Purple	409.00	531.00	Each
Spectrum Café Table - Red	409.00	531.00	Each
Spectrum Green Bar Table	409.00	531.00	Each
Spectrum Purple Bar Table	409.00	531.00	Each
Spectrum Red Bar Table	409.00	531.00	Each
Storage Cabinet - Locking Black	427.00	555.00	Each
Summit Bar Table White/Black 30" Round	386.00	501.00	Each
Summit Bar Table White/Black 36" Round	396.00	514.00	Each
Summit Café Table White/Black 30" Round	386.00	501.00	Each
Summit Café Table White/Black 36" Round	396.00	514.00	Each
Tamiri Black Leather Guest Chair	389.00	505.00	Each
Tamiri Black Leather High Back	477.00	620.00	Each
Tamiri Black Leather Mid Back	419.00	544.00	Each
Verona Sofa	1,516.00	1,970.00	Each
Verona Chair	768.00	998.00	Each
Verona Ottoman	444.00	577.00	Each
VIP Glow Bar 4'	1,162.00	1,510.00	Each
VIP Glow Bar 6'	1,379.00	1,792.00	Each
White Bar - 2 Shelf	1,020.00	1,326.00	Each
Worksmart Drafting Stool Armless	315.00	410.00	Each
Worksmart Drafting Stool w/ Arms	337.00	438.00	Each



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 LIVE AT ETESS ARENA
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6575 Delilah Road P: 609-485-2421
 PO Box 3000 F: 609-485-2392
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 WWW.VISTACS.COM

**DEADLINE DATE:
 AUGUST 26, 2026**

FABRIC BACKWALL DISPLAY RENTAL ORDER FORM

VCS F-10 / 10'w x 8'tall Full Graphic Display..... Discount Rate Standard Rate
\$3400.00 **\$4400.00**



VCS F-20 / 20'w x 8'tall Full Graphic Display..... **\$4700.00** **\$6150.00**



All labor to install & dismantle displays are included in rental price. Approved graphics **MUST** be received by the deadline date above.

<u>RENTAL UNIT OPTIONAL ACCESSORIES:</u>		
	<u>Discount Rate</u>	<u>Standard Rate</u>
__ 10' Unit 2 lights	\$144.00	\$187.00
__ 20' Unit 4 lights	\$287.00	\$373.00

<u>COUNTERS:</u>		
Qty.	<u>Discount Rate</u>	<u>Standard Rate</u>
__ 1 Meter Counter w/o graphics	\$331.00	\$431.00
__ 2 Meter Counter w/o graphics	\$414.00	\$538.00
__ 1 Meter Counter w/front graphic panel	\$546.00	\$710.00
__ 2 Meter Counter w/front graphic panel	\$844.00	\$1100.00

Graphic Dimensions provided upon request

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

***Power is NOT included in rental of lights.
 Exhibitor must order basic power from Facility.**

****ALL Displays cancelled after orders have been received will be charged at 100% of original price.****

ORDERS RECEIVED AFTER THE DEADLINE DATE ARE SUBJECT TO AVAILABILITY AND STANDARD PRICING

Sub Total \$ _____

Company Name _____ Booth _____



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GRAPHIC GUIDELINES

DEADLINE DATE: AUGUST 26, 2026

GUIDELINES FOR SUBMITTING GRAPHICS **Vista Convention Services-Design/Graphics Department**

Vista Convention Services can accept graphic files created with the following programs:

Adobe Acrobat Professional CC
Adobe Illustrator CC
Photoshop CC
Adobe InDesign CC

While Adobe Acrobat high resolution PDF files are preferred, vector files, which can be resized without losing resolution, are also acceptable.

ALL vector files MUST have fonts converted to outlines or curves, and/or include all the fonts which you have used to create your files (True or Open Type Font only).

Any bitmapped or raster files, such as .tif, .bmp, .jpeg, must be of sufficient resolution to print properly at the intended dimensions. Resolution should be 300dpi on a half size graphic or actual size graphic at 90-120 dpi. If uncertain as to requirements please call Vista to consult with our Graphic Designer.

(*No bleeds needed on printable files)

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

Vista is not responsible for spelling errors or low resolution images sent by clients. Additional fees will apply if correction/replacement is necessary.

Color Matching

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

Sending Files

Files less than 30 MG may be sent by via e-mail. Vista Drop Box information is available upon request.



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**DEADLINE DATE:
 SEPTEMBER 2, 2026**

BOOTH CLEANING ORDER FORM

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

INDICATE YOUR REQUIREMENTS:

- Daily - Vacuuming (2 DAYS)**\$.63 per sq. ft.
- Once - Vacuuming before initial opening**.....\$.68 per sq. ft.

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

Porter Service.....Rates on Request

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

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

Sub Total \$ _____

Company Name _____ Booth _____



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**DEADLINE DATE:
SEPTEMBER 2, 2026**

INTENT TO USE NON-OFFICIAL CONTRACTORS

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

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

NOTIFICATION DEADLINE DATE: See Above.

Company Name: _____ Booth #: _____
 Contact Person: _____
 Signature: _____
 Full Name of Non-Official Contractor: _____
 Address: _____
 City, State: _____ Zip Code: _____
 Phone Number: _____ Email: _____
 Non-Official Contractor "Show Site" Representative: _____
 Type of Service to Be Performed: _____

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



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**DISCOUNT
DEADLINE DATE:
AUGUST 11, 2026**

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
\$159.60/hr.	\$199.50/hr.	\$239.40/hr.	\$299.25/hr.	\$319.20/hr.	\$399.00/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 DT: 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 person 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.

	# WORKERS	DATE	TIME	APPROX. HOURS
SET-UP				
DISMANTLE				

Estimated Labor
\$
\$

PLAN B - VISTA SUPERVISION Hourly rate plus 35% Supervision Charge / Minimum \$70.00/\$80.00

Estimated Supervision
\$

Name of Carrier _____ # Crates _____ Cartons _____ Skids _____

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

Please include Set-up Plans with Order

After Dismantle Return Display To: _____

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

Sub Total \$ _____

COMPANY NAME: _____ BOOTH # _____



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LIMITS OF LIABILITY & RESPONSIBILITY FOR LABOR

1. ***Vista Convention Services*** and its subcontractors shall not be responsible for loss, delay or damage due to strikes, lockouts or work stoppages of any kind.
2. ***Vista Convention Services*** and its subcontractors shall not be responsible for loss, injury or damage caused by laborers or equipment furnished by ***Vista Convention Services*** or its subcontractors, except when such laborers are working or operating equipment under the direct supervision of a supervisor designated by ***Vista Convention Services*** or its subcontractor.
3. ***Vista Convention Services*** and its subcontractors shall not be liable to any extent whatsoever for any actual, potential or assumed loss of profits or revenues, or for any collateral costs, which may result from any loss, injury or damage to an exhibitor's materials or exhibitor personnel, which may make it impossible or impractical to exhibit exhibitor's materials.
4. Claims for loss, injury or damage which are not submitted to ***Vista Convention Services*** within thirty (30) days of the close of the show on which the loss, injury or damage occurred shall be considered waived. No suit or action shall be brought against ***Vista Convention Services*** or its subcontractors more than one year after the accrual of the cause of action.
5. ***Vista Convention Services*** will not be responsible for improper packing of exhibitor material and products or incorrect labeling if working under the supervision of the exhibitor.
6. ***Vista Convention Services*** will not be responsible for improperly packed or concealed damages to exhibits.
7. The placing of an order for the services of laborers and the use of equipment by an exhibitor or any agent of the exhibitor shall be construed as an acceptance by such exhibitor or agent of terms and conditions set forth in Sections 1 through 6 above.
8. If granted permission for early move-in (off-target move-in) by show management and ***Vista Convention Services***, the exhibitor is required to use ***Vista Convention Services*** labor for booth installation.



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LIMITS OF LIABILITY FOR MATERIAL HANDLING

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

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

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

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

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

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

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

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

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

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

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



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MATERIAL HANDLING SPECIAL SERVICES

EMPTY STORAGE

Those exhibitors who elect to **hand-carry in one trip** items into the exhibit hall without the assistance of Vista Convention Services may acquire on-site storage for empty containers based on the following rates: **\$30** per carton and **\$40** 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.

SHIPMENTS RETURNED TO WAREHOUSE

At the close of show, for re-forwarding or storage, there will be an additional charge of **\$20.00** per cwt. on straight time; **\$24.00** 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: **\$1.50** per linear foot, plus one-half hour minimum labor
 Shrink Wrap Skid: **\$70.00** per skid, labor included
 Clear Tape: **\$25.00** roll
 Double Face Tape: **\$45.00** roll

UPS & FEDEX SHIPMENTS

A fee of **\$115.00** will apply for all UPS & FedEx shipments going back to Vista Convention Services Warehouse.

Sub Total \$ _____

COMPANY NAME _____ BOOTH # _____

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



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**DEADLINE DATE:
 SEPTEMBER 2, 2026**

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.....\$115.00 per container

Estimated Number of Pieces....._____

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

Sub Total \$ _____

COMPANY NAME: _____ BOOTH # _____



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**WAREHOUSE
DEADLINE DATE:
SEPTEMBER 9, 2026**

MATERIAL HANDLING RATES

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

A. CRATED AND/OR SKIDDED FLOOR LOAD SHIPMENTS These <u>round trip rates</u> apply to crated and/or floor load shipments that can be unloaded at the dock without additional handling (such as ground loading, side door loading, constricted space loading, designated piece loading or stacked shipments) required.		
Warehouse We will ship _____ lbs. @ \$145.50 per 100 lbs. (200 lb. minimum/\$291.00)		\$ _____
Showsite We will ship _____ lbs. @ \$145.50 per 100 lbs. (200 lb. minimum/\$291.00)		\$ _____

B. UNCRATED, UNSKIDDED OR WRAPPED SHIPMENTS & CRATED SHIPMENTS REQUIRING SPECIAL HANDLING These <u>round trip rates</u> apply to uncrated, un-skidded or wrapped shipments. These rates also apply to shipments that are loaded and charged by cubic space and/or packed in such a manner to require additional handling (such as ground loading, side door loading, constricted space loading, designated piece loading or stacked shipments). <u>**Fed-EX, UPS, Amazon and USPS are included in this category due to their delivery procedures and documentation**</u>		
Warehouse We will ship _____ lbs. @ \$208.00 per 100 lbs. (200 lb. minimum/\$416.00)		\$ _____
Showsite We will ship _____ lbs. @ \$208.00 per 100 lbs. (200 lb. minimum/\$416.00)		\$ _____

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

D. 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.		
FIRST PACKAGE	@\$60.00	\$ _____
EACH ADDITIONAL PACKAGE	@\$44.00	\$ _____

Delivery After Deadline Date: Shipments received at the warehouse after 3:00pm or after SEPTEMBER 9, 2026 and any shipment received at showsite after show opening will be charged 35% in addition to the above rates.

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

Sub Total \$ _____

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

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

Company Name:	Booth #:
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MONTHLY LONG-TERM STORAGE

MONTHLY LONGTERM STORAGE

Vista Convention Services can provide monthly long term storage at the following rates - \$0.75 per cubic ft. per month.

- **\$100.00 minimum per month**
- **\$20.00 per cwt. handling charge one way**
- **PLEASE CONTACT VISTA'S CUSTOMER SERVICE DEPARTMENT @ 609-485-2421 IF YOU ARE INTERESTED IN LONG TERM STORAGE**

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

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

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

Sub Total \$ _____

Company Name _____ Booth _____

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



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HARD ROCK HOTEL CASINO
LIVE AT ETESS ARENA
ATLANTIC CITY, NEW JERSEY
SEPTEMBER 16-17, 2026



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

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.



New Jersey State
Funeral Directors
Association, Inc.

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SHIPPING 101

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

WHAT IS DRAYAGE?

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

CAN MATERIALS BE HAND CARRIED TO MY BOOTH?

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

HOW ARE DRAYAGE RATES DETERMINED?

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

HOW CAN I SAVE MY COMPANY MONEY?

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

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

SHOULD I SHIP TO THE ADVANCE WAREHOUSE OR SHOW SITE?

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



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SHIPPING INFORMATION

WHAT YOU SHOULD KNOW:

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

MATERIAL HANDLING INCLUDES:

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

MATERIAL HANDLING DOES NOT INCLUDE:

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



ATLANTIC CITY

LOVE ALL. SERVE ALL.

Hard Rock Atlantic City Notice Direct Shipments to Show

Exhibitors must send all shipments to the Vista Advance Warehouse utilizing the warehouse shipping labels provided in this service manual.

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

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

To expedite the process of receiving your materials - please work directly with Vista and utilize their warehouse shipping labels.



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SHIPPING INSTRUCTIONS

FREIGHT HANDLING SERVICES

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

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

SHIPPING TO THE ADVANCE WAREHOUSE

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

**TO: NJ State Funeral Directors Convention & Expo
(Exhibiting Company's Name & Booth Number)
c/o Vista Convention Services
300 Commerce Drive
Egg Harbor Township, NJ 08234**

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

- Shipments will be received beginning ***Wednesday, August 19, 2026.***
- Shipments received after the deadline of ***Wednesday, September 9, 2026 will be charged an additional 35% surcharge.***
- Shipments received after **3:00 p.m.** will be charged an overtime rate.
- Advance warehouse receiving hours are Monday through Friday, **8:00 a.m. to 3:00 p.m.**
Carriers checking in after **3:00 p.m.** Monday through Friday will not be guaranteed unloading.
- Warehouse shipments will not be received on weekends or holidays.

SHIPPING DIRECTLY TO SHOW SITE

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

**TO: NJ State Funeral Directors Convention & Expo
(Exhibiting Company's Name & Booth Number)
Hard Rock Hotel Casino - Live at Eteess Arena
c/o Vista Convention Services
Pennsylvania Ave. & the Boardwalk
Atlantic City, NJ 08401**

- Show site shipments will be received beginning ***Wednesday, September 16, 2026 at 7:00 am.***
- Shipments arriving at show site prior to this date and time may be ***REFUSED*** or charged an overtime rate.



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2026 NEW JERSEY STATE FUNERAL DIRECTORS
CONVENTION & EXPO
HARD ROCK HOTEL CASINO
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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: NJ State Funeral Directors Convention & Expo
Location: Hard Rock Hotel Casino - Seminole Ballroom
To: (Shipping Address)

- Once your shipment is packed and labeled, **return your show bill-of-lading to the Vista Service Desk.** All bills-of-lading must be turned in no later than **5:00 pm on Thursday, September 17, 2026.**

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 time charges and/or the rerouting of your materials through our house carrier, LibertyCFS.
- Be sure to confirm pickup day(s) and time(s) with your selected carrier. All outside carriers (carriers other than LibertyCFS) must be checked in **no later** than **5:00 pm on Thursday, September 17, 2026.**

ADVANCE WAREHOUSE SHIPMENTS ONLY

FROM: _____

TO: _____
(EXHIBITOR NAME) (BOOTH #)

**2026 NJ STATE FUNERAL DIRECTORS
CONVENTION & EXPO
c/o VISTA CONVENTION SERVICES
300 COMMERCE DRIVE
EGG HARBOR TOWNSHIP, NJ 08234**

ADVANCE WAREHOUSE SHIPMENTS ONLY

FROM: _____

TO: _____
(EXHIBITOR NAME) (BOOTH #)

**2026 NJ STATE FUNERAL DIRECTORS
CONVENTION & EXPO
c/o VISTA CONVENTION SERVICES
300 COMMERCE DRIVE
EGG HARBOR TOWNSHIP, NJ 08234**

FOR ADVANCE SHIPMENTS ONLY

Deliver NO LATER than Wednesday, September 9, 2026 / Receiving Hours: 8am - 3:00pm, Monday through Friday, CHECK IN BY 3PM

ADVANCE WAREHOUSE SHIPMENTS ONLY

FROM: _____

TO: _____
(EXHIBITOR NAME) (BOOTH #)

**2026 NJ STATE FUNERAL DIRECTORS
CONVENTION & EXPO
c/o VISTA CONVENTION SERVICES
300 COMMERCE DRIVE
EGG HARBOR TOWNSHIP, NJ 08234**

ADVANCE WAREHOUSE SHIPMENTS ONLY

FROM: _____

TO: _____
(EXHIBITOR NAME) (BOOTH #)

**2026 NJ STATE FUNERAL DIRECTORS
CONVENTION & EXPO
c/o VISTA CONVENTION SERVICES
300 COMMERCE DRIVE
EGG HARBOR TOWNSHIP, NJ 08234**

ON-SITE DIRECT SHIPMENTS ONLY

FROM: _____

TO: _____
(EXHIBITOR NAME) (BOOTH #)

**2026 NJ STATE FUNERAL DIRECTORS
CONVENTION & EXPO
c/o VISTA CONVENTION SERVICES
HARD ROCK HOTEL CASINO
LIVE AT ETESS ARENA
PENNSYLVANIA AVE. & THE BOARDWALK
ATLANTIC CITY, NJ 08401**

ON-SITE DIRECT SHIPMENTS ONLY

FROM: _____

TO: _____
(EXHIBITOR NAME) (BOOTH #)

**2026 NJ STATE FUNERAL DIRECTORS
CONVENTION & EXPO
c/o VISTA CONVENTION SERVICES
HARD ROCK HOTEL CASINO
LIVE AT ETESS ARENA
PENNSYLVANIA AVE. & THE BOARDWALK
ATLANTIC CITY, NJ 08401**

FOR ON-SITE DIRECT SHIPMENTS ONLY

ON-SITE DIRECT SHIPMENTS ONLY

FROM: _____

TO: _____
(EXHIBITOR NAME) (BOOTH #)

**2026 NJ STATE FUNERAL DIRECTORS
CONVENTION & EXPO
c/o VISTA CONVENTION SERVICES
HARD ROCK HOTEL CASINO
LIVE AT ETESS ARENA
PENNSYLVANIA AVE. & THE BOARDWALK
ATLANTIC CITY, NJ 08401**

ON-SITE DIRECT SHIPMENTS ONLY

FROM: _____

TO: _____
(EXHIBITOR NAME) (BOOTH #)

**2026 NJ STATE FUNERAL DIRECTORS
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OUTBOUND BILL OF LADING REQUEST

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

REQUESTS SHOULD BE SUBMITTED BY: SEPTEMBER 2, 2026

Outbound Shipping Information

Ship to (Company): _____

Attention: _____

Destination (Street Address): _____

City: _____ State: _____ Zip: _____

Phone: _____

Shipping Method

LibertyCFS (Preferred Carrier) Other _____

FedEx (Express or Ground) UPS (ground)

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

Freight Charges Guaranteed By

Company/Exhibitor: _____

Attention: _____

Permanent Street Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Email: _____

Shipping Labels Request

of Shipping Labels Requested: _____

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

Notes

- Please complete one form per shipment.
- Do not leave Bills of Lading in your booth.

Please review the *Material Handling Information*, *Material Handling Rate Schedule*, and *Limits of Liability* forms.

Company Name: _____ **Booth #** _____



ATLANTIC CITY

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ATLANTIC CITY

BOOTH NUMBER: _____

CATERING SERVICES ORDER FORM

Convention: _____

Event Dates: _____

Exhibiting Company: _____

Billing Address: _____

Point of Contact: _____

Phone Number: _____ Email Address: _____

Qty.		Item	Price	Total
	DOZEN	Assorted Mini Breakfast Pastries	\$36.00	\$0.00
	DOZEN	Assorted House-Made Muffins	\$36.00	\$0.00
	DOZEN	Assorted Large House-Made Cookies	\$42.00	\$0.00
	DOZEN	House-Made Brownies OR Blondies	\$42.00	\$0.00
	DOZEN	Assorted Mini Desserts	\$42.00	\$0.00
	BOWL	Whole Seasonal Fruit (serves 15)	\$50.00	\$0.00
	BAG(s)	Assorted Chips Popcorn Pretzels	\$4.00	\$0.00
	BAG(s)	Individual Bags of Trail Mix or Nuts	\$5.00	\$0.00
	EACH	Soft Drinks (Assorted Pepsi Products)	\$4.50	\$0.00
	EACH	Bottled Spring Water	\$4.50	\$0.00
	GALLON	Coffee Decaffeinated Coffee Tea	\$69.00	\$0.00
	GALLON	Iced Tea OR Lemonade	\$40.00	\$0.00
	PLATTER	Imported + Domestic Artisan Cheese Platter (serves 25)	\$350.00	\$0.00
	PLATTER	Crudité - Seasonal Vegetable Platter (serves 25)	\$200.00	\$0.00
	TRAY	Sliced Fresh Fruit Tray (serves 25)	\$250.00	\$0.00
SUB-TOTAL				\$0.00
21% Service Charge				\$0.00
6.625% Sales Tax				\$0.00
TOTAL				\$0.00

Please return this completed and signed form to HotelSales@hrhcac.com

Once received a link for payment will be emailed to you

No checks accepted | Credit card payments only | Must be paid in advance

A 72 hour cancellation policy is applicable

Customer Signature

Date