



***Complete Exhibitor Kit***

**MGP 2019**

**BORGATA HOTEL CASINO & SPA  
SALON D  
ATLANTIC CITY, NEW JERSEY  
JUNE 2-4, 2019**

# MGP 2019

**BORGATA HOTEL CASINO & SPA  
SALON D  
ATLANTIC CITY, NJ  
JUNE 2-4, 2019**



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

## SHOW CONTACT INFORMATION

Dear Exhibitor:

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

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

*ENVIRONMENTAL INDUSTRY CONFERENCE MANAGEMENT  
Nicki Mayfield  
PO Box 38070  
Tallahassee, FL 32315  
Tel: (850) 558-0609  
Email: [nicki@eicmllc.com](mailto:nicki@eicmllc.com)*

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

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

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

***Thank you!***

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## SHOW INFORMATION

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

### BOOTH PACKAGE

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

**NOTE: EXHIBIT FLOOR IS CARPETED**

### INSTALLATION

**Sunday June 2, 2019 1:00 pm - 4:30 pm**  
**5:00 pm - 6:30 pm / Welcome Reception**

### EXHIBIT HOURS

**Monday June 3, 2019 7:45 am - 8:30 am / Continental Breakfast**  
**10:00 am - 10:30 am / Refreshment Break**  
**12:30 pm - 1:30 pm / Lunch**  
**3:00 pm - 3:30 pm / Refreshment Break**  
**5:30 pm - 7:00 pm / Reception**

**Tuesday June 4, 2019 7:15 am - 8:00 am / Continental Breakfast**  
**10:00 am - 10:30 am / Refreshment Break**

### DISMANTLE

**Tuesday June 4, 2019 11:00 am - 1:00 pm**

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

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JUNE 2-4, 2019**

**DISCOUNT  
DEADLINE DATE:  
MAY 17, 2019**

6575 Delilah Road P: 609-485-2421  
PO Box 3000 F: 609-485-2392  
Pleasantville, NJ 08232 E: info@vistacs.com  
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## 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 .....\$ \_\_\_\_\_

Booth Cleaning Order Form .....\$ \_\_\_\_\_

Perfboard & Grid Walls Order Form .....\$ \_\_\_\_\_

VCS Modular Rental Unit Order Form .....\$ \_\_\_\_\_

Estimated Labor Order Form .....\$ \_\_\_\_\_

Priority Empty Container Return Order Form.....\$ \_\_\_\_\_

Estimated Material Handling Order Form.....\$ \_\_\_\_\_

SUB TOTAL \$ \_\_\_\_\_

\*ADD 6.625% NJ SALES TAX \$ \_\_\_\_\_

NET AMOUNT DUE VISTA \$ \_\_\_\_\_

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

### INDICATE PAYMENT METHOD:

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

Charge to:  MasterCard  VISA  American Express

Indicate:  Personal Credit Card  Company Credit Card

Account # 

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

Expiration Date 

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

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

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

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

Signature \_\_\_\_\_

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

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

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

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

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

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

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



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

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

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## PAYMENT POLICIES

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

## WIRE TRANSFER

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

## CANCELLATIONS & ADJUSTMENTS

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

## TAX EXEMPTION

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

## THIRD PARTY PAYMENT BILLING

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

## MISCELLANEOUS

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

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**DISCOUNT  
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## THIRD PARY 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      \_\_\_ Booth Cleaning      \_\_\_ Material Handling/In and Out

\_\_\_ I&D Labor      \_\_\_ Rental Furniture & Carpet      \_\_\_ Signs      Other (Please specify) \_\_\_\_\_

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

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

Account Number 

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

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

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

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

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

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

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

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

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

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## STANDARD BOOTH FURNISHINGS & ACCESSORIES ORDER FORM

QTY. DISCOUNT RATES STANDARD RATES AMT.

### SEATING

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

### ACCESSORIES

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

### DRAPED RISERS

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

QTY. DISCOUNT RATES STANDARD RATES AMT.

### DRAPED DISPLAY TABLES - 30" HIGH

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

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

### DRAPED DISPLAY TABLES - 42" COUNTER HIGH

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

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

### UNDRAPED DISPLAY TABLES - 30" HIGH

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

### UNDRAPED DISPLAY TABLES - 42" HIGH

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

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

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

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

MAIL OR FAX TO VISTA CONVENTION SERVICES BEFORE DEADLINE DATE

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**DISCOUNT  
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## CARPET / CARPET PADDING ORDER FORM

**STANDARD CARPET**

Price includes installation & taping front edge. **NO** guarantee of color match when ordering multiple carpets.

Qty.		Discount Rate	Standard Rate	Total
_____	9'x 10'	165.00	200.00	_____
_____	9'x 20'	330.00	400.00	_____
_____	9'x 30'	495.00	600.00	_____
_____	9'x 40'	660.00	800.00	_____
_____	9'x 50'	825.00	1000.00	_____

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

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

**CUSTOM CARPET**

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

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

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

**CARPET PADDING**

INDICATE OVERALL DIMENSION:

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

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

**PLUSH CARPET - 28 OZ.**

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

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

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

**QTY**

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

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

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

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

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

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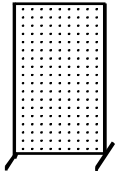


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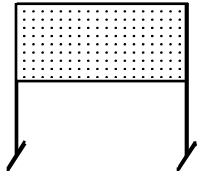
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## PERFBOARD & GRID WALLS ORDER FORM

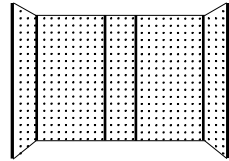
**PERFBOARD**



**STYLE A**



**STYLE B**



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

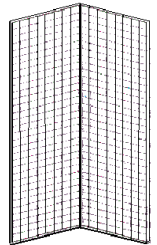
Perfboard holes are 1/8" Diameter. Exhibitors must furnish their own hooks.

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

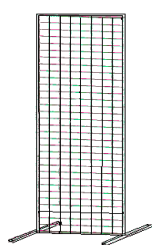
Rental price includes delivery to booth space, installation only where specified, and removal at close of show.

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

**GRID WALLS**



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



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

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

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

PLEASE SUPPLY DIAGRAM OF LOCATION IN BOOTH FOR SET-UP

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

HOOKS TO BE SUPPLIED BY EXHIBITOR

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

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

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

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## VCS MODULAR RENTAL UNITS

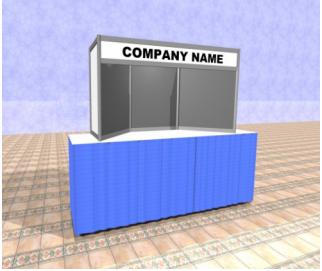
**VCS Table-Top Unit contains:**

- lighted header
- 1 - 8' draped table

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

\* Check One  
 White Panel  
 Blue  
 Gray

**Price: \$575.00**

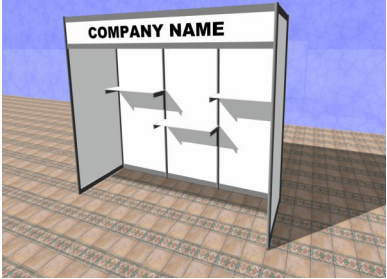


**VCS A-10 Unit contains:**

- (3) Shelves
- (6) Brackets

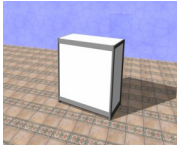
\* Check One  
 White Panel  
 Blue  
 Gray

**Price: \$1600.00**



**COUNTERS:**

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



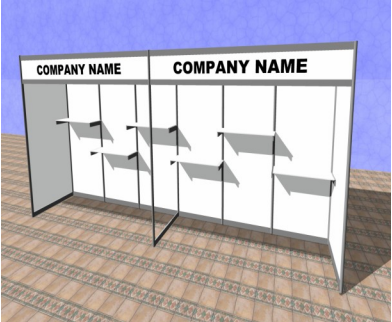
Counter Colors: (\*check one)  
 White  Blue  Gray

**VCS B-20 Unit contains:**

- (6) Shelves
- (12) Brackets

\* Check One  
 White Panel  
 Blue  
 Gray

**Price: \$2800.00**



**OPTIONAL RENTAL ACCESSORIES:**

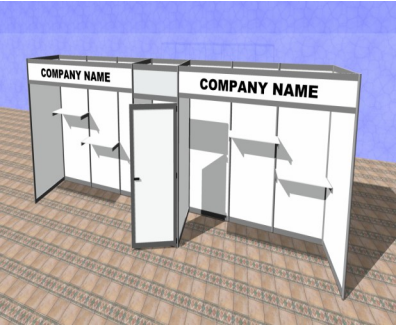
Side Rail (each)	___	<b>\$85.00</b>	___
Extra Shelves (1) shelf & (2) brackets	___	<b>\$45.00</b>	___

**VCS C-20 Unit contains:**

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

\* Check One  
 White Panel  
 Blue  
 Gray

**Price: \$3400.00**



**ALL UNITS INCLUDE:**  
 \*STANDARD HEADER COPY  
 \*LIGHTS (Does NOT include outlet)

*Custom Graphics & Custom Units are available!  
 Please call Vista Convention Services for pricing.*

**HEADER COPY:**

**CANCELLATION POLICY: ALL Units cancelled after orders have been received will be charged at 100% of original price.**

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

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

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

# MGP 2019

**BORGATA HOTEL CASINO & SPA  
SALON D  
ATLANTIC CITY, NJ  
JUNE 2-4, 2019**



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

**DEADLINE DATE:  
MAY 17, 2019**

## BOOTH CLEANING ORDER FORM

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

### INDICATE YOUR REQUIREMENTS:

- Daily - Vacuuming** .....\$.42 per sq. ft.
- Once - Vacuuming before initial opening** .....\$.44 per sq. ft.
- Shampoo - One Time** .....\$.70 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 (6.625%)  
FULL PAYMENT MUST ACCOMPANY ORDER  
ATTACH TO PAYMENT & CREDIT CARD AUTHORIZATION FORM**

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

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

# MGP 2019

**BORGATA HOTEL CASINO & SPA  
SALON D  
ATLANTIC CITY, NJ  
JUNE 12-14, 2019**



**DISCOUNT  
DEADLINE DATE:  
MAY 17, 2019**

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

## INTENT TO USE NON-OFFICIAL CONTRACTORS

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

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

**NOTIFICATION DEADLINE DATE: See Above.**

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

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

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

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

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

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

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

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

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

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

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

*Retain one copy for your files.*

# MGP 2019

**BORGATA HOTEL CASINO & SPA  
SALON D  
ATLANTIC CITY, NJ  
JUNE 2-4, 2019**



6575 Delilah Road P: 609-485-2421  
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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.

# MGP 2019

**BORGATA HOTEL CASINO & SPA  
SALON D  
ATLANTIC CITY, NJ  
JUNE 2-4, 2019**



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**DISCOUNT  
DEADLINE DATE:  
MAY 17, 2019**

## LABOR ORDER FORM

**CARPENTER LABOR FOR INSTALLATION & DISMANTLING OF EXHIBITS**

**Carpenter Rates:**

Straight Time:	OverTime:	Double Time:
<b>Advance Rate    Standard Rate</b> <b>\$114.00/hr.    \$142.50/hr.</b>	<b>Advance Rate    Standard Rate</b> <b>\$171.00/hr.    \$213.75/hr.</b>	<b>Advance Rate    Standard Rate</b> <b>\$228.00/hr.    \$285.00/hr.</b>
one hour minimum per worker thereafter 1/2 hr. increments <b>ST: 8:00 AM to 4:30 PM</b> <b>Monday through Friday</b>	one hour minimum per worker thereafter 1/2 hr. increments <b>OT: Before 8:00 AM and after 4:30 PM</b> <b>Monday through Friday</b> <b>and all hours on Saturday and Sunday</b>	one hour minimum per worker thereafter 1/2 hr. increments <b>OT: All Holidays</b>

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

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

PLEASE INDICATE SERVICE REQUIRED:

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

	# MEN	DATE	TIME	APPROX. HOURS
SET-UP				
DISMANTLE				

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

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

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

Please include Set-up Plans with Order

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

VIA

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

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

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

**Credit Card Information**

M/C  VISA  AMEX / ACCOUNT # \_\_\_\_\_  
 EXPIRATION DATE: \_\_\_\_\_  
 CUSTOMER CODE #: \_\_\_\_\_

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

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

# MGP 2019

**BORGATA HOTEL CASINO & SPA  
SALON D  
ATLANTIC CITY, NJ  
JUNE 2-4, 2019**



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Pleasantville, NJ 08232 E: info@vistacs.com  
WWW.VISTACS.COM

## 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*.



# MGP 2019

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SALON D  
ATLANTIC CITY, NJ  
JUNE 2-4, 2019**



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WWW.VISTACS.COM

**WAREHOUSE  
DEADLINE DATE:  
MAY 24, 2019**

## MATERIAL HANDLING SERVICE & RATES

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

Per CWT (100 lbs.)

**Minimum charge (200 lbs.)**

Warehouse Rate **\$94.00**

Show Site Rate **\$94.00**

### CRATED AND/OR SKIDDED FLOOR LOAD SHIPMENTS

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

Per CWT (100 lbs.)

**Minimum charge (200 lbs.)**

Warehouse Rate **\$114.00**

Show Site Rate **\$114.00**

### UNCRATED, UNSKIDDED, WRAPPED SHIPMENTS AND CRATED SHIPMENTS REQUIRING SPECIAL HANDLING

These round trip rates apply to uncrated, un-skidded or wrapped shipments. These rates also apply to shipments that are loaded and charged by cubic space and/or packed in such a manner to require additional handling (such as ground loading, side door loading, constricted space loading, designated piece loading or stacked shipments). **Fed-EX and UPS are included in this category due to their delivery procedures and documentation.**

**Per CWT (100 lbs.)**

A 35% surcharge, for each occurrence, will apply in addition to the above rates.

### OVERTIME RATES

**All rates quoted above are straight time rates.** All freight received at the warehouse and/or show site that must be moved in or out of the booth before 8 a.m. or after 4:30 p.m. on weekdays or all day on Saturdays, Sundays or holidays, will be charged in addition to the above rates.

**Per CWT (100 lbs.)**

A 35% surcharge for each occurrence, will apply in addition to the above rates

### DELIVERIES TO WAREHOUSE AFTER DEADLINE DATE

Shipments received at the warehouse after 3:30 p.m. or after the deadline date of **Friday, May 24, 2019** will be charged in addition to the above rates.

**\*FIRST PACKAGE**

**\$40.00**

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

### SMALL PACKAGE SHIPMENTS

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

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

# MGP 2019

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SALON D  
ATLANTIC CITY, NJ  
JUNE 2-4, 2019**



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**WAREHOUSE  
DEADLINE DATE:  
MAY 24, 2019**

## SHIPPING & MATERIAL HANDLING RECAP

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

<b>COMPUTATION OF ORDER: When recording weight, round up to the next 100 pounds.</b>	
<b>A. CRATED AND/OR SKIDDED FLOOR LOAD SHIPMENTS</b>  <b>Warehouse</b> We will ship _____ lbs. @ \$94.00 per 100 lbs. (200 lb. minimum/\$188.00)  <b>Showsite</b> We will ship _____ lbs. @ \$94.00 per 100 lbs. (200 lb. minimum/\$188.00)	\$ _____  \$ _____
<b>B. UNCRATED, UNSKIDDED OR WRAPPED SHIPMENTS &amp; CRATED SHIPMENTS REQUIRING SPECIAL HANDLING</b>  <b>Warehouse</b> We will ship _____ lbs. @ \$114.00 per 100 lbs. (200 lb. minimum/\$228.00)  <b>Showsite</b> We will ship _____ lbs. @ \$114.00 per 100 lbs. (200 lb. minimum/\$228.00) <b>**THESE RATES APPLY TO ALL FED-EX AND UPS SHIPMENTS**</b>	\$ _____  \$ _____
<b>C. OVERTIME FEES</b> All rates quoted above are straight time rates. All freight received at the warehouse and/or showsite that must be moved <b>into or out of</b> your booth before 8:00 a.m. or after 4:30 p.m. on weekdays, or anytime on Saturday, Sunday or holidays, will be a <b>35%</b> surcharge for each occurrence that applies in addition to the above rates.  <b>Delivery After Deadline Date:</b> Shipments received at the warehouse after 3:30pm or after <b>Friday, May 24, 2019</b> and any shipment received at showsite after show opening will be charged 35% in addition to the above rates.	
<p style="color: red;"><b>Note: Due to possible move-in on overtime and move-out on overtime, overtime fees will be applied</b></p> <p style="text-align: right;">6.625% Sales Tax \$ _____</p> <p style="text-align: right;">Payment Enclosed \$ _____</p>	

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

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

MAIL OR FAX TO VISTA CONVENTION SERVICES

# MGP 2019

**BORGATA HOTEL CASINO & SPA  
SALON D  
ATLANTIC CITY, NJ  
JUNE 2-4, 2019**



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## MATERIAL HANDLING SPECIAL SERVICES

### EMPTY STORAGE

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

### MOBILE UNIT SPOTTING

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

### SHIPMENTS RETURNED TO WAREHOUSE

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

### SPECIAL RATES AND SERVICES

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

### UPS & FEDEX SHIPMENTS

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

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

# MGP 2019

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JUNE 2-4, 2019**



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**DEADLINE DATE:  
MAY 17, 2019**

## **PRIORITY EMPTY CONTAINER RETURN**

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

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

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

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

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

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

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

**Credit Card Information**

M/C  VISA  AMEX / ACCOUNT #

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

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

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

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

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

# MGP 2019



**BORGATA HOTEL CASINO & SPA  
SALON D  
ATLANTIC CITY, NJ  
JUNE 2-4, 2019**

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## MONTHLY LONG-TERM STORAGE

### MONTHLY LONGTERM STORAGE

Vista Convention Services can provide monthly long term storage at the following rates - \$0.15 per cubic ft. per month.

- **\$50.00 minimum per month**
- **\$15.00 per cwt. handling charge one way**
- **PLEASE CONTACT VISTA'S CUSTOMER SERVICE DEPARTMENT @ 609-485-2421 IF YOU ARE INTERESTED IN LONG TERM STORAGE**

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

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

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

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

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

**Credit Card Information**

M/C  VISA  AMEX / ACCOUNT #

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

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

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

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

**SUBJECT TO NJ SALES TAX 6.625%**

# MGP 2019

**BORGATA HOTEL CASINO & SPA  
SALON D  
ATLANTIC CITY, NJ  
JUNE 2-4, 2019**



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## IMPORTANT FREIGHT INFORMATION

### DEFINITION OF SPECIAL HANDLING:

**“Shipments that are loaded in such a manner as to require additional labor to unload, sort, and deliver”.**

### **Vista Convention Services uses the following definitions in assessing Special Handling surcharges for material handling:**

- ⇒ **Ground load/unload**-vehicles that are not dock height preventing the use of loading docks, such as U-Hauls, flat bed trailers, double drops, etc. Situations where dock utilization is not possible will result in a Special Handling assessment.
- ⇒ **Side door load/unload**-shipments that cannot be accessed from the rear of the trailer.
- ⇒ **Constricted space load/unload**-trailers loaded "high and tight", shipments that are loaded in such a manner as to not be readily available (freight down one side of a trailer that must be bypassed to reach targeted freight).
- ⇒ **Designated piece load**-driver with tape measure who requires loading crew to bring multiple pieces of freight to rear of trailer to select next piece; having to unload and reload to fit, etc.
- ⇒ **Stacked shipments**-shipments loaded in such a manner as to require items to be removed to ground level for delivery to booth. Loose items stacked on top of crates and/or pallets constitute Special Handling.
- ⇒ **Mixed shipments**-multiple shipments delivered together without shipment integrity; pieces for separate shipments that are loaded mixed throughout the delivery vehicle, such as UPS, FedEx, USPS.
- ⇒ **Improper delivery receipts**-shipments that arrive without individual bills of lading, such as UPS, FedEx, USPS.



# MGP 2019

**BORGATA HOTEL CASINO & SPA  
SALON D  
ATLANTIC CITY, NJ  
JUNE 2-4, 2019**



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

## 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).

# MGP 2019

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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.

# MGP 2019

**BORGATA HOTEL CASINO & SPA  
SALON D  
ATLANTIC CITY, NJ  
JUNE 2-4, 2019**



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

## SHIPPING INSTRUCTIONS

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

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

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

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

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

**TO: MGP 2019  
(Exhibiting Company's Name & Booth Number)  
c/o Vista Convention Services  
300 Commerce Drive  
Egg Harbor Township, NJ 08234**

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

- Shipments will be received beginning ***Monday, April 29, 2019.***
- Shipments received after the deadline of ***Friday, May 24, 2019*** will be charged an additional 35% surcharge.
- Shipments received after **3:30 p.m.** will be charged an overtime rate.
- Advance warehouse receiving hours are Monday through Friday, **8:00 a.m. to 3:30 p.m.**  
Carriers checking in after **3:30 p.m.** Monday through Friday will not be guaranteed unloading.
- Warehouse shipments will not be received on weekends or holidays.

### ***SHIPPING DIRECTLY TO SHOW SITE***

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

**TO: MGP 2019  
(Exhibiting Company's Name & Booth Number)  
Borgata Hotel Casino & Spa - Salon D  
c/o Vista Convention Services  
One Borgata Way  
Atlantic City, NJ 08401**

- Show site shipments will be received beginning ***Sunday, June 2, 2019 at 1:00 pm.***
- Shipments arriving at show site prior to this date and time may be ***REFUSED*** or charged an overtime rate.

# MGP 2019

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## OUTBOUND SHIPPING INSTRUCTIONS

### SHIPPING OUTBOUND FROM SHOW SITE

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

#### Label each item as follows:

**From:** (Your Company Name)  
**Booth #:**  
**Show Name:** MGP 2019  
**Location:** Borgata Hotel Casino & Spa - Salon D  
**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 **12:30 pm on Tuesday, June 4, 2019.**

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

- Failure to turn in your show bill-of-lading by the designated deadline may result in additional over times charges and/or the rerouting of your materials through our house carrier, YRC.
- Be sure to confirm pickup day(s) and time(s) with your selected carrier. All outside carriers (carriers other than YRC) must be checked in **no later** than **12:30 pm on Tuesday, June 4, 2019.**

**ADVANCE WAREHOUSE SHIPMENTS ONLY**

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

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

**MGP 2019  
c/o VISTA CONVENTION SERVICES  
300 COMMERCE DRIVE  
EGG HARBOR TOWNSHIP, NJ 08234**

**ADVANCE WAREHOUSE SHIPMENTS ONLY**

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

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

**MGP 2019  
c/o VISTA CONVENTION SERVICES  
300 COMMERCE DRIVE  
EGG HARBOR TOWNSHIP, NJ 08234**

**FOR ADVANCE SHIPMENTS ONLY**

**Deliver NO LATER than Friday, May 24, 2019 / Receiving Hours: 8am - 3:30pm, Monday through Friday, CHECK IN BY 3PM**

**ADVANCE WAREHOUSE SHIPMENTS ONLY**

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

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

**MGP 2019  
c/o VISTA CONVENTION SERVICES  
300 COMMERCE DRIVE  
EGG HARBOR TOWNSHIP, NJ 08234**

**ADVANCE WAREHOUSE SHIPMENTS ONLY**

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

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

**MGP 2019  
c/o VISTA CONVENTION SERVICES  
300 COMMERCE DRIVE  
EGG HARBOR TOWNSHIP, NJ 08234**

**ON-SITE DIRECT SHIPMENTS ONLY**

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

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

**MGP 2019  
c/o VISTA CONVENTION SERVICES  
BORGATA HOTEL CASINO & SPA  
SALON D  
ONE BORGATA WAY  
ATLANTIC CITY, NJ 08401**

**ON-SITE DIRECT SHIPMENTS ONLY**

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

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

**MGP 2019  
c/o VISTA CONVENTION SERVICES  
BORGATA HOTEL CASINO & SPA  
SALON D  
ONE BORGATA WAY  
ATLANTIC CITY, NJ 08401**

**FOR ON-SITE DIRECT SHIPMENTS ONLY**

**ON-SITE DIRECT SHIPMENTS ONLY**

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

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

**MGP 2019  
c/o VISTA CONVENTION SERVICES  
BORGATA HOTEL CASINO & SPA  
SALON D  
ONE BORGATA WAY  
ATLANTIC CITY, NJ 08401**

**ON-SITE DIRECT SHIPMENTS ONLY**

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

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

**MGP 2019  
c/o VISTA CONVENTION SERVICES  
BORGATA HOTEL CASINO & SPA  
SALON D  
ONE BORGATA WAY  
ATLANTIC CITY, NJ 08401**





THE WATER CLUB   
A SIGNATURE HOTEL BY BORGATA 

## **AV and Electrical Services Pricing Guide**

January 2019

Exhibitors, please observe these guidelines:

### **The AV Form**

should be used for AV requests and for  
electrical services required for AV setups only  
For more comprehensive AV needs please contact us at 609-317-7804  
or [mb20245@theborgata.com](mailto:mb20245@theborgata.com)

### **The Electrical Form**

should be used for electrical and banner requests  
Electrical services listed are available in the Ballroom / Salons only  
Please call for information on other venues.  
For questions regarding electric requests please call 609-317-7804

All Requests must be faxed to 609-317-1037 or emailed to [mb20245@theborgata.com](mailto:mb20245@theborgata.com)  
no later than 14 days prior to the event.

*Thank you for choosing Borgata*

**AUDIO VISUAL ORDER FORM FOR EXHIBITORS**



Event \_\_\_\_\_ Room \_\_\_\_\_  
 Group Name \_\_\_\_\_ Booth \_\_\_\_\_  
 Contact Info \_\_\_\_\_ Start Date \_\_\_\_\_ End Date \_\_\_\_\_

<b>Display Equipment</b>	Rental Rate (Per Day)		# of Units		# of Days		Extension
20" Data Monitor	\$125	X		X		=	
32" Flat Panel Display Monitor	\$175	X		X		=	
48" Flat Panel Display Monitor	\$300	X		X		=	
52" Flat Panel Display Monitor	\$350	X		X		=	
65" Flat Panel Display Monitor	\$400	X		X		=	

<b>Media Equipment</b>							
DVD Player	\$25	X		X		=	
Single CD Player	\$25	X		X		=	
Digital Media Player	\$50	X		X		=	

<b>Microphones / Public Address</b>							
Wired Microphone (includes stand)	\$50	X		X		=	
Wireless Mic (Lapel Mic or Hand-Held Mic)	\$160	X		X		=	
Overhead Speakers (Full Ballroom)	\$800	X		X		=	
Desktop Computer Speakers	\$35	X		X		=	
Small PA - 1 powered speaker	\$100	X		X		=	
4 Channel Mic Mixer	\$40	X		X		=	

<b>Lighting &amp; Other Services</b>							
Specials / Lighting Patterns	\$30	X		X		=	
Floor Lights / Up Lights (each)	\$20	X		X		=	
Lighting Trees / 2 lights	\$80	X		X		=	
High Speed Internet Access	\$300	X		X		=	
Telephone Line	\$100	X		X		=	
Video Signage (2 - 13' x 18' screens)	\$2,000	X		X		=	

<b>Standard Minimum Setup Fee &gt;</b>	\$75
<b>Equipment &gt;</b>	
<b>Additional Labor &gt;</b>	
<b>6.625% Tax &gt;</b>	
<b>Total Charges &gt;</b>	

Deposit to Acct # 50545-352500

<b>IF PAYING BY CREDIT CARD PLEASE COMPLETE</b>	Credit Card Type: MC VISA AMEX DISC
Account Number: _____	Exp Date _____
Cardholder Name (Please Print): _____	Signature _____
<b>IF PAYING BY CHECK</b>	PLEASE RETURN A COPY OF THIS FORM WITH PAYMENT 30 DAYS PRIOR TO EVENT TO:
<b>BORGATA CASINO AND SPA</b>	One Borgata Way, Atlantic City, NJ 08401 Attn: Entertainment Dept.
<b>IF CHARGING TO MASTER ACCOUNT</b>	Acct # _____ Signature _____

**NOTES:** Please fax this form to 609-317-1037 no later than 14 days prior to your event  
 For items not on this form or any other questions please call 609-317-7804  
 Quantities are limited. Availability must be confirmed by Borgata AV Dept.  
 "Day of" requests do not guarantee availability  
 A 50% late fee may apply for cancellation with less than 48 hours notice.

**ELECTRICAL SERVICE APPLICATION AND DISCLAIMER**



Please call 609-317-7804 with any questions

PLEASE FILL OUT ALL SECTIONS BELOW		
Name of Convention	Authorized By	
Exhibiting Firm	Authorized Signature	
Start Date	End Date	Title
Room	Booth#	Phone
Street	Cell	
City	Fax	
State	Zip	Email

AVAILABLE SERVICES (Studios have 120 VAC only)	1 DAY	2 DAYS	3-5 DAYS	Multiply by >>	No. of Services	Subtotals
120 VAC 500W Maximum Single Receptacle <i>(For one item, i.e., a computer, DVD/TV, etc.)</i>	\$80	\$160	\$240	x		
120 VAC 20 Amps 1800W With Quad Box <i>(For more than one item not to exceed 1800 w)</i>	\$100	\$200	\$300	x		
120/208 20 Amps Single Phase	\$200	\$400	\$600	x		
120/208 30 Amps Single Phase	\$250	\$500	\$750	x		
120/208 60 Amps Single Phase	\$300	\$600	\$900	x		
120/208 20 Amps Three Phase	\$250	\$500	\$750	x		
120/208 30 Amps Three Phase	\$300	\$600	\$900	x		
120/208 60 Amps Three Phase	\$350	\$700	\$1,050	x		
100 Amps Three Phase (Camlocks only)	\$500	\$1,000	\$1,500	x		
200 Amps Three Phase (Camlocks only)	\$650	\$1,300	\$1,950	x		
400 Amps Three Phase (Camlocks only)	\$800	\$1,600	\$2,400	x		
Events Center Power Distribution System	\$2,000	\$4,000	\$6,000	x		
<b>RENTAL ITEMS</b>						
10' Extension Cord	\$15	\$30	\$45	x		
25' Extension Cord	\$20	\$40	\$60	x		
Power Strip / Quad Box	\$20	\$40	\$60	x		
<b>BANNERS</b>						
Smaller than 8' x 4'	\$75	n/a	n/a	n/a	n/a	
* See below Larger than 8' x 4'	\$150	n/a	n/a	n/a	n/a	
<b>Do you require 24 hour service?</b> Yes No	<b>Note: There may be a late fee of an additional 50% for any orders received within 13 days of your event.</b>			<b>Subtotal:</b> _____		
Please indicate other pertinent information:				<b>6.625% Tax:</b> _____		
				<b>Total Charges:</b> _____		
Deposit to Acct # 50545-352500						

<b>IF PAYING BY CREDIT CARD PLEASE COMPLETE</b>	Credit Card Type:	MC VISA AMEX DISC
Account Number: _____	Exp Date _____	
Cardholder Name (Please Print): _____	Signature _____	
<b>IF PAYING BY CHECK</b>	PLEASE RETURN A COPY WITH PAYMENT 30 DAYS PRIOR TO EVENT TO:	
<b>BORGATA CASINO AND SPA</b>	One Borgata Way, Atlantic City, NJ 08401	Attn: Entertainment Dept.
<b>IF CHARGING TO MASTER ACCOUNT</b>	Acct # _____	Signature _____

**>> Application must be faxed to 609-317-1037 no later than 14 days prior to the event. <<**

IMPORTANT NOTICE TO EXHIBITORS ON THE FOLLOWING PAGE  
**ANY LABOR ABOVE THE PRIMARY CONNECTION WILL BE CHARGED AT \$75/HR. - 1 HOUR MINIMUM**

## **NOTICE TO EXHIBITORS**

- 1 Under no circumstances shall anyone other than Borgata Technicians/Electricians make electrical connections.
- 2 Wall, column and permanent building utility outlets are not a part of booth space and are not to be used by exhibitors.
- 3 All flexible cords shall be 3-wire unless the cord is a component part of an assembly which is specifically approved
- 4 Electrical code requires that any extension cord in a booth have mechanical protection from abrasion.  
If such protection is not supplied by the exhibitor, it can be supplied at additional charge.  
In addition, under no circumstances will any electrical cords be run under carpet.
- 5 Electrical wiring and equipment installation must conform to the National Electrical Code and the Electrical Code of Atlantic City.
- 6 Borgata reserves the right to refuse hookup of any electrically unsound equipment.
- 7 Credit will not be given for electrical service installed and not used.
- 8 Motors over 1 hp must have a fusible switch.
- 9 To avoid delay, all equipment must be labelled with full information as to current, voltage phase, cycle, horsepower, etc.

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

**NON-FLAMMABLE MATERIALS:** All materials used in any room at Borgata MUST be non-flammable to conform with the Fire Regulations of the State of New Jersey, and the City of Atlantic City.

Exhibitors MUST have available for inspection a valid "Certificate of Flameproofing" for all materials while attending the trade show or other event.

Material not conforming with such regulations will be removed immediately at the exhibitors expense.

**GAS ENGINES:** Under no circumstances may engines which use combustible fuel be operated in the building.

Arrangements must be made for Borgata personnel to transport vehicles from street level to the exhibit space.

Other motors may not be operated without consent of the convention manager.

**RIGGING:** Any hanging of signs, banners, or other materials which require attachment to the building, must be done by Borgata personnel.

**SPECIAL NOTICES:** If nails, bracing wires, or other fasteners used in erection of displays need to be attached to the building, this work must be done by Borgata employees. Property or equipment damaged by exhibitors must be replaced in it's original condition at the exhibitors expense.

**LOAD IN / LOAD OUT:** All exhibitors are required to load in and out exhibits via the Borgata loading dock.

Under no circumstances will the exhibitor be allowed to move in or out through public areas.

**LIABILITY** Borgata will not be responsible for any injury, loss or damages that may occur to the exhibitor, the exhibitor's employees, property or to any other person prior, during, or subsequent to the period covered by the exhibit contract provided that said loss or damage is not caused by the willful negligence or wrongful act of any employee of the hotel. Each exhibitor expressly releases the Hotel from such liabilities and agrees to indemnify the hotel against any and all claims for such injury, loss or damage.

**INSURANCE:** Exhibitors who desire to carry insurance on their exhibits must do so at their own expense.

**STORAGE:** The Hotel has no facilities for the storage of exhibits, equipment, or other materials. Arrival of goods must be coordinated through the convention organizer and must arrive as agreed upon. Any shipments which arrive before the designated load in time will be turned away.

All goods must be loaded out immediately after the event. Any goods left behind will be discarded.

**CLIENT OWNED ITEMS:** Any client owned items which are entrusted to Borgata technicians as part of their displays or technical setups must be picked up at the end of the event or series of events or Borgata can not be responsible for them.

### **BILLING NOTES:**

The posted rates include only the primary connection, i.e. providing the lines and connecting to already properly wired equipment.

Any required wiring or connections beyond a primary connection will be quoted on a per job basis, with advance information only.

Additional charges apply when extra rigging is needed due to unusual size, shape or condition of a banner.

Signee assumes responsibility for full replacement value of equipment not returned.

**BORGATA RESERVES THE RIGHT TO CLOSE DOWN ANY EXHIBIT WHICH DOES NOT CONFORM TO THESE REGULATIONS.**