



Complete Exhibitor Kit

NJASFAA

**TROPICANA CASINO RESORT
GEC**

NOVEMBER 8-9, 2023

**NJASFAA
TROPICANA CASINO RESORT
GEC
NOVEMBER 8-9, 2023**



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:

*NJASFAA
Eduardo Gonzalez
Tel: (862) 596-5246
Email: Eduardo.gonzalez@salliemae.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: orders@vistacs.com
Order here: <https://vistacs.boomerecommerce.com>*

All questions regarding electric should be directed to:

*Tropicana Casino Resort
(609) 340-4086*

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!

NJASFAA TROPICANA CASINO RESORT GEC NOVEMBER 8-9, 2023



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

SHOW INFORMATION

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

BOOTH PACKAGE

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

NOTE: EXHIBIT FLOOR IS CARPETED

INSTALLATION

Wednesday November 8, 2023 8:00 am - 10:00 am

EXHIBIT HOURS

Wednesday November 8, 2023 10:00 am - 5:00 pm
Thursday November 9, 2023 8:00 am - 4:00 pm

DISMANTLE

Thursday November 9, 2023 4:00 pm - 5:00 pm

IMPORTANT DATES

Advance Freight Deadline (without surcharge) **October 31, 2023**

Direct to Show Site 1st day For Delivery - **November 8, 2023 @8am**

Outbound Driver Check In No Later Than: **Thursday, November 9, 2023 by 4:30pm**

*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 #
NJASFAA
c/o Vista Convention Services
300 Commerce Drive
Egg Harbor Township, NJ 08234

DIRECT TO SHOW SITE

Exhibiting Company Name & Booth #
NJASFAA
Tropicana Casino Resort - GEC
c/o Vista Convention Services
Morris 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



NJASFAA
TROPICANA CASINO RESORT
GEC
NOVEMBER 8-9, 2023



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

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.

NJASFAA

TROPICANA CASINO RESORT GEC

NOVEMBER 8-9, 2023



6575 Delilah Road P: 609-485-2421
PO Box 3000 F: 609-485-2392
Pleasantville, NJ 08232
www.vistacs.com

PAYMENT POLICIES

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

WIRE TRANSFER

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

IMPORTANT NOTICE

TO: EXHIBITORS AND CONVENTION ATTENDEES

Tropicana Casino has no facilities for the storage of exhibits and/or exhibit materials. All materials must be shipped directly to the drayage company for transport to Tropicana on the day of load-in.

Shipments that arrive at the Hotel prior to the show will be subject to handling and storage fees. Packages that arrive at the Hotel on the day of the show will be directed to the drayage company and will be subject to the prevailing rate of the drayage company plus a hotel handling fee.

In the event that you are shipping boxes from the Hotel after a trade show, arrangements for shipping may be made with the drayage company by visiting their service booth.

If you are shipping an envelope or single small package in conjunction with a trade show or meeting, our Mail Room will assist you with any arrangements. It is your responsibility to have shipping labels completed and attached to your packages, as well as to contact your carrier to make arrangements and to handle follow-up. **The Hotel is not responsible for packages that are not picked up.** A storage and pick-up fee will be charged.

Thank you.

NJASFAA TROPICANA CASINO RESORT GEC NOVEMBER 8-9, 2023



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

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.

NJASFAA TROPICANA CASINO RESORT GEC NOVEMBER 8-9, 2023



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

NJASFAA

TROPICANA CASINO RESORT

GEC

NOVEMBER 8-9, 2023



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

**WAREHOUSE
 DEADLINE DATE:
 OCTOBER 31, 2023**

SHIPPING & MATERIAL HANDLING RATES

COMPUTATION OF ORDER: When recording weight, round up to the next 100 pounds.	
<p>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.</p> <p>Warehouse We will ship _____ lbs. @ \$129.00 per 100 lbs. (200 lb. minimum/\$258.00) \$ _____</p> <p>Showsite We will ship _____ lbs. @ \$129.00 per 100 lbs. (200 lb. minimum/\$258.00) \$ _____</p>	
<p>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 and UPS are included in this category due to their delivery procedures and documentation.</u></p> <p>Warehouse We will ship _____ lbs. @ \$189.00 per 100 lbs. (200 lb. minimum/\$378.00) \$ _____</p> <p>Showsite We will ship _____ lbs. @ \$189.00 per 100 lbs. (200 lb. minimum/\$378.00) \$ _____</p>	
<p>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.</p>	\$ _____
<p>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.</p> <p>FIRST PACKAGE @ \$50.00 \$ _____</p> <p>EACH ADDITIONAL PACKAGE @ \$35.00 \$ _____</p>	
<p>Delivery After Deadline Date: Shipments received at the warehouse after 3:30pm or after OCTOBER 31, 2023 and any shipment received at showsite after show opening will be charged 35% in addition to the above rates.</p> <p><i>Note: Due to possible move-in on overtime and move-out on overtime, overtime fees will be applied</i></p>	
<div style="border: 1px solid black; padding: 5px; display: inline-block;"> Sub Total \$ _____ </div>	

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 #:
---------------	----------

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

**NJASFAA
TROPICANA CASINO RESORT
GEC
NOVEMBER 8-9, 2023**



6575 Delilah Road P: 609-485-2421
PO Box 3000 F: 609-485-2392
Pleasantville, NJ 08232
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: NJASFAA
(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 ***Tuesday, October 10, 2023.***
- Shipments received after the deadline of ***Tuesday, October 31, 2023 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: NJASFAA
(Exhibiting Company's Name & Booth Number)
Tropicana Casino Resort - GEC
c/o Vista Convention Services
Morris Ave. & the Boardwalk
Atlantic City, NJ 08401**

- Show site shipments will be received beginning ***Wednesday, November 8, 2023 at 8:00 am.***
- Shipments arriving at show site prior to this date and time may be ***REFUSED*** or charged an overtime rate.

**NJASFAA
TROPICANA CASINO RESORT
GEC
NOVEMBER 8-9, 2023**



6575 Delilah Road P: 609-485-2421
PO Box 3000 F: 609-485-2392
Pleasantville, NJ 08232
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: NJASFAA
Location: Tropicana Casino Resort - GEC
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 **4:30 pm on Thursday, November 9, 2023.**

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, 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 **4:30 pm on Thursday, November 9, 2023.**

**NJASFAA
TROPICANA CASINO RESORT
GEC
NOVEMBER 8-9, 2023**



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

**NJASFAA
TROPICANA CASINO RESORT
GEC
NOVEMBER 8-9, 2023**



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

MATERIAL HANDLING SPECIAL SERVICES

EMPTY STORAGE

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

MOBILE UNIT SPOTTING

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

SHIPMENTS RETURNED TO WAREHOUSE

At the close of show, for re-forwarding or storage, there will be an additional charge of **\$18.00** per cwt. on straight time; **\$22.00** 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: **\$1.10** per linear foot, plus one-half hour minimum labor
- Shrink Wrap Skid: **\$65.00** per skid, labor included
- Clear Tape: **\$15.00** roll
- Double Face Tape: **\$35.00** roll

UPS & FEDEX SHIPMENTS

A fee of **\$100.00** 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!

ADVANCE WAREHOUSE SHIPMENTS ONLY

FROM: _____

TO: _____
(EXHIBITOR NAME) (BOOTH #)

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

ADVANCE WAREHOUSE SHIPMENTS ONLY

FROM: _____

TO: _____
(EXHIBITOR NAME) (BOOTH #)

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

FOR ADVANCE SHIPMENTS ONLY

Deliver NO LATER than Tuesday, October 31, 2023 / Receiving Hours: 8am - 3:30pm, Monday through Friday, CHECK IN BY 3PM

ADVANCE WAREHOUSE SHIPMENTS ONLY

FROM: _____

TO: _____
(EXHIBITOR NAME) (BOOTH #)

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

ADVANCE WAREHOUSE SHIPMENTS ONLY

FROM: _____

TO: _____
(EXHIBITOR NAME) (BOOTH #)

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

ON-SITE DIRECT SHIPMENTS ONLY

FROM: _____

TO: _____
(EXHIBITOR NAME) (BOOTH #)

**NJASFAA
c/o VISTA CONVENTION SERVICES
TROPICANA CASINO RESORT-GEC
MORRIS AVE & BOARDWALK
ATLANTIC CITY, NJ 08401**

ON-SITE DIRECT SHIPMENTS ONLY

FROM: _____

TO: _____
(EXHIBITOR NAME) (BOOTH #)

**NJASFAA
c/o VISTA CONVENTION SERVICES
TROPICANA CASINO RESORT-GEC
MORRIS AVE & BOARDWALK
ATLANTIC CITY, NJ 08401**

FOR ON-SITE DIRECT SHIPMENTS ONLY

ON-SITE DIRECT SHIPMENTS ONLY

FROM: _____

TO: _____
(EXHIBITOR NAME) (BOOTH #)

**NJASFAA
c/o VISTA CONVENTION SERVICES
TROPICANA CASINO RESORT-GEC
MORRIS AVE & BOARDWALK
ATLANTIC CITY, NJ 08401**

ON-SITE DIRECT SHIPMENTS ONLY

FROM: _____

TO: _____
(EXHIBITOR NAME) (BOOTH #)

**NJASFAA
c/o VISTA CONVENTION SERVICES
TROPICANA CASINO RESORT-GEC
MORRIS AVE & BOARDWALK
ATLANTIC CITY, NJ 08401**



PLEASE NOTE: TROPICANA PROVIDES (1) 4-OUTLET RECEPTACLE TO EACH BOOTH.
 IF MORE ELECTRIC IS REQUIRED PLEASE FILL OUT THIS FORM AND FAX IT TO CONVENTION SERVICES.
 FOR YOUR OWN PROTECTION PLEASE FAX CREDIT CARD INFORMATION STRAIGHT TO BILLING.
 SEE BELOW FOR DETAILS.

NAME OF CONVENTION: _____ DATE OF EVENT: _____

EXHIBITING FIRM: _____ BOOTH #: _____

STREET: _____ CITY: _____ STATE: _____ ZIP: _____

PERSON AUTHORIZING ORDER: _____ TITLE: _____

EMAIL ADDRESS: _____ PHONE #: _____

ON SITE CONTACT: _____

OF OUTLETS/VOLTS IN BOXES BELOW

PLEASE CHECK BOX THAT APPLIES:

- 1. 1 QUAD RECEPTACLE (120 VOLTS, 2,400 WATTS & 20 AMPS) – FREE
- 2. EACH ADDITIONAL QUAD RECEPTACLE@ \$25.00 EACH.....
- 3. 208 VOLTS, SINGLE PHASE LINE OF POWER BY SPECIAL REQUEST @ \$60.00 EACH.....
- MUST PROVIDE ____ AMPS OR ____ WATTS
- 4. 208 VOLTS, THREE PHASE LINE OF POWER BY SPECIAL REQUEST @ \$70.00.....
- MUST PROVIDE ____ AMPS OR ____ WATTS
- 5. 277 VOLTS, LINE OF POWER BY SPECIAL REQUEST @ \$60.00.....
- MUST PROVIDE ____ AMPS OR ____ WATTS
- 6. 480 VOLTS, THREE PHASE LINE OF POWER BY SPECIAL REQUEST @ \$70.00.....
- MUST PROVIDE ____ AMPS OR ____ WATTS
- 7. MECHANICAL LABOR CHARGES @ \$50.00 PER HOUR.....
- ____ HOURS NEEDED
- 8. ADDITIONAL EQUIPMENT (FLOODLIGHTS, EXTENSION CORDS, ETC.)

9. FOR FOOD SHOWS, LIST EQUIPMENT YOU ARE BRINGING (HEAT LAMPS, WARMERS, OVENS, ETC)

ALL ORDERS MUST BE RECEIVED BY TROPICANA BILLING DEPARTMENT, ANY LATER THAN TWENTY-ONE DAYS PRIOR TO THE OPENING DATE TO INSURE INSTALLATION IN TIME FOR OPENING OF SHOW. (ALL ON-SITE REQUESTS WILL HAVE A SERVICE CHARGE ON \$50.00)

THESE RATES INCLUDE ONLY THE BRINGING IN OR POWER LINES TO THE BOOTH AND THE PRIMARY CONNECTION OF THESE LINES TO A PIECE OF EQUIPMENT WHICH IS ALREADY WIRED IN THE BOOTH. SHOULD WIRING OR CONNECTIONS BEYOND THE PRIMARY CONNECTIONS JUST MENTIONED BE REQUIRED TO PERMIT OPERATION AND DEMONSTRATION OF EQUIPMENT, SUCH WIRING CAN BE COMPLETED BY THE HOTEL AT A RATE BASED ON TIME & MATERIAL. IT IS ADVISABLE THAT ALL SMALL MOTORS UP TO 1 HP SHOULD BE OF THE UNIVERSAL TYPE. EACH MOTOR OF 1 HP OR OVER MUST BE EQUIPPED WITH FUSIBLE SWITCH. TO AVOID DELAY IN INSTALLATION, ALL EQUIPMENT SHOULD BE TAGGED AND WIRED WITH FULL INFORMATION AS TO THE KIND OF CURRENT VOLTAGE PHASE, CYCLE, HORSEPOWER, ETC. READY FOR CONNECTION.

TROPICANA BEARS NO RESPONSIBILITY FOR THE DAMAGE OR MISUSE OF ANY VENDOR'S EQUIPMENT.
 TROPICANA RESERVES THE RIGHT NOT TO PROVIDE POWER TO ANY EQUIPMENT WE DEEM UNSAFE.

PLEASE FAX THIS FORM TO (609) 340-4381
 PLEASE FAX CREDIT CARD FORM TO (609) 340-4344
 IF YOU HAVE QUESTIONS PLEASE CALL (609) 340-4086



ATLANTIC CITY

PLEASE FAX TO CATERING & CONVENTION SERVICES: (609)340-4381

CREDIT CARD AUTHORIZATION FORM

PLEASE FILL IN ALL SECTIONS THAT APPLY

CONVENTION:
GROUP NAME:
BOOTH NUMBER:
ARRIVAL DATE:
ADDRESS:
TELEPHONE #:
EMAIL:
FAX:

I HEREBY AUTHORIZE TROPICANA CASINO AND RESORT TO CHARGE THE CREDIT CARD LISTED BELOW AS A FINAL PAYMENT FOR ITEMS CHECKED BELOW:

<input type="checkbox"/>	CATERING CHARGES:
<input type="checkbox"/>	ALL CHARGES:
<input type="checkbox"/>	ELECTRICAL CHARGES:

PLEASE EXPLAIN ELECTRICAL CHARGES: _____

PLEASE CHECK ONE OF THE FOLLOWING:

<input type="checkbox"/>	AMERICAN EXPRESS	CARD #:	EXP.
<input type="checkbox"/>	MASTERCARD	CARD #:	EXP.
<input type="checkbox"/>	DISCOVER	CARD #:	EXP.
<input type="checkbox"/>	VISA	CARD #:	EXP.

CARD HOLDER (PRINT NAME): _____

SIGNATURE: _____

TROPICANA CASINO AND RESORT
CATERING & CONVENTION SERVICES
TEL #: (609) 340-4086