



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

MATERIAL HANDLING TIPS

Shipping Inbound:

- **Advance To Warehouse** - ensure your shipment arrives by the deadline date **FEBRUARY 3, 2023** to avoid additional surcharges.
- **Direct to Show Site** - shipments will be received starting **FEBRUARY 12, 2023** during posted Exhibitor Move-in hours.
- Clearly mark your company name, booth number and **WEST 2023** on all labels.
- Material Handling is charged per shipment. To avoid multiple charges, ship all your pieces together.
- Shipments arriving at the same time from different destinations are considered separate shipments.
- Please be aware that small package handlers may split shipments resulting in Vista receiving multiple shipments.
- Make sure your shipment arrives with a certified weight ticket to help avoid Special Handling charges.

Storing Empty Containers:

- Pickup empty labels at the Vista Service Desk.
- Place a label on each container with your company name and booth number.
- Labeled containers will be picked up periodically and stored during the show.
- Once containers are placed in empty storage there will be no access to those containers.
- At the close of the show, the empty containers will be returned to your booth in random order.

Shipping Outbound:

- Schedule your carrier for pickup at the appropriate time if you are not shipping via the show carrier.
- Each individual shipment destination must have a completed Bill of Lading.
- Each piece must be individually labeled. Pre-printed shipping labels are available at the Vista Service desk.
- When materials are packed, labeled and ready to be shipped, bring the completed Bill of Lading to the Vista Service Desk.

Consolidate Your Shipment:

- Separate shipments received by Vista will not be combined. The minimum 200 lb. charge applies to each shipment received.
- Consolidate your shipment whenever possible to avoid multiple minimum charges.

SAMPLE:

1 piece weighing 36 lbs. charged @ 200 lb. minimum x \$100.00 per CWT = \$200.00

1 piece weighing 62 lbs. charged @ 200 lb. minimum x \$100.00 per CWT = \$200.00

1 piece weighing 54 lbs. charged @ 200 lb. minimum x \$100.00 per CWT = \$200.00

TOTAL cost of three shipments arriving *separately*: \$600.00

OR

3 pieces totaling 152 lbs @ 200 lb minimum x \$100.00 per CWT = \$200.00

TOTAL cost of one *consolidated* shipment: \$200.00 *Savings of \$400.00*

- Shipments arriving at the same time from different destinations are considered separate shipments.
- Please be aware that small package handlers may split shipments resulting in Vista receiving multiple shipments.

WEST 2023 Marshaling Yard Information

VISTA will be utilizing a marshaling yard for the
move-in & move-out of
WEST 2023.

The address is:
2383 Faivre St. Chula Vista, CA 91911

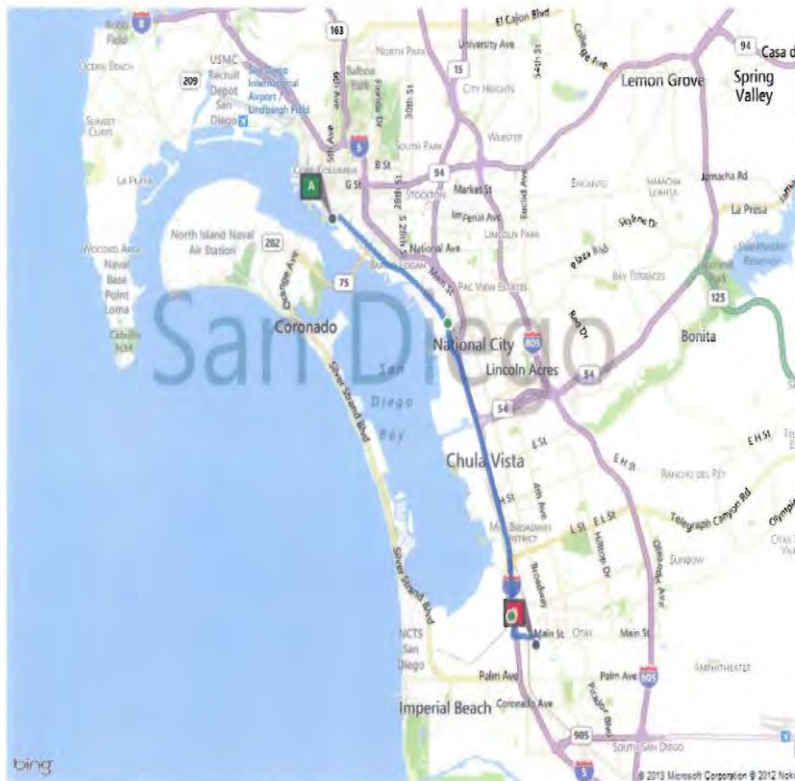
The yard will be open for driver check in as follows:

Sunday, 2/12 & Monday, 2/13 - 8am – 4:30pm
Thursday, 2/16 - 8am – 6pm
Friday, 2/17 - 8am – 12pm

Please note, overnight parking is not permitted.

SDCC TO FAIVRE STREET MARSHALLING YARD

1. RIGHT ON HARBOR
2. GO 3.5 MILES AND ENTER I-5 SOUTH
3. EXIT 5B – MAIN STREET
4. TURN LEFT ONTO MAIN STREET
5. TURN RIGHT ONTO BROADWAY / EAST BEYER BLVD
6. TURN RIGHT ONTO FAIVRE STREET
7. YARD IS LOCATED AT THE END OF STREET ON THE LEFT
8. 2383 FAIVRE CHULA VISTA, CA 91911



DUE TO WEIGHT LIMITATIONS DO NOT USE JAQUA STREET AS A SHORTCUT BETWEEN MAIN AND FAIVRE STREET

FAIVRE STREET MARSHALLING YARD TO SDCC:

1. EXIT THE YARD ONTO FAIVRE STREET
2. TURN RIGHT ONTO EAST BEYER BLVD
3. TURN RIGHT ONTO PALM AVENUE
4. TAKE I-5 NORTH AND EXIT 11A - HARBOR BLVD
5. GO 3.5 MILES TO PARK BLVD
6. TURN LEFT ONTO PARK BLVD AND LINE UP IN TRUCK LANE



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**WAREHOUSE
 DEADLINE DATE:
 FEBRUARY 3, 2023**

MATERIAL HANDLING RATES

COMPUTATION OF ORDER: When recording weight, round up to the next 100 pounds.	
A. CRATED AND/OR SKIDDED FLOOR LOAD SHIPMENTS These <u>round trip rates</u> apply to crated and/or floor load shipments that can be unloaded at the dock without additional handling (such as ground loading, side door loading, constricted space loading, designated piece loading or stacked shipments) required. Warehouse We will ship _____ lbs. @ \$142.00 per 100 lbs. (200 lb. minimum/\$284.00) \$ _____ Showsite We will ship _____ lbs. @ \$152.00 per 100 lbs. (200 lb. minimum/\$304.00) \$ _____	
B. UNCRATED, UNSKIDDED OR WRAPPED SHIPMENTS & CRATED SHIPMENTS REQUIRING SPECIAL HANDLING These <u>round trip rates</u> apply to uncrated, un-skidded or wrapped shipments. These rates also apply to shipments that are loaded and charged by cubic space and/or packed in such a manner to require additional handling (such as ground loading, side door loading, constricted space loading, designated piece loading or stacked shipments). <u>Fed-EX and UPS are included in this category due to their delivery procedures and documentation.</u> Warehouse We will ship _____ lbs. @ \$192.00 per 100 lbs. (200 lb. minimum/\$384.00) \$ _____ Showsite We will ship _____ lbs. @ \$205.00 per 100 lbs. (200 lb. minimum/\$410.00) \$ _____	
C. OFF TARGET FEES Shipments received outside of posted exhibitor move-in and move-out times are subject to a 34% off target fee. \$ _____	
D. SMALL PACKAGE SHIPMENTS Cartons and envelopes received at show site or warehouse without documentation will be delivered without guarantee of piece count or conditions at this rate. Maximum weight per shipment is 50 lbs. FIRST PACKAGE @ \$60.00 \$ _____ EACH ADDITIONAL PACKAGE @ \$35.00 \$ _____	
Delivery After Deadline Date: Shipments received at the warehouse after 3:30pm or after FEBRUARY 3, 2023 , any shipment received at showsite outside of move-in/out times or after show opening will be charged 35% in addition to the above rates.	
<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 #:
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Submit order with payment to: orders@vistacs.com before deadline date!



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SHIPPING INSTRUCTIONS

FREIGHT HANDLING SERVICES

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

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

SHIPPING TO THE ADVANCE WAREHOUSE

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

**TO: Exhibiting Company's Name & Booth Number
WEST 2023
Vista Convention Services
c/o YRC
9525 Padgett Street
San Diego, CA 92126**

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

- Shipments will be received beginning **Monday, January 9, 2023.**
- Shipments received after the deadline of **Friday, February 3, 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: Exhibiting Company's Name & Booth Number
WEST 2023
c/o Vista Convention Services
San Diego Convention Center - Halls D-H
111 West Harbor Drive
San Diego, CA 92101**

- Show site shipments will be received beginning **Sunday, February 12, 2023 at 8:00am.**
- Shipments arriving at show site prior to this date and time may be **REFUSED** or charged an overtime rate.

ADVANCE WAREHOUSE SHIPMENTS ONLY

FROM: _____

TO: _____
(EXHIBITOR NAME) (BOOTH #)

**WEST 2023
VISTA CONVENTION SERVICES
c/o YRC
9525 PADGETT STREET
SAN DIEGO, CA 92126**

ADVANCE WAREHOUSE SHIPMENTS ONLY

FROM: _____

TO: _____
(EXHIBITOR NAME) (BOOTH #)

**WEST 2023
VISTA CONVENTION SERVICES
c/o YRC
9525 PADGETT STREET
SAN DIEGO, CA 92126**

FOR ADVANCE SHIPMENTS ONLY

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

ADVANCE WAREHOUSE SHIPMENTS ONLY

FROM: _____

TO: _____
(EXHIBITOR NAME) (BOOTH #)

**WEST 2023
VISTA CONVENTION SERVICES
c/o YRC
9525 PADGETT STREET
SAN DIEGO, CA 92126**

ADVANCE WAREHOUSE SHIPMENTS ONLY

FROM: _____

TO: _____
(EXHIBITOR NAME) (BOOTH #)

**WEST 2023
VISTA CONVENTION SERVICES
c/o YRC
9525 PADGETT STREET
SAN DIEGO, CA 92126**

ON-SITE DIRECT SHIPMENTS ONLY

FROM: _____

TO: _____
(EXHIBITOR NAME) (BOOTH #)

**WEST 2023
c/o VISTA CONVENTION SERVICES
SAN DIEGO CONVENTION CENTER
HALLS D-H
111 WEST HARBOR DRIVE
SAN DIEGO, CA 92101**

ON-SITE DIRECT SHIPMENTS ONLY

FROM: _____

TO: _____
(EXHIBITOR NAME) (BOOTH #)

**WEST 2023
c/o VISTA CONVENTION SERVICES
SAN DIEGO CONVENTION CENTER
HALLS D-H
111 WEST HARBOR DRIVE
SAN DIEGO, CA 92101**

**FOR ON-SITE DIRECT SHIPMENTS ONLY
DO NOT DELIVER PRIOR TO SUNDAY, FEBRUARY 12, 2023**

ON-SITE DIRECT SHIPMENTS ONLY

FROM: _____

TO: _____
(EXHIBITOR NAME) (BOOTH #)

**WEST 2023
c/o VISTA CONVENTION SERVICES
SAN DIEGO CONVENTION CENTER
HALLS D-H
111 WEST HARBOR DRIVE
SAN DIEGO, CA 92101**

ON-SITE DIRECT SHIPMENTS ONLY

FROM: _____

TO: _____
(EXHIBITOR NAME) (BOOTH #)

**WEST 2023
c/o VISTA CONVENTION SERVICES
SAN DIEGO CONVENTION CENTER
HALLS D-H
111 WEST HARBOR DRIVE
SAN DIEGO, CA 92101**



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MOBILE EQUIPMENT

Submit this form if you will display a vehicle at show site. This form must be received by VISTA prior to vehicles being received. Enter the Total below on Payment Authorization/Order Summary form. Orders received without full payment or credit card information will not be processed.

Advance Order Discount Deadline: JANUARY 27, 2023

FIRE REGULATIONS

- Vehicles may only be displayed in accordance with local fire regulations.
- Fuel supplies in vehicles shall not exceed 1/4 of a tank of gas.
- All motor vehicle tanks containing fuel shall be furnished with locking type caps or sealed with tape.

VEHICLE DELIVERY

Please contact Tarri Bradley, tbradley@vistacs.com to confirm appointment

Day	Date	Time

RATE / CALCULATE

# Vehicles		Round Trip Spotting Fee		Subtotal
	x	\$400.00	=	\$

NOTES

- The Mobile Equipment rate applies to motorized vehicles only.
- If your equipment does not move under its own power, please call VISTA for a price quote.
- Display materials transported in display vehicles are subject to material handling charges.
- Weights will be estimated by VISTA unless documentation is provided.

TERMS / ORDER ESTIMATE

Transfer this total to the Payment Authorization/Order Summary form.

Total \$ _____

Company Name: _____ **Booth #:** _____

Submit order with payment to: ORDERS@VISTACS.COM before deadline date!



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**DEADLINE DATE:
JANUARY 27, 2023**

PRIORITY EMPTY CONTAINER RETURN

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

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

Priority Empty Container Return.....**\$105.00 per container**

Estimated Number of Pieces....._____

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

Sub Total \$ _____

Company Name: _____ Booth # _____

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



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ACCESSIBLE STORAGE

Accessible storage will be available to you at this show. If you need to store and access materials that you do not have space for in your booth, such as back up equipment or hand-outs for attendees, accessible storage is an area at show site designated to hold these items for you.

This is NOT an order form. *This service must be ordered on-site.*

Notes

- You must sign up for this service and pick up your labels at the VISTA Services desk.
- All freight received at the show will be delivered to your booth space first, and will be placed in accessible storage when properly labeled.
- This is not secured storage.
- This is not empty storage.
- Accessible storage items may not be the first items returned to your booth at the close of the show.
- There will be a 1/2 hour labor charge (minimum) each time something is placed into or removed from accessible storage. The charge will be applied at the corresponding rate for the time it is accessed.

Storage Rates

- The rate for accessible storage is \$150.00 per skid, plus access rates.

Access Rates

- There is a 1/2 hour labor charge (minimum) each time something is placed into or removed from accessible storage. The charge will be applied at the corresponding rate for the time it is accessed.

Sub Total \$ _____

Company Name: _____ Booth #: _____



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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:	WEST 2023
Location:	SAN DIEGO CONVENTION CENTER-HALLS D-H
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 **10:00 am on Friday, February 17, 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.
- Be sure to confirm pickup day(s) and time(s) with your selected carrier. All outside carriers (carriers other than **YRC or Airways**) must be checked in **no later** than **10:00 am on Friday, February 17, 2023.**



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BILL OF LADING REQUEST

Complete this form to request a pre-printed outbound bill of lading and shipping labels for your outbound shipment. Forms and labels will be delivered to your booth at show site.

Requests should be submitted by: JANUARY 27, 2023

Outbound Shipping Information

Ship to (Company): _____
 Attention: _____
 Destination (Street Address): _____
 City: _____ State: _____ Zip: _____

Shipping Method

Ground: YRC Other Ground _____
Air: Airways Other Air _____
 Next Day 2nd Day Deferred

Freight Charges Guaranteed By

Company/Exhibitor: _____
 Attention: _____
 Permanent Street Address: _____
 City: _____ State: _____ Zip: _____
 Phone: _____ Email: _____

Shipping Labels Request

of Shipping Labels Requested: _____
 Exhibitors using FedEx or UPS must provide pre-printed labels with their account number.

Notes

Please complete one form per shipment. **Do not leave Bills of Lading in your booth.**
 Please review the *Material Handling Information, Material Handling Rate Schedule, and Limits of Liability* forms.

Company Name: _____ **Booth #** _____

Submit orders to: ORDERS@VISTACS.COM before deadline date!

SAN DIEGO
CONVENTION CENTER
FEBRUARY 14-16, 2023
www.westconference.org



WEST
2023



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**THE SHOW CAN'T
GO ON UNTIL THE
SHOW SHOWS UP.**

EXHIBIT SERVICES

RELIABLE, AFFORDABLE SERVICE FOR TRADE SHOWS



BEFORE YOUR NEXT SHOW, LET OUR DEDICATED EXHIBIT SERVICES TEAM SHOW YOU HOW

You have enough to worry about at a trade show. Let us worry about your exhibit. YRC Freight Exhibit Services is the best value in the shipping industry. That means you can rest easy knowing that your booth will show up on time and on budget.

ON TIME. ON BUDGET. AND SUPPORT TEAMS ON SITE AND ON CALL WHENEVER YOU NEED THEM.

- Best value on trade show shipping in the industry
- Inbound trade show shipments automatically move on our faster network for quicker, more reliable service with reduced handling
- 30 days storage included prior to the show – saves money when moving from show to show
- No detention fees at trade shows
- No extra fees for weekend/after hours pickups
- On-site Exhibit Managers monitor your inbound shipments for on-time, easy move-ins and customer service representatives are available at 1-800-531-EXPO
- We have North America's most comprehensive network coverage and services specifically designed for cross-border trade show shipping

CONTACT YOUR YRC FREIGHT EXHIBIT SERVICE SPECIALIST
PHONE: 1-800-531-EXPO (3976)
EMAIL: exhibit.services@yrcfreight.com

