



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 2, 2024** to avoid additional surcharges.
- **Direct to Show Site** - shipments will be received starting **FEBRUARY 11, 2024** during posted Exhibitor Move-in hours.
- Clearly mark your company name, booth number and **WEST 2024** 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 2024 Marshaling Yard Information

VISTA will be utilizing a marshaling yard for the
move-in & move-out of
WEST 2024.

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

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

Sunday, 2/11 & Monday, 2/12 - 8am – 4:30pm

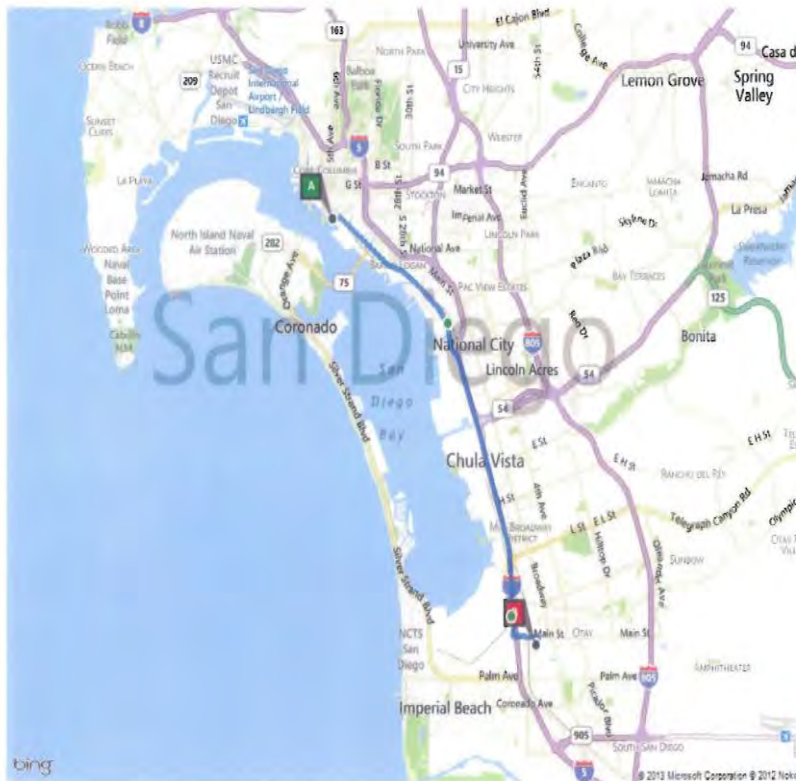
Thursday, 2/15 - 8am – 6pm

Friday, 2/16 - 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 2, 2024**

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. @ \$150.00 per 100 lbs. (200 lb. minimum/\$300.00) \$ _____ Showsite We will ship _____ lbs. @ \$160.00 per 100 lbs. (200 lb. minimum/\$320.00) \$ _____	
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. @ \$202.50 per 100 lbs. (200 lb. minimum/\$405.00) \$ _____ Showsite We will ship _____ lbs. @ \$216.00 per 100 lbs. (200 lb. minimum/\$432.00) \$ _____	
C. OFF TARGET FEES Shipments received outside of posted exhibitor move-in and move-out times are subject to a 35% 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 @ \$75.00 \$ _____ EACH ADDITIONAL PACKAGE @ \$35.00 \$ _____	
Delivery After Deadline Date: Shipments received at the warehouse after 3:30pm or after FEBRUARY 2, 2024 and any shipment received at showsite 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 2024
Vista Convention Services
c/o ABF
7075 Carroll Road
San Diego, CA 92121**

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

- Shipments will be received beginning ***Monday, January 8, 2024.***
- Shipments received after the deadline of ***Friday, February 2, 2024 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 2024
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 11, 2024 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 2024
VISTA CONVENTION SERVICES
c/o ABF
7075 CARROLL ROAD
SAN DIEGO, CA 92121**

ADVANCE WAREHOUSE SHIPMENTS ONLY

FROM: _____

TO: _____
(EXHIBITOR NAME) (BOOTH #)

**WEST 2024
VISTA CONVENTION SERVICES
c/o ABF
7075 CARROLL ROAD
SAN DIEGO, CA 92121**

FOR ADVANCE SHIPMENTS ONLY

Deliver NO LATER than Friday, February 2, 2024 / Receiving Hours: 8am - 3:30pm, Monday through Friday, CHECK IN BY 3PM

ADVANCE WAREHOUSE SHIPMENTS ONLY

FROM: _____

TO: _____
(EXHIBITOR NAME) (BOOTH #)

**WEST 2024
VISTA CONVENTION SERVICES
c/o ABF
7075 CARROLL ROAD
SAN DIEGO, CA 92121**

ADVANCE WAREHOUSE SHIPMENTS ONLY

FROM: _____

TO: _____
(EXHIBITOR NAME) (BOOTH #)

**WEST 2024
VISTA CONVENTION SERVICES
c/o ABF
7075 CARROLL ROAD
SAN DIEGO, CA 92121**

ON-SITE DIRECT SHIPMENTS ONLY

FROM: _____

TO: _____
(EXHIBITOR NAME) (BOOTH #)

**WEST 2024
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 2024
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 11, 2024**

ON-SITE DIRECT SHIPMENTS ONLY

FROM: _____

TO: _____
(EXHIBITOR NAME) (BOOTH #)

**WEST 2024
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 2024
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 26, 2024

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	\$425.00	=	\$

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 26, 2024**

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.....**\$112.50 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 2024
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 16, 2024.**

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 **ABF or Airways**) must be checked in **no later** than **10:00 am on Friday, February 16, 2024.**



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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 26, 2024**

Outbound Shipping Information

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

Shipping Method

Ground: ABF 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 13-15, 2024
www.westconference.org



WEST

2024



“Official Air & Small Package Carrier”



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Let ABF Freight make your next trade show the easiest you have attended!

ABF Freight has over 100 years of experience in the freight industry and has a dedicated Trade Show Division with service throughout North America.

Choose guaranteed, expedited shipping solutions – air or ground – with special discounted rates for your inbound and outbound shipments.

For personalized quotes, please call our Trade Show Division

800.654.7019

Our Services Include:

Priority handling of your inbound and outbound shipments.

Guaranteed expedited air and ground services.

LTL ground transportation

International transportation



Trust your important trade show shipment to the leader in exhibition transportation services



REQUEST FOR INFORMATION

ABF FREIGHT® • TRADE SHOW SERVICES

Exhibiting Company _____ Contact Name _____

Title _____ Email _____ Phone _____

SHIPPER INFORMATION

Company _____

Address _____

City _____ State _____ Zip _____

Pickup Date/Time _____

FREIGHT INFORMATION

Piece Count and Type _____

Total Weight _____

Dimensions (L) _____ (W) _____ (H) _____

SHIP TO: Warehouse Show Site

Show Name _____

Booth No. _____

Contractor _____

Show Dates _____

Address _____

City _____ State _____ Zip _____

Delivery Date _____

ADDITIONAL INFORMATION

Residential Pickup Inside Pickup

Liftgate Dock

Would you like an ABF Freight Trade Show Coordinator to contact you with a quote or information? YES NO

If you are faxing this form, please print a copy, complete the requested information, and then fax to 479.785.8701.

If you are completing electronically, you can either print and fax your request or click on the submit button to send your request to one of our Trade Show specialists.

ABF Freight • Trade Show Services • P.O. Box 10048 • Fort Smith, AR 72917-0048

800-654-7019

tradeshow@freight.abf.com | abf.com

3801 Old Greenwood Road • Fort Smith • AR • 72903

