



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) 418-3405 or [tbradley@vistacs.com](mailto:tbradley@vistacs.com)





6575 Delilah Road  
PO Box 3000  
Pleasantville, NJ 08232

P: 609-485-2421  
F: 609-485-2392

[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's policies, space assignments, display limitations and event schedules should be directed to:*

*Brittany Spargo*  
*Email: [brittany.spargo@spargoinc.com](mailto:brittany.spargo@spargoinc.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](mailto:orders@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 10' booth is equipped with the following inventory. Additional equipment is available on the forms enclosed:

### BOOTH PACKAGE

8' High Backwall - Blue, White & Gold  
3' High Siderail - Blue  
One-line Booth ID Sign  
Aisle Carpet - Blue Jay (black & blue speckle)

**NOTE: THE EXHIBIT HALL IS NOT CARPETED!** Carpet or flooring is mandatory for all exhibitors. Exhibitors may bring their own floor covering or rent carpet through Vista Convention Services using the Carpet Rental Form. If no carpet is ordered or provided, per show management, carpet will be installed at the exhibitor's expense.

### IMPORTANT DATES

Non-Official EAC Notification - **January 11, 2024** Advance Freight Deadline (without surcharge) **February 2, 2024**  
Vista Advance Order Discount Deadline - **January 26, 2024** Direct to Show Site 1st day For Delivery - **February 11, 2024**  
Fabric Backwall Display & VCS Modular Deadline - **January 19, 2024** Graphic Guidelines Deadline - **January 19, 2024**

### EXHIBIT SHOW SCHEDULE

Please follow this link for the most up-to-date schedule: [West 2024 Show Schedule](#)

Exhibitors loading out on **Thursday, February 15th** must have their Bills of Lading turned into the VISTA Service Desk and carriers checked in at the VISTA Marshaling Yard by 6:00pm on **Thursday, February 15th**. Carriers for exhibitors loading out on **Friday, February 16th** must be checked in at the VISTA Marshaling Yard by 10:00am on **Friday, February 16th**.

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

*Please note, all drivers, with the exception of FedEx, UPS, DHL and POV's must report to the VISTA Marshaling Yard @ 2383 Faivre St. Chula Vista, CA 91911. Details for both move-in & move-out can be found in the Material Handling Section of this manual.*

### SHIPPING INFORMATION

#### ADVANCE TO WAREHOUSE

Exhibiting Company Name & Booth #  
WEST 2024  
Vista Convention Services  
c/o ABF  
7075 Carroll Road  
San Diego, CA 92121

#### DIRECT TO SHOW SITE

Exhibiting Company Name & Booth #  
WEST 2024  
c/o Vista Convention Services  
San Diego Convention Center - Halls D-H  
111 West Harbor Drive  
San Diego, CA 92101

### UTILITIES & SERVICES

For Booth Utilities & additional booth services, please follow link: [Additional Services & Utilities](#)



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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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**PAYMENT & CREDIT CARD AUTHORIZATION**

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 .....	\$	_____
*Carpet/Carpet Padding .....	\$	_____
*Custom Furnishings.....	\$	_____
*VCS Modular Rental Unit.....	\$	_____
*Fabric Backwall Display .....	\$	_____
*Graphics .....	\$	_____
Estimated Labor.....	\$	_____
Estimated Forklift Labor.....	\$	_____
Estimated Sign Hanging.....	\$	_____
Priory Empty Container Return.....	\$	_____
Estimated Material Handling.....	\$	_____
Mobile Equipment.....	\$	_____
SUB TOTAL		\$ _____
*ADD 7.75% CA SALES TAX		\$ _____
NET AMOUNT DUE VISTA		\$ _____

**INDICATE PAYMENT METHOD:**

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

Charge to:  MasterCard  VISA  American Express

Account #

Expiration Date

CVV

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

(Print or Type)

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

Signature \_\_\_\_\_

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

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

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

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

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

Signature \_\_\_\_\_

**Submit order with payment to: [orders@vistacs.com](mailto:orders@vistacs.com) before deadline date!**



**DEADLINE DATE:  
JANUARY 11, 2024**

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### THIRD PARTY AUTHORIZATION & STATEMENT OF PAYMENT TERMS

You may arrange for a third party to handle your display and be billed for services. *Vista Convention Services* will agree to this arrangement if the third party has a satisfactory payment record with us. **BOTH** firms must complete this form. Return this form by the Discounted Deadline Date. In the event of nonpayment by the third party, the exhibitor agrees to accept responsibility for payment of all charges incurred. **Should the third party fail to present full payment at show site, the exhibitor will assume responsibility for payment.**

EXHIBITING COMPANY NAME: \_\_\_\_\_ BOOTH# \_\_\_\_\_

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

**check items to be billed to third party:**

\_\_\_\_\_ All Services      \_\_\_\_\_ Material Handling/In and Out

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

**third party's credit card charge authorization \*\*Information must be provided\*\***

MasterCard     Visa     American Express    Expiration Date

Account Number  CVV

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

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

Third party name: \_\_\_\_\_

Contact person: \_\_\_\_\_ signature: \_\_\_\_\_

Show site representative: \_\_\_\_\_

Phone number: \_\_\_\_\_ EMAIL: \_\_\_\_\_

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





**DISCOUNT  
DEADLINE DATE:  
JANUARY 26, 2024**

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**STANDARD BOOTH FURNISHINGS & ACCESSORIES**

QTY.		DISCOUNT RATES	STANDARD RATES	AMT.
<b>SEATING</b>				
___	Upholstered Arm Chair - gray.....	\$109.00	\$142.00	___
___	Side Chair - gray.....	103.00	134.00	___
___	Padded Stool - gray.....	134.00	174.00	___
___	Swivel Chair - gray.....	113.00	147.00	___

QTY.		DISCOUNT RATES	STANDARD RATES	AMT.
<b>ACCESSORIES</b>				
___	Round Pedestal Table (30"h x 30"rd).....	170.00	221.00	___
___	Round Pedestal Table (42"h x 30"rd).....	200.00	260.00	___
___	Wastebasket.....	24.50	32.00	___
___	Easel.....	73.00	95.00	___
___	Chrome Sign Frame (22" x 28").....	91.00	118.00	___
___	Bag Rack.....	121.50	158.00	___
___	Waterfall Rack.....	121.50	158.00	___
___	Tack Board 8' x 4' (horizontal only).....	195.00	253.50	___
___	Garment Rack.....	120.50	157.00	___
___	Literature Rack.....	170.00	221.00	___
___	8' Special Background.....	27.00ft.	35.00ft.	___
___	Circle color: Blue Black Burgundy Plum Gray Red Teal		White Forest Green	
___	3' Special Siderails.....	18.00ft.	23.50ft.	___
___	Circle color: Blue Black Burgundy Plum Gray Red Teal		White Forest Green	

<b>DRAPED RISERS</b>				
White Vinyl				
___	4' .....	47.00	61.00	___
___	6' .....	67.00	87.00	___

QTY.		DISCOUNT RATES	STANDARD RATES	AMT.
<b>DRAPED DISPLAY TABLES - 30" HIGH</b>				
Price includes white vinyl top & 3 sides Circle color: Blue Black Burgundy Plum Gray Red Teal White Forest Green <b>**IF NO COLOR IS SELECTED, SHOW COLORS WILL PREVAIL**</b>				
___	2' x 4' x 30".....	\$158.00	\$205.50	___
___	2' x 6' x 30".....	188.00	244.50	___
___	2' x 8' x 30".....	216.00	280.00	___
___	4th Side Drape.....	70.50	91.50	___

<b>DRAPED DISPLAY TABLES - 42" COUNTER HIGH</b>				
Price includes white vinyl top & 3 sides Circle color: Blue Black Burgundy Plum Gray Red Teal White Foster Green <b>**IF NO COLOR IS SELECTED, SHOW COLORS WILL PREVAIL**</b>				
___	2' x 4' x 42".....	200.00	260.00	___
___	2' x 6' x 42".....	243.00	316.00	___
___	2' x 8' x 42".....	261.00	339.00	___
___	4th Side Drape.....	79.00	103.00	___

<b>UNDRAPED DISPLAY TABLES - 30" HIGH</b>				
___	2' x 4' x 30".....	109.00	142.00	___
___	2' x 6' x 30".....	127.00	165.00	___
___	2' x 8' x 30".....	145.50	189.00	___

<b>UNDRAPED DISPLAY TABLES - 42" HIGH</b>				
___	2' x 4' x 42".....	134.00	174.00	___
___	2' x 6' x 42".....	152.00	198.00	___
___	2' x 8' x 42".....	170.00	221.00	___

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

Sub total \$ \_\_\_\_\_

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

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



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**DISCOUNT  
 DEADLINE DATE:  
 JANUARY 26, 2024**

**CARPET / CARPET PADDING**

**STANDARD CARPET**

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

Qty.		Discount Rate	Standard Rate	Total
_____	10'x 10' .....	224.00	291.00	_____
_____	10'x 20' .....	448.00	582.00	_____
_____	10'x 30' .....	672.00	873.00	_____
_____	10'x 40' .....	896.00	1164.00	_____

**Circle color:** Blue \* Burgundy \* Gray \* Teal \* Red \* Black \* Forest Green  
 \*\*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 CUT CARPET**

Price includes installation to fit booth space, protective covering, and edges taped. Booths 20'x20' and larger. INDICATE OVERALL DIMENSIONS:

\_\_\_\_\_ ft.x \_\_\_\_\_ ft. (100 sq. ft. minimum).....\$5.00 sq.ft. \$6.50 sq. ft. \_\_\_\_\_

**Circle color:** Blue \* Burgundy \* Gray \* Teal \* Red \* Black \* Forest Green

**\*\*SEE CANCELLATION POLICY UNDER "PLUSH CARPET"\*\*\***

**CARPET PADDING**

INDICATE OVERALL DIMENSION:

**Single Padding:** \_\_\_\_\_ ft.x \_\_\_\_\_ ft. (100 sq. ft. minimum).....\$2.00 sq. ft. \$2.50 sq. ft. \_\_\_\_\_  
**Double Padding:** \_\_\_\_\_ ft.x \_\_\_\_\_ ft. (100 sq. ft. minimum).....\$4.00 sq. ft. \$5.00 sq. ft. \_\_\_\_\_  
 VISQUEEN \_\_\_\_\_ x \_\_\_\_\_ SQ. FT.....\$1.50 sq. ft. \$2.00 sq. ft. \_\_\_\_\_

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

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

**PLUSH CARPET - 28 OZ.**

**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**).....\$6.00 sq. ft. \$8.00 sq. ft. \_\_\_\_\_

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

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

Sub total \$ \_\_\_\_\_

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

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





**DISCOUNT  
DEADLINE DATE:  
JANUARY 26, 2024**

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## CUSTOM FURNISHINGS ORDER FORM

**\*\*SHOW SITE ORDERS WILL BE SUBJECT TO A 30% SURCHARGE ON STANDARD RATES\*\***  
**SHOW SITE ORDERS WILL BE BASED ON AVAILABILITY**

Item Number	Qty.	Dimensions	Discount	Standard	Total
Blanc (Pg. 2)					
18228-0847		Blanc Bright White Leather Sofa	75"W x 35"D x 35"H	\$1033.00	\$1,341.00
18167-0614		Blanc Bright White Leather Loveseat	54"W x 35"D x 35"H	\$987.00	\$1,281.00
18284-0834		Blanc Bright White Leather Chair	33"W x 35"D x 35"H	\$824.00	\$1,071.00
18024-0072		Blanc Bright White Leather Bench Ottoman	48"W x 24"D x 18"H	\$494.00	\$642.00
18184-0274		Blanc Bright White Leather Cube Ottoman	17"Square	\$171.00	\$223.00
Whisper (Pg. 2 & 3)					
18228-0607		Whisper White Leather Sofa	87"W x 37"D x 35"H	\$985.00	\$1,281.00
18167-0471		Whisper White Leather Loveseat	61"W x 37"D x 35"H	\$945.00	\$1,230.00
18284-0487		Whisper White Leather Chair	35"W x 37"D x 35"H	\$782.00	\$1017.00
18024-0003		Whisper White Leather Bench Ottoman	60"W x 24"D x 17"H	\$437.00	\$567.00
18184-0034		Whisper White Leather Square Ottoman	40"Square x 17"H	\$437.00	\$567.00
18184-0038		Whisper White Leather Round Ottoman	46"Round x 17"H	\$437.00	\$567.00
Function (Pg. 3)					
18284-0554		Function Bright White Leather Armless Chair	28"Square x 29"H	\$527.00	\$684.00
18066-0016		Function Bright White Leather Corner	28"Square x 29"H	\$565.00	\$735.00
Continental (Pg. 3 & 4)					
18303-0006		Continental Bright White Leather Curved Loveseat	82"W x 34"D x 31"H	\$1016.00	\$1,320.00
18304-0002		Continental Bright White Leather Reverse Curved Loveseat	72"W x 34"D x 31"H	\$986.00	\$1,281.00
18296-0006		Continental Bright White Leather Wedge Ottoman	30"W x 34"D x 19"H	\$437.00	\$568.00
18184-0283		Continental Bright White Leather Curved Bench	70"W x 26"D x 19"H	\$518.00	\$672.00
18184-0284		Continental Bright White Leather Half Moon Ottoman	33"W x 19"D x 19"H	\$437.00	\$567.00
Sophistication (Pg. 4)					
18228-0674		Sophistication White Leather Sofa	72"W x 31"D x 48"H	\$1016.00	\$1,320.00
18167-0466		Sophistication White Leather Loveseat	48"W x 31"D x 48"H	\$687.00	\$893.00
18284-0563		Sophistication White Leather Chair	27"W x 31"D x 48"H	\$517.00	\$672.00
18066-0017		Sophistication White Leather Corner	31"Square x 48"H	\$518.00	\$672.00
18184-0130		Sophistication White Leather Ottoman	31"Square x 19"H	\$389.00	\$505.00
Boca (Pg. 5)					
18066-0026		Boca Black Leather Corner	27"W x 27"D x 30"H	\$565.00	\$735.00
18284-0786		Boca Black Leather Armless	22"W x 27"D x 30"H	\$527.00	\$685.00
Metro (Pg. 5)					
18228-0602		Metro Black Leather Sofa	85"W x 35"D x 35"H	\$848.00	\$1,103.00
18167-0467		Metro Black Leather Loveseat	60"W x 35"D x 35"H	\$817.00	\$1,062.00
18284-0482		Metro Black Leather Chair	35"Square x 35"H	\$637.00	\$830.00
18184-0179		Metro Black Leather Square Ottoman	40"Square x 17"H	\$437.00	\$567.00
18024-0008		Metro Black Leather Bench Ottoman	60"W x 24"D x 17"H	\$437.00	\$567.00

**COMPANY NAME** \_\_\_\_\_

**BOOTH** \_\_\_\_\_

# Custom Furnishings Order Form Continued

Item Number	Qty	Description	Dimensions	Discount	Standard	Total
<b>Suave Midnight (Pg. 6)</b>						
18228-0085		Suave Midnight Sofa	77"W x 36"D x 33"H	\$742.00	\$966.00	
18167-0069		Suave Midnight Loveseat	54"W x 36"D x 33"H	\$645.00	\$838.00	
18284-0151		Suave Midnight Chair	32"W x 36"D x 33"H	\$484.00	\$630.00	
<b>Grammercy (Pg. 6)</b>						
18228-0605		Grammercy Charcoal Leather Sofa	82"W x 36"D x 36"H	\$945.00	\$1,230.00	
18167-0469		Grammercy Charcoal Leather Loveseat	57"W x 36"D x 36"H	\$823.00	\$1,071.00	
18284-0485		Grammercy Charcoal Leather Chair	28"W x 36"D x 36"H	\$527.00	\$684.00	
18066-0015		Grammercy Charcoal Leather Corner	36"Square x 36"H	\$606.00	\$788.00	
18184-0036		Grammercy Charcoal Leather Round Ottoman	46"Round x 17"H	\$437.00	\$567.00	
18184-0033		Grammercy Charcoal Leather Square Ottoman	40"Square x 17"H	\$437.00	\$567.00	
<b>Parma (Pg. 7)</b>						
18228-0789		Parma Brown Leather Sofa	79"W x 37"D x 36"H	\$852.00	\$1,103.00	
18167-0577		Parma Brown Leather Loveseat	56"W x 37"D x 36"H	\$817.00	\$1,062.00	
18284-0710		Parma Brown Leather Chair	33"W x 37"D x 36"H	\$637.00	\$830.00	
18024-0061		Parma Brown Leather Bench Ottoman	60"W x 24"D x 17"H	\$437.00	\$567.00	
<b>Montana Mocha (Pg. 7)</b>						
18228-0784		Montana Mocha Sofa	79"W x 35"D x 34"H	\$798.00	\$1037.00	
18167-0573		Montana Mocha Loveseat	57"W x 35"D x 34"H	\$701.00	\$911.00	
18284-0704		Montana Mocha Chair	35"Square x 34"H	\$541.00	\$704.00	
<b>Madison (Pg. 8)</b>						
18228-0823		Madison Sofa	86"W x 34"D x 34"H	\$985.00	\$1,281.00	
18284-0794		Madison Chair	33"W x 34"D x 34"H	\$574.00	\$747.00	
18184-0256		Madison Sky Bench	4"W x 24"D x 17"H	\$405.00	\$527.00	
18184-0252		Madison Ottoman - Willow	24"Square x 17"H	\$259.00	\$336.00	
18184-0253		Madison Ottoman - Sand Dollar	24"Square x 17"H	\$259.00	\$336.00	
18184-0254		Madison Ottoman - Apricot	24"Square x 17"H	\$259.00	\$336.00	
18184-0255		Madison Ottoman - Sunflower	24"Square x 17"H	\$259.00	\$336.00	
<b>Chandler (Pg. 9)</b>						
18228-0795		Chandler Red Leather Sofa	76"W x 37"D x 35"H	\$848.00	\$1,103.00	
18167-0581		Chandler Red Leather Loveseat	53"W x 37"D x 35"H	\$817.00	\$1,062.00	
18284-0717		Chandler Red Leather Chair	31"W x 37"D x 35"H	\$637.00	\$830.00	
18024-0062		Chandler Red Leather Bench Ottoman	60"W x 24"D x 17"H	\$437.00	\$567.00	
<b>Evoke (Pg. 9 &amp; 10)</b>						
13229-0007		Evoke Sofa	81"W x 35"D x 27"H	\$1,282.00	\$1,666.00	
13041-0015		Evoke Chair	33"W x 35"D x 27"H	\$687.00	\$893.00	
13054-0011		Evoke Cocktail Table	48"W x 24"D x 18"H	\$437.00	\$567.00	
13110-0009		Evoke End Table	24"W x 28"D x 25"H	\$389.00	\$505.00	
13110-0008		Evoke Cube Table	18"Square	\$275.00	\$358.00	
<b>Niko (Pg. 10)</b>						
18228-0858		Niko Sofa	81"W x 30"D x 38"H	\$1049.00	\$1,363.00	
18167-0622		Niko Loveseat	58"W x 30"D x 38"H	\$960.00	\$1,246.00	
18284-0856		Niko Chair	31"W x 30"D x 38"H	\$798.00	\$1037.00	
<b>Stage Chairs (Pg. 10 &amp; 11)</b>						
18284-0478		Midnight Stage Chair	25"W x 26"D x 37"H	\$315.00	\$411.00	
18284-0477		Chamois Stage Chair	25"W x 26"D x 37"H	\$315.00	\$411.00	
18284-0476		Buckskin Stage Chair	25"W x 26"D x 37"H	\$315.00	\$411.00	
18284-0621		Empire Chair - Black Leather	28"W x 32"D x 32"H	\$565.00	\$735.00	
18284-0564		Empire Chair - White Leather	28"W x 32"D x 32"H	\$565.00	\$735.00	
18284-0785		Monarch Chair	28"Square x 30"H	\$361.00	\$469.00	

**COMPANY NAME** \_\_\_\_\_

**BOOTH** \_\_\_\_\_

# Custom Furnishings Order Form Continued

Item Number	Qty	Description	Dimensions	Discount	Standard	Total
<b>Ottomans &amp; Benches (Pg. 11 &amp; 12)</b>						
18184-0283		Continental Bright White Leather Curved Bench	70"W x 26"D x 19"H	\$518.00	\$672.00	
18184-0179		Metro Black Leather Square Ottoman	40"Square x 17"H	\$437.00	\$567.00	
18184-0034		Whisper White Leather Square Ottoman	40"Square x 17"H	\$437.00	\$567.00	
18184-0033		Grammercy Charcoal Leather Square Ottoman	40"Square x 17"H	\$437.00	\$567.00	
18024-0008		Metro Black Leather Bench Ottoman	60"W x 24"D x 17"H	\$437.00	\$567.00	
18024-0003		Whisper White Leather Bench Ottoman	60"W x 24"D x 17"H	\$437.00	\$567.00	
18024-0062		Chandler Red Leather Bench Ottoman	60"W x 24"D x 17"H	\$437.00	\$567.00	
18024-0002		Grammercy Charcoal Leather Bench Ottoman	60"W x 24"D x 17"H	\$437.00	\$567.00	
18024-0061		Parma Brown Leather Bench Ottoman	60"W x 24"D x 17"H	\$437.00	\$567.00	
18184-0192		Essentials Storage Ottoman	48"W x 24"D x 20"H	\$606.00	\$788.00	
18184-0036		Grammercy Charcoal Leather Round Ottoman	46"Round x 17"H	\$437.00	\$567.00	
18184-0038		Whisper White Leather Round Ottoman	46"Round x 17"H	\$437.00	\$567.00	
18184-0028		Grammercy Charcoal Leather 1/4 Round Ottoman	34"W x 19"D x 17"H	\$268.00	\$348.00	
18184-0030		Whisper White Leather White 1/4 Round Ottoman	34"W x 19"D x 17"H	\$268.00	\$348.00	
18184-0256		Madison Sky Bench	4"W x 24"D x 17"H	\$405.00	\$527.00	
18184-0252		Madison Ottoman - Willow	24"Square x 17"H	\$259.00	\$336.00	
18184-0253		Madison Ottoman - Sand Dollar	24"Square x 17"H	\$259.00	\$336.00	
18184-0254		Madison Ottoman - Apricot	24"Square x 17"H	\$259.00	\$336.00	
18184-0255		Madison Ottoman - Sunflower	24"Square x 17"H	\$259.00	\$336.00	
<b>Banquettes &amp; Turning Beds (Pg. 12)</b>						
18011-0011		Essentials White Leather Banquette (2 pcs)	60"Round x 48"H	\$1,282.00	\$1,666.00	
18011-0001		Whisper White Leather Banquette (2 pcs)	59"Round x 38"H	\$1,282.00	\$1,666.00	
18011-0002		Grammercy Charcoal Leather Banquette (2 pcs)	59"Round x 38"H	\$1,282.00	\$1,666.00	
02082-0033		Essentials White Leather Turning Bed	96"W x 48"D x 34"H	\$1,541.00	\$2,003.00	
<b>Cube Ottomans (Pg. 13)</b>						
18184-0294		Rubix Cube - Cherry	17"Square x 18"H	\$179.00	\$232.00	
18184-0295		Rubix Cube - Cromwell	17"Square x 18"H	\$179.00	\$232.00	
18184-0296		Rubix Cube - Grape	17"Square x 18"H	\$179.00	\$232.00	
18184-0293		Rubix Cube - Lemon	17"Square x 18"H	\$179.00	\$232.00	
18184-0297		Rubix Cube - Lime	17"Square x 18"H	\$179.00	\$232.00	
18184-0298		Rubix Cube - Mango	17"Square x 18"H	\$179.00	\$232.00	
18184-0274		Blanc Bright White Leather Cube	17"Square x 17"H	\$171.00	\$223.00	
18184-0129		Whisper White Leather Cube Ottoman	18"Square x 18"H	\$171.00	\$223.00	
18184-0128		Metro Black Leather Cube Ottoman	18"Square x 18"H	\$171.00	\$223.00	
<b>Charged (Pg. 14)</b>						
22100-0001		Essentials Turning Bed w/Charging Station Insert	96"W x 48"D x 19"H	\$1,708.00	\$2,221.00	
22051-0001		Boca Bright White Corner - Charged	27"W x 27"D x 30"H	\$645.00	\$838.00	
22050-0001		Boca Bright White Armless - Charged	22"W x 27"D x 30"H	\$597.00	\$777.00	
22001-0001		Aspen Bar Table - Charged	72"W x 26"D x 42"H	\$1001.00	\$1,302.00	
22002-0002		Aspen Cocktail Table - Charged	48"W x 24"D x 18"H	\$565.00	\$735.00	
22200-0001		White Conference Table - Charged	96"W x 43"D x 30"H	\$1,347.00	\$1,750.00	
18284-0861		Patrice Tablet Chair	28"W x 30.5"D x 31"H	\$623.00	\$809.00	
22052-0001		Lincoln Bench - Charged	59"W x 39"D x 17"H	\$945.00	\$1,230.00	
<b>Occasional Tables (Pg. 15 &amp; 16)</b>						
12107-0008		Tribeca End Table	24"W x 28"D x 22"H	\$308.00	\$399.00	
12230-0005		Tribeca Console Table	48"W x 18"D x 30"H	\$341.00	\$443.00	
12055-0008		Tribeca Cocktail Table	48"W x 28"D x 19"H	\$322.00	\$420.00	

COMPANY NAME \_\_\_\_\_

BOOTH \_\_\_\_\_

# Custom Furnishings Order Form Continued

Item Number	Qty	Description	Dimensions	Discount	Standard	Total
18024-0011		Novel Cocktail Table	46"W x 15"D x 16"H	\$389.00	\$505.00	
99-12304-05		Aria Red End Table	24"W x 20"D x 22"H	\$308.00	\$399.00	
99-12050-05		Aria Red Cocktail Table	44"W x 20"D x 18"H	\$322.00	\$420.00	
99-12304-03		Aria Green End Table	24"W x 20"D x 22"H	\$308.00	\$399.00	
99-12050-03		Aria Green Cocktail Table	44"W x 20"D x 18"H	\$322.00	\$420.00	
99-12304-06		Aria Blue End Table	24"W x 20"D x 22"H	\$308.00	\$399.00	
99-12050-06		Aria Blue Cocktail Table	44"W x 20"D x 18"H	\$322.00	\$420.00	
99-12304-04		Aria Purple End Table	24"W x 20"D x 22"H	\$308.00	\$399.00	
99-12050-04		Aria Purple Cocktail Table	44"W x 20"D x 18"H	\$322.00	\$420.00	
99-12304-01		Aria White End Table	24"W x 20"D x 22"H	\$308.00	\$399.00	
99-12305-01		Aria White Console Table	44"W x 20"D x 30"H	\$341.00	\$443.00	
99-12050-01		Aria White Cocktail Table	44"W x 20"D x 18"H	\$322.00	\$420.00	
99-12304-02		Aria Charcoal End Table	24"W x 20"D x 22"H	\$308.00	\$399.00	
99-12305-02		Aria Charcoal Console Table	44"W x 20"D x 30"H	\$341.00	\$443.00	
99-12050-02		Aria Charcoal Cocktail Table	44"W x 20"D x 18"H	\$322.00	\$420.00	
12107-0512		Fuze End Table	24"Square x 23"H	\$333.00	\$433.00	
12230-0116		Fuze Console Table	60"W x 16"D x 34"H	\$405.00	\$527.00	
12055-0453		Fuze Cocktail Table	40"Square x 16"H	\$372.00	\$484.00	
12107-0493		London End Table	24"Square x 23"H	\$333.00	\$433.00	
12230-0110		London Console Table	60"W x 16"D x 34"H	\$405.00	\$527.00	
12055-0428		London Cocktail Table	40"Square x 16"H	\$372.00	\$484.00	
12107-0494		Brooklyn II Square End Table	22"W X 22"D X 20"H	\$284.00	\$368.00	
12107-0495		Brooklyn II Round End Table	20"Round X 20"H	\$284.00	\$368.00	
12055-0429		Brooklyn II Rect Cocktail Table	42"W X 24"D X 16"H	\$315.00	\$411.00	
12055-0430		Brooklyn II Round Cocktail Table	30"Round X 16"H	\$315.00	\$411.00	
12107-0282		Vivid End Table	26"Square x 21"H	\$308.00	\$399.00	
12230-0081		Vivid Console Table	50"W x 24"D x 30"H	\$341.00	\$442.00	
12055-0273		Vivid Cocktail Table	50"W x 24"D x 16"H	\$322.00	\$420.00	
12003-0038		Rose Table	17"Round x 17"H	\$341.00	\$442.00	
12003-0039		Zanzibar Table	17"Square	\$341.00	\$442.00	
12107-0296		24" Cube End Table - Black	24"Square x 21"H	\$315.00	\$411.00	
12107-0297		24" Cube End Table - White	24"Square x 21"H	\$315.00	\$411.00	
12055-0285		24" Cube Cocktail Table - Black	24"Square x 16"H	\$308.00	\$399.00	
12055-0286		24" Cube Cocktail Table - White	24"Square x 16"H	\$308.00	\$399.00	
12107-0467		Hylton Tablet Table	18"W x 12"D x 28"H	\$275.00	\$358.00	
<b>Bars &amp; Bar Backs (Pg. 17)</b>						
05012-0076		VIP Glow Bar 6'	72"W x 24"D x 42"H	\$1,206.00	\$1,569.00	
05012-0075		VIP Glow Bar 4'	48"W x 24"D x 42"H	\$1017.00	\$1,322.00	
05012-0053		Black Bar - 2 Shelf	48"W x 16"D x 42"H	\$517.00	\$666.00	
05012-0054		White Bar - 2 Shelf	48"W x 16"D x 42"H	\$517.00	\$666.00	
12112-0010		Blox Bar Back	30"W x 16"D x 86"H	\$645.00	\$838.00	
05001-0017		Piazza Bar Back - Black	44"W x 12"D x 80"H	\$607.00	\$789.00	
05001-0018		Piazza Bar Back - White	44"W x 12"D x 80"H	\$607.00	\$789.00	
<b>Bar Stools (Pg. 18 &amp; 19)</b>						
05237-0264		Vienna Stool - Gray	17"Square x 39"H	\$322.00	\$420.00	
05237-0263		Vienna Stool - Orange	17"Square x 39"H	\$322.00	\$420.00	
05237-0262		Vienna Stool - Teal	17"Square x 39"H	\$322.00	\$420.00	
05237-0038		Criss Cross Bar Stool - Espresso	15"W x 19"D x 41"H	\$290.00	\$378.00	
05237-0039		Criss Cross Bar Stool - White	15"W x 19"D x 41"H	\$290.00	\$378.00	
05237-0305		Colin Stool	20"W x 19"D x 46"H	\$243.00	\$315.00	
99-05237-01		Silk Back Bar Stool - Black	17"W x 18"D x 42"H	\$275.00	\$358.00	
99-05237-02		Silk Back Bar Stool - White	17"W x 18"D x 42"H	\$275.00	\$358.00	
99-05237-06		Silk Back Bar Stool - Blue	17"W x 18"D x 42"H	\$275.00	\$358.00	
99-05237-03		Silk Back Bar Stool - Green	17"W x 18"D x 42"H	\$275.00	\$358.00	
99-05237-04		Silk Back Bar Stool - Purple	17"W x 18"D x 42"H	\$275.00	\$358.00	
99-05237-05		Silk Back Bar Stool - Red	17"W x 18"D x 42"H	\$275.00	\$358.00	
05237-0221		Euro Bar Stool - Black	22"W x 24"D x 42"H	\$290.00	\$378.00	
05237-0270		Hourglass Bar Stool - Black	18"W x 20"D x 43"H	\$299.00	\$390.00	

**COMPANY NAME** \_\_\_\_\_

**BOOTH** \_\_\_\_\_

# Custom Furnishings Order Form Continued

Item Number	Qty	Description	Dimensions	Discount	Standard	Total
05237-0271		Hourglass Bar Stool - White	18"W x 20"D x 43"H	\$299.00	\$390.00	
05237-0160		Equino Bar Stool - Black	15"W x 13"D x 35"H	\$299.00	\$390.00	
05237-0041		Equino Bar Stool - White	15"W x 13"D x 35"H	\$299.00	\$390.00	
05237-0298		Clara Stool	17"W x 21"D x 41"H	\$306.00	\$396.00	
05237-0215		Marcus Stool	18"Square x 29"H	\$219.00	\$286.00	
05237-0156		Regal Stool	19"W x 24"D x 45"H	\$299.00	\$390.00	
05237-0169		Caprice Stool	25"W x 26"D x 44"H	\$299.00	\$390.00	
05237-0042		Sonic Stool	22"W x 23"D x 42"H	\$267.00	\$347.00	
05237-0300		Nexus Stool	19"W x 20"D x 44"H	\$251.00	\$326.00	
<b>Café Chairs (Pg. 19, 20, 21)</b>						
05035-0032		Vienna Chair - Gray	21"Square x 32"H	\$204.00	\$265.00	
05035-0031		Vienna Chair - Orange	21"Square x 32"H	\$204.00	\$265.00	
05035-0030		Vienna Chair - Teal	21"Square x 32"H	\$204.00	\$265.00	
99-05035-10		Silk Back Armless Chair - Black	17"W x 18"D x 34"H	\$171.00	\$223.00	
99-05035-11		Silk Back Armless Chair - White	17"W x 18"D x 34"H	\$171.00	\$223.00	
99-05035-15		Silk Back Armless Chair - Blue	17"W x 18"D x 34"H	\$171.00	\$223.00	
99-05035-12		Silk Back Armless Chair - Green	17"W x 18"D x 34"H	\$171.00	\$223.00	
99-05035-13		Silk Back Armless Chair - Purple	17"W x 18"D x 34"H	\$171.00	\$223.00	
99-05035-14		Silk Back Armless Chair - Red	17"W x 18"D x 34"H	\$171.00	\$223.00	
05035-0051		Clara Chair	18"W x 21"D x 35"H	\$194.00	\$252.00	
05035-0008		Leslie Chair	17"W x 21"D x 31"H	\$153.00	\$200.00	
05035-0010		Criss Cross Chair - Espresso	17"W x 21"D x 35"H	\$194.00	\$252.00	
05035-0011		Criss Cross Chair - White	17"W x 21"D x 35"H	\$194.00	\$252.00	
05035-0023		Elio Chair	17"Square x 33"H	\$171.00	\$223.00	
14233-0025		Caprice Chair - Black	25"W x 24"D x 32"H	\$171.00	\$223.00	
14233-0005		Comet Stack Chair - Arms	23"W x 22"D x 32"H	\$236.00	\$307.00	
14233-0006		Comet Stack Chair - Armless	19"W x 22"D x 32"H	\$219.00	\$286.00	
05221-0039		Regal Dining Chair	19"W x 23"D x 38"H	\$243.00	\$315.00	
14233-0016		Sonic Chair	20"W x 21"D x 32"H	\$171.00	\$223.00	
05035-0050		Nexus Chair	19"W x 22"D x 32"H	\$204.00	\$265.00	
05035-0052		Colin Chair	22"W x 19"D x 33"H	\$171.00	\$223.00	
<b>Bar Tables (Pg. 21, 22, 23)</b>						
99-05245-01		Euro Bar Table Black/Black 30" Round	30"Round x 42"H	\$308.00	\$399.00	
99-05245-02		Euro Bar Table Black/Black 36" Round	36"Round x 42"H	\$315.00	\$411.00	
99-05245-04		Silk Bar Table Black/Chrome 30" Round	30"Round x 42"H	\$308.00	\$399.00	
99-05245-05		Silk Bar Table Black/Chrome 36" Round	36"Round x 42"H	\$315.00	\$411.00	
99-05245-14		City Bar Table Maple/Black 30" Round	30"Round x 42"H	\$308.00	\$399.00	
99-05245-15		City Bar Table Maple/Black 36" Round	36"Round x 42"H	\$315.00	\$411.00	
99-05245-07		Park Ave Bar Table Maple/Chrome 30" Round	30"Round x 42"H	\$308.00	\$399.00	
99-05245-08		Park Ave Bar Table Maple/Chrome 36" Round	36"Round x 42"H	\$315.00	\$411.00	
99-05245-16		Summit Bar Table White/Black 30" Round	30"Round x 42"H	\$308.00	\$399.00	
99-05245-17		Summit Bar Table White/Black 36" Round	36"Round x 42"H	\$315.00	\$411.00	
99-05245-10		Blanco Bar Table White/Chrome 30" Round	30"Round x 42"H	\$308.00	\$399.00	
99-05245-11		Blanco Bar Table White/Chrome 36" Round	36"Round x 42"H	\$315.00	\$411.00	
99-05245-22		Fuze Bar Table	36"Square x 42"H	\$347.00	\$452.00	
99-05245-12		Blanco Bar Table - White/Chrome 24"Square	24"Square x 42"H	\$308.00	\$399.00	
99-05245-13		Blanco Rectangle Bar Table - White/Chrome	72"W x 24"D x 42"H	\$476.00	\$620.00	
99-05245-20		Spectrum Bar Table - Red	24"Square x 42"H	\$333.00	\$433.00	
99-05245-21		Spectrum Bar Table - Blue	24"Square x 42"H	\$333.00	\$433.00	
99-05245-18		Spectrum Bar Table - Purple	24"Square x 42"H	\$333.00	\$433.00	
99-05245-19		Spectrum Bar Table - Green	24"Square x 42"H	\$333.00	\$433.00	
05202-0049		Zinc Bar Table	24"Round x 42"H	\$461.00	\$600.00	
05204-0001		Aspen Bar Table	72"W x 26"D x 42"H	\$855.00	\$1,113.00	
<b>Café Tables (Pg. 23 &amp; 24)</b>						
99-05036-01		Euro Café Table Black/Black 30" Round	30"Round x 30"H	\$308.00	\$399.00	
99-05036-02		Euro Café Table Black/Black 36" Round	36"Round x 30"H	\$315.00	\$411.00	

COMPANY NAME \_\_\_\_\_

BOOTH \_\_\_\_\_



# Custom Furnishings Order Form Continued

Item Number	Qty	Description	Dimensions	Discount	Standard	Total
99-05036-04		Silk Café Table Black/Chrome 30" Round	30"Round x 30"H	\$308.00	\$399.00	
99-05036-05		Silk Café Table Black/Chrome 36" Round	36"Round x 30"H	\$315.00	\$411.00	
99-05036-07		Park Ave Café Table Maple/Chrome 30" Round	30"Round x 30"H	\$308.00	\$399.00	
99-05036-08		Park Ave Café Table Maple/Chrome 36" Round	36"Round x 30"H	\$315.00	\$411.00	
99-05036-14		City Café Table Maple/Black 30" Round	30"Round x 30"H	\$308.00	\$399.00	
99-05036-15		City Café Table Maple/Black 36" Round	36"Round x 30"H	\$315.00	\$411.00	
99-05036-16		Summit Café Table White/Black 30" Round	30"Round x 30"H	\$308.00	\$399.00	
99-05036-17		Summit Café Table White/Black 36" Round	36"Round x 30"H	\$315.00	\$411.00	
99-05036-10		Blanco Café Table White/Chrome 30" Round	30"Round x 30"H	\$308.00	\$399.00	
99-05036-11		Blanco Café Table White/Chrome 36" Round	36"Round x 30"H	\$315.00	\$411.00	
99-05036-22		Fuze Café Table	36"Square x 30	\$347.00	\$452.00	
99-05036-12		Blanco Café Table White/Chrome 24"Square	24"Square x 30"H	\$308.00	\$399.00	
99-05036-13		Blanco Café Table White/Chrome Rectangle	72"W x 24"D x 30"H	\$476.00	\$620.00	
99-05036-20		Spectrum Café Table - Red	24"Square x 29"H	\$333.00	\$433.00	
99-05036-21		Spectrum Café Table - Blue	24"Square x 29"H	\$333.00	\$433.00	
99-05036-18		Spectrum Café Table - Purple	24"Square x 29"H	\$333.00	\$433.00	
99-05036-19		Spectrum Café Table - Green	24"Square x 29"H	\$333.00	\$433.00	
05090-0001		Aspen Dining Table	72"W x 30"D x 30"H	\$734.00	\$954.00	
05088-0505		Brio Dining Table	96"W x 48"D x 30"H	\$986.00	\$1,281.00	
Office Seating (Pg. 25 & 26)						
14136-0002		Tamiri High Back Chair	25"W x 27"D x 45"H	\$398.00	\$505.00	
14176-0007		Tamiri Mid Back Chair	27"Square x 39"H	\$341.00	\$443.00	
14128-0002		Tamiri Guest Chair	25"W x 26"D x 37"H	\$315.00	\$411.00	
14136-0081		Accord High Back Chair - Black	25"Square x 44"H	\$509.00	\$663.00	
14136-0010		Accord High Back Chair - White	25"Square x 44"H	\$509.00	\$663.00	
14250-0013		Goal Task Chair - Arms	25"Square x 39"H	\$259.00	\$336.00	
14250-0014		Goal Task Chair Armless	21"W x 25"D x 39"H	\$236.00	\$307.00	
14136-0080		Enterprise High Back Conference Chair	25"W x 27"D x 45"H	\$340.00	\$441.00	
14176-0046		Enterprise Mid Back Conference Chair	24"W x 26"D x 39"H	\$315.00	\$411.00	
14128-0096		Enterprise Guest Chair	25"W x 27"D x 37"H	\$305.00	\$399.00	
14307-0003		Goal Black Drafting Stool - Arms	25"W x 24"D x 48"H	\$275.00	\$358.00	
14307-0004		Goal Black Drafting Stool - Armless	21"W x 24"D x 48"H	\$259.00	\$336.00	
Conference Tables (Pg. 26)						
14062-0105		42" Round Conference Table - Black	42" Round x 29"H	\$428.00	\$558.00	
14062-0106		42" Round Conference Table - Mahogany	42" Round x 29"H	\$428.00	\$558.00	
14062-0297		Command Conference Table - 6' Black	72"W x 36"D x 31"H	\$788.00	\$1024.00	
14062-0303		Command Conference Table - 6' Sirona	72"W x 36"D x 31"H	\$788.00	\$1024.00	
14062-0300		Command Conference Table - 6' White	72"W x 36"D x 31"H	\$788.00	\$1024.00	
14062-0298		Command Conference Table - 8' Black	96"W x 48"D x 31"H	\$823.00	\$1,071.00	
14062-0304		Command Conference Table - 8' Sirona	96"W x 48"D x 31"H	\$823.00	\$1,071.00	
14062-0301		Command Conference Table - 8' White	96"W x 48"D x 31"H	\$823.00	\$1,071.00	
14062-0299		Command Conference Table - 10' Black	120"W x 48"D x 31"H	\$945.00	\$1,230.00	
14062-0305		Command Conference Table - 10' Sirona	120"W x 48"D x 31"H	\$945.00	\$1,230.00	
14062-0302		Command Conference Table - 10' White	120"W x 48"D x 31"H	\$945.00	\$1,230.00	
Office Furniture (Pg. 27 & 28)						
14309-0001		Computer Kiosk - Black	24"Square x 42"H	\$630.00	\$819.00	
14179-0005		Computer Kiosk - White	24"Square x 42"H	\$630.00	\$819.00	
14072-0108		Black Credenza	60"W x 20"D x 29"H	\$565.00	\$735.00	
14083-0105		Black Double Pedestal Desk	60"W x 30"D x 29"H	\$645.00	\$838.00	
14029-0098		5 Shelf Bookcase - Black	36"W x 12"D x 72"H	\$606.00	\$788.00	
14029-0091		5 Shelf Bookcase - Mahogany	36"W x 12"D x 72"H	\$606.00	\$788.00	
14072-0039		Genoa Kneespace Credenza	66"W x 20"D x 29"H	\$565.00	\$735.00	
14083-0117		Genoa Executive Desk	72"W x 36"D x 29"H	\$670.00	\$872.00	
14072-0038		Genoa Storage Credenza	66"W x 20"D x 29"H	\$565.00	\$735.00	
05088-0365		Vivid Café Table - Square	42"Square x 30"H	\$527.00	\$684.00	

COMPANY NAME \_\_\_\_\_

BOOTH \_\_\_\_\_



# Custom Furnishings Order Form Continued

Item Number	Qty	Description	Dimensions	Discount	Standard	Total
05088-0364		Vivid Café Table - Rectangle	60"W x 36"D x 30"H	\$606.00	\$786.00	
05088-0498		Brooklyn II Rect Dining Table	60"W x 36"D x 30"H	\$630.00	\$819.00	
05088-0499		Brooklyn II Round Dining Table	42" Round x 30"H	\$494.00	\$642.00	
05090-0001		Aspen Dining Table	72"W x 30"D x 30"H	\$734.00	\$954.00	
05088-0505		Brio Dining Table	96"W x 48"D x 30"H	\$986.00	\$1,281.00	
<b>Metal File &amp; Storage Cabinets (Pg. 29)</b>						
14148-0001		2 Drawer Vertical File - Letter Size Black	15"W x 25"D x 29"H	\$212.00	\$274.00	
14147-0001		2 Drawer Vertical File - Legal Size Black	18"W x 25"D x 29"H	\$275.00	\$358.00	
14148-0002		4 Drawer Vertical File - Letter Size Black	15"W x 25"D x 52"H	\$285.00	\$369.00	
14147-0002		4 Drawer Vertical File - Legal Size Black	18"W x 25"D x 52"H	\$316.00	\$411.00	
14143-0006		2 Drawer Lateral File - Black	36"W x 18"D x 27"H	\$285.00	\$369.00	
14143-0144		2 Drawer Lateral File - Black	36"W x 20"D x 29"H	\$285.00	\$369.00	
14143-0008		4 Drawer Lateral File - Black	36"W x 18"D x 54"H	\$347.00	\$452.00	
14034-0015		Storage Cabinet - Black	36"W x 18"D x 72"H	\$347.00	\$452.00	
<b>Pedestals (Pg. 30)</b>						
12091-0023		Display Pedestal 14" x 42" Black	14"Square x 42"H	\$420.00	\$546.00	
12091-0004		Display Pedestal 24" x 42" Black	24"Square x 42"H	\$509.00	\$663.00	
12091-0002		Display Pedestal 18" x 42" Black	18"Square x 42"H	\$468.00	\$609.00	
12091-0030		Display Pedestal 14" x 42" White	14"Square x 42"H	\$420.00	\$546.00	
12091-0024		Display Pedestal 14" x 36" Black	14"Square x 36"H	\$356.00	\$462.00	
12091-0034		Display Pedestal 24" x 36" Black	24"Square x 36"H	\$509.00	\$663.00	
12091-0031		Display Pedestal 14" x 36" White	14"Square x 36"H	\$356.00	\$462.00	
12091-0033		Display Pedestal 24" x 36" White	24"Square x 36"H	\$509.00	\$663.00	
12091-0025		Display Pedestal 14" x 30" Black	14"Square x 30"H	\$333.00	\$433.00	
12091-0003		Display Pedestal 24" x 30" Black	24"Square x 30"H	\$484.00	\$630.00	
12091-0001		Display Pedestal 18" x 30" Black	18"Square x 30"H	\$340.00	\$441.00	
12091-0032		Display Pedestal 14" x 30" White	14"Square x 30"H	\$333.00	\$433.00	
14309-0001		Locking Pedestal Black	24"Square x 42"H	\$630.00	\$819.00	
14179-0005		Locking Pedestal White	24"Square x 42"H	\$630.00	\$819.00	
12091-0055		Fuze Pedestal	16"Square x 44"H	\$347.00	\$452.00	
12091-0043		London Pedestal	16"Square x 44"H	\$347.00	\$452.00	
<b>Miscellaneous Items (Pg. 31)</b>						
14189-0066		Stanchion Chrome	41"H	\$99.00	\$127.00	
11526-0001		Stanchion Rope - Red Velour	6' L	\$50.00	\$65.00	
14308-0009		Nero Literature Stand - Black	15"W x 12"D x 53.5"H	\$236.00	\$307.00	
14308-0010		Argento Literature Rack	15"W x 12"D x 53.5"H	\$236.00	\$307.00	
14308-0005		Alto Literature Rack	10.5"W x 9.5"D x 57"H	\$243.00	\$316.00	
01209-0003		Compact Refrigerator Black - 4.0 Cu Ft	21"W x 22"D x 32"H	\$437.00	\$568.00	
<b>Lighting (Pg. 31)</b>						
09392-0019		Silo Grey Floor Lamp	70"H	\$231.00	\$300.00	
09417-0037		Silo Grey Table Lamp	25"H	\$168.00	\$218.00	
09392-0018		Silo White Floor Lamp	70"H	\$231.00	\$300.00	
09417-0036		Silo White Table Lamp	25"H	\$168.00	\$218.00	
09392-0001		Neutrino Steel Floor Lamp - Steel	67"H	\$236.00	\$307.00	

**SUBTOTAL: \$** \_\_\_\_\_

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

**COMPANY NAME** \_\_\_\_\_ **BOOTH** \_\_\_\_\_

Submit order with payment to: [Orders@vistacs.com](mailto:Orders@vistacs.com) before deadline date!

2024  
SPECIALTY  
FURNITURE  
CATALOG



## BLANC



**Blanc Sofa**  
Bright White Leather  
75"W x 35"D x 35"H



**Blanc Loveseat**  
Bright White Leather  
54"W x 35"D x 35"H



**Blanc Chair**  
Bright White Leather  
33"W x 35"D x 35"H



**Blanc Bench Ottoman**  
Bright White Leather  
48"W x 24"D x 18"H



**Blanc Cube Ottoman**  
Bright White Leather  
17"Square x 17"H

## WHISPER



**Whisper Sofa**  
White Leather  
87"W x 37"D x 35"H



**Whisper Loveseat**  
White Leather  
61"W x 37"D x 35"H



**Whisper Chair**  
White Leather  
35"W x 37"D x 35"H

# WHISPER



**Whisper Bench Ottoman**

White Leather  
60"W x 24"D x 17"H



**Whisper Square Ottoman**

White Leather  
40"Square x 17"H



**Whisper Round Ottoman**

White Leather  
46"Round x 17"H

# FUNCTION

Modular Seating Collection



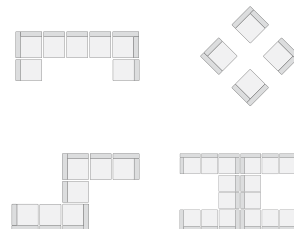
**Function Armless Chair**

White Leather  
28"Square x 29"H



**Function Corner**

White Leather  
28"Square x 29"H



# CONTINENTAL

Modular Seating Collection



**Continental Curved Loveseat**

Bright White Leather  
82"W x 34"D x 31"H



**Continental Reverse Curved Loveseat**

Bright White Leather  
72"W x 34"D x 31"H



**Continental Wedge Ottoman**

Bright White Leather  
30"W x 34"D x 19"H

# CONTINENTAL

Modular Seating Collection



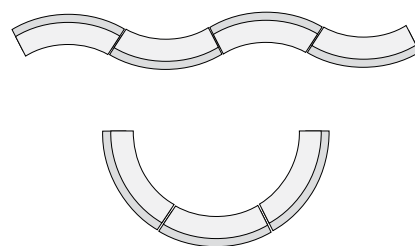
## Continental Curved Bench

Bright White Leather  
70"W x 26"D x 19"H



## Continental Half Moon Ottoman

Bright White Leather  
33"W x 19"D x 19"H



# SOPHISTICATION

Modular Seating Collection



## Sophistication Sofa

White Leather  
72"W x 31"D x 48"H



## Sophistication Loveseat

White Leather  
48"W x 31"D x 48"H



## Sophistication Chair

White Leather  
24"W x 31"D x 48"H



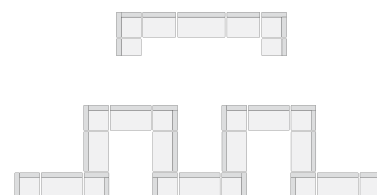
## Sophistication Corner

White Leather  
31"Square x 48"H



## Sophistication Ottoman

White Leather  
31"Square x 19"H



# BOCA

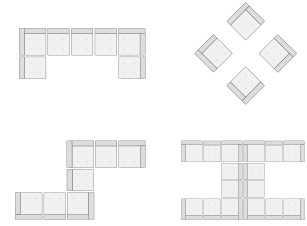
Modular Seating Collection



**Boca Corner**  
Black Leather  
22"W x 27"D x 30"H



**Boca Armless**  
Black Leather  
27"Square x 30"H



# METRO



**Metro Sofa**  
Black Leather  
85"W x 35"D x 35"H



**Metro Loveseat**  
Black Leather  
60"W x 35"D x 35"H



**Metro Chair**  
Black Leather  
35"Square x 35"H



**Metro Square Ottoman**  
Black Leather  
40"Square x 17"H



**Metro Bench Ottoman**  
Black Leather  
60"W x 24"D x 17"H



## SUAVE MIDNIGHT



### Suave Midnight Sofa

Midnight Suede  
77"W x 36"D x 33"H



### Suave Midnight Loveseat

Midnight Suede  
54"W x 36"D x 33"H



### Suave Midnight Chair

Midnight Suede  
32"W x 36"D x 33"H

## GRAMMERCY

Modular Seating Collection



### Grammercy Sofa

Charcoal Leather  
82"W x 36"D x 36"H



### Grammercy Loveseat

Charcoal Leather  
57"W x 36"D x 36"H



### Grammercy Chair

Charcoal Leather  
28"W x 36"D x 36"H



### Grammercy Corner

Charcoal Leather  
36"Square x 36"H



### Grammercy Round Ottoman

Charcoal Leather  
46"Round x 17"H



### Grammercy Square Ottoman

Charcoal Leather  
40"Square x 17"H  
Also Available in Bench Ottoman  
60"W x 24"D x 17"H

## PARMA



**Parma Sofa**  
Brown Leather  
79"W x 37"D x 36"H



**Parma Loveseat**  
Brown Leather  
56"W x 37"D x 36"H



**Parma Chair**  
Brown Leather  
33"W x 37"D x 36"H



**Parma Bench Ottoman**  
Brown Leather  
60"W x 24"D x 17"H

## MONTANA MOCHA



**Montana Mocha Sofa**  
Mocha Tan Fabric  
79"W x 35"D x 34"H



**Montana Mocha Loveseat**  
Mocha Tan Fabric  
57"W x 35"D x 34"H



**Montana Mocha Chair**  
Mocha Tan Fabric  
35"Square x 34"H

# MADISON



## Madison Sofa

Tan Fabric  
86"W x 34"D x 34"H



## Madison Chair

Tan Fabric  
33"W x 34"D x 34"H



## Madison Sky Bench

Teal Fabric  
48"W x 24"D x 17"H



## Madison Ottoman - Willow

Green Fabric  
24"Square x 17"H



## Madison Ottoman - Sand Dollar

Tan Fabric  
24"Square x 17"H



## Madison Ottoman - Apricot

Orange Fabric  
24"Square x 17"H



## Madison Ottoman - Sunflower

Yellow Fabric  
24"Square x 17"H

## CHANDLER



### Chandler Sofa

Red Leather  
76"W x 37"D x 35"H



### Chandler Loveseat

Red Leather  
53"W x 37"D x 35"H



### Chandler Chair

Red Leather  
31"W x 37"D x 35"H



### Chandler Bench Ottoman

Red Leather  
60"W x 24"D x 17"H

## EVOKE



### Evoke Sofa

Coffee Resin Frame with Tan Cushions  
81"W x 35"D x 27"H



### Evoke Chair

Coffee Resin Frame with Tan Cushions  
33"W x 35"D x 27"H



### Evoke Cocktail Table

Coffee Resin Frame  
48"W x 24"D x 18"H

## EVOKE



### Evoke End Table

Coffee Resin Frame  
24"W x 28"D x 25"H



### Evoke Cube Table

Coffee Resin Frame  
18"Square x 18"H

## NIKO



### Niko Sofa

Grey Microfiber  
81"W x 30"D x 38"H



### Niko Loveseat

Grey Microfiber  
58"W x 30"D x 38"H



### Niko Chair

Grey Microfiber  
31"W x 30"D x 38"H

## STAGE CHAIRS



### Midnight Stage Chair

Midnight Microfiber  
25"W x 26"D x 37"H



### Chamois Stage Chair

Beige Microfiber  
25"W x 26"D x 37"H



### Buckskin Stage Chair

Tan Microfiber  
25"W x 26"D x 37"H

## STAGE CHAIRS



**Empire Chair**

Black Leather  
 White Leather  
 28"W x 32"D x 32"H



**Monarch Chair**

Bright White Leather  
 28"Square x 30"H

## OTTOMANS & BENCHES



**Curved Bench**

Continental White Leather  
 70"W x 26"D x 19"H



**Square Ottoman**

Metro Black Leather  
 Whisper White Leather  
 Grammercy Charcoal Leather  
 40"Square x 17"H



**Bench Ottoman**

Metro Black Leather  
 Whisper White Leather  
 Chandler Red Leather  
 Grammercy Charcoal Leather  
 Parma Brown Leather  
 60"W x 24"D x 17"H



**Essentials Storage Ottoman**

White Leather with Locking Mechanism  
 48"W x 24"D x 20"H  
 Lock Not Included



**Round Ottoman**

Grammercy Charcoal Leather  
 Whisper White Leather  
 46"Round x 17"H



**1/4 Round Ottoman**

Grammercy Charcoal Leather  
 Whisper White Leather  
 34"W x 19"D x 17"H



## OTTOMANS & BENCHES



### Madison Sky Bench

Teal Fabric  
48"W x 24"D x 17"H



### Madison Ottomans

Left to Right: Willow, Sand Dollar, Apricot, Sunflower  
24"Square x 17"H

## BANQUETTES



### Essentials Banquette

White Leather  
60"Round x 48"H (2 Pieces)



### Whisper Banquette

White Leather  
59"Round x 38"H (2 Pieces)



### Grammercy Banquette

Charcoal Leather  
59"Round x 38"H (2 Pieces)

## TURNING BEDS



### Essentials Turning Bed

White Leather  
96"W x 48"D x 36"H

# CUBE OTTOMANS



## Rubix Cube Ottomans

- |          |       |
|----------|-------|
| Cherry   | Lemon |
| Cromwell | Lime  |
| Grape    | Mango |
- 18"Square x 18"H



## Blanc Cube Ottoman

Bright White Leather  
17"Square x 17"H



## Whisper Cube Ottoman

White Leather  
18"Square x 18"H



## Metro Cube Ottoman

Black Leather  
18"Square x 18"H

**CHARGED!** 



**Essentials Turning Bed - Charged**

Bright White Leather  
96"W x 48"D x 25"H

*\*White slip cover available for black charging unit.  
\*Maximum of 1 bed per power source.*



**Boca Corner - Charged**

Bright White Leather  
27" Square x 30"H

*\*Maximum of 4 daisy linked together per power source.*



**Boca Chair - Charged**

Bright White Leather  
22"W x 27"D x 30"H

*\*Maximum of 4 daisy linked together per power source.*



**Aspen Bar Table - Charged**

White / Brushed Steel  
72"W x 26"D x 42"H

*\*Maximum of 1 table per power source.*



**Aspen Cocktail Table - Charged**

White / Brushed Steel  
48"W x 24"D x 18"H

*\*Maximum of 1 table per power source.*



**White Conference Table - Charged**

White  
96"W x 43"D x 30"H

*\*Maximum of 1 table per power source.*



**Patrice Table Chair - Charged**

Bright White Leather  
28"W x 31"D x 31"H

*\*Maximum of 6 daisy linked together per power source.*



**Lincoln Bench - Charged**

Bright White Leather  
59"W x 39"D x 17"H

*\*Maximum of 3 daisy linked together per power source.*

# OCCASIONAL TABLES



## Tribeca Tables

End Table Wood/Black  
24"W x 28"D x 22"H  
Console Table Wood/Black  
48"W x 18"D x 30"H  
Cocktail Table Wood/Black  
48"W x 28"D x 19"H



## Novel Tables

End Table Satin Steel  
15" Square x 16"H  
Cocktail Table Satin Steel  
46"W x 15"D x 16"H



## Aria Tables Red

End Table Red/Brushed Steel  
24"W x 20"D x 22"H  
Cocktail Table Red/Brushed Steel  
44"W x 20"D x 18"H



## Aria Tables Green

End Table Green/Brushed Steel  
24"W x 20"D x 22"H  
Cocktail Table Green/Brushed Steel  
44"W x 20"D x 18"H



## Aria Tables Blue

End Table Blue/Brushed Steel  
24"W x 20"D x 22"H  
Cocktail Table Blue/Brushed Steel  
44"W x 20"D x 18"H



## Aria Tables Purple

End Table Purple/Brushed Steel  
24"W x 20"D x 22"H  
Cocktail Table Purple/Brushed Steel  
44"W x 20"D x 18"H



## Aria Tables White

End Table White/Brushed Steel  
24"W x 20"D x 22"H  
Console Table White/Brushed Steel  
44"W x 20"D x 30"H  
Cocktail Table White/Brushed Steel  
44"W x 20"D x 18"H



## Aria Tables Charcoal

End Table Storm Grey/Brushed Steel  
24"W x 20"D x 22"H  
Console Table Storm Grey/Brushed Steel  
44"W x 20"D x 30"H  
Cocktail Table Storm Grey/Brushed Steel  
44"W x 20"D x 18"H

# OCCASIONAL TABLES



## Fuze Tables

End Table Chrome/Zebra wood Laminate  
24"Square x 23"H  
Console Table Chrome/Zebra wood Laminate  
60"W x 16"D x 34"H  
Cocktail Table Chrome/Zebra wood Laminate  
40"Square x 16"H



## London Tables

End Table Chrome/Marble  
24"Square x 23"H  
Console Table Chrome/Marble  
60"W x 16"D x 34"H  
Cocktail Table Chrome/Marble  
40"Square x 16"H



## Brooklyn Tables

End Table Square - Chrome  
22"Square x 20"H  
End Table Round - Chrome  
20"Round x 20"H  
Cocktail Table Rectangle - Chrome  
42"W x 24"D x 16"H  
Cocktail Table Round - Chrome  
30"Round x 16"H



## Vivid Tables

End Table - Smoked Powder Coat Finish  
26"Square x 21"H  
Console Table - Smoked Powder Coat Finish  
50"W x 24"D x 30"H  
Cocktail Table - Smoked Powder Coat Finish  
50"W x 24"D x 16"H



## Rose Table

17"Round x 17"H



## Zanzibar Table

17"Square



## Cube End Tables

■ Black 24"  
□ White 24"  
24"Square x 21"H



## Cube Cocktail Tables

■ Black 24"  
□ White 24"  
24"Square x 16"H



## Hylton Tablet Table

White/Brushed Steel  
18"W x 12"D x 28"H

# BARS & BAR BACKS



## VIP Glow Bar 6'

Frosted Plexi with Built-in Wireless LED Kit  
 72"W x 24"D x 42"H(Bar)  
 13"D x 18"H (Shelf)  
 \*Includes remote control



## VIP Glow Bar 4'

Frosted Plexi with Built-in Wireless LED Kit  
 48"W x 24"D x 42"H(Bar)  
 13"D x 18"H (Shelf)  
 \*Includes remote control



## Bar

■ Black with 2 shelves in back  
 □ White with 2 shelves in back  
 48"W x 16"D x 42"H



## Blox Bar Back

Walnut/Brushed Metal  
 30"W x 16"D x 86"H  
 Please Inquire About Shelf Dimensions



## Piazza Bar Back

■ Black  
 □ White  
 44"W x 12"D x 79"H  
 13"W x 14"H (Inside Shelf)



# STOOLS



**Vienna Stool**  
 ■ Gray Acrylic  
 ■ Orange Acrylic  
 ■ Teal Acrylic  
 17" Square x 39"H



**Criss Cross Bar Stool**  
 ■ Espresso Leather  
 □ White Leather  
 15"W x 19"D x 41"H



**Colin Stool**  
 Natural Maple  
 20"W x 19"D x 46"H



**Silk Back Bar Stool**  
 ■ Black    ■ Green  
 □ White    ■ Purple  
 ■ Blue    ■ Red  
 17"W x 18"D x 42"H



**Euro Bar Stool**  
 Black  
 22"W x 24"D x 42"H



**Hourglass Bar Stool**  
 ■ Black  
 □ White  
 18"W x 20"D x 43"H



**Equino Stool**  
 ■ Black  
 □ White  
 15"W x 13"D x 35"H

# STOOLS



**Clara Stool**  
White  
17"W x 21"D x 41"H



**Marcus Bar Stool**  
Steel  
17"Square (at footbase) x 29"H



**Regal Stool**  
Brown Leather  
19"W x 24"D x 45"H



**Caprice Stool**  
Black Fabric  
25"W x 26"D x 44"H



**Sonic Stool**  
Black  
22"W x 23"D x 42"H



**Nexus Stool**  
White  
19"W x 20"D x 44"H

# CAFE CHAIRS



**Vienna Chair**  
 ■ Gray Acrylic  
 ■ Orange Acrylic  
 ■ Teal Acrylic  
 21"Square x 32"H



**Silk Back Chair**  
 ■ Black ■ Green  
 ■ White ■ Purple  
 ■ Blue ■ Red  
 17"W x 18"D x 34"H

# CAFÉ CHAIRS



**Clara Chair**  
White  
18"W x 21"D x 34"H



**Leslie Chair**  
White  
17"W x 21"D x 31"H



**Criss Cross Chair**  
 Espresso Leather  
 White Leather  
 17"W x 21"D x 35"H



**Elio Chair**  
Steel  
17"Square x 33"H



**Caprice Chair**  
Black  
25"W x 24"D x 32"H



**Comet Chair**  
Black  
23"W x 22"D x 32"H (With Arms)  
19"W x 22"D x 32"H (Without Arms)



**Regal Dining Chair**  
Brown Leather  
19"W x 23"D x 38"H



**Sonic Chair**  
Black  
20"W x 21"D x 32"H



**Nexus Chair**  
White  
19"W x 22"D x 32"H

## CAFÉ CHAIRS



**Colin Chair**  
 Natural Maple  
 22"W x 19"D x 33"H

## BAR TABLES



**Euro Bar Table**  
 Black/Black 30"  
 30"Round x 42"H  
 Black/Black 36"  
 36"Round x 42"H



**Silk Bar Table**  
 Black/Chrome 30"  
 30"Round x 42"H  
 Black/Chrome 36"  
 36"Round x 42"H



**City Bar Table**  
 Maple/Black 30"  
 30"Round x 42"H  
 Maple/Black 36"  
 36"Round x 42"H



**Park Ave Bar Table**  
 Maple/Chrome 30"  
 30"Round x 42"H  
 Maple/Chrome 36"  
 36"Round x 42"H



**Summit Bar Table**  
 White/Black 30"  
 30"Round x 42"H  
 White/Black 36"  
 36"Round x 42"H



**Blanco Round Bar Table**  
 White/Chrome 30"  
 30"Round x 42"H  
 White/Chrome 36"  
 36"Round x 42"H

# BAR TABLES



**Fuze Bar Table**  
Zebrawood Laminate/Chrome  
36"Square x 42"H



**Blanco Square Bar Table**  
White/Chrome  
24"Square x 42"H



**Blanco Rectangle Bar Table**  
White/Chrome  
72"W x 24"D x 42"H



**Spectrum Bar Table Red**  
Red/Chrome  
24"Square x 42"H



**Spectrum Bar Table Blue**  
Blue/Chrome  
24"Square x 42"H



**Spectrum Bar Table Purple**  
Purple/Chrome  
24"Square x 42"H



**Spectrum Bar Table Green**  
Green/Chrome  
24"Square x 42"H



**Zinc Bar Table**  
Chrome  
24"Round x 42"H

## BAR TABLES



### Aspen Bar Table

White/Brushed Steel  
72"W x 26"D x 42"H

## CAFÉ TABLES



### Euro Café Table

Black/Black 30"  
30"Round x 30"H  
Black/Black 36"  
36"Round x 30"H



### Silk Café Table

Black/Chrome 30"  
30"Round x 30"H  
Black/Chrome 36"  
36"Round x 30"H



### Park Ave Café Table

Maple/Chrome 30"  
30"Round x 30"H  
Maple/Chrome 36"  
36"Round x 30"H



### City Café Table

Maple/Black 30"  
30"Round x 30"H  
Maple/Black 36"  
36"Round x 30"H



### Summit Café Table

White/Black 30"  
30"Round x 30"H  
White/Black 36"  
36"Round x 30"H



### Blanco Café Table

White/Chrome 30"  
30"Round x 30"H  
White/Chrome 36"  
36"Round x 30"H



# CAFÉ TABLES



**Fuze Café Table**  
Zebra wood Laminate/Chrome  
36" Square x 30"H



**Blanco Square Café Table**  
White/Chrome Rectangle  
24" Square x 30"H



**Blanco Rectangle Café Table**  
White/Chrome Rectangle  
72"W x 24"D x 30"H



**Spectrum Café Table Red**  
Red/Chrome  
24" Square x 30"H



**Spectrum Café Table Blue**  
Blue/Chrome  
24" Square x 30"H



**Spectrum Café Table Purple**  
Purple/Chrome  
24" Square x 30"H



**Spectrum Café Table Green**  
Green/Chrome  
24" Square x 30"H



**Aspen Dining Table**  
White/Brushed Steel  
72"W x 30"D x 30"H



**Brio Dining Table**  
Reclaimed Grey Stone Finish/Brushed Bronze  
96"W x 48"D x 30"H

# OFFICE SEATING



**Tamiri High Back Chair**

Black Leather  
25"W x 27"D x 45"H



**Tamiri Mid Back Chair**

Black Leather  
25"W x 27"D x 39"H



**Tamiri Guest Chair**

Black Leather  
25"W x 27"D x 37"H



**Accord Chair**

Black  
 White  
 25"Square x 44"H



**Goal Task Chair**

Black  
25"W x 24"D x 39"H



**Goal Task Chair Armless**

Black  
21"W x 24"D x 39"H



**Enterprise High Back Conference Chair**

Black Fabric  
25"W x 27"D x 45"H



**Enterprise Mid Back Conference Chair**

Black Fabric  
24"W x 26"D x 39"H



**Enterprise Guest Chair**

Black Fabric  
25"W x 27"D x 37"H

## OFFICE SEATING



**Goal Drafting Stool**  
 Black  
 25"W x 24"D x 48"H



**Goal Drafting Stool Armless**  
 Black  
 21"W x 24"D x 48"H

## CONFERENCE TABLES



**Conference Table Round**  
 ■ Black  
 ■ Mahogany  
 42"Round x 29"H



**Command 6' Conference Table**  
 ■ Black  
 ■ Sirona  
 □ White  
 72"W x 36"D x 31"H



**Command 8' Conference Table**  
 ■ Black  
 ■ Sirona  
 □ White  
 96"W x 48"D x 31"H



**Command 10' Conference Table**  
 ■ Black  
 ■ Sirona  
 □ White  
 120"W x 48"D x 31"H

# OFFICE FURNITURE



**Computer Kiosk**

Black  
 White  
 24" Square x 42"H



**Black Credenza**

Black  
 60"W x 20"D x 29"H



**Black Double Pedestal Desk**

Black  
 60"W x 30"D x 29"H



**5 Shelf Bookcase**

Black  
 Mahogany  
 36"W x 12"D x 72"H



**Genoa Kneespace Credenza**

Mahogany 2 Filing Cabinets/2-Drawers  
 66"W x 20"D x 29"H



**Genoa Executive Desk**

Mahogany Double Pedestal-Locking Drawers  
 72"W x 36"D x 29"H



**Genoa Storage Credenza**

Mahogany 2 Filing Cabinets  
 2-Drawers-Inside Shelves  
 66"W x 20"D x 29"H

# OFFICE FURNITURE



**Vivid Café Table Square**  
Clear Glass/Smoked Powder Coat Finish  
42"Square x 30"H



**Vivid Café Table Rectangle**  
Clear Glass/Smoked Powder Coat Finish  
60"W x 36"D x 30"H



**Brooklyn Rectangle Dining Table**  
Clear Glass/Chrome  
60"W x 36"D x 30"H



**Brooklyn Round Dining Table**  
Clear Glass/Chrome  
42"Round x 30"H



**Aspen Dining Table**  
White/Brushed Steel  
72"W x 30"D x 30"H



**Brio Dining Table**  
Reclaimed Grey Stone Finish/Brushed Bronze  
96"W x 48"D x 30"H

# METAL FILE & STORAGE CABINETS



## 2-Drawer File

Black Letter  
15"W x 25"D x 29"H

Black Legal  
18"W x 25"D x 29"H



## 4-Drawer File

Black Letter  
15"W x 25"D x 52"H

Black Legal  
18"W x 25"D x 52"H



## 2-Drawer Lateral File

Black (Pictured)  
36"W x 18"D x 27"H

Black (Not Pictured)  
36"W x 20"D x 29"H



## 4-Drawer Lateral File

Black  
36"W x 18"D x 54"H



## Storage Cabinet

Black  
36"W x 18"D x 72"H

# PEDESTALS



## Display Pedestals 42"

- Black  
14"Square x 42"H
- Black  
24"Square x 42"H
- Black  
18"Square x 42"H
- White  
14"Square x 42"H



## Display Pedestals 36"

- Black  
14"Square x 36"H
- Black  
24"Square x 36"H
- White  
14"Square x 36"H
- White  
24"Square x 36"H



## Display Pedestals 30"

- Black  
14"Square x 30"H
- Black  
24"Square x 30"H
- Black  
18"Square x 30"H
- White  
14"Square x 30"H



## Locking Pedestal

- Black  
24"Square x 42"H
- White



## Fuze Pedestal

- Zebra wood Laminate/Chrome  
16"Square x 44"H



## London Pedestal

- Marble/Chrome  
16"Square x 44"H



# MISCELLANEOUS ITEMS



**Stanchion**  
 Chrome  
 41"H  
**Stanchion Rope**  
 Red Velour  
 6'L



**Nero Literature Rack**  
 Black  
 15"W x 12"D x 54"H



**Argento Literature Rack**  
 Aluminum  
 15"W x 12"D x 54"H



**Alto Literature Rack**  
 Black/Metal  
 11"W x 10"D x 57"H



**Compact Refrigerator**  
 Black 4 Cu Ft  
 21"W x 22"D x 32"H

# LIGHTING



**Silo Grey Lamps**  
 Table Lamp  
 25"H  
 Floor Lamp  
 70"H



**Silo White Lamps**  
 Table Lamp  
 25"H  
 Floor Lamp  
 70"H



**Neutrino Floor Lamp**  
 Steel  
 67"H

# DESIGN YOUR BOOTH SPACE *YOUR WAY*



## 20x20 Booth Footprint

Blanc Loveseat • Blanc Chair • Blanc Cube Ottoman  
 Brooklyn Round End Table • Brooklyn Cocktail Table  
 Aspen Bar Table - Charged • Nexus Stool  
 VIP Glow Bar 6' • Argento Literature Rack



## 20x20 Booth Footprint

Aspen Dining Table • Colin Chair  
 Lincoln Bench - Charged • VIP Glow Bar 4'



## 10x10 Booth Footprint

Niko Chair • Novel End Table • Fuze Pedestal  
 30" Round Bar Table With Tulip Base - White • Vienna Stool



## 20x10 Booth Footprint

Chandler Loveseat • Brushed Steel Lamp  
 Continental Curved Bench • Rose Table  
 Aria End Table - White • London Console Table



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 Pleasantville, NJ 08232  
 WWW.VISTACS.COM

**DEADLINE DATE:  
 JANUARY 19, 2024**

**FABRIC BACKWALL DISPLAY RENTAL**

**VCS F-10 / 10'w x 8'tall Full Graphic Display.....\$3023.00**



**VCS F-20 / 20'w x 8'tall Full Graphic Display.....\$4119.50**



All labor to install & dismantle displays are included in rental price. Approved graphics *MUST* be received 30 days prior to first day of set-up.

**RENTAL UNIT OPTIONAL ACCESSORIES:**

10' Unit 2 lights \_\_\_\_\_\$139.00

1 Meter Counter w/front graphic panel \_\_\_\_\_\$617.50

20' Unit 4 lights \_\_\_\_\_\$278.00

2 Meter Counter w/front graphic panel \_\_\_\_\_\$910.50

*\*Power is NOT included in rental of lights. Exhibitor must order basic power from Facility.  
 \*\*ALL Displays cancelled after orders have been received will be charged at 100% of original price.\*\**

**\*Orders received after the deadline date are subject to availability and a 30% late surcharge\***

Sub Total \$ \_\_\_\_\_

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

**Submit order with payment to: [orders@vistacs.com](mailto:orders@vistacs.com) before deadline date!**

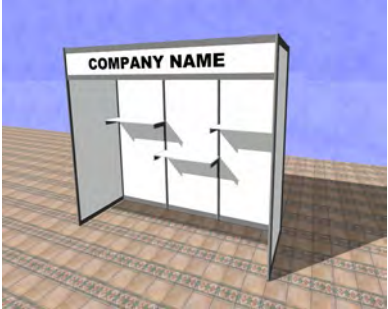


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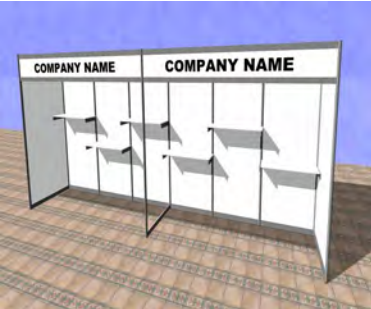
**DEADLINE DATE:  
 JANUARY 19, 2024**

**VCS MODULAR RENTAL UNITS**

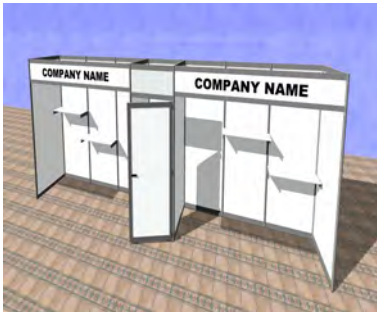
**VCS A-10 Unit contains:**  
 - (3) Shelves  
 - (6) Brackets  
 \* *Check One*  
 **White Panel**  
 **Blue**  
 **Gray**  
**Price: \$2125.00**



**VCS B-20 Unit contains:**  
 - (6) Shelves  
 - (12) Brackets  
 \* *Check One*  
 **White Panel**  
 **Blue**  
 **Gray**  
**Price: \$3885.00**

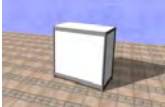


**VCS C-20 Unit contains:**  
 - Locking Storage Unit  
 - (4) Shelves  
 - (8) Brackets  
 \* *Check One*  
 **White Panel**  
 **Blue**  
 **Gray**  
**Price: \$4515.00**



**COUNTERS:**

Qty.	Price	Total
<input type="checkbox"/> 1 Meter Counter w/o graphics	<b>\$409.00</b>	_____
<input type="checkbox"/> 2 Meter Counter w/o graphics	<b>\$493.00</b>	_____
<input type="checkbox"/> 1 Meter Counter w/front graphic panel	<b>\$617.50</b>	_____
<input type="checkbox"/> 2 Meter Counter w/front graphic panel	<b>\$910.50</b>	_____

 **Graphic Dimensions provided upon request**  
**Counter Colors: (\*check one)**  
 **White**  **Blue**  **Gray**

**OPTIONAL RENTAL ACCESSORIES:**  
 Extra Shelves  
 (1) shelf & (2) brackets \_\_\_\_\_ **\$60.00** \_\_\_\_\_

**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:**

**All orders received after the deadline date will be charged a 30% late fee.**

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

**Sub Total \$ \_\_\_\_\_**

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

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



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## GRAPHIC GUIDELINES

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

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

- Adobe Acrobat Professional CC**
- Adobe Illustrator CC**
- Photoshop CC**
- Adobe InDesign CC**

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

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

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

**(\*No bleeds needed on printable files)**

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

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

#### **Color Matching**

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

#### **Sending Files**

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





**DISCOUNT  
DEADLINE DATE:  
JANUARY 19, 2024**

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## GRAPHICS

Quantity	Size	Discount Rate	Standard Rate	Amount
	11" x 14"	\$103.50	\$134.50	
	14" x 22"	\$136.00	\$177.00	
	22" x 28"	\$150.00	\$195.00	
	28" x 44"	\$217.50	\$283.00	

- Easel back applied to sign quoted upon request.
- All prices are for single-sided, double-sided quoted upon request.
- Special sizes and materials quoted upon request.
- Delivery time is not guaranteed on orders placed at showsite.
- **Orders after Deadline Date will be subject to an additional 50% fee.**
- Please utilize one of the following programs: **Adobe Acrobat Professional cc, Adobe Illustrator cc, Photoshop cc, Adobe InDesign cc.**

Vertical  Horizontal  Color of Background \_\_\_\_\_ Color of Lettering \_\_\_\_\_

Please type desired copy below or attached a separate sheet

**ALL ADVANCE SIGN ORDERS WILL BE AVAILABLE FOR CUSTOMER PICK UP AT SHOWSITE SERVICE DESK**

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

Sub Total \$ \_\_\_\_\_

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

**Submit order with payment to: [orders@vistacs.com](mailto:orders@vistacs.com) before deadline date!**





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## 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

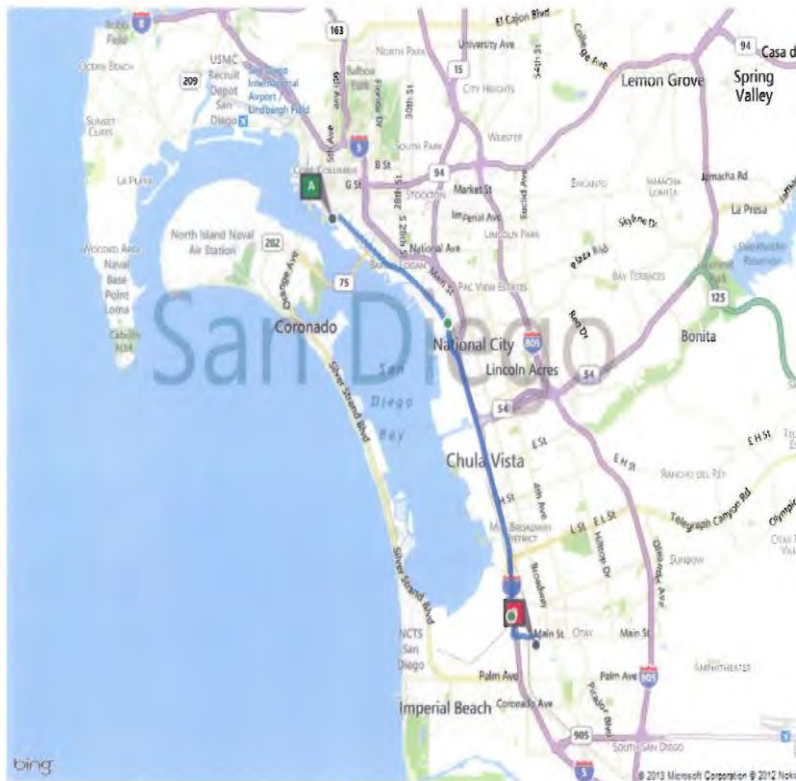
The yard will be open for driver check in as follows:

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



6575 Delilah Road P: 609-485-2421  
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**WAREHOUSE  
 DEADLINE DATE:  
 FEBRUARY 2, 2024**

**MATERIAL HANDLING RATES**

<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> 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.  <b>Warehouse</b> We will ship _____ lbs. @ \$150.00 per 100 lbs. (200 lb. minimum/\$300.00) \$ _____  <b>Showsite</b> We will ship _____ lbs. @ \$160.00 per 100 lbs. (200 lb. minimum/\$320.00) \$ _____	
<b>B. UNCRATED, UNSKIDDED OR WRAPPED SHIPMENTS &amp; CRATED SHIPMENTS REQUIRING SPECIAL HANDLING</b> 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><b>Fed-EX and UPS are included in this category due to their delivery procedures and documentation.</b></u>  <b>Warehouse</b> We will ship _____ lbs. @ \$202.50 per 100 lbs. (200 lb. minimum/\$405.00) \$ _____  <b>Showsite</b> We will ship _____ lbs. @ \$216.00 per 100 lbs. (200 lb. minimum/\$432.00) \$ _____	
<b>C. OFF TARGET FEES</b> Shipments received outside of posted exhibitor move-in and move-out times are subject to a 35% off target fee. \$ _____	
<b>D. SMALL PACKAGE SHIPMENTS</b> Cartons and envelopes received at <b>show site or warehouse</b> 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 \$ _____	
<b>Delivery After Deadline Date:</b> Shipments received at the warehouse after 3:30pm or after <b>FEBRUARY 2, 2024</b> 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;"> <b>Sub Total \$ _____</b> </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!**



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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**



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

**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!**





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

**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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 PO Box 3000 F: 609-485-2392  
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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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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:

<b>Label each item as follows:</b>	
<b>From:</b>	<b>(Your Company Name)</b>
<b>Booth #:</b>	
<b>Show Name:</b>	<b>WEST 2024</b>
<b>Location:</b>	<b>SAN DIEGO CONVENTION CENTER - HALLS D-H</b>
<b>To:</b>	<b>(Shipping Address)</b>

- 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.**



6575 Delilah Road  
PO Box 3000  
Pleasantville, NJ 08232

P: 609-485-2421  
F: 609-485-2392

[WWW.VISTACS.COM](http://WWW.VISTACS.COM)

## 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](mailto:ORDERS@VISTACS.COM) before deadline date!**



SAN DIEGO  
CONVENTION CENTER  
FEBRUARY 13-15, 2024  
[www.westconference.org](http://www.westconference.org)



# WEST

2024



## “Official Air & Small Package Carrier”



- OFFICIAL INT'L FREIGHT FORWARDER
- AIR CARRIER & SMALL PACKAGE CARRIER
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- 24/7/365 COMPLETE SERVICE
- NEXT DAY, 2-DAY, DEFERRED OPTIONS

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USA & Canada 800.643.3525  
International 479.442.6301  
[www.airwaysfreight.com](http://www.airwaysfreight.com)



# Your official ground freight carrier ABF Freight®

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







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

## LABOR GUIDELINES

*We have provided these definitions to acquaint you with specific guidelines for labor. Trade shows, conventions and special events in this vicinity are governed by local union contracts. Please review the following information in order to better understand the applicable union jurisdictions. If you have any questions once you have read this, please address them directly to VISTA Convention Services.*

### MATERIAL HANDLING

The Teamsters union claims jurisdiction over the operation of all material handling equipment, all unloading and reloading, and handling of empty containers. An exhibitor may only move material that can be hand-carried by one person in one trip. Hand-carried is defined as small cartons, packages, or portable laptop computers that usually weight less than 30 pounds. This union claims jurisdiction under all other circumstances. No one, other than the official contractor's employees, is allowed to use dollies, hand trucks, or other mechanical equipment. This includes, but is not limited to, I&D, hotel, and facility employees.

VISTA Convention Services has the responsibility of receiving and handling all exhibit material and empty crates. It is our responsibility to manage the docks and schedule vehicles for the smooth and efficient move-in and move-out of the exposition. VISTA will not be responsible, however, for any material they do not handle.

### BOOTH LABOR

The Decorators Union claim jurisdiction over all set-up and dismantling of exhibits including signs and carpet installation. This does not apply to the unpacking and placement of your merchandise (items produced by you for sales, scheduled for display in your booth, or literature describing same). Any installation of exhibits or displays which requires the use of hand tools, more than one person, longer than 30 minutes to install (including crating or uncrating), or exceeds ten feet in any direction, shall be installed by employees covered by the agreement.

### SAFETY

Standing on chairs, tables or other rental furniture is prohibited. This furniture is not engineered to support your standing weight. VISTA cannot be responsible for injuries or falls caused by the improper use of this furniture. If assistance is required in the assembly/dismantle of your booth, please order labor on the enclosed *Labor Order* form and the necessary ladders and tools will be provided.

### GRATUITIES

VISTA Convention Services requests that exhibitors do not tip our employees. Do not give coffee breaks other than mid-morning and mid-afternoon when union employees have a fifteen minute paid break. Any attempts to solicit a gratuity by an employee for any service should be reported immediately to a VISTA supervisor. Employees of VISTA are paid at an excellent wage scale denoting a professional status, and we feel that tipping is not necessary. This applies to all VISTA employees.

### IN GENERAL

Craftsmen at all levels are instructed to refrain from expressing any grievances or directly challenging the practices of any exhibitor. All questions originated by labor are to be expressed directly to VISTA management personnel. It is recommended that any questions arising with regard to union jurisdiction or practices should be directed to a management representative of VISTA.



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

**DISCOUNT  
 DEADLINE DATE:  
 JANUARY 26, 2024**

**LABOR**

**LABOR FOR INSTALLATION & DISMANTLING OF EXHIBITS**

**Straight Time:**  
 Advance Rate Standard Rate  
**\$150.00/hr. \$195.00/hr.**  
 one hour minimum per worker  
 thereafter 1/2 hr. increments  
 ST: 8:00 AM to 4:30 PM  
 Monday through Friday

**OverTime:**  
 Advance Rate Standard Rate  
**\$225.00/hr. \$292.50/hr.**  
 one hour minimum per worker  
 thereafter 1/2 hr. increments  
 OT: 4:30 PM to 8:00 AM  
 Monday through Friday  
 and all hours on Saturday and Sunday & union  
 holidays

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

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

PLEASE INDICATE SERVICE REQUIRED:

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

	# WORKERS	DATE	TIME	APPROX. HRS.
SET-UP				
DISMANTLE				

Estimated Labor
\$
\$

**PLAN B - VISTA SUPERVISION** Hourly rate plus 30% Supervision Charge / Minimum \$50.00/\$60.00

Estimated Supervision
\$

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

Shipped to:  Warehouse  Showsite  Display Includes Carpet  Vista's Rental Carpet  
 Blueprints/Instructions  Attached  With Display  
 Electrical under carpet  yes  no

**Please include Set-up Plans with Order**

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

VIA \_\_\_\_\_

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

Sub Total \$ _____
--------------------

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

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



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 PO Box 3000 F: 609-485-2392  
 Pleasantville, NJ 08232  
 WWW.VISTACS.COM

**DISCOUNT  
 DEADLINE DATE:  
 JANUARY 26, 2024**

**FORKLIFT LABOR**

Order forklift labor *only* if you need to assemble, move, unskid, relocate, unpack heavy equipment, after it has been delivered to your booth.

**PLEASE NOTE:** Exhibitors are allowed a one-time spotting of equipment or machinery (within 6" tolerance) in its initial delivery as handled from carrier to booth, provided exhibitor or his representative is present at time of delivery to booth. It is not necessary to order a forklift for this function. However, any additional movement or unskidding at exhibit booth will require a forklift order. Do not order forklift labor for motorized or mobile equipment.

Workmen and material handling equipment ordered for the start of the day will be provided at 8:00 AM. Any orders, after 8:00AM, will be assigned after finishing earlier requests.

Exhibitors must verify any forklift labor and material handling equipment orders on the show floor. All workmen and material handling equipment must be signed in and out at the Service Desk. Cancellation of any advance order for forklift labor or material handling equipment must be at least 24 hours in advance.

**Forklift crew consists of:**                      **Forklift w/Operator**

There is a minimum charge of one hour per crew member. Half-hour increments will apply after the first hour. Straight time rates apply 8:00AM - 4:30 PM weekdays, overtime 4:30 PM to 8:00 AM weekdays and all hours on Saturday and Sunday and union holidays.

	<u>Advance Rate-ST</u>	<u>Advance Rate-OT</u>	<u>Standard Rate-ST</u>	<u>Standard Rate-OT</u>
<b>5K FORKLIFT</b>	\$260.00 per hour	\$390.00 per hour	\$338.00 per hour	\$507.00 per hour
<b>4-STAGE FORKLIFT</b>	\$543.00 per hour	\$814.50 per hour	\$706.00 per hour	\$1059.00 per hour

w/OPERATOR - (up to 5,000 lbs. capacity)  
*Larger forklift and/or crane service is available by advance request.*

**FORKLIFT LABOR REQUEST**

	5,000 lbs. forklift w/operator	helper/spotter 1 or 2	Date	Time	Approx. Hours	Estimated Forklift
<b>SET-UP:</b>						\$
<b>DISMANTLE:</b>						\$

**# Pieces to be spotted** \_\_\_\_\_ **Heaviest Pieces** \_\_\_\_\_ **4-Stage Required** \_\_\_\_\_

Sub Total \$ \_\_\_\_\_

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

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



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 PO Box 3000 F: 609-485-2392  
 Pleasantville, NJ 08232  
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**DISCOUNT  
 DEADLINE DATE:  
 JANUARY 26, 2024**

## HANGING OF CEILING SIGNS

VISTA Convention Services reserves the right to assemble, install, and dismantle Hanging Signs with approved devices and type of cable to safely hang sign.

- \* All signs must be approved by Show Management and Vista Convention Services, prior to hanging.
- \* All sign orders must be received in Advance of Deadline Date. All orders received after the Deadline Date will be charged an additional 30%. Orders received at the Service Desk are subject to availability and a 50% surcharge.
- \* Complete plans must be provided & forwarded to VISTA together with the completed Sign Hanging Order Form.
- \* Please ship signs to the Advance Warehouse using labels in the labor section.

**RATES FOR HANGING SIGNS:**

*If sign requires assembly, dismantle, installation of supporting devices or hoisting cable, work will be done on a Time and Material basis. Any materials used for the hanging of signs, will be invoiced accordingly.*

There will be a minimum charge of 2 hr. per crew on Installation and 1 hr. minimum charge per crew on Dismantle.

**HIGH LIFT CREW - Three (3) Person Crew Required**

**Straight Time** 8:00 AM - 4:30 PM Monday through Friday \$610.00 per hr. - 3 person crew & lift.

**Overtime** Before 8:00 AM and after 4:30 PM \$915.00 per hr. - 3 person crew & lift.  
 Monday thru Friday, and all hours on Saturday and Sunday and union holidays

Vista Supervision \_\_\_\_\_ Add 30%

Pick Points \_\_\_\_\_ \$210.00 each

	<u>Advance</u>	<u>Standard</u>
Truss-12" Box Silver _____	\$28.00 per ft. _____	\$36.50 per ft. _____
Truss-12" Box Black _____	\$28.00 per ft. _____	\$36.50 per ft. _____
Truss-12" Corner Silver _____	\$162.50 each _____	\$211.50 each _____
Truss-12" Corner Black _____	\$162.50 each _____	\$211.50 each _____
1/2 Ton Chain Motor _____	\$685.00 each _____	\$890.50 each _____
Rotating Motor _____	\$814.50 each _____	\$1059.00 each _____

**THE FOLLOWING INFORMATION MUST BE COMPLETED FOR THE ACCURATE HANGING OF SIGN:**

DATE REQUIRED \_\_\_\_\_ TIME \_\_\_\_\_ ESTIMATED HOURS \_\_\_\_\_

TYPE OF SIGN:  Wood  Metal  Cloth Banner  Other \_\_\_\_\_

SIZE OF SIGN: Height \_\_\_\_\_ Length \_\_\_\_\_ Width \_\_\_\_\_ Weight \_\_\_\_\_

SHAPE OF SIGN:  Square  Rectangle  Circle  Triangle  Other \_\_\_\_\_

NUMBER OF FEET FROM FLOOR TO TOP OF SIGN \_\_\_\_\_

NUMBER OF FEET IN FROM FRONT OF BOOTH \_\_\_\_\_

NUMBER OF FEET IN FROM LEFT EDGE OF SIGN \_\_\_\_\_

Sub Total \$ _____
--------------------

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

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

**ADVANCE WAREHOUSE HANGING SIGN ONLY**

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

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

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

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

**ADVANCE WAREHOUSE HANGING SIGN ONLY**

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

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

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

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

**FOR HANGING SIGN ONLY  
LATE TO WAREHOUSE CHARGES APPLY AFTER FRIDAY, FEBRUARY 2, 2024**

**ADVANCE WAREHOUSE HANGING SIGN ONLY**

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

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

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

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

**ADVANCE WAREHOUSE HANGING SIGN ONLY**

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

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

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

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



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

**DEADLINE DATE:  
JANUARY 11, 2024**

## INTENT TO USE NON-OFFICIAL CONTRACTORS

*Submit this form if the exhibiting company intends to use a contractor other than VISTA Convention Services. If the exhibiting company fails to comply with any or all of the requirements listed below, the non-official contractor will not be permitted to service your exhibit, and VISTA Convention Services must be hired for installation and dismantle labor. The non-official contractor will be able to provide supervision only.*

### Contractor Requirements

Non-Official, exhibitor appointed contractors must use labor supplied by Vista Convention Services unless the following requirements are fulfilled:

Exhibitors must return this completed form to Vista Convention Services at least thirty (30) days prior to the show.

Non-official (EAC) contractors must **submit proof of adequate insurance**, in the form of an original policy rider, listing VISTA as an additional insured, furnished by their broker to VISTA's office no later than thirty (30) days in advance of actual installation dates. This must include a copy of your Worker's Compensation Insurance.

Non-official (EAC) contractors must furnish show management the names, addresses and telephone numbers of key executives for emergency contact.

**All personnel must be properly badged at show site. ESCA badges are required at the SDCC.**

**ALL booth cleaning is an exclusive of the SDCC. EAC's are not permitted to vacuum carpet in the booths.**

Non-official installation and dismantle contractors may provide supervision. Non-official (EAC) contractors are allowed on the exhibit floor only during official installation and dismantle hours, providing the information above is supplied.

### Non-Official (EAC) Contractor Information

Non-Official (EAC) Contractor: \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_

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

Contact In Booth: \_\_\_\_\_ Cell #: \_\_\_\_\_

COMPANY NAME \_\_\_\_\_ BOOTH # \_\_\_\_\_

**Submit orders to: [ORDERS@VISTACS.COM](mailto:ORDERS@VISTACS.COM) before deadline date!**





6575 Delilah Road  
PO Box 3000  
Pleasantville, NJ 08232

P: 609-485-2421  
F: 609-485-2392

## FIRE REGULATIONS

### BOOTH CONSTRUCTION

Booths, platforms and space dividers shall be of materials that are rendered flame-retardant, satisfactory to the local fire department representatives. Coverings for counters or tables used within or as a part of the booth shall be flame-retardant. All electrical wiring and apparatus shall be of a 3-wire UL type approved.

### PERMITS

A permit shall be required for the following:

- Display and operation of any heater, barbecue, heat-producing or open flame device, candles, lamps, lanterns, torches, etc.
- Display or operation of any electrical, mechanical, or chemical device which may be deemed hazardous by the local fire department.
- Use or storage of flammable liquids and dangerous chemicals.
- Display of any internal combustion engine (special requirements available upon request).
- Use of any compressed gases (permit required for 32CF bottles 1/2 full or less).

### OBSTRUCTIONS

Aisles and exits, as designated on approved show plans, shall be kept clean, clear and free of obstacles. Booth construction shall be substantial and fixed in position in specified areas for the duration of the show. Easels, signs, etc., shall not be placed beyond the booth area into aisles. Firefighting equipment shall be provided and maintained in accessible, easily-seen locations and may be required to be posted with designating signs.

### FLAME RETARDANT TREATMENT

All decorations, drapes, signs, banners, acoustical materials, cotton, paper, hay, straw, moss, split bamboo, plastic cloth and similar materials shall be flame-retardant unless smaller than 1,232 square inches (28" x 44") if separated from other combustibles by a minimum of 12" horizontally and 24" vertically. Oil cloth, tar paper, nylon and certain other plastic materials cannot be made flame retardant, therefore their use is prohibited.

### COMBUSTIBLES

Literature on display shall be limited to reasonable quantities (one-day supply). Reserve supplies shall be kept in closed containers and stored in a neat and compact manner in a location approved by the fire department. All exhibit and display empty cartons must be stored in an approved drayage area. If show is under a 24-hour approved manned security program, automobiles are allowed to retain 1 gallon or less of fuel, and gas caps must be taped. Batteries are to be disconnected and taped.

*Storage behind booth backwall is strictly prohibited.*