



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





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.



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**DISCOUNT
 DEADLINE DATE:
 JANUARY 10, 2025**

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 \$640.50 per hr. - crew & lift.
 8:00 AM - 4:30 PM Monday through Friday

Overtime \$960.75 per hr. - crew & lift.
 Before 8:00 AM and after 4:30 PM
 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 _____	\$29.50 per ft. _____	\$38.50 per ft. _____
Truss-12" Box Black _____	\$29.50 per ft. _____	\$38.50 per ft. _____
Truss-12" Corner Silver _____	\$170.50 each _____	\$222.50 each _____
Truss-12" Corner Black _____	\$170.50 each _____	\$222.50 each _____
1/2 Ton Chain Motor _____	\$720.00 each _____	\$935.00 each _____
Rotating Motor _____	\$855.00 each _____	\$1112.00 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 2025
VISTA CONVENTION SERVICES
c/o ABF
7075 CARROLL ROAD
SAN DIEGO, CA 92121**

ADVANCE WAREHOUSE HANGING SIGN ONLY

FROM: _____

TO: _____
(EXHIBITOR NAME) (BOOTH #)

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SAN DIEGO, CA 92121**

**FOR HANGING SIGN ONLY
LATE TO WAREHOUSE CHARGES APPLY AFTER FRIDAY, JANUARY 17, 2025**

ADVANCE WAREHOUSE HANGING SIGN ONLY

FROM: _____

TO: _____
(EXHIBITOR NAME) (BOOTH #)

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