



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

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

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

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: **December 26, 2024**
Vista Advance Order Discount Deadline: **January 10, 2025**
Fabric Backwall Display, Counters w/Graphics & VCS Modular Deadline: **January 3, 2025**
Graphics Deadline: **January 3, 2025**
Advance Freight Begins: **December 26, 2024, Closed January 1, 2025**
Advance Freight Deadline (without surcharge): **January 17, 2025**
Direct to Show Site 1st day For Delivery: **January 26, 2025**

EXHIBIT SHOW SCHEDULE

Please follow this link for the most up-to-date schedule: [West 2025 Show Schedule](#)

Exhibitors loading out on **Thursday, January 30th** 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, January 30th**. Carriers for exhibitors loading out on **Friday, January 31st** must be checked in at the VISTA Marshaling Yard by 10:00am on **Friday, January 31st**.

****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 2025
Vista Convention Services
c/o ABF
7075 Carroll Road
San Diego, CA 92121

DIRECT TO SHOW SITE

Exhibiting Company Name & Booth #
WEST 2025
c/o Vista Convention Services
San Diego Convention Center - Halls A-D
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
- 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 _____
 Cardholder's Address _____ (Print or Type) 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 before deadline date!



DISCOUNT DEADLINE DATE: JANUARY 10, 2025

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STANDARD BOOTH FURNISHINGS & ACCESSORIES

QTY.		DISCOUNT RATES	STANDARD RATES	AMT.
SEATING				
___	Upholstered Arm Chair - gray.....	\$114.50	\$149.00	___
___	Side Chair - gray.....	108.00	140.50	___
___	Padded Stool - gray.....	141.00	183.50	___
___	Swivel Chair - gray.....	119.00	155.00	___
ACCESSORIES				
___	Round Pedestal Table (30"h x 30"rd).....	178.50	232.00	___
___	Round Pedestal Table (42"h x 30"rd).....	210.00	273.00	___
___	Wastebasket.....	28.00	36.50	___
___	Easel.....	77.00	100.00	___
___	Chrome Sign Frame (22" x 28").....	95.50	125.50	___
___	Bag Rack.....	127.50	165.75	___
___	Waterfall Rack.....	127.50	165.75	___
___	Tack Board 8' x 4' (horizontal only).....	205.00	266.50	___
___	Garment Rack.....	126.50	164.50	___
___	Literature Rack.....	178.50	232.00	___
___	8' Special Background.....	28.50ft.	37.00ft.	___
___	Circle color: Blue Black Burgundy Plum Gray Red Teal		White Forest Green	___
___	3' Special Siderails.....	19.00ft.	24.75ft.	___
___	Circle color: Blue Black Burgundy Plum Gray Red Teal		White Forest Green	___

QTY.		DISCOUNT RATES	STANDARD RATES	AMT.
DRAPED DISPLAY TABLES - 30" HIGH				
Price includes white vinyl top & 3 sides				
Circle color: Blue Black Burgundy Plum Gray Red Teal White Forest Green				
IF NO COLOR IS SELECTED, SHOW COLORS WILL PREVAIL				
___	2' x 4' x 30".....	\$166.00	\$216.00	___
___	2' x 6' x 30".....	197.50	256.75	___
___	2' x 8' x 30".....	227.00	295.00	___
___	4th Side Drape.....	74.00	96.00	___

QTY.		DISCOUNT RATES	STANDARD RATES	AMT.
DRAPED DISPLAY TABLES - 42" COUNTER HIGH				
Price includes white vinyl top & 3 sides				
Circle color: Blue Black Burgundy Plum Gray Red Teal White Foster Green				
IF NO COLOR IS SELECTED, SHOW COLORS WILL PREVAIL				
___	2' x 4' x 42".....	210.00	273.00	___
___	2' x 6' x 42".....	255.00	331.50	___
___	2' x 8' x 42".....	274.00	356.00	___
___	4th Side Drape.....	83.00	108.00	___

QTY.		DISCOUNT RATES	STANDARD RATES	AMT.
UNDRAPED DISPLAY TABLES - 30" HIGH				
___	2' x 4' x 30".....	114.50	149.00	___
___	2' x 6' x 30".....	133.50	173.50	___
___	2' x 8' x 30".....	152.50	198.50	___

QTY.		DISCOUNT RATES	STANDARD RATES	AMT.
UNDRAPED DISPLAY TABLES - 42" HIGH				
___	2' x 4' x 42".....	141.00	183.00	___
___	2' x 6' x 42".....	160.00	208.00	___
___	2' x 8' x 42".....	178.50	232.00	___

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 10, 2025**

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'	235.50	306.00	_____
_____	10'x 20'	471.00	612.00	_____
_____	10'x 30'	706.50	918.00	_____
_____	10'x 40'	942.00	1224.00	_____

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 and edges taped, no guarantee of dye lot match. Booths 20'x20' and larger. INDICATE OVERALL DIMENSIONS:

_____ ft.x _____ ft. (100 sq. ft. minimum).....\$5.50 sq.ft. \$7.00 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).....\$2.50 sq. ft. \$3.25 sq. ft. _____
Double Padding: _____ ft.x _____ ft. (100 sq. ft. minimum).....\$5.00 sq. ft. \$6.50 sq. ft. _____
 VISQUEEN _____ x _____ SQ. FT.....\$1.75 sq. ft. \$2.25 sq. ft. _____

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

PLUSH CARPET - 28 OZ.

PLUSH CARPET INCLUDES LABOR TO INSTALL AND REMOVE PROTECTIVE COVERING

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).....\$6.25 sq. ft. \$8.25 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 10, 2025**

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E: orders@vistacs.com
www.vistacs.com

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****
CUSTOM FURNISHINGS CATALOG

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	1086.00	1412.00	
18167-0614		Blanc Bright White Leather Loveseat	54"W x 35"D x 35"H	1037.00	1347.00	
18284-0834		Blanc Bright White Leather Chair	33"W x 35"D x 35"H	866.00	1126.00	
18024-0072		Blanc Bright White Leather Bench Ottoman	48"W x 24"D x 18"H	520.00	676.00	
18184-0274		Blanc Bright White Leather Cube Ottoman	17"Square	182.00	237.00	
Function (Pg. 2)						
18284-0554		Function Bright White Leather Armless Chair	28"Square x 29"H	554.00	720.00	
18066-0016		Function Bright White Leather Corner	28"Square x 29"H	596.00	775.00	
Continental (Pg. 3)						
18303-0006		Continental Bright White Leather Curved Loveseat	82"W x 34"D x 31"H	1070.00	1391.00	
18304-0002		Continental Bright White Leather Reverse Curved Loveseat	72"W x 34"D x 31"H	1037.00	1347.00	
18296-0006		Continental Bright White Leather Wedge Ottoman	30"W x 34"D x 19"H	461.00	599.00	
18184-0283		Continental Bright White Leather Curved Bench	70"W x 26"D x 19"H	544.00	707.00	
18184-0284		Continental Bright White Leather Half Moon Ottoman	33"W x 19"D x 19"H	461.00	599.00	
Sophistication (Pg. 3 & 4)						
18228-0674		Sophistication White Leather Sofa	72"W x 31"D x 48"H	1070.00	1391.00	
18167-0466		Sophistication White Leather Loveseat	48"W x 31"D x 48"H	723.00	940.00	
18284-0563		Sophistication White Leather Chair	27"W x 31"D x 48"H	544.00	707.00	
18066-0017		Sophistication White Leather Corner	31"Square x 48"H	544.00	707.00	
18184-0130		Sophistication White Leather Ottoman	31"Square x 19"H	409.00	531.00	
Boca (Pg. 4)						
18066-0026		Boca Black Leather Corner	27"W x 27"D x 30"H	596.00	775.00	
18284-0786		Boca Black Leather Armless	22"W x 27"D x 30"H	554.00	720.00	
Metro (Pg. 4 & 5)						
18228-0602		Metro Black Leather Sofa	85"W x 35"D x 35"H	892.00	1160.00	
18167-0467		Metro Black Leather Loveseat	60"W x 35"D x 35"H	860.00	1118.00	
18284-0482		Metro Black Leather Chair	35"Square x 35"H	671.00	873.00	
18184-0179		Metro Black Leather Square Ottoman	40"Square x 17"H	461.00	599.00	
18024-0008		Metro Black Leather Bench Ottoman	60"W x 24"D x 17"H	461.00	599.00	
Suave Midnight (Pg. 5)						
18228-0085		Suave Midnight Sofa	77"W x 36"D x 33"H	782.00	1016.00	
18167-0069		Suave Midnight Loveseat	54"W x 36"D x 33"H	679.00	883.00	
18284-0151		Suave Midnight Chair	32"W x 36"D x 33"H	510.00	663.00	
Grammercy (Pg. 5 & 6)						
18228-0605		Grammercy Charcoal Leather Sofa	82"W x 36"D x 36"H	994.00	1292.00	
18167-0469		Grammercy Charcoal Leather Loveseat	57"W x 36"D x 36"H	866.00	1126.00	
18284-0485		Grammercy Charcoal Leather Chair	28"W x 36"D x 36"H	554.00	720.00	
18066-0015		Grammercy Charcoal Leather Corner	36"Square x 36"H	637.00	829.00	
18184-0036		Grammercy Charcoal Leather Round Ottoman	46"Round x 17"H	461.00	599.00	
18184-0033		Grammercy Charcoal Leather Square Ottoman	40"Square x 17"H	461.00	599.00	
Montana Mocha (Pg. 6)						
18228-0784		Montana Mocha Sofa	79"W x 35"D x 34"H	840.00	1092.00	
18167-0573		Montana Mocha Loveseat	57"W x 35"D x 34"H	739.00	960.00	
18284-0704		Montana Mocha Chair	35"Square x 34"H	570.00	741.00	

COMPANY NAME _____

BOOTH _____

CUSTOM FURNISHINGS ORDER FORM

Item Number	Qty.	Dimensions	Discount	Standard	Total
Chandler (Pg. 6 & 7)					
18228-0795		Chandler Red Leather Sofa	76"W x 37"D x 35"H	892.00	1160.00
18167-0581		Chandler Red Leather Loveseat	53"W x 37"D x 35"H	860.00	1118.00
18284-0717		Chandler Red Leather Chair	31"W x 37"D x 35"H	671.00	873.00
18024-0062		Chandler Red Leather Bench Ottoman	60"W x 24"D x 17"H	461.00	599.00
Evoke (Pg. 7)					
13229-0007		Evoke Sofa	81"W x 35"D x 27"H	1349.00	1753.00
13041-0015		Evoke Chair	33"W x 35"D x 27"H	723.00	940.00
13054-0011		Evoke Cocktail Table	48"W x 24"D x 18"H	461.00	599.00
13110-0009		Evoke End Table	24"W x 28"D x 25"H	409.00	531.00
13110-0008		Evoke Cube Table	18"Square	290.00	377.00
Jasper (Pg. 8)					
18228-0892		Jasper Sofa	64"W x 24"D x 33"H	1000.00	1300.00
18284-0902		Jasper Chair	30"W x 24"D x 33"H	649.00	844.00
Niko (Pg. 8)					
18228-0858		Niko Sofa	81"W x 30"D x 38"H	1104.00	1435.00
18167-0622		Niko Loveseat	58"W x 30"D x 38"H	1009.00	1312.00
18284-0856		Niko Chair	31"W x 30"D x 38"H	840.00	1092.00
Cromwell (Pg. 8)					
18228-0869		Cromwell Sofa	78"W x 32"D x 29"H	1255.00	1631.00
18284-0873		Cromwell Chair	32"W x 32"D x 29"H	747.00	971.00
Stage Chairs (Pg. 9)					
18284-0478		Midnight Stage Chair	25"W x 26"D x 37"H	333.00	433.00
18284-0477		Chamois Stage Chair	25"W x 26"D x 37"H	333.00	433.00
18284-0476		Buckskin Stage Chair	25"W x 26"D x 37"H	333.00	433.00
18284-0876		Bianca Stage Chair - Frost	26"Square x 37"H	397.00	516.00
18284-0621		Empire Chair - Black Leather	28"W x 32"D x 32"H	596.00	775.00
18284-0564		Empire Chair - White Leather	28"W x 32"D x 32"H	596.00	775.00
18284-0785		Monarch Chair	28"Square x 30"H	381.00	496.00
Ottomans & Benches (Pg. 10)					
18184-0283		Continental Bright White Leather Curved Bench	70"W x 26"D x 19"H	544.00	707.00
18184-0179		Metro Black Leather Square Ottoman	40"Square x 17"H	461.00	599.00
18184-0033		Grammercy Charcoal Leather Square Ottoman	40"Square x 17"H	461.00	599.00
18024-0008		Metro Black Leather Bench	60"W x 24"D x 17"H	461.00	599.00
18024-0002		Grammercy Charcoal Leather Bench	60"W x 24"D x 17"H	461.00	599.00
18024-0062		Chandler Red Leather Bench	60"W x 24"D x 17"H	461.00	599.00
18184-0192		Essentials Storage Ottoman	48"W x 24"D x 20"H	637.00	829.00
18184-0036		Grammercy Charcoal Leather Round Ottoman	46"Round x 17"H	461.00	599.00
Banquettes & Turning Beds (Pg. 10)					
18011-0011		Essentials White Leather Banquette (2 pcs)	60"Round x 48"H	1349.00	1753.00
18011-0002		Grammercy Charcoal Leather Banquette (2 pcs)	59"Round x 38"H	1349.00	1753.00
02082-0033		Essentials White Leather Turning Bed	96"W x 48"D x 34"H	1620.00	2106.00
Cube Ottomans (Pg. 11)					
18184-0294		Rubix Cube - Cherry	17"Square x 18"H	186.00	242.00
18184-0295		Rubix Cube - Cromwell	17"Square x 18"H	186.00	242.00
18184-0296		Rubix Cube - Grape	17"Square x 18"H	186.00	242.00
18184-0293		Rubix Cube - Lemon	17"Square x 18"H	186.00	242.00
18184-0297		Rubix Cube - Lime	17"Square x 18"H	186.00	242.00
18184-0298		Rubix Cube - Mango	17"Square x 18"H	186.00	242.00
18184-0274		Blanc Bright White Leather Cube	17"Square x 17"H	182.00	237.00
18184-0128		Metro Black Leather Cube Ottoman	18"Square x 18"H	182.00	237.00
Charged (Pg. 12)					
22100-0001		Essentials Turning Bed w/Charging Station Insert	96"W x 48"D x 19"H	1797.00	2336.00
22051-0001		Boca Bright White Corner - Charged	27"W x 27"D x 30"H	679.00	883.00
22050-0001		Boca Bright White Armless - Charged	22"W x 27"D x 30"H	628.00	817.00
22001-0001		Aspen Bar Table - Charged	72"W x 26"D x 42"H	1052.00	1368.00
22002-0002		Aspen Cocktail Table - Charged	48"W x 24"D x 18"H	596.00	775.00
22200-0001		White Conference Table - Charged	96"W x 43"D x 30"H	1416.00	1841.00
18284-0861		Patrice Tablet Chair	28"W x 30.5"D x 31"H	656.00	852.00
22052-0001		Lincoln Bench - Charged	59"W x 39"D x 17"H	994.00	1292.00

COMPANY NAME _____

BOOTH _____

CUSTOM FURNISHINGS ORDER FORM

Item Number	Qty.	Description	Dimensions	Discount	Standard	Total
Occasional Tables (Pg. 13-14)						
12108-0001-12304-0006		Aria Red End Table	24"W x 20"D x 22"H	324.00	421.00	
12049-0001-12050-0004		Aria Red Cocktail Table	44"W x 20"D x 18"H	341.00	443.00	
12108-0001-12304-0005		Aria Green End Table	24"W x 20"D x 22"H	324.00	421.00	
12049-0001-12050-0007		Aria Green Cocktail Table	44"W x 20"D x 18"H	341.00	443.00	
12108-0001-12304-0004		Aria Blue End Table	24"W x 20"D x 22"H	324.00	421.00	
12049-0001-12050-0005		Aria Blue Cocktail Table	44"W x 20"D x 18"H	341.00	443.00	
12108-0001-12304-0007		Aria Purple End Table	24"W x 20"D x 22"H	324.00	421.00	
12049-0001-12050-0006		Aria Purple Cocktail Table	44"W x 20"D x 18"H	341.00	443.00	
12108-0001-12304-0002		Aria White End Table	24"W x 20"D x 22"H	324.00	421.00	
12231-0001-12305-0002		Aria White Console Table	44"W x 20"D x 30"H	359.00	467.00	
12049-0001-12050-0003		Aria White Cocktail Table	44"W x 20"D x 18"H	341.00	443.00	
12108-0001-12304-0001		Aria Charcoal End Table	24"W x 20"D x 22"H	324.00	421.00	
12231-0001-12305-0001		Aria Charcoal Console Table	44"W x 20"D x 30"H	359.00	467.00	
12049-0001-12050-0002		Aria Charcoal Cocktail Table	44"W x 20"D x 18"H	341.00	443.00	
12107-0008		Tribeca End Table	24"W x 28"D x 22"H	324.00	421.00	
12230-0005		Tribeca Console Table	48"W x 18"D x 30"H	359.00	467.00	
12055-0008		Tribeca Cocktail Table	48"W x 28"D x 19"H	341.00	443.00	
18024-0010		Novel End Table	15"Square x 16"H	409.00	531.00	
18024-0011		Novel Cocktail Table	46"W x 15"D x 16"H	461.00	599.00	
12107-0467		Hylton Tablet Table	18"W x 12"D x 28"H	290.00	377.00	
12107-0512		Fuze End Table	24"Square x 23"H	350.00	455.00	
12230-0116		Fuze Console Table	60"W x 16"D x 34"H	426.00	553.00	
12055-0453		Fuze Cocktail Table	40"Square x 16"H	393.00	511.00	
12107-0493		London End Table	24"Square x 23"H	350.00	455.00	
12230-0110		London Console Table	60"W x 16"D x 34"H	426.00	553.00	
12055-0428		London Cocktail Table	40"Square x 16"H	393.00	511.00	
12107-0494		Brooklyn II Square End Table	22"W X 22"D X 20"H	299.00	389.00	
12107-0495		Brooklyn II Round End Table	20"Round X 20"H	299.00	389.00	
12055-0429		Brooklyn II Rect Cocktail Table	42"W X 24"D X 16"H	333.00	433.00	
12055-0430		Brooklyn II Round Cocktail Table	30"Round X 16"H	333.00	433.00	
12107-0282		Vivid End Table	26"Square x 21"H	324.00	421.00	
12230-0081		Vivid Console Table	50"W x 24"D x 30"H	359.00	467.00	
12055-0273		Vivid Cocktail Table	50"W x 24"D x 16"H	341.00	443.00	
12107-0296		24" Cube End Table - Black	24"Square x 21"H	333.00	433.00	
12107-0297		24" Cube End Table - White	24"Square x 21"H	333.00	433.00	
12055-0285		24" Cube Cocktail Table - Black	24"Square x 16"H	324.00	421.00	
12055-0286		24" Cube Cocktail Table - White	24"Square x 16"H	324.00	421.00	
Bars & Bar Backs (Pg. 15)						
05012-0076		VIP Glow Bar 6'	72"W x 24"D x 42"H	1180.00	1533.00	
05012-0075		VIP Glow Bar 4'	48"W x 24"D x 42"H	994.00	1292.00	
05012-0053		Black Bar - 2 Shelf	48"W x 16"D x 42"H	544.00	707.00	
05012-0054		White Bar - 2 Shelf	48"W x 16"D x 42"H	544.00	707.00	
12112-0010		Blox Bar Back	30"W x 16"D x 86"H	679.00	883.00	
05001-0017		Piazza Bar Back - Black	44"W x 12"D x 80"H	637.00	829.00	
05001-0018		Piazza Bar Back - White	44"W x 12"D x 80"H	637.00	829.00	
Bar Stools (Pg. 16 & 17)						
05237-0264		Vienna Stool - Gray	17"Square x 39"H	341.00	443.00	
05237-0263		Vienna Stool - Orange	17"Square x 39"H	341.00	443.00	
05237-0262		Vienna Stool - Teal	17"Square x 39"H	341.00	443.00	
05237-0038		Criss Cross Bar Stool - Espresso	15"W x 19"D x 41"H	306.00	398.00	
05237-0039		Criss Cross Bar Stool - White	15"W x 19"D x 41"H	306.00	398.00	
05237-0305		Colin Stool	20"W x 19"D x 46"H	257.00	333.00	
05237-0306-05033-0001-05034-0009		Milo Bar Stool - Black	20"W x 21"D x 41"H	290.00	377.00	
05237-0306-05033-0007-05034-0012		Milo Bar Stool - California Wine	20"W x 21"D x 41"H	290.00	377.00	
05237-0306-05033-0005-05034-0011		Milo Bar Stool - Chartreuse	20"W x 21"D x 41"H	290.00	377.00	
05237-0306-05033-0013-05034-0015		Milo Bar Stool - Chocolate	20"W x 21"D x 41"H	290.00	377.00	
05237-0306-05033-0011-05034-0014		Milo Bar Stool - Jade	20"W x 21"D x 41"H	290.00	377.00	
05237-0306-05033-0009-05034-0013		Milo Bar Stool - Victory Blue	20"W x 21"D x 41"H	290.00	377.00	
05237-0306-05033-0002-05034-0010		Milo Bar Stool - White	20"W x 21"D x 41"H	290.00	377.00	
05237-0221		Euro Bar Stool - Black	22"W x 24"D x 42"H	290.00	377.00	
05237-0270		Hourglass Bar Stool - Black	18"W x 20"D x 43"H	316.00	411.00	
05237-0271		Hourglass Bar Stool - White	18"W x 20"D x 43"H	316.00	411.00	

COMPANY NAME _____

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CUSTOM FURNISHINGS ORDER FORM

Item Number	Qty.	Dimensions	Discount	Standard	Total
Bar Stools (Pg. 16 & 17)					
05237-0160		Equino Bar Stool - Black	15"W x 13"D x 35"H	316.00	411.00
05237-0041		Equino Bar Stool - White	15"W x 13"D x 35"H	316.00	411.00
05237-0298		Clara Stool	17"W x 21"D x 41"H	306.00	398.00
05237-0215		Marcus Stool	18"Square x 29"H	232.00	301.00
05237-0156		Regal Stool	19"W x 24"D x 45"H	316.00	411.00
05237-0169		Caprice Stool	25"W x 26"D x 44"H	316.00	411.00
05237-0042		Sonic Stool	22"W x 23"D x 42"H	257.00	333.00
05237-0300		Nexus Stool	19"W x 20"D x 44"H	264.00	344.00
Café Chairs (Pg. 17, 18 & 19)					
05035-0032		Vienna Chair - Gray	21"Square x 32"H	216.00	281.00
05035-0031		Vienna Chair - Orange	21"Square x 32"H	216.00	281.00
05035-0030		Vienna Chair - Teal	21"Square x 32"H	216.00	281.00
05035-0053-05033-0003-05034-0009		Milo Chair - Black	20"W x 22"D x 33"H	180.00	234.00
05035-0053-05033-0008-05034-0012		Milo Chair - California Wine	20"W x 22"D x 33"H	180.00	234.00
05035-0053-05033-0006-05034-0011		Milo Chair - Chartreuse	20"W x 22"D x 33"H	180.00	234.00
05035-0053-05033-0014-05034-0015		Milo Chair - Chocolate	20"W x 22"D x 33"H	180.00	234.00
05035-0053-05033-0012-05034-0014		Milo Chair - Jade	20"W x 22"D x 33"H	180.00	234.00
05035-0053-05033-0010-05034-0013		Milo Chair - Victory Blue	20"W x 22"D x 33"H	180.00	234.00
05035-0053-05033-0004-05034-0010		Milo Chair - White	20"W x 22"D x 33"H	180.00	234.00
05035-0051		Clara Chair	18"W x 21"D x 35"H	205.00	266.00
05035-0008		Leslie Chair	17"W x 21"D x 31"H	163.00	212.00
05035-0010		Criss Cross Chair - Espresso	17"W x 21"D x 35"H	205.00	266.00
05035-0011		Criss Cross Chair - White	17"W x 21"D x 35"H	205.00	266.00
05035-0023		Elio Chair	17"Square x 33"H	182.00	237.00
14233-0025		Caprice Chair - Black	25"W x 24"D x 32"H	182.00	237.00
14233-0005		Comet Stack Chair - Arms	23"W x 22"D x 32"H	249.00	323.00
14233-0006		Comet Stack Chair - Armless	19"W x 22"D x 32"H	232.00	301.00
05221-0039		Regal Dining Chair	19"W x 23"D x 38"H	257.00	333.00
14233-0016		Sonic Chair	20"W x 21"D x 32"H	182.00	237.00
05035-0050		Nexus Chair	19"W x 22"D x 32"H	216.00	281.00
05035-0052		Colin Chair	22"W x 19"D x 33"H	182.00	237.00
Bar Tables (Pg. 18, 19 & 20)					
05246-0003-05036-0050		24" Square Bar Table - Cosmo/Chrome Base	24"Square x 42"H	341.00	443.00
05246-0018-05036-0050		24" Square Bar Table - Cosmo/Black Base	24"Square x 42"H	341.00	443.00
05246-0003-05036-0051		24" Square Bar Table - Emerald Tide/Chrome Base	24"Square x 42"H	341.00	443.00
05246-0018-05036-0051		24" Square Bar Table - Emerald Tide/Black Base	24"Square x 42"H	341.00	443.00
05246-0003-05036-0049		24" Square Bar Table - Icebreaker/Chrome Base	24"Square x 42"H	341.00	443.00
05246-0018-05036-0049		24" Square Bar Table - Icebreaker/Black Base	24"Square x 42"H	341.00	443.00
05246-0003-05036-0048		24" Square Bar Table - Sirona/Chrome Base	24"Square x 42"H	341.00	443.00
05246-0018-05036-0048		24" Square Bar Table - Sirona/Black Base	24"Square x 42"H	341.00	443.00
05246-0003-05036-0046		32" Round Bar Table - Cement/Chrome Base	32"Round x 42"H	449.00	584.00
05246-0018-05036-0046		32" Round Bar Table - Cement/Black Base	32"Round x 42"H	449.00	584.00
05246-0003-05036-0047		32" Round Bar Table - Yukon Gold/Chrome Base	32"Round x 42"H	449.00	584.00
05246-0018-05036-0047		32" Round Bar Table - Yukon Gold/Black Base	32"Round x 42"H	449.00	584.00
05246-0018-05036-0001		Euro Bar Table Black/Black 30" Round	30"Round x 42"H	324.00	421.00
05246-0018-05036-0004		Euro Bar Table Black/Black 36" Round	36"Round x 42"H	333.00	433.00
05246-0003-05036-0001		Silk Bar Table Black/Chrome 30" Round	30"Round x 42"H	324.00	421.00
05246-0003-05036-0004		Silk Bar Table Black/Chrome 36" Round	36"Round x 42"H	333.00	433.00
05246-0018-05036-0037		City Bar Table Maple/Black 30" Round	30"Round x 42"H	324.00	421.00
05246-0018-05036-0038		City Bar Table Maple/Black 36" Round	36"Round x 42"H	333.00	433.00
05246-0003-05036-0037		Park Ave Bar Table Maple/Chrome 30" Round	30"Round x 42"H	324.00	421.00
05246-0003-05036-0038		Park Ave Bar Table Maple/Chrome 36" Round	36"Round x 42"H	333.00	433.00
05246-0018-05036-0003		Summit Bar Table White/Black 30" Round	30"Round x 42"H	324.00	421.00
05246-0018-05036-0006		Summit Bar Table White/Black 36" Round	36"Round x 42"H	333.00	433.00
05246-0003-05036-0003		Blanco Bar Table White/Chrome 30" Round	30"Round x 42"H	324.00	421.00
05246-0003-05036-0006		Blanco Bar Table White/Chrome 36" Round	36"Round x 42"H	333.00	433.00
05036-0039-05246-0003		Fuze Bar Table	36"Square x 42"H	366.00	475.00
05246-0003-05036-0008		Blanco Bar Table - White/Chrome 24"Square	24"Square x 42"H	324.00	421.00
05246-0003-05036-0009		Blanco Rectangle Bar Table - White/Chrome	72"W x 24"D x 42"H	502.00	653.00

COMPANY NAME _____

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CUSTOM FURNISHINGS ORDER FORM

Item Number	Qty.	Description	Dimensions	Discount	Standard	Total
Bar Tables (Pg. 18, 19 & 20)						
05246-0003-05036-0033		Spectrum Bar Table - Red	24"Square x 42"H	350.00	455.00	
05246-0003-05036-0034		Spectrum Bar Table - Blue	24"Square x 42"H	350.00	455.00	
05246-0003-05036-0035		Spectrum Bar Table - Purple	24"Square x 42"H	350.00	455.00	
05246-0003-05036-0036		Spectrum Bar Table - Green	24"Square x 42"H	350.00	455.00	
05202-0049		Zinc Bar Table	24"Round x 42"H	485.00	631.00	
05204-0001		Aspen Bar Table	72"W x 26"D x 42"H	900.00	1170.00	
Café Tables (Pg. 21, 22 & 23)						
05246-0002-05036-0050		24" Square Cafe Table - Cosmo/Chrome Base	24"Square x 30"H	341.00	443.00	
05246-0017-05036-0050		24" Square Cafe Table - Cosmo/Black Base	24"Square x 30"H	341.00	443.00	
05246-0002-05036-0051		24" Square Cafe Table - Emerald Tide/Chrome Base	24"Square x 30"H	341.00	443.00	
05246-0017-05036-0051		24" Square Cafe Table - Emerald Tide/Black Base	24"Square x 30"H	341.00	443.00	
05246-0002-05036-0049		24" Square Cafe Table - Icebreaker/Chrome Base	24"Square x 30"H	341.00	443.00	
05246-0017-05036-0049		24" Square Cafe Table - Icebreaker/Black Base	24"Square x 30"H	341.00	443.00	
05246-0002-05036-0048		24" Square Cafe Table - Sirona/Chrome Base	24"Square x 30"H	341.00	443.00	
05246-0017-05036-0048		24" Square Cafe Table - Sirona/Black Base	24"Square x 30"H	341.00	443.00	
05246-0002-05036-0046		32" Round Café Table - Cement/Chrome Base	32"Round x 30"H	461.00	599.00	
05246-0017-05036-0046		32" Round Café Table - Cement/Black Base	32"Round x 30"H	461.00	599.00	
05246-0002-05036-0047		32" Round Café Table - Yukon Gold/Chrome Base	32"Round x 30"H	461.00	599.00	
05246-0017-05036-0047		32" Round Café Table - Yukon Gold/Black Base	32"Round x 30"H	461.00	599.00	
05246-0018-05036-0001		Euro Café Table Black/Black 30" Round	30"Round x 30"H	324.00	421.00	
05246-0018-05036-0004		Euro Café Table Black/Black 36" Round	36"Round x 30"H	333.00	433.00	
05246-0003-05036-0001		Silk Café Table Black/Chrome 30" Round	30"Round x 30"H	324.00	421.00	
05246-0003-05036-0004		Silk Café Table Black/Chrome 36" Round	36"Round x 30"H	333.00	433.00	
05246-0018-05036-0037		Park Ave Café Table Maple/Chrome 30" Round	30"Round x 30"H	324.00	421.00	
05246-0018-05036-0038		Park Ave Café Table Maple/Chrome 36" Round	36"Round x 30"H	333.00	433.00	
05246-0003-05036-0037		City Café Table Maple/Black 30" Round	30"Round x 30"H	324.00	421.00	
05246-0003-05036-0038		City Café Table Maple/Black 36" Round	36"Round x 30"H	333.00	433.00	
05246-0018-05036-0003		Summit Café Table White/Black 30" Round	30"Round x 30"H	324.00	421.00	
05246-0018-05036-0006		Summit Café Table White/Black 36" Round	36"Round x 30"H	333.00	433.00	
05246-0003-05036-0003		Blanco Café Table White/Chrome 30" Round	30"Round x 30"H	324.00	421.00	
05246-0003-05036-0006		Blanco Café Table White/Chrome 36" Round	36"Round x 30"H	333.00	433.00	
05036-0039-05246-0002		Fuze Café Table	36"Square x 30	366.00	475.00	
05246-0002-05036-0008		Blanco Café Table White/Chrome 24"Square	24"Square x 30"H	324.00	421.00	
05246-0002-05036-0009		Blanco Café Table White/Chrome Rectangle	72"W x 24"D x 30"H	502.00	653.00	
05246-0002-05036-0033		Spectrum Café Table - Red	24"Square x 29"H	350.00	455.00	
05246-0002-05036-0034		Spectrum Café Table - Blue	24"Square x 29"H	350.00	455.00	
05246-0002-05036-0035		Spectrum Café Table - Purple	24"Square x 29"H	350.00	455.00	
05246-0002-05036-0036		Spectrum Café Table - Green	24"Square x 29"H	350.00	455.00	
05090-0001		Aspen Dining Table	72"W x 30"D x 30"H	773.00	1004.00	
05088-0505		Brio Dining Table	96"W x 48"D x 30"H	1037.00	1347.00	
Office Seating (Pg. 24)						
14136-0002		Tamiri High Back Chair	25"W x 27"D x 45"H	409.00	531.00	
14176-0007		Tamiri Mid Back Chair	27"Square x 39"H	359.00	467.00	
14128-0002		Tamiri Guest Chair	25"W x 26"D x 37"H	333.00	433.00	
14136-0081		Accord High Back Chair - Black	25"Square x 44"H	510.00	663.00	
14136-0010		Accord High Back Chair - White	25"Square x 44"H	510.00	663.00	
14250-0013		Goal Task Chair - Arms	25"Square x 39"H	273.00	355.00	
14250-0014		Goal Task Chair Armless	21"W x 25"D x 39"H	249.00	323.00	
14307-0003		Goal Black Drafting Stool - Arms	25"W x 24"D x 48"H	303.00	394.00	
14307-0004		Goal Black Drafting Stool - Armless	21"W x 24"D x 48"H	273.00	355.00	
Conference Tables (Pg. 25)						
14062-0105		42" Round Conference Table - Black	42" Round x 29"H	452.00	587.00	
14062-0106		42" Round Conference Table - Mahogany	42" Round x 29"H	452.00	587.00	
14062-0297		Command Conference Table - 6' Black	72"W x 36"D x 31"H	806.00	1048.00	
14062-0303		Command Conference Table - 6' Sirona	72"W x 36"D x 31"H	806.00	1048.00	
14062-0300		Command Conference Table - 6' White	72"W x 36"D x 31"H	806.00	1048.00	
14062-0298		Command Conference Table - 8' Black	96"W x 48"D x 31"H	866.00	1126.00	
14062-0304		Command Conference Table - 8' Sirona	96"W x 48"D x 31"H	866.00	1126.00	
14062-0301		Command Conference Table - 8' White	96"W x 48"D x 31"H	866.00	1126.00	
14062-0299		Command Conference Table - 10' Black	120"W x 48"D x 31"H	994.00	1292.00	
14062-0305		Command Conference Table - 10' Sirona	120"W x 48"D x 31"H	994.00	1292.00	
14062-0302		Command Conference Table - 10' White	120"W x 48"D x 31"H	994.00	1292.00	

COMPANY NAME _____

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CUSTOM FURNISHINGS ORDER FORM

Item Number	Qty.		Dimensions	Discount	Standard	Total
Office Furniture (Pg. 25 & 26)						
14072-0108		Storage Credenza - Black	60"W x 20"D x 29"H	596.00	775.00	
14072-0038		Storage Credenza - Mahogany	60"W x 20"D x 29"H	596.00	775.00	
14083-0105		Jr Executive Desk - Black	60"W x 30"D x 29"H	679.00	883.00	
14083-0106		Jr Executive Desk - Mahogany	60"W x 30"D x 29"H	679.00	883.00	
14083-0324		Executive Desk - Black	72"W x 36"D x 29"H	705.00	916.00	
14083-0117		Executive Desk - Mahogany	72"W x 36"D x 29"H	705.00	916.00	
14029-0098		5 Shelf Bookcase - Black	36"W x 12"D x 72"H	637.00	829.00	
14029-0091		5 Shelf Bookcase - Mahogany	36"W x 12"D x 72"H	637.00	829.00	
05088-0365		Vivid Café Table - Square	42"Square x 30"H	554.00	720.00	
05088-0364		Vivid Café Table - Rectangle	60"W x 36"D x 30"H	637.00	829.00	
05088-0498		Brooklyn II Rect Dining Table	60"W x 36"D x 30"H	663.00	862.00	
05088-0499		Brooklyn II Round Dining Table	42" Round x 30"H	520.00	676.00	
Metal File & Storage Cabinets (Pg. 27)						
14148-0001		2 Drawer Vertical File - Letter Size Black	15"W x 25"D x 29"H	366.00	475.00	
14147-0001		2 Drawer Vertical File - Legal Size Black	18"W x 25"D x 29"H	290.00	377.00	
14148-0002		4 Drawer Vertical File - Letter Size Black	15"W x 25"D x 52"H	299.00	389.00	
14147-0002		4 Drawer Vertical File - Legal Size Black	18"W x 25"D x 52"H	333.00	433.00	
14143-0006		2 Drawer Lateral File - Black	36"W x 18"D x 27"H	299.00	389.00	
14143-0008		4 Drawer Lateral File - Black	36"W x 18"D x 54"H	366.00	475.00	
14034-0015		Storage Cabinet - Black	36"W x 18"D x 72"H	366.00	475.00	
Pedestals (Pg. 28)						
12091-0023		Display Pedestal 14" x 42" Black	14"Square x 42"H	444.00	577.00	
12091-0004		Display Pedestal 24" x 42" Black	24"Square x 42"H	537.00	698.00	
12091-0002		Display Pedestal 18" x 42" Black	18"Square x 42"H	494.00	643.00	
12091-0030		Display Pedestal 14" x 42" White	14"Square x 42"H	444.00	577.00	
12091-0024		Display Pedestal 14" x 36" Black	14"Square x 36"H	376.00	489.00	
12091-0034		Display Pedestal 24" x 36" Black	24"Square x 36"H	537.00	698.00	
12091-0031		Display Pedestal 14" x 36" White	14"Square x 36"H	376.00	489.00	
12091-0033		Display Pedestal 24" x 36" White	24"Square x 36"H	537.00	698.00	
12091-0025		Display Pedestal 14" x 30" Black	14"Square x 30"H	350.00	455.00	
12091-0003		Display Pedestal 24" x 30" Black	24"Square x 30"H	510.00	663.00	
12091-0001		Display Pedestal 18" x 30" Black	18"Square x 30"H	359.00	467.00	
12091-0032		Display Pedestal 14" x 30" White	14"Square x 30"H	350.00	455.00	
14309-0001		Locking Pedestal Black	24"Square x 42"H	663.00	862.00	
14179-0005		Locking Pedestal White	24"Square x 42"H	663.00	862.00	
12091-0055		Fuze Pedestal	16"Square x 44"H	366.00	475.00	
12091-0043		London Pedestal	16"Square x 44"H	366.00	475.00	
Miscellaneous Items (Pg. 29)						
14189-0066		Stanchion Chrome	41"H	103.00	134.00	
11526-0001		Stanchion Rope - Red Velour	6' L	54.00	70.00	
14308-0009		Nero Literature Stand - Black	15"W x 12"D x 53.5"H	249.00	323.00	
14308-0010		Argento Literature Rack	15"W x 12"D x 53.5"H	249.00	323.00	
14308-0005		Alto Literature Rack	10.5"W x 9.5"D x 57"H	257.00	330.00	
01209-0003		Compact Refrigerator Black - 4.0 Cu Ft	21"W x 22"D x 32"H	461.00	599.00	
Lighting (Pg. 29)						
09392-0019		Silo Grey Floor Lamp	70"H	227.00	295.00	
09417-0037		Silo Grey Table Lamp	25"H	166.00	215.00	
09392-0018		Silo White Floor Lamp	70"H	227.00	295.00	
09417-0036		Silo White Table Lamp	25"H	166.00	215.00	
09392-0001		Neutrino Steel Floor Lamp - Steel	67"H	232.00	301.00	

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 before deadline date!



2024
TRADE SHOW
KIT 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

FUNCTION

Modular Seating Collection



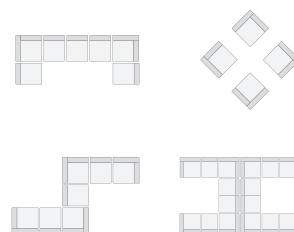
Function Armless Chair

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



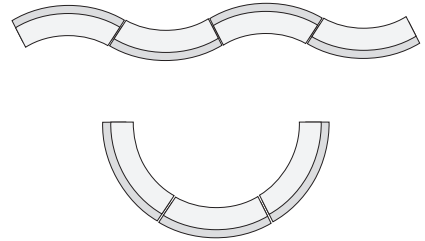
Continental Curved Bench

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

Modular Seating Collection



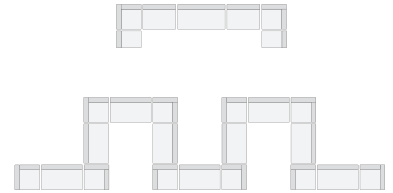
Sophistication Corner

White Leather
31"Square x 48"H



Sophistication Ottoman

White Leather
31"Square x 19"H



BOCA

Modular Seating Collection



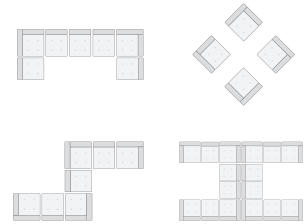
Boca Corner

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



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



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

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

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



Chandler Bench Ottoman

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

EVOKE



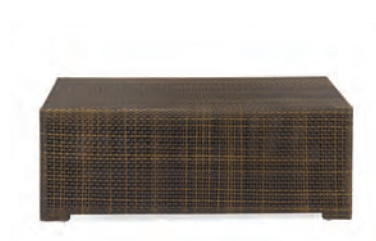
Evoke Sofa

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 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

CROMWELL



Cromwell Sofa
Royal Blue Velvet
78"W x 32"D x 29"H



Cromwell Chair
Royal Blue Velvet
32"W x 32"D x 29"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



Bianco Stage Chair

Bright White Leather
26"W x 26"D x 37"H



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



Square Ottoman

■ Metro Black Leather
■ Grammercy Charcoal Leather
40"Square x 17"H



Bench Ottoman

■ Metro Black Leather
■ Chandler Red Leather
■ Grammercy Charcoal 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



Grammercy Round Ottoman

Charcoal Leather
46"Round x 17"H

BANQUETTES & TURNING BEDS



Essentials Banquette

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



Grammercy Banquette

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



Essentials Turning Bed

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

CUBE OTTOMANS



Rubix Cube Ottomans

- Cherry
- Cromwell
- Grape
- Lemon
- Lime
- Mango

18"Square x 18"H



Blanc Cube Ottoman

Bright White Leather
17"Square x 17"H



Metro Cube Ottoman

Black Leather
18"Square x 18"H

CHARGED! 



Essentials Turning Bed - Charged

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



Aria Tables - Cosmo

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



Aria Tables - Emerald Tide

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



Aria Tables - Icebreaker

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



Aria Tables - Sirona

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

OCCASIONAL TABLES



Aria Tables - Charcoal

End Table Storm Grey/Brushed Steel
24"W x 20"H 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



Tribeca Tables

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



Hylton Tablet Table

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



Fuze Tables

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



London Tables

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



Cube Tables

■ Black
□ White
Cocktail Table
24"Square x 16"H
End Table
24"Square x 21"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
 □ White
 48"W x 16"D x 42"H
 2 Shelves In Back



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

- Smoke Grey
 - 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



Milo Bar Stool

- Black
- Jade
- California Wine
- Victory Blue
- Chartreuse
- White
- Chocolate

20"W x 21"D x 41"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

CAFÉ CHAIRS



Vienna Chair
 ■ Smoke Grey Acrylic
 ■ Orange Acrylic
 ■ Teal Acrylic
 21"Square x 32"H



Milo Chair
 ■ Black
 ■ California Wine
 ■ Chartreuse
 ■ Chocolate
 ■ Jade
 ■ Victory Blue
 ■ White
 20"W x 21"D x 41"H

CAFÉ CHAIRS



Clara Chair
White
18"W x 21"D x 35"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



24" Square Bar Table - Cosmo
Available in Black or Chrome Base
24"Square x 42"H



24" Square Bar Table - Emerald Tide
Available in Black or Chrome Base
24"Square x 42"H



24" Square Bar Table - Icebreaker
Available in Black or Chrome Base
24"Square x 42"H



24" Square Bar Table - Sirona
Available in Black or Chrome Base
24"Square x 42"H



32" Round Bar Table - Cement
Available in Black or Chrome Base
32"Round x 42"H



32" Round Bar Table - Yukon Gold
Available in Black or Chrome Base
32"Round x 42"H

BAR CHAIRS



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 Bar Table

White/Chrome 30"
30"Round x 42"H
White/Chrome 36"
36"Round x 42"H



Fuze Bar Table

Zebra wood 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

BAR TABLES



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



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

CAFÉ TABLES



24" Square Café Table - Cosmo
Available in Black or Chrome Base
24"Square x 30"H



24" Square Café Table - Emerald Tide
Available in Black or Chrome Base
24"Square x 30"H



24" Square Café Table - Icebreaker
Available in Black or Chrome Base
24"Square x 30"H

CAFÉ TABLES



24" Square Café Table - Sirona

Available in Black or Chrome Base
24"Square x 30"H



32" Round Café Table - Cement

Available in Black or Chrome Base
32"Round x 30"H



32" Round Café Table - Yukon Gold

Available in Black or Chrome Base
32"Round x 30"H



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
Zebrawood Laminate/Chrome
36"Square x 30"H



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



Blanco Rectangle Café Table
White/Chrome
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



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



Storage Credenza

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



Jr Executive Desk

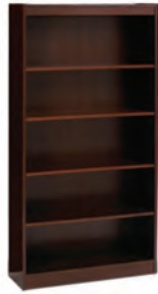
- Black
 - Mahogany
- Double Pedestal/Locking Drawers
60"W x 30"D x 29"H

OFFICE FURNITURE



Executive Desk

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



5-Shelf Bookcase

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



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
36"W x 18"D x 27"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



42" Display Pedestals

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



36" Display Pedestals

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



30" Display Pedestals

- 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
 14.75"W x 12"D x 53.5"H



Argento Literature Rack
 Aluminum
 14.75"W x 12"D x 53.5"H



Alto Literature Rack
 Black/Metal
 10.5"W x 9.5"D x 57"H



Compact Refrigerator
 Black 4 Cubic Feet
 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 Round 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
 Blanco 30" Round Bar Table with Tulip Base • Vienna Stool - Teal



20x10 Booth Footprint

Chandler Loveseat • Continental Curved Loveseat • Rose Table
 Aria End Table - White • London Console Table



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 Pleasantville, NJ 08232
 WWW.VISTACS.COM

**DEADLINE DATE:
 JANUARY 3, 2025**

FABRIC BACKWALL DISPLAY RENTAL

VCS F-10 / 10'w x 8'tall Full Graphic Display.....\$3174.00



VCS F-20 / 20'w x 8'tall Full Graphic Display.....\$4325.50



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 _____ \$145.00 | 1 Meter Counter w/front graphic panel _____ \$648.50 |
| 20' Unit 4 lights _____ \$292.00 | 2 Meter Counter w/front graphic panel _____ \$956.00 |

***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 before deadline date!

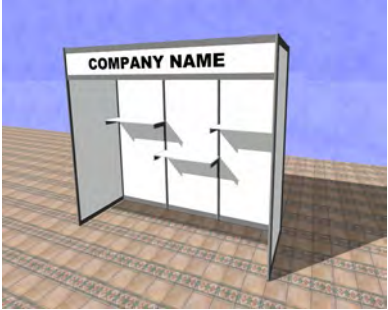


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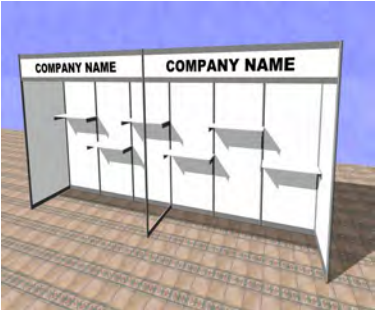
**DEADLINE DATE:
 JANUARY 3, 2025**

VCS MODULAR RENTAL UNITS

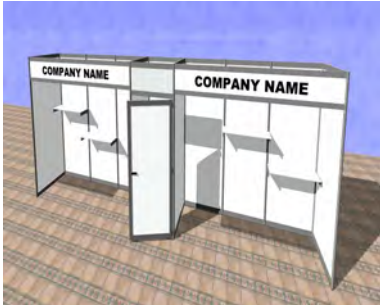
☐ VCS A-10 Unit contains:
 - (3) Shelves
 - (6) Brackets
 * Check One
 ___ White Panel
 ___ Blue
 ___ Gray
Price: \$2231.00



☐ VCS B-20 Unit contains:
 - (6) Shelves
 - (12) Brackets
 * Check One
 ___ White Panel
 ___ Blue
 ___ Gray
Price: \$4079.00



☐ VCS C-20 Unit contains:
 - Locking Storage Unit
 - (4) Shelves
 - (8) Brackets
 * Check One
 ___ White Panel
 ___ Blue
 ___ Gray
Price: \$4741.00

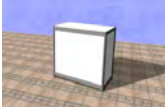


COUNTERS:

Qty.	Price	Total
___ 1 Meter Counter w/o graphics	\$429.50	___
___ 2 Meter Counter w/o graphics	\$517.75	___
___ 1 Meter Counter w/front graphic panel	\$648.50	___
___ 2 Meter Counter w/front graphic panel	\$956.00	___

Graphic Dimensions provided upon request

Counter Colors: (*check one)
 ___ White ___ Blue ___ Gray



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 3, 2025**

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GRAPHICS

Quantity	Size	Discount Rate	Standard Rate	Amount
	11" x 14"	\$108.50	\$141.00	
	14" x 22"	\$143.00	\$186.00	
	22" x 28"	\$157.50	\$204.75	
	28" x 44"	\$228.50	\$297.00	

- 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 before deadline date!



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LIMITS OF LIABILITY FOR MATERIAL HANDLING

Vista Convention Services shall not be responsible for damage to uncrated materials, material improperly packed, or concealed damage.

Vista Convention Services shall not be responsible for loss, theft, or disappearance of exhibitor's material after same has been delivered to exhibitor's booth.

Vista Convention Services shall not be responsible for loss, theft, or disappearance of materials before they are picked up from exhibitor's booth for reloading after the show. Bill of lading covering outgoing shipments, which are furnished by *Vista Convention Services* to exhibitor, will be checked at time of actual pick up from booth and corrections made where discrepancies occur.

Vista Convention Services shall not be responsible for any loss, damage, or delay due to fire, Acts of God, strikes, lock-outs or work stoppages of any kind or to any causes beyond its control.

Vista Convention Services' liability shall be limited to the physical loss or damage to the specific article which is lost or damaged, and in any event, *Vista Convention Services'* maximum liability shall be limited to \$.30 per pound per article with a maximum liability of \$50.00 per item, or \$1,000.00 per shipment; whichever is less.

Vista Convention Services shall not be liable to any extent whatsoever for any actual, potential or assumed loss of profits or revenues, or for any collateral costs, which may result from any loss or damage to an exhibitor's materials which may make it impossible or impractical to exhibit same.

The consignment or delivery of a shipment to *Vista Convention Services* by an exhibitor, or by any shipper to or on behalf of the exhibitor, shall be construed as an acceptance by such exhibitor (and/or other shipper) of the terms and conditions set forth.

Rates are based on incoming weight only. All weights are rounded off to the next 100 weight. Each shipment received is considered separately. Freight handling charges are the responsibility of the exhibitor.

Exhibitors are urged to carry all-risk floater insurance covering their materials against damage, loss, and all other hazards from the time shipment is made prior to the show until shipments are received back after the show. This can generally be done by adding "riders" to existing insurance policies, often at no additional cost.

Empty container labels will be available at the Service Desk. Affixing the labels is the sole responsibility of the exhibitor or his representative. *Vista* assumes no responsibility for removal of containers with old Empty labels, mislabeled, or valuables stored inside containers while containers are in storage.

Outbound shipping labels and bills of lading will be available at the Service Desk. Exhibitor or his/her representative must pack and label their exhibit material and turn in bill of lading for each shipment at the Service Desk before leaving the show. *Vista* will route all shipments unless a designated carrier has been assigned. If the designated carrier fails to pick up by the removal date of the show, *Vista* reserves the right to route exhibit material by an alternate carrier. As a result of re-routing or handling no liability will be assumed by *Vista*.



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MATERIAL HANDLING TIPS

Shipping Inbound:

- **Advance To Warehouse** - ensure your shipment arrives by the deadline date **JANUARY 17, 2025** to avoid additional surcharges.
- **Direct to Show Site** - shipments will be received starting **JANUARY 26, 2025** during posted Exhibitor Move-in hours.
- Clearly mark your company name, booth number and **WEST 2025** 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 2025 Marshaling Yard Information

VISTA will be utilizing a marshaling yard for the
move-in & move-out of
WEST 2025.

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

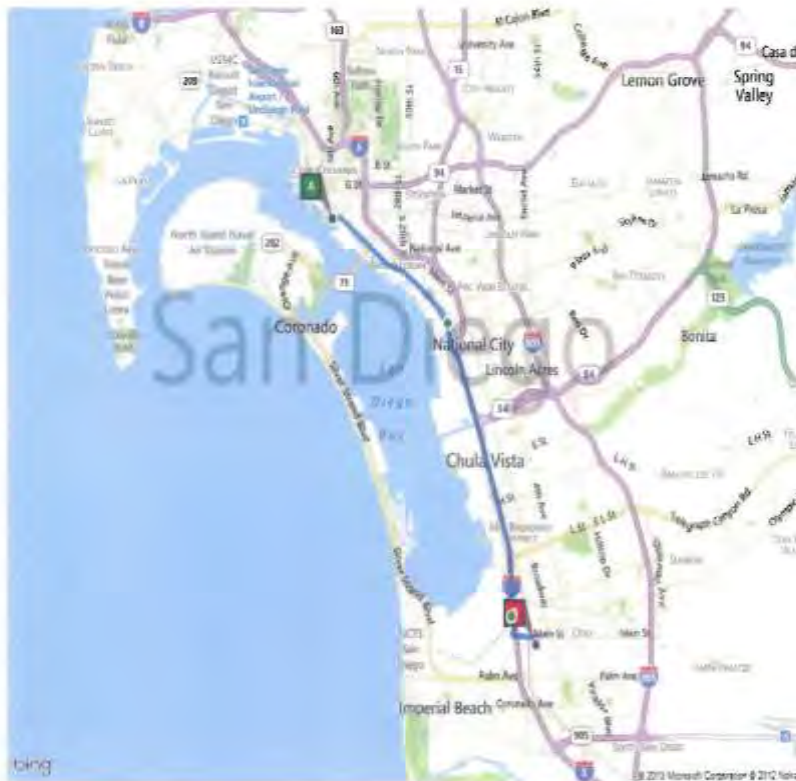
The yard will be open for driver check in as follows:

Sunday, 1/26/25 & Monday, 1/27/25 - 8am – 4:30pm
Thursday, 1/30/25 - 8am – 6pm
Friday, 1/31/25 - 8am – 12pm

Please note, overnight parking is not permitted.

SDCC TO FAIVRE STREET MARSHALLING YARD

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



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

FAIVRE STREET MARSHALLING YARD TO SDCC:

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



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**WAREHOUSE
 DEADLINE DATE:
 JANUARY 17, 2025**

MATERIAL HANDLING RATES

COMPUTATION OF ORDER: When recording weight, round up to the next 100 pounds.	
A. CRATED AND/OR SKIDDED FLOOR LOAD SHIPMENTS These <u>round trip rates</u> apply to crated and/or floor load shipments that can be unloaded at the dock without additional handling (such as ground loading, side door loading, constricted space loading, designated piece loading or stacked shipments) required. Warehouse We will ship _____ lbs. @ \$157.50 per 100 lbs. (200 lb. minimum/\$315.00) Showsite We will ship _____ lbs. @ \$168.00 per 100 lbs. (200 lb. minimum/\$336.00)	\$ _____ \$ _____
B. UNCRATED, UNSKIDDED OR WRAPPED SHIPMENTS & CRATED SHIPMENTS REQUIRING SPECIAL HANDLING These <u>round trip rates</u> apply to uncrated, un-skidded or wrapped shipments. These rates also apply to shipments that are loaded and charged by cubic space and/or packed in such a manner to require additional handling (such as ground loading, side door loading, constricted space loading, designated piece loading or stacked shipments). <u>Fed-EX and UPS are included in this category due to their delivery procedures and documentation.</u> Warehouse We will ship _____ lbs. @ \$212.75 per 100 lbs. (200 lb. minimum/\$425.50) Showsite We will ship _____ lbs. @ \$227.00 per 100 lbs. (200 lb. minimum/\$454.00)	\$ _____ \$ _____
C. OFF TARGET FEES Shipments received outside of posted exhibitor move-in and move-out times are subject to a 35% off target fee.	\$ _____
D. SMALL PACKAGE SHIPMENTS Cartons and envelopes received at show site or warehouse without documentation will be delivered without guarantee of piece count or conditions at this rate. Maximum weight per shipment is 50 lbs. FIRST PACKAGE @ \$75.00 EACH ADDITIONAL PACKAGE @ \$35.00	\$ _____ \$ _____
Delivery After Deadline Date: Shipments received at the warehouse after 3:30pm or after JANUARY 17, 2025 and any shipment received at showsite after show opening will be charged 35% in addition to the above rates.	
<div style="border: 1px solid black; padding: 5px; display: inline-block;"> Sub Total \$ _____ </div>	

Rates include all labor and equipment required to unload shipment, store up to 30 days in advance at the warehouse address, deliver to booth, handle empty containers to & from storage & remove shipment from booth for reloading onto outbound carriers.
PLEASE NOTE: 200 lb. minimum for this service.

We understand that your calculation is only an estimate. Invoicing will be completed from the actual weight as listed on the inbound bills of lading. Adjustments will be made accordingly. **Adjustments must be paid at show site.**

Company Name:	Booth #:
---------------	----------

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



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Pleasantville, NJ 08232
WWW.VISTACS.COM

SHIPPING INSTRUCTIONS

FREIGHT HANDLING SERVICES

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

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

SHIPPING TO THE ADVANCE WAREHOUSE

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

**TO: Exhibiting Company's Name & Booth Number
WEST 2025
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 ***Thursday, December 26, 2024, Closed 12/24/24 & 1/1/25.***
- Shipments received after the deadline of ***Friday, January 17, 2025 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 2025
c/o Vista Convention Services
San Diego Convention Center - Halls A-D
111 West Harbor Drive
San Diego, CA 92101**

- Show site shipments will be received beginning ***Sunday, January 26, 2025 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 2025
VISTA CONVENTION SERVICES
c/o ABF
7075 CARROLL ROAD
SAN DIEGO, CA 92121**

ADVANCE WAREHOUSE SHIPMENTS ONLY

FROM: _____

TO: _____
(EXHIBITOR NAME) (BOOTH #)

**WEST 2025
VISTA CONVENTION SERVICES
c/o ABF
7075 CARROLL ROAD
SAN DIEGO, CA 92121**

FOR ADVANCE SHIPMENTS ONLY

Deliver NO LATER than Friday, January 17, 2025 / Receiving Hours: 8am - 3:30pm, Monday through Friday, CHECK IN BY 3PM

ADVANCE WAREHOUSE SHIPMENTS ONLY

FROM: _____

TO: _____
(EXHIBITOR NAME) (BOOTH #)

**WEST 2025
VISTA CONVENTION SERVICES
c/o ABF
7075 CARROLL ROAD
SAN DIEGO, CA 92121**

ADVANCE WAREHOUSE SHIPMENTS ONLY

FROM: _____

TO: _____
(EXHIBITOR NAME) (BOOTH #)

**WEST 2025
VISTA CONVENTION SERVICES
c/o ABF
7075 CARROLL ROAD
SAN DIEGO, CA 92121**

ON-SITE DIRECT SHIPMENTS ONLY

FROM: _____

TO: _____
(EXHIBITOR NAME) (BOOTH #)

**WEST 2025
c/o VISTA CONVENTION SERVICES
SAN DIEGO CONVENTION CENTER
HALLS A-D
111 WEST HARBOR DRIVE
SAN DIEGO, CA 92101**

ON-SITE DIRECT SHIPMENTS ONLY

FROM: _____

TO: _____
(EXHIBITOR NAME) (BOOTH #)

**WEST 2025
c/o VISTA CONVENTION SERVICES
SAN DIEGO CONVENTION CENTER
HALLS A-D
111 WEST HARBOR DRIVE
SAN DIEGO, CA 92101**

**FOR ON-SITE DIRECT SHIPMENTS ONLY
DO NOT DELIVER PRIOR TO SUNDAY, JANUARY 26, 2025**

ON-SITE DIRECT SHIPMENTS ONLY

FROM: _____

TO: _____
(EXHIBITOR NAME) (BOOTH #)

**WEST 2025
c/o VISTA CONVENTION SERVICES
SAN DIEGO CONVENTION CENTER
HALLS A-D
111 WEST HARBOR DRIVE
SAN DIEGO, CA 92101**

ON-SITE DIRECT SHIPMENTS ONLY

FROM: _____

TO: _____
(EXHIBITOR NAME) (BOOTH #)

**WEST 2025
c/o VISTA CONVENTION SERVICES
SAN DIEGO CONVENTION CENTER
HALLS A-D
111 WEST HARBOR DRIVE
SAN DIEGO, CA 92101**



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 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 10, 2025

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	\$446.50	=	\$

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 10, 2025**

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.....**\$118.00 per container**

Estimated Number of Pieces....._____

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

Sub Total \$ _____

Company Name: _____ Booth # _____

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



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ACCESSIBLE STORAGE

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

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

Notes

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

Storage Rates

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

Access Rates

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

Sub Total \$ _____

Company Name: _____ Booth #: _____



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OUTBOUND SHIPPING INSTRUCTIONS

SHIPPING OUTBOUND FROM SHOW SITE

- All outbound shipments **must** be accompanied by an official show bill-of-lading.
- You may obtain show bills-of-lading after reviewing your invoice at show site.
- When shipping to separate destinations, a separate bill-of-lading is required for each destination.
- All outbound shipments should be addressed/labeled as follows:

Label each item as follows:	
From:	(Your Company Name)
Booth #:	
Show Name:	WEST 2025
Location:	SAN DIEGO CONVENTION CENTER - HALLS A-D
To:	(Shipping Address)

- Once your shipment is packed and labeled, **return your show bill-of-lading to the Vista Service Desk.** All bills-of-lading must be turned in no later than **10:00 am on Friday, January 31, 2025.**

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, January 31, 2025.**

Official Transportation Provider *via the ABF Freight® Network*

Let ArcBest® make your next trade show the easiest you have ever attended!

We have over **100** years of experience in the freight industry and a dedicated Trade Show division with service through North America through the ABF Freight® network.

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

For personalized quotes, please call

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.

ArcBest®
More Than Logistics™

REQUEST FOR INFORMATION

ArcBest® 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 ArcBest 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 (844) 718-7620.

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.

800-654-7019

tradeshow@arcb.com | arcb.com



8401 McClure Drive • Fort Smith, AR • 72916

SAN DIEGO
CONVENTION CENTER

JANUARY 28 – 30, 2025

www.westconference.org



WEST
2025



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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.



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

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Pleasantville, NJ 08232
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LABOR

LABOR FOR INSTALLATION & DISMANTLING OF EXHIBITS

Straight Time:	
Advance Rate	Standard Rate
\$157.50/hr.	\$205.00/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
\$236.25/hr.	\$307.50/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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**DISCOUNT
 DEADLINE DATE:
 JANUARY 10, 2025**

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>
5K FORKLIFT	\$273.00 per hour	\$409.50 per hour	\$355.00 per hour	\$532.50 per hour
4-STAGE FORKLIFT	\$570.00 per hour	\$855.00 per hour	\$741.50 per hour	\$1112.25 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
SET-UP:						\$
DISMANTLE:						\$

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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**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 #)

**WEST 2025
VISTA CONVENTION SERVICES
c/o ABF
7075 CARROLL ROAD
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 #)

**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 #)

**WEST 2025
VISTA CONVENTION SERVICES
c/o ABF
7075 CARROLL ROAD
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**DEADLINE DATE:
DECEMBER 26, 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 before deadline date!



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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.