



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) 485-2421 or [orders@vistacs.com](mailto:orders@vistacs.com)



**ATLANTIC CITY BOAT SHOW  
ATLANTIC CITY CONVENTION CENTER  
ATLANTIC CITY, NEW JERSEY  
FEBRUARY 26 - MARCH 2, 2025**



6575 Delilah Road P: 609-485-2421  
PO Box 3000 F: 609-485-2392  
Pleasantville, NJ 08232  
[WWW.VISTACS.COM](http://WWW.VISTACS.COM)

## **GRAPHIC GUIDELINES**

**DEADLINE DATE: JANUARY 31, 2025**

### **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.

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**DEADLINE DATE:  
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**SHOWCASE ORDER FORM**

*RENTAL PRICE INCLUDES DELIVERY TO & REMOVAL FROM YOUR BOOTH SPACE.*



FULL VISION



HALF VISION



QUARTER VISION

The above (3) cases are 38" high, 20" deep, lights & locks, White Finish  
(Electrical Outlet NOT included)

SEE THRU WALL CASE REGULAR WALL CASE



The above (2) cases are both 84" high and 18" deep.  
Adjustable glass shelves, glass sliding doors & lights.  
(Electrical Outlet NOT included)

*All Electrical Orders must be placed with THE ATLANTIC CITY CONVENTION CENTER*

Description	Quantity	Discount Rate	Standard Rate	Amount
6' FULL VISION		\$568.00	\$738.00	
6' HALF VISION		568.00	738.00	
6' QUARTER VISION		568.00	738.00	
6' REGULAR WALL CASE		678.00	882.00	
6' SEE-THRU WALL CASE		772.00	1004.00	

**IMPORTANT:** To ensure that your selection will be available you must place your order before the deadline date. No guarantee on choice after deadline date. Vista is not liable for contents, damages or breakage after cases have been delivered.

**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 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 31, 2025**

**CUSTOM SIGNS ORDER FORM**

PRICES BASED ON BLOCK LETTER, BLACK LETTERING ON WHITE SHOWCARD, 10 WORDS OR LESS

Quantity	Size	Discount Rate	Standard Rate	Amount
	7" x 11"	\$48.00	\$96.00	
	7" x 44"	54.00	108.00	
	11" x 14"	57.00	114.00	
	14" x 22"	73.00	146.00	
	22" x 28"	98.00	196.00	
	28" x 44"	149.00	298.00	

- 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.
- **All orders must be received (14) days before show opens. Orders after Deadline Date will be subject to an additional 50% fee.**
- Please utilize one of the following programs: **Adobe Acrobat Professional 8.0, Adobe Illustrator EPS, Tiff, Photoshop, PDF with 300 DPI minimum**

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**

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

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

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

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# EXHIBITOR RIGHTS

## ***TEAMSTERS UNION***

Teamsters handle freight in the exhibit hall. They unload all trucks or vehicles. In addition, they deliver freight to exhibitors' booth(s) after it has been unloaded and handle the reverse movement of this freight at the conclusion of the show. They also deliver furniture and floor covering. Teamsters also install rental carpet and handle all empty containers. **Any exhibitor may move material that is hand-carriable by one person in one trip, without the use of dollies, hand trucks or other mechanical equipment. When exhibitors choose to hand-carry in accordance with the foregoing, they must unload their vehicles (POV's) in an area designated by the show contractor.**

## ***CARPENTERS UNION***

Carpenters handle the set-up and dismantling of displays and exhibit booths and hang all exhibitor ceiling signs. This includes all display work. Carpenters also un-skid, re-skid, uncrate and re-crate machinery. Carpenters also install all exhibitor owned floor covering, including carpeting, wood flooring and rubber mats. The only exception being where the exhibit flooring is actually manufactured by the exhibitor and is being installed by full time company employees.

## ***DECORATORS UNION***

Decorators handle installation of all drape, table skirting, floor marking and other items of a decorative nature. Decorators also hang signs from drape.

***Full time Exhibitor personnel have the right to perform the following work (Please see separate rules and regulations for the Electrical Union further below)***

***Unload their own vehicle in an area specified by the show contractor for the unloading of privately owned vehicles provided:***

- They utilize the space designated by the ACCC for said purpose.
- They provide their own dollies or hand trucks.
- They utilize no motorized lift equipment.
- The vehicle is no larger than a van.

***Hand carry exhibit materials through public doorways, provided:***

- They do not utilize material handling equipment other than personal luggage carriers.

***Set up their own display in Exhibit Booths that are no larger than 400 net square feet:***

- The installation can be accomplished by full time company employees.
- Set up and handle their own product; including but not limited to the installation, interconnection, calibration, and operation of equipment.

***The following work shall be performed by Union Labor:***

- In-Line booths larger than a 10'x 40'
- Island booths larger than a 20'x 20'
- Installation of Display
- Laying Exhibitor owned carpet
- Crating & uncrating of show materials
- All electrical work (*see note below*)

## ***ELECTRICAL UNION***

Electricians handle all electrical work, which includes supplying power lines to your booth(s), connecting equipment to the proper outlets and installing any signs or headers that are lighted. Please refer to the Electrical Order Forms for Rates & Union Work Jurisdictions.

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**DISCOUNT  
DEADLINE DATE:  
FEBRUARY 7, 2025**

**I & D LABOR**

**CARPENTER LABOR FOR INSTALLATION & DISMANTLING OF EXHIBITS  
Carpenter Rates:**

STRAIGHT TIME:		OVERTIME:		DOUBLE TIME:	
Advance Rate	Standard Rate	Advance Rate	Standard Rate	Advance Rate	Standard Rate
<b>\$124.90/hr.</b>	<b>\$156.10/hr.</b>	<b>\$187.35/hr.</b>	<b>\$234.15/hr.</b>	<b>\$249.80/hr.</b>	<b>\$312.20/hr.</b>
one hour minimum per worker thereafter 1/2 hr. increments ST: 8:00 AM to 4:30 PM Monday through Friday		one hour minimum per worker thereafter 1/2 hr. increments OT: Before 8:00 AM and after 4:30 PM Monday through Friday and all hours on Saturday and Sunday		one hour minimum per worker thereafter 1/2 hr. increments DT: All 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. HOURS
SET-UP				
DISMANTLE				

Estimated Labor
\$
\$

**PLAN B - VISTA SUPERVISION** Hourly rate plus 35% Supervision Charge / Minimum \$60.00/\$70.00

Estimated Supervision
\$

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

Shipped to:  Warehouse  Showsite  Display Includes Carpet  Vista's Rental Carpet

**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 \$ _____
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COMPANY NAME: \_\_\_\_\_ BOOTH # \_\_\_\_\_

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**FORKLIFT LABOR ORDER FORM**

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.

Workers 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 workers 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 before 8:00 AM and after 4:30 PM weekdays and all hours on Saturday and Sunday, and double time on holidays.

	<u><b>STRAIGHT TIME</b></u>	<u><b>OVERTIME</b></u>	<u><b>DOUBLE TIME</b></u>
<b>RIGGER</b>	\$103.05 per hour	\$154.58 per hour	\$206.00 per hour
<b>FORKLIFT</b>	\$144.30 per hour	\$200.00 per hour	\$288.60 per hour

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

**FORKLIFT LABOR REQUEST**

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

# Pieces to be spotted \_\_\_\_\_ Heaviest Pieces \_\_\_\_\_

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

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

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