



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



**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

**DEADLINE DATE:
 FEBRUARY 7, 2025**

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>STRAIGHT TIME</u>	<u>OVERTIME</u>	<u>DOUBLE TIME</u>
RIGGER	\$103.05 per hour	\$154.58 per hour	\$206.00 per hour
FORKLIFT	\$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
SET-UP:						\$
DISMANTLE:						\$

Pieces to be spotted _____ Heaviest Pieces _____

Sub Total \$ _____

Company Name _____ Booth _____

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

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HANGING OF CEILING SIGNS ORDER FORM

VISTA Convention Services reserves the right to assemble, install, and dismantle "Hanging Signs", non-electrical 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 25%. Orders received at the Service Desk are subject to availability and a 50% surcharge.
- * Complete plans must be provided and forwarded to VISTA Convention Services together with the completed Sign Hanging Order Form.

**RATES FOR HANGING NON-ELECTRICAL SIGNS:
 HIGHLIFT & CARPENTERS - Two (2) Man Crew Required
 Please check appropriate box:**

	<u>DISCOUNT RATE</u>	<u>STANDARD RATE</u>	
<input type="checkbox"/> We will pre-ship our sign to the advance warehouse	\$334.00 per hr.	\$417.50 per hr.	\$ _____
<input type="checkbox"/> We will deliver our sign to the show prior to sign hanging date	\$374.10 per hr.	\$467.63 per hr.	\$ _____
Remove Sign (1/2 hr. minimum)	\$187.05 per 1/2 hr.	\$233.81 per 1/2 hr.	\$ _____

Sub Total \$ _____

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 _____

CENTER OVER BOOTH

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 _____

Company Name _____ Booth _____

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