

# VISTA

**CONVENTION SERVICES SOUTH**

SHOWEAST

**MIAMI**

Fontainebleau Miami Beach  
October 18-20, 2016

# SHOWEAST 2016 30<sup>TH</sup> ANNIVERSARY

Greetings and welcome to ShowEast 2016, the 30<sup>th</sup> Anniversary of the longest running industry networking event on the East Coast! We are excited to move to the legendary Fontainebleau Resort in Miami Beach, Florida from **October 17-20, 2016** and anticipate a terrific convention. A lot of hard work and planning go into making Expo 2016 a success and it is that same degree of preparation that will ensure your experience is a productive one.

The move to Miami Beach and the Fontainebleau provides us the opportunity to use a different decorator/freight management company, giving a fresh perspective on the Expo and new ideas for your booth space. We'd like to introduce you to Vista Convention Services South, this year's official ShowEast Expo decorator, drayage, and freight management company. Your Online Exhibitor Services Manual gives you the ability to order Vista products and other exhibition services online. Please review the online manual carefully, paying special attention to procedures and deadlines that will save you time and money. Additional vendor and service forms can be downloaded to successfully prepare your booth(s) for the upcoming ShowEast convention.

If you have difficulty reading or understanding any of the forms, please contact:

Vista Convention Services South  
6901 NW 26<sup>th</sup> Avenue  
Miami, FL 33147  
Tel: (305) 673-1123  
Fax: (305) 673-8713  
Email: [vistasouth@vistacs.com](mailto:vistasouth@vistacs.com)

## **Hours of Operation**

Please refer to the following schedule to ensure a smooth move-in and to staff your booth appropriately:

### **Exhibitor Move-In Hours:**

Monday, October 17                      8:00am – 8:00pm  
Tuesday, October 18                     8:00am – 11:00am

### **Expo 2016 Business Hours (TENTATIVE)**

Tuesday, October 18                    11:30am – 4:00pm    Opening Luncheon on the  
Expo 2016 Floor & Splash Foyers  
Wednesday, October 19                9:00am – 1:00pm    Brunch on the Expo 2016 Floor &  
Splash Foyers  
Thursday, October 20                    8:00am – 11:00am    Breakfast on the Expo 2016 Floor &  
Splash Foyers

### **Dismantle Hours**

Thursday, October 20                    11:00am – 5:00pm

## **Booth Height and Sightline Regulations**

While we encourage creative and innovative booth designs that will maximize your company's exposure, everyone must comply with the following limitations for booths of various sizes:

**In-Line / Corner                      Maximum Backwall Height – 8 ft.**

**\*Within two feet of the closest aisle, sidewall must not exceed 42 inches in height.**

**Peninsula**                      **Maximum Backwall Height – 10 ft.**  
**\*Within two feet of the closest aisle, backwall must not exceed 42 inches in height.**  
**Island**                              **Maximum Wall Height – 12 ft.**

**Please note that due to low ceilings inside the Sparkle East and Ocean Promenade Ballrooms, the hanging of signs or banners above your booth space is prohibited.**

Please be courteous to your surrounding booths. Sound levels and projected images from your equipment must remain inside the confines of your allocated space. If Show Management receives complaints that sound emanating from your exhibit space is too loud or if any images are projected into the aisle, on a wall, or into a neighboring booth, we reserve the right to ask that changes be made to minimize disturbance to adjacent exhibitors.

Although some exhibitors have used the same booth scheme for many years, we ask that you take a moment to make sure your booth(s) fits the guidelines listed above. If you have any questions regarding the Expo, policies, contractors, height restrictions, the location, size, layout or design of your booth, etc., please feel free to contact [Jordan.Scherzer@filmexpos.com](mailto:Jordan.Scherzer@filmexpos.com). If you have any doubts or concerns, please send a diagram of your intended booth plan for review.

We are here to work with you and while there are exceptions to every rule, those exceptions can only be made by Show Management. We will be flexible when we can; however, our goal is to not have anyone's booth compromised by another.

**Program Journal Exhibitor Listing – Deadline: Friday, September 9<sup>th</sup>**

Don't miss out on the one item attendees always bring back to their office...the official **ShowEast Program Journal**. The information you submit will provide both existing and potential clients with important contact details about your company. As an Expo 2016 exhibitor already confirmed for the show, why wait? Please [click here](#) to submit your company information today! **NOTE: Each exhibitor will need to enter a distinct customer ID number before entering your information via the aforementioned link. If you have not yet received your customer ID number, please contact [Jordan.Scherzer@filmexpos.com](mailto:Jordan.Scherzer@filmexpos.com).** Exhibitor listing submissions received after the **Friday, September 9<sup>th</sup>** deadline will not be included in the Program Journal.

**New Product Listing – Deadline: Thursday, September 8<sup>th</sup>**

The 2016 ShowEast Program Journal will incorporate a section devoted to "New Products" displayed on the Expo 2016 floor. A new product can be defined as a modern concept to your company that is being introduced at your booth. It can be an update to an old device that will yield new or better results or a brand-new development that expands your company's services. We ask that you submit one high-res jpeg image with a 100-word description of one new product/service as email attachments. All submissions for this section must be emailed to [Jordan.Scherzer@filmexpos.com](mailto:Jordan.Scherzer@filmexpos.com) by **Thursday, September 8<sup>th</sup>**. **(NOTE: We retain the right to edit or not list submissions for products debuting more than 6 months prior to show date.)**

**Program Journal Advertising – Deadline: Thursday, September 8<sup>th</sup>**

The Program Journal is distributed to every delegate at ShowEast. The journal will not only mark the event but will also contain useful reference material that can be utilized throughout the year. By advertising in the Program Journal, your company will be top-of-mind with attendees and they will know where to find you at the show. Please see the form included within the kit and contact [Robin.Klamfoth@filmexpos.com](mailto:Robin.Klamfoth@filmexpos.com) by **Thursday, September 8<sup>th</sup>** for further information.

**Exhibitor and Guest Badges – Deadline: Friday, October 14<sup>th</sup>**

Please be advised, our policy on exhibitor & guest badges is based upon the size of your booth space. A single 10'x10' space will receive five (5) complimentary Exhibitor/Staff badges and seven (7) complimentary Guest badges. If you have a space larger than 400 sq. ft., the

maximum number of complimentary Guest badges will be thirty (30). Additional badges over the allotment are available for \$75 each.

To submit your Exhibitor and Guest badge requests, [click here](#). **NOTE: Each exhibitor will need to enter a distinct customer ID number before entering your information via the aforementioned link. If you have not yet received your customer ID number, please contact [Jordan.Scherzer@filmexpos.com](mailto:Jordan.Scherzer@filmexpos.com)**. Please be mindful of the **Friday, October 14<sup>th</sup>** deadline. Additions or changes after this date will have to be requested on-site at the Expo Registration desk beginning Sunday, October 16<sup>th</sup>.

**\*\*Badge requests must include complete and accurate contact information for each individual exhibitor or guest. The sharing of badges is strictly prohibited. Show management reserves the right to withhold distribution or confiscate badges if proper identification cannot be provided.\*\***

### **Signage**

The ShowEast signage package details a wide variety of opportunities available to you inside the Diplomat. Pricing includes production and installation by Quality Sign and Marquee, ShowEast's official signage vendor. Please find the package included within the kit and contact [Jordan.Scherzer@filmexpos.com](mailto:Jordan.Scherzer@filmexpos.com) to confirm availability of desired signage locations.

### **Lightboxes – Deadline: Monday, September 14<sup>th</sup>**

This year, Vista is offering ShowEast clients bigger and better lightboxes than what's been available in the past. As always, the lightboxes will be spread throughout ShowEast occupied areas of the hotel to promote your products/services. Please see the reservation form included within the kit for further details.

### **Lead Retrieval**

The use of lead retrieval devices at your booth can prove extremely beneficial as you meet so many new people on the trade show floor. The devices offered allow you to scan a barcode on each attendee's name badge that will present all of their contact information provided during the convention registration process. For further details and information, including pricing, please see the order forms included within the kit.

### **Drayage**

Plan ahead...a few changes to your shipping method could help save you money! Review the key shipping items in the **Shipping, Drayage and Material Handling** section to find out how you can pack and ship your items most cost efficiently.

### **Hotel Accommodations**

Take advantage of the special ShowEast room rates at the Fontainebleau, Eden Roc, and Four Points Sheraton hotels. Simply [click here](#) to be directed to the Hotel Information section of our website to make your reservation today. We **STRONGLY** recommend you make your reservations prior to **Friday, September 9<sup>th</sup>** to ensure availability. Be sure to mention you are attending ShowEast when making reservations.

The ShowEast team looks forward to another exciting and event-filled convention in Hollywood, Florida! If there is anything we can do to enhance your experience, please do not hesitate to contact us.

Regards,

Jordan Scherzer  
Senior Convention Operations Manager  
Mediabistro Holdings, LLC  
[Jordan.Scherzer@filmexpos.com](mailto:Jordan.Scherzer@filmexpos.com)

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WWW.VISTACS.COM

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**Additional Vendor Forms:**

Electrical Services (Edlen)  
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Lead Retrieval (ShowEast)  
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Floral Services (Jeren Tropicals)  
UPS Freight Information  
Accent Furniture

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BOOTH PACKAGE  
&  
CONTACT INFO

Dear Exhibitor:

Vista Convention Services South is pleased to have been selected as the official 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 space assignments should be directed to:

**ShowEast Miami**  
**Jordon Scherzer**  
**825 8<sup>th</sup> Avenue**  
**New York, NY 10019**  
**Tel: (212) 493-4061**  
**Email: [Jordon.scherzer@filmexpos.com](mailto:Jordon.scherzer@filmexpos.com)**

All questions regarding shipping, storage, furniture, labor and other Vista Convention Services South forms should be directed to:

**Customer Service**  
**Vista Convention Services South**  
**6901 NW 26th Avenue**  
**Miami, FL 33147**  
**Tel: (305) 673-1123**  
**Fax: (305) 673-8713**  
**Email: [vistasouth@vistacs.com](mailto:vistasouth@vistacs.com)**

All questions regarding electricity, Audio/Visual equipment, telecommunications, photography, and floral for use in your booth should be directed to the **appropriate service contractor** shown within.

Included in this service kit are order forms for various items you may require for your exhibit. **Vista forms are to be returned to our office while the others to the specific contractor who is providing the service.** Please review and submit your order forms as early as possible.

Your booth is equipped with the following inventory. Additional equipment is available on the forms enclosed:

8' High Back Wall - Burgundy/White  
3' High Side Rails - Burgundy  
1 - 7" x 44" ID Sign

***Please note: The exhibit floor is carpeted. Electricity is NOT included!***

		<p>EXHIBIT AREA INSTALLATION &amp; DISMANTLE</p>
<p>Fontainebleau Miami Beach October 18-20, 2016</p>	<p>6901 NW 26th AVENUE MIAMI, FL 33147 TEL: (305) 673-1123 FAX: (305) 673-8713 WWW.VISTACS.COM</p>	

## Exhibit Area Installation & Dismantle

### Set-up Dates & Times

Monday	October 17, 2016	8:00am-8:00pm
Tuesday	October 18, 2016	8:00am-11:00am

All prefabricated displays must be set and empty crates tagged for storage by  
9:30am on Tuesday, October 18, 2016.

### Exhibit Dates & Times

Tuesday	October 18, 2016	11:30am-4:00pm
Wednesday	October 19, 2016	9:00am-1:00pm
Thursday	October 20, 2016	8:00am-11:00am

### Dismantle Dates & Times

Thursday	October 20, 2016	11:00am-5:00pm
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<p>Please note: Freight not picked up by <u>5:00pm on Thursday, October 20, 2016</u> will be re-routed through the house carrier.</p>
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LIMITS OF LIABILITY  
&  
RESPONSIBILITY

## Limits of Liability and Responsibility

1. Vista Convention Services South shall not be responsible for damage to be uncrated materials, material improperly packed, or concealed.
2. Vista Convention Services South shall not be responsible for loss, theft, or disappearance of exhibitor's material after same has been delivered to exhibitor's booth.
3. Vista Convention Services South shall not be responsible for loss, theft or disappearance of materials before they are picked up from exhibitors' booth for reloading after the show. Bill-of-Lading covering outgoing shipments, which are furnished by Vista Convention Services South to exhibitor, will be checked at time of actual pick-up from booth and corrections made where discrepancies occur.
4. Vista Convention Services South shall not be responsible for any loss, damage or delay due to fire, acts of God, strikes, lockouts or work stoppages of any kind or to any causes beyond its control.
5. Vista Convention Services South 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 South 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.
6. Vista Convention Services South 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.
7. The consignment or delivery of a shipment to Vista Convention Services South 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.

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PAYMENT  
POLICIES

DEADLINE DATE:  
TUESDAY, OCTOBER 4, 2016

### Payment Options

We offer three convenient ways for you to pay for furniture and carpet rentals, material handling, signs and other services provided by Vista Convention Services South in our role as the Official Contractors for this show.

**1. All checks must be in U.S. funds drawn on a U.S. bank**

**2. Advance Payment by Company Check**

Attach check to order forms. Additionally, although you may choose to pay by company check or cash for charges incurred at show site, we require your signed Payment and Credit Card Charge Authorization Form to be on file with Vista Convention Services South in advance to guarantee payment. Please make all checks payable to Vista Convention Services South.

**3. Wire Transfer in U.S. Funds**

Bank information call Vista Convention Services South (305) 673-1123 or e-mail: [vistasouth@vistacs.com](mailto:vistasouth@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 Convention Services South will charge the following fees:

**Domestic incoming wire transfer fee: \$25.00**

**International incoming wire transfer fee: \$35.00**

**4. Credit Card**

Use MasterCard, VISA or American Express. To accept charges, you must complete the PAYMENT AND CREDIT CARD CHARGE AUTHORIZATION form on the following page. For discount rates to apply, Vista Convention Services South must receive this form by Tuesday, October 4, 2016.

### Showsite Orders

To save money, take advantage of the pre-show discounts by ordering as many of your requirements as possible before the Discount Deadline Date. ***For the discount prices to be in effect, your order must be received by the Discount Deadline Date, and payment must accompany your order.*** Orders received after the Discount Deadline Date or made at the Exhibitor Service Desk during the show will be billed at the "standard" prices listed on the various forms.

### Payment Terms

To process your order for services and materials listed in the Exhibitor Service Manual, we require your signed Payment and Credit Card Charge Authorization Form to be on file with Vista Convention Services South in advance to guarantee payment. Invoices for outstanding balances will be available at the Exhibitor Service Desk for your review and payment. Prepayments will be indicated, and any balance due must be paid in full by cash, check or credit card upon presentation. All payment inquiries should be resolved before you leave the show.

Invoices will be distributed the last day of the show. If you have any concerns about your charges for inbound freight, installation labor, furniture or accessories, please stop by the Exhibitor Service Desk. Charges for these items may not be disputed after the show.

Additionally, Vista Convention Services South is authorized to charge the exhibitor's credit card for any charges incurred following the show, i.e. dismantle labor, outbound overtime drayage charges, etc. In these circumstances, Vista will charge the exhibitor's credit card on file, and mail an invoice to the exhibitor, outlining charges which were billed.

All charges payable in U.S. Funds only. Checks, cash, Traveler's checks, MasterCard, VISA and American Express are accepted. ***Telephone orders are not accepted.***

**Cancellation Policy:** Items cancelled before the deadline date will be refunded at 50%. **NO REFUNDS AFTER DEADLINE DATE.**

**Please Note:** All materials are on a rental basis for the duration of the show and remain the property of Vista Convention Services South.

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STANDARD BOOTH  
FURNISHINGS  
&  
CARPET  
ORDER FORM

DEADLINE DATE:  
TUESDAY, OCTOBER 4, 2016

**Rental price includes delivery to and removal from your booth.**

QTY.	DISCOUNT RATES	STANDARD RATES	AMT.
<b>SEATING</b>			
Side Chair.....	\$75.00	\$ 97.50	_____
Padded Stool.....	\$122.50	\$165.00	_____

<b>ACCESSORIES</b>			
Round Pedestal Table (30" h x 30" d).....	\$147.50	\$197.50	_____
Round Pedestal Table (42" h x 30" d).....	\$167.50	\$207.50	_____
Wastebasket.....	\$ 25.50	\$ 37.50	_____
Easel.....	\$ 55.00	\$ 75.00	_____
Chrome Sign Frame (22" x 28").....	\$ 83.00	\$110.00	_____
Bag Holder.....	\$ 99.00	\$130.00	_____
8' Pipe & Base.....	\$ 40.00	\$ 60.00	_____
Crossbar.....	\$ 27.75	\$ 36.00	_____
Garment Rack.....	\$ 99.00	\$130.00	_____
Literature Rack.....	\$125.00	\$195.00	_____
Black Stanchion.....	\$ 75.00	\$ 95.00	_____

**STANDARD CARPET**

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

10' x 10'.....	\$150.00	\$199.00	_____
10' x 20'.....	\$300.00	\$398.00	_____
10' x 30'.....	\$450.00	\$597.00	_____
10' x 40'.....	\$600.00	\$796.00	_____
10' x 50'.....	\$750.00	\$995.00	_____

Circle color: Blue Burgundy Gray Teal Red Black Hunter Green

**CUSTOM SIZE CARPET**

Price includes installation to fit booth space, protective covering, and edges taped.  
INDICATE OVERALL DIMENSIONS:

\_\_\_\_\_ ft. x \_\_\_\_\_ ft. (100 sq. ft. minimum) \$3.75 sq. ft. \$5.00 sq. ft.  
Circle color: Blue Burgundy Gray Teal Red Black Hunter Green

**CARPET PADDING**

INDICATE OVERALL DIMENSION:  
\_\_\_\_\_ ft. x \_\_\_\_\_ ft. (100 sq. ft. minimum) \$1.70 sq. ft. \$2.30 sq. ft.

QTY.	DISCOUNT RATES	STANDARD RATES	AMT.
<b>DRAPED DISPLAY TABLES - 30" HIGH</b>			
Price includes white vinyl top & 3 sides			
Circle color: Blue Black Burgundy Purple Gray Red Teal White Hunter Green			

2' x 4' x 30".....	\$140.00	\$175.00	_____
2' x 6' x 30".....	\$155.00	\$210.00	_____
2' x 8' x 30".....	\$175.00	\$225.00	_____
4th Side Drape 6' & 8' Only.....	\$ 36.50	\$ 78.00	_____

**DRAPED DISPLAY TABLES - 42" COUNTER HIGH**

Price includes white vinyl top & 3 sides  
Circle color: Blue Black Burgundy Purple Gray Red Teal White Hunter Green

2' x 4' x 42".....	\$157.50	\$205.00	_____
2' x 6' x 42".....	\$185.00	\$245.00	_____
2' x 8' x 42".....	\$215.00	\$290.00	_____
4th Side Drape 6' & 8' Only.....	\$ 36.50	\$ 78.00	_____

**UNDRAPED DISPLAY TABLES - 30" HIGH**

2' x 4' x 30".....	\$ 97.50	\$127.50	_____
2' x 6' x 30".....	\$110.00	\$145.00	_____
2' x 8' x 30".....	\$140.00	\$175.00	_____

**UNDRAPED DISPLAY TABLES - 42" HIGH**

2' x 4' x 42".....	\$122.00	\$152.50	_____
2' x 6' x 42".....	\$137.00	\$167.00	_____
2' x 8' x 42".....	\$155.00	\$210.00	_____

**DRAPED RISERS**

White Vinyl

4' One Step.....	\$ 49.75	\$ 64.25	_____
6' One Step.....	\$ 64.50	\$ 83.50	_____
Raise & Drape Package			_____
Table to 42" high.....	\$62.50	\$ 78.00	_____

**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 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.**

ALL CHARGES SUBJECT TO SALES TAX (7%)  
FULL PAYMENT MUST ACCOMPANY ORDER  
TOTAL ALL ITEMS ORDERED  
ATTACH TO ORDER RECAP & CREDIT CARD AUTHORIZATION FORM  
ENTER TOTAL

Company Name \_\_\_\_\_ Booth # \_\_\_\_\_  
Street Address \_\_\_\_\_ Phone # \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Fax# \_\_\_\_\_  
Ordered by (Print or Type) \_\_\_\_\_ E-Mail \_\_\_\_\_  
Signature \_\_\_\_\_ Title \_\_\_\_\_

MAIL OR FAX TO VISTA CONVENTION SERVICES SOUTH BEFORE DEADLINE DATE

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PLUSH BOOTH  
CARPET  
ORDER FORM

DEADLINE DATE:  
TUESDAY, OCTOBER 4, 2016

**INCLUDES LABOR TO INSTALL AND REMOVE VISQUEEN COVER.**

## PLUSH BOOTH CARPET - 28 OZ.

Orders MUST be received by the Deadline Date above to guarantee delivery.

Carpet Size \_\_\_\_\_ x \_\_\_\_\_ = \_\_\_\_\_ (calculate to the next full foot, 200 square feet minimum)

<b>QTY</b>	<b>TOTAL</b>
_____ Square feet (200 square feet minimum)	\$5.95 per sq. ft. _____

Please circle your selection:

FRENCH BEIGE	NAVY
COLONY BLUE	BLACK
CHARCOAL GRAY	WHITE

**CANCELLATION POLICY:** Items cancelled before the deadline date will be refunded at 50%.  
**NO REFUND AFTER DEADLINE DATE.**

**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 and 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.

**ALL CHARGES SUBJECT TO SALES TAX (7%)**  
**FULL PAYMENT MUST ACCOMPANY ORDER**  
**TOTAL ALL ITEMS ORDERED**  
**ATTACH TO PAYMENT & CREDIT CARD AUTHORIZATION FORM**  
**ENTER TOTALS**

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

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

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Fax # \_\_\_\_\_

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

Signature \_\_\_\_\_ Title \_\_\_\_\_

MAIL OR FAX TO VISTA CONVENTION SERVICES SOUTH

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BOOTH CLEANING  
&  
PORTER SERVICES  
ORDER FORM

DEADLINE DATE:  
TUESDAY, OCTOBER 4, 2016

### BOOTH CLEANING RATES

Please indicate your requirements:

- Daily - Vacuuming.....\$.45 per sq. ft.
- Once - Vacuuming before initial opening.....\$.65 per sq. ft.

Calculate total:

Size of booth: \_\_\_\_\_ x \_\_\_\_\_ = \_\_\_\_\_ sq. ft. x rate: \_\_\_\_\_ x No. Of Days: \_\_\_\_\_ = \$ \_\_\_\_\_

**(Minimum charge: 100 Sq. Ft. Per Day)**

*Price is based on total square footage of your booth space.*

**NOTE:** All rental carpets are delivered clean to your booth space. However, during set-up, the carpet can become spoiled. We suggest you order cleaning service at least once prior to show opening.

### PORTER SERVICE

Vista Convention Services South will assign (1) man every hour (maximum of 8 hours per day) during show hours to your booth for removal of excess trash. This service is being provided to all exhibitors at a **\$1.00 per square foot per day after a minimum charge of 100 square feet.**

Please calculate your total below:

Size of booth: \_\_\_\_\_ x \_\_\_\_\_ = \_\_\_\_\_ sq. ft. x rate: **\$1.25** x Number Of Days: \_\_\_\_\_ = \$ \_\_\_\_\_

**(Minimum charge: 100 Sq. Ft. Per Day - \$125)**

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FULL PAYMENT MUST ACCOMPANY ORDER  
TOTAL ALL ITEMS ORDERED  
ATTACH TO ORDER RECAP & CREDIT CARD AUTHORIZATION FORM  
ENTER TOTAL

Company Name \_\_\_\_\_ Booth # \_\_\_\_\_  
 Street Address \_\_\_\_\_ Phone # \_\_\_\_\_  
 City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Fax# \_\_\_\_\_  
 Ordered by (Print or Type) \_\_\_\_\_ E-Mail \_\_\_\_\_  
 Signature \_\_\_\_\_ Title \_\_\_\_\_

MAIL OR FAX TO VISTA CONVENTION SERVICES SOUTH BEFORE DEADLINE DATE

SHOWEAST  
**MIAMI**

Fontainebleau Miami Beach  
October 18-20, 2016

**VISTA**  
CONVENTION SERVICES SOUTH

6901 NW 26th AVENUE  
MIAMI, FL 33147  
TEL: (305) 673-1123 FAX: (305) 673-8713  
WWW.VISTACS.COM

VCS MODULAR  
RENTAL UNITS

DEADLINE DATE:  
TUESDAY, OCTOBER 4, 2016

VCS TableTop

**Unit contains**

- Lit Header - 70"x8"
- 6' Draped Table
- White Foamcore or Grey Velcro panel
- Vinyl Header
- Custom Graphics Available



Price \$725.00

VCS 10

**Unit contains**

- Custom Header 10.5"x117"
- 3-Graphic Panels (Panel size - 38 1/4"x 87")
- 2 -Arm Lights



Price \$1,500.00

**Optional Rental Accessories**

Qty	Item	Price	Total
___	Side Rail (each)	\$140.00	\$ ___

**Extra Shelves**

Qty	Item	Price	Total
___	1 - Shelf & 2 - Brackets	\$75.00	\$ ___

VCS 20

**Unit contains**

- 2-Custom Headers 10.5"x117"
- 6-Graphic Panels (Panel Size - 38 1/4"x87")
- 4-Arm Lights



Price \$2,500.00

Lockable Counters (White only)



Qty	Item	Price	Total
___	40"L x 42"H x 22"W	\$325.00	\$ ___
___	80"L x 42"H x 22"W	\$495.00	\$ ___

**All graphics must be sent per the graphic guidelines.**

**Custom units available.  
Please call for pricing.**

Header Copy:

**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.**

**ALL CHARGES SUBJECT TO SALES TAX (7%)**  
FULL PAYMENT MUST ACCOMPANY ORDER  
TOTAL ALL ITEMS ORDERED  
ATTACH TO ORDER RECAP & CREDIT CARD AUTHORIZATION FORM  
ENTER TOTAL

Company Name \_\_\_\_\_ Booth # \_\_\_\_\_  
Street Address \_\_\_\_\_ Phone # \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Fax# \_\_\_\_\_  
Ordered by (Print or Type) \_\_\_\_\_ E-Mail \_\_\_\_\_  
Signature \_\_\_\_\_ Title \_\_\_\_\_

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SLAT WALL  
ORDER FORM

DEADLINE DATE:  
TUESDAY, OCTOBER 4, 2016

**Choice A**  
**Single Slat Wall**

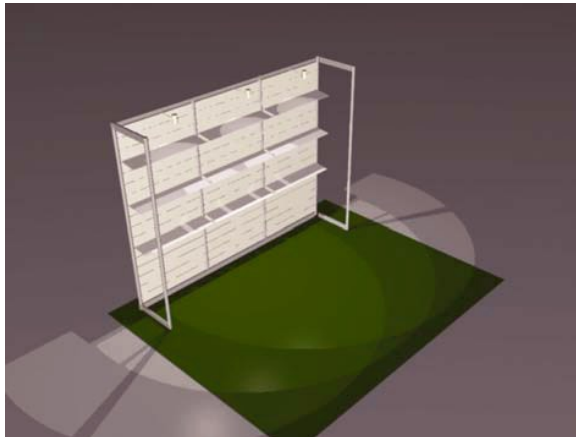


**Unit contains**

- 1 – 1 meter slat wall
- 2 – support brackets
- 1 – arm light (electrical not included)
- **Please select one:**
  - 20 hooks or  3 shelves
- Installation and dismantle

**\$495.00 Discount Price**  
**\$650.00 Show Site Price**

**Choice B**  
**10' Slat Wall**

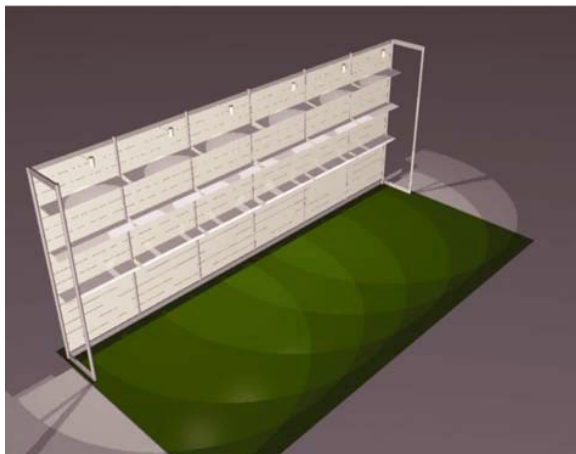


**Unit contains**

- 3 – 1 meter slat wall
- 2 – support brackets
- 3 – arm lights (electrical not included)
- **Please select one:**
  - 40 hooks or  9 shelves
- Installation and dismantle labor

**\$1,250.00 Discount Price**  
**\$1,495.00 Show Site Price**

**Choice C**  
**20' Slat Wall**



**Unit contains**

- 6 – 1 meter slat wall
- 2 – support brackets
- 6 – arm lights (electrical not included)
- **Please select one:**
  - 60 hooks or  18 shelves
- Installation and dismantle labor

**\$1,950.00 Discount Price**  
**\$2,550.00 Show Site Price**

SHOWEAST  
**MIAMI**

Fontainebleau Miami Beach  
October 18-20, 2016

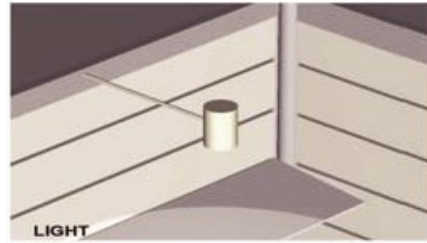
**VISTA**  
CONVENTION SERVICES SOUTH

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SLAT WALL  
ORDER FORM

DEADLINE DATE:  
TUESDAY, OCTOBER 4, 2016

**Optional Rental Accessories**



Qty	Item	Price	Total
_____	Shelves	\$32.50	\$_____
_____	Arm Lights	\$49.50	\$_____
_____	4" Hooks	\$3.40	\$_____
_____	6" Hooks	\$6.50	\$_____

**Please make your selection:**

Slat Wall:

A    B    C

Slat Wall Choice A, B or C    \$ \_\_\_\_\_  
**Accessories**                                \$ \_\_\_\_\_  
**Subtotal**                                        \$ \_\_\_\_\_  
**Add 7% sales tax**                        \$ \_\_\_\_\_  
**Total Payment**                             \$ \_\_\_\_\_

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 FULL PAYMENT MUST ACCOMPANY ORDER  
 TOTAL ALL ITEMS ORDERED  
 ATTACH TO ORDER RECAP & CREDIT CARD AUTHORIZATION FORM  
 ENTER TOTAL

Company Name \_\_\_\_\_ Booth # \_\_\_\_\_  
 Street Address \_\_\_\_\_ Phone # \_\_\_\_\_  
 City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Fax# \_\_\_\_\_  
 Ordered by (Print or Type) \_\_\_\_\_ E-Mail \_\_\_\_\_  
 Signature \_\_\_\_\_ Title \_\_\_\_\_

MAIL OR FAX TO VISTA CONVENTION SERVICES SOUTH BEFORE DEADLINE DATE



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SPECIAL  
SIGNS

DEADLINE DATE:  
MONDAY, SEPTEMBER 26, 2016

### Special Signs

Qty	Size	Digital Prints Advance Prices	Digital Prints after Deadline Price	Amount
_____	7" x 44"	\$50.00	\$65.00	\$_____
_____	14" x 22"	\$75.00	\$95.00	\$_____
_____	22" x 28"	\$120.00	\$160.00	\$_____
_____	28" x 44"	\$149.00	\$190.00	\$_____
_____	1 Meter x 8'	\$295.00	\$375.00	\$_____

- 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 ten days before show opens. Orders after Deadline Date will be subject to an additional 25% fee.**
  - Please utilize one of the following programs: Adobe Acrobat Professional 8.0, Adobe Illustrator CS5, Photoshop CS5, or Adobe InDesign CS5. For further details, refer to the Graphic Guidelines page.

Vertical  Horizontal  Color of Background  Color of Lettering

Please type desired copy below or attach a separate sheet

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ENTER TOTAL

Company Name \_\_\_\_\_ Booth # \_\_\_\_\_  
Street Address \_\_\_\_\_ Phone # \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Fax# \_\_\_\_\_  
Ordered by (Print or Type) \_\_\_\_\_ E-Mail \_\_\_\_\_  
Signature \_\_\_\_\_ Title \_\_\_\_\_

MAIL OR FAX TO VISTA CONVENTION SERVICES SOUTH BEFORE DEADLINE DATE

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GRAPHIC  
GUIDELINES

DEADLINE DATE:  
MONDAY, SEPTEMBER 26, 2016

## GUIDELINES FOR SUBMITTING GRAPHICS

### Vista Convention Services-Design/Graphics Department/Miami, Florida

#### Vista Convention Services

6901 NW 26th Ave.  
Miami, FL 33147  
E-mail: [vistasouth@vistacs.com](mailto:vistasouth@vistacs.com)

We can accept graphic files created with the following programs:

**Adobe Acrobat Professional 8.0**  
**Adobe Illustrator CS5**  
**Photoshop CS5**  
**Adobe InDesign CS5**

We prefer to work with Adobe Acrobat high resolution PDF files. However we will also accept: Whenever possible artwork saved as vector files, which can be resized without losing resolution.

**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 300dpis on a half size graphic or actual size graphic at 90-120 dpis. If uncertain as to requirements please consult us before sending files

**(\*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.”**

We are not responsible for spelling mistakes on text or low resolution images sent by clients. A fee applies for replacing the sign.

#### 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 which are not overly large can be sent by e-mail. If you have a FTP site we could download the file if you send the information we need. Otherwise we would prefer files sent on a CD. If you have any questions, please contact us before sending your files.

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SHOWCASE  
ORDER FORM

DEADLINE DATE:  
TUESDAY, OCTOBER 4, 2016



**FULL VISION**



**HALF VISION**



**QUARTER VISION**

The above Counter Cases are 38" High - 20" Deep, Light and Locks (Electrical Outlet NOT included)

**Regular Wall Case - 84" High**



**See-Through Wall Case - 84"**

Both wall cases are 18" Deep, Adjustable Glass Shelves, Glass Sliding Doors & Light, Walnut Finish (Electrical Outlet NOT included)

Please indicate your requirements:

Quantity	Type of Showcase	Price - Each	Amount
_____	6' Full Vision	\$560.00	\$_____
_____	6' Half Vision	\$560.00	\$_____
_____	6' Quarter Vision	\$560.00	\$_____
_____	6' Regular Wall Case	\$610.00	\$_____
_____	6' See through Wall Case	\$750.00	\$_____

**Please note: All showcase orders received after the deadline date will be charged an additional 30% Rental price includes delivery to and removal from your booth space.**  
*Showcases will be delivered in white, unless color is indicated!*

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FULL PAYMENT MUST ACCOMPANY ORDER  
TOTAL ALL ITEMS ORDERED  
ATTACH TO ORDER RECAP & CREDIT CARD AUTHORIZATION FORM  
ENTER TOTAL

Company Name \_\_\_\_\_ Booth # \_\_\_\_\_  
Street Address \_\_\_\_\_ Phone # \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Fax# \_\_\_\_\_  
Ordered by (Print or Type) \_\_\_\_\_ E-Mail \_\_\_\_\_  
Signature \_\_\_\_\_ Title \_\_\_\_\_

MAIL OR FAX TO VISTA CONVENTION SERVICES SOUTH BEFORE DEADLINE DATE

SHOWEAST  
MIAMI

Fontainebleau Miami Beach  
October 18-20, 2016

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INTENT TO USE  
NON-OFFICIAL  
CONTRACTORS

DEADLINE DATE:  
TUESDAY, OCTOBER 4, 2016

### Intent to Use Non-Official Contractors

**A Non-Official Contractor is:** Any individual who is not a full-time permanent employee of an exhibiting firm, who is providing a service to an exhibitor on-site at the convention facility and does not represent one or more of the official contractors.

1. Exhibitors who choose to use a Non-Official Contractor must complete and sign this form. It must be received at Vista Convention Services South no later than the **Deadline Date** shown above. No extensions or exceptions will be granted after the published deadline.
2. The Non-Official Contractor must provide Vista Convention Services South with a valid and current Certificate of Insurance naming Vista Convention Services South as the Certificate Holder. This certificate must be received no later than the **Deadline Date** shown above. No extensions or exceptions will be granted after the published deadline.
3. Failure to provide Vista Convention Services South with the above items 1 and 2 will result in said firms being required to hire installation and dismantling labor from Vista Convention Services South. Non-official contractors will be able to provide supervision only.
4. All representatives of the Non-Official Contractors must obtain an "Exhibit Crew" badge at Vista Convention Services South Labor Desk.

Exhibiting Firm: \_\_\_\_\_ Booth #: \_\_\_\_\_

Authorized Name & Title: \_\_\_\_\_

Authorized Signature: \_\_\_\_\_

Full Name of Non-Official Contractor: \_\_\_\_\_

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

City, State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

Certificate of Insurance Included:  Yes  No

Non-Official Contractor "Show Site" Representative: \_\_\_\_\_

Type of Service to Be Performed: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

*Retain one copy for your files.*

SHOWEAST  
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October 18-20, 2016

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LIMITS OF LIABILITY  
&  
RESPONSIBILITY  
FOR LABOR

## Limits of Liability and Responsibility for Labor

1. Vista Convention Services South shall not be responsible for damage to be uncrated materials, material improperly packed, or concealed.
2. Vista Convention Services South shall not be responsible for loss, theft, or disappearance of exhibitor's material after same has been delivered to exhibitor's booth.
3. Vista Convention Services South shall not be responsible for loss, theft or disappearance of materials before they are picked up from exhibitors' booth for reloading after the show. Bill-of-Lading covering outgoing shipments, which are furnished by Vista Convention Services South to exhibitor, will be checked at time of actual pick-up from booth and corrections made where discrepancies occur.
4. Vista Convention Services South shall not be responsible for any loss, damage or delay due to fire, acts of God, strikes, lockouts or work stoppages of any kind or to any causes beyond its control.
5. Vista Convention Services South 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 South 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.
6. Vista Convention Services South 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.
7. The consignment or delivery of a shipment to Vista Convention Services South 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.

**SHOWEAST  
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**LABOR  
ORDER FORM**

DEADLINE DATE:  
TUESDAY, OCTOBER 4, 2016

**Display Labor for Installation and Dismantling of Exhibits**

**Display Labor Rates:**

**Straight Time**  
\$90.00 per hour  
One hour minimum per worker  
Thereafter 1/2 hr. increments

**ST:** 8:00AM to 3:30PM  
Monday through Friday

**Overtime**  
\$135.00 per hour  
One hour minimum per worker  
Thereafter 1/2 hr. increments

**OT:** Before 8:00AM and after 3:30PM  
Monday through Friday and all hours  
on Saturday and Sunday

**ALL LABOR ORDERS RECEIVED AFTER THE ABOVE SPECIFIED DEADLINE DATE WILL BE CHARGED AN ADDITIONAL 25%**

**PLEASE 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 man ordered, unless we received written cancellation 24 hours prior to starting time.

**Please indicate the type of labor requested:**

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

	No. Men	Date	Time	Approx. Hours
<b>Set-up</b>				
<b>Dismantle</b>				

\_\_\_\_ **PLAN B - VISTA CONVENTION SERVICES SUPERVISION** - Hourly rate plus 35% Supervision Charge/Minimum \$40.00

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

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

**SET-UP DIAGRAMS MUST BE INCLUDED WITH LABOR ORDER PLAN B: VISTA SUPERVISION**

After Dismantle Return Display To (Shipping Address): \_\_\_\_\_

\_\_\_\_\_ **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.**

**PAYMENT POLICY: CREDIT CARD INFORMATION MUST BE ON FILE FOR SET-UP & DISMANTLE LABOR ORDERS**

Company Name _____										Booth _____														
Street Address _____															Phone # _____									
City _____					State _____					Zip _____					Fax# _____									
Ordered by (Print or Type) _____															E-Mail _____									
Signature _____															Title _____									
CREDIT CARD: <input type="checkbox"/> M/C <input type="checkbox"/> VISA <input type="checkbox"/> AMEX										ACCOUNT NUMBER: _____										EXPIRATION DATE: _____				
CARDHOLDERS SIGNATURE: _____															CARDHOLDERS NAME: _____									

**MAIL OR FAX TO VISTA CONVENTION SERVICES SOUTH**

		<p style="text-align: center;">UNION JURISDICTIONS</p>
<p style="text-align: center;">Fontainebleau Miami Beach October 18-20, 2016</p>	<p style="text-align: center;">6901 NW 26th AVENUE MIAMI, FL 33147 TEL: (305) 673-1123 FAX: (305) 673-8713 WWW.VISTACS.COM</p>	

## Union Jurisdictions

**Exhibit Labor Jurisdictions**

Union exhibit labor claims jurisdiction for the installing, dismantling, and cleaning of prefabricated exhibits and displays when this work is done by persons other than fulltime company personnel. Labor may be employed by completion of labor forms enclosed in the exhibitor kit. They are not required to put your products on display, to open cartons containing your products, nor to perform testing, maintenance, or repairs on your products. If, however, you hire any laborer to assist you, it should be through the Official Contractor.

**Freight Handling Jurisdiction**

Vista Convention Services South has the responsibility of receiving and handling all exhibits material and empty crates for a fee as published on the enclosed Material Handling page. It is their responsibility to manage docks and schedule vehicles for the smooth and efficient move in and move out of the exhibition. Vista Convention Services South will not be responsible, however, for any materials, they do not handle. Vista Convention Services South will have complete control of the loading dock at all times. If you wish to unload or load you must report to the Vista Convention Services South Service Desk. Do not proceed to the docks until told to do so.

Vehicle must not be left to unattended at the loading areas. Any unattended vehicles will be towed away at owner’s expense.

The Fire Marshal absolutely prohibits the storage of empty containers in the exhibit hall. Arrangements are available with Vista Convention Services South to store empty crates. Please refer to the Material Handling and Shipping Information pages for more information.

**Gratuities**

Tipping is expressly prohibited. This includes such practices as giving money, merchandise, or other special consideration for services rendered. Do not give coffee breaks other than mid-morning and mid-afternoon, when the union has a paid break. Any attempt to solicit a gratuity by an employee for any service should be reported immediately to the Exhibit Manager and Vista Convention Services South.

**In General**

Craftsmen at all levels must be instructed to refrain from expressing any grievances or directly challenging the practices of any exhibitor. All questions originated by labor are to be expressed only to Vista Convention Services South and/or the Exhibit Manager. Exhibitors are asked to refrain from voicing labor complaints directly to craft personnel. Any questions regarding contract labor should be directed to the Exhibit Manager or Vista Convention Services South.



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MATERIAL HANDLING  
SERVICES  
&  
RATES

DEADLINE DATE:  
MONDAY, OCTOBER 10, 2016

### Material Handling Services & Rates

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 and from storage and remove shipment from booth for reloading onto outbound carriers. **Please note: 200lbs. minimum for this service.**

**IMPORTANT: Due to clearance restriction, materials such as crates and/or boxes etc. over 94" tall will require special handling. Please call if you have any questions.**

<p>Per CWT (100 lbs.) <i>Minimum charge (200 lbs.)</i> <b>Warehouse Rate</b>            <b><u>\$104.00</u></b>  <b>Showsite Rate</b>                <b><u>\$110.00</u></b></p>	<p><b><u>Crated and/or skidded Floor Load Shipments</u></b> These <u>round trip rates</u> apply to crated and/or floor load shipments that can be unloaded at the dock without additional handling (such as ground loading, side door loading, constricted space loading, designated piece loading or stacked shipments) required.</p>
<p>Per CWT (100 lbs.) <i>Minimum charge (200 lbs.)</i> <b>Warehouse Rate</b>            <b><u>\$148.00</u></b>  <b>Showsite Rate</b>                <b><u>\$155.00</u></b></p>	<p><b><u>Uncrated, Unskidded, Wrapped Shipments and Crated Shipments Requiring Special Handling</u></b> These <u>round trip rates</u> apply to uncrated, unskidded 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). FedEx and UPS are included in this category due to their delivery procedures and documentation.</p>
<p>Per CWT (100 lbs.)  <b>A 25% surcharge for each occurrence will apply in addition to the above rates.</b></p>	<p><b><u>Overtime Rates</u></b> <b>All rates quoted above are straight time rates.</b> All freight received at the warehouse and/or showsite that must be moved in or out of the booth before 8:00AM or after 3:30PM on weekdays or all day Saturdays, Sundays or holidays will be charged in addition to the above rates</p>
<p>Per CWT (100 lbs.) <i>Minimum charge (200 lbs.)</i> <b>A 25% surcharge for each occurrence will apply in addition to the above rates.</b></p>	<p><b><u>Deliveries to Warehouse AFTER DEADLINE DATE</u></b> Shipments received at the warehouse after 3:30PM or after the deadline date of <u>Monday, October 10, 2016</u> will be charged in addition to the above rates.</p>
<p>*First Package <b><u>\$60.00</u></b>  <b>***Each additional package \$50.00</b></p>	<p><b><u>Small Package Shipments</u></b> Cartons and envelopes received at show site without documentation will be delivered without guarantee of piece count or conditions at this rate. Maximum weight per shipment is 50 lbs.</p>



SHOWEAST  
MIAMI

Fontainebleau Miami Beach  
October 18-20, 2016

**VISTA**  
CONVENTION SERVICES SOUTH

6901 NW 26th AVENUE  
MIAMI, FL 33147  
TEL: (305) 673-1123 FAX: (305) 673-8713  
WWW.VISTACS.COM

SHIPPING  
&  
MATERIAL  
HANDLING RECAP

DEADLINE DATE:  
MONDAY, OCTOBER 10, 2016

### Shipping and Material Handling Recap

For complete information and descriptions on shipping and material handling refer to: SHIPPING INFORMATION, SHIPPING INSTRUCTIONS AND MATERIAL HANDLING AND SERVICE RATES forms within this Exhibitor Service Manual.

**IMPORTANT: Due to clearance restriction, materials such as crates and/or boxes etc. over 94" tall will require special handling. Please call if you have any questions.**

<p><b>Computation of Order:</b> When recording weight, round up to the next 100 pounds.</p>	
<p><b><u>Crated and/or skidded Floor Load Shipments</u></b></p>	
<p><b>Warehouse</b> We will ship _____ lbs. @ \$104.00 per 100 lbs. (200 lb. minimum/\$208.00)</p>	\$ _____
<p><b>Showsite</b> We will ship _____ lbs. @ \$110.00 per 100 lbs. (200 lb. minimum/\$220.00)</p>	\$ _____
<p><b><u>Uncrated, Unskidded Wrapped Shipments and Crated Shipments requiring Special Handling</u></b></p>	
<p><b>Warehouse</b> We will ship _____ lbs. @ \$148.00 per 100 lbs. (200 lb. minimum/\$296.00)</p>	\$ _____
<p><b>Showsite</b> We will ship _____ lbs. @ \$155.00 per 100 lbs. (200 lb. minimum/\$310.00)</p>	\$ _____
<p><b><u>Overtime Rates</u></b> All rates quoted above are straight time rates. All freight received at the warehouse and/or showsite that must be moved <b>in or out</b> of the booth before 8:00AM or after 3:30PM on weekdays or all day on Saturdays, Sundays or Holidays will be charged a 25% surcharge for each occurrence in addition to the above rates.</p>	
<p><b><u>Deliveries to Warehouse AFTER Deadline Date</u></b> Shipments received at the warehouse after 3:30PM or after the deadline date of <b>Monday, October 10, 2016</b> will be charged 25% surcharge, for each occurrence, in addition to the above rates.</p>	
<p><b>Payment Enclosed</b></p>	
<p>\$ _____</p>	

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 showsite. If you have any questions about material handling, please contact Vista Convention Services South, Exhibitor Service Department.

COMPANY NAME:

BOOTH #

SHOWEAST  
MIAMI

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October 18-20, 2016

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SHIPPING  
INFORMATION

## Shipping Information

### What you should know:

- \* As an exhibitor, you are responsible for providing your carrier with proper delivery and pickup information for your materials, both in advance and at showsite.
- \* Please prepay all shipping charges. Vista Convention Services South cannot accept or be responsible for collect shipments. All shipments must be accompanied by a Bill-of-Lading. Shipments received without receipts, freight bills or specified unit counts (UPS, Federal Express, personal vehicles, etc.) will be delivered to the exhibitor's booth without guarantee of piece count or condition. No liability will be assumed by Vista Convention Services South for such shipments. Shipments without certified weight documents will be estimated by Vista Convention Services South. This estimate will be binding on both parties and no adjustments will be made after the show closes.
- \* **Do not ship uncrated materials to the warehouse! Loose, uncrated or unskidded materials will be accepted at showsite only. Uncrated shipments received at showsite are charged at higher handling rates than crated, skidded or otherwise self-contained shipments.**
- \* Separate mixed van shipments between crated and uncrated. Clearly identify the weights of each on the Bill-of-Lading. Otherwise, Vista Convention Services South will invoice the entire load at the uncrated rate and will be unable to adjust the charges later.
- \* Select your carrier carefully. Shipments received on vehicles that cannot be unloaded at the dock are considered "special handling" and are charged at higher rates.
- \* All shipments for the show received either in advance or at showsite will be charged material handling by Vista Convention Services South. Refer to the *Material Handling Service and Rates Form*.
- \* All material handling rates are roundtrip and are based on incoming weights only. Overtime charges may apply under some circumstances. Please refer to the *Material Handling Service and Rates Form*.
- \* If granted permission for early move-in (off-target move-in) by show management and Vista Convention Services South, the exhibitor is required to use Vista Convention Services South labor for booth installation.

### Material Handling includes:

- \* Storing your booth in our warehouse for up to 30 days in advance of the show. (Advance shipments only)
- \* Delivering materials to your booth at showsite.
- \* Removing empty containers from your booth, storing them for the duration of the show, then returning them to your booth at close of the show.
- \* Moving packed and labeled materials from your booth to the dock area at close of show and reloading them on designated vehicles based on information provided on your showsite Bill-of-Lading.

### Material Handling does not include:

- \* Labor and/or equipment for uncrating, unskidding, assembling, position, leveling, dismantling, recrating and reskidding machinery and/or equipment for exhibitors. Additional labor to accomplish these tasks may be ordered from the various labor order forms enclosed. Scheduling any carrier for pick up or delivery of your materials, if other than the official show carrier(s).

SHOWEAST  
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TEL: (305) 673-1123 FAX: (305) 673-8713  
WWW.VISTACS.COM

SHIPPING  
INSTRUCTIONS  
(INBOUND)

## Inbound Shipping Instructions

### Freight Handling Services:

Vista Convention Services South is prepared to receive your shipment either in advance at our local warehouse or directly at the exhibit 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 South must have payment before forwarding freight.**

### SHIPPING IN ADVANCE TO THE WAREHOUSE:

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

**TO: ShowEast Miami**  
**(Exhibiting Company's Name & Booth Number)**  
**C/O VISTA CONVENTION SERVICES SOUTH**  
**6901 NW 26th AVENUE**  
**MIAMI, FL 33147**

- **To trace your shipment, please contact the Customer Service Department at (305) 673-1123.**
- Shipments will be received beginning **Friday, September 16, 2016.**
- Shipments received after the deadline of **Monday, October 10, 2016** will be charged an **additional 25% surcharge.**
- Shipments received after **3:30PM** will be charged an **overtime rate.**
- Advance warehouse receiving hours are **Monday through Friday, 8:00AM to 3:30PM**
- Carriers checking in **after 3:30PM Monday through Friday** will not be guaranteed unloading.
- Warehouse shipments will not be received on weekends or holidays.

### SHIPPING DIRECTLY TO SHOWSITE:

All direct shipments to showsite should be addressed/labeled as follows:

**TO: ShowEast Miami**  
**(Exhibiting Company's Name & Booth Number)**  
**C/O VISTA CONVENTION SERVICES SOUTH**  
**FONTAINEBLEAU MIAMI BEACH**  
**4441 COLLINS AVENUE**  
**MIAMI BEACH, FL 33140**

Showsite shipments will be received beginning **10:00am-7:00pm on Monday, October 17, 2016.**

**SHIPMENTS ARRIVING AT SHOWSITE PRIOR TO THIS DATE AND TIME MAY BE REFUSED BY THE VENUE AND/OR CHARGED AN ADDITIONAL FEE.**

SHOWEAST  
MIAMI

Fontainebleau Miami Beach  
October 18-20, 2016

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MIAMI, FL 33147  
TEL: (305) 673-1123 FAX: (305) 673-8713  
WWW.VISTACS.COM

SHIPPING  
INSTRUCTIONS  
(OUTBOUND)

## Outbound Shipping Instructions

### Shipping Outbound from Showsite

- 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 showsite.
- When shipping to separate destinations, a separate Bill-of-Lading is required for each destination.
- All outbound shipments should be addressed/labeled as follows:

**FROM:** (Your Company Name)  
**BOOTH #:**  
**SHOW NAME:** ShowEast Miami  
**LOCATION:** Fontainebleau Miami Beach  
**TO:** (Shipping Address)

- Once your shipment is packed and labeled, return your show Bill-of-Lading to the Vista Convention Services South Service Desk.
- All Bill-of-Ladings must be turned in no later than **3:00pm on Thursday, October 20, 2016.**

**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 overtime charges and/or the rerouting of your materials.
- Be sure to confirm pickup day(s) and time(s) with your selected carrier. All outside carriers (carriers other than **UPS Tradeshow Freight Services**) must be checked in no later than **4:00pm on Thursday, October 20, 2016.**

SHOWEAST  
MIAMI

Fontainebleau Miami Beach  
October 18-20, 2016

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LIMITS OF LIABILITY  
FOR  
MATERIAL HANDLING

## Limits of Liability for Material Handling

- \* Vista Convention Services South shall not be responsible for damage to uncrated materials, material improperly packed, or concealed damage.
- \* Vista Convention Services South 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 South 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 South shall not be responsible for any loss, damage, or delay due to fire, Acts of God, strikes, lockouts or work stoppages of any kind or to any causes beyond its control.
- \* Vista Convention Services South's 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 South's 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 South 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 South 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 South 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 South 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 South.

SHOWEAST  
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October 18-20, 2016

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IMPORTANT FREIGHT  
INFORMATION

## Important Freight Information

### Definition of Special Handling:

“Shipments that are loaded in such a manner as to require additional labor to unload, sort and deliver.”

**Vista Convention Services South uses the following definitions in assessing Special Handling surcharges for material handling:**

- ⇒ **Ground Load/Unload** - Vehicles that are not dock height preventing the use of loading docks, such as U-Hauls, flat bed trailers, double drops, etc. Situations where dock utilization is not possible will result in a Special Handling assessment.
- ⇒ **Side Door Load/Unload** - Shipments that cannot be accessed from the rear of the trailer.
- ⇒ **Constricted Space Load/Unload** - Trailers loaded "high and tight", shipments that are loaded in such a manner as to not be readily available (freight down one side of a trailer that must be bypassed to reach targeted freight).
- ⇒ **Designated Piece Load** - Driver with tape measure who requires loading crew to bring multiple pieces of freight to rear of trailer to select next piece; having to unload and reload to fit, etc.
- ⇒ **Stacked Shipments** - Shipments loaded in such a manner as to require items to be removed to ground level for delivery to booth. Loose items stacked on top of crates and/or pallets constitute special handling.
- ⇒ **Mixed Shipments** - Multiple shipments delivered together without shipment integrity; pieces for separate shipments that are loaded mixed throughout the delivery vehicle, such as UPS, FedEx, DHL, USPS.
- ⇒ **Improper delivery receipts** - Shipments that arrive without individual bills of lading, such as UPS, FedEx, DHL and USPS.

		<p>MATERIAL HANDLING SPECIAL SERVICES</p>
<p>Fontainebleau Miami Beach October 18-20, 2016</p>	<p>6901 NW 26th AVENUE MIAMI, FL 33147 TEL: (305) 673-1123 FAX: (305) 673-8713 WWW.VISTACS.COM</p>	

## Material Handling Special Services

### Empty Storage

Those exhibitors who elect to **hand-carry in one trip** items into the exhibit hall without the assistance of Vista Convention Services South may acquire on-site storage for empty containers based on the following rates: \$20.00 per carton and \$30.00 per fiber case. This service includes removing empties from your booth, storing them during the show and returning them to your booth after show closing. Please refer to the union regulations included in this manual.

### Shipments Returned to Warehouse

At the close of show, for re-forwarding or storage, there will be an additional charge for shipments returned to our warehouse. The initial and minimum fee is \$50.00 up to the first 100 lbs. For shipments over 100 lbs, a fee of \$25.00 per cwt. on straight time and \$30.00 per cwt. on overtime will apply. Warehouse storage space is limited. Please call our Customer Service Department at (305) 673-1123 to confirm availability prior to show.

### Special Rates and Services

Steel banding is available at \$1.05 per linear foot, plus one-half hour minimum labor.

### UPS & FEDEX Shipments

A fee of \$75.00 will apply for all UPS & FedEx shipments going back to Vista Convention Services South Warehouse.



ADVANCE WAREHOUSE SHIPMENTS ONLY

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

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

**SHOWEAST MIAMI**  
C/O VISTA CONVENTION SERVICES SOUTH  
6901 NW 26TH AVE  
MIAMI, FL 33147

ADVANCE WAREHOUSE SHIPMENTS ONLY

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

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

**SHOWEAST MIAMI**  
C/O VISTA CONVENTION SERVICES SOUTH  
6901 NW 26TH AVE  
MIAMI, FL 33147

**FOR ADVANCE SHIPMENTS ONLY**

DELIVER NO LATER THAN MONDAY, OCTOBER 10, 2016.  
RECEIVING 8AM - 3:30PM, MONDAY - FRIDAY, CHECK IN BY 3:00PM.

ADVANCE WAREHOUSE SHIPMENTS ONLY

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

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

**SHOWEAST MIAMI**  
C/O VISTA CONVENTION SERVICES SOUTH  
6901 NW 26TH AVE  
MIAMI, FL 33147

ADVANCE WAREHOUSE SHIPMENTS ONLY

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

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

**SHOWEAST MIAMI**  
C/O VISTA CONVENTION SERVICES SOUTH  
6901 NW 26TH AVE  
MIAMI, FL 33147



ON-SITE DIRECT SHIPMENTS ONLY

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

TO: \_\_\_\_\_

(EXHIBITOR NAME)

(BOOTH #)

**SHOWEAST MIAMI**

**C/O VISTA CONVENTION SERVICES SOUTH**

**FONTAINEBLEAU MIAMI BEACH**

**4441 COLLINS AVENUE**

**MIAMI BEACH, FL 33140**

ON-SITE DIRECT SHIPMENTS ONLY

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

TO: \_\_\_\_\_

(EXHIBITOR NAME)

(BOOTH #)

**SHOWEAST MIAMI**

**C/O VISTA CONVENTION SERVICES SOUTH**

**FONTAINEBLEAU MIAMI BEACH**

**4441 COLLINS AVENUE**

**MIAMI BEACH, FL 33140**

**FOR ON-SITE DIRECT SHIPMENTS ONLY**

Show site shipments will be received beginning [10:00 AM-7:00 PM ON MONDAY, OCTOBER 17, 2016.](#)

ON-SITE DIRECT SHIPMENTS ONLY

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

TO: \_\_\_\_\_

(EXHIBITOR NAME)

(BOOTH #)

**SHOWEAST MIAMI**

**C/O VISTA CONVENTION SERVICES SOUTH**

**FONTAINEBLEAU MIAMI BEACH**

**4441 COLLINS AVENUE**

**MIAMI BEACH, FL 33140**

ON-SITE DIRECT SHIPMENTS ONLY

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

TO: \_\_\_\_\_

(EXHIBITOR NAME)

(BOOTH #)

**SHOWEAST MIAMI**

**C/O VISTA CONVENTION SERVICES SOUTH**

**FONTAINEBLEAU MIAMI BEACH**

**4441 COLLINS AVENUE**

**MIAMI BEACH, FL 33140**

# SHOWEAST 2016 30<sup>TH</sup> ANNIVERSARY

Greetings and welcome to ShowEast 2016, the 30<sup>th</sup> Anniversary of the longest running industry networking event on the East Coast! We are excited to move to the legendary Fontainebleau Resort in Miami Beach, Florida from **October 17-20, 2016** and anticipate a terrific convention. A lot of hard work and planning go into making Expo 2016 a success and it is that same degree of preparation that will ensure your experience is a productive one.

The move to Miami Beach and the Fontainebleau provides us the opportunity to use a different decorator/freight management company, giving a fresh perspective on the Expo and new ideas for your booth space. We'd like to introduce you to Vista Convention Services South, this year's official ShowEast Expo decorator, drayage, and freight management company. Your Online Exhibitor Services Manual gives you the ability to order Vista products and other exhibition services online. Please review the online manual carefully, paying special attention to procedures and deadlines that will save you time and money. Additional vendor and service forms can be downloaded to successfully prepare your booth(s) for the upcoming ShowEast convention.

If you have difficulty reading or understanding any of the forms, please contact:

Vista Convention Services South  
6901 NW 26<sup>th</sup> Avenue  
Miami, FL 33147  
Tel: (305) 673-1123  
Fax: (305) 673-8713  
Email: [vistasouth@vistacs.com](mailto:vistasouth@vistacs.com)

## **Hours of Operation**

Please refer to the following schedule to ensure a smooth move-in and to staff your booth appropriately:

### **Exhibitor Move-In Hours:**

Monday, October 17                      8:00am – 8:00pm  
Tuesday, October 18                     8:00am – 11:00am

### **Expo 2016 Business Hours (TENTATIVE)**

Tuesday, October 18                    11:30am – 4:00pm    Opening Luncheon on the  
Expo 2016 Floor & Splash Foyers  
Wednesday, October 19                9:00am – 1:00pm    Brunch on the Expo 2016 Floor &  
Splash Foyers  
Thursday, October 20                    8:00am – 11:00am    Breakfast on the Expo 2016 Floor &  
Splash Foyers

### **Dismantle Hours**

Thursday, October 20                    11:00am – 5:00pm

## **Booth Height and Sightline Regulations**

While we encourage creative and innovative booth designs that will maximize your company's exposure, everyone must comply with the following limitations for booths of various sizes:

**In-Line / Corner                      Maximum Backwall Height – 8 ft.**

**\*Within two feet of the closest aisle, sidewall must not exceed 42 inches in height.**

**Peninsula**                      **Maximum Backwall Height – 10 ft.**  
**\*Within two feet of the closest aisle, backwall must not exceed 42 inches in height.**  
**Island**                              **Maximum Wall Height – 12 ft.**

**Please note that due to low ceilings inside the Sparkle East and Ocean Promenade Ballrooms, the hanging of signs or banners above your booth space is prohibited.**

Please be courteous to your surrounding booths. Sound levels and projected images from your equipment must remain inside the confines of your allocated space. If Show Management receives complaints that sound emanating from your exhibit space is too loud or if any images are projected into the aisle, on a wall, or into a neighboring booth, we reserve the right to ask that changes be made to minimize disturbance to adjacent exhibitors.

Although some exhibitors have used the same booth scheme for many years, we ask that you take a moment to make sure your booth(s) fits the guidelines listed above. If you have any questions regarding the Expo, policies, contractors, height restrictions, the location, size, layout or design of your booth, etc., please feel free to contact [Jordan.Scherzer@filmexpos.com](mailto:Jordan.Scherzer@filmexpos.com). If you have any doubts or concerns, please send a diagram of your intended booth plan for review.

We are here to work with you and while there are exceptions to every rule, those exceptions can only be made by Show Management. We will be flexible when we can; however, our goal is to not have anyone's booth compromised by another.

**Program Journal Exhibitor Listing – Deadline: Friday, September 9<sup>th</sup>**

Don't miss out on the one item attendees always bring back to their office....the official **ShowEast Program Journal**. The information you submit will provide both existing and potential clients with important contact details about your company. As an Expo 2016 exhibitor already confirmed for the show, why wait? Please [click here](#) to submit your company information today! **NOTE: Each exhibitor will need to enter a distinct customer ID number before entering your information via the aforementioned link. If you have not yet received your customer ID number, please contact [Jordan.Scherzer@filmexpos.com](mailto:Jordan.Scherzer@filmexpos.com).** Exhibitor listing submissions received after the **Friday, September 9<sup>th</sup>** deadline will not be included in the Program Journal.

**New Product Listing – Deadline: Thursday, September 8<sup>th</sup>**

The 2016 ShowEast Program Journal will incorporate a section devoted to "New Products" displayed on the Expo 2016 floor. A new product can be defined as a modern concept to your company that is being introduced at your booth. It can be an update to an old device that will yield new or better results or a brand-new development that expands your company's services. We ask that you submit one high-res jpeg image with a 100-word description of one new product/service as email attachments. All submissions for this section must be emailed to [Jordan.Scherzer@filmexpos.com](mailto:Jordan.Scherzer@filmexpos.com) by **Thursday, September 8<sup>th</sup>**. **(NOTE: We retain the right to edit or not list submissions for products debuting more than 6 months prior to show date.)**

**Program Journal Advertising – Deadline: Thursday, September 8<sup>th</sup>**

The Program Journal is distributed to every delegate at ShowEast. The journal will not only mark the event but will also contain useful reference material that can be utilized throughout the year. By advertising in the Program Journal, your company will be top-of-mind with attendees and they will know where to find you at the show. Please see the form included within the kit and contact [Robin.Klamfoth@filmexpos.com](mailto:Robin.Klamfoth@filmexpos.com) by **Thursday, September 8<sup>th</sup>** for further information.

**Exhibitor and Guest Badges – Deadline: Friday, October 14<sup>th</sup>**

Please be advised, our policy on exhibitor & guest badges is based upon the size of your booth space. A single 10'x10' space will receive five (5) complimentary Exhibitor/Staff badges and seven (7) complimentary Guest badges. If you have a space larger than 400 sq. ft., the

maximum number of complimentary Guest badges will be thirty (30). Additional badges over the allotment are available for \$75 each.

To submit your Exhibitor and Guest badge requests, [click here](#). **NOTE: Each exhibitor will need to enter a distinct customer ID number before entering your information via the aforementioned link. If you have not yet received your customer ID number, please contact [Jordan.Scherzer@filmexpos.com](mailto:Jordan.Scherzer@filmexpos.com).** Please be mindful of the **Friday, October 14<sup>th</sup>** deadline. Additions or changes after this date will have to be requested on-site at the Expo Registration desk beginning Sunday, October 16<sup>th</sup>.

**\*\*Badge requests must include complete and accurate contact information for each individual exhibitor or guest. The sharing of badges is strictly prohibited. Show management reserves the right to withhold distribution or confiscate badges if proper identification cannot be provided.\*\***

### **Signage**

The ShowEast signage package details a wide variety of opportunities available to you inside the Diplomat. Pricing includes production and installation by Quality Sign and Marquee, ShowEast's official signage vendor. Please find the package included within the kit and contact [Jordan.Scherzer@filmexpos.com](mailto:Jordan.Scherzer@filmexpos.com) to confirm availability of desired signage locations.

### **Lightboxes – Deadline: Monday, September 14<sup>th</sup>**

This year, Vista is offering ShowEast clients bigger and better lightboxes than what's been available in the past. As always, the lightboxes will be spread throughout ShowEast occupied areas of the hotel to promote your products/services. Please see the reservation form included within the kit for further details.

### **Lead Retrieval**

The use of lead retrieval devices at your booth can prove extremely beneficial as you meet so many new people on the trade show floor. The devices offered allow you to scan a barcode on each attendee's name badge that will present all of their contact information provided during the convention registration process. For further details and information, including pricing, please see the order forms included within the kit.

### **Drayage**

Plan ahead...a few changes to your shipping method could help save you money! Review the key shipping items in the **Shipping, Drayage and Material Handling** section to find out how you can pack and ship your items most cost efficiently.

### **Hotel Accommodations**

Take advantage of the special ShowEast room rates at the Fontainebleau, Eden Roc, and Four Points Sheraton hotels. Simply [click here](#) to be directed to the Hotel Information section of our website to make your reservation today. We **STRONGLY** recommend you make your reservations prior to **Friday, September 9<sup>th</sup>** to ensure availability. Be sure to mention you are attending ShowEast when making reservations.

The ShowEast team looks forward to another exciting and event-filled convention in Hollywood, Florida! If there is anything we can do to enhance your experience, please do not hesitate to contact us.

Regards,

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