



Exhibitors are encouraged to use our, safe and secure, online ordering website to place orders and provide credit card information.

To log in, click the link below.

[Online Ordering](#)

Existing Users

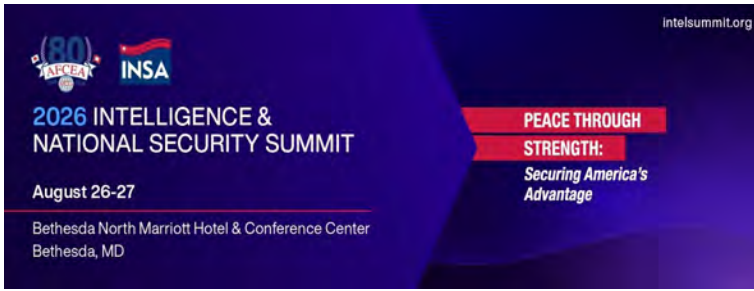
If you have previously placed orders with us, enter your login name (your email address previously provided) and your password. If you have forgotten your password, press "Forgot Password" in the box to receive a new temporary password.

New Users

Contact us for a username and password so you can begin ordering your exhibit booth needs.

If you have any questions, please contact (609) 418-3405 or tbradley@vistacs.com





6575 Delilah Road P: 609-485-2421
PO Box 3000 F: 609-485-2392
Pleasantville, NJ 08232
WWW.VISTACS.COM

SHOW CONTACT INFORMATION

Dear *Exhibitor*:

Vista Convention Services is honored to have been selected as the Official Show Service Contractor for this Exposition. We recognize that your participation in this event is a vital part of your firm's marketing program, and we want to do everything possible to make it profitable and rewarding for you!

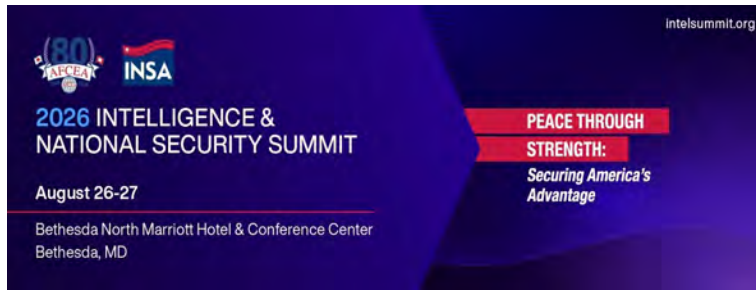
All questions regarding the convention's policies, space assignments, display limitations and event schedules should be directed to:

Andrea McRae: amcrae@eventpower.com

All questions regarding shipping, storage, furniture, and labor should be directed to:

*Customer Service
VISTA CONVENTION SERVICES
6575 Delilah Road
PO Box 3000
Pleasantville, NJ 08232
Tel: (609) 485-2421
email: tbradley@vistacs.com
Order online: Vista online ordering*

Thank you!



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SHOW INFORMATION

Your space includes the following inventory.

SPACE INCLUDES:

- (1) Demo Kiosk (POD) with identification flag
- (1) Counter Stool with back
- Pull-up banners are available for **\$613.00**
Please refer to the Pull-Up Banner form for details.
- Specifications and order form for kiosk (POD) graphics can be found in the Graphics section of this manual.
- **The exhibit hall is carpeted.**



IMPORTANT DATES

Kiosk (POD) Graphic File - **July 10, 2026**

Advance Freight Deadline (without surcharge) **August 18, 2026**

Pull-Up Banners - **August 4, 2026**

Direct to Show Site 1st day For Delivery - **August 26, 2026**

MOVE-IN / SHOW HOURS / MOVE-OUT

Exhibitor Move-In: **Wednesday, August 26, 2026**
 7:00am - 10:00am

ALL KIOSKS MUST BE SET & STAFFED BY 10:00 AM ON WEDNESDAY, AUGUST 26, 2026

Show Hours: **Wednesday, August 26, 2026**
 Exhibit Hall Open | 10:00am - 7:00pm
 Reception | 6:00pm - 7:00pm
Thursday, August 27, 2026
 Exhibit Hall Open | 8:00am - 2:45pm
 Continental Breakfast | 8:00am - 9:00am

Exhibitor Move-out: **Thursday, August 27, 2026**
 (Subject to change) 2:45pm - 4:00pm

SHIPPING INFORMATION

****Due to limited move-in, it is highly recommended you ship to the Advance Warehouse****

Advance to Warehouse

Late to warehouse charges apply after: **August 18, 2026**

Direct to Show Site-Additional noted handling fees will apply!

Do not deliver prior to: **August 26, 2026**

TO: Exhibiting Company Name and Booth #

TO: Exhibiting Company Name and Booth #

FOR: **INSS 2026**

FOR: **INSS 2026**

ABF

Bethesda North Marriott Hotel & Conference Center

c/o Vista Convention Services

c/o Vista Convention Services

6720 Washington Blvd.

5701 Marinelli Road

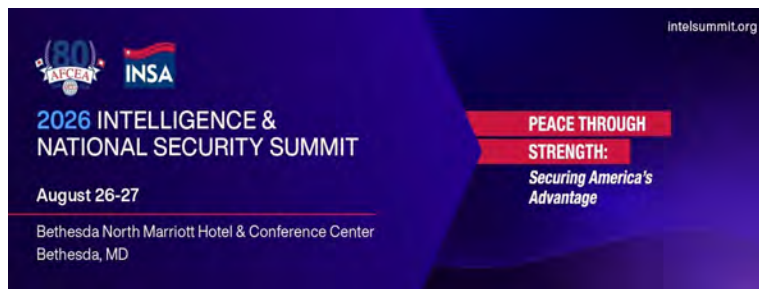
Elkridge, MD 21075

Rockville, MD 20852

Driver Check-In No Later Than: **Thursday, August 27, 2026 - 4:00pm**

****Vista reserves the right to re-route shipments if your carrier fails to show or refuses a shipment****

Electrical, Internet & AV - [Encore](#)



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 Pleasantville, NJ 08232
www.vistacs.com

PAYMENT POLICIES

- Orders received without full payment or credit card information will **NOT** be processed.
- A credit card on file is **required** when using Vista Convention Services
- All charges **must** be paid prior to close of show.
- For your convenience, we accept the following methods of payment: cash, checks and money orders drawn on U.S. banks in U.S. funds, and credit cards including VISA, MasterCard and American Express.
- Purchase Orders are not considered payment, therefore, a check or credit card is required.
- **Please Note: A 3% processing fee will be applied to all credit & debit card payments.**
 We continue to accept alternative payment methods such as checks and ACH transfers with no additional fees.

WIRE TRANSFER

- Bank information call Vista Convention Services (609) 485-2421 or e-mail: dvenezia@vistacs.com
- Wire transfers must be initiated and confirmed at least two weeks before move-in.
- Wire transfers must include the show name, company name and booth number.
- Due to various processing fees we incur from banks clearing wire transfers into our accounts, Vista will charge the following fees:
 ⇒ **Incoming wire transfer fee: \$25.00**

CANCELLATIONS & ADJUSTMENTS

- Items cancelled before the deadline date will be refunded at 50%, **unless otherwise noted on Order Form.**
NO REFUNDS AFTER DEADLINE DATE.
- **NO** adjustments will be made after close of the show.

TAX EXEMPTION

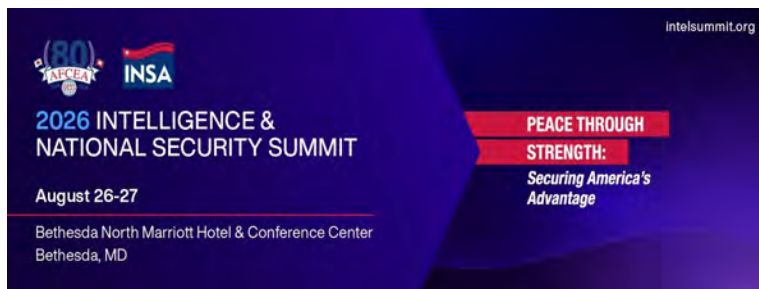
- If tax exempt, a copy of your tax exempt certificate **MUST** accompany your order. This is **NOT** a resale certificate.
- **NO** adjustments for tax exempt status will be made after close of the show.

THIRD PARTY PAYMENT BILLING

- The exhibiting company is ultimately responsible for the payment of all charges. If no arrangements are made for payment of invoice (s) by the third party prior to the last day of the show, charges will revert back to the exhibitor.

MISCELLANEOUS

- **NO** telephone orders accepted
- Rental items not ordered, yet found in booths, are invoiced at "**Standard**" pricing.
- All prices are in U.S. dollars (\$).
- All rental items are subject to applicable taxes.
- All rental items remain the property of Vista Convention Services.



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PAYMENT & CREDIT CARD AUTHORIZATION FORM

*Please complete the information requested & return payment in full with this form and your orders. You may choose to pay by credit card, check or bank wire transfer, however; **WE REQUIRE YOUR CREDIT CARD AUTHORIZATION TO BE ON FILE WITH VISTA CONVENTION SERVICES.** For your convenience, we will use this authorization to charge your credit card for any additional amounts incurred as a result of show site orders placed by your representative for this event.*

Please Note: A 3% processing fee will be applied to all credit & debit card payments.

We continue to accept alternative payment methods such as checks and ACH transfers with no additional fees.

Wire transfers incur a \$25 fee.

*Pull-Up Banner.....	\$
Material Handling Special Services	\$
Estimated Material Handling.....	\$
SUB TOTAL	\$
*ADD 6% MD SALES TAX	\$
NET AMOUNT DUE VISTA	\$

INDICATE PAYMENT METHOD:

Check # _____ Dated _____ Amount \$ _____

Charge to: ☐ MasterCard ☐ VISA ☐ American Express

Account #

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Expiration Date

--	--	--	--	--	--

CVV

--	--	--	--

Cardholder's Name _____

Cardholder's Address _____ (Print or Type)
 City _____ State _____ Zip _____

Signature _____

ALL ORDERS SUBJECT TO LIMITS OF LIABILITY.

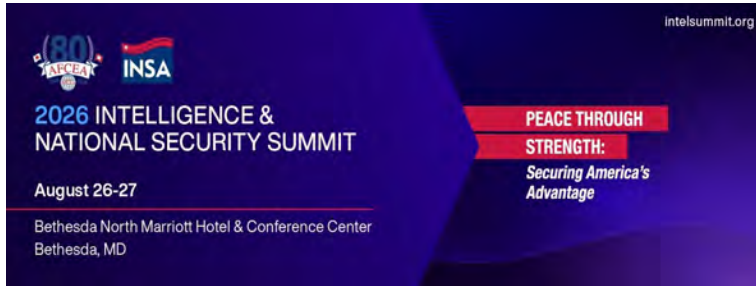
Company Name _____ Booth # _____

Street Address _____ Phone # _____

City _____ State _____ Zip _____

Ordered by (Print or Type) _____ Email _____

Signature _____



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KIOSK GRAPHIC GUIDELINES

DEADLINE DATE: July 10, 2026

GUIDELINES FOR SUBMITTING KIOSK GRAPHICS

Sending Files

Please upload all graphics for your Kiosk to your exhibitor portal under Kiosk Details. If you have any questions or problems with this, [please contact Andrea McRae at amcrae@eventpower.com](mailto:amcrae@eventpower.com)

The following file types will be accepted:

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.

INSS is not responsible for spelling errors or low resolution images sent by clients. Additional fees will apply if correction/replacement is necessary.

Color Matching

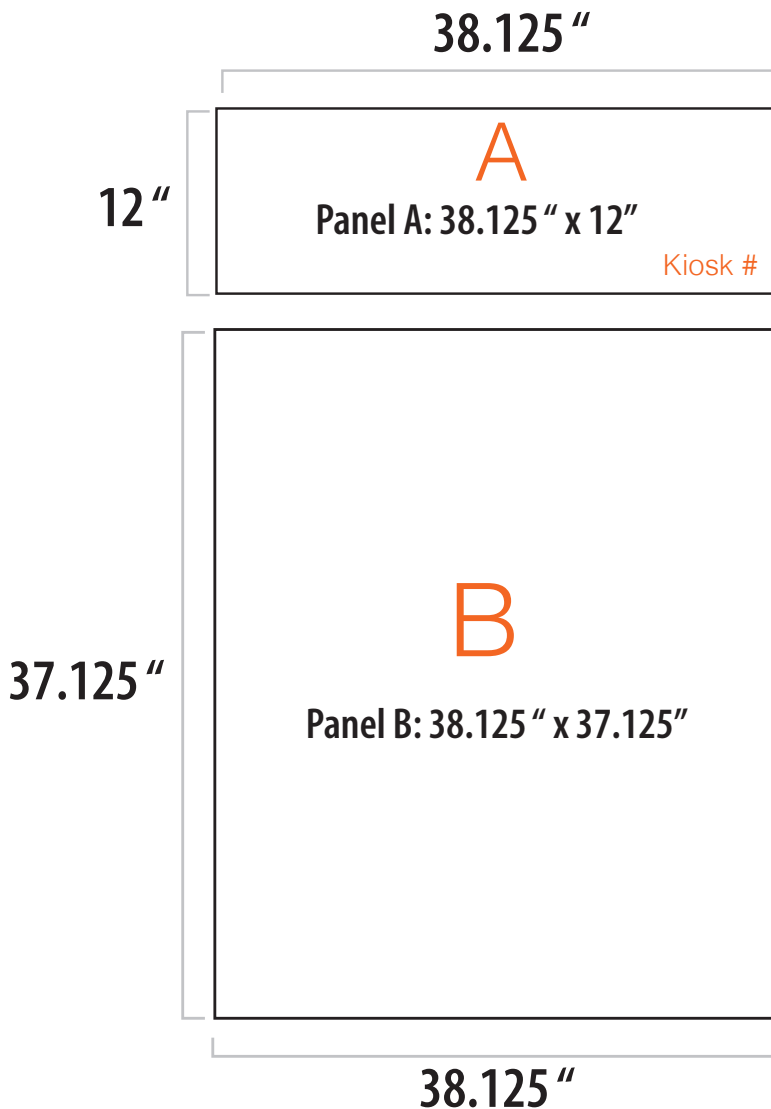
Please provide a method for us to accurately reproduce the colors you require for your graphics. Colors specified using the Pantone ® color matching system is the preferred method.

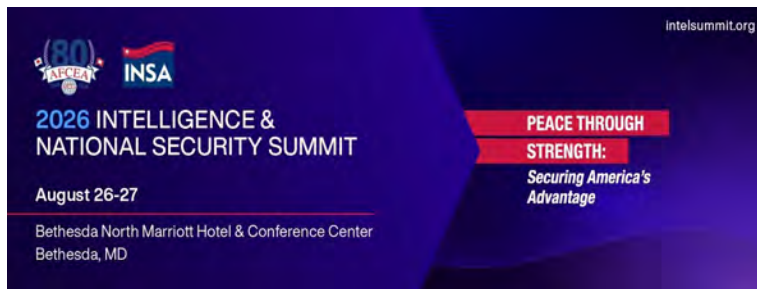
KIOSK GRAPHICS SPECS

File Format:

- High-resolution PDF Preferred
- No crop marks
- Vector files are also acceptable if fonts are converted to outlines

Please include your kiosk number in your design layout





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PULL-UP BANNERS

Submit this form if you wish to order signage from VISTA.

Enter the Graphics Total below on Order Summary / Payment form.

Orders received without full payment or credit card information will not be processed.

Pull-Up Banner orders and graphic files must be received by: August 4, 2026

Qty	Item	Price	Subtotal
_____	Pull-Up Banner	\$ 613.00	\$ _____

Please contact tbradley@vistacs.com for dimensions and file upload information.

- Pull-up banner orders cancelled will be charged 100% of the original price.
- A credit card on file is required when using VISTA CONVENTION SERVICES.

- Transfer this total to the Order Summary / Payment form.
- Payment Method must be completed to process orders.
- Orders received without full payment or credit card will not be processed.

COMPANY NAME _____ **BOOTH #** _____

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



Retractable Banner Dimensions

Retractable Banner:

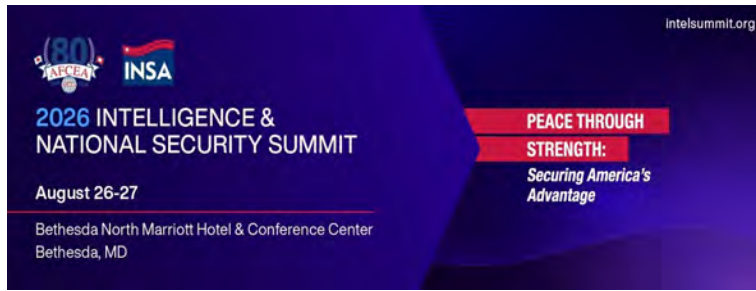
Total Graphic Area: 33" X 86"
Visual Graphic Area: 33" X 80"

Graphic is edge-to-edge. No Bleeds required.

General Art Guidelines:

- CMYK color
- Do not embed images, supply them
- Resolution must be 100-120 ppi
- All fonts must be created to outlines





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LIMITS OF LIABILITY FOR MATERIAL HANDLING

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

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

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

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

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

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

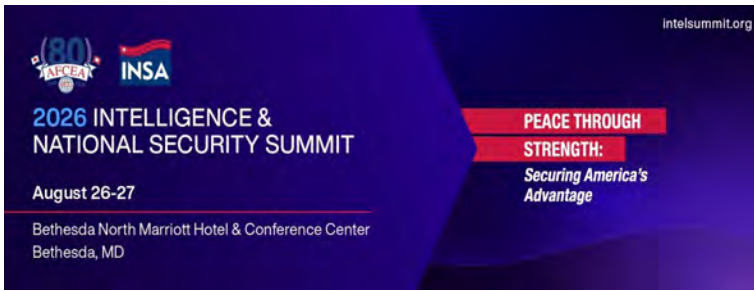
The consignment or delivery of a shipment to *Vista Convention Services* by an exhibitor, or by any shipper to or on behalf of the exhibitor, shall be construed as an acceptance by such exhibitor (and/or other shipper) of the terms and conditions set forth.

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

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

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

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



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**WAREHOUSE
DEADLINE DATE:
AUGUST 18, 2026**

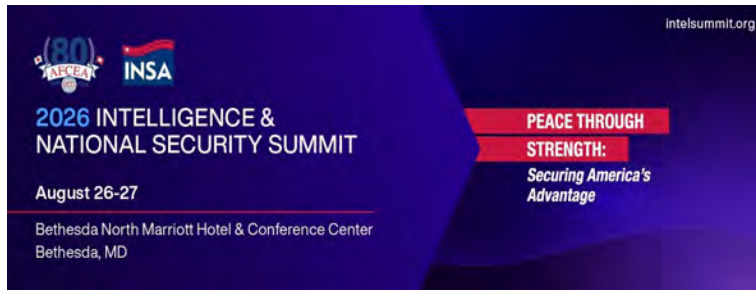
MATERIAL HANDLING RATES

COMPUTATION OF ORDER: When recording weight, round up to the next 100 pounds.	
A. CRATED AND/OR SKIDDED FLOOR LOAD SHIPMENTS These <u>round trip rates</u> apply to crated and/or floor load shipments that can be unloaded at the dock without additional handling (such as ground loading, side door loading, constricted space loading, designated piece loading or stacked shipments) required.	
Warehouse We will ship _____ lbs. @ \$165.00 per 100 lbs. (200 lb. minimum/\$330.00)	\$ _____
Showsite We will ship _____ lbs. @ \$160.00 per 100 lbs. (200 lb. minimum/\$320.00)	\$ _____
B. UNCRATED, UNSKIDDED OR WRAPPED SHIPMENTS & CRATED SHIPMENTS REQUIRING SPECIAL HANDLING These <u>round trip rates</u> apply to uncrated, un-skidded or wrapped shipments. These rates also apply to shipments that are loaded and charged by cubic space and/or packed in such a manner to require additional handling (such as ground loading, side door loading, constricted space loading, designated piece loading, stacked shipments or mixed loads and shipments without certified weight tickets). <u>Fed-EX and UPS are included in this category due to their delivery procedures and documentation.</u>	
Warehouse We will ship _____ lbs. @ \$222.75 per 100 lbs. (200 lb. minimum/\$445.50)	\$ _____
Showsite We will ship _____ lbs. @ \$216.00 per 100 lbs. (200 lb. minimum/\$432.00)	\$ _____
C. SMALL PACKAGE SHIPMENTS Cartons and envelopes received at warehouse & show site without documentation will be delivered without guarantee of piece count or conditions at this rate. Maximum weight per shipment is 50 lbs.	
EACH PACKAGE @ \$75.00 EACH ADDITIONAL @ \$35.00	\$ _____ \$ _____
Late / Off Target: Shipments received at the warehouse after August 18, 2026 and any shipment received at show site outside of exhibitor move-in hours will be charged 35% in addition to the above rates.	
Sub Total \$ _____	

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

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

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



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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 may acquire on-site storage for empty containers based on the following rates: **\$45** per piece. This service includes removing empties from your booth, storing them during the show and returning them to your booth after show closing.

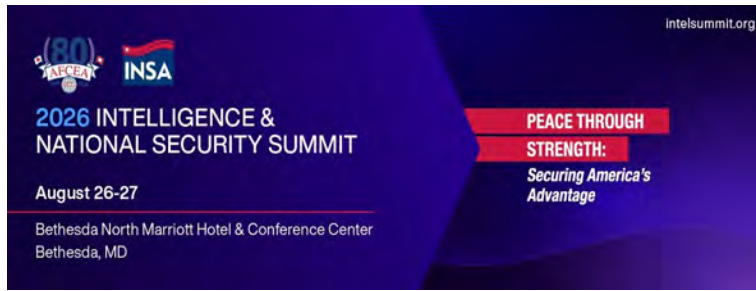
SPECIAL RATES AND SERVICES

Steel banding: **\$2.00** per linear foot, plus one-half hour minimum labor

Shrink Wrap Skid: **\$150.00** per skid, labor included

Clear Tape: **\$20.00** roll

Double Face Tape: **\$40.00** roll



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MATERIAL HANDLING TIPS

Money-Saving Tips

In General

- Ship via common carrier to avoid possible special handling surcharges.
- Ship early to avoid overnight charges whenever possible.
- Furnish accurate weight tickets with your shipment.
- Properly label/address all shipments to avoid time-consuming re-routes, mis-deliveries, and delays. Remove old shipping labels before you send materials, and attach new labels with complete information. Shipping labels are provided in this service manual for your convenience.
- When shipping direct to show site, confirm in advance that your carrier can guarantee delivery of your freight to the exhibit facility during move-in dates. When possible, schedule shipments to arrive during straight time rather than overtime periods.
- Label your freight with the number of total pieces – example 1 of 3, 2 of 3 and 3 of 3.
- Take a copy of tracking numbers to the show, as well as origination and destination points, piece counts, arrival dates and phone numbers for tracking purposes.

Consolidate

Your Shipment

- Separate shipments received by VISTA will not be combined. The minimum 200 lb. charge applies to each shipment VISTA receives.
- Consolidate your shipment whenever possible to avoid multiple minimum charges.

For example:

- o 1 piece weighing 36 lbs. charged @ 200 lb. minimum x \$167.00 per CWT = \$334.00
- o 1 piece weighing 62 lbs. charged @ 200 lb. minimum x \$167.00 per CWT = \$334.00
- o 1 piece weighing 54 lbs. charged @ 200 lb. minimum x \$167.00 per CWT = \$334.00

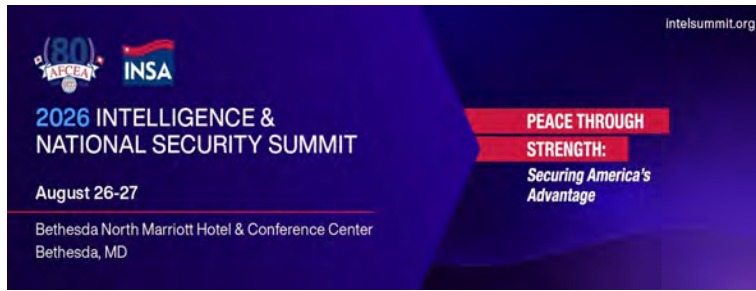
TOTAL cost of three shipments arriving separately: \$1,002.00

OR

- o 3 pieces totaling 152 lbs. @ 200 lb. minimum x \$167.00 per CWT = \$334.00

TOTAL cost of one consolidated shipment: \$334.00 Savings of \$668.00

- Shipments arriving at the same time from different destinations are considered separate shipments.
- Please be aware that small package handlers may split shipments resulting in VISTA receiving multiple shipments.



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SHIPPING INSTRUCTIONS

FREIGHT HANDLING SERVICES

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

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

SHIPPING TO THE ADVANCE WAREHOUSE

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

TO: INSS 2026
(Exhibiting Company's Name & Booth Number)
ABF
c/o Vista Convention Services
6720 Washington Blvd.
Elkridge, MD 21075

To trace your shipment, please contact our Warehouse at (609) 485-2421.

- Shipments will be received beginning ***Monday, July 27, 2026.***
- Shipments received after the deadline of ***Tuesday, August 18, 2026 will be charged an additional 35% surcharge.***
- Advance warehouse receiving hours are Monday through Friday, **8:00 a.m. to 3:30 p.m.**
Carriers checking in after **3:30 p.m.** Monday through Friday will not be guaranteed unloading.
- Warehouse shipments will not be received on weekends or holidays.

SHIPPING DIRECTLY TO SHOW SITE

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

TO: INSS 2026
(Exhibiting Company's Name & Booth Number)
Bethesda North Marriott Hotel & Conference Center
c/o Vista Convention Services
5701 Marinelli Road
Rockville, MD 20852

- Show site shipments will be received beginning ***Wednesday, August 26, 2026 at 7:00am.***
- Shipments arriving at show site prior to this date and time may be ***REFUSED*** or charged an Off Target rate.

ADVANCE WAREHOUSE SHIPMENTS ONLY

FROM: _____

TO: _____
(EXHIBITOR NAME) (BOOTH #)

**INSS 2026
ABF
c/o VISTA CONVENTION SERVICES
6720 WASHINGTON B LVD.
ELKRIDGE, MD 21075**

ADVANCE WAREHOUSE SHIPMENTS ONLY

FROM: _____

TO: _____
(EXHIBITOR NAME) (BOOTH #)

**INSS 2026
ABF
c/o VISTA CONVENTION SERVICES
6720 WASHINGTON B LVD.
ELKRIDGE, MD 21075**

FOR ADVANCE SHIPMENTS ONLY

Deliver NO LATER than Tuesday, August 18, 2026 / Receiving Hours: 8am - 3:30pm, Monday through Friday, CHECK IN BY 3PM

ADVANCE WAREHOUSE SHIPMENTS ONLY

FROM: _____

TO: _____
(EXHIBITOR NAME) (BOOTH #)

**INSS 2026
ABF
c/o VISTA CONVENTION SERVICES
6720 WASHINGTON B LVD.
ELKRIDGE, MD 21075**

ADVANCE WAREHOUSE SHIPMENTS ONLY

FROM: _____

TO: _____
(EXHIBITOR NAME) (BOOTH #)

**INSS 2026
ABF
c/o VISTA CONVENTION SERVICES
6720 WASHINGTON B LVD.
ELKRIDGE, MD 21075**

ON-SITE DIRECT SHIPMENTS ONLY

FROM: _____

TO: _____
(EXHIBITOR NAME) (BOOTH #)

**INSS 2026
c/o VISTA CONVENTION SERVICES
BETHESDA NORTH MARRIOTT HOTEL &
CONFERENCE CENTER
5701 MARINELLI ROAD
ROCKVILLE, MD 20852**

ON-SITE DIRECT SHIPMENTS ONLY

FROM: _____

TO: _____
(EXHIBITOR NAME) (BOOTH #)

**INSS 2026
c/o VISTA CONVENTION SERVICES
BETHESDA NORTH MARRIOTT HOTEL &
CONFERENCE CENTER
5701 MARINELLI ROAD
ROCKVILLE, MD 20852**

**FOR ON-SITE DIRECT SHIPMENTS ONLY
DO NOT DELIVER PRIOR TO WEDNESDAY, AUGUST 26, 2026**

ON-SITE DIRECT SHIPMENTS ONLY

FROM: _____

TO: _____
(EXHIBITOR NAME) (BOOTH #)

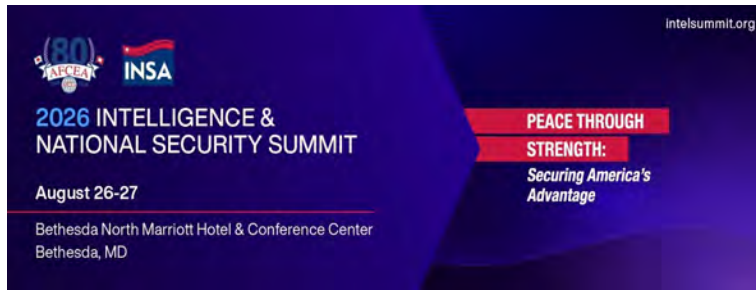
**INSS 2026
c/o VISTA CONVENTION SERVICES
BETHESDA NORTH MARRIOTT HOTEL &
CONFERENCE CENTER
5701 MARINELLI ROAD
ROCKVILLE, MD 20852**

ON-SITE DIRECT SHIPMENTS ONLY

FROM: _____

TO: _____
(EXHIBITOR NAME) (BOOTH #)

**INSS 2026
c/o VISTA CONVENTION SERVICES
BETHESDA NORTH MARRIOTT HOTEL &
CONFERENCE CENTER
5701 MARINELLI ROAD
ROCKVILLE, MD 20852**



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OUTBOUND SHIPPING INSTRUCTIONS

SHIPPING OUTBOUND FROM SHOW SITE

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

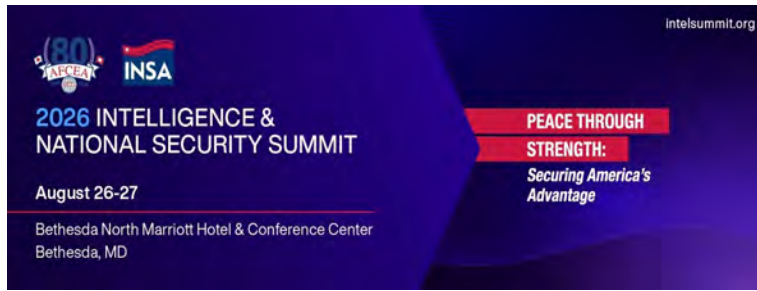
Label each item as follows:

From: (Your Company Name)
Booth #:
Show Name: INSS 2026
Location: Bethesda North Marriott Hotel & Conference Center
Maryland Foyer
To: (Shipping Address)

- Once your shipment is packed and labeled, **return your show bill-of-lading to the Vista Service Desk.** All bills-of-lading must be turned in no later than **4:00pm on Thursday, August 27, 2026.**

DO NOT LEAVE BILLS OF LADING IN YOUR BOOTH!!

- Failure to turn in your show bill-of-lading by the designated deadline may result in additional over times charges and/or the rerouting of your materials through our house carrier, ABF.
- Be sure to confirm pickup day(s) and time(s) with your selected carrier. All outside carriers (carriers other than **ABF**) must be checked in **no later** than **4:00pm on Thursday, August 27, 2026.**



6575 Delilah Road P: 609-485-2421
PO Box 3000 F: 609-485-2392
Pleasantville, NJ 08232
WWW.VISTACS.COM

BILL OF LADING REQUEST

Complete this form to request a pre-printed outbound bill of lading and shipping labels for your outbound shipment. Forms and labels will be delivered to your booth at show site.

Outbound Shipping Information

Ship to (Company): _____
Attention: _____
Destination (Street Address): _____
City: _____ State: _____ Zip: _____
Phone: _____

Shipping Method

Ground: ☐ ABF ☐ Other Ground _____
Air: ☐ ABF ☐ Other Air _____
☐ Deferred

Freight Charges Guaranteed By

Company/Exhibitor: _____
Attention: _____
Permanent Street Address: _____
City: _____ State: _____ Zip: _____
Phone: _____ Email: _____

Shipping Labels Request

of Shipping Labels Requested: _____
Exhibitors using FedEx or UPS must provide pre-printed labels with their account number.

Notes

- Please complete one form per shipment.
- Do not leave Bills of Lading in your booth.

Please review the *Material Handling Information*, *Material Handling Rate Schedule*, and *Limits of Liability* forms.

Company Name: _____ Booth # _____

Official Transportation Provider

via the ABF Freight® Network

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

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

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

For personalized quotes, please call

800-654-7019

Our Services Include:

**Priority
handling of
your inbound
and outbound
shipments**

**Guaranteed
expedited air
and ground
services**

**LTL Ground
Transportation**

**International
Transportation**

*Trust your important trade
show shipment to the leader in
exhibition transportation services.*

ArcBest®
More Than Logistics™

REQUEST FOR INFORMATION

ArcBest® Trade Show Services

Exhibiting Company _____ Contact Name _____

Title _____ Email _____ Phone _____

SHIPPER INFORMATION

Company _____

Address _____

City _____ State _____ Zip _____

Pickup Date/Time _____

FREIGHT INFORMATION

Piece Count and Type _____

Total Weight _____

Dimensions (L) _____ (W) _____ (H) _____

SHIP TO: Warehouse ☐ Show Site ☐

Show Name _____

Booth No. _____

Contractor _____

Show Dates _____

Address _____

City _____ State _____ Zip _____

Delivery Date _____

ADDITIONAL INFORMATION

Residential Pickup ☐ Inside Pickup ☐

Liftgate ☐ Dock ☐

Would you like an ArcBest Trade Show Coordinator to contact you with a quote or information?

☐ YES ☐ NO

If you are faxing this form, please print a copy, complete the requested information, and then fax to (844) 718-7620.

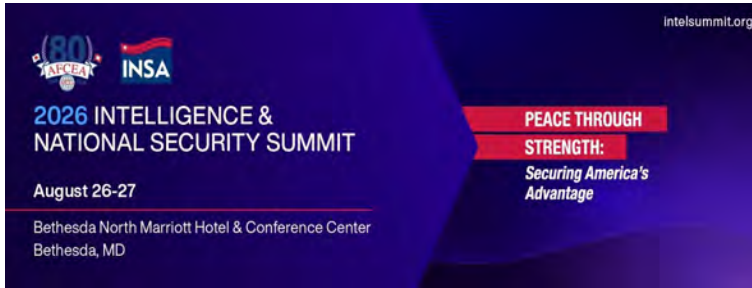
If you are completing electronically, you can either print and fax your request or click on the submit button to send your request to one of our Trade Show specialists.

800-654-7019

tradeshow@arcb.com | arcb.com

8401 McClure Drive • Fort Smith, AR • 72916





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LABOR GUIDELINES

Material Handling

VISTA CONVENTION SERVICES has the responsibility of receiving and handling all exhibit material and empty containers. It is VISTA's responsibility to manage the docks and schedule vehicles for the smooth and efficient move-in and move-out of the exposition. VISTA will not be responsible, however, for any material they do not handle.

Teamsters Local 639 claims jurisdiction over all unloading and reloading of freight, exhibit materials, product, and empty containers and related equipment. They also have jurisdiction over all material handling equipment including but not limited to forklifts, tow motors, dollies, pallet jacks etc. An exhibitor may hand-carry in one trip any material that does not require the use of wheels or other material moving devices.

Booth Labor

Carpenters Local Union 491 claims jurisdiction over setup and dismantling of exhibits including signs and laying of carpet. This does not apply to the unpacking and placement of your product. Up to two (2) full-time employees may work without carpenter labor for one (1) hour on the move-in and one (1) hour on the move-out. Once this time has expired and work to complete the exhibit remains, the exhibitor must hire carpenter labor from the service contractor in order to complete the work.

Safety

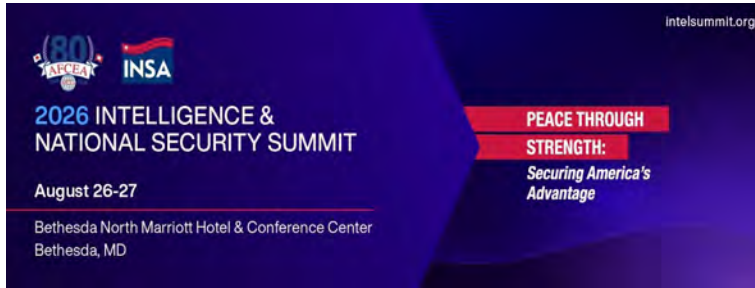
Standing on chairs, tables or other rental furniture is prohibited. This furniture is not engineered to support your standing weight. VISTA cannot be responsible for injuries or falls caused by the improper use of this furniture. If assistance is required in the assembly/dismantle of your booth, please order labor on the enclosed *Labor Order* form and the necessary ladders and tools will be provided.

Gratuities

VISTA CONVENTION SERVICES requests that exhibitors do not tip our employees. Do not give coffee breaks other than mid-morning and mid-afternoon when union employees have a fifteen minute paid break. Any attempts to solicit a gratuity by an employee for any service should be reported immediately to a VISTA supervisor. Employees of VISTA are paid at an excellent wage scale denoting a professional status, and we feel that tipping is not necessary. This applies to all VISTA employees.

In General

Craftsmen at all levels are instructed to refrain from expressing any grievances or directly challenging the practices of any exhibitor. All questions originated by labor are to be expressed directly to VISTA management personnel. It is recommended that any questions arising with regard to union jurisdiction or practices should be directed to a management representative of VISTA.



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ACCESSIBLE STORAGE

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

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

Notes

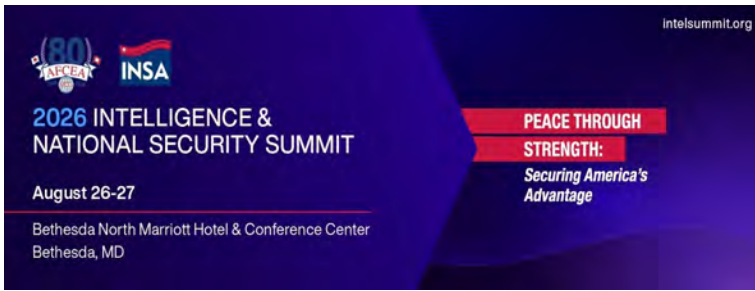
- You must sign up for this service and pick up your labels at the VISTA Services desk.
- All freight received at the show will be delivered to your booth space first, and will be placed in accessible storage when properly labeled.
- This is not secured storage.
- This is not empty storage.
- Accessible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

Storage Rates

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

Access Rates

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



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FIRE REGULATIONS

BOOTH CONSTRUCTION

Booths, platforms and space dividers shall be of materials that are rendered flame-retardant, satisfactory to the local fire department representatives. Coverings for counters or tables used within or as a part of the booth shall be flame-retardant. All electrical wiring and apparatus shall be of a 3-wire UL type approved.

PERMITS

A permit shall be required for the following:

- Display and operation of any heater, barbecue, heat-producing or open flame device, candles, lamps, lanterns, torches, etc.
- Display or operation of any electrical, mechanical, or chemical device which may be deemed hazardous by the local fire department.
- Use or storage of flammable liquids and dangerous chemicals.
- Display of any internal combustion engine (special requirements available upon request).
- Use of any compressed gases (permit required for 32CF bottles 1/2 full or less).

OBSTRUCTIONS

Aisles and exits, as designated on approved show plans, shall be kept clean, clear and free of obstacles. Booth construction shall be substantial and fixed in position in specified areas for the duration of the show. Easels, signs, etc., shall not be placed beyond the booth area into aisles. Firefighting equipment shall be provided and maintained in accessible, easily-seen locations and may be required to be posted with designating signs.

FLAME RETARDANT TREATMENT

All decorations, drapes, signs, banners, acoustical materials, cotton, paper, hay, straw, moss, split bamboo, plastic cloth and similar materials shall be flame-retardant unless smaller than 1,232 square inches (28" x 44") if separated from other combustibles by a minimum of 12" horizontally and 24" vertically. Oil cloth, tar paper, nylon and certain other plastic materials cannot be made flame retardant, therefore their use is prohibited .

COMBUSTIBLES

Literature on display shall be limited to reasonable quantities (one-day supply). Reserve supplies shall be kept in closed containers and stored in a neat and compact manner in a location approved by the fire department. All exhibit and display empty cartons must be stored in an approved drayage area. If show is under a 24-hour approved manned security program, automobiles are allowed to retain 1 gallon or less of fuel, and gas caps must be taped. Batteries are to be disconnected and taped.

Storage behind booth backwall is strictly prohibited.