

INSS 2021

**Gaylord National Resort & Convention Center
National Harbor, MD
September 13-14, 2021**



6575 Delilah Road
PO Box 3000
Pleasantville, NJ 08232
WWW.VISTACS.COM

P: 609-485-2421
F: 609-485-2392
E: info@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:

Teri Caron: tcaron@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
Fax: (609) 485-2392
email: info@vistacs.com*

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

Thank you!

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SHOW INFORMATION

Your space includes the following inventory.

SPACE INCLUDES:

Each space includes:

- (1) Demo Kiosk (POD) with identification flag
- Virtual Kiosk Details can be found here [Virtual Resource Guide](#)
- (1) Counter Stool with back
- Pull-up banners are available for \$595.00
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 - **September 3, 2021** Advance Freight Deadline (without surcharge) **September 6, 2021**
Pull-up banners - **September 3, 2021** Direct to Show Site 1st day For Delivery - **September 13, 2021**

MOVE-IN / MOVE-OUT

Exhibitor Move-in:	Monday	September 13	7:00 AM	—	10:30 AM
Show Hours:	Monday	September 13	10:30 AM	—	6:30 PM
	Tuesday	September 14	8:00 AM	—	2:30 PM
Exhibitor Move-out:	Tuesday	September 14	2:30 PM	—	5:00 PM

SHIPPING INFORMATION

Advance to Warehouse

Late to warehouse charges apply after: **September 6 2021**

TO: Exhibiting Company Name and Booth #

FOR: INSS 2021

YRC

c/o Vista Convention Services

7600 Preston Drive

Landover, MD 20785

Direct to Show Site

Do not deliver prior to: **September 13, 2021**

TO: Exhibiting Company Name and Booth #

FOR: INSS 2021

:

c/o Vista Convention Services

Gaylord National Resort & Convention Center

201 Waterfront St.

National Harbor, MD 20745

For Booth Utilities, please follow this link: <https://gaylordnational.boomerecommerce.com/Pages/Security/Login.aspx?ReturnUrl=%2f>

Driver Check In No Later Than: TUESDAY, SEPTEMBER 14, 2021 - 5:00 PM

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

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**DISCOUNT
DEADLINE DATE:
AUGUST 30, 2021**

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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.

*Pull-Up Banners \$ _____
*Personal Protection Equipment Order Form..... \$ _____
*Hand Sanitization Rental Options Order Form..... \$ _____
*Optional Booth Partitions Order Form \$ _____
Booth Sanitization Order Form..... \$ _____
Estimated Material Handling Order Form \$ _____
SUB TOTAL \$ _____
*ADD 6% MD SALES TAX \$ _____
NET AMOUNT DUE VISTA \$ _____

INDICATE PAYMENT METHOD:

Check # _____ Dated _____ Amount \$ _____

Charge to: ☐ MasterCard ☐ VISA ☐ American Express
Indicate: ☐ Personal Credit Card ☐ Company Credit Card

Account #

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

Expiration Date

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

PURCHASING CARD: VISA & MASTERCARD REQUIRES YOUR CUSTOMER CODE NUMBER _____

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 _____ Fax# _____

Ordered by (Print or Type) _____ E-Mail _____

Signature _____ Title _____

MAIL OR FAX TO VISTA CONVENTION SERVICES BEFORE DEADLINE DATE

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PAYMENT & CREDIT CARD AUTHORIZATION LIMITS OF LIABILITY & RESPONSIBILITY

1. **Vista Convention Services** shall not be responsible for damage to uncrated materials, material improperly packed, or concealed damage.
2. **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.
3. **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.
4. **Vista Convention Services** 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** 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.
6. **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.
7. 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.

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**DISCOUNT
DEADLINE DATE:
AUGUST 30, 2021**

PAYMENT POLICIES

- Orders received without full payment or credit card information will **NOT** be processed.
- A credit card on file is **required** when using Vista Convention Services
- All charges **must** be paid prior to close of show.
- For your convenience, we accept the following methods of payment: cash, checks and money orders drawn on U.S. banks in U.S. funds, and credit cards including VISA, MasterCard and American Express.
- Purchase Orders are not considered payment, therefore, a check or credit card is required.

WIRE TRANSFER

- Bank information call Vista Convention Services (609) 485-2421 or e-mail: dvenezia@vistacs.com
- Wire transfers must be initiated and confirmed at least two weeks before move-in.
- Wire transfers must include the show name, company name and booth number.
- Due to various processing fees we incur from banks clearing wire transfers into our accounts, Vista will charge the following fees:
 - ⇒ **Domestic incoming wire transfer fee: \$25.00**
 - ⇒ **International incoming wire transfer fee: \$35.00**

CANCELLATIONS & ADJUSTMENTS

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

TAX EXEMPTION

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

THIRD PARTY PAYMENT BILLING

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

MISCELLANEOUS

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

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PERSONAL PROTECTIVE EQUIPMENT ORDER FORM

All orders subject to availability at the time the order is placed. To qualify for advanced pricing, orders must be placed by deadline date; **NO EXCEPTIONS**. If order is placed after deadline date, it is subject to on-site availability and limited inventory. On site orders may also be subject to additional charges for special delivery to venue.

Individual PPE Booth Safety Items

Qty	Item Description	Advance Prices	Standard Price	Amount
_____	25 ct. Pack of 3 Ply Face Masks	\$15.00	\$20.00	\$_____
_____	100 ct. Packs of Sanitizing Wipes	\$15.00	\$20.00	\$_____
_____	20 ct. Pack of Sanitizing Wipes	\$8.00	\$12.00	\$_____
_____	20" Square Social Distancing Floor Stickers	\$75.00	*advance order only*	\$_____
Subtotal				\$_____
6% MD Sales Tax				\$_____
Grand Total				\$_____



20" floor stickers

*Actual inventory types may vary

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

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HAND SANITIZATION RENTAL OPTIONS ORDER FORM

All orders subject to availability at the time the order is placed. To qualify for advanced pricing, orders must be placed by deadline date; **NO EXCEPTIONS**. If order is placed after deadline date, it is subject to on-site availability and limited inventory. On site orders may also be subject to additional charges for special delivery to venue.

Qty	Item Description	Advance Prices	Standard Prices	Amount
_____	Hand Sanitizing Single Station	\$275.00	<i>*advance order only*</i>	\$ _____
_____	Table Top Hand Sanitizing Station	\$245.00	<i>*advance order only*</i>	\$ _____
_____	Hand Sanitizer Station Refill	\$60.00/ Reservoir	\$75.00/ Reservoir	\$ _____
_____	Individual 2oz. bottle of Hand Sanitizer	\$5.00	\$6.50	\$ _____
_____	Add logo to Hand Sanitizing Station	\$35.00/ Logo	<i>*advance order only*</i>	\$ _____



Subtotal	\$ _____
6% MD Sales Tax	\$ _____
Grand Total	\$ _____



*Actual inventory types may vary

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

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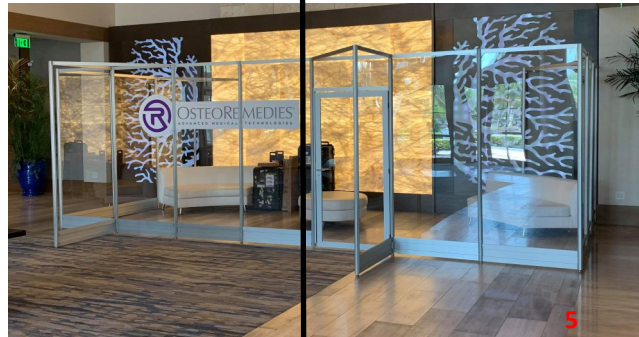
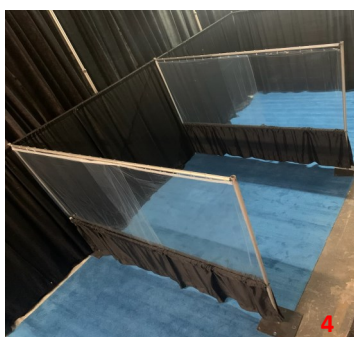
DISCOUNT DEADLINE
DATE:
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OPTIONAL BOOTH PARTITIONS ORDER FORM

All orders subject to availability at the time the order is placed. To qualify for advanced pricing, orders must be placed by deadline date; **NO EXCEPTIONS**. If order is placed after deadline date, it is subject to on-site availability and limited inventory. On site orders may also be subject to additional charges for special delivery to venue.

Qty	Item Description	Advance Prices	Standard Price	Amount
___	Plexi-Glass Partition for 30" round tables	\$100.00	\$150.00	\$ _____
___	Plexi-Glass Partition for 6' and 8' tables	\$200.00	\$250.00	\$ _____
___	8' High Vinyl Curtain partitions w/ Supports	\$150.00	\$200.00	\$ _____
___	Stand alone 1m x 8' High Plexi Panels	\$275.00/ panel	*advance order only*	\$ _____
___	Plexi Glass Room or Partition Wall	\$325.00/ panel	*advance order only*	\$ _____
Subtotal				\$ _____
6% MD Sales Tax				\$ _____
Grand Total				\$ _____



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

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BOOTH SANITIZATION ORDER FORM

DAILY SANITIZATION RATES

Please indicate your requirements:

Daily - Sanitization with Quaternary Ammonium\$1.00 per sq. ft.

Twice Daily - Sanitization with Quaternary Ammonium\$1.25 per sq. ft.

Please calculate your total below:

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 items are delivered clean and disinfected to your booth space. However, during set-up and throughout the event, your space may become contaminated. We suggest all exhibitors partake in the daily disinfecting of their spaces.

HOURLY SANITIZATION RATES

Vista Convention Services will assign (1) man every hour (maximum of 8 hours per day) during show hours to your booth for disinfecting and sanitizing all areas. This service is being provided to all exhibitors at a **\$1.75 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: **\$1.75** x Number Of Days: _____ = \$ _____

(Minimum charge: 100 Sq. Ft. Per Day - \$175.00)

PAYMENT POLICY: Payment in full of rental charges including applicable tax, must accompany your advance order prior to Deadline Date to qualify for discount rates. All orders received after deadline date or placed at the Service Desk will be invoiced at standard rates. Invoices must be settled at the Service Desk prior to show closing. No telephone orders accepted. **CANCELLATION POLICY:** Items cancelled before the deadline date will be refunded at 50%. **NO REFUNDS AFTER DEADLINE DATE.**

FULL PAYMENT MUST ACCOMPANY ORDER

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 BEFORE DEADLINE DATE

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GRAPHIC GUIDELINES

DEADLINE DATE: AUGUST 23, 2021

GUIDELINES FOR SUBMITTING GRAPHICS

Vista Convention Services-Design/Graphics Department

Vista Convention Services
6575 Delilah Road
Egg Harbor Township, NJ 08234
E-mail: info@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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MATERIAL HANDLING INFORMATION - ADVANCE SHIPMENTS TO WAREHOUSE

ADVANCED SHIPMENTS

Exhibitors may choose to ship freight to the advance warehouse. VISTA will receive and manage your materials shipped in advance and when brought to show site. Material handling fees are paid to VISTA, and are separate from and independent of freight transportation charges, which are paid to freight carriers such as YRC, ABF, FedEx, or any other carrier of the exhibitor's choosing.

Exhibitors are responsible for securing a carrier of their choice, arranging freight transportation to and from the event, and all associated fees.

For detailed information regarding advance material handling services provided by VISTA and the associated charges, please see below. Please make your show site representative aware of the following information.

SHIPMENT TO WAREHOUSE

- Receiving begins **30 days prior to exhibitor move-in**.
- Shipments received at the warehouse after **SEPTEMBER 6, 2021** are subject to additional charges.
- Ship pre-paid; collect shipments will be refused.
- Uncrated, pad wrapped, specialized equipment or hazardous materials will not be accepted at the warehouse.

ADVANTAGES:

- Exhibitors can confirm shipment has arrived and is intact in advance of the move-in date.
- Materials will be delivered to your booth prior to your arrival on site.
- Delivery dates and times are more flexible.

ADVANCE WAREHOUSE RATES

See below for definitions and descriptions of warehouse rates, and the *Material Handling Rates* form for the associated fees.

All material handling fees are calculated on a CWT basis (per hundredweight, or fraction thereof) per shipment, and vary depending on the type of shipment, the amount of handling and the time of day. Separate shipments will not be combined. Minimum charges will apply as shown on the *Material Handling Rates* form. Be sure to review these costs when you prepare your show budget. Contact VISTA for assistance in estimating your material handling charges, based upon your specific needs.

RATES INCLUDE:

- Receiving exhibitor shipment at the advance warehouse, and storage beginning 30 days prior to the show.
- Movement of all exhibitor freight from warehouse to exhibit site, unloading and delivery to booth by move-in time.
- Pick-up and storing of shipping containers and boxes labeled EMPTY, returning empty shipping containers to your booth at the close of the show. Empty labels may be obtained at the VISTA Service Desk on show site. Empty containers are not accessible during the show.
- Removal of freight from booth, and reloading onto exhibitor's designated outbound carrier at the loading dock.

CRATED OR SKIDDED RATE

Shipments that arrive via common carrier such as YRC, ABF, etc., and can be unloaded at the dock with no additional handling required.

Material that is skidded or is in any type of shipping container that can be unloaded at the dock with no additional handling required.

SPECIAL HANDLING RATE:

Shipments that are crated van line shipments, or are packed in such a manner as to require special handling, such as ground unloading, side door loading, constricted space loading and designated piece loading or stacked shipments. Also included are mixed shipments, and shipments from any carrier without certified weight tickets or delivery receipts, such as FedEx, UPS, POVs (personally owned vehicles).

SMALL PACKAGE RATE

Cartons/envelopes weighing less than 25 lbs. per shipment without documentation. These will be delivered to the booth without guarantee of piece count or condition.

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MATERIAL HANDLING INFORMATION - DIRECT SHIPMENTS TO SHOWSITE

DIRECT SHIPMENTS

Exhibitors may choose to ship freight direct to show site. VISTA will receive and manage freight on show site as described in the following pages. Material handling fees are paid to VISTA, and are separate from and independent of freight transportation charges, which are paid to freight carriers such as YRC, ABF, FedEx, or any other carrier of the exhibitor's choosing. Exhibitors are responsible for securing a carrier of their choice, arranging freight transportation to and from the event, and all associated fees. For detailed information regarding direct material handling services provided by VISTA and the associated charges, please see below. Please make your show site representative aware of the following information.

DIRECT SHIPMENTS TO SHOWSITE

- Do not ship to the facility prior to **SEPTEMBER 13, 2021**. Early shipments to show site may be refused.
- VISTA Convention Services will be on show site at the loading dock to receive exhibitor materials only during move-in hours.
- Ship pre-paid; collect shipments will be refused.
- Hazardous materials will not be accepted.

DIRECT TO SHOWSITE RATES

See below for definitions and descriptions of direct to show site rates, and the *Material Handling Rates* form for the associated fees. All material handling fees are calculated on a CWT basis (per hundredweight, or fraction thereof) per shipment, and vary depending on the type of shipment, the amount of handling and the time of day. Separate shipments will not be combined. Minimum charges will apply as shown on the *Material Handling Rates* form. Be sure to review these costs when you prepare your show budget. Contact VISTA for assistance in estimating your material handling charges, based upon your specific needs.

RATES INCLUDES:

- Receiving exhibitor shipment, unloading at loading dock and delivery to booth.
- Pick-up and storing of shipping containers and boxes labeled EMPTY, returning empty shipping containers to your booth at the close of the show. Empty labels may be obtained at the VISTA Service Desk on show site. Empty containers are not accessible during the show.
- Removal of freight from booth, and reloading onto exhibitor's designated outbound carrier at the loading dock.

CRATED OR SKIDDED RATE

Shipments that arrive via common carrier such as YRC, ABF, etc., and can be unloaded at the dock with no additional handling required. Material that is skidded or is in any type of shipping container that can be unloaded at the dock with no additional handling required.

SPECIAL HANDLING RATE

Shipments that are crated van line shipments, or are packed in such a manner as to require special handling, such as ground loading, side door loading, constricted space loading and designated piece loading or stacked shipments. Also included are mixed shipments, and shipments from any carrier without certified weight tickets or delivery receipts, such as FedEx, UPS, POVs (personally owned vehicles).

UNCRATED, UNSKIDDED, OR WRAPPED RATE

Shipments that are not in crates, cases, or boxes and/or pad wrapped, specialized equipment, unskidded machinery or uncrated POV shipments. Uncrated shipments are received at show site only.

SMALL PACKAGE RATE

Cartons/envelopes weighing less than 25 lbs. per shipment without documentation. These will be delivered to the booth without guarantee of piece count or condition.

OVERTIME CHARGES

Inbound:

- Your shipment is delivered to your booth before 8:00 am or after 4:00 pm on weekdays, anytime on a Saturday, Sunday and/or observed union holidays, or
- A vehicle driver checks in at the Exhibit Site Check-In Area after 3:00 pm on weekdays, or anytime on a Saturday, Sunday and/or observed union holidays.

Outbound:

- Your shipment is loaded after 4:00 pm on weekdays, or anytime on a Saturday, Sunday and/or observed union holidays, or
- Your carrier driver checks in at the Exhibit Site Check-In Area after 3:00 pm on weekdays, or anytime on a Saturday, Sunday and/or observed union holidays.

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MATERIAL HANDLING DOCUMENTATION

Inbound Bill of Lading

All inbound shipments must have a Bill of Lading or delivery slip showing the number of pieces, type of merchandise and weight. Shipments received without this information will be delivered to exhibitor's booth without guarantee of piece count or condition. No liability will be assumed by VISTA for such shipments. Billed weight is based on incoming weight, whether outbound services are used completely or in part. The weight is rounded up to the next one hundred pounds (100 lbs) and is taken from the inbound Bill of Lading and/or the certified weight ticket. Separate shipments will not be combined. Shipments arriving without a specified weight on the Bill of Lading will be assigned an approximate weight by VISTA. This weight will prevail.

Advance Warehouse Shipping Address

TO: Exhibiting Company Name and Booth #

FOR: INSS 2021

YRC

c/o VISTA CONVENTION SERVICES

7600 Preston Drive

Landover, MD 20785

- Use this address and information on your inbound bill of lading if shipping your freight to the Advance warehouse.,
- Please use the freight labels provided in this service manual.
- Receiving hours: M - F 8:00 am to 4:00 pm.
- All shipments must be prepaid: collect shipments will be refused.
- VISTA does not accept shipments that are not consigned to VISTA. Such shipments will be refused.
- All shipments to the Advance Warehouse must arrive by: **SEPTEMBER 6, 2021**

Direct to Show Site Shipping Address

TO: Exhibiting Company Name and Booth #

FOR: INSS 2021

c/o VISTA CONVENTION SERVICES

Gaylord National Resort & Convention
Center

201 Waterfront Street

National Harbor, MD 20745

- Use this address and information on your inbound bill of lading if shipping your freight Direct to Show Site.
- Please use the freight labels provided in this service manual.
- All shipments must be prepaid: collect shipments will be refused.
- VISTA does not accept shipments that are not consigned to VISTA. Such shipments will be refused.
- Shipments will be received at the facility no sooner than:
SEPTEMBER 13, 2021 during move-in hours.

Empty Containers, Labels

Exhibitors with crates or boxes that need to be returned to pack up booth equipment at the end of the show must affix empty labels on the containers as soon as they are empty. Empty labels will be available at the VISTA Service Desk. Affixing the labels is the sole responsibility of the exhibitor. VISTA assumes no responsibility for removal of containers with old empty labels, improper information on labels or valuables stored in containers with empty labels.

Empty containers will be removed from the floor and stored until the close of the show. You will not have access to empty containers during the show. In most cases, empty containers may not be stored in your booth during the show as it is considered a fire hazard.

Outbound Bill of Lading

Outbound shipping is not an automatic process. Outbound Bills of Lading must be completed and turned in to the VISTA Service Desk: **do not leave outbound Bills of Lading in your booth.**

Exhibitors who choose to ship outbound materials via any carrier other than the official show carrier must advise carrier to be checked in at the VISTA Service Desk by the driver check-in time specified on the *Show Details* page. Drivers are placed in line for loading on a first-come, first-serve basis, provided the exhibitor is completely packed and a Bill of Lading has been turned in to the Service Desk.

Drivers whose Bills of Lading have not been turned in will be placed in a holding queue until the booth is packed and the Bill of Lading is turned in. Should your carrier fail to check in by the designated time, VISTA reserves the right to re-route the shipment via the official show carrier as necessary, at the exhibitor's expense.

INSS 2021



Gaylord National Resort & Convention Center
National Harbor, MD
September 13-14, 2021

**WAREHOUSE
DEADLINE DATE:
AUGUST 30, 2021**

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

Material Handling Rate Schedule

*For full definitions and descriptions of all rates, and rules, see the *Material Handling Information* forms included in this manual.

*All material handling fees are calculated on a CWT basis (per hundredweight, or fraction thereof) per shipment, and vary depending on the type of shipment, the amount of handling and the time of day. Separate shipments will not be combined. Minimum charges will apply as shown below. Be sure to review these costs when you prepare your show budget. Contact Vista for assistance in estimating your material handling charges, based upon your specific needs.

A 200 lb. minimum charge per shipment applies	MATERIAL HANDLING RATE - RATES BELOW INCLUDE ANY APPLICABLE OT CHARGES - PER 100 LBS.	
Advance to Warehouse: Crated	\$135.00	
Direct to Show Site: Crated	\$130.00	
Advance to Warehouse: Special Handling	\$168.75	
Direct to Show Site: Special Handling	\$162.50	
Direct to Show Site: Uncrated, Unskidded, or Wrapped	\$195.00	
Advance to Warehouse/Direct to Show Site: Small Packages	\$50.00 each	

Additional Services

Late shipments, off-target shipments & site shipments received before published move-in or after show opening.

Freight received at the warehouse after **SEPTEMBER 6, 2021** or at show site prior to published move-in or after show opening, add an additional charge per 100 lbs. Additional transportation charges may apply.

\$28.00
per 100 lbs.

Spotting Fee. Any vehicles driven into the exhibit hall under their own power will incur a spotting fee.

Vehicles not moved in under their own power will be unloaded and charged based on weight.

\$260.00
round trip

Special Services. Shipments returned to warehouse will be charged \$15.00 per 100 lbs. with a \$250.00 minimum. Storage will be charged if shipment is not routed or picked up after three working days. Storage fees prior to 30 days before show, or after 3 days following the show are \$1.25 per 100 lbs. per day with a \$35.00 minimum. On-site container storage for freight brought in by exhibitors is \$30.00 per piece.

MATERIAL HANDLING RATE SCHEDULE

☐ **Advance** ☐ **Direct**

Carrier(s)	Tracking# or Shipped From	Date of Arrival	# Pieces	Est. Weight CWT	Rate per CWT	Estimated Cost 200 lb minimum

Transfer this total to the payment Authorization Order Form

Total Estimate \$

COMPANY NAME _____ **BOOTH #** _____

6. Rates are based on incoming weight only. All weights are rounded off to the next cwt. Each shipment received is considered separately. Freight handling charges are the responsibility of the exhibitor.
7. 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.
8. 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.
9. Outbound shipping labels & bills-of-lading will be available at the Service Desk. Exhibitor or his representative must pack & label their exhibit material, 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.

LIMITS OF LIABILITY AND RESPONSIBILITY

10.
 - A. Vista Convention Services, Inc. shall not be responsible for damage to uncrated materials, material improperly packed, or concealed damage.
 - B. Vista Convention Services, Inc. shall not be responsible for loss, theft, or disappearance of exhibitor's material after same has been delivered to exhibitor's booth.
 - C. Vista Convention Services, Inc. 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, Inc. to exhibitor, will be checked at time of actual pick-up from booth and corrections made where discrepancies occur.
 - D. Vista Convention Services, Inc. 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.
 - E. Vista Convention Services, Inc. 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, Inc. 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.
 - F. Vista Convention Services, Inc. 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.
 - G. The consignment or delivery of a shipment to Vista Convention Services, Inc. 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.

AUTHORIZATION TO PROVIDE MATERIAL HANDLING

We hereby authorize Vista Convention Services, Inc. to handle our shipment(s) in accordance with the information above and on the reverse side of this form, and have read this order and agree to the terms and provisions hereof including those on the reverse side and acknowledge receipt of a copy. We agree that Vista will provide its services as our agent, and not as bailee or shipper, and if any employee of Vista shall sign a delivery receipt, bill-of-lading, or other documents, we agree that they will do so as our agent, and we accept the responsibility therefor.

We agree, in the event of a dispute with Vista relative to any loss or damage to any of our materials or equipment that we will not withhold payment of any amount due to them for drayage or any other services provided by Vista as an offset against the amount of the alleged loss or damage. Instead, we agree to pay Vista for the full amount of the invoice for all such charges, and we further agree that any claim we may have against Vista shall be pursued independently by us as a completely separate transaction to be resolved on its own merits.

THIS AUTHORIZATION MUST BE COMPLETED BELOW AND SENT TO VISTA CONVENTION SERVICES BEFORE FREIGHT SHIPMENTS CAN BE HANDLED

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

PAYMENT POLICY: CREDIT CARD INFORMATION MUST BE ON FILE BEFORE FREIGHT CAN BE HANDLED.

Credit Card Information

☐ M/C ☐ VISA ☐ AMEX / ACCOUNT #

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

EXPIRATION DATE: _____

CUSTOMER CODE #: _____

CARDHOLDERS SIGNATURE: _____ CARDHOLDERS NAME: _____

MAIL OR FAX TO VISTA BEFORE DEADLINE DATE

INSS 2021

Gaylord National Resort & Convention Center
National Harbor, MD
September 13-14, 2021



6575 Delilah Road
PO Box 3000
Pleasantville, NJ 08232

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WWW.VISTACS.COM

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 Brede will not be combined. The minimum 200 lb. charge applies to each shipment Brede 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 Brede receiving multiple shipments.

ADVANCE WAREHOUSE

EXHIBIT MATERIAL

Rush to:



YRC

c/o Vista Convention Services

7600 Preston Drive

Landover, MD 20785

INSS 2021

Gaylord National Resort & Convention Center

National Harbor, MD

September 13-14, 2021

Exhibitor

Booth

**Late to warehouse charges apply after:
September 6, 2021**

ADVANCE WAREHOUSE

EXHIBIT MATERIAL

Rush to:



YRC

c/o Vista Convention Services

7600 Preston Drive

Landover, MD 20785

INSS 2021

Gaylord National Resort & Convention Center

National Harbor, MD

September 13-14, 2021

Exhibitor

Booth

**Late to warehouse charges apply after:
September 6, 2021**

- These shipping labels are provided for your convenience to assist in preparing shipments to the advance warehouse.
- Please cut along dashed lines and affix one to each piece of your shipment to the advance warehouse.
- Please make additional copies of these labels as needed.

Important notes: Warehouse is not temperature controlled.

Hazardous materials will not be accepted at the warehouse.

DIRECT TO SHOW SITE

EXHIBIT MATERIAL



Rush to:

**Gaylord National Resort & Convention Center
201 Waterfront Street
National Harbor, MD 20745**

INSS 2021

**Gaylord National Resort & Convention Center
National Harbor, MD
September 13-14, 2021**

Exhibitor _____

Booth _____

**Do not deliver prior to:
September 13, 2021**

DIRECT TO SHOW SITE

EXHIBIT MATERIAL



Rush to:

**Gaylord National Resort & Convention Center
201 Waterfront Street
National Harbor, MD 20745**

INSS 2021

**Gaylord National Resort & Convention Center
National Harbor, MD
September 13-14, 2021**

Exhibitor _____

Booth _____

**Do not deliver prior to:
September 13, 2021**

- These shipping labels are provided for your convenience to assist in preparing shipments direct to the show site.
- Please cut along dashed lines and affix one to each piece of your shipment direct to the show site.
- Please make additional copies of these labels as needed.

Important note: Hazardous materials will not be accepted at show site.

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PO Box 3000 F: 609-485-2392
Pleasantville, NJ 08232 E: info@vistacs.com
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.

Requests should be submitted by: AUGUST 30, 2021

Outbound Shipping Information

Ship to (Company): _____

Attention: _____

Destination (Street Address): _____

City: _____ State: _____ Zip: _____

Shipping Method

Ground: ☐ YRC ☐ Other Ground _____

Air: ☐ YRC ☐ Other Air _____

☐ Next Day ☐ 2nd Day ☐ 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.

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September 13-14, 2021**



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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 \$140.00 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.

INSS PODS DIMENSIONS

**Retractable Banner:
Orient 800**

Total Graphic Area: 31.5" X 89.75"
Visual Graphic Area: 31.5" X 83.25"

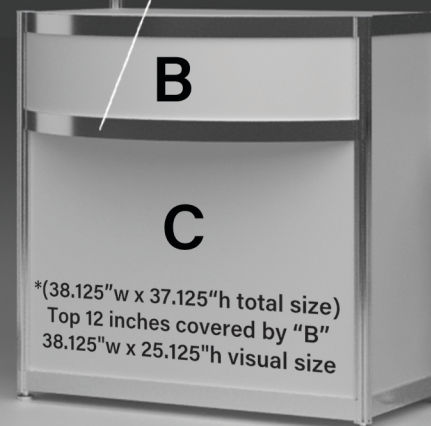
Please note that there is a 1/2" bleed at the top and a 6" bleed at the bottom

General Art Guidelines:

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

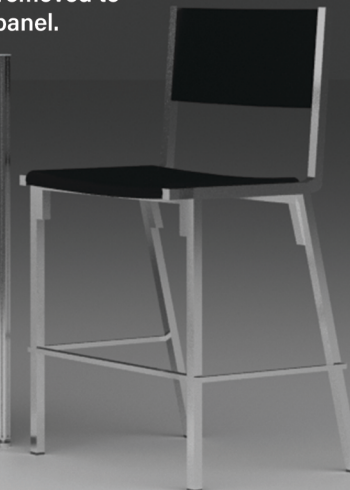


*Exhibitor provided artwork optional.
If no artwork is provided, the exhibitor name and booth number will be presented.



*Kiosk without optional "B" will have the bottom bar & panel removed to provide full view of "C" panel.

*(38.125"w x 37.125"h total size)
Top 12 inches covered by "B"
38.125"w x 25.125"h visual size



Dimensions	
A	38 1/8" x 12" (See Note*)
B	42 5/8" x 8" (Optional)
C	38 1/8" x 37 1/8" (See Note*)



Deadline Date: 9/3/21

Graphic Requirements for Production

- PC or Mac platform -

Vector Images:

An Adobe Creative Cloud (CC), or earlier version eps., ai., pdf. or indd. file. Please convert fonts to outlines, or provide fonts. Images that are linked should be included with your artwork.

If altering on our end is **not required** (ie. altering proportions or text), a pdf file work well and providing the links and fonts is not necessary.

PMS (Pantone Matching System) color matching requested if precise colors are required.

Bleeds are optional.

Rasterized Images:

Any jpg, bmp, tif, png, ps, or psd, preferably 300 dpi at 1/3 of the finished production size (ie.: If the sign is a 24"x 36", then the artwork can be set up as an 8"x 12" at 300 dpi). If your graphic is the actual production size and clean, 100 or 72 dpi is sufficient.

Bleeds are not required, but may prove helpful with rasterized images.

Please upload all graphics for your booth to your exhibitor portal under Advertisements. If you have any questions or problems with this, please contact Terri Caron at tcaron@eventpower.com

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E: info@vistacs.com

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 23, 2021

Pull-Up Banners

<i>Qty</i>	<i>Item</i>	<i>Price</i>	<i>Subtotal</i>
_____	Pull-Up Banner	\$ 595.00	\$ _____

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.

Subtotal \$ _____
6% MD Tax \$ _____
Signs Total \$ _____

- 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.

EXHIBITING COMPANY NAME _____ BOOTH # _____

INSS 2021

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National Harbor, MD
September 13-14, 2021**



6575 Delilah Road
PO Box 3000
Pleasantville, NJ 08232

P: 609-485-2421
F: 609-485-2392
E: info@vistacs.com

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 .

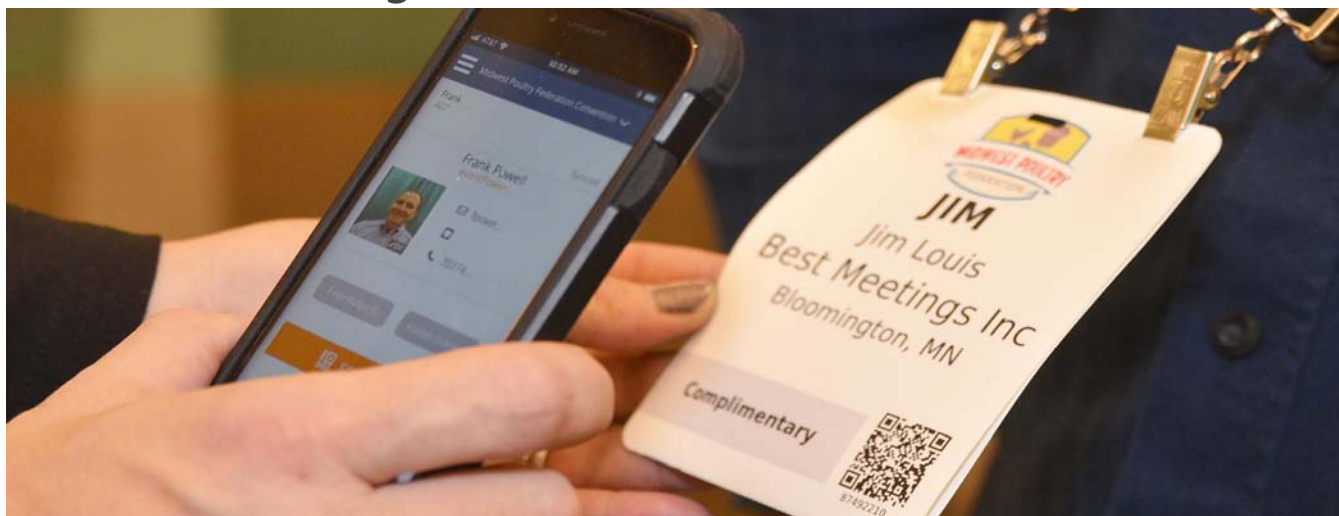
COMBUSTIBLES

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.

LEAD RETRIEVAL

Don't Miss a Single Lead



EASY AND POWERFUL

Rent a device or Download the app to start collecting qualified leads. The system allows the user to take notes, photos, and enter qualifiers for each lead. Each device synchronizes in real time and leads are available 24/7 within the company portal. Access to the portal is provided from each device and to the person listed at the time of purchase.

PRICE

Download app on your device

First app download	\$295
Each additional app download	\$45

Rent Device/Hardware and Software

Rent device/hardware	\$395 per device
----------------------	------------------

ORDERING IS SIMPLE

<https://scan.eventpower.com/21INSS>

HELP

Questions using this app, contact lead_retrieval@eventPower.com any time. While on-site, visit the Registration desk.



RULES AND REGULATIONS FOR EXHIBITS AND DISPLAYS

Fax or Mail to: Gaylord National Resort & Convention Center
Attn: Exhibit Service Department
201 Waterfront Street National Harbor Md. 20745
Office: (301)-965-3710
Fax: (301)-965-3797

- A discounted rate is provided to exhibitors who order services in advance. Full payment must be received at Least Fourteen (14) days prior to the first day of show to qualify for the Advance Price. Payment is accepted through exhibit services in the form of VISA, MASTERCARD, AMERICAN EXPRESS, DISCOVER, DINERS CLUB and Money Order (U.S. funds drawn on U.S. banks only). Maryland State Sales Tax (6%) will be applied to all equipment & service orders. *Checks and cash are not accepted.*
- The hotel is not responsible for any injury, loss, or damage that may occur to the exhibitor, the exhibitor's agents, employees, or property, or the any other person or property prior, during, or subsequent to the period covered by the exhibit contract.
- In accordance with the Prince Georges County Fire department, no exhibit, display or drape will obstruct, impede or otherwise hinder access to fire strobes, fire speakers, fire department access cabinets or fire pulls.
- Credit will not be given for services ordered and not used. Cancellations must occur prior to the installation of services.
- Exhibits, displays, and equipment are to be brought into and taken from the Exhibit Hall via the loading dock only.
- Stick-on decals (except name tags) may not be distributed or used in the convention center.
- Holes may not be drilled or punched into any surface in the convention center.
- The painting of exhibits or signs is not allowed anywhere inside the convention center.
- Decorations, banners, signs, etc. are not to be affixed to any wall, door, window, column, ceiling, or any surface in the convention center.
- Static helium balloon displays are permitted in the convention center. Helium balloons may not be used as giveaways. Helium tanks must be removed daily. Storage of tank within the building is not permitted. Any balloons that end up in the ceiling area will be removed at \$25.00 per balloon with a \$100.00 minimum charge.
- Tape used on the floor of the exhibit must be low residue carpet tape and low residue safety tape. Accepted brand are Polyken 105C, Renfrew #147, and Asiachem SST-736 or approved equivalent. It is the responsibility of the Official contractor to remove **ALL** tape from the floor at the end of the event.
- The hotel reserves the right to purchase, prepare and provide all food and beverage items provided in Exhibit Booths. For product(s) specific to a Company's trademark, those which are not procurable by Gaylord National, 2oz. sample sizes may be provided with approval from show management. A Certificate of Insurance naming Gaylord National additional insured as well as a food waiver are required prior to samples being distributed on the show floor.
- Cooking permits must be obtained before any cooking activity is permitted within the convention center. Certificates of Insurance are required naming Gaylord National as additionally insured. A signed Food Waiver will be required. A 3A40 B.C. fire extinguisher must be in the booth, within 30 feet of the each cooking device. Compliance with all Prince Georges County Health and Fire Department rules and regulations is required. Holding tanks for cooking residue (oils, grease, etc.) are required. Cleaning of equipment is not permitted in hotel restrooms. Clean-up arrangements must be coordinated in advance through show management.

- Permission to cook any food within the exhibit area must have prior approval by the Gaylord National Event Manager. The use of “Day tanks” bottled gas may be used in conjunction with an approved exhibit or display for cooking or demonstration purposes. Tanks must have a release valve and be removed from the convention center at the close of daily activities. Storage of tanks inside the building is prohibited.
- Gaylord National reserves the right to request the cease of food production/distribution in an exhibit booth without proper authorization and paperwork on file.
- Vehicles that are used as part of a display should have no more than a 1/4 tank of fuel or 10 gallons whichever is less. The tank must be taped shut or have a locking gas cap and the battery cables must be disconnected.
- Covered or multi-leveled booths over 300 sq. ft. are required to have an automatic extinguishing system or required fire watch personnel. A battery operated smoke detector will be required for each covered booth, structure or tent regardless of square footage. Engineered approved Scaled, stamped plans of the booth must be submitted to the Gaylord National. Cost of fire watch personnel is determined by Prince Georges County Fire and Rescue. Contact Exhibit Services for additional information.
- Haze and/or smoke producing devices must use water-based fluids. The use of these devices must be approved in advance through Conference Services in conjunction with Prince Georges county Fire and Rescue Services.
- **Freight Services:** Material Handling/Freight Deliveries including but not limited to, small package, overnight, LTL & van line carriers will not be accepted by Gaylord National Resort & Convention Center Exhibit Hall representatives prior to your event, during your event & after your event. Shipments during the event contract dates should be in the attention of the events Official Service Contractor. Those events without a service contractor should contact the business center at Gaylord National. Please call your Official Service Contractor with any shipping questions.

GUIDELINES FOR ALL CARPETED AREAS

The following policy and procedure will be in effect for all areas of the hotel with existing carpet.

- Gaylord National does not provide cleaning supplies, vacuums, large waste receptacles, whales or janitorial services for the exhibit hall area unless it is included in the sales contract. Trash removal from the exhibit hall and/or ballroom is the responsibility of the decorating/production company. Any property damaged or destroyed must be replaced to its original condition.
- It is the responsibility of the decorating/production company to return exhibit hall and/or ballroom space to “Move-In Condition”. All tape and tape residue as well as stains and debris must be removed. The decorating/production company is responsible for vacuuming the exhibit hall and/or ballroom prior to departure.
- Chalk marks or the use of chalk lines will be prohibited on any carpeted area for event layout.
- All carpeted areas must be covered with visqueen or Polytac before any decorating/production equipment or freight is brought into the space.
- Prior to installation, the exhibit hall staff must approve any tape applied to the hotel carpet. It is required that low tack tape is applied to the carpet and contractor’s double-face tape be applied to the low tack tape.



Welcome to Gaylord National Online Ordering

Gaylord National is excited to be hosting:
AFCEA International and Intelligence & National Security Summit 2021



We're happy to provide access to on-line ordering for all of your facility needs (electric, internet, food/beverage), and we invite you to use our safe and secure online ordering web site to place your order.

To create an account or log in, click on the link below.

<https://gaylordnational.boomerecommerce.com>

Discount Schedule

Advance Price Beginning:	August 18, 2021
Standard Price Applies:	September 6, 2021
Exhibit Show Floor Manager:	John Mathis

Important Information Regarding Food & Beverage

Please note that per our contract agreement and for liability reasons, the hotel is the exclusive provider for all food and beverage. Absolutely NO outside food and/or beverages may be served from your booth during this upcoming event (this includes but is not limited to, logo bottled water or any type of pre-packaged food). If you wish to serve these items, you must request permission via e-mail in advance, and a corkage fee will apply if your items are approved. These requests can be sent to gnexhibits@gaylordhotels.com.

Tax Exempt Exhibitors

If your organization is Tax Exempt in the state of Maryland, please create your account first and then contact us at gnexhibits@gaylordhotels.com. We'll need to receive a copy of your Maryland Tax Exempt Certificate before you can process your order.

Please contact an Exhibitor Services Representative at (301) 965-3710 or gnexhibits@gaylordhotels.com for any questions or additional assistance.

ADVANCE PRICE IS 2 WEEKS PRIOR TO THE MOVE-IN DATE					
Electrical Packages				Advanced Price	Standard Price
Package A	5 amp 120 volt with an Extension cord and a 6 outlet Multi-strip			\$185.00	\$225.00
Package B	20 amp 120 volt with an Extension cord and a 6 outlet Multi-strip			\$270.00	\$295.00
Volts	Max Watts	Circuit Amps	Phase	Advanced Price	Standard Price
EACH UNIT OF POWER COMES WITH ONE OUTLET					
120	500	5	Single	\$150.00	\$190.00
120	2,000	20	Single	\$240.00	\$265.00
208	3,300	20	Single	\$315.00	\$365.00
208	5,700	20	Three	\$420.00	\$495.00
208	5,000	30	Single	\$425.00	\$505.00
208	8,600	30	Three	\$575.00	\$680.00
208	9,900	60	Single	\$735.00	\$875.00
208	17,000	60	Three	\$1,150.00	\$1,350.00
208	20,800	100	Single	\$1475.00	\$1775.00
208		100	Three	\$1995.00	\$2395.00
208		200	Three	\$3575.00	\$4175.00
208		400	Three	\$5460.00	\$6760.00
1 Outlet Extension-cord. RENTAL ONLY					\$20.00
6 Outlet Multi-strip. RENTAL ONLY					\$30.00
Compressed Air: Hotel supplies 3/4",1/2",1/4" quick release female connection. 80-100 PSI 125 CFM					\$395.00
Water: Hotel supplies 1/2" male threaded connector. Exhibitor is responsible for bringing adaptors. (Not available in Ballrooms)					\$420.00
Drainage: Available depending on booth location. A pump may be required at an additional cost. (Not available in Ballrooms)					\$475.00

One time fill and drain. Maximum of 300 gallons	\$475.00
Transformer Rental	\$160.00
Special orders <i>Example: Overhead electrical, 24 hour service</i>	

Gaylord National Exhibits Electrical Pricing

FOR PRICING REFERENCE ONLY

Note: There will be a 16% installation/removal fee and 6% Maryland State tax assessment on all orders.
****THIS IS NOT AN ORDER FORM. PLEASE SEND ORDER SUBMISSION THROUGH BOOMER COMMERCE LINK ABOVE****

Gaylord National Exhibits Internet Pricing

FOR PRICING REFERENCE ONLY

ADVANCE PRICE IS 2 WEEKS PRIOR TO THE MOVE-IN DATE

Please submit all orders via: <https://gaylordnational.boomerecommerce.com>

Advanced Price is valid until (2) weeks prior to the move-in date		
High-Speed Wireless Access	Advanced Rate	Standard Rate
First Device	\$800.00	\$1,100.00
Additional Connection(s)	\$250.00	\$300.00
High-Speed Wired Access	Advanced Rate	Standard Rate
First Device	\$1,300.00	\$1,500.00
Additional Connection(s)	\$300.00	\$350.00
Please note: any customer switch or access point attached to these lines that has not been pre-approved will result in service cancellation		
Dedicated Internet Access – Dedicated Private VLAN	Advanced Rate	Standard Rate
1.5 Mb/sec	\$2,500.00	\$3,900.00
3.0 Mb/sec	\$5,000.00	\$6,500.00
6.0 Mb/sec	\$10,000.00	\$11,000.00
Static Public IP (requires dedicated selection)	\$350.00	\$400.00
Telecommunications Services	Advanced Rate	Standard Rate
DID telephone line	\$325.00	\$350.00
Speakerphone	\$250.00	\$350.00
Standard Desk Telephone	\$100.00	\$150.00
Labor	Advanced Rate	Standard Rate
Troubleshooting/Move/Change	\$100.00	\$150.00

Note: There will be a 25% service charge and 6% Maryland State tax assessment on all orders

****THIS IS NOT AN ORDER FORM. PLEASE SEND ORDER SUBMISSION THROUGH BOOMER COMMERCE LINK ABOVE****

Gaylord National Exhibits Food & Beverage Pricing

FOR PRICING REFERENCE ONLY

ITEMS	COST	Qty	UofM	Sub total	25% svc chg	6% sales tax
Freshly Brewed Regular Coffee	\$ 113.00		gal			
Freshly Brewed Decaffeinated Coffee	\$ 113.00		gal			
White Lion Tea Selection	\$ 113.00		gal			
Soft Drinks	\$ 7.00		each			
Still and Sparkling Bottled Waters	\$ 7.00		each			
Bake Shop Specialties, Preserves, Butter	\$ 68.00		dzn			
Freshly Baked Cookies or Brownies	\$ 68.00		dzn			
Assorted Mini Cupcakes	\$ 68.00		dzn			
Haagen-Dazs Ice Cream Bars	\$ 7.50		each			
Popcorn Cart* (each bag pops approx. 100 bags)	\$ 500.00		bag			
Candy Jar Display (approx. 100 portions)	\$ 600.00		each			
5-Gallon Water bubbler (Power Required)	\$ 250.00		each			
5-Gallon Water bubbler Refill	\$ 75.00		each			
CQ Mango Mint Pineapple	\$ 225.00		container			
CQ Strawberry Basil	\$ 225.00		container			
CQ Lemon Cucumber	\$ 225.00		container			
CQ Black Raspberry Acai Jalapeno	\$ 225.00		container			

ITEMS	COST	Qty	UofM	Sub total	25% svc chg	9% sales tax
Domestic & Import Beer	\$10.50		drink			
Craft Beer	\$12.00		drink			
Deluxe Cocktails	\$13.50		drink			
Deluxe Wine - White (by the bottle)	\$60 and up		drink			
Deluxe Wine - Red (by the bottle)	\$60 and up		drink			

ITEMS	COST	Qty	UofM	Sub total	25% svc chg	6% sales tax
*Attendant / Bartender (first 2 hours)	\$225.00		each			
Attendant / Bartender (additional for each hour or fraction thereafter)	\$75.00		each			
<i>(Ask your Catering Representative When this is Required)</i>						

ITEMS	COST	Qty	UofM	Sub total	25% svc chg	6% sales tax
Delivery Fee(s)	\$50.00					

****Please be aware there may be charges and fees associated with your order. For a full quote please reach out to gnexhibits@gaylordhotels.com or call 301-965-3710****

****THIS IS NOT AN ORDER FORM. PLEASE SEND ORDER SUBMISSION THROUGH BOOMER COMMERCE LINK ABOVE****



Questions? Call 866.991.4818 or Email Travis@atxes.com

CUSTOMER INFORMATION

Company

Address

City State/Zip

Ordered By

Phone

Delivery Date:

Email

Pickup Date:

All orders must be in by 9/8/2021

Video:	Qty	Rate	Total
TV Monitor, 40" LED		\$198.00	
TV Monitor, 60" LED		\$415.00	
TV Monitor, 60" LED with 6ft Floor Stand		\$550.00	
6ft TV Floor Stand (Not applicable with 22" monitors)		\$135.00	
70" & 90" LED Tv Monitor		Please call for a quote	
Digital Media Player (for USB Slide Shows)		\$25.00	
Laptop Computer		\$198.00	

Virtual:

Small Format HD Camera with Tripod, AV Adapters for Webconferencing
Laptop Computer equipped with MS-Teams, Zoom, MS -PPT
Onsite Tech Support

\$715 Per Day

Audio:

12" powered speaker with tripod stand		\$99.00	
Wired microphone		\$13.00	
Ipod Cable		\$5.00	

Total Being Processed

What source will be used with the monitor/ projector? Computer ____ ; DVD/VCR____ ; Multiple____ ; Flash Drive (.mp4/.mov)____

All orders must be in by 9/8/2021

Additional Requests:

All Pricing reflects delivery and Labor for setup and removal.

Payment Info

Credit Card:

Please send order form: travis@atxes.com

Credit Card Number:

Expiration:

CVV (3 digits on back of card):

Billing Zip Code:

Signature:

Date:

ATX Event Systems 7400 Cooper LN, TX 78745 www.ATXES.com