



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:

Teri Higgins: thiggins@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: orders@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:

- (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 - **August 24, 2022** Advance Freight Deadline (without surcharge) **September 8, 2022**

Pull-Up Banners - **August 24, 2022** Direct to Show Site 1st day For Delivery - **September 15, 2022**

MOVE-IN / SHOW HOURS / MOVE-OUT

Exhibitor Move-In: **Thursday, September 15, 2022**
6:00am - 9:00am

ALL KIOSKS MUST BE SET & STAFFED BY 8:30 A.M. ON THURSDAY, SEPTEMBER 15, 2022

Show Hours: **Thursday, September 15, 2022**
Exhibit Hall Open | 9:00am - 6:15pm
Reception | 5:15pm - 6:15pm
Friday, September 16, 2022
Exhibit Hall Open | 7:00am - 12:30pm
Continental Breakfast | 7:00am - 8:00am

Exhibitor Move-out: **Friday, September 16, 2022**
12:30pm - 2:30pm

SHIPPING INFORMATION

Advance to Warehouse

Late to warehouse charges apply after: **September 8, 2022**

TO: Exhibiting Company Name and Booth #

FOR: **INSS 2022**

ABF

c/o Vista Convention Services

6720 Washington Blvd.

Elkridge, MD 21075

Direct to Show Site

Do not deliver prior to: **September 15, 2022**

TO: Exhibiting Company Name and Booth #

FOR: **INSS 2022**

Gaylord National Resort & Convention Center

c/o Vista Convention Services

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: **FRIDAY, SEPTEMBER 16, 2022 - 1:00 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 31, 2022**

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 Banner.....\$
*Personal Protective Equipment.....\$
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 _____

Submit order with payment to: orders@vistacs.com 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.

2022 INTELLIGENCE & NATIONAL SECURITY SUMMIT



September 15-16
Gaylord National Resort
National Harbor, MD
#IntelSummit22

TECHNOLOGY & INNOVATION
FOR GREAT POWER COMPETITION



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www.vistacs.com

DISCOUNT
DEADLINE DATE:
AUGUST 31, 2022

P: 609-485-2421
F: 609-485-2392

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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**DISCOUNT
DEADLINE DATE:
AUGUST 31, 2022**

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 Rate	Standard Price	Amount
_____	25ct. Pack of 3 Ply Face Masks	\$15.00	\$20.00	\$_____
_____	100ct. Packs of Sanitizing Wipes	\$15.00	\$20.00	\$_____
_____	20ct. Pack of Sanitizing Wipes	\$8.00	\$12.00	\$_____
_____	20" Sq. Social Distancing Floor Stickers	\$75.00	*advance order only*	\$_____
_____	Hand Sanitizing Single Station	\$275.00	*advance order only*	\$_____
_____	Table Top Hand Sanitizing Station	\$245.00	*advance order only*	\$_____
_____	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	*advance order only*	\$_____
_____	Plexi-Glass Partition for 30" round tables	\$100.00	\$150.00	\$_____
_____	Plexi-Glass Partition for 6' & 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*	\$_____

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

Sub Total \$_____

Company Name _____ Booth _____

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



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GRAPHIC GUIDELINES

DEADLINE DATE: AUGUST 24, 2022

GUIDELINES FOR SUBMITTING GRAPHICS

Vista Convention Services - Design / Graphics Department

Vista Convention Services can accept graphic files created with the following programs:

Adobe Acrobat Professional CC
Adobe Illustrator CC
Photoshop CC
Adobe InDesign CC

While Adobe Acrobat high resolution PDF files are preferred, vector files, which can be resized without losing resolution, are also acceptable.

ALL vector files MUST have fonts converted to outlines or curves, and/or include all the fonts which you have used to create your files (True or Open Type Font only).

Any bitmapped or raster files, such as .tif, .bmp, .jpeg, must be of sufficient resolution to print properly at the intended dimensions. Resolution should be 300dpi on a half size graphic or actual size graphic at 90-120 dpi. If uncertain as to requirements please call Vista to consult with our Graphic Designer.

(*No bleeds needed on printable files)

Files which have been created for web publication, or logos which are scanned from letterheads are NOT accepted for large format digital printing.

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

Color Matching

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

Sending Files

Files less than 30 MG may be sent by via e-mail. Vista Drop Box information is available upon request.

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 Higgins at thiggins@eventpower.com



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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 24, 2022

<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.
- 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!

INSS PODS DIMENSIONS

Retractable Banner: Orient 800

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

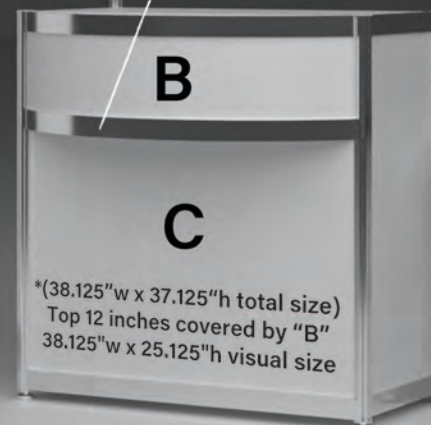
Please note that there is a 1/2" bleed at the top and a 6" bleed at the bottom

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*)



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LIMITS OF LIABILITY FOR MATERIAL HANDLING

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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:
SEPTEMBER 8, 2022**

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. @ \$140.00 per 100 lbs. (200 lb. minimum/\$280.00)	\$ _____
Showsite We will ship _____ lbs. @ \$135.00 per 100 lbs. (200 lb. minimum/\$270.00)	\$ _____
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 or stacked shipments). <u>Fed-EX and UPS are included in this category due to their delivery procedures and documentation.</u>	
Warehouse We will ship _____ lbs. @ \$175.00 per 100 lbs. (200 lb. minimum/\$350.00)	\$ _____
Showsite We will ship _____ lbs. @ \$169.00 per 100 lbs. (200 lb. minimum/\$338.00)	\$ _____
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 25 lbs.	
EACH PACKAGE @ \$50.00	\$ _____
Delivery After Deadline Date: Shipments received at the warehouse after Thursday, September 8, 2022 and any shipment received at show site after show opening will be charged 35% in addition to the above rates.	
<div style="border: 2px solid black; padding: 10px; display: inline-block;"> Sub Total \$ _____ </div>	

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 #:
---------------	----------

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



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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 2022
(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 **Thursday, August 18, 2022.**
- Shipments received after the deadline of **Thursday, September 8, 2022** 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 2022
(Exhibiting Company's Name & Booth Number)
Gaylord National Resort & Convention Center
c/o Vista Convention Services
201 Waterfront Street
National Harbor, MD 20745

- Show site shipments will be received beginning **Thursday, September 15, 2022 at 7:00am.**
- Shipments arriving at show site prior to this date and time may be **REFUSED** or charged an overtime rate.



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Pleasantville, NJ 08232
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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 2022
Location: Gaylord National Resort & Convention Center
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 **1:00pm on Friday, September 16, 2022.**

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 **1:00pm on Friday, September 16, 2022.**

Exhibitors using FedEx or UPS for their outbound shipments are strongly encouraged to take their packages to the Gaylord Business Center. FedEx or UPS shipments left in the booth and not picked up will incur additional Return to Warehouse Fees and shipments will be delayed.



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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: **\$30** per piece. This service includes removing empties from your booth, storing them during the show and returning them to your booth after show closing.

MOBILE UNIT SPOTTING

Exhibitors authorized by show management to bring a motorized vehicle into the exhibit hall will be required to hire Vista Convention Services supervision services at the rate of **\$260.00** round-trip per mobile unit. A representative from Vista Convention Services will escort each vehicle into and out of the exhibit facility to provide safe access and minimize liabilities.

SHIPMENTS RETURNED TO WAREHOUSE

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.

SPECIAL RATES AND SERVICES

Steel banding: **\$1.10** per linear foot, plus one-half hour minimum labor
Shrink Wrap Skid: **\$85.00** per skid, labor included

UPS & FEDEX SHIPMENTS

A fee of **\$100.00** will apply for all UPS & FedEx shipments going back to Vista Convention Services Warehouse.

COMPANY NAME _____ BOOTH # _____

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



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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.

ADVANCE WAREHOUSE

EXHIBIT MATERIAL

Rush to:



ABF

c/o Vista Convention Services

6720 Washington Blvd.

Elkridge, MD 21075

INSS 2022

Gaylord National Resort & Convention Center

National Harbor, MD

September 15-16, 2022

Exhibitor

Booth

Late to warehouse charges apply after:

September 8, 2022

ADVANCE WAREHOUSE

EXHIBIT MATERIAL

Rush to:



ABF

c/o Vista Convention Services

6720 Washington Blvd.

Elkridge, MD 21075

INSS 2022

Gaylord National Resort & Convention Center

National Harbor, MD

September 15-16, 2022

Exhibitor

Booth

Late to warehouse charges apply after:

September 8, 2022

- 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 2022

Gaylord National Resort & Convention Center
National Harbor, MD
September 15-16, 2022

Exhibitor

Booth

Do not deliver prior to:
September 15, 2022

DIRECT TO SHOW SITE

EXHIBIT MATERIAL



Rush to:

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

INSS 2022

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Exhibitor

Booth

Do not deliver prior to:
September 15, 2022

- 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.

Official Transportation Provider

via the ABF Freight® Network

INSS 2022

September 15-16, 2022
Gaylord National Harbor
National Harbor, MD

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

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





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: _____

Shipping Method

Ground: ☐ ABF ☐ Other Ground _____

Air: ☐ ABF ☐ 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.

Company Name: _____ Booth # _____



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.



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.



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

P: 609-485-2421
F: 609-485-2392

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.



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 **2022 Intelligence & National Security Summit**

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:

Friday July 1, 2022

Standard Price Applies:

Thursday September 1, 2022

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.

Gaylord National Exhibits Electrical Pricing

FOR PRICING REFERENCE ONLY

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			\$245.00	\$310.00
Package B	20 amp 120 volt with an Extension cord and a 6 outlet Multi-strip			\$340.00	\$470.00
Volts	Max Watts	Circuit Amps	Phase	Advanced Price	Standard Price
EACH UNIT OF POWER COMES WITH ONE OUTLET					
120	500	5	Single	\$185.00	\$265.00
120	2,000	20	Single	\$295.00	\$425.00
208	3,300	20	Single	\$345.00	\$440.00
208	5,700	20	Three	\$440.00	\$625.00
208	5,000	30	Single	\$445.00	\$600.00
208	8,600	30	Three	\$605.00	\$860.00
208	9,900	60	Single	\$885.00	\$1,260.00
208	17,000	60	Three	\$1,250.00	\$1,795.00
208	20,800	100	Single	\$1,500.00	\$1,830.00
208		100	Three	\$2,000.00	\$2,465.00
208		200	Three	\$3,600.00	\$4,300.00
208		400	Three	\$5,470.00	\$6,965.00
1 Outlet Extension-cord. RENTAL ONLY					\$25.00
6 Outlet Multi-strip. RENTAL ONLY					\$35.00
Compressed Air: Hotel supplies 3/4",1/2",1/4" quick release female connection. 80-100 PSI 125 CFM					\$400.00
Water: Hotel supplies 1/2" male threaded connector. Exhibitor is responsible for bringing adaptors. (Not available in Ballrooms)					\$430.00
Drainage: Available depending on booth location. A pump may be required at an additional cost. (Not available in Ballrooms)					\$480.00
One time fill and drain. Maximum of 300 gallons					\$430.00
Transformer Rental					\$170.00
Special orders Example: Overhead electrical, 24 hour service					

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>

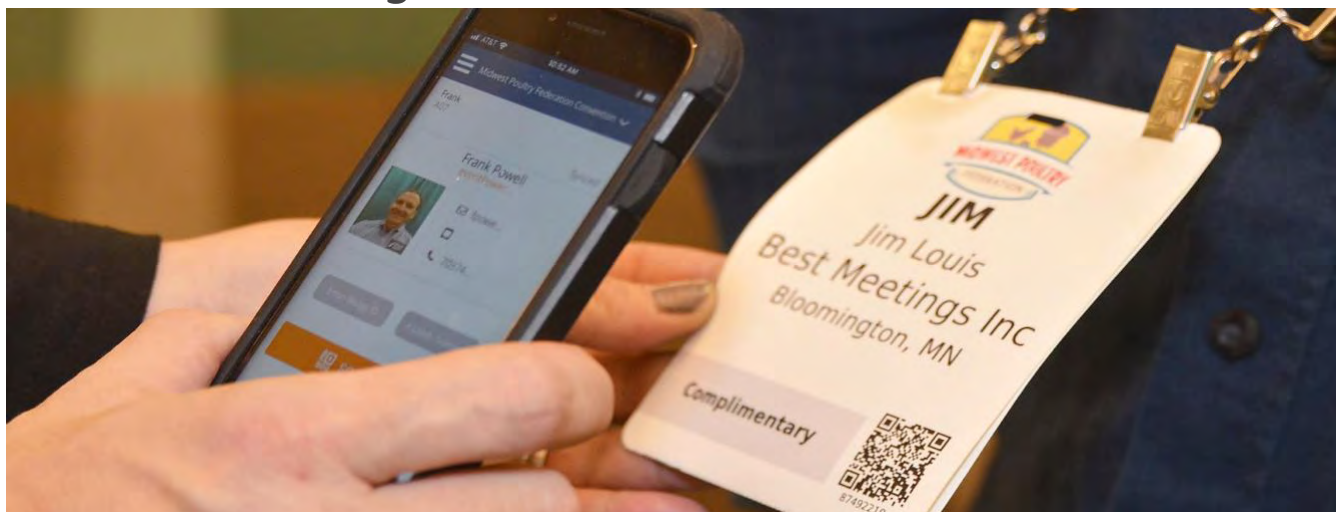
Advanced Price is valid until (2) weeks prior to the move-in date		
High-Speed Wireless Access	Advanced Rate	Standard Rate
First Device	\$800.00	\$1,100.00
Additional Connection(s)	\$250.00	\$300.00
High-Speed Wired Access	Advanced Rate	Standard Rate
First Device	\$1,300.00	\$1,500.00
Additional Connection(s)	\$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****

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	\$50

Rent Device/Hardware and Software

Rent device/hardware	\$395 per device
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ORDERING IS SIMPLE

<https://scan.eventpower.com/22INSS>

HELP

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



2022 Audio Visual Order Form



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 5/30/2022

Video:	Qty	Rate		Total
TV Monitor, 22"		\$125.00		
TV Monitor, 40" LED		\$250.00		
TV Monitor, 60" LED		\$575.00		
TV Monitor, 60" LED with 6ft Floor Stand		\$650.00		
6ft TV Floor Stand (Not applicable with 22" monitors)		\$135.00		
Digital Media Player (for USB Slide Shows)		\$45.00		
Laptop Computer		\$275.00		

Audio:

12" powered speaker with tripod stand		\$175.00		
Wired microphone		\$45.00		
Ipod Cable		\$10.00		

Total Being Processed

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

All orders must be in by 9/7/2022

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: