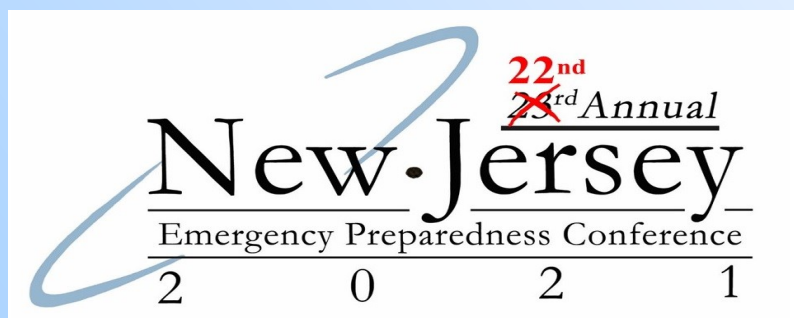
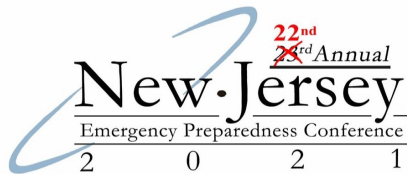




Complete Exhibitor Kit



**HARRAH'S WATERFRONT CONFERENCE CENTER
WILDWOOD BALLROOM
ATLANTIC CITY, NJ
SEPTEMBER 20-21, 2021**



**HARRAH'S WATERFRONT
CONFERENCE CENTER
WILDWOOD BALLROOM
ATLANTIC CITY, NJ
SEPTEMBER 20-21, 2021**



6575 Delilah Road P: 609-485-2421
PO Box 3000 F: 609-485-2392
Pleasantville, NJ 08232 E: info@vistacs.com
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 space assignments should be directed to:

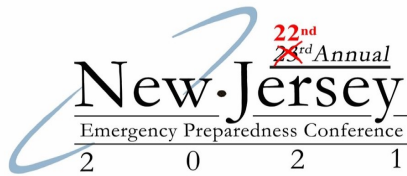
NJEPA Sponsors/Exhibitors Committee
Email: sponsors@njepa.org
Jeff Emmons Co-Chair 484-467-8277
Nancy Harris Co-Chair 856-298-1857

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

BOOTH PACKAGE

8' High Backwall - Red / White / Blue / White / Red
3' High Siderail - Blue
7" x 44" Booth ID Sign
1 - 6' Draped Table - Red
2 - Side Chairs
1 - Wastebasket

Hotel wifi-connection is limited. See Encore forms in kit to purchase wifi and hardwire internet if internet connectivity will be needed for your booth.

NOTE: EXHIBIT FLOOR IS CARPETED

SET-UP

Monday September 20, 2021 8:00am - 4:00pm

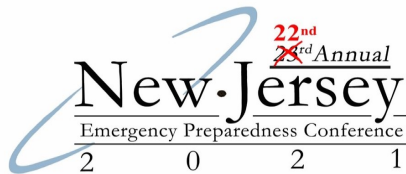
EXHIBIT HOURS

Monday September 20, 2021 4:30pm - 7:30pm
Tuesday September 21, 2021 7:00am - 3:00pm

BREAKDOWN

Tuesday September 21, 2021 3:00pm - 5:00pm

Any displays not removed by exhibitor, will be moved to Vista's Warehouse at the Exhibitor's expense



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**DISCOUNT
DEADLINE DATE:
SEPTEMBER 7, 2021**

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.

Standard Booth Furnishings & Accessories Order Form	\$	_____
Carpet/Carpet Padding Order Form.....	\$	_____
Perfboard & Grid Walls Order Form.....	\$	_____
Showcase Order Form	\$	_____
VCS Modular Rental Unit Order Form	\$	_____
Fabric Backwall Display Rental Order Form	\$	_____
Booth Cleaning Order Form.....	\$	_____
Personal Protective Equipment Order Form.....	\$	_____
Hand Sanitization Rental Options	\$	_____
Optional Booth Partitions Order Form	\$	_____
Booth Sanitization Order Form	\$	_____
Estimated Labor Order Form	\$	_____
Priority Empty Container Return Order Form.....	\$	_____
Estimated Material Handling Order Form.....	\$	_____
SUB TOTAL		\$ _____
*ADD 6.625% NJ SALES TAX		\$ _____
NET AMOUNT DUE VISTA		\$ _____

*** Note: All Services are Taxable in the State of NJ.**

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 _____

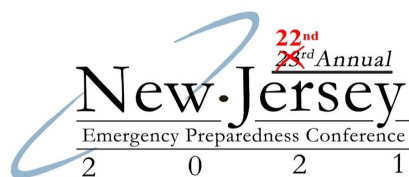
Signature _____ Title _____

MAIL OR FAX TO VISTA CONVENTION SERVICES BEFORE DEADLINE DATE



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:
SEPTEMBER 7, 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 (SEPTEMBER 7, 2021).**
- **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.



**DISCOUNT
DEADLINE DATE:
SEPTEMBER 7, 2021**

STANDARD BOOTH FURNISHINGS & ACCESSORIES ORDER FORM

QTY. DISCOUNT RATES STANDARD RATES AMT.

SEATING

Upholstered Arm Chair (black only).....\$75.40 \$95.45
Side Chair (black only).....62.10 75.40
Padded Stool (black only).....81.15 99.65

ACCESSORIES

Coffee Table (Rectangle-46"l x 24"w x 16"h).....97.85 122.30
Round Pedestal Table (30"h x 30"rd).....113.25 140.75
Round Pedestal Table (42"h x 30"rd).....136.30 169.30
Wastebasket.....23.65 28.45
Easel.....47.65 56.50
Chrome Sign Frame (22" x 28").....90.15 113.00
Bag Holder.....113.00 140.30
8' Stanchion.....35.00 43.80
Crossbar.....35.00 43.80
Garment Rack.....98.35 121.75
Literature Rack.....182.20 210.00
3' Black Stanchion/Pull out Tape.....68.10 87.50
(7 1/2 ft. lengths)
8' Special Background.....15.00ft. 20.00ft.
Circle color: Blue Black Burgundy Purple Gray Red Teal White Hunter Green
3' Special Siderails.....10.00ft. 15.00ft.
Circle color: Blue Black Burgundy Purple Gray Red Teal White Hunter Green

DRAPED RISERS

White Vinyl
4' One Step.....54.95 66.70
6' One Step.....64.20 80.70

QTY. DISCOUNT RATES STANDARD RATES AMT.

DRAPED DISPLAY TABLES - 30" HIGH

Price includes white vinyl top & 3 sides
Circle color: Blue Black Burgundy Purple Gray Red Teal White Hunter Green
IF NO COLOR IS SELECTED, SHOW COLORS WILL PREVAIL

2' x 4' x 30".....\$120.50 \$150.30
2' x 6' x 30".....142.40 177.00
2' x 8' x 30".....166.90 207.65
4th Side Drape.....30.00 40.00

DRAPED DISPLAY TABLES - 42" COUNTER HIGH

Price includes white vinyl top & 3 sides
Circle color: Blue Black Burgundy Purple Gray Red Teal White Hunter Green
IF NO COLOR IS SELECTED, SHOW COLORS WILL PREVAIL

2' x 4' x 42".....159.55 192.10
2' x 6' x 42".....182.85 218.05
2' x 8' x 42".....196.25 245.20
4th Side Drape.....30.00 40.00

UNDRAPED DISPLAY TABLES - 30" HIGH

2' x 4' x 30".....55.50 69.00
2' x 6' x 30".....65.40 81.00
2' x 8' x 30".....78.10 94.75

UNDRAPED DISPLAY TABLES - 42" HIGH

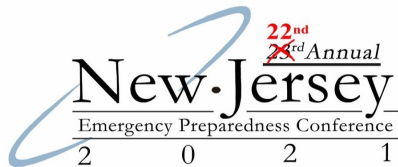
2' x 4' x 42".....72.00 86.90
2' x 6' x 42".....80.40 99.70
2' x 8' x 42".....93.15 113.80

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

ALL CHARGES SUBJECT TO NJ SALES TAX (6.625%)
FULL PAYMENT MUST ACCOMPANY ORDER
ATTACH TO PAYMENT & CREDIT CARD AUTHORIZATION FORM

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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**DISCOUNT
DEADLINE DATE:
SEPTEMBER 7, 2021**

CARPET / CARPET PADDING ORDER FORM

STANDARD CARPET

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

Qty.	Discount Rate	Standard Rate	Total
_____ 9'x 10'	175.00	212.00	_____
_____ 9'x 20'	350.00	425.00	_____
_____ 9'x 30'	525.00	637.00	_____
_____ 9'x 40'	700.00	849.00	_____
_____ 9'x 50'	876.00	1060.00	_____

Circle color: Blue * Burgundy * Gray * Teal * Red * Purple * Black * Hunter Green * Blue Jay * Pepper * Sand
****IF NO COLOR IS SELECTED, SHOW COLORS WILL PREVAIL****

CANCELLATION POLICY: *Items cancelled before the Deadline Date will be refunded 50%. NO REFUNDS AFTER DEADLINE DATE*

**CUSTOM
CARPET**

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

_____ ft. x _____ ft. (100 sq. ft. minimum).....\$3.65 sq. ft. \$4.95 sq. ft. _____

Circle color: Blue * Burgundy * Gray * Teal * Red * Purple * Black * Hunter Green * Blue Jay * Pepper * Sand
****SEE CANCELLATION POLICY UNDER "PLUSH CARPET"*****

**CARPET
PADDING**

INDICATE OVERALL DIMENSION:

_____ ft. x _____ ft. (100 sq. ft. minimum).....\$1.70 sq. ft. \$2.05 sq. ft. _____

CANCELLATION POLICY: *Items cancelled before the Deadline Date will be refunded 50%. NO REFUNDS AFTER DEADLINE DATE*

PLUSH CARPET INCLUDES LABOR TO INSTALL AND REMOVE PROTECTIVE COVERING

PLUSH CARPET - 28 OZ.

Orders MUST be received by the Deadline Date above to guarantee delivery. Orders received after the deadline date will be charged at the Standard Rate.

Carpet Size _____ x _____ = _____ (calculate to the next full foot, 100 sq. ft. minimum)

QTY

_____ Square feet (100 sq.ft. minimum).....\$4.95 sq. ft. \$6.50 sq. ft. _____

Circle Color: Charcoal Gray * French Beige * White * Red * Colony Blue * Cream * Navy * Emerald Green * Black

CANCELLATION POLICY: *Plush & Custom carpet cancelled after orders have been received will be charged at 100% of original price*

ALL CHARGES SUBJECT TO NJ SALES TAX (6.625%)
 FULL PAYMENT MUST ACCOMPANY ORDER
 ATTACH TO PAYMENT & CREDIT CARD AUTHORIZATION FORM

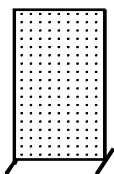
Company Name _____ Booth # _____
 Street Address _____ Phone # _____
 City _____ State _____ Zip _____ Fax# _____
 Ordered by (Print or Type) _____ E-Mail _____
 Signature _____ Title _____

MAIL OR FAX TO VISTA CONVENTION SERVICES BEFORE DEADLINE DATE

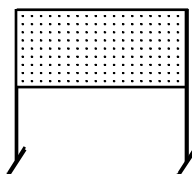
**DISCOUNT
DEADLINE DATE:
SEPTEMBER 7, 2021**

PERFBOARD & GRID WALLS ORDER FORM

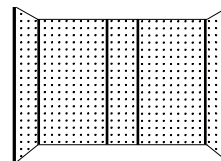
PERFBOARD



STYLE A



STYLE B



STYLE C
Complete Coverage
10' Wide booth space
2' Side Wings
Requires 2 - 4' x 8', 3 - 2' x 8'

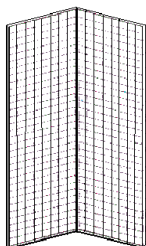
Perfboard holes are 1/8" Diameter. Exhibitors must furnish their own hooks.

INDICATE STYLE REQUIRED: ☐ A - Vertical ☐ B - Horizontal ☐ C - Complete Booth Coverage - Number of panels required depends on booth size.

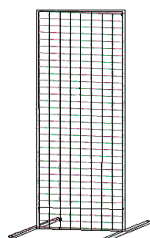
Rental price includes delivery to booth space, installation only where specified, and removal at close of show.

QUANTITY OF FRAMED PANELS REQUIRED:	DISCOUNT RATE	STANDARD RATE	AMOUNT
_____ 4' x 8' Panel (white).....	\$180.25	\$222.70	_____
_____ 2' x 8' Panel (white).....	126.75	158.65	_____
Perfboard Shelving - 8" Wide			
_____ 4' Long (hardware supplied).....	48.55	60.10	_____

GRID WALLS



STYLE A: 2' x 8'



STYLE B: 2' x 6'

STYLE A:
ORDER 2'x8' GRIDS IF YOU ARE PLANNING TO STRING THE GRIDS TOGETHER.
MINIMUM ORDER 2 GRIDS

STYLE B:
ORDER 2'x6' GRID WITH FEET FOR A SINGLE FREE STANDING GRID.

PLEASE SUPPLY DIAGRAM OF LOCATION IN BOOTH FOR SET-UP

NOTE: NO GRID CAN BE HUNG OFF THE BOOTH EQUIPMENT DRAPE.

HOOKS TO BE SUPPLIED BY EXHIBITOR

QTY		DISCOUNT RATE	STANDARD RATE	AMOUNT
_____ Style A	2' x 8' Grid (Minimum order (2) Grids).....	\$73.45	\$91.10	_____
_____ Style B	2' x 6' Grid (w/feet).....	86.35	112.75	_____

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

SUBJECT TO NJ SALES TAX (6.625%)
FULL PAYMENT MUST ACCOMPANY ORDER
ATTACH TO PAYMENT & CREDIT CARD AUTHORIZATION FORM

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

**DEADLINE DATE:
SEPTEMBER 7, 2021**

VCS MODULAR RENTAL UNITS

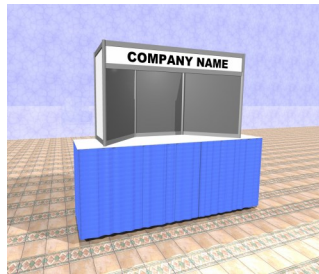
□ VCS Table-Top Unit contains:

- lighted header
- 1 - 8' draped table
- DRAPES COLOR: BLUE BLACK BURGUNDY PURPLE
GRAY RED TEAL WHITE HUNTER GREEN

*** Check One**

___ **White Panel**
___ **Blue**
___ **Gray**

Price: \$575.00



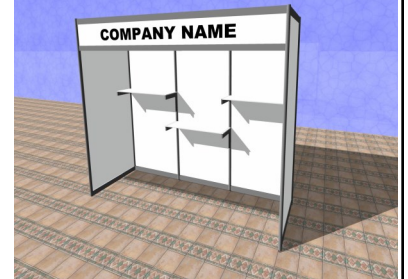
□ VCS A-10 Unit contains:

- (3) Shelves
- (6) Brackets

*** Check One**

___ **White Panel**
___ **Blue**
___ **Gray**

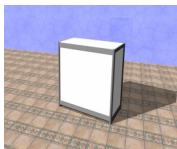
Price: \$1600.00



COUNTERS:

Qty. Price Total

40"L x 42" H x 22"W ___ **\$275.00** ___
80"L x 42" H x 22"W ___ **\$350.00** ___



Counter Colors: (*check one)
___ **White** ___ **Blue** ___ **Gray**

OPTIONAL RENTAL ACCESSORIES:

Side Rail (each) ___ **\$85.00** ___
Extra Shelves
(1) shelf & (2) brackets ___ **\$45.00** ___

ALL UNITS INCLUDE:

- *STANDARD HEADER COPY
- *LIGHTS (Does NOT include outlet)

**Custom Graphics & Custom Units are available!
Please call Vista Convention Services for pricing.**

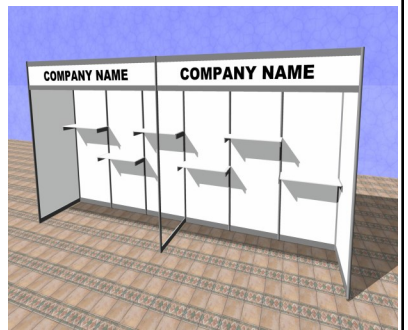
□ VCS B-20 Unit contains:

- (6) Shelves
- (12) Brackets

*** Check One**

___ **White Panel**
___ **Blue**
___ **Gray**

Price: \$2800.00



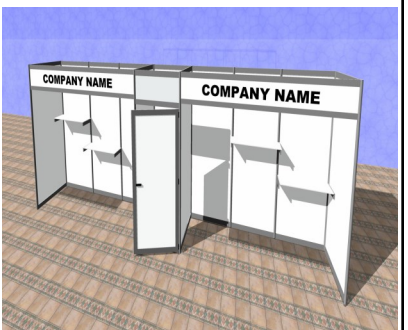
□ VCS C-20 Unit contains:

- Locking Storage Unit
- (4) Shelves
- (8) Brackets

*** Check One**

___ **White Panel**
___ **Blue**
___ **Gray**

Price: \$3400.00



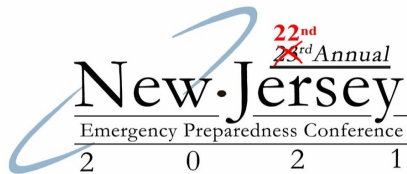
HEADER COPY:

CANCELLATION POLICY: ALL Units cancelled after orders have been received will be charged at 100% of original price.

SUBJECT TO NJ SALES TAX (6.625%)
FULL PAYMENT MUST ACCOMPANY ORDER
ATTACH TO PAYMENT & CREDIT CARD AUTHORIZATION FORM

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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WWW.VISTACS.COM

**DEADLINE DATE:
AUGUST 24, 2021**

FABRIC BACKWALL DISPLAY RENTAL ORDER FORM

VCS F-10 / 10'w x 8'tall Full Graphic Display.....\$2625.00



VCS F-20 / 20'w x 8'tall Full Graphic Display.....\$3550.00



All labor to install & dismantle displays are included in rental price. Approved graphics **MUST** be received 30 days prior to first day of set-up.

RENTAL UNIT OPTIONAL ACCESSORIES:

10' Unit 2 lights _____ \$65.00

1 Meter Counter w/front graphic panel _____ \$395.00

20' Unit 4 lights _____ \$125.00

2 Meter Counter w/front graphic panel _____ \$550.00

***Power is NOT included in rental of lights. Exhibitor must order basic power from Facility.
ALL Displays cancelled after orders have been received will be charged at 100% of original price.**

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 FOR SET-UP & DISMANTLE ORDERS

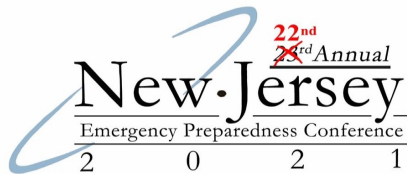
Credit Card Information

☐ M/C ☐ VISA ☐ AMEX / ACCOUNT # _____
EXPIRATION DATE: _____
CUSTOMER CODE #: _____

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

CARDHOLDERS SIGNATURE: _____ CARDHOLDERS NAME: _____

MAIL OR FAX TO VISTA BEFORE DEADLINE DATE / SUBJECT TO NJ SALES TAX (6.625%)



**HARRAH'S WATERFRONT
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ATLANTIC CITY, NJ
SEPTEMBER 20-21, 2021**



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**DEADLINE DATE:
SEPTEMBER 7, 2021**

BOOTH CLEANING ORDER FORM

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

INDICATE YOUR REQUIREMENTS:

- ☐ **Daily - Vacuuming**\$.45 per sq. ft.
- ☐ **Once - Vacuuming before initial opening**\$.47 per sq. ft.
- ☐ **Shampoo - One Time**\$.73 per sq. ft.

SIZE OF BOOTH _____ x _____ = _____ SQ. FT. x RATE: _____ x NO. OF DAYS: _____ = \$ _____
(MINIMUM CHARGE: 100 SQ. FT. PER DAY)

Porter Service.....Rates on Request

PAYMENT POLICY: Payment in full of rental charges including applicable tax, must accompany your advance order to qualify for discount rates. All orders placed at the Service Desk will be invoiced at standard rates. Invoices must be settled at the Service Desk prior to show closing. No telephone orders accepted. All Charges payable in U.S. funds only. Check, Cash, Traveler's Checks, VISA, MasterCard, and American Express are accepted.

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

**ALL CHARGES SUBJECT TO NJ SALES TAX (6.625%)
FULL PAYMENT MUST ACCOMPANY ORDER
ATTACH TO PAYMENT & CREDIT CARD AUTHORIZATION FORM**

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

**DEADLINE DATE:
SEPTEMBER 7, 2021**

SHOWCASE ORDER FORM

RENTAL PRICE INCLUDES DELIVERY TO & REMOVAL FROM YOUR BOOTH SPACE.



FULL VISION



HALF VISION



QUARTER VISION

The above (3) cases are 38" high, 20" deep, lights & locks, White Finish
(Electrical Outlet NOT included)

SEE THRU WALL CASE REGULAR WALL CASE



The above (2) cases are both 84" high and 18" deep.
Adjustable glass shelves, glass sliding doors & lights.
(Electrical Outlet NOT included)

All Electrical Orders must be placed with Harrah's Encore.

Description	Quantity	Price	Amount
6' FULL VISION		\$450.00	
6' HALF VISION		450.00	
6' QUARTER VISION		450.00	
6' REGULAR WALL CASE		530.00	
6' SEE-THRU WALL CASE		636.00	

IMPORTANT: To ensure that your selection will be available you must place your order before the Deadline Date. No guarantee on choice after Deadline Date. Vista is not liable for contents, damages or breakage after cases have been delivered.

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

6.625% NJ SALES TAX WILL BE ADDED TO ALL SHOWCASE PRICES
FULL PAYMENT MUST ACCOMPANY ORDER
ATTACH TO PAYMENT & CREDIT CARD AUTHORIZATION FORM

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

**DISCOUNT
DEADLINE DATE:
SEPTEMBER 7, 2021**

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				\$_____
6.625% NJ 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 _____									
CARDHOLDERS SIGNATURE: _____										CARDHOLDERS NAME: _____									
										EXPIRATION DATE: _____									

**DISCOUNT DEADLINE
DATE:
SEPTEMBER 7, 2021**

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

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	*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*	\$ _____

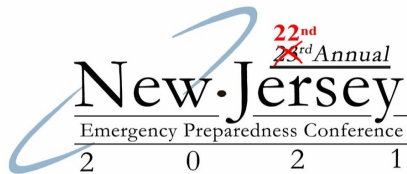


Subtotal	\$ _____
6.625% NJ Sales Tax	\$ _____
Grand Total	\$ _____



*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: _____																			



HARRAH'S WATERFRONT
CONFERENCE CENTER
WILDWOOD BALLROOM
ATLANTIC CITY, NJ
SEPTEMBER 20-21, 2021



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DEADLINE DATE:
SEPTEMBER 7, 2021

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
SUBJECT TO 6.625% NJ SALES TAX

Company Name _____ Booth # _____

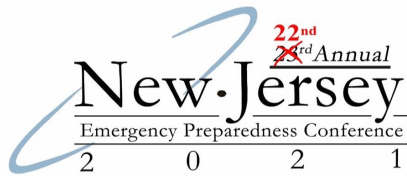
Street Address _____ Phone # _____

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

GUIDELINES FOR SUBMITTING GRAPHICS

DEADLINE DATE: SEPTEMBER 7, 2021

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."

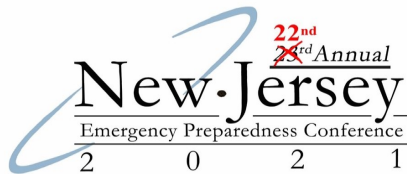
We are not responsible for spelling mistakes on text or low resolution images sent by clients. A fee applies for replacing the sign.

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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**DISCOUNT
DEADLINE DATE:
APRIL 20, 2021**

INTENT TO USE NON-OFFICIAL CONTRACTORS

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

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

NOTIFICATION DEADLINE DATE: See Above.

Exhibiting Firm: _____ **Booth #:** _____

Authorized Name & Title: _____

Authorized Signature: _____

Full Name of Non-Official Contractor: _____

Complete Address: _____

City, State: _____ **Zip Code:** _____

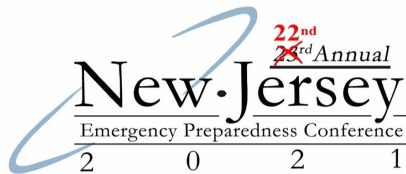
Phone Number: _____ **Fax Number:** _____

Email: _____

Non-Official Contractor "Show Site" Representative: _____

Type of Service to Be Performed: _____

Retain one copy for your files.



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**DISCOUNT
DEADLINE DATE:
SEPTEMBER 7, 2021**

LABOR ORDER FORM

CARPENTER LABOR FOR INSTALLATION & DISMANTLING OF EXHIBITS

Carpenter Rates:

Straight Time:	
Advance Rate	Standard Rate
\$120.50/hr.	\$150.65/hr.
one hour minimum per worker thereafter 1/2 hr. increments ST: 8:00 AM to 4:30 PM Monday through Friday	

OverTime:	
Advance Rate	Standard Rate
\$180.75/hr.	\$226.00/hr.
one hour minimum per worker thereafter 1/2 hr. increments OT: Before 8:00 AM and after 4:30 PM Monday through Friday and all hours on Saturday and Sunday	

ALL LABOR ORDERS RECEIVED AFTER THE DEADLINE DATE OR PLACED AT SHOWSITE WILL BE CHARGED AT THE STANDARD RATE.

NOTE: 8:00 AM is the only guaranteed starting time. All the other orders will be filled as labor is available. All labor must be signed in/out at the Service Desk. Exhibitors not checked in by their requested starting times are subject to a 1 hour minimum charge per man ordered, unless we received written cancellation 24 hours prior to starting time.

PLEASE INDICATE SERVICE REQUIRED:

☐ **PLAN A - EXHIBITOR'S SUPERVISION**

All work performed must be under the supervision of the Exhibitor.

	# MEN	DATE	TIME	APPROX. HOURS
SET-UP				
DISMANTLE				

☐ **PLAN B - VISTA SUPERVISION**

Hourly rate plus 35% Supervision Charge / Minimum \$42.00 / \$52.00

Name of Carrier _____ # Crates _____ Cartons _____ Skids _____

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

Please include Set-up Plans with Order

After Dismantle Return Display To: _____

VIA _____

Vista shall not be responsible for damage, loss, or theft of display installed and/or dismantled under our Supervision. Vista shall not be responsible for loss, theft, or disappearance of materials before they are picked up from exhibitor's booths for reloading after the show.

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 FOR SET-UP & DISMANTLE LABOR ORDERS

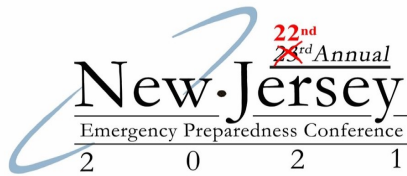
Credit Card Information

☐ M/C ☐ VISA ☐ AMEX / ACCOUNT # _____
EXPIRATION DATE: _____
CUSTOMER CODE #: _____

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

CARDHOLDERS SIGNATURE: _____ CARDHOLDERS NAME: _____

MAIL OR FAX TO VISTA BEFORE DEADLINE DATE / SUBJECT TO NJ SALES TAX (6.625%)



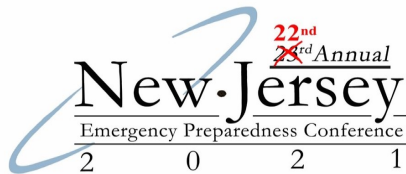
**HARRAH'S WATERFRONT
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ATLANTIC CITY, NJ
SEPTEMBER 20-21, 2021**



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LIMITS OF LIABILITY & RESPONSIBILITY FOR LABOR

1. **Vista Convention Services** and its subcontractors shall not be responsible for loss, delay or damage due to strikes, lockouts or work stoppages of any kind.
2. **Vista Convention Services** and its subcontractors shall not be responsible for loss, injury or damage caused by laborers or equipment furnished by **Vista Convention Services** or its subcontractors, except when such laborers are working or operating equipment under the direct supervision of a supervisor designated by **Vista Convention Services** or its subcontractor.
3. **Vista Convention Services** and its subcontractors 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, injury or damage to an exhibitor's materials or exhibitor personnel, which may make it impossible or impractical to exhibit exhibitor's materials.
4. Claims for loss, injury or damage which are not submitted to **Vista Convention Services** within thirty (30) days of the close of the show on which the loss, injury or damage occurred shall be considered waived. No suit or action shall be brought against **Vista Convention Services** or its subcontractors more than one year after the accrual of the cause of action.
5. **Vista Convention Services** will not be responsible for improper packing of exhibitor material and products or incorrect labeling if working under the supervision of the exhibitor.
6. **Vista Convention Services** will not be responsible for improperly packed or concealed damages to exhibits.
7. The placing of an order for the services of laborers and the use of equipment by an exhibitor or any agent of the exhibitor shall be construed as an acceptance by such exhibitor or agent of terms and conditions set forth in Sections 1 through 6 above.
8. If granted permission for early move-in (off-target move-in) by show management and **Vista Convention Services**, the exhibitor is required to use **Vista Convention Services** labor for booth installation.



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**WAREHOUSE
DEADLINE DATE:
SEPTEMBER 14, 2021**

MATERIAL HANDLING SERVICE & RATES

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

Per CWT (100 lbs.)

Minimum charge (200 lbs.)

Warehouse Rate **\$96.85**

Show Site Rate **\$94.75**

CRATED AND/OR SKIDDED FLOOR LOAD SHIPMENTS

These round trip rates 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.

Per CWT (100 lbs.)

Minimum charge (200 lbs.)

Warehouse Rate **\$129.80**

Show Site Rate **\$127.70**

UNCRTATED, UNSKIDDED, WRAPPED SHIPMENTS AND CRATED SHIPMENTS REQUIRING SPECIAL HANDLING

These round trip rates 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). ***Fed-EX and UPS are included in this category due to their delivery procedures and documentation.***

Per CWT (100 lbs.)

A 35% surcharge, for each occurrence, will apply in addition to the above rates.

OVERTIME RATES

All rates quoted above are straight time rates. All freight received at the warehouse and/or show site that must be moved in or out of the booth before 8 a.m. or after 4:30 p.m. on weekdays or all day on Saturdays, Sundays or holidays, will be charged in addition to the above rates.

Per CWT (100 lbs.)

A 35% surcharge for each occurrence, will apply in addition to the above rates

DELIVERIES TO WAREHOUSE AFTER DEADLINE DATE

Shipments received at the warehouse after 3:30 p.m. or after the deadline date of **Tuesday, September 14, 2021** will be charged in addition to the above rates.

***FIRST PACKAGE**

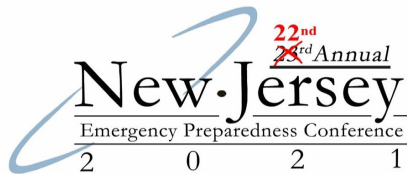
\$41.20

SMALL PACKAGE SHIPMENTS

Cartons and envelopes received at show site without documentation will be delivered without guarantee of piece count or conditions at this rate. Maximum weight per shipment is 50 lbs.

****Each additional package \$24.75**

***MATERIAL HANDLING SERVICE & RATES ARE SUBJECT TO NJ SALES TAX (6.625%)**



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**WAREHOUSE
DEADLINE DATE:
SEPTEMBER 14, 2021**

SHIPPING & MATERIAL HANDLING RECAP

For complete information and descriptions on shipping and material handling, refer to the **MATERIAL HANDLING** order form in this Exhibitor Service Manual.

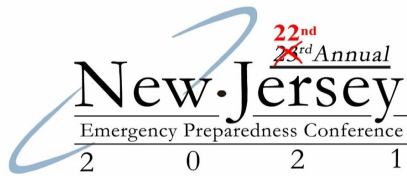
COMPUTATION OF ORDER: When recording weight, round up to the next 100 pounds.	
A. CRATED AND/OR SKIDDED FLOOR LOAD SHIPMENTS Warehouse We will ship _____ lbs. @ \$96.85 per 100 lbs. (200 lb. minimum/\$193.70) Showsite We will ship _____ lbs. @ \$94.75 per 100 lbs. (200 lb. minimum/\$189.50)	\$ _____ \$ _____
B. UNCRATED, UNSKIDDED OR WRAPPED SHIPMENTS & CRATED SHIPMENTS REQUIRING SPECIAL HANDLING Warehouse We will ship _____ lbs. @ \$129.80 per 100 lbs. (200 lb. minimum/\$259.60) Showsite We will ship _____ lbs. @ \$127.70 per 100 lbs. (200 lb. minimum/\$255.40)	\$ _____ \$ _____
C. OVERTIME FEES All rates quoted above are straight time rates. All freight received at the warehouse and/or showsite that must be moved into or out of your booth before 8:00 a.m. or after 4:30 p.m. on weekdays, or anytime on Saturday, Sunday or holidays, will be a 35% surcharge for each occurrence will apply in addition to the above rates. Delivery After Deadline Date: Shipments received at the warehouse after 3:30pm or after Tuesday, September 14, 2021 and any shipment received at showsite after show opening will be charged 35% in addition to the above rates.	
Note: Due to possible move-in on overtime and move-out on overtime, overtime fees will be applied <div style="text-align: right;"> 6.625% Sales Tax \$ _____ Payment Enclosed \$ _____ </div>	

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.** If you have any questions about material handling, please contact Vista Convention Services.

Company Name:

Booth #:

MAIL OR FAX TO VISTA CONVENTION SERVICES



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LIMITS OF LIABILITY FOR MATERIAL HANDLING

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

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

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

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

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

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

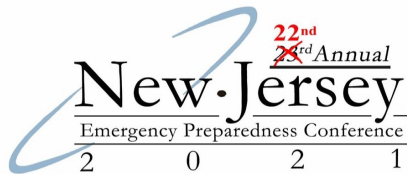
The consignment or delivery of a shipment to *Vista Convention Services* by an exhibitor, or by any shipper to or on behalf of the exhibitor, shall be construed as an acceptance by such exhibitor (and/or other shipper) of the terms and conditions set forth.

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

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

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

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



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Pleasantville, NJ 08232 E: info@vistacs.com
WWW.VISTACS.COM

DEADLINE DATE:
SEPTEMBER 7, 2021

PRIORITY EMPTY CONTAINER RETURN

**PLEASE NOTE THAT THIS SERVICE CANNOT BE ORDERED AFTER
THE EMPTIES HAVE BEEN TAKEN TO STORAGE**

This service provides for the priority return of your empties to your booth after the close of the show and once all aisle carpet is rolled up. If you would like this service, please fill out the information below and return to Vista Convention Services.

Priority Empty Container Return.....\$100.00 per container

Estimated Number of Pieces.....

****PLEASE NOTE** Special Empty Container Labels are required for this service.
Labels must be picked up at Vista's Service Desk.**

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 FOR THIS SERVICE

Credit Card Information

☐ M/C ☐ VISA ☐ AMEX / ACCOUNT #

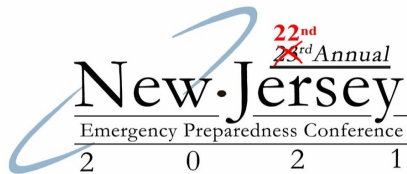
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EXPIRATION DATE: _____

CUSTOMER CODE #: _____

CARDHOLDERS SIGNATURE: _____ CARDHOLDERS NAME: _____

MAIL OR FAX TO VISTA BEFORE DEADLINE DATE / SUBJECT TO NJ SALES TAX (6.625%)



HARRAH'S WATERFRONT
CONFERENCE CENTER
WILDWOOD BALLROOM
ATLANTIC CITY, NJ
SEPTEMBER 20-21, 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

MONTHLY LONG-TERM STORAGE

MONTHLY LONGTERM STORAGE

Vista Convention Services can provide monthly long term storage at the following rates - \$0.15 per cubic ft. per month.

- **\$50.00 minimum per month**
- **\$15.00 per cwt. handling charge one way**
- **PLEASE CONTACT VISTA'S CUSTOMER SERVICE DEPARTMENT @ 609-485-2421 IF YOU ARE INTERESTED IN LONG TERM STORAGE**

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. 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 FOR THIS SERVICE

Credit Card Information

☐ M/C ☐ VISA ☐ AMEX / ACCOUNT #

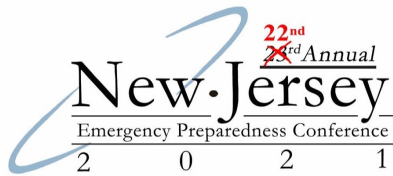
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EXPIRATION DATE: _____

CUSTOMER CODE #: _____

CARDHOLDERS SIGNATURE: _____ CARDHOLDERS NAME: _____

SUBJECT TO NJ SALES TAX 6.625%



**HARRAH'S WATERFRONT
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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: \$20 per carton and \$30 per fiber case. This service includes removing empties from your booth, storing them during the show and returning them to your booth after show closing. Please refer to the union regulations included in this manual.

SHIPMENTS RETURNED TO WAREHOUSE

At the close of show, for re-forwarding or storage, there will be an additional charge of \$18.00 per cwt. on straight time; \$22.00 per cwt. on overtime, with a 1,000 lb. minimum. Warehouse storage space is limited. Please call our Customer Service Department at (609) 485-2421 to confirm availability prior to show.

SPECIAL RATES AND SERVICES

Steel banding: **\$1.05** per linear foot, plus one-half hour minimum labor
Shrink Wrap Skid: **\$60.00** per skid, labor included
Clear Tape: **\$10.00** roll
Double Face Tape: **\$30.00** roll

UPS & FEDEX SHIPMENTS

A fee of \$90.00 will apply for all UPS & FedEx shipments going back to Vista Convention Services Warehouse.

ALL CHARGES SUBJECT TO NJ SALES TAX (6.625%)

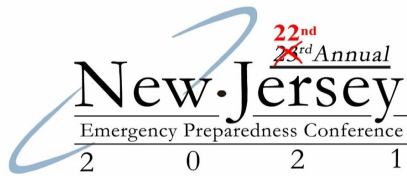
IMPORTANT FREIGHT INFORMATION

DEFINITION OF SPECIAL HANDLING:

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

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

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



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SHIPPING INFORMATION

WHAT YOU SHOULD KNOW:

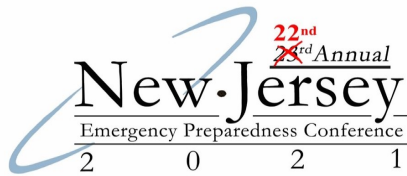
- *As an exhibitor, you are responsible for providing your carrier with proper delivery and pickup information for your materials, both in advance and at show site.
- *Please prepay all shipping charges. Vista Convention Services cannot accept or be responsible for collect shipments. All shipments must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

MATERIAL HANDLING INCLUDES:

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

MATERIAL HANDLING DOES NOT INCLUDE:

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



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SHIPPING 101

Exhibiting at a tradeshow can be costly. When a company purchases a booth space, it is just the beginning of the expenses that typically include shipping freight, furniture rental, and material handling. The seasoned exhibitor can tell you that material handling, often referred to as "drayage", is sometimes the most costly item on the list. In many cases, the exhibitor is paying for surcharges he does not understand. By understanding what drayage is and how service contractors establish their rates, you will be able to save money by avoiding unnecessary charges. Outlined below are some of the most commonly asked questions about drayage.

WHAT IS DRAYAGE?

Simply stated, drayage is the moving of materials from point A to point B. Whether your materials are sent in advance to the service contractor's warehouse or directly to show site, they still need to get to your booth after the carrier drops them off. Paying for drayage entitles you to have your freight taken to your booth from the loading dock, empty containers stored during the show, empty containers returned to your booth at the close of the show, and your freight carried back to the loading dock and loaded onto the carrier at the conclusion of the show. Then you arrange for a carrier to pick up your exhibit materials for transport to the next destination. There is usually a 200 pound minimum per shipment charge for drayage.

CAN MATERIALS BE HAND CARRIED TO MY BOOTH?

In most major cities, union labor has exclusive rights to the loading dock. The total weight and size of the display plus the union regulations regarding drayage for that city will determine if items can be hand carried to avoid paying for drayage. However, if you think you can hand carry your display onto the show floor, it has to be brought in through the front entrance. To avoid any surprises or confusion, please check the union regulations in this Exhibitor Service Manual. If you hand carry your items, the empty containers may be stored during the show for a fee.

HOW ARE DRAYAGE RATES DETERMINED?

Since union labor is used to move freight, Vista Convention Services must set the rate based on the labor rate in that city. Drayage rates also reflect the cost of empty storage space and the overall cost to produce the tradeshow. Drayage rates will vary depending on move-in and move-out times.

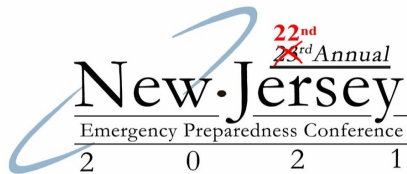
HOW CAN I SAVE MY COMPANY MONEY?

Read your Exhibitor Service Manual and pay close attention to the shipping instructions. Be aware of any surcharges that may be imposed for special handling or late shipments. Please pay close attention to deadline dates. If warehouse shipments arrive too early or miss the deadline date, that means an additional surcharge. Vista Convention Services usually allows shipments to arrive at the advance warehouse up to 30 days from the first move-in date.

SHIP IN QUANTITY. Because service contractors usually enforce a 200 pound minimum per shipment, it is best to send your freight as one big shipment. We realize this is not always possible, but if you send 40 and 50 pound packages separately, you will be charged the minimum weight on each shipment. This expense can add up, but can be avoided with a little planning and organization. If possible, make sure your product is crated. Crated shipments are the easiest to unload, therefore, they incur the least drayage charge. Loose, pad wrapped and/or uncrated freight takes longer to unload and will be charged at higher rates. It may be worth the time and money to have crates built for your display. In addition, crates will help protect your materials during shipment.

SHOULD I SHIP TO THE ADVANCE WAREHOUSE OR SHOW SITE?

When possible, ship in advance to the warehouse. Even though the drayage charges are typically 25% higher, there are benefits. You can confirm receipt of your shipment with Vista Convention Services before the show, adding to your peace of mind. In addition, freight sent to the warehouse is unloaded prior to exhibitor move-in. Therefore, your freight will be in your booth upon your arrival. You can begin setting up your exhibit as soon as you arrive, which can save you time and labor during set-up. It is worth the added expense in order to reduce problems at show site.



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WWW.VISTACS.COM

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: NJ Emergency Preparedness Conference
(Exhibiting Company's Name & Booth Number)
c/o Vista Convention Services
300 Commerce Drive
Egg Harbor Township, NJ 08234**

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

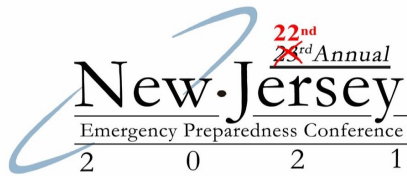
- Shipments will be received beginning ***Monday, August 23, 2021.***
- Shipments received after the deadline of ***Tuesday, September 14, 2021*** will be charged an additional 35% surcharge.
- Shipments received after **3:30 p.m.** will be charged an overtime rate.
- Advance warehouse receiving hours 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: NJ Emergency Preparedness Conference
(Exhibiting Company's Name & Booth Number)
Harrah's Waterfront Conference Center-Wildwood Ballroom
c/o Vista Convention Services
777 Harrah's Blvd
Atlantic City, NJ 08401**

- Show site shipments will be received beginning ***Monday, September 20, 2021 at 8:00 am.***
- Shipments arriving at show site prior to this date and time may be ***REFUSED*** or charged an overtime rate.



**HARRAH'S WATERFRONT
CONFERENCE CENTER
WILDWOOD BALLROOM
ATLANTIC CITY, NJ
SEPTEMBER 20-21, 2021**



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

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: NJ Emergency Preparedness Conference
Location: Harrah's Waterfront Conference Center-Wildwood Ballroom
To: (Shipping Address)

- Once your shipment is packed and labeled, **return your show bill-of-lading to the Vista Service Desk.** All bills-of-lading must be turned in no later than **4:30 pm on Tuesday, September 21, 2021.**

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, YRC.
- Be sure to confirm pickup day(s) and time(s) with your selected carrier. All outside carriers (carriers other than **YRC**) must be checked in **no later** than **4:30 pm on Tuesday, September 21, 2021.**

ADVANCE WAREHOUSE SHIPMENTS ONLY

FROM: _____

TO: _____
(EXHIBITOR NAME) (BOOTH #)

**NJ EMERGENCY PREPAREDNESS
CONFERENCE
c/o VISTA CONVENTION SERVICES
300 COMMERCE DRIVE
EGG HARBOR TOWNSHIP, NJ 08234**

ADVANCE WAREHOUSE SHIPMENTS ONLY

FROM: _____

TO: _____
(EXHIBITOR NAME) (BOOTH #)

**NJ EMERGENCY PREPAREDNESS
CONFERENCE
c/o VISTA CONVENTION SERVICES
300 COMMERCE DRIVE
EGG HARBOR TOWNSHIP, NJ 08234**

FOR ADVANCE SHIPMENTS ONLY

Deliver NO LATER than Tuesday, September 14, 2021 / Receiving Hours: 8am - 3:30pm, Monday through Friday, CHECK IN BY 3PM

ADVANCE WAREHOUSE SHIPMENTS ONLY

FROM: _____

TO: _____
(EXHIBITOR NAME) (BOOTH #)

**NJ EMERGENCY PREPAREDNESS
CONFERENCE
c/o VISTA CONVENTION SERVICES
300 COMMERCE DRIVE
EGG HARBOR TOWNSHIP, NJ 08234**

ADVANCE WAREHOUSE SHIPMENTS ONLY

FROM: _____

TO: _____
(EXHIBITOR NAME) (BOOTH #)

**NJ EMERGENCY PREPAREDENSS
CONFERENCE
c/o VISTA CONVENTION SERVICES
300 COMMERCE DRIVE
EGG HARBOR TOWNSHIP, NJ 08234**

ON-SITE DIRECT SHIPMENTS ONLY

FROM: _____

TO: _____

(EXHIBITOR NAME)

(BOOTH #)

**NJ EMERGENCY PREPAREDNESS CONFERENCE
c/o VISTA CONVENTION SERVICES
HARRAH'S WATERFRONT
CONFERENCE CENTER - WILDWOOD BALLROOM
777 HARRAH'S BLVD.
ATLANTIC CITY, NJ 08401**

ON-SITE DIRECT SHIPMENTS ONLY

FROM: _____

TO: _____

(EXHIBITOR NAME)

(BOOTH #)

**NJ EMERGENCY PREPAREDNESS CONFERENCE
c/o VISTA CONVENTION SERVICES
HARRAH'S WATERFRONT
CONFERENCE CENTER - WILDWOOD BALLROOM
777 HARRAH'S BLVD.
ATLANTIC CITY, NJ 08401**

FOR ON-SITE DIRECT SHIPMENTS ONLY

ON-SITE DIRECT SHIPMENTS ONLY

FROM: _____

TO: _____

(EXHIBITOR NAME)

(BOOTH #)

**NJ EMERGENCY PREPAREDNESS CONFERENCE
c/o VISTA CONVENTION SERVICES
HARRAH'S WATERFRONT
CONFERENCE CENTER - WILDWOOD BALLROOM
777 HARRAH'S BLVD.
ATLANTIC CITY, NJ 08401**

ON-SITE DIRECT SHIPMENTS ONLY

FROM: _____

TO: _____

(EXHIBITOR NAME)

(BOOTH #)

**NJ EMERGENCY PREPAREDNESS CONFERENCE
c/o VISTA CONVENTION SERVICES
HARRAH'S WATERFRONT
CONFERENCE CENTER - WILDWOOD BALLROOM
777 HARRAH'S BLVD.
ATLANTIC CITY, NJ 08401**

ELECTRICAL SERVICES



Encore Event Technologies, its contractors, and subcontractors are not responsible for voltage fluctuation or power failure due to temporary conditions or loose connections. For your protection, you should install a surge protector under/over voltage protector on your computer(s) and/or other equipment you deem necessary. Encore Electrical should make installation of all electrical service. Encore will not be responsible for any damaged or lost equipment, component computer hardware or software and/or any damage or injury to any person, caused by the installation, connection, or plugging into any electrical by persons other than our personnel.

- > Please call for additional services that are not listed on this order form, or for custom quotes for large orders.
- > Dedicated & 24 hour power will be at 2x the listed price. Please indicate these requirements below if needed.
- > Installation cannot begin until order is finalized and payment method has been received.

PLEASE SUBMIT A FLOOR PLAN FOR ALL ISLAND BOOTHS AND UNDER CARPET ELECTRICAL RUNS

ELECTRICAL SERVICES (no labor charge for 120 volt power)

ITEM	ADVANCED	STANDARD	QTY	24 HOUR POWER	SUB TOTAL
120 Volts - 500 Watts Or 5 Amps	\$ 86.00	\$ 130.00			
120 Volts - 1000 Watts Or 10 Amps	\$ 150.00	\$ 230.00			
120 Volts - 2000 Watts Or 20 Amps	\$ 200.00	\$ 300.00			

ELECTRICAL MATERIALS

CONNECTION	ADVANCED	STANDARD	QTY	# SHOW DAYS	TOTAL
6' Outlet Plug Strip	\$ 25.00	\$ 30.00			
25' Extension Cord	\$ 25.00	\$ 30.00			

ADDITIONAL ELECTRICAL SERVICES (labor applies to 208 volt power)

CONNECTION	ADVANCED	STANDARD	QTY	# SHOW DAYS	TOTAL
208 Volts Single Phase 2000 Watts - 20 Amps	\$ 310.00	\$ 465.00			
208 Volts Single Phase 30 Amps	\$ 395.00	\$ 590.00			
208 Volts Single Phase 60 Amps	\$ 640.00	\$ 960.00			
208 Volts Single Phase 100 Amps	\$ 980.00	\$ 1,475.00			

- > Prices Subject to change without Notice
- > Pricing is based on a 3 day show, additional days will require a 25% per day charge
- > All island booths and additional services require electrical labor
- > Labor rates: Straight Time - \$100.00, Overtime - \$200.00
- > Minimum 1 hour labor install and minimum 1/2 hour labor dismantle
- > Labor: labor between the hours of 8:00am and 5:00pm, Monday through Friday will be at the straight time labor rate. Labor before 8:00am and after 5:00pm, Monday through Friday and all Saturdays, Sundays and holidays will be at the overtime rate. A minimum charge per booth on one hour for installation will apply to all booths requiring labor. Labor to disconnect will be based on one-half of the installation time and will be automatically applied to your invoice. A scaled floor plan is needed in order to proceed for orders with multiple outlet locations and/or island booths.
- > Setup/disconnect labor dates/times are based on the load-in schedule (and space availability) for your event. Encore does not control the event schedule for your event and therefore cannot control if setup/disconnect is during straight time or overtime hours.
- > **EMAIL OR FAX FORMS TO: JANICE.BRITTIN@ENCORE-US.COM, (609) 441-5695**

Subtotal
Service Fee 23%
Material & Services Total
Labor Total
6.625 % Tax
GRAND TOTAL

To receive advanced pricing, Encore Event Technologies must receive your completed order, with billing information, fourteen (14) days prior to show move-in.

BOOTH NUMBER

EVENT NAME

EVENT DATES

INSTALL LOCATION IN ROOM/BOOTH (Provide floor plan if available)

EXHIBITING COMPANY NAME

BILLING ADDRESS OF CREDIT CARD

ONSITE CONTACT

TELEPHONE #

FAX #

ON-SITE PHONE

ORDERED BY

EMAIL

CREDIT CARD TYPE

CREDIT CARD NUMBER

EXP DATE

CVV

PRINT CARDHOLDERS NAME

CARDHOLDERS SIGNATURE

By signing and delivering this form customer agrees to all terms and conditions on this form. Please read thoroughly for all instructions prior to placing order. **Credit Card Payments Only - NO CHECKS ACCEPTED.**

GENERAL TERMS & CONDITIONS



ENCORE

WWW.ENCORE-US.COM

GENERAL TERMS & CONDITIONS

These General Terms and Conditions apply to any proposal, quote, order and/or agreement relating to audiovisual, internet and/or related equipment ("Equipment") rented by Client from Encore, as well as any audiovisual, internet, production and/or related services or labor ("Services") provided by Encore. These General Terms and Conditions incorporate by reference any attached or related proposal, quote, order, schedule, contract, change of work order and/or commencement of work and shall constitute the entire agreement ("Agreement") between Encore and Client (individually "Party" and, collectively, "Parties").

1. DEFINITIONS

For purposes of this Agreement, "Encore" means Encore Event Technologies, LLC and its employees, members, managers, officers, agents, assigns, affiliated companies, related entities and any subcontractors appointed by Encore. The term "Client" means the Client, its employees, officers, directors, managers, members, guests, invitees, agents, representatives and any Client Appointed Contractors ("CAC").

2. PAYMENT TERMS

Client agrees to pay Encore all charges in this Agreement, including any and all Equipment, Services and/or labor overages. Payment is due and payable in full upon signing this Agreement, unless Client has established a Master Account with the venue that includes Encore's Equipment and/or Services in which case all charges shall be billed to Client's Master Account pursuant to the terms set forth by the venue and due and payable to the venue upon conclusion of the event. Any direct bill or open account requires prior credit approval and may require a deposit prior to the start of the event. Any deposit received from Client shall be credited to the final invoice for the event. All invoices not paid in full within 30 days of the invoice date shall bear a finance charge at the lesser of the maximum rate allowed by applicable law, or 1.5% per month.

3. ESTIMATES AND CHARGES

In connection with this Agreement or any contract entered into between Encore and Client:

- Any estimate provided to Client in connection with the expected service hours, labor hours and/or number of days the Equipment is rented is solely an estimate. In the event the actual hours, actual quantities of Equipment rented hereunder or actual days the Equipment is rented is greater than the amount indicated in any proposal or quote, Client will be charged for those overages at Encore's standard rates, less any applicable discounts. A day's rental period is all or any portion of each 24-hour period starting at 07:00 and continuing through 06:59 the following day.
- Labor rates are based upon prevailing rates and practices at the particular venue location where the event is held. All labor estimates, rates and minimum labor calls are based on local venue rules and/or local union rules, as applicable.
- All Equipment and materials are on a rental basis for the duration of the event and shall remain the property of Encore, except where specifically identified as a sale.
- Unless specifically stated in the Agreement, the charges herein do not include any electrical charges that may be incurred or charged by the event facility due to the extent of the event's audiovisual requirements. Client may be charged for such electrical charges upon conclusion of the event.
- If Client is exempt from the payment of sales or other applicable tax, a tax exemption certificate must be submitted prior to the commencement of the event. If Client fails to timely submit an applicable tax exemption certificate, the sales or other applicable tax shall be due and payable at the time of final invoice.
- If applicable, a service charge or AV house charge is included to allow Encore to provide the necessary event support required to execute successful meetings and events including immediate on-site support, pre-event planning and preparation and coordination with our hotel partners. The entire service charge or AV house charge is for administrative costs and is not a gratuity in whole or part to employees of Encore or any other party.

4. DAMAGE TO EQUIPMENT

Client agrees that, prior to the beginning of the event, it shall have the right to review and inspect the Equipment with Encore personnel to confirm it is in good operating condition. Client shall immediately notify Encore if any Equipment is defective or not in good operating condition. Client's failure to review or inspect the Equipment prior to the start of the event or notify Encore if the Equipment is defective or not in good operating condition shall be deemed an acknowledgment that the Equipment is in good operating condition. Client agrees to pay for all damages because of lost, damaged or stolen Equipment, including loss or damage caused by Client's accident, misuse or neglect, based upon repair costs for repairable Equipment or full replacement cost for lost, stolen or irreparable Equipment. However, should the Equipment listed on this Agreement be damaged, lost or stolen due to Encore's sole negligence, Encore shall be responsible for the repair or replacement of the Equipment. In no event will Encore be liable for any Client damages or loss caused, in whole or in part, by the loss, malfunction or damage to any Equipment.

5. SUBLEASE

With the prior written consent of Encore, Client shall have the right to sublease the Equipment and, in the event of a sublease, Client shall be fully responsible for all insurance on, repair and replacement of, and reclamation of the Equipment. Encore reserves the right to replace the Equipment at Client's expense at full retail value if the subleased Equipment is lost, damaged or untimely returned.

6. EQUIPMENT HANDLING/SURRENDER

All Equipment may only be handled and operated by Encore personnel unless authorized by Encore. Equipment may not be moved, stored or serviced by Client or any other party. Client agrees that Encore shall have the right to enter the premises where the Equipment is located and shall have access to the Equipment at all times for the purposes of set, strike, maintenance and routine checks. On the expiration or earlier termination of this Agreement, the Equipment shall be returned in good repair, condition and working order, subject only to reasonable wear and tear. If Client brings its own computer to be used for presentation purposes during the event, Encore recommends the computer be tested with the event Equipment to ensure compatibility.

7. CONDITION OF EQUIPMENT

Encore maintains and services the Equipment in accordance with manufacturers' specifications and industry practice. However, Encore does not provide any express or implied warranty for the Equipment or Services, including any warranty of fitness for a particular purpose or merchantability, and it does not warrant or guarantee that the Equipment, Services or labor being provided will be free of defect, malfunction or operator error. If the Equipment malfunctions or does not operate properly during the event for any reason whatsoever, Client agrees to immediately notify Encore's on-site representative. Encore will attempt to remedy the problem as soon as possible so that the event is not interrupted. Client agrees and acknowledges that Encore shall not be liable and assumes no responsibility for any loss, cost, damage or injury to persons or property in connection with or as a result of inoperable or malfunctioning Equipment or otherwise.

8. DAMAGE WAIVER

If elected by Client and included in this Agreement as an additional fee, Encore agrees to waive any liability of Client for loss or damage to the Equipment. This waiver will not apply if it is determined the loss or damage was intentionally caused by Client, in which case Client will be fully responsible for all such loss or damage.

9. INTERNET/NETWORK EQUIPMENT AND SERVICES

In the event this Agreement includes internet/network equipment and/or services, Client understands and agrees as follows:

- Every device connected to the internet/network must have a purchased IP address from Encore, regardless of whether the IP address is used or not;
- No servers or routers are allowed including, but not limited to, NAT, DHCP and proxy servers.
- Encore reserves the right to disconnect any equipment that, in Encore's sole discretion, is found to be causing overall network problems without any refunds for services that have been disconnected;
- Client agrees not to share, resell, extend, bridge or otherwise misuse Encore's connections and/or services. Encore, in its sole discretion, reserves the right to disconnect any Client found to have violated this Agreement or usage equipment without any refunds for services that have been disconnected;
- Specific service location is defined as the area in the booth/room or other area designated by the Client. Service extended beyond rooms, air walls, doorways, walkways or 50' distance from the drop point will require an additional location and incur an additional fee;
- Encore is not responsible for any cable and/or equipment provided by Client or any third party;
- The network may only be used for lawful purposes and in accordance with these terms and conditions. Transmission of any materials in violation of any local, state, federal or international laws or regulations is strictly prohibited. This includes, but is not limited to, copyrighted materials, materials judged to be threatening or obscene, or materials protected by trade secrets;
- WIRELESS (802.11) DECLARATION.** Wireless internet service is inherently vulnerable to interference from other devices that transmit similar radio frequency signals or that operate within the same frequency spectrum. Encore cannot guarantee that interference will not occur. Encore does not recommend wireless service for mission critical services such as product presentations or demonstrations. For

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demonstrations or to present products and other mission critical activity via the internet, Encore highly recommends Client purchases hardwired services such as a Room/Booth Connect or Event Connect. If you are unsure which product best suits your needs, please contact Encore's on-site representative.

- i. ALL WIRELESS ACCESS POINTS NOT AUTHORIZED BY ENCORE ARE PROHIBITED. Client provided access points are prohibited for use within the event facility without Encore's prior approval. Wireless access points without adjustable power outputs are prohibited under all circumstances. If a Client wishes to showcase its wireless products, it must contact Encore at least 14 days prior to the start of the event so that Encore may attempt (with no guarantee) to engineer a cohesive operating network that limits or controls interference. Approvals may incur a site survey fee.

10. CANCELLATION

Unless otherwise agreed to in writing, if Client cancels the scheduled event more than 30 days prior to the start of the event, Client will not be charged any cancellation fee, except for any out of pocket expenses incurred by Encore. In the event of a full or partial cancellation less than 30 days, but more than 72 hours, prior to the start of the event, Client shall pay Encore 50% of the price set forth in the Agreement, plus any out of pocket expenses incurred by Encore. In the event of full or partial cancellation less than 72 hours prior to the start of the scheduled event, Client shall pay Encore 100% of the price set forth in the Agreement. ALL CANCELLATIONS MUST BE MADE IN WRITING AND RECEIVED BY ENCORE'S ON-SITE REPRESENTATIVE BEFORE BECOMING EFFECTIVE.

11. CLIENT MATERIAL HANDLING

Unless this Agreement includes or contemplates Encore's handling of Client's materials, Client shall not ask Encore to handle or assist in handling Client's materials and Encore assumes no responsibility for loss, damage, theft or disappearance for any such materials. In the event Encore handles Client's materials as part of this Agreement, Encore's maximum liability for loss or damage to such materials and Client's sole and exclusive remedy is limited to \$.50 (USD) per pound per article with a maximum liability of \$100.00 (USD) per item, or \$1,500.00 (USD) per shipment, whichever is less. All shipment weights are subject to correction and final charges determined by the actual or re-weighted weight of the shipment.

12. DEFAULT

If Client fails to pay rent or otherwise fails to observe, keep or perform any provision of this Agreement, or if Client should enter into voluntary or involuntary bankruptcy or receivership or other legal impediment that could impair the Equipment, Encore shall have the right to:

- a. Immediately reclaim the Equipment and declare the entire amount of rent immediately due and payable without demand or notice to Client. Client waives any damages occasioned by such reclamation. Any reclamation shall not constitute a termination of this Agreement unless Encore expressly notifies Client in writing;
- b. Sue to recover all amounts owed or accruing to Encore;
- c. Terminate this Agreement as to any or all items of Equipment or Services and recover the full price of the Agreement; and/or
- d. Exercise any other remedy at law or equity. All such remedies are cumulative and may be exercised concurrently or separately. The exercise of any remedy shall not release Client from this Agreement and Client shall remain liable for the full performance of all obligations to be performed by Client under this Agreement.

13. GOVERNING LAW AND VENUE

Any and all claims, actions, disputes or controversies arising out of or related to this Agreement shall be governed by and construed in accordance with the laws of the State of Nevada, without regard to conflict of laws provisions. Any and all claims, actions, disputes or controversies arising out of or related to this Agreement shall be litigated only in the appropriate state or federal court situated in Clark County, Nevada. The Parties submit to the exclusive jurisdiction and venue of such courts for purposes of any such action and the enforcement of any judgment or order arising therefrom. Each Party further waives any right to a change of venue or any objection to the jurisdiction of the state and federal courts located in Clark County, Nevada.

14. ATTORNEYS' FEES AND COSTS

In the event of any dispute or action related to or arising out of this Agreement, the prevailing Party shall be awarded reasonable attorneys' fees and costs, court costs, Equipment recovery costs and storage charges.

15. INDEMNIFICATION

Client agrees to fully defend, indemnify and forever hold harmless Encore from and against any and all claims, causes of action, fines, penalties, damages, liabilities, judgments and expenses (including, but not limited to, attorneys' fees and costs) arising from Client's and/or CAC's: (a) negligence or willful misconduct; (b) violation of any applicable federal, state or local law or ordinance; (c) violation of any show or event rule, policy or regulation published or set forth by the show or event venue; and/or (d) copyright, patent or other intellectual property infringement including, but not limited to, any and all claims related to Encore's use of materials, recordings, videos, transmissions, software, and/or hardware provided by Client.

16. LIMITATION OF LIABILITY

In no event will Encore be liable to Client or any other party for any special, exemplary, incidental or consequential damages (including, but not limited to lost profits, earnings, use or data), whether in contract, tort or otherwise.

17. FORCE MAJEURE

The Parties' performance under this Agreement is subject to war, threat of war, terrorism, disasters, acts of God, government regulations, strikes, labor disputes, civil disorder, curtailment of transportation facilities, or any other emergency of comparable nature beyond the Parties' control, making it impossible, illegal or materially impractical to perform its obligation under this Agreement and which requires the event to be postponed or cancelled ("Force Majeure Event"). Both Parties agree that, if possible, the event that is the subject of this Agreement will be rescheduled at the first available opportunity suitable for each Party. In the event the Parties are unable to reschedule due to a Force Majeure Event, this Agreement may be terminated upon reasonable written notice without a cancellation charge as set forth herein, except that Encore shall be entitled to reimbursement of all actual costs incurred and actual services rendered pursuant to this Agreement.

18. SEVERABILITY

In the event that any provision of this Agreement shall be unenforceable or inoperative as a matter of law, the remaining provisions shall remain in full force and effect and be construed as though such unenforceable or inoperative provisions had never been a part of this Agreement.

19. SURVIVAL

All provisions of this Agreement related to indemnification, disclaimers and limitations on liability and all other obligations of the Parties that arise in connection with Encore's provisions of Equipment and/or Services survive the termination of this Agreement.

20. ENTIRE AGREEMENT

This Agreement contains the Parties' entire understanding and may not be modified except in writing signed by both Parties.

AUTHORIZED SIGNATURE

By signing and delivering this form customer agrees to all terms and conditions associated with this form. Please read thoroughly for all instructions prior to placing order.

WIRELESS INTERNET SERVICES



INTERNET SERVICES IS AN EXCLUSIVE SERVICE OF HARRAHS RESORT ATLANTIC CITY

Wireless Internet service is inherently vulnerable to interference from other devices that transmit similar radio frequency signals or that operate within the same frequency spectrum. Encore Event Technologies cannot guarantee that interference will not occur. Encore Event Technologies does NOT recommend wireless service for mission critical services such as product presentation or demonstrations.

- > Please call for additional services that are not listed on this order form, or for custom quotes for large orders.
- > No refunds once service installation begins.
- > Installation cannot begin until order is finalized and payment method has been received.

WIRELESS INTERNET PACKAGES

ITEM	ADVANCED	STANDARD	QTY	SUB TOTAL
PACKAGE #1 - UP TO 10 CONCURRENT DEVICES Includes one (1) wireless access point configured for use of up to 10 concurrent devices in a single area, with no expansion. Total package bandwidth at 10Mbps. User control via password access.	\$ 1,000.00	\$ 1,250.00		
PACKAGE #2 - UP TO 25 CONCURRENT DEVICES Includes one (1) wireless access point configured for up to 25 concurrent devices in a single area, with no expansion. Total package bandwidth at 10 Mbps. User control via password access.	\$ 1,750.00	\$ 2,187.50		
PACKAGE #3 - UP TO 50 CONCURRENT DEVICES Includes up to two (2) wireless access points configured for up to 50 concurrent devices in one contiguous area. Total bandwidth at 20Mbps, recommend per user rate limit. User control via password access. See additional services below.	\$ 3,500.00	\$ 4,375.00		
ADDITIONAL BANDWIDTH Includes 5Mbps of additional bandwidth to the existing network/location.	\$ 1,000.00	\$ 1,250.00		
ADDITIONAL 25 CONCURRENT DEVICES Sold only as an additional service to Package #3. Adds additional concurrent devices to the main network area.	\$ 1,000.00	\$ 1,250.00		
CUSTOM SPLASH PAGE Customized splash page, (initial page requesting token for access) with your company logo and/or name of event or sponsor of wireless network.	Call for Pricing			
CUSTOM LANDING PAGE Customized landing page web site that each user would be directed to once token (password) is inputted and wireless access is granted to Internet connectivity.	Call for Pricing			
TECHNICIAN LABOR - Hourly Rate - Straight Time *All above orders include labor for configuration, setup, onsite support and dismantle of the network. Labor fees apply to additional services such as standby support for assistance, configuration of client's systems and/or producing usage graphs or information details on network.	\$ 100.00	\$ 125.00		
NOC ENGINEER - Daily Rate	\$ 1,000.00	\$ 1,250.00		
NETWORK ENGINEER - Daily Rate Onsite Network/NOC Engineer to monitor network allocation, usage graphs, etc. Highly recommended for networks with 150+ concurrent devices	\$ 1,500.00	\$ 1,875.00		

- > Prices Subject to change without Notice
- > Double time rates will apply for labor after 5:00pm, Monday through Friday and all Saturdays, Sundays and Holidays.
- > All materials and services require an additional 10% service fee
- > Equipment, Labor, and Service Fee are Taxable. (Internet Services are not taxed)
- > Harrahs Resort Atlantic City and its contractors or subcontractors shall not be liable for, and are hereby released from any direct, special, indirect, incidental, or punitive consequential damages, including without limitations lost profits, damage to business reputation, lost opportunity or commercial loss of any kind, to the customer that results directly or indirectly from the use of or the inability to use any of the services or equipment that is contemplated herein.
- > **EMAIL OR FAX FORMS TO: JANICE.BRITTIN@ENCORE-US.COM, (609) 441-5695**

Subtotal
Service Fee 10%
Material & Services Total
Labor Total
6.625 % Tax
GRAND TOTAL

To receive advanced pricing, Encore Event Technologies must receive your completed order, with billing information, fourteen (14) days prior to show move-in.

BOOTH NUMBER

EVENT NAME

EVENT DATES

INSTALL LOCATION IN ROOM/BOOTH (Provide floor plan if available)

EXHIBITING COMPANY NAME

BILLING ADDRESS OF CREDIT CARD

ONSITE CONTACT

TELEPHONE #

FAX #

ON-SITE PHONE

ORDERED BY

EMAIL

CREDIT CARD TYPE

CREDIT CARD NUMBER

EXP DATE

CVV

PRINT CARDHOLDERS NAME

CARDHOLDERS SIGNATURE

By signing and delivering this form customer agrees to all terms and conditions on this form. Please read thoroughly for all instructions prior to placing order. **Credit Card Payments Only - NO CHECKS ACCEPTED.**

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These General Terms and Conditions apply to any proposal, quote, order and/or agreement relating to audiovisual, internet and/or related equipment ("Equipment") rented by Client from Encore, as well as any audiovisual, internet, production and/or related services or labor ("Services") provided by Encore. These General Terms and Conditions incorporate by reference any attached or related proposal, quote, order, schedule, contract, change of work order and/or commencement of work and shall constitute the entire agreement ("Agreement") between Encore and Client (individually "Party" and, collectively, "Parties").

1. DEFINITIONS

For purposes of this Agreement, "Encore" means Encore Event Technologies, LLC and its employees, members, managers, officers, agents, assigns, affiliated companies, related entities and any subcontractors appointed by Encore. The term "Client" means the Client, its employees, officers, directors, managers, members, guests, invitees, agents, representatives and any Client Appointed Contractors ("CAC").

2. PAYMENT TERMS

Client agrees to pay Encore all charges in this Agreement, including any and all Equipment, Services and/or labor overages. Payment is due and payable in full upon signing this Agreement, unless Client has established a Master Account with the venue that includes Encore's Equipment and/or Services in which case all charges shall be billed to Client's Master Account pursuant to the terms set forth by the venue and due and payable to the venue upon conclusion of the event. Any direct bill or open account requires prior credit approval and may require a deposit prior to the start of the event. Any deposit received from Client shall be credited to the final invoice for the event. All invoices not paid in full within 30 days of the invoice date shall bear a finance charge at the lesser of the maximum rate allowed by applicable law, or 1.5% per month.

3. ESTIMATES AND CHARGES

In connection with this Agreement or any contract entered into between Encore and Client:

- Any estimate provided to Client in connection with the expected service hours, labor hours and/or number of days the Equipment is rented is solely an estimate. In the event the actual hours, actual quantities of Equipment rented hereunder or actual days the Equipment is rented is greater than the amount indicated in any proposal or quote, Client will be charged for those overages at Encore's standard rates, less any applicable discounts. A day's rental period is all or any portion of each 24-hour period starting at 07:00 and continuing through 06:59 the following day.
- Labor rates are based upon prevailing rates and practices at the particular venue location where the event is held. All labor estimates, rates and minimum labor calls are based on local venue rules and/or local union rules, as applicable.
- All Equipment and materials are on a rental basis for the duration of the event and shall remain the property of Encore, except where specifically identified as a sale.
- Unless specifically stated in the Agreement, the charges herein do not include any electrical charges that may be incurred or charged by the event facility due to the extent of the event's audiovisual requirements. Client may be charged for such electrical charges upon conclusion of the event.
- If Client is exempt from the payment of sales or other applicable tax, a tax exemption certificate must be submitted prior to the commencement of the event. If Client fails to timely submit an applicable tax exemption certificate, the sales or other applicable tax shall be due and payable at the time of final invoice.
- If applicable, a service charge or AV house charge is included to allow Encore to provide the necessary event support required to execute successful meetings and events including immediate on-site support, pre-event planning and preparation and coordination with our hotel partners. The entire service charge or AV house charge is for administrative costs and is not a gratuity in whole or part to employees of Encore or any other party.

4. DAMAGE TO EQUIPMENT

Client agrees that, prior to the beginning of the event, it shall have the right to review and inspect the Equipment with Encore personnel to confirm it is in good operating condition. Client shall immediately notify Encore if any Equipment is defective or not in good operating condition. Client's failure to review or inspect the Equipment prior to the start of the event or notify Encore if the Equipment is defective or not in good operating condition shall be deemed an acknowledgment that the Equipment is in good operating condition. Client agrees to pay for all damages because of lost, damaged or stolen Equipment, including loss or damage caused by Client's accident, misuse or neglect, based upon repair costs for repairable Equipment or full replacement cost for lost, stolen or irreparable Equipment. However, should the Equipment listed on this Agreement be damaged, lost or stolen due to Encore's sole negligence, Encore shall be responsible for the repair or replacement of the Equipment. In no event will Encore be liable for any Client damages or loss caused, in whole or in part, by the loss, malfunction or damage to any Equipment.

5. SUBLEASE

With the prior written consent of Encore, Client shall have the right to sublease the Equipment and, in the event of a sublease, Client shall be fully responsible for all insurance on, repair and replacement of, and reclamation of the Equipment. Encore reserves the right to replace the Equipment at Client's expense at full retail value if the subleased Equipment is lost, damaged or untimely returned.

6. EQUIPMENT HANDLING/SURRENDER

All Equipment may only be handled and operated by Encore personnel unless authorized by Encore. Equipment may not be moved, stored or serviced by Client or any other party. Client agrees that Encore shall have the right to enter the premises where the Equipment is located and shall have access to the Equipment at all times for the purposes of set, strike, maintenance and routine checks. On the expiration or earlier termination of this Agreement, the Equipment shall be returned in good repair, condition and working order, subject only to reasonable wear and tear. If Client brings its own computer to be used for presentation purposes during the event, Encore recommends the computer be tested with the event Equipment to ensure compatibility.

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Encore maintains and services the Equipment in accordance with manufacturers' specifications and industry practice. However, Encore does not provide any express or implied warranty for the Equipment or Services, including any warranty of fitness for a particular purpose or merchantability, and it does not warrant or guarantee that the Equipment, Services or labor being provided will be free of defect, malfunction or operator error. If the Equipment malfunctions or does not operate properly during the event for any reason whatsoever, Client agrees to immediately notify Encore's on-site representative. Encore will attempt to remedy the problem as soon as possible so that the event is not interrupted. Client agrees and acknowledges that Encore shall not be liable and assumes no responsibility for any loss, cost, damage or injury to persons or property in connection with or as a result of inoperable or malfunctioning Equipment or otherwise.

8. DAMAGE WAIVER

If elected by Client and included in this Agreement as an additional fee, Encore agrees to waive any liability of Client for loss or damage to the Equipment. This waiver will not apply if it is determined the loss or damage was intentionally caused by Client, in which case Client will be fully responsible for all such loss or damage.

9. INTERNET/NETWORK EQUIPMENT AND SERVICES

In the event this Agreement includes internet/network equipment and/or services, Client understands and agrees as follows:

- Every device connected to the internet/network must have a purchased IP address from Encore, regardless of whether the IP address is used or not;
- No servers or routers are allowed including, but not limited to, NAT, DHCP and proxy servers.
- Encore reserves the right to disconnect any equipment that, in Encore's sole discretion, is found to be causing overall network problems without any refunds for services that have been disconnected;
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- Specific service location is defined as the area in the booth/room or other area designated by the Client. Service extended beyond rooms, air walls, doorways, walkways or 50' distance from the drop point will require an additional location and incur an additional fee;
- Encore is not responsible for any cable and/or equipment provided by Client or any third party;
- The network may only be used for lawful purposes and in accordance with these terms and conditions. Transmission of any materials in violation of any local, state, federal or international laws or regulations is strictly prohibited. This includes, but is not limited to, copyrighted materials, materials judged to be threatening or obscene, or materials protected by trade secrets;
- WIRELESS (802.11) DECLARATION.** Wireless internet service is inherently vulnerable to interference from other devices that transmit similar radio frequency signals or that operate within the same frequency spectrum. Encore cannot guarantee that interference will not occur. Encore does not recommend wireless service for mission critical services such as product presentations or demonstrations. For

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- i. ALL WIRELESS ACCESS POINTS NOT AUTHORIZED BY ENCORE ARE PROHIBITED. Client provided access points are prohibited for use within the event facility without Encore's prior approval. Wireless access points without adjustable power outputs are prohibited under all circumstances. If a Client wishes to showcase its wireless products, it must contact Encore at least 14 days prior to the start of the event so that Encore may attempt (with no guarantee) to engineer a cohesive operating network that limits or controls interference. Approvals may incur a site survey fee.

10. CANCELLATION

Unless otherwise agreed to in writing, if Client cancels the scheduled event more than 30 days prior to the start of the event, Client will not be charged any cancellation fee, except for any out of pocket expenses incurred by Encore. In the event of a full or partial cancellation less than 30 days, but more than 72 hours, prior to the start of the event, Client shall pay Encore 50% of the price set forth in the Agreement, plus any out of pocket expenses incurred by Encore. In the event of full or partial cancellation less than 72 hours prior to the start of the scheduled event, Client shall pay Encore 100% of the price set forth in the Agreement. ALL CANCELLATIONS MUST BE MADE IN WRITING AND RECEIVED BY ENCORE'S ON-SITE REPRESENTATIVE BEFORE BECOMING EFFECTIVE.

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12. DEFAULT

If Client fails to pay rent or otherwise fails to observe, keep or perform any provision of this Agreement, or if Client should enter into voluntary or involuntary bankruptcy or receivership or other legal impediment that could impair the Equipment, Encore shall have the right to:

- a. Immediately reclaim the Equipment and declare the entire amount of rent immediately due and payable without demand or notice to Client. Client waives any damages occasioned by such reclamation. Any reclamation shall not constitute a termination of this Agreement unless Encore expressly notifies Client in writing;
- b. Sue to recover all amounts owed or accruing to Encore;
- c. Terminate this Agreement as to any or all items of Equipment or Services and recover the full price of the Agreement; and/or
- d. Exercise any other remedy at law or equity. All such remedies are cumulative and may be exercised concurrently or separately. The exercise of any remedy shall not release Client from this Agreement and Client shall remain liable for the full performance of all obligations to be performed by Client under this Agreement.

13. GOVERNING LAW AND VENUE

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In the event of any dispute or action related to or arising out of this Agreement, the prevailing Party shall be awarded reasonable attorneys' fees and costs, court costs, Equipment recovery costs and storage charges.

15. INDEMNIFICATION

Client agrees to fully defend, indemnify and forever hold harmless Encore from and against any and all claims, causes of action, fines, penalties, damages, liabilities, judgments and expenses (including, but not limited to, attorneys' fees and costs) arising from Client's and/or CAC's: (a) negligence or willful misconduct; (b) violation of any applicable federal, state or local law or ordinance; (c) violation of any show or event rule, policy or regulation published or set forth by the show or event venue; and/or (d) copyright, patent or other intellectual property infringement including, but not limited to, any and all claims related to Encore's use of materials, recordings, videos, transmissions, software, and/or hardware provided by Client.

16. LIMITATION OF LIABILITY

In no event will Encore be liable to Client or any other party for any special, exemplary, incidental or consequential damages (including, but not limited to lost profits, earnings, use or data), whether in contract, tort or otherwise.

17. FORCE MAJEURE

The Parties' performance under this Agreement is subject to war, threat of war, terrorism, disasters, acts of God, government regulations, strikes, labor disputes, civil disorder, curtailment of transportation facilities, or any other emergency of comparable nature beyond the Parties' control, making it impossible, illegal or materially impractical to perform its obligation under this Agreement and which requires the event to be postponed or cancelled ("Force Majeure Event"). Both Parties agree that, if possible, the event that is the subject of this Agreement will be rescheduled at the first available opportunity suitable for each Party. In the event the Parties are unable to reschedule due to a Force Majeure Event, this Agreement may be terminated upon reasonable written notice without a cancellation charge as set forth herein, except that Encore shall be entitled to reimbursement of all actual costs incurred and actual services rendered pursuant to this Agreement.

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In the event that any provision of this Agreement shall be unenforceable or inoperative as a matter of law, the remaining provisions shall remain in full force and effect and be construed as though such unenforceable or inoperative provisions had never been a part of this Agreement.

19. SURVIVAL

All provisions of this Agreement related to indemnification, disclaimers and limitations on liability and all other obligations of the Parties that arise in connection with Encore's provisions of Equipment and/or Services survive the termination of this Agreement.

20. ENTIRE AGREEMENT

This Agreement contains the Parties' entire understanding and may not be modified except in writing signed by both Parties.

AUTHORIZED SIGNATURE

By signing and delivering this form customer agrees to all terms and conditions associated with this form. Please read thoroughly for all instructions prior to placing order.

WIRED INTERNET SERVICES



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- > Please call for additional services that are not listed on this order form, or for custom quotes for large orders.
- > No refunds once service installation begins.
- > Installation cannot begin until order is finalized and payment method has been received.
- > No routers or wireless devices of any kind will be permitted without written notice.

INTERNET SERVICES (Non-taxable)

ITEM	ADVANCED	STANDARD	QTY	SUB TOTAL
SINGLE CONNECT BASIC Single device DHCP NAT'd IP Address via wired synchronous connection. 3Mbps bandwidth	\$ 300.00	\$ 450.00		
SINGLE CONNECT PLUS Single device DHCP NAT'd IP Address via a wired synchronous connection. 5Mbps bandwidth	\$ 500.00	\$ 750.00		
ROOM/BOOTH CONNECT 1 device, single location, up to 10 Mbps via shared VLAN, wired Ethernet connection	\$1,000.00	\$1,500.00		
EVENT CONNECT 29 devices, 3 locations, DHCP or static IP Address via separate VLAN connections. 20Mbps dedicated bandwidth	\$ 5,000.00	\$ 7,500.00		
ADDITIONAL DEVICES (Booth Connect & Event Connect only)	\$ 50.00	\$ 75.00		
ADDITIONAL LOCATIONS (Event Connect only)	\$100.00	\$125.00		
ADDITIONAL BANDWIDTH (Event Connect only) 5Mbps bandwidth	\$1,000.00	\$1,250.00		

INTERNET EQUIPMENT (Taxable)

Cable Rental Cat5e patch cable up to 50' length	\$ 50.00	\$ 75.00		
HUB RENTAL - 8, 16 or 24 port 10/100 Hub (\$100 replacement value)	\$100.00	\$150.00		
TECHNICIAN LABOR - Hourly Rate - Straight Time Double time rates will apply for labor after 5:00pm, Monday through Friday and all Saturdays, Sundays and Holidays. Labor is Included with Ordered Service. Additional labor is only required on certain custom Internet packages.	\$100.00	\$125.00		

- > Prices Subject to change without Notice.
- > Equipment, Labor, and Service Fee are Taxable. (Internet Services are not taxed)
- > Harrahs Resort Atlantic City and its contractors or subcontractors shall not be liable for, and are hereby released from any direct, special, indirect, incidental, or punitive consequential damages, including without limitations lost profits, damage to business reputation, lost opportunity or commercial loss of any kind, to the customer that results directly or indirectly from the use of or the inability to use any of the services or equipment that is contemplated herein.
- > **EMAIL OR FAX FORMS TO: JANICE.BRITTIN@ENCORE-US.COM, (609) 441-5695**

Subtotal

Service Fee 10%

Material & Services Total

Labor Total

6.625 % Tax

GRAND TOTAL

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WIRED INTERNET SERVICES

To receive advanced pricing, Encore Event Technologies must receive your completed order, with billing information, fourteen (14) days prior to show move-in.

BOOTH NUMBER

EVENT NAME

EVENT DATES

INSTALL LOCATION IN ROOM/BOOTH (Provide floor plan if available)

EXHIBITING COMPANY NAME

BILLING ADDRESS OF CREDIT CARD

ONSITE CONTACT

TELEPHONE #

FAX #

ON-SITE PHONE

ORDERED BY

EMAIL

CREDIT CARD TYPE

CREDIT CARD NUMBER

EXP DATE

CVV

PRINT CARDHOLDERS NAME

CARDHOLDERS SIGNATURE

By signing and delivering this form customer agrees to all terms and conditions on this form. Please read thoroughly for all instructions prior to placing order. **Credit Card Payments Only - NO CHECKS ACCEPTED.**

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GENERAL TERMS & CONDITIONS

These General Terms and Conditions apply to any proposal, quote, order and/or agreement relating to audiovisual, internet and/or related equipment ("Equipment") rented by Client from Encore, as well as any audiovisual, internet, production and/or related services or labor ("Services") provided by Encore. These General Terms and Conditions incorporate by reference any attached or related proposal, quote, order, schedule, contract, change of work order and/or commencement of work and shall constitute the entire agreement ("Agreement") between Encore and Client (individually "Party" and, collectively, "Parties").

1. DEFINITIONS

For purposes of this Agreement, "Encore" means Encore Event Technologies, LLC and its employees, members, managers, officers, agents, assigns, affiliated companies, related entities and any subcontractors appointed by Encore. The term "Client" means the Client, its employees, officers, directors, managers, members, guests, invitees, agents, representatives and any Client Appointed Contractors ("CAC").

2. PAYMENT TERMS

Client agrees to pay Encore all charges in this Agreement, including any and all Equipment, Services and/or labor overages. Payment is due and payable in full upon signing this Agreement, unless Client has established a Master Account with the venue that includes Encore's Equipment and/or Services in which case all charges shall be billed to Client's Master Account pursuant to the terms set forth by the venue and due and payable to the venue upon conclusion of the event. Any direct bill or open account requires prior credit approval and may require a deposit prior to the start of the event. Any deposit received from Client shall be credited to the final invoice for the event. All invoices not paid in full within 30 days of the invoice date shall bear a finance charge at the lesser of the maximum rate allowed by applicable law, or 1.5% per month.

3. ESTIMATES AND CHARGES

In connection with this Agreement or any contract entered into between Encore and Client:

- Any estimate provided to Client in connection with the expected service hours, labor hours and/or number of days the Equipment is rented is solely an estimate. In the event the actual hours, actual quantities of Equipment rented hereunder or actual days the Equipment is rented is greater than the amount indicated in any proposal or quote, Client will be charged for those overages at Encore's standard rates, less any applicable discounts. A day's rental period is all or any portion of each 24-hour period starting at 07:00 and continuing through 06:59 the following day.
- Labor rates are based upon prevailing rates and practices at the particular venue location where the event is held. All labor estimates, rates and minimum labor calls are based on local venue rules and/or local union rules, as applicable.
- All Equipment and materials are on a rental basis for the duration of the event and shall remain the property of Encore, except where specifically identified as a sale.
- Unless specifically stated in the Agreement, the charges herein do not include any electrical charges that may be incurred or charged by the event facility due to the extent of the event's audiovisual requirements. Client may be charged for such electrical charges upon conclusion of the event.
- If Client is exempt from the payment of sales or other applicable tax, a tax exemption certificate must be submitted prior to the commencement of the event. If Client fails to timely submit an applicable tax exemption certificate, the sales or other applicable tax shall be due and payable at the time of final invoice.
- If applicable, a service charge or AV house charge is included to allow Encore to provide the necessary event support required to execute successful meetings and events including immediate on-site support, pre-event planning and preparation and coordination with our hotel partners. The entire service charge or AV house charge is for administrative costs and is not a gratuity in whole or part to employees of Encore or any other party.

4. DAMAGE TO EQUIPMENT

Client agrees that, prior to the beginning of the event, it shall have the right to review and inspect the Equipment with Encore personnel to confirm it is in good operating condition. Client shall immediately notify Encore if any Equipment is defective or not in good operating condition. Client's failure to review or inspect the Equipment prior to the start of the event or notify Encore if the Equipment is defective or not in good operating condition shall be deemed an acknowledgment that the Equipment is in good operating condition. Client agrees to pay for all damages because of lost, damaged or stolen Equipment, including loss or damage caused by Client's accident, misuse or neglect, based upon repair costs for repairable Equipment or full replacement cost for lost, stolen or irreparable Equipment. However, should the Equipment listed on this Agreement be damaged, lost or stolen due to Encore's sole negligence, Encore shall be responsible for the repair or replacement of the Equipment. In no event will Encore be liable for any Client damages or loss caused, in whole or in part, by the loss, malfunction or damage to any Equipment.

5. SUBLEASE

With the prior written consent of Encore, Client shall have the right to sublease the Equipment and, in the event of a sublease, Client shall be fully responsible for all insurance on, repair and replacement of, and reclamation of the Equipment. Encore reserves the right to replace the Equipment at Client's expense at full retail value if the subleased Equipment is lost, damaged or untimely returned.

6. EQUIPMENT HANDLING/SURRENDER

All Equipment may only be handled and operated by Encore personnel unless authorized by Encore. Equipment may not be moved, stored or serviced by Client or any other party. Client agrees that Encore shall have the right to enter the premises where the Equipment is located and shall have access to the Equipment at all times for the purposes of set, strike, maintenance and routine checks. On the expiration or earlier termination of this Agreement, the Equipment shall be returned in good repair, condition and working order, subject only to reasonable wear and tear. If Client brings its own computer to be used for presentation purposes during the event, Encore recommends the computer be tested with the event Equipment to ensure compatibility.

7. CONDITION OF EQUIPMENT

Encore maintains and services the Equipment in accordance with manufacturers' specifications and industry practice. However, Encore does not provide any express or implied warranty for the Equipment or Services, including any warranty of fitness for a particular purpose or merchantability, and it does not warrant or guarantee that the Equipment, Services or labor being provided will be free of defect, malfunction or operator error. If the Equipment malfunctions or does not operate properly during the event for any reason whatsoever, Client agrees to immediately notify Encore's on-site representative. Encore will attempt to remedy the problem as soon as possible so that the event is not interrupted. Client agrees and acknowledges that Encore shall not be liable and assumes no responsibility for any loss, cost, damage or injury to persons or property in connection with or as a result of inoperable or malfunctioning Equipment or otherwise.

8. DAMAGE WAIVER

If elected by Client and included in this Agreement as an additional fee, Encore agrees to waive any liability of Client for loss or damage to the Equipment. This waiver will not apply if it is determined the loss or damage was intentionally caused by Client, in which case Client will be fully responsible for all such loss or damage.

9. INTERNET/NETWORK EQUIPMENT AND SERVICES

In the event this Agreement includes internet/network equipment and/or services, Client understands and agrees as follows:

- Every device connected to the internet/network must have a purchased IP address from Encore, regardless of whether the IP address is used or not;
- No servers or routers are allowed including, but not limited to, NAT, DHCP and proxy servers.
- Encore reserves the right to disconnect any equipment that, in Encore's sole discretion, is found to be causing overall network problems without any refunds for services that have been disconnected;
- Client agrees not to share, resell, extend, bridge or otherwise misuse Encore's connections and/or services. Encore, in its sole discretion, reserves the right to disconnect any Client found to have violated this Agreement or usage equipment without any refunds for services that have been disconnected;
- Specific service location is defined as the area in the booth/room or other area designated by the Client. Service extended beyond rooms, air walls, doorways, walkways or 50' distance from the drop point will require an additional location and incur an additional fee;
- Encore is not responsible for any cable and/or equipment provided by Client or any third party;
- The network may only be used for lawful purposes and in accordance with these terms and conditions. Transmission of any materials in violation of any local, state, federal or international laws or regulations is strictly prohibited. This includes, but is not limited to, copyrighted materials, materials judged to be threatening or obscene, or materials protected by trade secrets;
- WIRELESS (802.11) DECLARATION. Wireless internet service is inherently vulnerable to interference from other devices that transmit similar radio frequency signals or that operate within the same frequency spectrum. Encore cannot guarantee that interference will not occur. Encore does not recommend wireless service for mission critical services such as product presentations or demonstrations. For

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demonstrations or to present products and other mission critical activity via the internet, Encore highly recommends Client purchases hardwired services such as a Room/Booth Connect or Event Connect. If you are unsure which product best suits your needs, please contact Encore's on-site representative.

- i. ALL WIRELESS ACCESS POINTS NOT AUTHORIZED BY ENCORE ARE PROHIBITED. Client provided access points are prohibited for use within the event facility without Encore's prior approval. Wireless access points without adjustable power outputs are prohibited under all circumstances. If a Client wishes to showcase its wireless products, it must contact Encore at least 14 days prior to the start of the event so that Encore may attempt (with no guarantee) to engineer a cohesive operating network that limits or controls interference. Approvals may incur a site survey fee.

10. CANCELLATION

Unless otherwise agreed to in writing, if Client cancels the scheduled event more than 30 days prior to the start of the event, Client will not be charged any cancellation fee, except for any out of pocket expenses incurred by Encore. In the event of a full or partial cancellation less than 30 days, but more than 72 hours, prior to the start of the event, Client shall pay Encore 50% of the price set forth in the Agreement, plus any out of pocket expenses incurred by Encore. In the event of full or partial cancellation less than 72 hours prior to the start of the scheduled event, Client shall pay Encore 100% of the price set forth in the Agreement. ALL CANCELLATIONS MUST BE MADE IN WRITING AND RECEIVED BY ENCORE'S ON-SITE REPRESENTATIVE BEFORE BECOMING EFFECTIVE.

11. CLIENT MATERIAL HANDLING

Unless this Agreement includes or contemplates Encore's handling of Client's materials, Client shall not ask Encore to handle or assist in handling Client's materials and Encore assumes no responsibility for loss, damage, theft or disappearance for any such materials. In the event Encore handles Client's materials as part of this Agreement, Encore's maximum liability for loss or damage to such materials and Client's sole and exclusive remedy is limited to \$.50 (USD) per pound per article with a maximum liability of \$100.00 (USD) per item, or \$1,500.00 (USD) per shipment, whichever is less. All shipment weights are subject to correction and final charges determined by the actual or re-weighted weight of the shipment.

12. DEFAULT

If Client fails to pay rent or otherwise fails to observe, keep or perform any provision of this Agreement, or if Client should enter into voluntary or involuntary bankruptcy or receivership or other legal impediment that could impair the Equipment, Encore shall have the right to:

- a. Immediately reclaim the Equipment and declare the entire amount of rent immediately due and payable without demand or notice to Client. Client waives any damages occasioned by such reclamation. Any reclamation shall not constitute a termination of this Agreement unless Encore expressly notifies Client in writing;
- b. Sue to recover all amounts owed or accruing to Encore;
- c. Terminate this Agreement as to any or all items of Equipment or Services and recover the full price of the Agreement; and/or
- d. Exercise any other remedy at law or equity. All such remedies are cumulative and may be exercised concurrently or separately. The exercise of any remedy shall not release Client from this Agreement and Client shall remain liable for the full performance of all obligations to be performed by Client under this Agreement.

13. GOVERNING LAW AND VENUE

Any and all claims, actions, disputes or controversies arising out of or related to this Agreement shall be governed by and construed in accordance with the laws of the State of Nevada, without regard to conflict of laws provisions. Any and all claims, actions, disputes or controversies arising out of or related to this Agreement shall be litigated only in the appropriate state or federal court situated in Clark County, Nevada. The Parties submit to the exclusive jurisdiction and venue of such courts for purposes of any such action and the enforcement of any judgment or order arising therefrom. Each Party further waives any right to a change of venue or any objection to the jurisdiction of the state and federal courts located in Clark County, Nevada.

14. ATTORNEYS' FEES AND COSTS

In the event of any dispute or action related to or arising out of this Agreement, the prevailing Party shall be awarded reasonable attorneys' fees and costs, court costs, Equipment recovery costs and storage charges.

15. INDEMNIFICATION

Client agrees to fully defend, indemnify and forever hold harmless Encore from and against any and all claims, causes of action, fines, penalties, damages, liabilities, judgments and expenses (including, but not limited to, attorneys' fees and costs) arising from Client's and/or CAC's: (a) negligence or willful misconduct; (b) violation of any applicable federal, state or local law or ordinance; (c) violation of any show or event rule, policy or regulation published or set forth by the show or event venue; and/or (d) copyright, patent or other intellectual property infringement including, but not limited to, any and all claims related to Encore's use of materials, recordings, videos, transmissions, software, and/or hardware provided by Client.

16. LIMITATION OF LIABILITY

In no event will Encore be liable to Client or any other party for any special, exemplary, incidental or consequential damages (including, but not limited to lost profits, earnings, use or data), whether in contract, tort or otherwise.

17. FORCE MAJEURE

The Parties' performance under this Agreement is subject to war, threat of war, terrorism, disasters, acts of God, government regulations, strikes, labor disputes, civil disorder, curtailment of transportation facilities, or any other emergency of comparable nature beyond the Parties' control, making it impossible, illegal or materially impractical to perform its obligation under this Agreement and which requires the event to be postponed or cancelled ("Force Majeure Event"). Both Parties agree that, if possible, the event that is the subject of this Agreement will be rescheduled at the first available opportunity suitable for each Party. In the event the Parties are unable to reschedule due to a Force Majeure Event, this Agreement may be terminated upon reasonable written notice without a cancellation charge as set forth herein, except that Encore shall be entitled to reimbursement of all actual costs incurred and actual services rendered pursuant to this Agreement.

18. SEVERABILITY

In the event that any provision of this Agreement shall be unenforceable or inoperative as a matter of law, the remaining provisions shall remain in full force and effect and be construed as though such unenforceable or inoperative provisions had never been a part of this Agreement.

19. SURVIVAL

All provisions of this Agreement related to indemnification, disclaimers and limitations on liability and all other obligations of the Parties that arise in connection with Encore's provisions of Equipment and/or Services survive the termination of this Agreement.

20. ENTIRE AGREEMENT

This Agreement contains the Parties' entire understanding and may not be modified except in writing signed by both Parties.

AUTHORIZED SIGNATURE

By signing and delivering this form customer agrees to all terms and conditions associated with this form. Please read thoroughly for all instructions prior to placing order.