



# Annual Meeting

PHILADELPHIA MARRIOTT DOWNTOWN  
PHILADELPHIA, PA  
MARCH 6 - 7, 2015



6575 DELILAH ROAD  
PO BOX 3000  
PLEASANTVILLE, NJ 08232  
Tel: (609) 485-2421 Fax: (609) 485-2392  
WWW.VISTACS.COM

## TABLE OF CONTENTS

### VISTA CONVENTION SERVICES ORDER FORM

<i>Booth Package &amp; Exhibit Times</i>	2
<i>Exhibit Area Installation &amp; Dismantle Information</i>	3
<i>Payment Policies</i>	4
<i>Payment &amp; Credit Card Authorization Order Form</i>	5
<i>Limits of Liability &amp; Responsibility</i>	6
<i>Third Party Authorization &amp; Statement of Payment Terms</i>	7
<i>Intent to Use Non-Official Contractors Form</i>	8
<i>Non-Official Contractors Rules &amp; Regulations</i>	9
<i>Standard Booth Furnishings &amp; Carpet Order Form</i>	10
<i>Plush Carpet Order Form</i>	11
<i>Perfboard Order Form</i>	12
<i>Gridwalls Order Form</i>	13
<i>VCS Modular Rental Units Order Form</i>	14
<i>Booth Cleaning Order Form</i>	15
<i>Labor Order Form</i>	16
<i>Limits of Liability &amp; Responsibility for Labor</i>	17
<i>Material Handling Order Form</i>	18-19
<i>Limits of Liability &amp; Responsibility for Material Handling</i>	20
<i>Shipping &amp; Material Handling Recap Order Form</i>	21
<i>Material Handling Special Services</i>	22
<i>Shipping Directly to Show Site Information</i>	23
<i>Advance to Warehouse Shipping Labels</i>	24
<i>Direct to Show Site Shipping Labels</i>	25

### DOWNTOWN MARRIOTT ORDER FORMS

<i>Electrical Order Form</i>	26
<i>Internet Order Forms</i>	27-28

### SMART SOURCE COMPUTER & AUDIO VISUAL RENTAL ORDER FORMS

<i>PCAV Order Forms</i>	29-31
-------------------------	-------



## Annual Meeting

PHILADELPHIA MARRIOTT DOWNTOWN  
PHILADELPHIA, PA  
MARCH 6 - 7, 2015

# VISTA

CONVENTION SERVICES

6575 DELILAH ROAD  
PO BOX 3000  
PLEASANTVILLE, NJ 08232  
Tel: (609) 485-2421 Fax: (609) 485-2392  
WWW.VISTACS.COM

## BOOTH PACKAGE & EXHIBIT TIMES

FRI., MARCH 6 - 8:00 AM - 4:30 PM  
SAT., MARCH 7 - 8:00 AM - 6:00 PM

Dear **EPA EXHIBITOR**,

Vista Convention Services is pleased to have been selected as the official service contractor for this exposition. We recognize that your participation in this event is a vital part of your firm's marketing program, and we want to do everything possible to make it profitable and rewarding for you.

### SHOW MANAGEMENT CONTACT INFORMATION

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

#### **EASTERN PSYCHOLOGICAL ASSOCIATION ANNUAL MEETING**

Fred Bonato  
Executive Officer  
E-Mail: epaexec@gmail.com

### GENERAL SERVICE CONTRACTOR CONTACT INFORMATION

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

#### **CUSTOMER SERVICE**

Vista Convention Services  
6575 Delilah Road  
PO Box 3000  
Pleasantville, NJ 08232-0036  
Tel: (609) 485-2421  
Fax: (609) 485-2392  
E-Mail: jbonfiglio@vistacs.com

All questions regarding electricity, audio visual equipment, telephone/internet, lead retrieval, and specialty furniture for use in your booth should be directed to the appropriate service contractor shown within.

Included in this service kit are order forms for various items you may require for your exhibit. **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.

Your 10' x 10' booth is equipped with the following. Additional equipment is available on the forms enclosed:

8' High Backwall - BLUE  
3' High Siderail - BLUE  
1 - 7" x 44" ID Booth Sign

1 - 6' Draped Table- BLUE  
2 - Side Chairs  
1 - Wastebasket

**PLEASE NOTE: EXHIBIT HALL FLOOR IS \*CARPETED\***



# ***ANNUAL MEETING***

## **EXHIBIT AREA INSTALLATION AND DISMANTLE INFORMATION**

### **Set-Up Dates & Times**

FRIDAY

MARCH 6, 2015 - 6:00 AM - 8:00 AM

### **Exhibit Dates & Times**

FRIDAY

MARCH 6, 2015 - 8:00 AM - 4:30 PM

SATURDAY

MARCH 7, 2015 - 8:00 AM - 6:00 PM

### **Dismantle Dates & Times**

SATURDAY

MARCH 7, 2015 - 6:00 PM - 8:00 PM

***\*ANY DISPLAY NOT REMOVED BY EXHIBITOR, WILL BE MOVED TO VISTA'S WAREHOUSE  
AT THE EXHIBITORS EXPENSE\****

***Thank you,  
Vista Convention Services  
Customer Services***



## Annual Meeting

PHILADELPHIA MARRIOTT DOWNTOWN  
PHILADELPHIA, PA  
MARCH 6 - 7, 2015

# VISTA

CONVENTION SERVICES

6575 DELILAH ROAD  
PO BOX 3000  
PLEASANTVILLE, NJ 08232  
Tel: (609) 485-2421 Fax: (609) 485-2392  
WWW.VISTACS.COM

## PAYMENT POLICIES

DEADLINE DATE:  
FEBRUARY 20, 2015

### PAYMENT OPTIONS

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

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

**2. Advance Payment by Company Check**

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

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

Bank information call Vista Convention Services (609) 485-2421 or e-mail: [info@vistacs.com](mailto:info@vistacs.com)

Wire transfers must be initiated and confirmed at least two weeks before move-in.

Wire transfers must include the show name, company name and booth number.

Due to various processing fees we incur from banks clearing wire transfers into our accounts, Vista Convention Services will charge the following fees:

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

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

**4. Credit Card**

Use MasterCard, VISA or American Express. To accept charges, you must complete the PAYMENT AND CREDIT CARD CHARGE AUTHORIZATION form on the following page. For discount rates to apply, Vista Convention Services must receive this form by **FRIDAY, FEBRUARY 20, 2015.**

### SHOW SITE ORDERS

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

### PAYMENT TERMS

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

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

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

All charges payable in U.S. Funds only. Checks, cash, Traveler's checks, MasterCard, VISA and American Express are accepted. ***No telephone orders accepted.***

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

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



## **Limits of Liability and 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.







# Annual Meeting

PHILADELPHIA MARRIOTT DOWNTOWN  
PHILADELPHIA, PA  
MARCH 6 - 7, 2015



6575 DELILAH ROAD  
PO BOX 3000  
PLEASANTVILLE, NJ 08232  
Tel: (609) 485-2421 Fax: (609) 485-2392  
WWW.VISTACS.COM

**INTENT TO USE  
NON - OFFICIAL  
CONTRACTORS**

**DEADLINE DATE:  
FEBRUARY 20, 2015**

**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:** \_\_\_\_\_

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

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

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

*Retain one copy for your files.*





## Annual Meeting

PHILADELPHIA MARRIOTT DOWNTOWN  
PHILADELPHIA, PA  
MARCH 6 - 7, 2015



6575 DELILAH ROAD  
PO BOX 3000  
PLEASANTVILLE, NJ 08232  
Tel: (609) 485-2421 Fax: (609) 485-2392  
WWW.VISTACS.COM

### NON - OFFICIAL CONTRACTORS RULES & REGULATIONS

DEADLINE DATE:  
FEBRUARY 20, 2015

Vista Convention Services has been selected as the Official Service Contractor and must be used for all material handling, furniture rental, signs, forklift, cleaning, and installation and dismantling of decorations.

*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 and does not represent one or more of the official contractors.

1. Each representative of a Non-Official Contractor must physically pick up, in person, an "EXHIBIT CREW" badge at the Vista Convention Services Labor Desk. If a representative of a Non-Official Contractor does not have any identification that verifies his/her employment by a Non-Official Contractor, he/she must be accompanied to the Vista Convention Services Labor Desk by a representative who does have verifying identification.
2. These services shall not conflict with existing labor regulations or contracts, and in fulfilling obligations, the representative of a Non-Official Contractor shall adhere to the regulations set up by the hall and show management regarding entrance.
3. The representative of a Non-Official Contractor shall have a true and valid order for service from an Exhibitor in advance of the show move-in date and shall not solicit business on the show floor.
4. The representative of a Non-Official Contractor will share with the Official Service Contractor all reasonable costs related to his operation, including overtime pay for stewards, restoration of exhibit space to its initial condition etc.

**IMPORTANT! It is the responsibility of each Exhibiting Firm using a Non-Official Contractor to complete and return the following forms to Vista Convention Services no later than the Deadline Date shown above.**

- ▶ "INTENT TO USE NON-OFFICIAL CONTRACTORS" form located in this Exhibitor Service Manual.
- ▶ Liability "Certificate of Insurance" form which names Vista Convention Services as additionally insured for each Non-Official Contractor firm being used. (Note: The exhibitor-appointed contractor must maintain at least \$1 million in Employer's Liability, General Liability, Automobile Liability and Worker's Compensation as required in the state the exposition is located.)

**ANY REPRESENTATIVE OF THE EXHIBITING FIRM OR NON-OFFICIAL CONTRACTOR WILL BE REQUIRED TO ORDER LABOR FROM VISTA CONVENTION SERVICES IF BOTH THE "INTENT TO USE NON-OFFICIAL CONTRACTORS" FORM AND "CERTIFICATE OF INSURANCE" ARE NOT SUPPLIED TO VISTA CONVENTION SERVICES BY THE DEADLINE DATE SHOWN above.**

It is the responsibility of the exhibitor to see that each representative of a Non-Official Contractor abides by the *Official Rules and Regulations* of this exposition.



# Annual Meeting

PHILADELPHIA MARRIOTT DOWNTOWN  
PHILADELPHIA, PA  
MARCH 6 - 7, 2015



6575 DELILAH ROAD  
PO BOX 3000  
PLEASANTVILLE, NJ 08232  
Tel: (609) 485-2421 Fax: (609) 485-2392  
WWW.VISTACS.COM

## STANDARD BOOTH FURNISHINGS & CARPET ORDER FORM

DEADLINE DATE:  
FEBRUARY 20, 2015

Rental price includes delivery to and removal from your booth.

QTY.	DISCOUNT RATES	STANDARD AMT. RATES	AMT.
<b>SEATING</b>			
___	Upholstered Arm Chair (black only)	\$96.10	\$121.25
___	Side Chair (black only)	77.50	99.25
___	Padded Stool (black only)	103.45	133.15
<b>ACCESSORIES</b>			
___	Cocktail Table (18" h x 24" rd)	77.50	100.00
___	Round Pedestal Table (30" h x 30" rd)	162.00	210.40
___	Round Pedestal Table (42" h x 30" rd)	191.55	248.80
___	Wastebasket	24.35	39.60
___	Easel	46.15	55.00
___	Chrome Sign Frame (22" x 28")	106.45	138.40
___	Bag Holder	141.80	184.45
___	8' Stanchion	34.30	47.30
___	Crossbar	34.30	47.30
___	Garment Rack	141.90	184.50
___	Literature Rack	189.10	245.90

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

___	9' x 10'	198.50	260.65
___	9' x 20'	397.00	521.30
___	9' x 30'	595.50	781.95
___	9' x 40'	794.00	1042.60
___	9' x 50'	992.50	1303.25

Circle color: Blue Burgundy Gray Teal Red Purple Black Hunter Green  
Blue Jay Pepper

### CUSTOM SIZE CARPET

Price includes installation to fit booth space, protective covering, and edges taped.

INDICATE OVERALL DIMENSIONS:

\_\_\_ ft. x \_\_\_ ft. (100 sq. ft. minimum) \$4.40 sq. ft. \$5.25 sq. ft.

Circle color: Blue Burgundy Gray Teal Red Purple Black Hunter Green  
Blue Jay Pepper

### CARPET PADDING

INDICATE OVERALL DIMENSION:

\_\_\_ ft. x \_\_\_ ft. (installed) \$1.85 sq. ft. \$2.30 sq. ft.  
(100 sq. ft. minimum)

QTY.	DISCOUNT RATES	STANDARD AMT. RATES	AMT.
<b>DRAPED DISPLAY TABLES - 30" HIGH</b>			
Price includes white vinyl top & 3 sides			
Circle color: Blue Black Burgundy Purple Gray Red Teal White Hunter Green			
___	2' x 4' x 30"	\$128.20	\$166.10
___	2' x 6' x 30"	157.25	204.55
___	2' x 8' x 30"	183.35	233.50

QTY.	DISCOUNT RATES	STANDARD AMT. RATES	AMT.
<b>DRAPED DISPLAY TABLES - 42" COUNTER HIGH</b>			
Price includes white vinyl top & 3 sides			
Circle color: Blue Black Burgundy Purple Gray Red Teal White Hunter Green			
___	2' x 4' x 42"	182.05	235.80
___	2' x 6' x 42"	195.70	258.95
___	2' x 8' x 42"	225.80	292.65

<b>UNDRAPED DISPLAY TABLES - 30" HIGH</b>			
___	2' x 4' x 30"	59.15	73.35
___	2' x 6' x 30"	67.45	84.55
___	2' x 8' x 30"	80.45	99.30

<b>UNDRAPED DISPLAY TABLES - 42" HIGH</b>			
___	2' x 4' x 42"	74.50	92.20
___	2' x 6' x 42"	84.00	104.75
___	2' x 8' x 42"	98.15	121.80

### DRAPED RISERS

White Vinyl			
___	4' One Step	74.05	95.75
___	6' One Step	94.70	123.05

### MISCELLANEOUS

___	3' Black Stanchion/Pull out Tape... (7 1/2 ft. lengths)	62.10	79.25
-----	---	-------	-------

**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 PA SALES TAX (8%)  
FULL PAYMENT MUST ACCOMPANY ORDER  
TOTAL ALL ITEMS ORDERED  
ATTACH TO ORDER RECAP & CREDIT CARD AUTHORIZATION FORM  
ENTER TOTAL

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

MAIL OR FAX TO VISTA CONVENTION SERVICES BEFORE DEADLINE DATE



**Annual Meeting**

PHILADELPHIA MARRIOTT DOWNTOWN  
PHILADELPHIA, PA  
MARCH 6 - 7, 2015



6575 DELILAH ROAD  
PO BOX 3000  
PLEASANTVILLE, NJ 08232  
Tel: (609) 485-2421 Fax: (609) 485-2392  
WWW.VISTACS.COM

**PLUSH CARPET  
ORDER FORM**

**DEADLINE DATE:  
FEBRUARY 20, 2015**

INCLUDES LABOR TO INSTALL AND REMOVE VISQUEEN COVER.

## Plush Booth Carpet - 28 oz.

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

Carpet Size \_\_\_\_\_ x \_\_\_\_\_ = \_\_\_\_\_ (calculate to the next full foot, 100 square feet minimum)

QUANTITY

TOTAL

\_\_\_\_\_ Square feet (100 square feet minimum).....\$4.80 per sq. ft. \_\_\_\_\_

*Please mark your selection.*

- |  |  |
|--|--|
| <input type="checkbox"/> COLONEY BLUE  | <input type="checkbox"/> FRENCH BEIGE  |
| <input type="checkbox"/> CHARCOAL GRAY | <input type="checkbox"/> EMERALD GREEN |
| <input type="checkbox"/> BLACK         | <input type="checkbox"/> WHITE         |
| <input type="checkbox"/> CREAM         | <input type="checkbox"/> NAVY          |
| <input type="checkbox"/> RED           |  |

Samples are available on request

**CANCELLATION POLICY:**

*Plush carpet cancelled after orders have been received will be charged at 100% of original price.*

**PAYMENT POLICY:** Payment in full of rental charges including applicable tax, must accompany your Advance Order prior to Deadline Date to qualify for Discount Rates. All orders received after Deadline Date and placed at the Service Desk will be invoiced at standard rates. Invoices must be settled at the Service Desk prior to Show closing. No telephone orders accepted.

**SUBJECT TO PA SALES TAX (8%)  
FULL PAYMENT MUST ACCOMPANY ORDER  
TOTAL ALL ITEMS ORDERED  
ATTACH TO PAYMENT & CREDIT CARD AUTHORIZATION FORM  
ENTER TOTALS**

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

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

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

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

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

**MAIL OR FAX TO VISTA CONVENTION SERVICES BEFORE DEADLINE DATE**





# Annual Meeting

PHILADELPHIA MARRIOTT DOWNTOWN  
PHILADELPHIA, PA  
MARCH 6 - 7, 2015

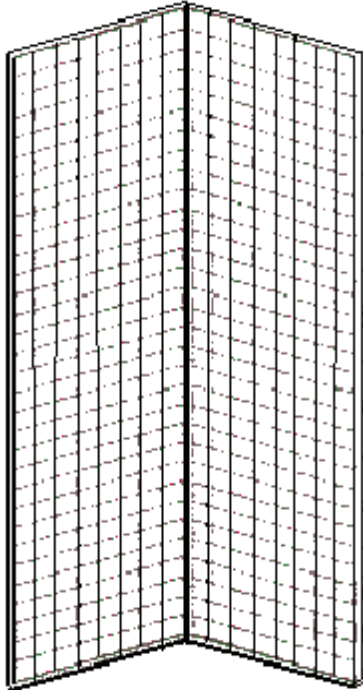


6575 DELILAH ROAD  
PO BOX 3000  
PLEASANTVILLE, NJ 08232  
Tel: (609) 485-2421 Fax: (609) 485-2392  
WWW.VISTACS.COM

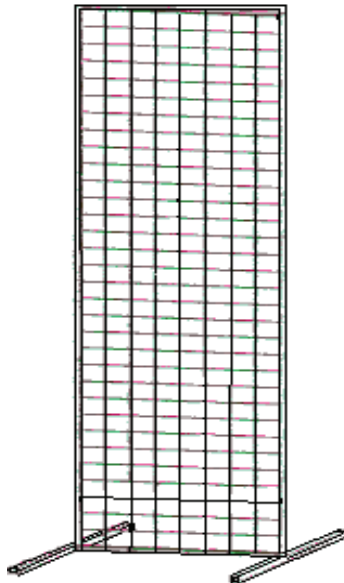
## GRIDWALLS ORDER FORM

DEADLINE DATE:  
FEBRUARY 20, 2015

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

**QUANTITY OF GRIDS REQUIRED:**

		DISCOUNT RATE	STANDARD RATE	AMOUNT
___	Style A 2' x 8' Grid (Minimum order (2) Grids).....	\$70.05	\$87.30	_____
___	Style B 2' x 6' Grid (w/feet).....	82.05	103.90	_____

**PAYMENT POLICY:** Payment in full 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 Check, VISA, MasterCard and American Express are accepted.

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

**SUBJECT TO PA SALES TAX (8%)  
FULL PAYMENT MUST ACCOMPANY ORDER  
TOTAL ALL ITEMS ORDERED  
ATTACH TO ORDER RECAP & CREDIT CARD AUTHORIZATION FORM  
ENTER TOTALS**

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

MAIL OR FAX TO VISTA CONVENTION SERVICES BEFORE DEADLINE DATE



# Annual Meeting

PHILADELPHIA MARRIOTT DOWNTOWN  
PHILADELPHIA, PA  
MARCH 6 - 7, 2015



6575 DELILAH ROAD  
PO BOX 3000  
PLEASANTVILLE, NJ 08232  
Tel: (609) 485-2421 Fax: (609) 485-2392  
WWW.VISTACS.COM

## VCS MODULAR RENTAL UNITS ORDER FORM

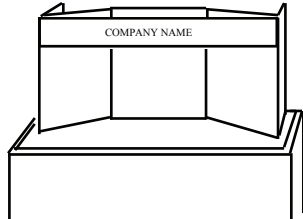
DEADLINE DATE:  
FEBRUARY 20, 2015

VCS TableTop Unit contains lighted header, 8' draped table

DRAPE COLOR: BLUE BLACK BURGUNDY  
PURPLE GRAY RED TEAL WHITE HUNTER GREEN

\* Check one

- White Panel
- Perf Board
- Blue
- Gray - Velcro Friendly

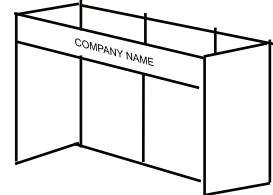


Price \$685.00

VCS A-10 Unit contains 3-shelves, 6-brackets

\* Check one

- White Panel
- PerfBoard
- Blue
- Gray - Velcro Friendly



Price \$1,995.00

### Optional Rental Accessories

	Qty.	Price	Total
*Side Rail (each) .....		110.00	
*Counters colors: (check color) <input type="checkbox"/> white <input type="checkbox"/> blue <input type="checkbox"/> gray			



40"L x 42"H x 22"W	340.00	
80"L x 42"H x 22"W	430.00	

* Extra Shelves		
1 - Shelf & 2 - Brackets .....	58.50	

#### All units include:

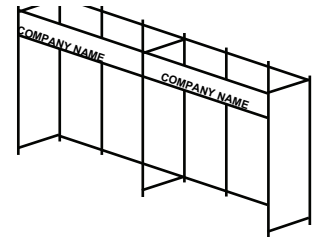
- \*Standard Header Copy
- \*Lights (Does Not Include Outlet)

Custom units available. Please call for pricing.

VCS B-20 Unit contains 6-shelves, 12-brackets

\* Check one

- White panel
- Perf Board
- Blue
- Gray - Velcro Friendly

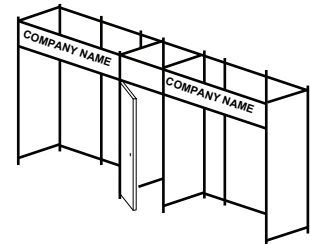


Price \$3,500.00

VCS C-20 Unit contains 4-shelves, 8-brackets

\* Check one

- White Panel
- PerfBoard
- Blue
- Gray - Velcro Friendly



Price \$3,850.00

#### HEADER COPY:

**PAYMENT POLICY:** Payment in full including applicable tax, must accompany your order.  
SUBJECT TO PA SALES TAX (8%)  
FULL PAYMENT MUST ACCOMPANY ORDER  
TOTAL ALL ITEMS ORDERED  
ATTACH TO ORDER RECAP & CREDIT CARD AUTHORIZATION FORM  
ENTER TOTALS

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

MAIL OR FAX TO VISTA CONVENTION SERVICES BEFORE DEADLINE DATE





# Annual Meeting

PHILADELPHIA MARRIOTT DOWNTOWN  
PHILADELPHIA, PA  
MARCH 6 - 7, 2015



6575 DELILAH ROAD  
PO BOX 3000  
PLEASANTVILLE, NJ 08232  
Tel: (609) 485-2421 Fax: (609) 485-2392  
WWW.VISTACS.COM

## BOOTH CLEANING ORDER FORM

DEADLINE DATE:  
FEBRUARY 20, 2015

### BOOTH CLEANING RATES

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

#### INDICATE YOUR REQUIREMENTS:

- Daily - Vacuuming.....\$.39 per sq. ft.
- Once - Vacuuming before initial opening.....\$.41 per sq. ft.
- Shampoo - One Time .....\$.63 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.**

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

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

Street Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone#: \_\_\_\_\_ Fax#: \_\_\_\_\_ Email: \_\_\_\_\_

Ordered by (Print or Type) \_\_\_\_\_

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

**MAIL OR FAX TO VISTA CONVENTION SERVICES BEFORE DEADLINE DATE**







## **Annual Meeting**

PHILADELPHIA MARRIOTT DOWNTOWN  
PHILADELPHIA, PA  
MARCH 6 - 7, 2015



6575 DELILAH ROAD  
PO BOX 3000  
PLEASANTVILLE, NJ 08232  
Tel: (609) 485-2421 Fax: (609) 485-2392  
WWW.VISTACS.COM

## **LIMITS OF LIABILITY & RESPONSIBILITY FOR LABOR**

## **LIMITS OF LIABILITY AND 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.



# Annual Meeting

PHILADELPHIA MARRIOTT DOWNTOWN  
PHILADELPHIA, PA  
MARCH 6 - 7, 2015



6575 DELILAH ROAD  
PO BOX 3000  
PLEASANTVILLE, NJ 08232  
Tel: (609) 485-2421 Fax: (609) 485-2392  
WWW.VISTACS.COM

## MATERIAL HANDLING ORDER FORM

WAREHOUSE DEADLINE DATE:  
FEBRUARY 27, 2015

### RATES AND SHIPPING INSTRUCTIONS

- Vista Convention Services has been designated as the official drayage contractor with responsibility for the unloading, delivery, reloading and processing of all exhibitors' freight shipments.
- ALL SHIPMENTS MUST BE SENT PREPAID and all shipments must have a bill-of-lading showing number of pieces, weight, and description of merchandise. Trucks without a bill-of-lading or documented weight, estimated weights will prevail. Estimated weights will be binding by both parties.
- WHEN TO SHIP: SHIPMENTS CONSIGNED TO THE WAREHOUSE MUST ARRIVE NOT LATER THAN FRIDAY, FEBRUARY 27, 2015. Shipments received after this date will be subject to 35% surcharge. SHIPMENTS CONSIGNED TO THE SHOW SITE SHOULD BE TIMED TO ARRIVE NOT EARLIER THAN FRIDAY, MARCH 6, 2015 @ 6:00 AM.**
- WHERE TO SHIP:**

Address all shipments consigned to SHOWSITE to:

Exhibitor's Name \_\_\_\_\_  
Booth No. \_\_\_\_\_

**EPA ANNUAL MEETING  
c/o Vista Convention Services  
Downtown Marriott Philadelphia  
1201 Market Street  
Philadelphia, PA 19107**

Address all shipments consigned to WAREHOUSE to:

Exhibitor's Name \_\_\_\_\_  
Booth No. \_\_\_\_\_

**EPA ANNUAL MEETING  
c/o Vista Convention Services  
YRC  
2627 State Road  
Bensalem, PA 19020**

#### 5. RATE SCHEDULE:

**Warehouse Inquiries: (215) 245-2370**

##### A. WAREHOUSE ADVANCE RECEIVING - Roundtrip - CRATED MATERIALS

**ST Rate: \$121.00 per cwt. - 200# Minimum**

The above rate includes the following:

- \*Receive crated shipments only at our warehouse 30 days prior to Show.
- \*Deliver to booth space.
- \*Removal, storage, return of empty containers.
- \*Pick-up at the booth and load onto outbound carrier.
- \*Shipments of loose or uncrated materials will not be received at warehouse.

##### B. DIRECT SHIPMENT TO SHOWSITE - Roundtrip - CRATED MATERIALS

**ST Rate: \$133.00 per cwt. - 200# Minimum**

The above rate includes the following:

- \*Receive shipments at showsite on move-in dates.
- \*Deliver to booth space.
- \*Removal, storage, return of empty containers.
- \*Pick-up at the booth and load onto outbound carrier.

##### C. DIRECT SHIPMENT TO SHOWSITE - Roundtrip - UNCRATED AND LOOSE MATERIALS

**ST Rate: \$173.00 per cwt. - 200# Minimum**

The above rate includes the following:

- \*Receive shipments at showsite on move-in dates.
- \*Deliver to booth space.
- \*Removal, storage, return of empty containers.
- \*Pick-up at the booth and load onto outbound carrier.

##### D. OVERTIME RATE: Add 50% if handled IN or OUT on overtime.

**Add 100% if handled both IN and OUT on overtime.**

All shipments handled on Saturday, Sunday and holidays and before 8:00 AM or checked in after 3:00 PM on weekdays will be charged at the overtime rate.





## Annual Meeting

PHILADELPHIA MARRIOTT DOWNTOWN  
PHILADELPHIA, PA  
MARCH 6 - 7, 2015



6575 DELILAH ROAD  
PO BOX 3000  
PLEASANTVILLE, NJ 08232  
Tel: (609) 485-2421 Fax: (609) 485-2392  
WWW.VISTACS.COM

## LIMITS OF LIABILITY & RESPONSIBILITY FOR LABOR

### LIMITS OF LIABILITY AND RESPONSIBILITY 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, lockouts 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.



## ***Annual Meeting***

PHILADELPHIA MARRIOTT DOWNTOWN  
PHILADELPHIA, PA  
MARCH 6 - 7, 2015

# **VISTA**

**CONVENTION SERVICES**

6575 DELILAH ROAD  
PO BOX 3000  
PLEASANTVILLE, NJ 08232  
Tel: (609) 485-2421 Fax: (609) 485-2392  
WWW.VISTACS.COM

## **MATERIAL HANDLING SPECIAL SERVICES**

## **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: \$25 per carton and \$35 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.

### **MOBILE UNIT SPOTTING**

Exhibitors authorized by show management to bring a motorized vehicle into the exhibit hall will be required to hire Vista Convention Services supervision services at the rate of \$275.00 round-trip per mobile unit. A representative from Vista Convention Services will escort each vehicle into and out of the exhibit facility to provide safe access and minimize liabilities.

### **SHIPMENTS RETURNED TO WAREHOUSE**

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

### **UPS & FEDEX SHIPMENTS**

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





# Annual Meeting

PHILADELPHIA MARRIOTT DOWNTOWN  
PHILADELPHIA, PA  
MARCH 6 - 7, 2015



6575 DELILAH ROAD  
PO BOX 3000  
PLEASANTVILLE, NJ 08232  
Tel: (609) 485-2421 Fax: (609) 485-2392  
WWW.VISTACS.COM

## SHIPPING & MATERIAL HANDLING ORDER RECAP

WAREHOUSE DEADLINE DATE:  
FEBRUARY 27, 2015

### SHIPPING AND MATERIAL HANDLING RECAP

For complete information and descriptions on shipping and material handling, refer to the MATERIAL HANDLING SERVICE ORDER FORM in this Exhibitor Service Manual.

<b>COMPUTATION OF ORDER:</b> When recording weight, round up to the next 100 pounds.		
<b>A. CRATED AND/OR SKIDDED FLOOR LOAD SHIPMENTS</b>		
<b>Warehouse</b> We will ship _____ lbs. @ \$121.00 per 100 lbs. (200 lb. minimum/\$242.00)		\$ _____
<b>B. CRATED AND/OR SKIDDED FLOOR LOAD SHIPMENTS</b>		
<b>Showsite</b> We will ship _____ lbs. @ \$133.00 per 100 lbs. (200 lb. minimum/\$266.00)		\$ _____
<b>C. UNCRATED, UNSKIDDED OR WRAPPED SHIPMENTS (SHOWSITE SHIPMENTS ONLY)</b>		
<b>Showsite</b> We will ship _____ lbs. @ \$173.00 per 100 lbs. (200 lb. minimum/\$346.00)		\$ _____
<b>D. OVERTIME RATES</b> All rates quoted above are straight time rates. All freight received at the warehouse and/or show site that must be moved <b>into or out of</b> the booth before 8:00 a.m. or after 4:30 p.m. on weekdays, or all day on Saturdays, Sundays or Holidays, will be charged each way in addition to the above rates.		
<b>Warehouse</b> We will ship _____ lbs. @ \$60.50 per 100 lbs. (200 lb. minimum/\$121.00)		\$ _____
<b>Showsite Crated</b> We will ship _____ lbs. @ \$66.50 per 100 lbs. (200 lb. minimum/\$133.00)		\$ _____
<b>Showsite Loose</b> We will ship _____ lbs. @ \$86.50 per 100 lbs. (200 lb. minimum/\$173.00)		\$ _____
<b>Delivery After Deadline Date:</b> Shipments received at the warehouse after 3:30pm or after <b>FRIDAY, FEBRUARY 27, 2015.</b> will be charged 35% surcharge, for each occurrence, in addition to the above rates.		
<b>Note: Due to possible move-in on overtime and move-out on overtime, overtime fees will be applied</b>		
<b>PAYMENT ENCLOSED</b>		\$ _____

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, Exhibitor Service Department.

**COMPANY NAME:**

**BOOTH #**

Retain one copy for your files. Attach the original to the PAYMENT AND CREDIT CARD CHARGE AUTHORIZATION form.





**Annual  
Meeting**

PHILADELPHIA MARRIOTT DOWNTOWN  
PHILADELPHIA, PA  
MARCH 6 - 7, 2015



6575 DELILAH ROAD  
PO BOX 3000  
PLEASANTVILLE, NJ 08232  
Tel: (609) 485-2421 Fax: (609) 485-2392  
WWW.VISTACS.COM

SHIPPING DIRECTLY  
TO SHOW SITE  
INFORMATION

**\*IMPORTANT\***

**ANY EXHIBITOR PLANNING ON SHIPPING MATERIALS DIRECT TO SHOW SITE WILL INCUR MATERIAL HANDLING CHARGES FROM VISTA CONVENTION SERVICES AND AN ADDITIONAL CHARGE FROM THE PHILADELPHIA DOWNTOWN MARRIOTT SHIPPING AND RECEIVING DEPARTMENT PER THEIR POLICY.**

**ADVANCE WAREHOUSE SHIPMENTS ONLY**

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

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

EPA ANNUAL MEETING  
c/o VISTA CONVENTION SERVICES  
YRC  
2627 STATE ROAD  
BENSALEM, PA 19020

**ADVANCE WAREHOUSE SHIPMENTS ONLY**

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

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

EPA ANNUAL MEETING  
c/o VISTA CONVENTION SERVICES  
YRC  
2627 STATE ROAD  
BENSALEM, PA 19020

# FOR ADVANCE SHIPMENTS ONLY

DELIVER NO LATER THAN FRIDAY, FEBRUARY 27, 2015; RECEIVING 8:00 AM - 3:00 PM MONDAY - FRIDAY, CHECK-IN BY 3:00 PM

**ADVANCE WAREHOUSE SHIPMENTS ONLY**

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

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

EPA ANNUAL MEETING  
c/o VISTA CONVENTION SERVICES  
YRC  
2627 STATE ROAD  
BENSALEM, PA 19020

**ADVANCE WAREHOUSE SHIPMENTS ONLY**

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

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

EPA ANNUAL MEETING  
c/o VISTA CONVENTION SERVICES  
YRC  
2627 STATE ROAD  
BENSALEM, PA 19020

**ON-SITE DIRECT SHIPMENTS ONLY**

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

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

**EPA ANNUAL MEETING  
c/o VISTA CONVENTION SERVICES  
PHILADELPHIA MARRIOTT DOWNTOWN  
1201 MARKET STREET  
PHILADELPHIA, PA 19107**

**ON-SITE DIRECT SHIPMENTS ONLY**

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

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

**EPA ANNUAL MEETING  
c/o VISTA CONVENTION SERVICES  
PHILADELPHIA MARRIOTT DOWNTOWN  
1201 MARKET STREET  
PHILADELPHIA, PA 19107**

**FOR ON-SITE DIRECT SHIPMENTS ONLY**

**ON-SITE DIRECT SHIPMENTS ONLY**

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

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

**EPA ANNUAL MEETING  
c/o VISTA CONVENTION SERVICES  
PHILADELPHIA MARRIOTT DOWNTOWN  
1201 MARKET STREET  
PHILADELPHIA, PA 19107**

**ON-SITE DIRECT SHIPMENTS ONLY**

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

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

**EPA ANNUAL MEETING  
c/o VISTA CONVENTION SERVICES  
PHILADELPHIA MARRIOTT DOWNTOWN  
1201 MARKET STREET  
PHILADELPHIA, PA 19107**

**MAIL TO:**  
1201 Market Street  
Philadelphia, PA 19107  
Attention: Engineering  
For Questions call: (215) 625-6815  
Credit Card Auth Fax: (215) 625-6033

**ADVANCED RATE**  
DEADLINE 14 DAYS PRIOR TO EVENT

**ORGANIZATION INFORMATION**  
Name of Convention: \_\_\_\_\_  
Name of Company: \_\_\_\_\_  
Address: \_\_\_\_\_

TODAY'S DATE : \_\_\_\_\_

SET UP DATE : \_\_\_\_\_

LOCATION : \_\_\_\_\_

Print Name: \_\_\_\_\_

Signature \_\_\_\_\_

Phone # : Day \_\_\_\_\_

Night \_\_\_\_\_

email address : \_\_\_\_\_

**METHOD OF PAYMENT**  
Check # : \_\_\_\_\_  
Charge to Master Acct. # : \_\_\_\_\_ Charge to Room # : \_\_\_\_\_  
**For payments via CREDIT CARD please complete a credit card authorization form which is attached and fax to our secure fax# 215-625-6033**  
**Make Checks payable to: Philadelphia Marriott Downtown**

Note: Marriott Corporation assumes no liability for any failure of electrical current, supply or output and makes no warranties that the electrical sources located at the Hotel are suitable for any particular purpose. It is the responsibility of the exhibitor to test for correct voltage before connecting equipment.

**RATES ARE FOR DURATION OF EVENT.**

ITEM NAME	QUANTITY	ADVANCE RATE	STANDARD RATE	TOTAL
<b>Basic 120 Volts Service</b>				
120V (2000watts) 20 amps		\$115.00	\$143.00	
<b>208 Volts Motor &amp; Distribution Service</b>				
208v Single phase 20 amps		\$245.00	\$295.00	
30 amps		\$295.00	\$345.00	
(Spider box) or 60 amps		\$445.00	\$525.00	
100 amps		\$600.00	\$700.00	
208v Three phase 20 amps		\$300.00	\$350.00	
30 amps		\$350.00	\$450.00	
60 amps		\$500.00	\$550.00	
100 amps		\$750.00	\$850.00	
200 amps		\$1,500.00	\$1,600.00	
400 amps		\$2,400.00	\$2,500.00	
Other power call for availability and quote				

<b>Rentals</b>				
Extension cord 3 wire grounded			\$15.00	
Power strip			\$15.00	
Water & Drain or Air Minor Installation			\$200.00	

ITEM NAME	1 DAY	2 OR MORE DAYS	# OF DAYS	TOTAL
Ladder (User accepts all liability)	\$53.00	\$107.00		
Man Lift (User accepts all liability)	\$321.00	\$438.00		
Scissor Lift (User accepts all liability)	\$358.45	\$513.60		

Engineering Labor Rates /Banner Hanging/Fire Watch	75per			
				<b>8% Tax</b>
				<b>Sub Total</b>
				<b>Non Taxable</b>
				<b>Grand Total</b>

Prices are subject to change without prior notice.  
All materials furnished by Marriott remain the property of Marriott.  
The use of lamp cords, cube taps or similar devices are not permitted.  
All extension cords must be 3 wire grounded 14 gauge.  
Exhibitor is not permitted to use permanent wall or column electrical outlets.  
**The end user takes full responsibility and agrees to assume the replacement cost for any loss or damage of said equipment.**

**Overview**

The Philadelphia Marriott Downtown offers High-Speed Internet Access (HSIA) throughout all meeting space. We can also provide networking and other Virtual Local Area Network (V-LAN) services.

**Wireless Service**

Access to the system is gained by a private conference code issued on the first day of service. Each device (computer or other) needing access is called a “connection”. Pricing as follows:

Wireless Internet Access Connection                      \$75.00 each per day

**Hard Wired Service**

Access to the system is gained by a private conference code issued on the first day of service. Each device (computer or other) needing access is called a “connection”. Outside devices such as cables, hubs, switches and/or routers are not permitted. Instead, this is provided by the hotel and is included in the cost of the service. Pricing as follows:

First connection on the first day of service                      \$300.00 \*  
Each additional connection, per location, per day                      \$100.00

*\* The \$300.00 is a one-time fee for each account. All additional connections, regardless of the location, are \$100.00 each, per location, per day.*

**Dedicated Bandwidth & Networking Services**

- Dedicated Bandwidth is available at \$1.00 per kilobit (Kb), with a minimum order of 1.0Mb (1,000 Kb = \$1,000.00). If required, Static Public IP Addresses are available for \$150 each. These are one-time fees for up to a week of service. The client provides their own cables, hubs, switches and/or routers. All wireless signals must not be made available to any other clients in the hotel.
- Networking and/or V-LAN connections are available using the hotel’s infrastructure at \$200 each per day, for each MDF (patch panel) closet used to make the necessary connections.
- Networking Technician, \$125.00 per hour, 4 hour minimum per call.

Guest Technology Department  
Philadelphia Marriott Downtown  
1201 Market Street, Philadelphia, PA 19107  
Phone: 215-625-6719 Fax: 215-625-6767 Dave.Gill@Marriott.com

**ORDER FORM**

Date Ordered: \_\_\_\_\_

Ordered By: \_\_\_\_\_

Group/Company Name: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Phone: \_\_\_\_\_

Billing Address: \_\_\_\_\_

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

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

<i>Location</i>	<i>Number of Connections</i>	<i>Type of Service, Wireless or Wired</i>	<i>Date Installed</i>	<i>Time Installed</i>	<i>Date Removed</i>	<i>Time Removed</i>

***Additional Information:***

***Terms & Conditions:***

- ❖ Discounts are available for orders over five (5) connections (based on total amount of connections ordered over the course of your events). Contact office (215-625-6719) for more details.
- ❖ Payment via existing hotel account (upon approval) or completed Philadelphia Marriott Downtown Credit Card Authorization Form.
- ❖ All services are subject to a 22% service charge (excluding Dedicated Bandwidth and Static Public IP Addresses).
- ❖ Charges are applied starting on the date of install, and ending on the date of removal, as shown above.
- ❖ Prices are subject to change without notice.
- ❖ 100% cancellation fee on any item(s) cancelled within 72 hours of the event.
- ❖ *For on-site assistance, please call our Event Delivery Hot Line at extension 6067 from any house phone.*

***Hotel use only:***

GTEO# \_\_\_\_\_ PMS/Folio # \_\_\_\_\_

Event Manager: \_\_\_\_\_ Ext. \_\_\_\_\_ Nextel: \_\_\_\_\_

**Guest Technology Department  
Philadelphia Marriott Downtown  
1201 Market Street, Philadelphia, PA 19107  
Phone: 215-625-6719 Fax: 215-625-6767 Dave.Gill@Marriott.com**

**OFFICIAL TECHNOLOGY RENTAL ORDER FORM**


QTY	LARGE LED & LCD DISPLAYS - Include Desk Stand	PRICE	TOTAL
	90" LED Display (16:9)- Includes Speakers	\$2,275.00	
	80" LED Display (16:9) - Includes Speakers	\$1,905.00	
	65" LED Display (16:9) - Includes Speakers	\$1,335.00	
	55" LED Display (16:9) - Includes Speakers	\$920.00	
	46" LCD Display (16:9) - Includes Speakers	\$735.00	
	40" LCD Display (16:9) - Includes Speakers	\$510.00	
	32" LCD Display (16:9) - Includes Speakers	\$335.00	
	72" Dual Post Stand for 32" and Larger being used with SSR Display	\$100.00	
	Spandex Wrap for Dual Post Floor Stand	\$35.00	
	Accessory Shelf for Dual Post Stand to hold VCR, DVD, Laptop etc.	\$30.00	



QTY	TOUCH SCREEN LCD DISPLAYS	PRICE	TOTAL
	65" LED Touch Screen Overlay w/ monitor	\$2,670.00	
	55" LED Touch Screen Overlay w/ monitor	\$1,840.00	
	46" LED Touch Screen Overlay w/ monitor	\$1,470.00	
	42" LED Touch Screen	\$510.00	
	40" LED Touch Screen Overlay w/ monitor	\$1,020.00	
	32" LED Touch Screen Overlay w/ monitor	\$670.00	



QTY	TABLE TOP LCD DISPLAYS	PRICE	TOTAL
	27" LCD Widescreen Display (16:9)	\$210.00	
	24" LCD Widescreen Display (16:9)	\$155.00	
	20" LCD Display (4:3)	\$45.00	
	19" LCD Display (4:3)	\$35.00	
	17" LCD Display (4:3)	\$30.00	
	Wall Mount Bracket for 19-24" LCDs	\$25.00	
	72" Single Post Stand for 19-24" LCD Monitors being used with SSR Display	\$95.00	



QTY	HP TOUCHSMART All-In-One PC – Win Vista 64Bit Business Edition	PRICE	TOTAL
	Core 2 Duo 2.16Hz, 4GB RAM, 500GB HD, 22" Touchscreen LCD	\$275.00	
	Quad Core i7 3.4Ghz 8GB Ram 1TB 23" Touchscreen LCD (Win 7 Pro)	\$305.00	



QTY	PC DESKTOPS & LAPTOPS	PRICE	TOTAL
	Core 2 Quad, 3GHz, 8GB RAM 500GB HD, vPro, DVD-RW, Win 7 Pro	\$170.00	
	i7 QuadCore 2.93GHz, 8GB, 1TB HD, DVD-RW, Win 7 Pro	\$235.00	
	Core 2 Duo 2.1GHz, 4GB RAM, 320GB HD, DVD-RW, Wifi, 15" Screen, Win7Pro	\$170.00	
	i7 Quad Core, 2.2GHz, 16GB RAM, 500GB HD, DVDRW, 15" Screen, Win7Pro	\$210.00	



QTY	APPLE EQUIPMENT	PRICE	TOTAL
	Apple 20" iMAC Intel Core 2 Duo 2.0GHz 4GB 250GB DVDRW	\$305.00	
	Apple 24" iMAC Intel Core 2 Duo 2.4GHz 4GB 250GB DVDRW	\$410.00	
	Apple 27" iMAC Intel Core i5 Quad 3.1ghz 8GB 1TB DVDRW	\$440.00	
	Apple 15.4" MacBook Pro Core 2 Duo 2.16GHz 2GB 100GB DVDRW	\$235.00	
	Apple 15.4" MacBook Pro i7 Quadcore 2.3 GHz 4GB 500GB Super Drive	\$235.00	
	Apple 15.4" MacBook Pro QuadCore i7 2.4 GHz 8GB 750GB	\$310.00	



<b>EQUIPMENT SUB TOTAL</b>			
----------------------------	--	--	--

Show Code: EPAS0315



**OFFICIAL TECHNOLOGY RENTAL ORDER FORM**


QTY	VIDEO WALLS (Call for rates on other configurations)	PRICE	TOTAL
	NEC 46" LCD Video Wall Panel- Includes Wall Mount	\$1,545.00	
	NEC 55" LCD Video Wall Panel- Includes Wall Mount	\$2,060.00	
	2X2 Seamless 46" LCD Video Wall - Includes Floor Stand or Wall Mounts	\$6,180.00	
	3X3 Seamless 46" LCD Video Wall - Includes Floor Stand or Wall Mounts	\$13,905.00	
	2X2 Seamless 55" LCD Video Wall- Includes Floor Stand or Wall Mounts	\$8,240.00	
	3X3 Seamless 55" LCD Video Wall - Includes Floor Stand or Wall Mounts	\$18,540.00	



QTY	APPLE IPADS	PRICE	TOTAL
	Apple iPad3 WiFi 64GB	\$120.00	
	Apple iPad Locking Table Top Stand	\$30.00	
	Apple iPad Liitab Floor Stand	\$210.00	
	Banner for iPad Kiosk	\$150.00	
	Backdrop Graphic for iPad Kiosk	\$400.00	
	Mifi Hotspot Device- Activation Fee Included	\$60.00	



QTY	AUDIO VISUAL EQUIPMENT	PRICE	TOTAL
	Bluray Player	\$100.00	
	3000 Lumen Projector	\$305.00	
	5000 Lumen Projector	\$850.00	
	8' x 8' Tripod Projection Screen	\$70.00	
	7.5' x 10' FastFold Screen	\$760.00	
	1 JBL Pro 10" Powered Speaker with Stand	\$175.00	
	Booth Sound System: 2 MM Meyers Speakers w/Stands, Mixer & Wireless Mic	\$685.00	
	Wireless Mic Kit - (1) Lav, (1) HH, (1) Receiver	\$305.00	



QTY	FRIENDLYWAY KIOSKS	PRICE	TOTAL
	Friendlyway 19" Kiosk	\$720.00	

QTY	CHARGING STATIONS	PRICE	TOTAL
	Select Charging Station 15"	\$980.00	
	Deluxe Charging Station 42" Touchscreen	\$1,750.00	
	Graphics for Charging Station	\$495.00	



QTY	Office Equipment	PRICE	TOTAL
	HP Black & White Laser Printer	\$180.00	
	HP Color Laser Printer	\$320.00	
	45 PPM Black & White Copier	\$720.00	
	30 PPM Color Copier	\$820.00	

<b>EQUIPMENT SUB TOTAL</b>			
----------------------------	--	--	--

Show Code: EPAS0315

**IF YOU DO NOT SEE WHAT YOU ARE LOOKING FOR, PLEASE CALL US AT (800) 955-5171**  
**FOR MORE INFORMATION YOU CAN ALSO EMAIL US AT EXHIBITORSALES@SMARTSOURCERENTALS.COM**



<p><b>UNION &amp; MATERIAL HANDLING FEES:</b> All MATERIAL HANDLING &amp; UNION LABOR costs associated with the delivery, installation and removal of equipment are the customer's responsibility and will be billed directly to the customer. Please ask your sales representative for weights and cost estimations.</p> <p><b>SERVICE:</b> All rentals include 24x7 service &amp; support.</p> <p><b>DAMAGE WAIVER/LOSS COVERAGE:</b> Unless you have selected the damage waiver and loss coverage under this agreement, you are required to keep our property insured against loss by fire, theft, and other risks included in the standard form of "all risk" insurance naming us as additional insured" and "loss payee." In the event of such a loss, you agree to promptly reimburse us for the replacement cost of such property and claims for all losses and injuries caused by such property. Intentional abuse is excluded from coverage of the damage waiver and loss coverage and a filed police report must be produced for coverage to apply. Unless you have accepted our Damage Waiver Coverage, you will be responsible for the costs resulting from damage to our property including service and repair charges. Damage Waiver Coverage does not extend to misuse or intentional abuse.</p> <p><b>DELIVERY/PICKUP:</b> A representative from your organization must be in the booth at the time of delivery and pickup to sign for the equipment. If a repeat delivery is required, an additional charge will apply. Any changes to scheduled delivery time within 7 days of the event will result in an additional charge.</p> <p><b>PAYMENT:</b> SmartSource Rentals requires payment in full at the time your order is placed. Payment includes but is not limited to Equipment Rental, Delivery and Tax.</p> <p><b>CREDIT CARD:</b> For your convenience, we will use this authorization to charge your credit card for your advance orders and any additional fees incurred as a result of on-site orders by your representatives. These fees include any services provided by SmartSource Rentals or charges we incur on your behalf.</p> <p><b>CANCELLATION:</b> Cancellation of rental equipment and services must be made 7 days prior to delivery. No refunds will be made to any order where cancellation is made less than 7 days prior to delivery.</p> <p><b>RESPONSIBILITY:</b> Customer is responsible for all loss and damage to equipment. All orders are subject to SmartSource Rentals standard terms and conditions. Prices are subject to change without notice.</p>	<p><b>EQUIPMENT SUB TOTAL FROM PAGE 1</b></p>	
	<p><input type="checkbox"/> <b>BY CHECKING THIS BOX YOU ARE DECLINING THE 10.5% FEE FOR DAMAGE WAIVER &amp; LOSS COVERAGE.</b></p>	
	<p><b>DELIVERY/SET UP &amp; PICK UP 25% OF EQUIPMENT TOTAL (Minimum \$175)</b></p>	
	<p><b>SUB TOTAL</b></p>	
	<p><b>SALES TAX</b></p>	<p><b>8.00%</b></p>
	<p><b>SALES TAX TOTAL</b></p>	
	<p><b>TOTAL*</b></p>	
<p><b>A 25% SURCHARGE MAY BE APPLIED TO EQUIPMENT RENTED WITHIN 7 DAYS OF SHOW</b></p>		

**PLEASE FILL IN ALL BOXES BELOW – PLEASE PRINT NEATLY OR TYPE**

EXHIBITION INFORMATION		PAYMENT INFORMATION	
Show Name	<b>EPA 2015</b>	Company Name	
Exhibiting Company Name		Billing Address	
Booth # & Hall/Room Name		City	State      ZIP
Show Site Contact		Credit Card Number	Exp. Date
Show Site Contact Cell Phone #		Authorized Signature	Security Code
Setup Date & Time (2 hr Window Required)		Print Name	
Pick-up Date & Time (2 hr Window Required)		Email Address	
Ordered By		Phone #	Fax #

**ORDER COMMENTS / INSTRUCTIONS**


<p><b>FAX ORDER FORM TO:</b> <b>(972) 692-7815</b></p>	<p><b>OR EMAIL ORDER FORM TO:</b> <b>EXHIBITORSALES@SMARTSOURCERENTALS.COM</b></p>
--	--