

# VISTA

**CONVENTION SERVICES SOUTH**



**NCBJ** | National Conference  
of Bankruptcy Judges

**89th Annual NCBJ Conference**  
**September 27-30, 2015**  
**Fontainebleau Miami Beach**



**NCBJ** | National Conference  
of Bankruptcy Judges

# VISTA

**CONVENTION SERVICES SOUTH**

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**89th Annual NCBJ Conference**  
**September 27-30, 2015**  
**Fontainebleau Miami Beach**

**6901 NW 26th AVENUE**  
**MIAMI, FL 33147**  
**TEL: (305) 673-1123 FAX: (305) 673-8713**  
**WWW.VISTACS.COM**

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 <b>NCBJ</b>   National Conference of Bankruptcy Judges		<b>BOOTH PACKAGE &amp; CONTACT INFO</b>
<b>89th Annual NCBJ Conference</b> September 27-30, 2015 Fontainebleau Miami Beach	6901 NW 26th AVENUE MIAMI, FL 33147 TEL: (305) 673-1123 FAX: (305) 673-8713 WWW.VISTACS.COM	

Dear Exhibitor:

Vista Convention Services South 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.

All questions regarding the convention space assignments should be directed to:

**89th Annual NCBJ Conference**  
**Rebecca Meekma**  
**954 La Mirada**  
**Laguna Beach, CA 92651**  
**Tel: (949) 497-3679 Ext. 102**  
**Email: [rmekma@jbsmgmt.com](mailto:rmekma@jbsmgmt.com)**

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

**Customer Service**  
**Vista Convention Services South**  
**6901 NW 26th Avenue**  
**Miami, FL 33147**  
**Tel: (305) 673-1123**  
**Fax: (305) 673-8713**  
**Email: [vistasouth@vistacs.com](mailto:vistasouth@vistacs.com)**

All questions regarding electricity in your booth please contact Edlen Electrical Exhibition Services at (305) 623-5335, Audio/Visual equipment in your booth should be addressed with Southern Audio/ Visual at (305) 695-4858, Telecommunications, photography, and floral 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. **Vista forms are to be returned to our office and the others to the specific contractor who is providing the service.** Please review and submit your order forms as early as possible.

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

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

***Please Note: The exhibit floor is marble tile.***

 <b>NCBJ</b>   National Conference of Bankruptcy Judges	 <b>VISTA</b> CONVENTION SERVICES SOUTH	EXHIBIT AREA INSTALLATION & DISMANTLE
89th Annual NCBJ Conference September 27-30, 2015 Fontainebleau Miami Beach	6901 NW 26th AVENUE MIAMI, FL 33147 TEL: (305) 673-1123 FAX: (305) 673-8713 WWW.VISTACS.COM	

## Exhibit Area Installation & Dismantle

### Set-up Dates & Times

**SUNDAY**                                      **SEPTEMBER 27, 2015**      **NOON-3:00PM**

All prefabricated displays must be set and empty crates tagged for storage by  
**2:00PM ON SUNDAY, SEPTEMBER 27, 2015.**

### Exhibit Dates & Times

**SUNDAY**                                      **SEPTEMBER 27, 2015**      **3:00PM-5:30PM**  
**MONDAY**                                    **SEPTEMBER 28, 2015**      **8:00AM-5:00PM**  
**TUESDAY**                                  **SEPTEMBER 29, 2015**      **8:00AM-4:00PM**

### Dismantle Dates & Times

**TUESDAY**                                    **SEPTEMBER 29, 2015**      **4:00PM-5:00PM**

Please Note: Freight not picked up by **5:00PM ON TUESDAY, SEPTEMBER 29, 2015**  
will be re-routed through the house carrier.



 <b>NCBJ</b>   National Conference of Bankruptcy Judges		<b>LIMITS OF LIABILITY &amp; RESPONSIBILITY</b>
<b>89th Annual NCBJ Conference</b> September 27-30, 2015 Fontainebleau Miami Beach	<b>6901 NW 26th AVENUE</b> <b>MIAMI, FL 33147</b> <b>TEL: (305) 673-1123 FAX: (305) 673-8713</b> <b>WWW.VISTACS.COM</b>	

## **Limits of Liability and Responsibility**

1. Vista Convention Services South shall not be responsible for damage to be uncrated materials, material improperly packed, or concealed.
2. Vista Convention Services South 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 South shall not be responsible for loss, theft or disappearance of materials before they are picked up from exhibitors' booth for reloading after the show. Bill-of-Lading covering outgoing shipments, which are furnished by Vista Convention Services South to exhibitor, will be checked at time of actual pick-up from booth and corrections made where discrepancies occur.
4. Vista Convention Services South 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 South 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 South 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 South 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 South 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.

 <b>NCBJ</b>   National Conference of Bankruptcy Judges		<b>PAYMENT POLICIES</b>
<b>89th Annual NCBJ Conference</b> <b>September 27-30, 2015</b> <b>Fontainebleau Miami Beach</b>	<b>6901 NW 26th AVENUE</b> <b>MIAMI, FL 33147</b> <b>TEL: (305) 673-1123 FAX: (305) 673-8713</b> <b>WWW.VISTACS.COM</b>	<b>DEADLINE DATE:</b> <b>FRIDAY, SEPTEMBER 11, 2015</b>

**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 South 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 South in advance to guarantee payment. Please make all checks payable to Vista Convention Services South.

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

Bank information call Vista Convention Services South (305) 673-1123 or e-mail: [vistasouth@vistacs.com](mailto:vistasouth@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 South 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 South must receive this form by **FRIDAY, SEPTEMBER 11, 2015.**

**Showsite 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 South 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 South 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. ***Telephone orders are not accepted.***

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

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



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**WWW.VISTACS.COM**

**STANDARD BOOTH  
FURNISHINGS  
&  
CARPET  
ORDER FORM**

**DEADLINE DATE:**  
**FRIDAY, SEPTEMBER 11, 2015**

**Rental price includes delivery to and removal from your booth.**

QTY.	DISCOUNT RATES	STANDARD RATES	AMT.
<b>SEATING</b>			
___ Side Chair.....	\$.50.00	\$ 65.00	_____
___ Padded Stool.....	\$.99.50	\$129.50	_____

<b>ACCESSORIES</b>			
___ Round Pedestal Table (30"h x 30"d)...	\$ 82.25	\$107.00	_____
___ Round Pedestal Table (42"h x 30"d)...	\$105.75	\$137.00	_____
___ Wastebasket.....	\$ 25.50	\$ 31.75	_____
___ Easel.....	\$ 27.75	\$ 36.00	_____
___ Chrome Sign Frame (22" x 28").....	\$ 73.00	\$ 83.25	_____
___ Bag Holder.....	\$ 99.00	\$130.00	_____
___ 8' Stanchion.....	\$ 27.75	\$ 36.00	_____
___ Crossbar.....	\$ 27.75	\$ 36.00	_____
___ Garment Rack.....	\$ 99.00	\$130.00	_____
___ Literature Rack.....	\$ 99.00	\$130.00	_____

**STANDARD CARPET**

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

___ 10' x 10'.....	\$122.75	\$159.75	_____
___ 10' x 20'.....	\$246.50	\$319.25	_____
___ 10' x 30'.....	\$367.50	\$478.50	_____
___ 10' x 40'.....	\$490.25	\$638.00	_____
___ 10' x 50'.....	\$612.50	\$797.50	_____

**Circle color:** Blue Burgundy Gray Teal Red Black Hunter Green

**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) \$3.00 sq. ft. \$3.75 sq. ft. \_\_\_\_\_

**Circle color:** Blue Burgundy Gray Teal Red Black Hunter Green

**CARPET PADDING**

INDICATE OVERALL DIMENSION:

\_\_\_ ft. x \_\_\_ ft. (100 sq. ft. minimum) \$1.25 ft. \$1.50 sq. ft. \_\_\_\_\_

QTY.	DISCOUNT RATES	STANDARD RATES	AMT.
<b>DRAPED DISPLAY TABLES - 30" HIGH</b>			
Price includes white vinyl top & 3 sides			
<b>Circle color:</b> Blue Black Burgundy Purple Gray Red Teal White Hunter Green			

___ 2' x 4' x 30".....	\$102.50	\$130.00	_____
___ 2' x 6' x 30".....	\$115.75	\$148.00	_____
___ 2' x 8' x 30".....	\$139.00	\$180.75	_____
___ 4th Side Drape 6' & 8' Only.....	\$ 36.50	\$ 78.00	_____

**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

___ 2' x 4' x 42".....	\$148.50	\$190.75	_____
___ 2' x 6' x 42".....	\$160.50	\$208.75	_____
___ 2' x 8' x 42".....	\$185.00	\$240.25	_____
___ 4th Side Drape 6' & 8' Only.....	\$ 36.50	\$ 78.00	_____

**UNDRAPED DISPLAY TABLES - 30" HIGH**

___ 2' x 4' x 30".....	\$ 51.50	\$ 67.00	_____
___ 2' x 6' x 30".....	\$ 63.25	\$ 82.25	_____
___ 2' x 8' x 30".....	\$ 75.75	\$ 98.75	_____

**UNDRAPED DISPLAY TABLES - 42" HIGH**

___ 2' x 4' x 42".....	\$ 63.50	\$ 81.25	_____
___ 2' x 6' x 42".....	\$ 73.75	\$ 95.75	_____
___ 2' x 8' x 42".....	\$ 86.25	\$111.75	_____

**DRAPED RISERS**

White Vinyl			
___ 4' One Step.....	\$ 50.00	\$ 64.25	_____
___ 6' One Step.....	\$ 64.50	\$ 83.50	_____
___ Raise & Drape Package			_____
___ Table to 42" high.....	\$62.50	\$ 78.00	_____

**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 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 SALES TAX (7%)**  
**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 SOUTH BEFORE DEADLINE DATE



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**SPECIAL  
SIGNS**

DEADLINE DATE:  
FRIDAY, SEPTEMBER 11, 2015

### Special Signs

Qty	Size	Digital Prints Advance Prices	Digital Prints after Deadline Price	Amount
_____	7" x 44"	\$36.50	\$45.50	\$_____
_____	14" x 22"	\$52.00	\$65.00	\$_____
_____	22" x 28"	\$78.00	\$97.50	\$_____
_____	28" x 44"	\$109.25	\$136.50	\$_____
_____	1 Meter x 8'	\$182.00	\$227.50	\$_____

- Easel back applied to sign quoted upon request.
  - All prices are for single sided-double sided quoted upon request.
  - Special sizes and materials quoted upon request.
- Delivery time is not guaranteed on orders placed at showsite.
  - All orders must be received ten days before show opens. Orders after Deadline Date will be subject to an additional 25% fee.**
  - Please utilize one of the following programs: Adobe Acrobat Professional 8.0, Adobe Illustrator CS5, Photoshop CS5, or Adobe InDesign CS5. For further details, refer to the Graphic Guidelines page.

Vertical  Horizontal  Color of Background  Color of Lettering

Please type desired copy below or attach a separate sheet

**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 SALES TAX (7%)**  
**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 SOUTH BEFORE DEADLINE DATE

 <b>NCBJ</b>   National Conference of Bankruptcy Judges		<b>GRAPHIC GUIDELINES</b>
<b>89th Annual NCBJ Conference</b> September 27-30, 2015 Fontainebleau Miami Beach	6901 NW 26th AVENUE MIAMI, FL 33147 TEL: (305) 673-1123 FAX: (305) 673-8713 WWW.VISTACS.COM	DEADLINE DATE: FRIDAY, SEPTEMBER 11, 2015

## GUIDELINES FOR SUBMITTING GRAPHICS

**Vista Convention Services- Design/ Graphics Department/ Miami, Florida**

### **Vista Convention Services**

6901 NW 26th Ave.  
Miami, FL 33147  
Tel: (305) 836-3698  
Fax: (786) 621-3536  
E- Mail: [Vistasigns2012@gmail.com](mailto:Vistasigns2012@gmail.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**.

If possible, we prefer artwork saved as **vector files**, which can be resized without losing resolution.

**ALL vector files MUST have fonts converted to outlines or curves.**

**Any bitmapped or raster files, such as .tif, .bmp, .jpeg, must be of sufficient resolution to print properly at the intended dimensions. Such resolution should be no less than 300 dpi. 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 will accept files sent on a CD. **When preparing files please be sure to save all text as curves or outlines and/or include all the fonts which you have used to create your files (true or open type font only).** If you have questions, please contact us before sending your files.

 <b>NCBJ</b>   National Conference of Bankruptcy Judges		<b>INTENT TO USE NON-OFFICIAL CONTRACTORS</b>
<b>89th Annual NCBJ Conference</b> <b>September 27-30, 2015</b> <b>Fontainebleau Miami Beach</b>	<b>6901 NW 26th AVENUE</b> <b>MIAMI, FL 33147</b> <b>TEL: (305) 673-1123 FAX: (305) 673-8713</b> <b>WWW.VISTACS.COM</b>	<b>DEADLINE DATE:</b> <b>FRIDAY, SEPTEMBER 11, 2015</b>

**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 South 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 South with a valid and current Certificate of Insurance naming Vista Convention Services South as the Certificate Holder. 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 South with the above items 1 and 2 will result in said firms being required to hire installation and dismantling labor from Vista Convention Services South. 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 South Labor Desk.

**Exhibiting Firm:** \_\_\_\_\_ **Booth #:** \_\_\_\_\_

**Authorized Name & Title:** \_\_\_\_\_

**Authorized Signature:** \_\_\_\_\_

**Full Name of Non-Official Contractor:** \_\_\_\_\_

**Complete Address:** \_\_\_\_\_

**City, State:** \_\_\_\_\_ **Zip Code:** \_\_\_\_\_

**Phone Number:** \_\_\_\_\_ **Fax Number:** \_\_\_\_\_

**Certificate of Insurance Included:**  Yes  No

**Non-Official Contractor “Show Site” Representative:** \_\_\_\_\_

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

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*Retain one copy for your files.*

 <b>NCBJ</b>   National Conference of Bankruptcy Judges	 <b>VISTA</b> <b>CONVENTION SERVICES SOUTH</b>	<b>LIMITS OF LIABILITY &amp; RESPONSIBILITY FOR LABOR</b>
<b>89th Annual NCBJ Conference</b> <b>September 27-30, 2015</b> <b>Fontainebleau Miami Beach</b>	<b>6901 NW 26th AVENUE</b> <b>MIAMI, FL 33147</b> <b>TEL: (305) 673-1123 FAX: (305) 673-8713</b> <b>WWW.VISTACS.COM</b>	

## **Limits of Liability and Responsibility for Labor**

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2. Vista Convention Services South 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 South shall not be responsible for loss, theft or disappearance of materials before they are picked up from exhibitors' booth for reloading after the show. Bill-of-Lading covering outgoing shipments, which are furnished by Vista Convention Services South to exhibitor, will be checked at time of actual pick-up from booth and corrections made where discrepancies occur.
4. Vista Convention Services South 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 South 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 South 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 South 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 South 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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## LABOR ORDER FORM

**89th Annual NCBJ Conference**  
September 27-30, 2015  
Fontainebleau Miami Beach

6901 NW 26th AVENUE  
MIAMI, FL 33147  
TEL: (305) 673-1123 FAX: (305) 673-8713  
WWW.VISTACS.COM

DEADLINE DATE:  
FRIDAY, SEPTEMBER 11, 2015

### Display Labor for Installation and Dismantling of Exhibits

**Display Labor Rates:**

**Straight Time**  
\$66.50 per hour  
One hour minimum per worker  
Thereafter 1/2 hr. increments

**Overtime**  
\$99.75 per hour  
One hour minimum per worker  
Thereafter 1/2 hr. increments

**ST:** 8:00AM to 3:30PM  
Monday through Friday

**OT:** Before 8:00AM and after 3:30PM  
Monday through Friday and all hours  
on Saturday and Sunday

**ALL LABOR ORDERS RECEIVED AFTER THE ABOVE SPECIFIED DEADLINE DATE WILL BE CHARGED AN ADDITIONAL 25%**

**PLEASE 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 the type of labor requested:**

\_\_\_\_ **PLAN A - EXHIBITOR'S SUPERVISION** - All work performed must be under the supervision of the Exhibitor.

	No. Men	Date	Time	Approx. Hours
<b>Set-up</b>				
<b>Dismantle</b>				

\_\_\_\_ **PLAN B - VISTA CONVENTION SERVICES SUPERVISION** - Hourly rate plus 35% Supervision Charge/Minimum \$40.00

Name of Carrier \_\_\_\_\_ # Crates \_\_\_\_\_ Cartons \_\_\_\_\_ Skids \_\_\_\_\_

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

**SET-UP DIAGRAMS MUST BE INCLUDED WITH LABOR ORDER PLAN B: VISTA SUPERVISION**

After Dismantle Return Display To (Shipping Address): \_\_\_\_\_

\_\_\_\_\_ **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.**

**PAYMENT POLICY: CREDIT CARD INFORMATION MUST BE ON FILE FOR SET-UP & DISMANTLE LABOR ORDERS**

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

**MAIL OR FAX TO VISTA CONVENTION SERVICES SOUTH**

 <b>NCBJ</b>   National Conference of Bankruptcy Judges	 <b>CONVENTION SERVICES SOUTH</b>	UNION JURISDICTIONS
<b>89th Annual NCBJ Conference</b> September 27-30, 2015 Fontainebleau Miami Beach	6901 NW 26th AVENUE MIAMI, FL 33147 TEL: (305) 673-1123 FAX: (305) 673-8713 WWW.VISTACS.COM	

## Union Jurisdictions

**Exhibit Labor Jurisdictions**

Union exhibit labor claims jurisdiction for the installing, dismantling, and cleaning of prefabricated exhibits and displays when this work is done by persons other than fulltime company personnel. Labor may be employed by completion of labor forms enclosed in the exhibitor kit. They are not required to put your products on display, to open cartons containing your products, nor to perform testing, maintenance, or repairs on your products. If, however, you hire any laborer to assist you, it should be through the Official Contractor.

**Freight Handling Jurisdiction**

Vista Convention Services South has the responsibility of receiving and handling all exhibits material and empty crates for a fee as published on the enclosed Material Handling page. It is their responsibility to manage docks and schedule vehicles for the smooth and efficient move in and move out of the exhibition. Vista Convention Services South will not be responsible, however, for any materials, they do not handle. Vista Convention Services South will have complete control of the loading dock at all times. If you wish to unload or load you must report to the Vista Convention Services South Service Desk. Do not proceed to the docks until told to do so.

Vehicle must not be left to unattended at the loading areas. Any unattended vehicles will be towed away at owner’s expense.

The Fire Marshal absolutely prohibits the storage of empty containers in the exhibit hall. Arrangements are available with Vista Convention Services South to store empty crates. Please refer to the Material Handling and Shipping Information pages for more information.

**Gratuities**

Tipping is expressly prohibited. This includes such practices as giving money, merchandise, or other special consideration for services rendered. Do not give coffee breaks other than mid-morning and mid-afternoon, when the union has a paid break. Any attempt to solicit a gratuity by an employee for any service should be reported immediately to the Exhibit Manager and Vista Convention Services South.

**In General**

Craftsmen at all levels must be instructed to refrain from expressing any grievances or directly challenging the practices of any exhibitor. All questions originated by labor are to be expressed only to Vista Convention Services South and/or the Exhibit Manager. Exhibitors are asked to refrain from voicing labor complaints directly to craft personnel. Any questions regarding contract labor should be directed to the Exhibit Manager or Vista Convention Services South.



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MATERIAL HANDLING  
SERVICES  
&  
RATES

DEADLINE DATE:  
FRIDAY, SEPTEMBER 18, 2015

## Material Handling Services & 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: 200lbs. minimum for this service.**

***NO SHOWSITE SHIPMENTS!***

<p>Per CWT (100 lbs.) <i>Minimum charge (200 lbs.)</i> <b>Warehouse Rate</b>            <b><u>\$94.75</u></b>  <b>Showsite Rate</b>                <b><u>\$99.25</u></b></p>	<p><b><u>Crated and/or skidded Floor Load Shipments</u></b> These <u>round trip rates</u> apply to crated and/or floor load shipments that can be unloaded at the dock without additional handling (such as ground loading, side door loading, constricted space loading, designated piece loading or stacked shipments) required.</p>
<p>Per CWT (100 lbs.) <i>Minimum charge (200 lbs.)</i> <b>Warehouse Rate</b>            <b><u>\$131.75</u></b>  <b>Showsite Rate</b>                <b><u>\$138.00</u></b></p>	<p><b><u>Uncrated, Unskidded, Wrapped Shipments and Crated Shipments Requiring Special Handling</u></b> These <u>round trip rates</u> apply to uncrated, unskidded 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). FedEx and UPS are included in this category due to their delivery procedures and documentation.</p>
<p>Per CWT (100 lbs.)  <b>A 25% surcharge for each occurrence will apply in addition to the above rates.</b></p>	<p><b><u>Overtime Rates</u></b> <b>All rates quoted above are straight time rates.</b> All freight received at the warehouse and/or showsite that must be moved in or out of the booth before 8:00AM or after 3:30PM on weekdays or all day Saturdays, Sundays or holidays will be charged in addition to the above rates</p>
<p>Per CWT (100 lbs.) <i>Minimum charge (200 lbs.)</i> <b>A 25% surcharge for each occurrence will apply in addition to the above rates.</b></p>	<p><b><u>Deliveries to Warehouse AFTER DEADLINE DATE</u></b> Shipments received at the warehouse after 3:30PM or after the deadline date of <b><u>FRIDAY, SEPTEMBER 18, 2015</u></b> will be charged in addition to the above rates.</p>
<p>*First Package  <b><u>\$40.00</u></b>  ***Each additional package \$30.00</p>	<p><b><u>Small Package Shipments</u></b> 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.</p>



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**SHIPPING  
&  
MATERIAL  
HANDLING RECAP**

**DEADLINE DATE:**  
**FRIDAY, SEPTEMBER 18, 2015**

## Shipping and Material Handling Recap

For complete information and descriptions on shipping and material handling refer to: SHIPPING INFORMATION, SHIPPING INSTRUCTIONS AND MATERIAL HANDLING AND SERVICE RATES forms within this Exhibitor Service Manual.

<b>Computation of Order:</b> When recording weight, round up to the next 100 pounds.		
<b><u>Crated and/or skidded Floor Load Shipments</u></b>		
<b>Warehouse</b> We will ship _____ lbs. @ \$94.75 per 100 lbs. (200 lb. minimum/\$189.50)		\$ _____
<b>Showsite</b> We will ship _____ lbs. @ \$99.25 per 100 lbs. (200 lb. minimum/\$198.50)		\$ _____
<b><u>Uncrated, Unskidded, Wrapped Shipments and Crated Shipments requiring Special Handling</u></b>		
<b>Warehouse</b> We will ship _____ lbs. @ \$131.75 per 100 lbs. (200 lb. minimum/\$263.50)		\$ _____
<b>Showsite</b> We will ship _____ lbs. @ \$138.00 per 100 lbs. (200 lb. minimum/\$276.00)		\$ _____
<b><u>Overtime Rates</u></b> All rates quoted above are straight time rates. All freight received at the warehouse and/or showsite that must be moved <b>in or out of</b> the booth before 8:00AM or after 3:30PM on weekdays or all day on Saturdays, Sundays or Holidays will be charged a 25% surcharge for each occurrence in addition to the above rates.		
<b><u>Deliveries to Warehouse AFTER Deadline Date</u></b> Shipments received at the warehouse after 3:30PM or after the deadline date of <b><u>FRIDAY, SEPTEMBER 18, 2015</u></b> will be charged 25% surcharge, for each occurrence, in addition to the above rates.		
<b>**NO SHOW SITE SHIPMENTS!**</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 showsite. If you have any questions about material handling, please contact Vista Convention Services South, Exhibitor Service Department.

**COMPANY NAME:**

**BOOTH #**

 <b>NCBJ</b>   National Conference of Bankruptcy Judges	 <b>VISTA</b> <b>CONVENTION SERVICES SOUTH</b>	<b>SHIPPING INFORMATION</b>
<b>89th Annual NCBJ Conference</b> <b>September 27-30, 2015</b> <b>Fontainebleau Miami Beach</b>	<b>6901 NW 26th AVENUE</b> <b>MIAMI, FL 33147</b> <b>TEL: (305) 673-1123 FAX: (305) 673-8713</b> <b>WWW.VISTACS.COM</b>	

## 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 showsite.
- \* Please prepay all shipping charges. Vista Convention Services South 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 Convention Services South for such shipments. Shipments without certified weight documents will be estimated by Vista Convention Services South. 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 showsite only. Uncrated shipments received at showsite are charged at higher handling rates than crated, skidded or otherwise self-contained shipments.**
- \* Separate mixed van shipments between crated and uncrated. Clearly identify the weights of each on the Bill-of-Lading. Otherwise, Vista Convention Services South will invoice the entire load at the uncrated rate and will be unable to adjust the 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 showsite will be charged material handling by Vista Convention Services South. Refer to the *Material Handling Service and Rates Form*.
- \* 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*.
- \* If granted permission for early move-in (off-target move-in) by show management and Vista Convention Services South, the exhibitor is required to use Vista Convention Services South 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 showsite.
- \* Removing empty containers from your booth, storing them for the duration of the show, then returning them to your booth at close of the 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 showsite Bill-of-Lading.

### Material Handling does not include:

- \* Labor and/or equipment for uncrating, unskidding, assembling, position, leveling, dismantling, recrating and reskidding 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).