



**BALLY'S
ATLANTIC CITY, NEW JERSEY
APRIL 20-21, 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 AND EXHIBIT TIMES

MON., APRIL 20 - 9:00AM - 3:00PM
TUE., APRIL 21 - 10:00AM - 12:00NOON

Dear 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.

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

NEW JERSEY ASSOCIATION FOR DIRECTORS OF NURSING
195 Carriage Hill Circle
Mantua, NJ 08051-1161
Tel: (856) 468-9869
Fax: (856) 468-9865
Email: njadona@comcast.net

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

Customer Service
VISTA CONVENTION SERVICES
6575 Delilah Road
PO Box 3000
Pleasantville, NJ 08232-0036
Tel: (609) 485-2421
Fax: (609) 485-2392
email: info@vistacs.com

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

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

8' high backdrape - Red / White / Black
3' high siderails - Red
7" x 44" ID Sign

1 - 6' draped table - White
2 - side chairs
1 - wastebasket

NOTE: EXHIBIT FLOOR IS CARPETED

IMPORTANT: No Electric Outlet is included with your Booth Space in the 2015 Show. If you require Electrical, please order from the enclosed Bally's Electrical Order Form.



EXHIBIT AREA INSTALLATION AND DISMANTLE

Set-Up Dates & Times

SUNDAY

APRIL 19, 2015 - 12:00 NOON - 6:00 PM

Exhibit Dates & Times

MONDAY
TUESDAY

APRIL 20, 2015 - 9:00 AM - 3:00 PM
APRIL 21, 2015 - 10:00 AM - 12:00 NOON

Dismantle Dates & Times

TUESDAY

APRIL 21, 2015 - 12:00 NOON - 3:00 PM

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

Thank you,
Vista Convention Services
Customer Service



Bally's
ATLANTIC CITY, NEW JERSEY
APRIL 20-21, 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 & CREDIT CARD AUTHORIZATION FORM

DEADLINE DATE:
APRIL 3, 2015

Please complete the information requested and return payment in full with this form and your orders. You may choose to pay by credit card, check or bank wire transfer, however, we require your credit card authorization to be on file with Vista Convention Services. For your convenience, we will use this authorization to charge your credit card for any additional amounts incurred as a result of show site orders placed by your representative for this event.

ORDER RECAP

Standard Booth Furnishings & Carpet Order Form.....	\$ _____
VCS Modular Rental Unit Order Form	\$ _____
Estimated Labor Order Form	\$ _____
Estimated Material Handling Order Form.....	\$ _____
SUB TOTAL	\$ _____
*ADD 7% NJ SALES TAX	\$ _____
NET AMOUNT DUE VISTA	\$ _____

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

INDICATE PAYMENT METHOD:

Check # _____ Dated _____ Amount \$ _____

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

Account #

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

Expiration Date

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

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

Cardholder's Name _____

Cardholder's Address _____ (Print or Type)
 City _____ State _____ Zip _____

Signature _____

ALL ORDERS SUBJECT TO LIMITS OF LIABILITY AS SET FORTH ON REVERSE SIDE.

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

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.



**BALLY'S
ATLANTIC CITY, NEW JERSEY
APRIL 20-21, 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:
APRIL 3, 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

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 **APRIL 3, 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.



VISTA

CONVENTION SERVICES

STANDARD BOOTH FURNISHINGS & CARPET ORDER FORM

BALLY'S
ATLANTIC CITY, NEW JERSEY
APRIL 20-21, 2015

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

DEADLINE DATE:
APRIL 3, 2015

Rental price includes delivery to and removal from your booth.

QTY.	DISCOUNT RATES	STANDARD AMT. RATES	AMT.
SEATING			
___	Upholstered Arm Chair (black only)	\$.63.15	\$79.00
___	Side Chair (black only)	\$.52.00	63.15
___	Padded Stool (black only)	\$.67.85	83.40

QTY.	DISCOUNT RATES	STANDARD AMT. RATES	AMT.
ACCESSORIES			
___	Cocktail Table (18" h x 24" rd)	\$.62.65	79.00
___	Round Pedestal Table (30" h x 30" rd)	\$.94.85	117.85
___	Round Pedestal Table (42" h x 30" rd)	\$.114.05	141.75
___	Wastebasket	\$.19.75	23.80
___	Easel	\$.39.85	47.30
___	Chrome Sign Frame (22" x 28")	\$.75.45	94.60
___	Bag Holder	\$.94.60	118.40
___	8' Stanchion	\$.29.30	36.65
___	Crossbar	\$.29.30	36.65
___	Garment Rack	\$.82.30	101.95
___	Literature Rack	\$.152.55	175.80

STANDARD CARPET

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

___	9' x 10'	\$.144.90	177.35
___	9' x 20'	\$.289.80	354.70
___	9' x 30'	\$.434.70	532.05
___	9' x 40'	\$.579.60	709.40
___	9' x 50'	\$.724.50	886.75

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) \$3.05 sq. ft. \$5.05 sq. ft.

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

CARPET PADDING

INDICATE OVERALL DIMENSION:
___ ft. x ___ ft. (100 sq. ft. minimum) \$1.40 sq. ft. \$1.70 sq. ft.

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

___	2' x 4' x 30"	\$.100.90	\$125.80
___	2' x 6' x 30"	\$.119.20	149.00
___	2' x 8' x 30"	\$.139.70	174.40

QTY.	DISCOUNT RATES	STANDARD AMT. RATES	AMT.
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"	\$.133.50	160.75
___	2' x 6' x 42"	\$.153.05	182.55
___	2' x 8' x 42"	\$.164.25	205.30

QTY.	DISCOUNT RATES	STANDARD AMT. RATES	AMT.
UNDRAPED DISPLAY TABLES - 30" HIGH			
___	2' x 4' x 30"	\$.46.40	57.70
___	2' x 6' x 30"	\$.54.70	67.80
___	2' x 8' x 30"	\$.65.35	79.30

QTY.	DISCOUNT RATES	STANDARD AMT. RATES	AMT.
UNDRAPED DISPLAY TABLES - 42" HIGH			
___	2' x 4' x 42"	\$.59.90	72.75
___	2' x 6' x 42"	\$.67.30	83.40
___	2' x 8' x 42"	\$.77.95	95.25

DRAPED RISERS

White Vinyl

___	4' One Step	\$.46.00	55.80
___	6' One Step	\$.54.45	67.55

MISCELLANEOUS

___	3' Black Stanchion/Pull out Tape..56.95	73.25	
-----	---	-------	--

(7 1/2 ft. lengths)

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

ALL CHARGES SUBJECT TO NJ SALES TAX (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 BEFORE DEADLINE DATE



VISTA

CONVENTION SERVICES

VCS MODULAR RENTAL UNITS

BALLY'S
ATLANTIC CITY, NEW JERSEY
APRIL 20-21, 2015

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

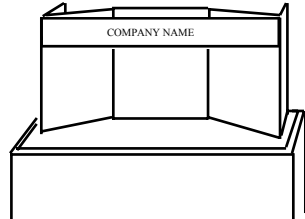
DEADLINE DATE:
APRIL 3, 2015

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



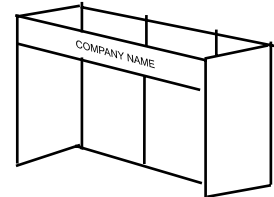
Price \$575.00

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


* Check one

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

Price \$1,600.00



Optional Rental Accessories

	Qty.	Price	Total
*Side Rail (each)	_____	\$85.00	_____
*Counters colors: (check color)	<input type="checkbox"/> white <input type="checkbox"/> blue <input type="checkbox"/> Gray		
 40"L x 42"H x 22"W	_____	275.00	_____
80"L x 42"H x 22"W	_____	350.00	_____

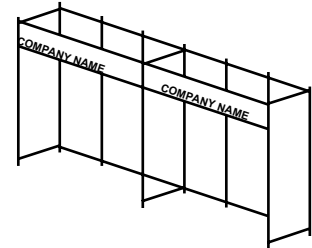
* Extra Shelves
1 - Shelf & 2 - Brackets _____ 45.00 _____

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

* Check one

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

Price \$2,800.00

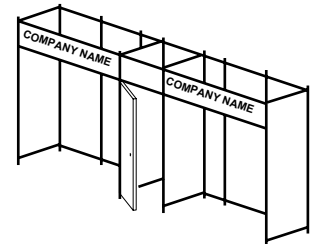


VCS C-20 Unit contains 4-shelves, 8-brackets

* Check one

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

Price \$3,400.00



All units include:

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

Custom units available. Please call for pricing.

HEADER COPY:

PAYMENT POLICY: Payment in full including applicable tax, must accompany your order.
SUBJECT TO NJ SALES TAX (7%)
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



VISTA

CONVENTION SERVICES

INTENT TO USE NON-OFFICIAL CONTRACTORS

BALLY'S
ATLANTIC CITY, NEW JERSEY
APRIL 20-21, 2015

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

DEADLINE DATE:
APRIL 3, 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:** _____

Email: _____

Non-Official Contractor "Show Site" Representative: _____

Type of Service to Be Performed: _____

Retain one copy for your files.



BALLY'S
ATLANTIC CITY, NEW JERSEY
APRIL 20-21, 2015



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

LABOR ORDER FORM

DEADLINE DATE:
APRIL 3, 2015

CARPENTER LABOR FOR INSTALLATION AND DISMANTLING OF EXHIBITS

CARPENTER RATES:

Straight Time
\$102.00 per hour
one hour minimum per worker
thereafter 1/2 hr. increments
ST: 8:00 AM to 4:30 PM
Monday through Friday

Overtime
\$153.00 per hour
one hour minimum per worker
thereafter 1/2 hr. increments
OT: Before 8:00 AM and after 4:30 PM
Monday through Friday
and all hours on Saturday and Sunday

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

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

PLEASE INDICATE SERVICE REQUIRED:

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

	No. Men	Date	Time	Approx. Hours
SET-UP				
DISMANTLE				

PLAN B - VISTA CONVENTION SERVICES SUPERVISION - Hourly rate plus 35% Supervision Charge/Minimum \$36.00

Name of Carrier _____ # Crates _____ Cartons _____ Skids _____

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

PLEASE INCLUDE SET-UP PLANS WITH ORDER

After Dismantle Return Display

To: _____

VIA: _____

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

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 INFORMATION:
 M/C VISA AMEX

ACCOUNT
NUMBER: _____

EXPIRATION DATE: _____

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

CARDHOLDERS SIGNATURE: _____

CARDHOLDERS NAME: _____

MAIL OR FAX TO VISTA CONVENTION SERVICES BEFORE DEADLINE DATE / SUBJECT TO NJ SALES TAX (7%)



IMPORTANT NOTICE

TO EXHIBITORS AND CONVENTION ATTENDEES

Bally's Atlantic City has no facilities for the storage of exhibits and/or exhibit materials. All materials must be shipped directly to the drayage company for the transport to Bally's Atlantic City on the day of load-in.

Shipments that arrive at the Hotel prior to the show will be refused and returned to the sender. Packages that arrive directly to the Hotel on the day of the show will be directed to the drayage company and will be subjected to the prevailing rate of the drayage company plus a hotel handling fee.

In the event that you are shipping boxes from the Hotel in conjunction with a trade show, arrangements for shipping may be made with the drayage company by visiting their service booth.

If you shipping an envelope or single small package in conjunction with a trade show or meeting, our Guest Services will assist you with any arrangements. It is your responsibility to have shipping labels completed and attached to your packages, as well as to contact your carrier to make arrangements and to handle follow-up. **The Hotel is not responsible for packages that are not picked up.** A fee will be charged.

Thank you.



**BALLY'S
ATLANTIC CITY, NEW JERSEY
APRIL 20-21, 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 ORDER FORM

**DEADLINE DATE:
SEE #3**

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, APRIL 10, 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 SUNDAY, APRIL 19, 2015 AT 12:00 NOON.**
- WHERE TO SHIP:**

Address all shipments consigned to SHOWSITE to:

Exhibitor's Name _____
Booth No. _____

**NEW JERSEY ASSOCIATION FOR DIRECTORS OF NURSING
c/o Vista Convention Services
BALLY'S
Park Place & the Boardwalk
Atlantic City, NJ 08401**

Address all shipments consigned to WAREHOUSE to:

Exhibitor's Name _____
Booth No. _____

**NEW JERSEY ASSOCIATION FOR DIRECTORS OF NURSING
c/o Vista Convention Services
300 Commerce Drive
Egg Harbor Township, NJ 08234**

5. RATE SCHEDULE:

Warehouse Inquiries: (609) 485-2421

A. WAREHOUSE ADVANCE RECEIVING - Roundtrip - CRATED MATERIALS

ST Rate: \$102.00 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: \$102.00 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: \$134.00 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 25% if handled IN or OUT on overtime.

Add 50% if handled both IN & 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.

ALL CHARGES SUBJECT TO NJ SALES TAX (7%)

- 6. Rates are based on incoming weight only. All weights are rounded off to the next cwt. Each shipment received is considered separately. Freight handling charges are the responsibility of the exhibitor.
- 7. Exhibitors are urged to carry all-risk floater insurance covering their materials against damage, loss, and all other hazards from the time shipment is made prior to the show until shipments are received back after the show. This can generally be done by adding "riders" to existing insurance policies, often at no additional cost.
- 8. Empty container labels will be available at the Service Desk. Affixing the labels is the sole responsibility of the exhibitor or his representative. Vista assumes no responsibility for removal of containers with old empty labels, mislabeled or valuables stored inside containers while containers are in storage.
- 9. Outbound shipping labels & bills-of-lading will be available at the Service Desk. Exhibitor or his representative must pack & label their exhibit material, turn in bill-of-lading for each shipment at the Service Desk before leaving the Show. Vista will route all shipments unless a designated carrier has been assigned. If the designated carrier fails to pick-up by the removal date of the Show Vista reserves the right to route exhibit material by an alternate carrier. As a result of re-routing or handling no liability will be assumed by Vista.

Limits of Liability and Responsibility

- 10.
 - A. Vista Convention Services, Inc. shall not be responsible for damage to uncrated materials, material improperly packed, or concealed damage.
 - B. Vista Convention Services, Inc. shall not be responsible for loss, theft, or disappearance of exhibitor's material after same has been delivered to exhibitor's booth.
 - C. Vista Convention Services, Inc. shall not be responsible for loss, theft, or disappearance of materials before they are picked up from exhibitor's booth for reloading after the Show. Bill-of-lading covering outgoing shipments, which are furnished by Vista Convention Services, Inc. to exhibitor, will be checked at time of actual pick-up from booth and corrections made where discrepancies occur.
 - D. Vista Convention Services, Inc. shall not be responsible for any loss, damage, or delay due to fire, Acts of God, strikes, lockouts or work stoppages of any kind or to any causes beyond its control.
 - E. Vista Convention Services, Inc. liability shall be limited to the physical loss or damage to the specific article which is lost or damaged, and in any event Vista Convention Services, Inc. maximum liability shall be limited to \$.30 per pound per article with a maximum liability of \$50.00 per item, or \$1,000.00 per shipment, whichever is less.
 - F. Vista Convention Services, Inc. shall not be liable to any extent whatsoever for any actual, potential or assumed loss of profits or revenues, or for any collateral costs, which may result from any loss or damage to an exhibitor's materials which may make it impossible or impractical to exhibit same.
 - G. The consentment or delivery of a shipment to Vista Convention Services, Inc. by an exhibitor, or by any shipper to or on behalf of the exhibitor, shall be construed as an acceptance by such exhibitor (and/or other shipper) of the terms and conditions set forth.

AUTHORIZATION TO PROVIDE MATERIAL HANDLING

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

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

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

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

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

Charge to: MasterCard VISA American Express

Account #

Expiration Date

Cardholders Signature _____ Cardholders Name _____

MAIL OR FAX TO VISTA CONVENTION SERVICES BEFORE DEADLINE DATE / SUBJECT TO NJ SALES TAX (7%)



BALLY'S
ATLANTIC CITY, NEW JERSEY
APRIL 20-21, 2015



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

MATERIAL HANDLING RECAP

WAREHOUSE DEADLINE DATE:
APRIL 10, 2015

SHIPPING AND MATERIAL HANDLING RECAP

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

COMPUTATION OF ORDER: When recording weight, round up to the next 100 pounds.		
A. CRATED AND/OR SKIDDED FLOOR LOAD SHIPMENTS		
Warehouse We will ship _____ lbs. @ \$102.00 per 100 lbs. (200 lb. minimum/\$204.00)		\$ _____
B. CRATED AND/OR SKIDDED FLOOR LOAD SHIPMENTS		
Showsite We will ship _____ lbs. @ \$102.00 per 100 lbs. (200 lb. minimum/\$204.00)		\$ _____
C. UNCRATED, UNSKIDDED OR WRAPPED SHIPMENTS (SHOWSITE SHIPMENTS ONLY)		
Showsite We will ship _____ lbs. @ \$134.00 per 100 lbs. (200 lb. minimum/\$268.00)		\$ _____
E. OVERTIME FEES		
All rates quoted above are straight time rates. All freight received at the warehouse and/or showsite that must be moved into or out of your booth before 8:00 a.m. or after 4:30 p.m. on weekdays, or anytime on Saturday, Sunday or Holidays, will be charged each way in addition to the above rates.		
Warehouse We will ship _____ lbs. @ \$25.50 per 100 lbs. (200 lb. minimum/\$51.00)		\$ _____
Showsite Crated We will ship _____ lbs. @ \$25.50 per 100 lbs. (200 lb. minimum/\$51.00)		\$ _____
Showsite Loose We will ship _____ lbs. @ \$33.50 per 100 lbs. (200 lb. minimum/\$67.00)		\$ _____
Delivery After Deadline Date: Shipments received at the warehouse after 3:30pm or after Friday, April 10, 2015 , and any shipment received at showsite after show opening will be charged 35% in addition to the above rates.		
Note: Due to possible move-in on overtime and move-out on overtime, overtime fees will be applied		
	7% Sales Tax	\$ _____
	PAYMENT ENCLOSED	\$ _____

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.



BALLY'S
ATLANTIC CITY, NEW JERSEY
APRIL 20-21, 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: \$20 per carton and \$30 per fiber case. This service includes removing empties from your booth, storing them during the show and returning them to your booth after show closing. Please refer to the union regulations included in this manual.

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 \$16.00 per cwt. on straight time; \$20.00 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.

ALL CHARGES SUBJECT TO NJ SALES TAX (7%)

ADVANCE WAREHOUSE SHIPMENTS ONLY

FROM: _____

TO: _____
(EXHIBITOR NAME) (BOOTH #)

**NEW JERSEY ASSOCIATION FOR DIRECTORS
OF NURSING
c/o VISTA CONVENTION SERVICES
300 COMMERCE DRIVE
EGG HARBOR TOWNSHIP, NJ 08234**

ADVANCE WAREHOUSE SHIPMENTS ONLY

FROM: _____

TO: _____
(EXHIBITOR NAME) (BOOTH #)

**NEW JERSEY ASSOCIATION FOR DIRECTORS
OF NURSING
c/o VISTA CONVENTION SERVICES
300 COMMERCE DRIVE
EGG HARBOR TOWNSHIP, NJ 08234**

FOR ADVANCE SHIPMENTS ONLY
DELIVER NO LATER THAN FRIDAY, APRIL 10, 2015
RECEIVING 8AM - 3:30PM, MONDAY-FRIDAY, CHECK IN BY 3PM

ADVANCE WAREHOUSE SHIPMENTS ONLY

FROM: _____

TO: _____
(EXHIBITOR NAME) (BOOTH #)

**NEW JERSEY ASSOCIATION FOR DIRECTORS
OF NURSING
c/o VISTA CONVENTION SERVICES
300 COMMERCE DRIVE
EGG HARBOR TOWNSHIP, NJ 08234**

ADVANCE WAREHOUSE SHIPMENTS ONLY

FROM: _____

TO: _____
(EXHIBITOR NAME) (BOOTH #)

**NEW JERSEY ASSOCIATION FOR DIRECTORS
OF NURSING
c/o VISTA CONVENTION SERVICES
300 COMMERCE DRIVE
EGG HARBOR TOWNSHIP, NJ 08234**

ON-SITE DIRECT SHIPMENTS ONLY

FROM: _____

TO: _____
(EXHIBITOR NAME) (BOOTH #)

**NJ ASSOCIATION FOR DIRECTORS OF NURSING
c/o VISTA CONVENTION SERVICES
BALLY'S
PARK PLACE & THE BOARDWALK
ATLANTIC CITY, NJ 08401**

ON-SITE DIRECT SHIPMENTS ONLY

FROM: _____

TO: _____
(EXHIBITOR NAME) (BOOTH #)

**NJ ASSOCIATION FOR DIRECTORS OF NURSING
c/o VISTA CONVENTION SERVICES
BALLY'S
PARK PLACE & THE BOARDWALK
ATLANTIC CITY, NJ 08401**

FOR ON-SITE DIRECT SHIPMENTS ONLY

ON-SITE DIRECT SHIPMENTS ONLY

FROM: _____

TO: _____
(EXHIBITOR NAME) (BOOTH #)

**NJ ASSOCIATION FOR DIRECTORS OF NURSING
c/o VISTA CONVENTION SERVICES
BALLY'S
PARK PLACE & THE BOARDWALK
ATLANTIC CITY, NJ 08401**

ON-SITE DIRECT SHIPMENTS ONLY

FROM: _____

TO: _____
(EXHIBITOR NAME) (BOOTH #)

**NJ ASSOCIATION FOR DIRECTORS OF NURSING
c/o VISTA CONVENTION SERVICES
BALLY'S
PARK PLACE & THE BOARDWALK
ATLANTIC CITY, NJ 08401**



**Electrical Services &
Banner Hanging
Exhibitor Order Form**

**ORDER EARLY
AND SAVE!**

EVENT NAME:				ROOM / BOOTH:			
COMPANY:				DELIVERY DATE:		DELIVERY TIME:	
BILLING NAME AND STREET ADDRESS:				PICKUP DATE:		PICKUP TIME:	
CITY:		STATE:		ZIP:		ONSITE CONTACT:	
PHONE:		FAX:		EMAIL:		CONTACT PHONE:	
CARDHOLDER NAME:		CC TYPE:	CC#:				
CARDHOLDER SIGNATURE:				EXP DATE:		SECURITY CODE	

BY SIGNING AND DELIVERING THIS FORM CUSTOMER AGREES TO ALL TERMS AND CONDITIONS ON THIS FORM. PLEASE READ THIS FORM CAREFULLY PRIOR TO PLACING ORDER.

To receive the rates Encore listed below, Encore must receive your order, with credit card information, no later than 15 days prior to show opening. All other orders will be subject to the appropriate surcharge detailed in the TERMS AND CONDITIONS.

TERMS AND CONDITIONS

- Orders received within 14-days of the event date will incur a **25% surcharge** of the order subtotal. Orders received within 7 days of the event will incur a **50% surcharge** of the order subtotal.
- Encore must be notified of cancellations prior to installation of services to avoid charges for 100% of the order subtotal. Cancellation within 48 hours of the event, but prior to installation of services, will result in charges for 50% of the order subtotal.
- Credit will not be give for electrical service that is installed and not utilized.
- All disputes must be filed by the exhibitor with Encore Productions prior to the close of show.

ELECTRICAL CONNECTIONS

Prices are per outlet, or combination of outlets, with electrical load not to exceed watt and/or amperage rating indicated. All Power provided is 24 hours. Each outlet is considered one actual plug in.

Rates quoted for electrical connections cover only the delivery of services to the booth in the most convenient manner. Rates do not include connecting or running electrical inside the booth area. All electrical to be installed will be on the floor in the back of the booth.

Available Services	Qty	1 Day Connection	2 Day Connection	3 Day Connection	4 Day Connection	Additional Day	Subtotal
120 VAC 20 Amp Single Phase		\$75	WEEKLY RATE				
120/208 20 Amp Single Phase		\$100	\$160	\$225	\$280	\$48	
120/208 20 Amp Three Phase		\$125	\$200	\$275	\$360	\$36	
10 ft. Extension Cord		\$12	\$20	\$27	\$36	\$5	
25 ft. Extension Cord		\$25	\$35	\$45	\$55	\$10	
Power Strip		\$25	\$40	\$56	\$72	\$12	
Banner Hanging		\$90					

NOTE: Labor and materials will be billed at the end of the show.

All pricing is subject to change without notice.

Charges: _____
 Subtotal: _____
 Late Fee: _____
 7% Tax: _____
TOTAL: _____

CANCELLATIONS: written cancellation of ordered equipment and services must be received 48 hours prior to delivery. Failure to do so will result in a 100% charge to your credit card.

**ELECTRICAL IS AN EXCLUSIVE SERVICE
OF BALLY'S ATLANTIC CITY.**

Encore Productions
 1900 Boardwalk Avenue
 Atlantic City, NJ 08401
 p | 609.340.2249
 f | 609.340.2291
 BallyAC@encoreproductions.net



LOCATION OF ELECTRICAL/UTILITY & BANNERS

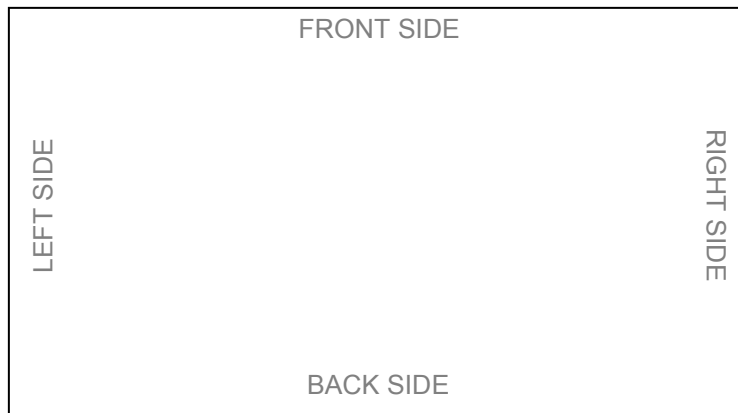
Please fill in the booth numbers of all neighboring booths. For island and peninsula booths, indicate all across-the-aisle neighboring booths.

Please indicate placement of Electrical/Utility ordered if outside of standard placement.

Provide a layout of your booth to John Quarrier, Director of AV by fax **609-340-2291** or e-mail **BallysAC@encoreproductions.net**. Please mark where your connections and/or banners should be installed and include booth orientation. Encore Productions will install connections and banners in the most convenient location and charges will apply for relocation if a booth layout is not submitted. Charges may apply for changes made after order is processed and changes made within 14 days of event will incur a late fee.

Feet in from FRONT aisle. _____

Booth #: _____



Feet in from LEFT aisle. _____

Booth #: _____

Feet in from RIGHT aisle. _____

Booth #: _____

Feet in from BACK aisle. _____

Booth #: _____

EXHIBITOR'S INITIALS _____

ELECTRICAL IS AN EXCLUSIVE SERVICE OF BALLY'S ATLANTIC CITY.

Complete this form and fax to 609.340.2291 or Email to BallysAC@encoreproductions.net

Encore Productions
1900 Boardwalk Avenue
Atlantic City, NJ 08401
p | 609.340.2249
f | 609.340.2291
BallysAC@encoreproductions.net





INTERNET REQUEST FORM
Please fax the completed form to: (609) 340-2318

Bally's is pleased to offer Internet Access to our lineup of Convention, Meeting and Trade Show Services. Once you are on property and set up, one of our Technicians will assist you in connecting your PC to the network, and will provide you with the necessary password(s) for accessing the Internet.

Our base internet services are connection only, and are provided and billed on a per PC Basis. All PC's are to be supplied by the customer and must contain an Ethernet Network card. Connection prices are per Pc/Password, per room or exhibit booth. Regretfully, customer owned hubs, switches, routers, servers, etc. will not be permitted and we reserve the right to terminate any connection of this type of equipment. Please keep in mind that your connection is on a network that is shared by other convention and trade show groups, and while we utilize several different applications on our servers to protect against viruses and such, Bally's cannot assume responsibility for your PC and/or its contents.

In the event that you require more than basic internet service, we will be happy to discuss more detailed network configurations and pricing with you. You may reach us at (609) 340-2155 to discuss your specific requirements.

Listed Below, please find our base pricing and the information which we require in order to process your order. Please complete and return this form via fax at least 10 days in advance of your event date to our Convention Services Department at (609) 340-2318. Orders placed within 10 days of your arrival date are subject to a \$ 50.00 late fee.

EVENT INFORMATION:

Convention Name:		Dates:	
Company:		Booth #:	
Billing Address:		City, State, Zip Code:	
Phone #:	() -	Fax #:	() -
On-Site Contact Name:			

TECHNICAL INFORMATION: (All pricing Includes 7% State Sales Tax)

Quantity	Item Description	Price per PC	Total Price
	Wireless Internet Connection for 1 st PC (priced per PC)	\$ 160.50	
	Additional Wireless Internet Connections (priced per PC)	\$ 107.00	
	Hard Line Connection (priced per PC)	\$ 321.00	
Total Amount Due:			

NOTE:

Internet Access is good for length of stay. Pricing IS NOT based on a daily charge:

BILLING INFORMATION

Cardholder's Name: _____ **Billing Address:** _____
 (As it appears on the credit card)

Telephone Number: _____ **Fax Number:** _____

Cardholder's Signature: _____ **Date:** _____

DO NOT PROVIDE Copies of your Credit Card or Driver's License
 (To protect our customer's privacy data, we do not accept these items)

Card Type: American Express Discover Master Card JCB Visa **Expiration Date:** _____

Credit Card Number:

Customers - Please write each digit of your Credit Card Number in the 16 blocks provided below:

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

For Customer Protection: The dark outlined blocks of the Card Number will be removed and shred after transaction posting



EVENT TECHNOLOGIES
A Freeman Company

COMPANY INFORMATION

COMPANY: _____
 ADDRESS: _____
 ADDRESS (continued): _____
 CITY: _____ STATE: _____
 ZIP: _____ COUNTRY: **United States**
 TELEPHONE: _____
 FAX: _____
 ORDERED BY: _____
 EMAIL ADDRESS: _____

EVENT INFORMATION

EVENT NAME: _____
 ROOM #: _____
 ONSITE CONTACT: _____
 BEQ/REF #: _____
 DELIVER Date: _____ Time: _____
 PICKUP Date: _____ Time: _____

CONTACT US

1900 Pacific Avenue
Atlantic City, NJ 08401
P | (609)340-2249
F | (609)340-2291

BallysA C @ encore-us.com

last updated 12/20/2013

Audio/Visual Services



qty	description	# days	price	total
-----	-------------	--------	-------	-------

Popular Packages

PACKAGE # 1	Meeting Room Screen	1	\$90.00	\$0.00
	<input type="checkbox"/> Add a Wireless Lavalier Mic (+ \$130)			
	<input type="checkbox"/> Add Computer Audio Patch (+ \$27)			
	<input type="checkbox"/> Add Wireless Mouse - USB (+ \$65)			
PACKAGE # 2	Meeting Room LCD Projector & Screen	1	\$595.00	\$0.00
	<input type="checkbox"/> Add a Wireless Lavalier Mic (+ \$130)			
	<input type="checkbox"/> Add Computer Audio Patch (+ \$27)			
	<input type="checkbox"/> Add Wireless Mouse - USB (+ \$65)			
PACKAGE # 3	Standing Podium	1	\$150.00	\$0.00
	<input type="checkbox"/> Add a Wireless Lavalier Mic (+ \$130)			
	<input type="checkbox"/> Add Flipchart Package w/3M paper (+ \$60)			
	<input type="checkbox"/> Add a CD Player (+ \$60)			
PACKAGE # 4	DVD Combo Player	1	\$455.00	\$0.00
	<input type="checkbox"/> Add additional 42" Monitor (+ \$350)			
	<input type="checkbox"/> Add Wireless Lav & Audio Mixer (+ \$130)			
PACKAGE # 5	50" Plasma Monitor with Stand	1	\$555.00	\$0.00
	<input type="checkbox"/> Add additional 50" Monitor (+ \$450)			
	<input type="checkbox"/> Add Wireless Lav & Audio Mixer (+ \$130)			

Video Components

Video /Data Monitors				
22-inch LCD Computer Monitor	1	\$150.00	\$0.00	
32-inch Monitor	1	\$295.00	\$0.00	
42-inch Monitor	1	\$395.00	\$0.00	
50-inch Monitor	1	\$495.00	\$0.00	
80-inch Monitor	1	\$1,195.00	\$0.00	
DVD Player	1	\$75.00	\$0.00	
Video /Data Projectors				
4k - 6k Projector	1	\$525.00	\$0.00	
7k - 8k Projector		- CALL FOR PRICING -		
10k - 12k Projector		- CALL FOR PRICING -		

Electrical

Power Services				
Standard Outlet - 120V /10 AMP/1000W	1 week	\$70.00	\$0.00	
CALL FOR ADDITIONAL ELECTRICAL SERVICES				

Labor

qty	description	# hrs	days	price	total
	Technician			CALL FOR RATES AND TERMS	

please complete form and return by email or fax:

email | BallysA C @ encore-us.com fax | 609.340.2291

qty	description	# days	price	total
-----	-------------	--------	-------	-------

Screens & Drape

Standard Screens				
6' X 6' Tripod Screen	1	\$50.00	\$0.00	
8' X 8' Tripod Screen	1	\$50.00	\$0.00	
10' X 10' Cradle Base	1	\$75.00	\$0.00	
12' X 12' Cradle Base	1	\$75.00	\$0.00	
Fast Fold Screens				
6' x 11' Fast Fold Screen	1	\$130.00	\$0.00	
7.5' x 13' Fast Fold Screen	1	\$160.00	\$0.00	
9' x 16' Fast Fold Screen	1	\$175.00	\$0.00	
10' x 18' Fast Fold Screen	1	\$250.00	\$0.00	
Drape				
16' x 10' Black Drape (labor not included)	1 week	\$160.00	\$0.00	
22' x 10' Black Drape (labor not included)	1 week	\$160.00	\$0.00	

Audio Components

Microphones				
UHF Wireless Microphoning System	1	\$130.00	\$0.00	
<input type="radio"/> Handheld <input type="radio"/> headset <input type="radio"/> Lavalier				
Wired Microphone	1	\$40.00	\$0.00	
<input type="radio"/> Handheld <input type="radio"/> headset <input type="radio"/> Lavalier				
Mixers / Amplifiers				
12 Channel Stereo Mixer	1	\$105.00	\$0.00	
16 Channel Stereo Mixer	1	\$155.00	\$0.00	
Speakers and Players / Recorders				
Full Range Powered Speaker w/iPod Stand	1	\$100.00	\$0.00	
Computer, iPod, or iPad Audio Patch	1	\$27.00	\$0.00	
CD Player	1	\$60.00	\$0.00	

Event Support Equipment

Miscellaneous				
Podium	1	\$50.00	\$0.00	
Flipchart with Markers and Paper	1	\$60.00	\$0.00	
Whiteboard and Markers	1	\$60.00	\$0.00	
A/C Cord	1	\$12.00	\$0.00	
Powerstrip	1	\$12.00	\$0.00	
Computers				
Laptop Computer (Advance Order)	1	\$250.00	\$0.00	
Wireless Mouse / Laser Pointer	1	\$65.00	\$0.00	

THIS AGREEMENT IS SUBJECT TO THE ATTACHED TERMS & CONDITIONS. PLEASE READ BEFORE PLACING ORDER

Your Order's Sub Total

\$0.00



EVENT TECHNOLOGIES

A Freeman Company

COMPANY INFORMATION

COMPANY: ADDRESS: ADDRESS (continued): CITY: STATE: COUNTRY: ZIP: United States TELEPHONE: FAX: ORDERED BY: EMAIL ADDRESS:

EVENT INFORMATION

EVENT NAME: ROOM #: ONSITE CONTACT: BEQ/REF #: DELIVER Date: Time PICKUP Date: Time

CONTACT US

1900 Pacific Avenue Atlantic City, NJ 08401 P | (609)340-2249 F | (609)340-2291

BallysA C @ encore-us.com

last updated 12/20/2013

Audio/Visual Services



return completed form by email to BallysA C @ encore-us.com or fax to 609.340.2291

Event Labor Rates and Terms

Call and speak to an account executive for an explanation of labor rates and terms and for an estimate of the labor required for your event

CALL 609.340.2249

Cancellation

Written cancellation of ordered equipment and services must be received 48 hours prior to delivery. Failure to do so will result in a 100% charge to your account

Prices effective January 1, 2014 and are subject to change without notice.

Prices reflect daily rates unless otherwise noted. To ensure availability, please reserve equipment 30 days in advance. Premium charges may apply to orders placed within 48 hours of meeting date.

Your Order Totals

Table with 2 columns: Description, Amount. Rows include Services/Equipment Total (\$0.00), Labor (min. \$140, 2 hours @ \$70/hr for load in/out) (\$140.00), 2.2% of Equipment Sub Total (\$25.00), Additional Hourly Labor/Facility/Handling if Required (\$0.00), and TOTAL (\$165.00)

credit card information

Visa/Mastercard/AmEx/Discover card #: expiration: month year card #: v code *

* 3 digit number on back of Visa, MC and Discover cards OR 4 digit number on front of AmEx card.

The undersigned has read and agrees to all of the terms and conditions and labor rates of this rental agreement. The undersigned authorizes Encore to charge the above listed credit card for the equipment, labor and/or services detailed in this agreement, and for any client approved add-ons and change orders

Digital Signature

PRODUCTION & CREATIVE SERVICES

- event design from concept to closing curtain message assessment and strategy theme creation and development scripting story boarding show design show direction video conception and creation music design art direction 2d and 3d graphics animations speaker support set design and construction talent and speaker booking

visit us on the web at WWW.ENCORE-US.COM



encore rental agreement - terms & conditions

1. PAYMENT TERMS
Lessee agrees to pay Encore Event Technologies (hereinafter "Encore") all charges indicated on this Rental Contract which includes these Terms and Conditions and any equipment that is rented pursuant to the terms set forth herein (the "Equipment") or labor overages. Payment is due and payable in full upon signing this Rental Contract unless otherwise negotiated and agreed to in writing on a Commencement of Work document.

2. ESTIMATES
In connection with this Rental Contract or any contract entered into between Encore and Lessee, any estimate provided to Lessee in connection with the expected labor hours and number of days the Equipment is solely an estimate. In the event that the actual hours, actual quantities of Equipment rented hereunder or actual days the Equipment is rented is greater than the amount indicated in any proposal, Lessee will be charged for those overages at Encore's standard rates less any applicable discounts.

3. DAMAGE WAIVER
All Equipment has been inspected upon delivery and Lessee acknowledges and warrants that all Equipment was received in good and working order. Lessee agrees to pay for any and all damages on account of lost, damaged or stolen equipment and/or loss caused by Lessee's accident, misuse or neglect. Should the Equipment listed on this Rental Contract malfunction for any reason and at no fault of Lessee, Encore will only be responsible for the repair of listed Equipment but WILL NOT be held responsible for any damages or loss caused as a result of the Equipment malfunctioning.

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

5. TITLE
The parties intend to create a rental agreement and the relationship of lessor and lessee between themselves. The terms set forth herein shall not be construed or interpreted to create or imply the existence of a finance lease or installment lease or sales contract. Title to the Equipment shall at all times be vested in Encore, and no right, title or interest in the Equipment shall pass to Lessee other than the use of the Equipment for the rental period as agreed to by the parties, which right is conditioned upon Lessee's compliance with this Rental Contract.

6. SURRENDER / EQUIPMENT HANDLING
On the expiration or earlier termination of this Rental Contract, Lessee shall return the Equipment in good repair, condition and working order, subject only to reasonable wear and tear. All Equipment must be handled by Encore personnel only. Equipment may not be moved, stored, or serviced by Lessee or any other party. Lessee may not operate the Equipment unless authorized by Encore. Lessee agrees that Encore shall have the right to enter the premises where the Equipment is located and shall have access to the Equipment at all times.

7. CANCELLATION

Unless otherwise negotiated or agreed to in writing on a Commencement of Work Document, the following monies shall be payable by Lessee to Encore in the event of cancellation prior to the expiration of the rental period set forth on this Rental Contract: (1) if cancellation is made by Lessee more than seventy-two (72) hours prior to the scheduled performance then said expenses paid by Encore on Lessee's behalf (including contractual obligations) plus fifty percent (50%) of the fee shall be charged to and immediately paid by Lessee to Encore; or (2) if cancellation is made within seventy-two (72) hours, full rental contract price for the entire duration set forth on this Rental Contract is due and payable.

8. DEFAULT

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

- (a) Enter Lessee's premises and reclaim the Equipment at Lessee's premises or at site of any subleases without demand or notice to Lessee or court order or other processes of law, and declare the entire amount of rent immediately due and payable without demand or notice to Lessee. Lessee waives any damages occasioned by such reclamation. Any reclamation shall not constitute a termination of this Rental Contract unless Encore expressly notifies Lessee in writing;
- (b) Sue to recover all rents and any other amounts owed or accruing to Encore;
- (c) Terminate this Rental Contract as to any or all items of Equipment; and/or
- (d) Exercise any other remedy at law or equity.

All such remedies are cumulative and may be exercised concurrently or separately. The exercise of any remedy shall not release Lessee from this Rental Contract and Lessee shall remain liable for the full performance of all obligations to be performed by Lessee under this Rental Contract.

9. CREDIT TERMS

All open accounts require prior credit approval. Should collection under the terms of this Rental Contract commence, Lessee agrees to pay all collection costs which include, but are not limited to, Equipment recovery costs, storage charges, attorneys' fees and court costs.

10. CHOICE OF LAW AND VENUE

The interpretation and effect of this Rental Contract and the related agreements shall be governed by and construed in accordance with the internal laws (as opposed to the conflicts of law provisions) of the State of New Jersey. Any litigation arising out of or related to this Rental Contract shall be instituted and prosecuted only in the appropriate state or federal court situated in Atlantic County, New Jersey. The parties submit to the exclusive jurisdiction and venue of such courts for purposes of any such action and the enforcement of any judgment or order arising therefrom. Each party waives any right to a change of venue and any and all objections to the jurisdiction of the state and federal courts located in Atlantic County, New Jersey.

11. ATTORNEY'S FEES

In the event either party, institutes any action arising out of, related to, or for the breach of, this Rental Contract, the prevailing party shall be awarded reasonable attorneys' fees and costs.

12. CONDITION OF EQUIPMENT

Encore maintains and services the Equipment in accordance with manufacturers' specifications and industry practice. Encore does not, however, warrant or guarantee that the Equipment or services being provided will be free of defect, malfunction or operator error. If the Equipment malfunctions or does not operate properly during the event for any reason whatsoever, Lessee agrees to immediately notify Encore's on-site representative. Encore will attempt to remedy the problem as soon as possible so that the event is not interrupted. Lessee agrees and acknowledges that Encore assumes no responsibility for any loss, cost, damage or injury to persons or property in connection or as a result of inoperable Equipment or otherwise.

13. LIMITATION OF LIABILITY AND INSURANCE

Lessee agrees to defend, indemnify and hold Encore and its officers, directors, employees, successors and assigns harmless from any and all claims arising out of any violation of any law, rule, regulation or order, and from any and all claims or liabilities for loss, damages or injury to persons or property of whatever kind or nature arising from the use or operation of the Equipment, or from the negligence or carelessness of the agents or employees of Lessee. Additionally, Encore shall not be liable for any special or consequential damages including lost profits arising relating to the Equipment, the services or this Rental Contract. Lessee shall notify Encore promptly of any accident involving the Equipment. Lessee shall obtain contractual insurance in connection with this Rental Contract and pursuant to this paragraph, in an amount satisfactory to Encore and provide proof of such insurance upon request of Encore.

14. SEVERABILITY

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

15. CONSTRUCTION CLAUSE

For the purpose of interpretation, the language in this Rental Contract shall be deemed to be the language of both parties and neither party shall be deemed to be the drafting party.

16 SURVIVAL

All provisions of this Rental Contract related to indemnification, disclaimers and limitations on liability and all other obligations of the parties that arise in connection with Lessee's rental of Equipment from Encore shall survive the termination of the rental of such Equipment.

17. ENTIRE AGREEMENT

This Rental Contract incorporates by reference any attached Schedules, Contract, and Commencement of Work, related to this rental order, and contains the parties' entire understanding and may not be modified except in written form signed by both parties.



THE SECRET GARDEN

2 CENTRAL SQUARE
LINWOOD, NJ 08221
Phone (609) 926-8999
Fax (609) 926-1356
www.secretgardenlinwood.com

**EXHIBITOR
PRICE and ORDER
FORM**

**F
L
O
R
A
L

O
R
D
E
R

F
O
R
M**

FLORAL ARRANGEMENTS	Cost Each	Quantity	Total
Fresh Floral Arrangement 12 - 14" High	55.00		
Fresh Floral Large Arrangement 15 - 18" High	70.00		
Exotic Floral Arrangement 14" High	75.00		
Exotic Floral Large Arrangement 24" High	100.00		

RENTAL GREEN & FLOWERING PLANTS	Cost Each	Quantity	Total
Chrysanthemums ___ yellow ___ white ___ lavender	16.50		
Azaleas ___ Pink ___ White ___ Red ___ Mixed	30.00		
Seasonal Flowering Plant Hydrangea pink ___ Purple ___	35.00		
Tropical Bromeliads ___ Pink ___ Red ___ Yellow	35.00		
Green Table Plant	25.00		
Medium ___ Fern ___ Ivy ___ Pothos Plant	26.50		
Large Fern	35.00		
3 Foot Green Foliage Plant	35.00		
4 Foot Green Foliage Plant	45.00		
5 Foot Green Foliage Plant	55.00		
6 Foot Green Foliage Plant	75.00		
7 Foot Green Foliage Plant	90.00		
ADVANCE ORDER SPECIAL	130.00		
1 Fresh Floral Arrangement 15 - 18" High			
1 Green Table Plant			
2 - 3 Foot Green Foliage Plants			
		SUBTOTAL	
		7% SALES TAX	
		TOTAL	



ON SITE ORDERS SUBJECT TO AVAILABILITY

PRICES INCLUDE INSTALLATION, SERVICING AND REMOVAL OF ALL PLANTS AT END OF SHOW
ALL PLANTS INCLUDE DECORATIVE CONTAINERS

HELIUM AND BALLOONS AVAILABLE - CALL FOR DETAILS

PLEASE CONSULT US FOR SPECIAL ITEMS NOT LISTED ABOVE

RETURN THIS ORDER FORM WITH PAYMENT TO *THE SECRET GARDEN*

Company _____	Phone _____
Address _____	Fax _____
City _____ State ____ Zip Code _____	Email _____
Contact _____	BOOTH # _____

PAYMENT POLICY: ALL ORDERS MUST BE PAID IN ADVANCE

Enclose your check or credit card information as indicated below. Make checks payable to: **THE SECRET GARDEN**

- American Express (15 digits) Visa (13 or 16 digits) MasterCard (16 digits) Check

Credit Card Number _____ (3 numbers on back of card _____)

Expiration Date

1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16

M M Y Y

Authorized Signature

Name on Card