



6575 DELILAH ROAD*PO BOX 3000*EGG HARBOR TOWNSHIP, NJ 08234* (609)485-2421*FAX (609)485-2392*WWW.VISTACS.COM

PAYMENT POLICIES

- *Orders received without full payment or credit card information will **NOT** be processed.
- *A credit card on file is required when using Vista Convention Services Inc.
- *All charges **must** be paid prior to close of show.
- *For your convenience we accept the following methods of payment: Cash, checks, money orders drawn on U.S. banks in U. S. funds and credit cards including Visa, Master Card and American Express.
- *Purchase orders are not considered payment; therefore a check or credit card is required.

WIRE TRANSFER

- *For bank information call Vista at (609) 485-2421 or email dvenezia@vistacs.com
- *Wire transfers must be initiated and confirmed at two weeks before move-in.
- *Wire transfers must include show name, company name and booth number.
- *Due to various processing fees we incur from banks clearing wire transfers into our accounts, Vista will charge the following fees:

Domestic incoming wire transfer fee: \$25.00
International incoming wire transfer fee: \$35.00

CANCELLATION & ADJUSTMENTS

- *Items cancelled before the deadline date will be refunded at 50%, unless otherwise noted on Order form.
- *No refunds after deadline date
- *No adjustments will be made after the close of the show

TAX EXEMPTION

- *A copy of your tax exempt certificate must accompany your order.
- *No adjustments for tax exempt status will be made after close of the show

THIRD PARTY PAYMENT BILLING

- *The exhibiting company is ultimately responsible for the payment of all charges. If no arrangements are made for payment of invoice (s) by the third party prior to the last day of the show, charges will revert back to the exhibitor.

MISCELLANEOUS

- *No telephone orders accepted
- *Rental items not ordered, yet found in booths are invoiced at "Standard" pricing
- *All rental items are subject to applicable taxes
- *All rental items remain the property of Vista Convention Services

LIMITS OF LIABILITY

GENERAL

- *Vista Convention Services and its subcontractors shall not be responsible for loss, damage or delay due to strikes, lockouts or work stoppages of any kind including fire or Acts of God.
- *Vista Convention Services and its subcontractors shall not be liable to any extent whatsoever for any actual, potential or assumed loss of profits or revenues, or for any collateral costs, which may result for any loss, injury or damage to an exhibitors materials or exhibitor personnel, which may make it impossible or impractical to exhibit exhibitors materials.
- *Claims for loss, injury or damage which are not submitted to Vista Convention Services within thirty (30) days of the close of the show on which the loss, injury or damage occurred shall be considered waived. No suit or action

shall be brought against Vista Convention Services or its subcontractors more than one year after the accrual of the cause of action.

*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.

MATERIAL HANDLING

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

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

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

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

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

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

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

*Outbound shipping labels and Bills of lading will be available at the Service Desk. Exhibitors and their representative must pack and label their exhibit material and turn in bills of lading for each shipment at the Service Desk before leaving the show. Vista Convention Services will rout 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 Convention Services reserves the right to rout exhibit material by an alternate carrier. As a result of the re-routing or handling no liability will be assumed by Vista Convention Services.

LABOR

*Vista Convention Services and its subcontractors shall not be responsible for loss, injury or damage caused by laborers or equipment furnished by Vista Convention Services or its subcontractors, except when such laborers are working or operating equipment under the direct supervision of a supervisor designated by Vista Convention Services or its subcontractors.

*Vista Convention Services will not be responsible for improper packing of exhibitor material and products or incorrect labeling if working under the supervision of the exhibitor.

*Vista Convention Services will not be responsible for improperly packed or concealed damages to exhibits.

*The placing of an order for the services of laborers and the use of equipment by an exhibitor or any agent of the exhibitor shall be construed as an acceptance by such exhibitor or agent of the terms and conditions set forth above.

*If granted permission for early move-in (off target move-in) by show management and Vista Convention Services, the exhibitor is required to use Vista Convention Services labor for booth installation.