



EXHIBITOR SERVICE MANUAL

Trade Show Dates*: March 10-11, 2026

*Set-up Day is Monday, March 9th - please plan accordingly

Conference Dates: March 10-12, 2026

Atlantic City Convention Center • Atlantic City, NJ

Set-Up Dates & Times

Monday, March 9th • 8:00 AM – 6:00 PM No exceptions!

Exhibit Dates & Times

Tuesday, March 10th • 11:00 AM – 5:30 PM Join us for a Welcome meeting/orientation at 9:15 AM & in the General Session at 9:45 AM.

Wednesday, March 11th • 9:00 AM – 5:00 PM

<u>Dismantle Date & Time</u>

Wednesday, March 11th • 5:00 PM - 9:00 PM



ATLANTIC CITY CONVENTION CENTER ATLANTIC CITY, NJ MARCH 10-11, 2026



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

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JOIN US FOR OUR EXHIBITOR MEETINGS

Welcome Meeting

Come meet before the hall opens and get the lay of the land and find out some valuable information to prepare you for the conference! After the meeting ends you will line up to enter the General Session & receive well-deserved thanks from the crowd.

TUESDAY, MARCH 10[™] @ 9:15AM
CENTER AISLE, HALL B

General Session Thank You

After the Welcome meeting please follow the Vendor Committee into the General Session to watch as the conference organizers thank you for your support. A big time for folks to recognize you and your brand and faces, wear apparel that boasts your company's name, for more brand recognition! Throw (soft) swag or products into the crowd. A fun time is had by all

TUESDAY, MARCH 10TH @ 9:45AM
MEETING PLACE: CENTER AISLE, HALL B
GENERAL SESSION: HALL C



2026 HOTEL RESERVATION INFORMATION

To make your hotel reservation for the 2026 CAMP Conference, please access our <u>online hotel</u> <u>reservation system</u>. You can also call our housing bureau at **888-227-6667**.

More hotel and travel information is available at https://tristatecampconference.com/hotel-travel/

CONFERENCE CODE OF CONDUCT

The Tri-State CAMP Conference (run by the American Camp Association, NY and NJ) works to promote a welcoming environment at its conference that is safe, collaborative, supportive, and productive for all who participate, including, but not limited to attendees, exhibitors, volunteers, service providers, staff, speakers and guests. To this end, we expect participants to accept, value, and abide by the following **code of conduct:**

Tri-State participants agree to:

- Treat everyone with respect
- Be mindful of others and willing to report any observed unfair or inappropriate treatment of others to members of Tri-State's Planning Committee, the ACA, NY and NJ Board of Directors or the ACA, NY and NJ Staff
- Be mindful of your surroundings, and alert the Tri-State Planning Committee or ACA, NY and NJ Staff if you observe a situation that could cause your fellow participants harm
- Respect rules and policies of Tri-State venues

Examples of unacceptable behavior:

- Inappropriate communication, which may be harassing or intimidating or discriminating.
- Verbal or physical abuse
- Disrespectful behavior toward service providers including contractors, wait staff, or venue personnel

Consequences:

- Being immediately asked to stop inappropriate behavior and comply with the code
- If the situation warrants, being asked to leave the conference
- If the situation is egregious, being banned from participation in future conferences

Reporting unacceptable behavior:

If you observe inappropriate behavior, or are the subject of inappropriate behavior, please notify a member of the Tri-State Planning Committee, the ACA, NY and NJ Staff or a member of the ACA, NY and NJ Board of Directors. Contact information for these individuals may be found at https://acanynj.org/meet-the-team/

EXHIBITOR MOVE-OUT INFORMATION (2026)

Once again, **THANK YOU** for your continued support of the CAMP Conference. We hope that the show is a success and that you will be joining us again next year.

Following are instructions that will enable you to plan for a **SAFE & EFFICIENT** move-out on Wednesday, March 11th

At **5:00 pm** on **March 11th** the show will close, and move-out dismantling will commence. **Exhibitors are NOT PERMITTED to dismantle or pack any materials prior to 5:00pm.**

If any exhibitor begins to pack up before 5:00pm, they will be charged an additional \$250 and will not be invited to exhibit in future years.

(Every exhibitor signed a contract agreement that covers the above actions.)

All empty crates and cartons stored by **Vista Convention Services** will automatically be returned to your booth at the close of the show. We anticipate this process to take approximately 2 hours. Please be patient and do not try to locate your empties; the freight docks are a high traffic area and your presence there could result in delays and injuries. Please have all displays dismantled no later than 9:00 pm Wednesday night.

FOR ALL EXHIBITORS: You must be wearing your exhibitor badge in order to remove your merchandise from the Exhibit Hall.

FOR THOSE WHO ARE WALKING OUT: Dismantle and pack your booth. When you are ready to leave, you need to exit via the service elevator to get to the parking garage, street level.

Important Reminder! If you have parked in the Convention Center Parking Lot: You MUST pay for your parking at the various pay stations in the garage before you leave the lot. BRING YOUR PARKING TICKET WITH YOU!

FOR THOSE SHIPPING BY A DRAYAGE COMPANY:

Go to the Vista Service Desk and pick up a "Materials Handling Agreement" & Labels. When your boxes are packed and labeled, fill out an "MHA" form & return it to Vista Service Desk.

FOR THOSE MOVING OUT VIA THEIR OWN VEHICLE:

Go to the Vista Service Desk and pick up a "Material Handling Agreement" and labels. When your boxes are packed and labeled, fill out the "MHA" and return it to Vista. When your driver arrives at the Convention Center have her/him check-in with Vista. When your truck is on-site and your driver has checked in, Vista will move your boxes to the loading area; back your truck into the loading dock and load it. Your exhibit material will **not** leave your booth unless your truck is on site and a completed MHA has been returned to Vista.

FOR THOSE SHIPPING BY UPS/FED EX/Etc.:

Pack your boxes. Take them to the Copiers Plus Store located in the lobby/street level of the Convention Center and make arrangements through the carrier of your choice to have materials picked-up.



Buyer's Guide Advertising Rates

The Tri-State Vendor Buyer's Guide (VBG), listing all of the Tri-State CAMP Conference Exhibitors, is distributed at the show to every one of the **3000+ attendees**. An ad will highlight your company and bring additional business from the attendees who refer to the manual, throughout the year, when they buy products and services.

This Program Book serves as a year-round Vendor Guide for camps and is a heavily used resource for camp directors.

Advertising Rates & Sizes

Full Page Ad – 4 color, Outside Back Cover	\$1,299.00
Full Page Ad – 4 color, Inside Back Cover	\$1,000.00
Full Page Ad – Black and White	\$450.00
Half Page Ad – Black and White	\$300.00

Ads will be sold on a first come first serve basis.

To place an ad in the 2025 VBG, please complete the form and return it with the total cost payable by check (made payable to ACA, NY) or credit card (Visa, MasterCard, or American Express). In order to reserve your ad, this form **MUST** be received with full payment and art work by **MONDAY JAN 26th**, 2026.

AD DIMENSIONS						
Full Page (with bleed)	Trim	6.25" x 9.5"	Bleed	6.5" x 9.75"	Live Area	6.0" x 9.25"
Half Page (with bleed)	Trim	6.25" x 4.25"	Bleed	6.5" x 4.5"	Live Area	6.0" x 4.0"
ART SPECIFICATIONS						

BLACK & WHITE ADS:

- * Camera Ready line art to size or provide as a 1200 dpi tif, eps, or pdf file.
- * MAC QuarkXpress file or hi-res tif, eps or pdf file with laser proofs. Please provide all art and screen printer fonts.
- * Hi-Res art (other than line art) should be provided at 300 dpi.

All ads that are sent incomplete and need extra prep work by our printer will be charged to you at cost.

Exhibitor Company Name	:		
Name of Contact Person:_			
Address:			
Phone:		E-Mail:	
d Size: □ Full Page □ Half Page □ Outside Back Cover □ Inside Back			
Ad Cost:			
Payment Form:	x (made out to ACA,	NY&NJ) □ Visa □ Masto	erCard □ AmEx
Card Number:		Exp. Date:	CVV:
Name as it appears on the	card:		
Billing Address:			
Signature:		Date:	

When the form is completed, please scan and email to samara@acanynj.org

Check can be mailed to: ACA, NY & NJ, 121 W. 36th St., Suite 422, New York, NY 10018

Any questions? Email Samara at samara@acanynj.org



WHAT IS SO AMAZING ABOUT EXPO TRACKER LEAD RETRIEVAL?

Instant scanning, fast and efficient every time! Capture every lead quickly and easily using a device that most of us are already familiar with!

ORDER ONLINE AT WWW.ETLEADS.COM

QUESTIONS?

Call (800) 659-9352 email info@expotracker.net online www.etleads.com

Expo Tracker Lead Retrieval Options

The Expo Tracker mobile scanner creates a very easy to use, state-of-the-art lead retrieval system that captures every lead, guaranteed, every time. Leads are stored on the Expo Tracker and exhibitors can email their lead spreadsheet directly from the ET application to themselves, or anyone else.

Expo Tracker Scanner and Expo Tracker App

- Customize follow up qualifiers directly on the device, at any point during the show.
- Type in custom notes using the onscreen keyboard.
- Email your leads spreadsheet to any email address at any time during and/or after the show.
- Download the app to use your own smart device.

Developer's Kit

- Use your own equipment to scan badges.
- Includes sample barcode with field layout and delimiter.



Expo Tracker Lead Retrieval takes advantage of the latest mobile technology to provide a cost effective, efficient and easy to use system. Our professional staff is available onsite for support and assistance during all setup and show hours.

EXPO TRACKER, LLC

8580 Cinder Bed Road, Suite 1800 | Lorton, VA 22079
PHONE: 703-978-7080 or 800-659-9352 | FAX: 703-978-7025
www.expotracker.net | info@expotracker.net



Contact Information

COMPANY NAME

ORDER ONLINE AT WWW.ETLEADS.COM

BOOTH #

CONTACT NAME				
PHONE	EMAIL			
PAYMENT TYPE	□ Master Card	□ _{Visa} CHECK#		
BILLING ADDRESS	CITY	STATE ZIP		
CREDIT CARD NUMBER		EXPIRATION DATE (MM/YY)		
NAME ON CARD		SIGNATURE*By signing here you agree to the terms below		

LEAD RETRIEVAL OPTIONS	ADVANCE RATE (by 2/13/2026)	LATE/ONSITE RATE (after 2/13/2026)	QUANTITY	PRICE
Expo Tracker Scanner High-Speed scanning that captures every lead, every-time, guaranteed	\$300	\$400		
Expo Tracker App Includes the ET App to install on your smartphone or tablet **8-megapixel camera required	\$200 (first license)	\$250 (first license)		
(individual license required for each device)	\$100 (additional licenses)	\$150 (additional licenses)		
Developer's Kit Use your own equipment to scan	\$250	\$300		
			TOTAL	

Send completed form and payment to: Expo Tracker, LLC 8580 Cinder Bed Road, Suite 1800, Lorton, VA 22079, or fax to 703-978-7025 For questions or more information, call Expo Tracker at 703-978-7080 or 800-659-9352 or email questions to info@expotracker.net Any cancellations prior to 14 days before the event are subject to a \$50.00 cancellation fee. Any cancellations received within 14 days of the event will not be refunded. All equipment must be returned to the Lead Retrieval Services Desk within 1 hour of the show close to avoid any additional fees. Damaged or unreturned equipment is subject to an additional charge up to \$3,000.00 and will be charged to the credit card on file. Your order must be submitted on or prior to the discounted deadline date to receive the discounted rate. Expo Tracker reserves the right to charge the correct amount if different from the above total.



ATLANTIC CITY CONVENTION CENTER ATLANTIC CITY, NEW JERSEY MARCH 10-11, 2026



6575 Delilah Road PO Box 3000 Pleasantville, NJ 08232 P: 609-485-2421 F: 609-485-2392

WWW.VISTACS.COM

SHOW CONTACT INFORMATION

Dear Exhibitor:

Vista Convention Services is honored to have been selected as the Official Show Service Contractor for this Exposition. We recognize that your participation in this event is a vital part of your firm's marketing program, and we want to do everything possible to make it profitable and rewarding for you!

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

AMERICAN CAMP ASSOCIATION Samara Feinberg - samara@acanynj.org 121 W. 36th St., Suite 422 New York, NY 10018 Tel: (212) 391-5208

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

Customer Service VISTA CONVENTION SERVICES 6575 Delilah Road PO Box 3000 Pleasantville, NJ 08232 Tel: (609) 485-2421 Fax: (609) 485-2392

email: orders@vistacs.com

Order online: Vista online ordering

All questions regarding electrical, cleaning, compressed air and water should be directed to:

Atlantic City Convention Center

(609) 449-2291

Order online: ACCC online ordering

All questions regarding wifi, internet and telephone should be directed to:

Smart City Networks (888)446-6911

Order online: Smart City online ordering

All questions regarding audio visual should be directed to:

Encore Global (609) 402-1530

Order online: Encore online ordering

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.



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SHOW INFORMATION

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

BOOTH PACKAGE

8' High Backwall - Blue / White / White / Blue

3' High Siderail - Blue

7" x 44" Booth ID Sign

1 - 6' Draped Table - White

2 - Side Chairs

1 - Wastebasket

Booth Carpet - Gray

Aisle Carpet - Blue

Showsite - Material Handling

INSTALLATION

Monday March 9, 2026 8:00 am - 6:00 pm

Please Note: There is no set-up on Tuesday morning!!

EXHIBIT HOURS

Tuesday March 10, 2026 11:00 am - 5:30 pm Wednesday March 11, 2026 9:00 am - 5:00 pm

DISMANTLE

Wednesday March 11, 2026 5:00 pm - 9:00 pm

IMPORTANT DATES

Vista Advance Order Discount Deadline: February 23, 2026

Rental Exhibits, Fabric Backwall & Graphics Deadline: February 16, 2026

Advance Freight Receiving Begins: February 9, 2026

Advance Freight Deadline (without surcharge): February 27, 2026

Direct to Show Site 1st day For Delivery: - Monday, March 9, 2026 at 8:00am

Outbound Driver Check In No Later Than: Wednesday, March 11, 2026 by 8:00pm

*Vista reserves the right to re-route shipments if your carrier fails to show or refuses a shipment.

SHIPPING INFORMATION

ADVANCE TO WAREHOUSE

Exhibiting Company Name & Booth #
TRI-STATE CAMP CONFERENCE 2026

c/o Vista Convention Services 300 Commerce Drive

Egg Harbor Township, NJ 08234

DIRECT TO SHOW SITE

Exhibiting Company Name & Booth #

TRI-STATE CAMP CONFERENCE 2026

c/o Vista Convention Services Atlantic City Convention Center

Bacharach Blvd.

Atlantic City, NJ 08401

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

EXHIBITOR RIGHTS

TEAMSTERS UNION

Teamsters handle freight in the exhibit hall. They unload all trucks or vehicles. In addition, they deliver freight to exhibitors' booth(s) after it has been unloaded and handle the reverse movement of this freight at the conclusion of the show. They also deliver furniture and floor covering. Teamsters also install rental carpet and handle all empty containers. **Any exhibitor may move** material that is hand-carriable by one person in one trip, without the use of dollies, Contractor owned hand trucks or other mechanical equipment. When exhibitors choose to hand-carry in accordance with the foregoing, they must unload their vehicles (POV's) in an area designated by the show contractor.

CARPENTERS UNION

Carpenters handle the set-up and dismantling of displays and exhibit booths and hang all exhibitor ceiling signs. This includes all display work. Carpenters also un-skid, re-skid, uncrate and re-crate machinery.

Carpenters also install all exhibitor owned floor covering, including carpeting, wood flooring and rubber mats. The only exception being where the exhibit flooring is actually manufactured by the exhibitor and is being installed by full time company employees.

DECORATORS UNION

Decorators handle installation of all drape, table skirting, floor marking and other items of a decorative nature. Decorators also hang signs from drape.

Full time Exhibitor personnel have the right to perform the following work (Please see separate rules and regulations for the Electrical Union further below)

Unload their own vehicle in an area specified by the show contractor for the unloading of privately owned vehicles provided:

- They utilize the space designated by the ACCC for said purpose.
- They provide their own hand trucks.
- They utilize no motorized lift equipment.
- The vehicle is no larger than a van.

Hand carry exhibit materials through public doorways, provided:

• They do not utilize material handling equipment other than personal luggage carriers.

Set up their own display in Exhibit Booths that are no larger than 400 net square feet:

- The installation can be accomplished by full time company employees.
- Set up and handle their own product; including but not limited to the installation, interconnection, calibration, and operation of equipment.

The following work shall be performed by Union Labor:

- In-Line booths larger than a 10'x 40'
- Island booths larger than a 20'x 20'
- Installation of Display
- Laying Exhibitor owned carpet
- Crating & uncrating of show materials
- All electrical work (see note below)

ELECTRICAL UNION

Electricians handle all electrical work, which includes supplying power lines to your booth(s), connecting equipment to the proper outlets and installing any signs or headers that are lighted. Please refer to the Electrical Order Forms for Rates & Union Work Jurisdictions.



Exhibitors are encouraged to use our, safe and secure, online ordering website to place orders and provide credit card information.

To log in, click the link below.

Online Ordering

Existing Users

If you have previously placed orders with us, enter your login name (your email address previously provided) and your password. If you have forgotten your password, press "Forgot Password" in the box to receive a new temporary password.

New Users

Contact us for a username and password so you can begin ordering your exhibit booth needs.

If you have any questions, please contact (609) 485-2421 or orders@vistacs.com







6575 Delilah Road PO Box 3000

Pleasantville, NJ 08232 WWW.VISTACS.COM

INTENT TO USE NON-OFFICIAL CONTRACTORS

DEADLINE DATE:

FEBRUARY 23, 2026

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.

Company Name:		Booth #:	
Contact Person:			
Signature:			
Full Name of Non-Official Contractor:			
Address:			
City, State:			
Phone Number:	Email:		
Non-Official Contractor "Show Site" Representative:			
Type of Service to Be Performed:			

Submit order with payment to: orders@vistacs.com before deadline date!

ATLANTIC CITY



FOOD & BEVERAGE EXHIBITOR KIT



We are pleased to be the choice caterer in delivering your booth service needs. OVG Hospitality is committed to details, timing, and quality as we deliver friendly service to each exhibitor at this year's show. You will find that you can expect a higher standard in your overall food service experience. We are a full-service company that specializes in catered events.

EXHIBITOR INFORMATION

All food and beverages served within the exhibit halls must be ordered through OVG Hospitality, the exclusive caterer at the Atlantic City Convention Center. No outside food or beverage will be permitted to be brought into the convention center without prior written authorization by OVG Hospitality Management. If you choose to bring products without written authorization, you will be asked to remove them from the venue. This includes traffic promoters such as bottled water, popcorn, candy, etc.

- Alcoholic beverages may not be brought onto the premises during any event.
- We require 100% payment of the food service purchased by either check or credit card along with a signed contract.
- All orders will be subject to a 23% management fee plus applicable tax. If an exhibitor requires tables for food service, arrangements should be made with the official show decorator.
- A final guarantee of attendance is required (3) business days prior to all food and beverage events.
- Cancellation policy any cancellation made less than 72 hours in advance will be subject to a cancellation fee up to the full price of the order.



FOOD & BEVERAGE SAMPLING

Atlantic City Convention Center exhibitors may distribute food & beverage samples in authorized space and must not be in competition with products or services offered by OVG Hospitality. Samples must be representative of products manufactured or sold by the company exhibiting. Samples are limited to (4) ounces; non-alcoholic beverages and (2) ounces; food samples. Any vendor requesting to provide samples greater than (4) ounces; non-alcoholic beverages and (2) ounces; Exact descriptions of sample and portion size must be submitted for written approval 30 days prior to the opening of the event. The distribution of alcoholic beverages is strictly prohibited. Any exhibitor giving away samples in their booth must have a valid state permit and all appropriate fees on file with the New Jersey Department of Health.

BOOTH BUYOUT

Atlantic City Convention Center exhibitors may be granted approval to provide unique food & beverage products that we may not be able to source. This would fall under a food and beverage buyout. Arrangements must be made in advance with approval from the food & beverage department and buyout fees will be assessed.

HOW TO SUBMIT APPLICATION AND/OR ORDER

All information including payment information must be received two weeks prior to show start to guarantee delivery



sharon.henschel@oakviewgroup.com



arianna.bell@oakviewgroup.com



609-449-2447



OVG Hospitality Atlantic City Convention Center One Convention Boulevard Atlantic City, NJ 08401 Attn: Catering Sales

SERVICES MENU

BREAKFAST ITEMS

ASSORTED BREAKFAST BAKERY \$42.00 PER DOZEN
BAGELS & CREAM CHEESE \$42.00 PER DOZEN
DONUTS \$48.00 PER DOZEN

REFRESHMENTS & BEVERAGES

FRESHLY BREWED COFFEE \$55.00 PER GALLON
FRESHLY BREWED
DECAFFINATED COFFEE \$55.00 PER GALLON
HOT WATER, SELECTION OF TEA \$55.00 PER GALLON
FRESLY BREWED ICED TEA \$48.00 PER GALLON
120z CANNED SODA \$4.00 EACH

Coca Cola Brand

DASANI BOTTLED WATER \$5.00 EACH BOTTLED JUICE \$5.00 EACH

WATER COOLER

ELECTRIC WATER COOLER \$150.00 PER DAY

Initial setup includes electric cooler; five gallon water tank & cups

NOT INCLUDED IS REQUIRED POWER OF 110-VOLT/1000 WATTS CONNECTION

WATER COOLER REFILL \$35.00 EACH

LOGO BOTTLED WATER

Provide us with your company's logo and we'll custom order your bottled waters. *A lead time of 45 days is required with a minimum of 72 cases ordered.

16.9oz BOTTLED WATERS \$155.00 PER CASE 12oz BOTTLED WATERS \$115.00 PER CASE

Have your own logo bottled water to give-a-way? Must submit for approval to distribute and a corkage fee of \$1.00 per bottle will apply.

OTHER OPTIONS

ICE (7Ib BAG) \$18.00 PER BAG
COLD STORAGE \$180.00 PER DAY
MINI FREEZER OR REFRIGERATOR \$150.00 PER DAY

NOT INCLUDED IS REQUIRED POWER OF 110-VOLT/1000 WATTS CONNECTION

SNACKS

GRANOLA BAR \$22.00 PER DOZEN
ASSORTED CANDY BAR \$37.00 PER DOZEN
INDIVIDUAL BAGS OF CHIPS \$32.00 PER DOZEN
FRESH BAKED BROWNIES \$38.00 PER DOZEN
FRESH BAKED COOKIES \$38.00 PER DOZEN

PARTY TRAYS

ALL TRAYS SERVE UP TO 50 PEOPLE

FRESH VEGETABLE TRAY \$300.00 EACH SEASONAL SLICED FRUIT TRAY \$300.00 EACH IMPORTED & DOMESTIC CHEESE \$400.00 EACH



BOX LUNCH SELECTIONS

INCLUDES APPLE, CHIPS, COOKIES, & 80z BOTTLED WATER

TURKEY & CHEDDAR \$26.95

roasted turkey breast & cheddar cheese, lettuce, tomato, country brioche bun

TAVERN HAM & SWISS \$26.95

lettuce, tomato, pretzel roll

HOUSEMADE JERSEY TUNA \$26.95

tuna salad (albacore tuna, onion, celery, mayonnaise), lettuce, tomato, onion roll

ITALIAN \$26.95

capicola, genoa hard salami, provolone cheese, lettuce, tomato, classic sub roll

OVG VEGETARIAN \$26.95

roasted black bean hummus, roasted zucchini, yellow squash, red pepper, tomato, spring mix, spinach wrap

CONTACT OUR CATERING TEAM FOR ADDITIONAL CATERING OPTIONS







SERVICES MENU

POPCORN MACHINE

POPCORN MACHINE RENTAL \$395.00 PER DAY

Includes 12 popcorn kits and unlimited bags

NOT INCLUDED IS REQUIRED POWER OF 110-VOLT/1000 WATTS CONNECTION

ADDITIONAL POPCORN KIT \$7.95 EACH
POPCORN ATTENDANT \$250.00 PER 4 HRS
ADDITIONAL HOURS \$35.00 PER HR

SOFT PRETZEL WARMER

PRETZEL WARMER MACHINE RENTAL \$200.00 PER DAY SUPER PRETZELS 50CS \$270.00 PER CASE

Served with spicy & yellow mustard
NOT INCLUDED IS REQUIRED POWER OF 100-VOLT/1000 WATTS CONNECTION

ATTENDANT FEE \$250.00 PER 4 HRS
ADDITIONAL HOURS \$35.00 PER HR

KEURIG MACHINE

AQUA CAFE | KEURIG MACHINE \$200.00 PER EVENT

Includes initial 5-gallon water tank

VARIETY BOX OF 22 K-CUPS \$85.00 EACH

Includes PC condiments, 12oz cups, lids, stirrers,

beverage napkins

NOT INCLUDED IS REQUIRED POWER OF 110-VOLT/1000 WATTS CONNECTION

ADDITIONAL 5-GALLON WATER \$35.00 EACH

FRESH BAKED COOKIES

FRESH BAKED COOKIES STATION \$850.00 PER 4 HRS

Warm and welcoming scent of freshly baked cookies will drive traffic to your booth! Station includes 4 hours of service, a table top Otis Spunkmeyer gourmet cookie oven, disposable napkins and approximately (160) 2oz cookies or your choice of (1) flavor: chocolate chip, oatmeal raisin or sugar cookies. Booth attendant to serve and distribute cookies up to 4 hours included. Additional hours subject to additional fees

NOT INCLUDED IS REQUIRED POWER OF 2000 WATTS (20AMP) CONNECTION

ADDITIONAL COOKIE DOUGH 160CS \$200.00 PER CASE
ADDITIONAL HOURS \$35.00 PER HR

THE GATHERING BOARD

THE GATHERING BOARD STARTS AT \$15.00 PER PERSON

Bring the attraction straight to your booth. Our custom Charcuterie Experience is a guaranteed crowd-pleaser — designed to spark conversation, draw attendees in, and create the perfect opportunity for your team to mingle. This station includes 4 hours of service featuring curated artisan cheeses, meats, breads, and sweets with an eye-catching cart presentation perfect for networking and hospitality. Menu options and variety available through catering representative.

MAXIMUM OF 2 CARTS PER SHOW | 100 PERSON MINIMUM

CONTACT OUR CATERING TEAM FOR ADDITIONAL CATERING OPTIONS









BAR SERVICES

BARS

A bartender is required for all bar services. Bartender fee is \$250 each for up to four (4) hours of service and \$35 for each additional hour. Bartender fee will be waived if sales are \$800 or greater per bartender. Pricing includes disposable service.

RECOMMEND

1 bartender per 100 guests for full bar 1 bartender per 150 guests for beer and wine bars

SPACE

Must have adequate space for bar setup within booth, can not block aisles.

CONSUMPTION BARS

Estimated consumption will be determined with your catering manager. Actual consumption will be calculated following your function.

HOUSE COCKTAILS	\$10.00
HOUSE WINE	\$9.00
IMPORTED BEER	\$8.00
DOMESTIC BEER	\$7.00
SOFT DRINKS	\$6.00
BOTTLED WATER	\$5.00

THE ABOVE PRICES ARE SUBJECT TO 6.625% STATE SALES TAX, 3% LUXURY TAX AND 23% MANAGEMENT FEE

CASH BARS

Beverages are available for guest purchase. Prices are tax inclusive.

HOUSE COCKTAILS	\$12.00
HOUSE WINE	\$10.00
IMPORTED BEER	\$9.00
DOMESTIC BEER	\$8.00
SOFT DRINKS	\$7.00
BOTTLED WATER	\$6.00



HOUSE BRANDS OFFERED

SPIRITS New Amsterdam Vodka, Cruzan

> Rum, Jose Cuervo Gold, New Amersterdam Gin, J&B Scotch,

Jack Daniels Bourbon

BEER Heineken, Yuengling, Coors Light,

> Miller Lite, Budweiser, Bud Light, Corona, O'Douls Non-Alcoholic

Canyon Road - Cabernet WINE

Sauvignon, Chardonnay, White

Zinfandel

TOP SHELF BRANDS & CRAFT BEERS AVAILABLE ON REQUEST. PLEASE INQUIRE WITH YOUR CATERING SALES REPRESENTATIVE.





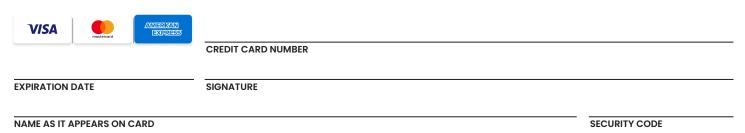


CATERING SERVICES ORDER FORM

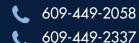
AUTHORIZED ON-SITE CONTACT
NAME
PHONE #

MPANY		CONTACT				
REET ADDRESS _						
Υ		STATE	_ ZIP CODE			
ONE #		FAX #				
AIL ADDRESS						
OW NAME	W NAME BOOTH #					
DAY DATE	REQUESTED DELIVERY TIME	ITEM DESCRIPTION		QUANTITY	PRICE	
			ESTIMATED	SUBTOTAL		
		23'	% MANAGEME	NT CHARGE		
				SALES TAX		
				ATED TOTAL		

- 1. A 23% Management Charge, 6.625% sales tax and 3% city liquor tax (where applicable) will be added to total.
- 2. All onsite show orders require a credit card guaranteed. Any balances will be applied to credit card on file.
- 3. Cancellations require a 72 hour notice to be eligible for a full refund.
- 4. All orders received within 72 hours of the show subject to an additional 15% surcharge.
- 5. OVG Hospitality may not be able to provide exact order requests within 72 hours. Comparable product may be offered.
- 6. Confirmation paperwork will be sent once order had been received. PLEASE contact us if you do not receive confirmation of your services within 48 hours.











EXHIBITOR SAMPLING GUIDELINES

The practice of exhibitors bringing in their own food or beverage is in direct conflict with the OVG Hospitality exclusive contract at the Atlantic City Convention.

Therefore, it is our policy that any exhibitor who is providing ANY food or non-alcoholic beverage items are required to notify OVG Hospitality in writing as to the nature of the proposed product giveaway (fees are applicable unless waived by OVG Hospitality or purchased through OVG Hospitality).

Sampling of food or non-alcoholic beverage items would not be permitted if the item being dipensed has no relation to such exhibitor's business. (IE: Company or Organization produces or sells in its normal day-to-day operations).

OVG Hospitality and the Atlantic City Convention require all food and non-alcoholic beverage to be of sample size portions; (2) ounce portions for food and (4) ounce cups for non-alcoholic beverages. A written approval must then be obtained from OVG Hospitality at least (30) working days prior to the show opening.

If your sample requires you to cook on the show floor the following are approved cooking appratus: George Foreman Grills, Panini Grills, Induction Cookers, Butane Stoves, Toaster Ovens, Sauté Pans (not using grease or oils), Pressure Cookers, and Deep Fryers with builtin suppression Systems and NJ State Fire Inspector Approval.

NOT APPROVED: ELECTRIC GRILLS OR ANY ITEMS CREATING "GREASE LADEN VAPORS".

All booths cooking food must be clear of all combustible materials and contain at least (1) 20 BC rated fire extinguisher. Open flame units will require a fire permit. See your Event Manager for additional details.

Any Exhibitor requesting to give away samples of alcoholic beverages must obtain a special event liquor license from the Liquor Control Board for the State of New Jersey. (Fees are applicable unless waived by OVG Hospitality or purchased through OVG Hospitality). Samples dispensed are limited to those products that are manufactured, processed or distributed by the entity requesting permission. Please refer to the Exhibitors Agreement for further specifications. You must hire a OVG Hospitality union bartender to serve alcoholic beverages. Bartender fee is \$250.00 four hour minimum, \$35.00 for each additional hour. Samples are limited to (1) ounce of beer or wine, 1/2 ounce of spirituous liquors,.

Alcoholic Samples are to only be served to persons 21 years of age or older. Each booth must provide a visible sign, stating: "Guests must be 21 years of age to participate in sampling of alcoholic beverages. Picture I.D is required".

INSURANCE REQUIREMENTS

General Certificate Liability Insurance for \$2,000,000 each occurrence and \$2,000,000 aggregate. Certificate must name as additional insured OVG Hospitality and Atlantic City Convention Center on a primary/noncontributory basis.

Any exhibitor providing samples of food and non-alcoholic beverage must operate within the local Health Department Guidelines.



SAMPLING AUTHORIZATION FORM

Please submit the following information for approval to distribute product sample to attendees. When preparing your samples, be sure to abide by all sampling and food preparation rules as described in guidelines. Only food and beverage manufacturers may serve sample "bite size", 2oz or fewer portions of their own food products and 4oz container of non-alcoholic beverages. MUST PROVIDE CERTIFICATE OF INSURANCE FOR APPROVAL.

SHOW NAME				BOOTH #
COMPANY NAME			CONT	ACT
PHONE #		Е	MAIL	
DESCRIPTION OF PRODUCT(S) TO	BE DISTRIB	UTED FOR SA	MPLING	
				SAMPLE SIZE
METHOD OF DISTRIBUTION	SEALED F	PACKAGE	COOKED SA	AMPLE (plate, napkin, toothpick, other)
	CUP (liqu	uid)	CUP (solid)	
DOES PRODUCT NEED ADDITIONA	L PREPARAT	ION ON-SITE		
PRIOR TO DISTRIBUTION?	YES	☐ NO		
IF YES: BY YOUR STAFF I	N THE BOOTH	BY IN-HOU	JSE KITCHEN STA	NFF*
PRODUCT IS SERVED	П НОТ	COLD	ROOM TEM	PERATURE
PRODUCT IS STORED IN *Additional charges may apply	ВООТН	REFRIGERA	TED STORAGE*	FROZEN STORAGE*

RETURN TO:

SHARON HENSCHEL Director of Catering Sales & Marketing | OVG Hospitality





ARIANNA BELL Catering Sales Coordinator | OVG Hospitality



arianna.bell@oakviewgroup.com



609-449-2337



Atlantic City Convention Center One Convention Boulevard Atlantic City, NJ 08401



609-449-2447



SHOW:	BOOTH#	
COMPANY:	BOOTH SIZE:	

Order Online at www.accenter.com

Deadline for advance rate is 15 days prior to show opening

ELECTRICAL SER	VICE ORDER F	ORM		
QTY NON-24 HR	DESCRIPTION	ADVANCE RATE	REGULAR RATE	TOTAL
120V LIGHTING &	UTILITY OUTLE	TS		
	Up to 1000 watts	\$140.00	\$200.00	
	Up to 2000 watts	\$160.00	\$240.00	
208V 19 MOTOR A	AND EQUIPMEN	T OUTLETS		
	20 Amp	\$320.00	\$480.00	
	30 Amp	\$390.00	\$585.00	
	60 Amp	\$680.00	\$1020.00	
	100 Amp	\$845.00	\$1270.00	
	200 Amp	\$1320.00	\$1990.00	
208V 39/MOTOR A	ND EQUIPMEN	T OUTLETS		
	20 Amp	\$395.00	\$590.00	
	30 Amp	\$465.00	\$690.00	
	60 Amp	\$745.00	\$1100.00	
	100 Amp	\$895.00	\$1300.00	
	200 Amp	\$1550.00	\$1950.00	
LIGHTS				
	Stem Lights	\$100.00	\$130.00	
	Single 120 W Flood	\$105.00	\$150.00	
	Double 120 W Flood	\$135.00	\$205.00	
	Overhead Quartz	\$355.00	\$540.00	
Specialty Lighting	y Available.		1. SUB TOTAL	\$
Call for details.	-		2. SALES TAX 6.625%	\$
			3. TOTAL	\$

Atlantic City Convention Center

1 Convention Boulevard Atlantic City, NJ 08401 Phone: 609-449-2291 Fax: 609-449-2464

120 V CONNECTIONS

- Two outlets per connection.
- If you require 24 hour power please note with an (*). Please add 50% to the total.

208 V CONNECTIONS

- Requires labor. Please submit a floor plan indicating location in booth.
- Maximum of one connection per outlet.
- Please call for 480 V connections.

LIGHTS

- Price includes outlet and labor.
- Placement of floodlights is at the front corner(s) of your in-line booth.
- Any other location(s) or installation time may require an additional labor charge.

BY RETURNING THIS FORM CUSTOMER AGREES TO ALL TERMS AND CONDITIONS. (See terms and conditions.)

VACUUMING SER	RVICE ORDER FO		All Rates are based on the t	otal square footage of Advance Rate 30		•) ate 42¢/sq. ft.
DAILY	Vacuum carpet bef	ore initial openin	g of event and daily thereafter	Advance Rate 25	¢/sq. ft.	Regular Ra	ate 37¢/sq. ft.
Exhibit Space	ft. (x)	ft.=	sq. ft. (x) days	(x) \$	+ Tax (6.625%)	= TO	ΓAL \$
PORTER SERVIC	E ORDER FORM						
Empty wastebasket, ti	idy and spot clean ex	hibit space at two	o hour intervals during show ho	urs. Advan	ce Rate \$99.00	Regular Ra	ate \$140.00
Please check preferer Specify Day:			DAILY Porter Service:	_days (x) amt. per day	/ \$+Tax(6.	.625%)= TOT .	AL \$
Company Name					Phone Number_		
Credit Card #				Exp.Date_		Se	ec. Code
Billing Address				City		_State	Zip
Card Holders Name	e			Card Holde	ers Signature		
Contact Name			Email				



PHONE (609) 449-2291 FAX (609) 449-2464 Fed ID #222638563

ELECTRICAL TERMS AND CONDITIONS

- All equipment, regardless of source of power, must comply with National Electrical Code, all Federal, State and local safety codes.
- The use of clip-on sign sockets, latex or lamp cord wire in displays, or the use of 2-wire clamp on fixtures, is prohibited by order of fire prevention bureaus at trade shows and conventions.
- Permanent building electrical outlets are not a part of booth space and are not to be used by exhibitors unless specified otherwise.
- All material and equipment furnished by the Convention Center for this service order shall remain the property of the Atlantic City
 Convention Center and shall be removed only by the Convention Center Electricians at the close of the show. Any material removed by
 exhibitors will be added to the invoice and billed to the card on file.
- Unless otherwise directed, Convention Center Electricians are authorized to cut floor coverings to permit installation of service.
- All wiring must have 3-wire grounded cord with a minimum of #14 gauge. Zip cords or two-wire cords are ungrounded and could result in safety hazards. Their use is forbidden in all convention facilities.
- The Atlantic City Convention Center reserves the right to refuse connection to any exhibitor whose equipment is deemed unsafe by Convention Center.
- Tipping is not permitted. Any requests from personnel for gratuities should be immediately reported to Atlantic City Convention Center Management.
- No credits will be issued on unused services installed as ordered.
- Disputes will not be considered unless filed by the exhibitor prior to close of show.

ELECTRICAL LABOR RULES AND RATES FOR OUTLET DISTRIBUTION AND CONNECTION

- Labor rates are subject to labor contract effective at time of show.
- Straight time labor will be charged for installation services provided Monday through Friday 8:00am-4:30pm. All other hours will be billed at overtime rates.
- Electrical Labor Rates: \$110.00 per hour Regular Time / \$220.00 per hour Overtime. Labor is billed in half-hour increments with a
 minimum of one hour.
- Dismantle labor is half that of total installation time. This service will be billed at the tear out rate of \$163.00 per hour. Shows closing on Sundays and Holidays will be billed at overtime rates.
- Forklift Rates: prevailing labor rates (one hour minimum) plus \$275.00 lift rental.
- Boom Lift Rental: Prevailing Labor Rates (one hour minimum) plus \$500.00 lift rental.
- Starting time can only be guaranteed when labor is requested for the start of the work day at 8:00am. The minimum charge per booth is one hour for installation and one-half (1/2) hour for dismantle. Time will commence per exhibitor's request. Failure to start labor at requested time will result in a one hour charge per electrician requested, unless 24-hour advance notice is provided in writing.

OUTLET LOCATION & DISTRIBUTION

- All 110 volt electrical outlets will be installed on the floor at the draped back wall of In-Line and Peninsula Booths unless otherwise ordered by the exhibitor.
- All 110 volt electrical outlets for Island Booths will be set at one main location on the perimeter of the booth at our discretion if no floor plan provided.
- Any additional power locations are chargeable on a time and material basis.
- All services larger than 100 amps may be subject to an additional labor charge.
- All overhead services will require lift, labor and materials. Call for quote.

ACCC ELECTRICAL JURISDICTON

(Requires labor and/or material)

- All under-carpet distribution of electrical wiring.
- All power distribution, light hanging or general labor in any space larger than 200 sq. ft.
- All facility overhead distribution of electrical wiring, including HDMI cable, fiber optics, twisted pair, etc.
 The distribution of same from product to booth and from booth to booth.
- All connections requiring 208 volts and above.
- All motor and equipment hook-ups requiring hard wired connections.
- Installation and/or repair of electrical fixtures.
- Installation of all computers.
- All electrical signs, headers and monitors.
- Labor is required to inspect pre-wired equipment plugged into our system.





SHOW:	BOOTH#	
COMPANY:	BOOTH SIZE:	

Order Online at www.accenter.com

Deadline for advance rate is 15 days prior to show opening.

PLUMBING SE	RVICE ORDER F	ORM		
QUANTITY	DESCRIPTION	ADVANCE RATE	REGULAR RATE	TOTAL
COMPRESSE	D AIR LINES			
	1/4" Air Line 15CFM	\$245.00	\$370.00	
	3/8" Air Line 30CFM	\$395.00	\$555.00	
	1/2" Air Line 50CFM	\$495.00	\$620.00	
	Addt'l Connections	\$95.00	\$150.00	
WATER LINES	•			
	1/4" Water Line	\$160.00	\$245.00	
	3/8" Water Line	\$190.00	\$285.00	
	1/2" Water Line	\$215.00	\$295.00	
	3/4" Water Line	\$245.00	\$325.00	
	Addt'l Connections	\$95.00	\$150.00	
DRAIN LINES				
	3/4" Drain Line	\$150.00	\$165.00	
	1" Drain Line	\$185.00	\$206.00	
	Addt'l Connections	\$95.00	\$150.00	
NATURAL GA	S LINES			
	1/2" Gas Line	\$495.00	\$740.00	
	3/4" Gas Line	\$615.00	\$925.00	
	1" Gas Line	\$770.00	\$1130.00	
	Addt'l Connections	\$105.00	\$160.00	
WATER FILL 8	& DRAIN			
	Up to 100 Gallons	\$120.00	\$165.00	
	Addt'l 100 Gallons	\$40.00	\$55.00	
			SUB TOTAL	\$
			SALES TAX 6.625%	\$
			TOTAL	\$

Atlantic City Convention Center

1 Convention Boulevard Atlantic City, NJ 08401 Phone: 609-449-2291 Fax: 609-449-2464

ALL CONNECTIONS

- Plumber to make all connections.
- One connection per line.
- Prices do not include labor.
- These charges will be applied to the card on file.
- Water Pressure may vary.
- If pressure is critical, a pressure regulator valve maybe installed.
- All Gas Lines are overhead.

COMPRESSORS THAT ARE NOT AN INTERNAL/PERMANENT PART OF YOUR MACHINE WILL NOT BE PERMITTED IN FACILITY.

BY RETURNING THIS FORM
CUSTOMER AGREES TO ALL
TERMS AND CONDITIONS.
(See terms and conditions.)

Company Name		Phone Number
Credit Card #	Exp.Date_	Sec. Code
Billing Address	City	StateZip_
Card Holders Name	Card Holders	s Signature
Contact Name	Email	



PLUMBING LABOR

- Straight time labor will be charged for installation services provided Monday through Friday 8:00am-4:30pm.
 All other hours will be billed at overtime rates.
- Plumber Labor Rates: \$85.00 per hour Regular Time / \$170.00 per hour Overtime. Labor is billed in half-hour increments with a minimum of one hour.
- Dismantle labor is half that of the total installation labor. Shows closing on Sundays and Holidays will be billed at overtime rates.
- Gas Lines and labor will be charged from point of attachment to inside of booth.
- Official Show Plumber will make all interconnections between exhibitor owned machines/equipment.
- All plumbing connections require labor. These charges will be applied to the card on file.

COMPRESSED AIR

- The Official Show Plumber will not be responsible for moisture or water in air line. Exhibitor should supply their own filter or other equipment to handle moisture or water.
- The Official Show Plumber requires fifteen (15) days notice if special regulators and/or filters need to be ordered. Rental charges apply. Call for quote.
- Compressed air lines are 1/4", 1/2" and 3/8". Any other size is considered a special request. Call for quote.
- Air is available during show hours only. There will be an additional charge for use after hours. Call for quote.
- All connections must be made by the Official Show Plumber.
- ANY COMPRESSOR THAT IS NOT AN INTERNAL/PERMANENT PART OF YOUR MACHINE IS NOT PERMITTED IN FACILITY.

WATER LINES AND DRAINS

- Water and drain lines are priced by the foot; depending on location of booth and distance from plumbing service.
 25 feet of line is included in the initial cost. Additional footage may be necessary in order to reach your booth and to avoid crossing aisles.
- Standard water lines are 1/4", 3/8", 1/2" and 3/4". Any other size is considered a special request. Call for quote.
- Certain types of installations may require additional labor.
- Ramping will be available on a time and material basis.
- All connections must be made by The Official Show Plumber.
- HAND CARRYING OF WATER IS PROHIBITED IN THE FACILITY.

PLUMBING TERMS AND CONDITIONS

- All equipment must comply with all Federal, State and local safety codes.
- Disputes will not be considered unless filed by the exhibitor prior to close of show.
- All materials and equipment furnished by the Convention Center for this service shall remain the property of the
 Convention Center and shall be removed only by the Convention Center Plumbers at the close of the show. Any material removed by exhibitors will be added to the invoice and billed to the card on file.
- Air and water pressures may vary and no guarantees can be made of minimum or maximum pressures. If the pressure is critical, exhibitors should arrange to have a pressure regulation valve installed.
- Unless otherwise directed, Convention Center Plumbers are authorized to cut floor coverings to permit installation of service.
- Credit will not be given for any services installed and not used.
- Tipping is not permitted. Any requests from personnel for gratuities should be immediately reported to Atlantic City Convention Center Management.



SHOW:	BOOTH#	
COMPANY:	BOOTH SIZE:	

Order Online at www.MeetAC.com

Deadline for advance rate is 15 days prior to show opening.

to

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ON-SITE WIRELESS SERVICES ATLANTIC CITY CONVENTION CENTER

NEED WIRELESS CONNECTIVITY?

Smart City Networks offers on-site wireless services for both attendees and exhibitors. Our **Complimentary Internet** is offered free of charge and is available in all public spaces and meeting rooms. Our **Exhibitor Internet** is available facility-wide on a 5 GHz wireless network, at speeds of 3 Mbps up/down per device. Depending on where you are in the facility, you may see both SSIDs (network names), but only Exhibitor Internet is supported in all areas.

EXHIBITOR INTERNET

Exhibitor Internet is available throughout the facility. Each purchase is device specific.

1 day for \$79.99 3 days for \$227.97 5 days for \$359.95

HOW TO CONNECT TO EXHIBITOR INTERNET

- Open Wi-Fi settings on your device and select "Exhibitor Internet".
- 2. First time users will be asked to create an account and select a purchase option.
- 3. Follow the on-screen instructions to get connected.

COMPLIMENTARY INTERNET

Complimentary Internet is a free service and is available for use in all public spaces and meeting rooms.

HOW TO CONNECT TO COMPLIMENTARY INTERNET

 Open Wi-Fi settings on your device and select "AC Always On WIFI".

For questions regarding on-site wireless services, please call Smart City Networks at 609-449-3446. To order any other services we provide, please visit us online at: orders.smartcitynetworks.com.





CONVENTION CENTER

EXHIBITOR ORDERING GUIDE

YOUR ROADMAP TO A SUCCESSFUL EVENT









FIRST CLASS CUSTOMER SERVICE

Leading up to the start of your event, our customer service team will work with you to ensure all the required information needed to install services is collected prior to your arrival. These items include; verifying your order, providing all pertinent IP and wireless information, collecting a floor plan, advanced payment, and confirmation of all required signatures. We understand there are a lot of moving parts when planning to exhibit at a convention and our mission to make this process as easy as possible.

It's our goal to make our team as accessible as possible. All our events are staffed with local team members for you to utilize, helping ensure network reliability and the delivery of the services you need. During move-in and show days, our team is available to assist you with your ordered services.

KNOWLEDGEABLE TECHNICAL SUPPORT

Our experienced technicians are readily available to perform troubleshooting, installation of additional services, relocations and much more.

Our team will be available throughout the entire event to provide you with the show experience you've always envisioned.

REDUNDANCY OF EQUIPMENT

We always have spares on-hand and are network ready. Smart City always keeps network switches and wireless access points on-hand and connected to the network. If a piece of equipment fails, we can replace it immediately with little to no downtime.

24/7 NETWORK MONITORING

All ports on the Smart City network are polled every minute for network stability. Certified network engineers are on staff in our Network Operations Center during event hours and on call 24/7.





Order online at: orders.smartcitynetworks.com or call 888.446.6911



Is the exclusive provider of the following services:









Our LIGHT WIRED INTERNET SERVICE, ideal for BASIC INTERNET USAGE such as

web browsing and checking email via a wired connection.

SHARED SERVICE	INCENTIVE**	BASE	ON-SITE
Light Wired Internet	\$895	\$1,140	\$1,368
Additional Device	\$185	\$220	\$255
EQUIPMENT & LABOR	INCENTIVE**	BASE	ON-SITE
Switch Rental	\$185	\$225	\$270
Patch Cables	\$50	\$62	\$74
Labor (Floor Work)	\$125	\$125	\$125

*NOT FOR STREAMING

**ORDER 14 DAYS PRIOR TO FIRST DAY OF MOVE-IN TO GET THE INCENTIVE RATE!

Light Wired Internet Includes:

- Average Usage up to 3 Mbps burstable to 5 Mbps, per device, on a shared network
- · Routers are not permitted on this service and will not work
- Each device includes (1) Private IP Address
- Up to 4 additional IPs [devices] may be purchased separately
- Ethernet RJ45 Hardline drop and is DHCP (plug and play)

To connect multiple devices to this service a Switch Rental, Patch Cables and Floor Work are required. If more than 5 devices are needed, another main drop (Light Wired Internet w/ 1 Private IP) is required. An additional 4 devices can then be added to your order. A maximum of 10 devices in one location is permitted. The actual maximum bandwidth available is dependent upon the type of activity and how many users are accessing the Internet simultaneously at any given time.





Order online at: orders.smartcitynetworks.com or call 888.446.6911



FASTEST AND MOST RELIABLE way

to deliver high quality experiences at your event.

DEDICATED SERVICES	STREAMING SD or HD or UHD		INCENTIVE*	BASE	ON-SITE	
3 Mbps Dedicated	1	N/A	N/A	\$3,495	\$4,370	\$5,244
6 Mbps Dedicated	2	1	N/A	\$5,900	\$7,375	\$8,850
10 Mbps Dedicated	3	2	N/A	\$7,850	\$9,810	\$11,772
15 Mbps Dedicated	5	3	N/A	\$11,700	\$14,630	\$17,556
25 Mbps Dedicated	6	4	1	\$19,250	\$24,060	\$28,872

*ORDER 14 DAYS PRIOR TO FIRST DAY OF MOVE-IN TO GET THE INCENTIVE RATE!

Whether you are setting up your own booth Wi-Fi, Webcasting, HD Streaming, Gaming or require Point to Point connectivity, Dedicated Internet is the way to go!

Dedicated Services Include:

- Ethernet (1) RJ45 Hardline drop with VLAN
- Wireless and Hardline routers are permitted
- (5) Static Public IP addresses
- Speeds up to 1 Gbps available
- Additional Static IP addresses available for purchase



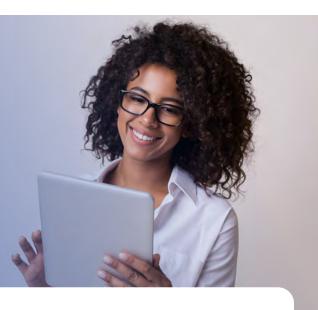


Order online at:

orders.smartcitynetworks.com

or call 888.446.6911

NEED WIRELESS CONNECTIVITY?



Our **STANDARD HOTSPOT** provides

SIMPLE & SECURE WIRELESS

connectivity ideal for checking emails, browsing the web, processing payments, and light website demonstrations.

STANDARD HOTSPOT PRO	STANDARD HOTSPOT PROVIDES 3 Mbps BURSTABLE TO 5 Mbps PER DEVICE*								
DEVICE LIMIT	INCENTIVE**	BASE	ON-SITE						
5 Device Limit	\$2,339	\$2,807	\$3,368						
15 Device Limit	\$4,133	\$4,960	\$5,952						
30 Device Limit	\$6,762	\$8,114	\$9,737						
Additional Access Point Rental	\$ 7 50	\$750	\$750						

^{*}NOT FOR STREAMING.

All Hotspots broadcast on the 5 Ghz frequency only and include:

- (1) Custom network name or SSID
- (1) Password (8 character minimum)
- (1) Access Point booth size may require additional Access Point rental







Order online at:

orders.smartcitynetworks.com

or call 888.446.6911

orders.smartcitynetworks.com/wifi-splash-page-design

^{**}ORDER 14 DAYS PRIOR TO FIRST DAY OF MOVE-IN TO GET THE INCENTIVE RATE!

WILL YOUR BOOTH DEMO BRING OUT THE MASSES?

Our **PREMIUM HOTSPOT** combines

HIGH BANDWIDTH WIRELESS

with greater flexibility and customization options that generate smoother product demos, quicker remote connectivity and superior video streaming quality.

PREMIUM HOTSPOTS ARE NOT RATE LIMITED PER DEVICE STREAMING								
BANDWIDTH ALLOCATION	BANDWIDTH ALLOCATION SD or HD or UHD INCENTIVE* BASE ON-SITE							
10 Mbps	3	N/A	N/A	\$8,800	\$10,560	\$12,672		
20 Mbps	6	4	N/A	\$16,600	\$19,920	\$23,904		
30 Mbps	10	6	1	\$24,200	\$29,040	\$34,848		
40 Mbps	13	8	1	\$31,550	\$37,860	\$45,434		
50 Mbps	16	10	2	\$39,050	\$46,860	\$56,232		
Additional Access Point Rental	N/A	N/A	N/A	\$ <i>7</i> 50	\$ <i>7</i> 50	\$750		

*ORDER 14 DAYS PRIOR TO FIRST DAY OF MOVE-IN TO GET THE INCENTIVE RATE!

All Hotspots broadcast on the 5 Ghz frequency only and include:

- (1) Custom network name or SSID
- (1) Password (8 character minimum)
- (1) Access Point booth size may require additional Access Point rental







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or call 888,446,6911

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Our **TELEPHONE SERVICES** provide reliable **VOICE SERVICE** solutions for Single Line, Multi Line, and Conference calls.

VOICE SERVICES	INCENTIVE*	BASE	ON-SITE
Single Line Telephone - With or Without Device	\$275	\$345	\$414
Multi Line Telephone	\$415	\$520	\$624
Polycom Speaker Phone	\$465	\$575	\$690

*ORDER 14 DAYS PRIOR TO FIRST DAY OF MOVE-IN TO GET THE INCENTIVE RATE!

We have specialized in telephone services for over 30 years. Smart City provides reliable phone services with crystal clear connections. Our telephone services can be used for reception check-in, conference calls in meeting rooms and for credit card processing machines.

Telephone Service Information:

- Multi Line telephones include (1) Main number and (1) rollover line
- · Polycom speakerphones require power source, electrical services may need to be ordered separately
- Domestic Long Distance is included
- International calling is billed separately





Order online at:

orders.smartcitynetworks.com

or call 888.446.6911

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Frequently Asked Questions

DOES SMART CITY NETWORKS PROVIDE COMPLIMENTARY WI-FI?

Yes! Smart City Networks provides complimentary Wi-Fi in most designated public areas of the facility, such as the concourse lobbies and food courts. Check with your specific venue for locations. This service is made available to approximately 30 million guests, visitors, and attendees at our convention centers throughout the country. There is no requirement to purchase a Smart City Networks service in order to take advantage of the complimentary Wi-Fi.

WHY DOESN'T SMART CITY NETWORKS PROVIDE COMPLIMENTARY WI-FI IN THE EXHIBIT HALLS?

Exhibit halls are not public areas since this space is typically licensed to a company, government agency, or trade association for a private event. The space license agreement governs the availability of a range of services for the event and the license may or may not call for complimentary Wi-Fi services.

WILL MY PERSONAL HOTSPOT (MI-FI) WORK IN YOUR BUILDING?

Yes – however, the capability of your personal mobile hotspot is limited by your cellular carrier by the spectrum and Internet bandwidth capacity they have made available. Cellular carrier signals penetrate into a facility either from a nearby cellular tower or via an in-building Distributed Antenna System (DAS). It is important to remember that your personal mobile hotspot is obtaining a wireless signal from a shared cellular network, so service may be disrupted or become unreliable due to user density and demand on the carrier's network. In all cases, you have the option to take advantage of the complimentary Wi-Fi throughout the public areas, or if you choose, you can purchase an upgraded package based on your service requirements.

WHAT MUST BE IDENTIFIED ON MY FLOORPLANS?

Floor plans should include the surrounding booth numbers for orientation, measurements and easy identification of all required end location(s). Be sure to distinguish your main distribution line (MDL) and additional patch cables. Please reference Smart City's Communications Floorplan Worksheet.

TIP: Most of our venue's data jacks originate from a floor pocket. Be sure to submit a completed floorplan prior to the first day show move-in to avoid any additional labor charges.



Order online at:

orders.smartcitynetworks.com

or call 888.446.6911

DO YOU OFFER INCENTIVE RATES?

Yes! Orders received along with payment by the incentive deadline date will receive our early incentive pricing.

WHY ARE ROUTERS NOT ALLOWED ON A SHARED NETWORK?

Many times, Smart City has found that routers on a shared network are installed incorrectly, which can cause problems for other users of the network. Additionally, an accurate count of the number of devices on the network is required to determine the appropriate network size and bandwidth available to the network. For more information and to request the build-out of a special system to meet your needs, contact our team today for a quote.

CAN I PROVIDE MY OWN SWITCH AND/OR CABLING?

Yes, you can provide your own switch and patch cables for in booth cabling. Unless otherwise mandated by the venue.

Please Note: Connectivity can be guaranteed only to the point where Smart City Networks' services originate in the booth. Smart City Networks cannot guarantee service on customer/exhibitor-provided cable(s) and/or equipment. Any request for trouble diagnosis or problem resolution found not to be the fault of Smart City Networks (such as faulty equipment or damaged cable) may be billed to the exhibitor at the prevailing labor rate.

HOW MUCH BANDWIDTH DO I NEED?

To identify how much bandwidth you should require, please reach out to a technical representative in your organization, review your program specifications listed with any demonstrations or downloads you plan to run.

WHAT DOES SD, HD, AND UHD STAND FOR?

SD, HD, and UHD are the abbreviated names of three video streaming formats. The basic difference between each of the formats is the number of pixels comprising the video image. The greater the pixel count the sharper and more detailed your video will be.

FORMAT	RESOLUTION	BANDWIDTH REQUIRED
Standard Definition (SD)	720x480	3.0-5.0 Mbps
High Definition (HD)	1280×720 & 1920×1080	5.0-8.0 Mbps
Ultra High Definition (UHD)	3840×2160	25 Mbps



Our Promise ★★★★

Smart City Networks is "Where Technology Meets Hospitality". By anticipating and responding to our clients' needs, we continue to lead the nation in providing quality advanced technology and telecommunication solutions to the trade show and event industry. We work to build personal relationships with our clients because excellent service requires an exceptional and long-lasting commitment.





6575 Delilah Road PO Box 3000 Pleasantville, NJ 08232 P: 609-485-2421 F: 609-485-2392

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MATERIAL HANDLING ORDER FORM

RATES AND SHIPPING INSTRUCTIONS

- 1. 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.
- 2. 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.
- 3. WHEN TO SHIP: SHIPMENTS CONSIGNED TO THE WAREHOUSE MUST ARRIVE NOT LATER THAN FRIDAY, FEBRUARY 27, 2026. 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 MONDAY, MARCH 9, 2026 AT 8:00 AM.
- 4. WHERE TO SHIP:

Address all shipments consigned to **WAREHOUSE** to:

Address all shipments consigned to **SHOWSITE** to:

Exhibitor's Name_

Booth No

2026 TRI-STATE CAMP CONFERENCE c/o Vista Convention Services 300 Commerce Drive Egg Harbor Township, NJ 08234 Exhibitor's Name

DEADLINE DATE:

FEBRUARY 27, 2026

Booth No.

2026 TRI-STATE CAMP CONFERENCE c/o Vista Convention Services Atlantic City Convention Center Bacharach Blvd. Atlantic City, NJ 08401

5. RATE SCHEDULE:

Warehouse Inquiries: (609) 485-2421

WAREHOUSE ADVANCE RECEIVING - Roundtrip - CRATED MATERIALS

ST Rate: \$98.00 per cwt. (100lbs.) - 200 lb. 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: NO CHARGE

The above 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: NO CHARGE

The above 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.



Company Name:

ATLANTIC CITY CONVENTION CENTER ATLANTIC CITY, NJ MARCH 10-11, 2026



6575 Deliian PO Box 3000 Pleasantville, NJ 08232 WWW.VISTACS.COM 6575 Delilah Road

Booth #:

P: 609-485-2421 F: 609-485-2392

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.

WAREHOUSE

DEADLINE DATE: FEBRUARY 27, 2026

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. @ \$98.00 per 100 lbs. (200 lb. minimum/\$196.00)	\$
B. CRATED AND/OR SKIDDED FLOOR LOAD SHIPMENTS Showsite	
We will ship lbs. @ NO CHARGE	
C. UNCRATED, UNSKIDDED OR WRAPPED SHIPMENTS (SHOWSITE SHIPMENTS ONLY) Showsite	
We will ship lbs. @ NO CHARGE	
D. 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.	
Delivery After Deadline Date: Shipments received at the warehouse after 3:00pm or after FRIDAY, FEBRUARY 27, 2026 and any shipment received at showsite after show opening will be charged 35% in addition to the above rates.	
and any simplifient received at showshe after show opening will be charged 33% in addition to the above rates.	
Note: Due to possible move-in on overtime and move-out on overtime, overtime fees will be applied	
Sub Total \$	
We understand that your calculation is only an estimate. Invoicing will be completed from the actual weight as listed on the inbout Adjustments will be made accordingly. <i>Adjustments must be paid at show site</i> . If you have any questions about material handling Vista Convention Services.	





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(O)

DEADLINE DATE: FEBRUARY 23, 2026

PRIORITY EMPTY CONTAINER RETURN

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

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

Priority Empty Container Ret	ırn\$115.00 per conta	ainer
Estimated Number of Pieces	,, <u> </u>	
PLEASE NOTE Special E Labe	mpty Container Labels are required for this se ls must be picked up at Vista's Service Desk.	rvice.
	Sub Total \$	
COMPANY NAME:	ВООТН #	_





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MONTHLY LONG-TERM STORAGE

MONTHLY LONGTERM STORAGE

Vista Convention Services can provide monthly long term storage at the following rates - \$0.75 per cubic ft. per month.

- \$100.00 minimum per month
- \$20.00 per cwt. handling charge one way
- PLEASE CONTACT VISTA'S CUSTOMER SERVICE DEPARTMENT @ 609-485-2421 IF YOU ARE INTERESTED IN LONG TERM STORAGE

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

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

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

	Sub Total \$
Company Nama	Booth
Company Name	DOOUN

ADVANCE WAREHOUSE SHIPMENTS ONLY	ADVANCE WAREHOUSE SHIPMENTS ONLY
FROM:	FROM:
TO:	TO:
(EXHIBITOR NAME) (BOOTH #) 2026 TRI-STATE CAMP CONFERENCE	(EXHIBITOR NAME) (BOOTH #) 2026 TRI-STATE CAMP CONFERENCE
c/o VISTA CONVENTION SERVICES	c/o VISTA CONVENTION SERVICES
300 COMMERCE DRIVE	300 COMMERCE DRIVE
EGG HARBOR TOWNSHIP, NJ 08234	EGG HARBOR TOWNSHIP, NJ 08234

FOR ADVANCE SHIPMENTS ONLY

Deliver NO LATER than Friday, February 27, 2026 / Receiving Hours: 8am - 3:00pm, Monday through Friday, CHECK IN BY 3PM

ADVANCE WAREHOUS	E SHIPMENTS ONLY
FROM:	
TO:(EXHIBITOR NAME)	(BOOTH #)
2026 TRI-STATE CAN	MP CONFERENCE
c/o VISTA CONVENT	ION SERVICES
300 COMMERCE DR	IVE
EGG HARBOR TOW	NSHIP, NJ 08234

ADVANCE WAREHOUSI	E SHIPMENTS ONLY
FROM:	
	-
TO:(EXHIBITOR NAME)	(BOOTH #)
2026 TRI-STATE CAN	MP CONFERENCE
c/o VISTA CONVENT	ION SERVICES
300 COMMERCE DR	IVE
EGG HARBOR TOW	NSHIP, NJ 08234

ON-SITE DIRECT SI	HIPMENTS ONLY
FROM:	_
то.	
TO:(EXHIBITOR NAME)	(BOOTH #)
2026 TRI-STATE CAN	
c/o VISTA CONVENT	
ATLANTIC CITY CO	NVENTION CENTER
BACHARACH BLVD	
ATLANTIC CITY, NJ	08401
,	

ON-SITE DIRECT	SHIPMENTS ONLY
FROM:	
TO:	
(EXHIBITOR NAME)	(BOOTH #)
2026 TRI-STATE CA	MP CONFERENCE
c/o VISTA CONVENT	ΓΙΟΝ SERVICES
	ONVENTION CENTER
BACHARACH BLVD)
ATLANTIC CITY, N.	J 08401

FOR ON-SITE DIRECT SHIPMENTS ONLY

	ON-SITE DIRECT S	HIPMENTS ONLY
FROM	М:	
TO:_	(EXHIBITOR NAME)	(BOOTH #)
	2026 TRI-STATE CAN	MP CONFERENCE
	c/o VISTA CONVENT	ION SERVICES
	ATLANTIC CITY CO	NVENTION CENTER
	BACHARACH BLVD	
	ATLANTIC CITY, NJ	08401

<u>ON-SITE DIRECT S</u>	SHIPMENTS ONLY
FROM:	
ГО:	
(EXHIBITOR NAME)	(BOOTH #)
2026 TRI-STATE CAM	IP CONFERENCE
c/o VISTA CONVENT	ION SERVICES
ATLANTIC CITY CO	NVENTION CENTER
BACHARACH BLVD	
ATLANTIC CITY, NJ	08401





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OUTBOUND SHIPPING INSTRUCTIONS

SHIPPING OUTBOUND FROM SHOW SITE

- · All outbound shipments *must* be accompanied by an official show bill-of-lading.
- · You may obtain show bills-of-lading after reviewing your invoice at show site.
- · When shipping to separate destinations, a separate bill-of-lading is required for each destination.
- · All outbound shipments should be addressed/labeled as follows:

Label each item as follows:

From: (Your Company Name)

Booth #:

Show Name:

TRI STATE CAMP CONFERENCE

Location: ATLANTIC CITY CONVENTION CENTER

To: (Shipping Address)

· Once your shipment is packed and labeled, *return your show bill-of-lading to the Vista Service*Desk. All bills-of-lading must be turned in no later than 8:00pm on Wednesday, March 11, 2026.

DO NOT LEAVE BILLS OF LADING IN YOUR BOOTH!!

- Failure to turn in your show bill-of-lading by the designated deadline may result in additional over times charges and/or the rerouting of your materials through our house carrier, LibertyCFS.
- Be sure to confirm pickup day(s) and time(s) with your selected carrier. All outside carriers (carriers other than LibertyCFS) must be checked in *no later* than 8:00pm on Wednesday, March 11, 2026.





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P: 609-485-2421 F: 609-485-2392

OUTBOUND BILL OF LADING REQUEST

Outbound Shipping Information

Complete this form to request a pre-printed outbound bill of lading and shipping labels for your outbound shipment. BOL's and labels will be available for pick-up at the Vista Service Desk.

REQUESTS SHOULD BE SUBMITTED BY: FEBRUARY 23, 2026

Ship to (Company):			
Attention:			
Destination (Street Address):			
City:	State:	Zip:	
Phone:			
(Q ₂	ng Method		
FedEx (Express or Ground)	Left (UPS (ground)		
Exhibitors using FedEx or UPS must p	prøvide pre-printed labels	with their account number	
Freight Ch	narges Guaranteed	By	
Company/Exhibitor:	- Cx		
Attention:			
Permanent Street Address:		<u>/·</u>	
City:	State:Zi	0:2	
Phone:	Email:		
**Exhibitors using FedEx or UPS must p Freight Ch Company/Exhibitor: Attention: Permanent Street Address: City: Phone: **Exhibitors using FedEx or UPS must p Freight Ch Shipping Labels Requestions and the second part of Shipping Labels Requestions are second part of Shipping Labels Requestions.	ing Labels Reques	t Oo	
# of Shipping Labels Reques Exhibitors using FedEx or UI	sted: PS must provide pre-printe	d labels with their account numb	er.
	<u>Notes</u>		
Please complete one form per shipment. Please review the Material Handling Information		eave Bills of Lading in your bo	
Company Name:		Booth #	





LibertyCFS is Proud to be Vista Convention Services' Official Carrier

As the Official Logistics Provider for *TRI STATE CAMP*, LibertyCFS offers the premium service your show demands. We are intimately familiar with all the move in and out times and procedures, no guess work here. Additionally, as Vista's official partner we have preferential treatment no other carrier can offer such as no detention time, live contacts at either the Advance warehouse or directly at Show Site. Unlike any other carrier if you or your representative at show site approaches the Vista service desk, they will be able to assist with information about your specific booth.

LibertyCFS makes booking your shipment simple and streamlined. We are truly a one stop shop. We handle everything for you whether you're shipping a single piece or several truckloads, Domestically or Internationally to the Advance Warehouse or directly to Show Site we have you covered. If you have any questions or you're ready to book, we're available via Phone, Chat, or email.

Website: https://libertycfs.us

Phone: 1-866-938-1092

Email: exhibitorservices@libertycfs.us

Mobile QR code:







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MATERIAL HANDLING SPECIAL SERVICES

EMPTY STORAGE

Those exhibitors who elect to **hand-carry in one trip** items into the exhibit hall without the assistance of Vista Convention Services may acquire on-site storage for empty containers based on the following rates: \$30 per carton and \$40 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 \$320.00 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 \$20.00 per cwt. on straight time; \$24.00 per cwt. on overtime, with a 1,000 lb. minimum. Warehouse storage space is limited. Please call our Customer Service Department at (609) 485-2421 to confirm availability prior to show.

SPECIAL RATES AND SERVICES

Steel banding: \$1.50 per linear foot, plus one-half hour minimum labor

Shrink Wrap Skid: \$70.00 per skid, labor included

Clear Tape: \$25.00 roll

Double Face Tape: \$45.00 roll

UPS & FEDEX SHIPMENTS

A fee of \$115.00 will apply for all UPS & FedEx shipments going back to Vista Convention Services Warehouse.

Sub Total \$_	

COMPANY NAME BOOTH #

Submit order with payment to: orders@vistacs.com before deadline date!





LIMITS OF LIABILITY & RESPONSIBILITY FOR LABOR

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



DISCOUNT DEADLINE DATE: FEBRUARY 23, 2026



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LABOR ORDER FORM

CARPENTER LABOR FOR INSTALLATION & DISMANTLING OF EXHIBITS Carpenter Rates:

STRAIGHT TIME:

Advance Rate \$128.00/hr. Standard Rate \$167.00/hr.

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

OVERTIME:

Advance Rate \$192.00/hr. \$250.50/hr.

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

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

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

PLEASE INDICATE SERVICE REQUIRED:

■ PLAN A - EXHIBITOR'S SUPERVIS	ION All work performed r	nust be under	the supervision of the E	xhibitor.
	0			Estimated Labor
	# WORKERS DATE	TIME	APPROX. HOURS	\$
SET-UP	· L;			s
DISMANTLE				Ů
■ PLAN B - VISTA SUPERVISION F	Hourly rate plus 35% Super	vision Charge	/ Minimum \$70.00/\$80.0	Estimated Supervision \$
Name of Carrier	# Cra	tes	Cartons	Skids
After Dismantle Return Display To:			0,0	
		VI	A	
Vista shall not be responsible for damage, le responsible for loss, theft, or disappearance of				reloading after the show.
COMPANY NAME:			BOOTH#	



ATLANTIC CITY CONVENTION CENTER ATLANTIC CITY, NEW JERSEY MARCH 10-11, 2026



6575 Deliian ... PO Box 3000 Pleasantville, NJ 08232 WWW.VISTACS.COM

P: 609-485-2421 F: 609-485-2392

DEADLINE DATE: FEBRUARY 23, 2026

FORKLIFT LABOR ORDER FORM

Order forklift labor only if you need to assemble, move, unskid, relocate, unpack heavy equipment, after it has been delivered to your booth.

PLEASE NOTE: Exhibitors are allowed a one-time spotting of equipment or machinery (within 6" tolerance) in its initial delivery as handled from carrier to booth, provided exhibitor or his representative is present at time of delivery to booth. It is not necessary to order a forklift for this function. However, any additional movement or unskidding at exhibit booth will require a forklift order. Do not order forklift labor for motorized or mobile equipment.

Workers and material handling equipment ordered for the start of the day will be provided at 8:00 AM. Any orders, after 8:00 AM, will be assigned after finishing earlier requests.

Exhibitors must verify any forklift labor and material handling equipment orders on the show floor. All workers and material handling equipment must be signed in and out at the Service Desk. Cancellation of any advance order for forklift labor or material handling equipment must be at least 24 hours in advance.

Forklift crew consists of: Forklift	v/Operator					
There is a minimum charge of one hour po 4:30 PM weekdays, overtime before 8:00	er crew member. AM and after 4:3	Half-hour incr 30 PM weekday	ements will app s and all hours	ply after the f on Saturday	first hour. Straight t and Sunday, and do	ime rates apply 8:00AM - ouble time on holidays.
RIGGER FORKLIFT w/OPERATOR - (up to 5,000 lbs. ca Larger forklift and/or crane service i		our our	OVERTIL \$211.50 I \$357.00 I	er hour	DOUBLE 7 \$282.00 per \$476.00 per	hour
	F	ORKLIFT L	ABOR REQ	UEST		
	5,000 lbs. forklift w/operator	helper/spotter 1 or 2	Date	Time	Approx. Hours	Estimated Forklift
SET-UP:			9	5.		s
DISMANTLE:				11/2		s
	# Pieces to be	e spotted	Не	aviest Piec) jes	
					C/j	
				[Sub Total \$	
Company Name					Boo	th





P: 609-485-2421 F: 609-485-2392

PO Box 3000 Pleasantville, NJ 08232 WWW.VI

NJ 08232 WWW.VISTACS.COM

HANGING OF CEILING SIGNS ORDER FORM

DISCOUNT

DEADLINE DATE: FEBRUARY 23, 2026

VISTA Convention Services reserves the right to assemble, install, and dismantle "Hanging Signs", non-electrical with approved devices and type of cable to safely hang sign.

- * All signs must be approved by Show Management and Vista Convention Services, prior to hanging.
- * All sign orders must be received in Advance of Deadline Date. All orders received after the Deadline Date will be charged the standard rate. Orders received at the Service Desk are subject to availability and a 50% surcharge.
- * Complete plans must be provided and forwarded to VISTA Convention Services together with the completed Sign Hanging Order Form.

RATES FOR HANGING NON-ELECTRICAL SIGNS:

HIGH LIFT AND CARPENTERS - Two (2) Person Crew Required

If sign requires assembly, dismantle, installation of supporting devices or hoisting cable, work will be done on a Time and Material basis. Any materials used for the hanging of signs, will be invoiced accordingly.

There will be a minimum charge of 1 hr. per crew on Installation and 1 hr. minimum charge per crew on Dismantle.

Straight Time 8:00 AM - 4:30 PM Monday through Frida Overtime Before 8:00 AM and after 4:30 PM Monday thru Friday, and all hours on Saturd Double Time All Holidays THE FOLLOWING INFORMATION MUST BE COME	\$807.00 per hr 2 person crew & lift day and Sunday \$1076.00 per hr 2 person crew & lift	\$1008.00 per hr 2 person crew & lift \$1344.00 per hr 2 person crew & lift
DATE REQUIREDTIME	ESTIMATED HOU	RS
TYPE OF SIGN: \square Wood \square Metal \square Cloth Ba	anner Other	
SIZE OF SIGN: Height Length	Width Weight	
SHAPE OF SIGN: ☐ Square ☐ Rectangle ☐ Ci	rcle Triangle Other	
CENTER SIGN OVER BOOTH □		76
NUMBER OF FEET FROM FLOOR TO TOP OF S	SIGN	<u> </u>
NUMBER OF FEET IN FROM FRONT OF BOOT	Н	
NUMBER OF FEET IN FROM LEFT EDGE OF SI	IGN	
		Sub Total \$
Company Name	Booth	







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STANDARD BOOTH FURNISHINGS & ACCESSORIES ORDER FORM

QTY.	DISCOUNT STANDARD AMT. RATES RATES	QTY.		DISCOUNT RATES	STANDARD RATES	AMT.
	SEATING Side Chair (black only)	Price includes w Circle color: Bl **IF NO COL 2' x 2' x 2' x 2' x	D DISPLAY T thite vinyl top & 3 sides ue Black Burgundy Pu OR IS SELECTED, SI 4' x 30"	rple Gray Red HOW COLORS \$168.00 198.00 230.00	Teal White F WILL PREV \$218.00 257.00	Iunter Green
	Round Pedestal Table (30"h x 30"rd)	Price includes w Circle color: Bl **IF NO CO. 2' x 2' x 2' x 2' x	DISPLAY TAB Thite vinyl top & 3 sides the Black Burgundy Pu LOR IS SELECTED, S 4' x 42"	222.00 254.00 299.00	Teal White H	Iunter Green
	color: Blue Black Burgundy Purple Gray Red Teal White Hunter Gree 3' Special Siderails	2' x 2' x	PED DISPLAY 4' x 30" 6' x 30" 8' x 30"	79.00 92.00	5 - 30" H 102.00 120.00 141.00	IGH
White	Vinyl 4' One Step 74.00 96.00 6' One Step 87.00 113.00	2' x	ED DISPLAY TA 4' x 42" 6' x 42" 8' x 42"	102.00 114.00	132.00 148.00 169.00	R HIGH
received a	NT POLICY: Payment in full of rental charges including applicable tax, must acc after deadline date or placed at the the Service Desk will be invoiced at standard rat CANCELLATION POLICY: Items cancelled before the deadline dat	es. Invoices must be	settled at the Service Desk at 50%. NO REFUND	prior to show clos	sing. No teleph DLINE DA	one orders
Comp	any Name		Booth #			





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DEADLINE DATE: FEBRUARY 16, 2026

FABRIC BACKWALL DISPLAY RENTAL ORDER FORM

Discount Rate

Standard Rate \$4400.00

VCS F-10 / 10'w x 8'tall Full Graphic Display......\$3400.00





VCS F-20 20'w x 8'tall Full Graphic Display......\$4700.00

\$6150.00



All labor to install & dismantle displays are included in rental price. Approved graphics MUST be received by the deadline date above.

RENTAL UNIT OPTIONAL ACCESSORIES:				
10' Unit 2 lights	Discount Rate \$144.00	Standard Rate \$187.00		
20' Unit 4 lights	\$287.00	\$373.00		

*Power is *NOT* included in rental of lights. Exhibitor must order basic power from Facility.

COUNTERS: Qty.	Discount Rate	Standard Rate	
1 Meter Counter w/o graphics	\$331.00	\$431.00	
2 Meter Counter w/o graphics	\$414.00	\$538.00	
1 Meter Counter w/front graphic panel	\$546.00	\$710.00	
2 Meter Counter w/front graphic panel	\$844.00	\$1100.00	
Graphic Dime	nsions provided	l upon request	
Counter Colors: (*check one)			
White	Blue	Gray	
		,	
	1		

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

ORDERS RECEIVED AFTER THE DEADLINE DATE ARE SUBLECT TO AVAILABILITY AND STANDARD PRICING

Sub Total \$

Company Name	Booth
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GRAPHIC GUIDELINES

DEADLINE DATE: FEBRUARY 16, 2026

GUIDELINES FOR SUBMITTING GRAPHICS

Vista Convention Services-Design/Graphics Department

Vista Convention Services can accept graphic files created with the following programs:

Adobe Acrobat Professional CC Adobe Illustrator CC Photoshop CC Adobe InDesign CC

While Adobe Acrobat high resolution PDF files are preferred, vector files, which can be resized without losing resolution, are also acceptable.

ALL vector files MUST have fonts converted to outlines or curves, and/or include all the fonts which you have used to create your files (True or Open Type Font only).

Any bitmapped or raster files, such as .tif, .bmp, .jpeg, must be of sufficient resolution to print properly at the intended dimensions. Resolution should be 300dpi on a half size graphic or actual size graphic at 90-120 dpi. If uncertain as to requirements please call Vista to consult with our Graphic Designer.

(*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.

Vista is not responsible for spelling errors or low resolution images sent by clients. Additional fees will apply if correction/replacement is necessary.

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 less than 30 MG may be sent by via e-mail. Vista Drop Box information is available upon request.





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PAYMENT & CREDIT CARD AUTHORIZATION FORM

Please complete the information requested & return payment in full with this form and your orders. You may choose to pay by credit card, check or bank wire transfer, however; WE REQUIRE YOUR CREDIT CARD AUTHORIZATION TO BE ON FILE WITH VISTA CONVENTION SERVICES. For your convenience, we will use this authorization to charge your credit card for any additional amounts incurred as a result of show site orders placed by your representative for this event.

Standard Booth Furnishings & Accessories	\$		
Fabric Backwall Display Rental	\$		
Estimated Labor	\$		
Estimated Sign Hanging	\$		
Forklift Labor	\$		
Priority Empty Container Return	\$		
Estimated Warehouse Material Handling (Show-Site Receiving No Charge)			
*ADD 6 625% NI SALF	OIAL 5 STAY \$		
NET AMOUNT DUE			
3-3-7 MAC - 75 11 1 A C - 7	NJ.		
* Note: All Services are Taxable in the State of INDICATE PAYMENT METHOD:			
INDICATE LATMENT METHOD.			
Check # Dated Amoun	nt \$		
Charge to: MasterCard VISA American Express			
Account #			
Expiration Date			
Expiration Date CVV	20		
Cardholder's Name	9		·
Cardholder's Address (Print or Type) City		State	Zip
Signature		10	
Signature	Y.	9	
Company Name		Booth #	
Street Address		Phone #	
City	_ State		Zip
Ordered by (Print or Type)E-Mail			
Signature			





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PAYMENT POLICIES

- Orders received without full payment or credit card information will *NOT* be processed.
- A credit card on file is *required* when using Vista Convention Services
- All charges *must* be paid prior to close of show.
- For your convenience, we accept the following methods of payment: cash, checks and money orders drawn on U.S. banks in U.S. funds, and credit cards including VISA, MasterCard and American Express.
- Purchase Orders are not considered payment, therefore, a check or credit card is required.
- Credit Card refunds are subject to a 3% processing fee.

WIRE TRANSFER

- Bank information call Vista Convention Services (609) 485-2421 or e-mail: dvenezia@vistacs.com
- Wire transfers must be initiated and confirmed at least two weeks before move-in.
- Wire transfers must include the show name, company name and booth number.
- Due to various processing fees we incur from banks clearing wire transfers into our accounts, Vista will charge the following fees:
 - ⇒ Domestic incoming wire transfer fee: \$25.00
 - ⇒ International incoming wire transfer fee: \$35.00

CANCELLATIONS & ADJUSTMENTS

- Items cancelled before the deadline date will be refunded at 50%, unless otherwise noted on Order Form.
 NO REFUNDS AFTER DEADLINE DATE.
- **NO** adjustments will be made after close of the show.

TAX EXEMPTION

- If tax exempt, a copy of your tax exempt certificate MUST accompany your order. This is NOT a resale certificate.
- NO adjustments for tax exempt status will be made after close of the show.

THIRD PARTY PAYMENT BILLING

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

MISCELLANEOUS

- NO telephone orders accepted
- Rental items not ordered, yet found in booths, are invoiced at "Standard" pricing.
- All prices are in U.S. dollars (\$).
- All rental items are subject to applicable taxes.
- All rental items remain the property of Vista Convention Services.





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THIRD PARTY AUTHORIZATION & STATEMENT OF PAYMENT TERMS

DEADLINE

DATE:

FEBRUARY 23, 2026

You may arrange for a third party to handle your display and be billed for services. Vista Convention Services will agree to this arrangement if the third party has a satisfactory payment record with us. **BOTH** firms must complete this form. Return this form by the Discounted Deadline Date. In the event of nonpayment by the third party, the exhibitor agrees to accept responsibility for payment of all charges incurred. Should the third party fail to present full payment at show site, the exhibitor will assume responsibility for payment.

exhibiti ng company name:	BOOTH#
contac t person:	signatu re:
CHECK ITEMS TO BE BILLED TO THIRD PARTY:	
All ServicesMateria	al Handling/In and Out
I&D LaborRental Furniture & Carp	petSigns Other (Please specify)
THIRD PARTY'S CREDIT CARD CHARGE AUTHORIZATION **Infor	mation must be provided**
□ MasterCard □ Visa □ American Express Expirati	ion Date
Account Number	CVV
Cardholder's Signature	Print Name
Cardholder's Billing Address	CityStateZipCountry
THIRD PARTY NAME:	
Contact person:	SIGNATURE:
Show site representative:	
Phone number:	EMAIL: