

**NJ SCHOOL BUILDING  
& GROUNDS  
ASSOCIATION**

TRUMP TAJ MAHAL CASINO RESORT  
GRAND BALLROOM  
ATLANTIC CITY, NEW JERSEY  
APRIL 3-4, 2012

**VISTA**  
CONVENTION SERVICES

6804 DELILAH ROAD  
PO BOX 3000  
PLEASANTVILLE, NJ 08232  
Tel: (609) 485-2421 Fax: (609) 485-2392  
WWW.VISTACS.COM

**BOOTH PACKAGE  
AND EXHIBIT  
TIMES**

TUE., APRIL 3 - 9:00 AM - 5:00 PM  
WED., APRIL 4 - 8:30 AM - 12:00 PM

Dear Exhibitor:

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

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

NJ SCHOOL BUILDING & GROUNDS ASSOCIATION  
Mr. Bruce Doty  
2955 Rt. 70  
Browns Mills, NJ 08015  
Tel: (609) 850-1082  
Email: njsbgaexpo@yahoo.com

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

Customer Service  
VISTA CONVENTION SERVICES  
6804 Delilah Road  
PO Box 3000  
Pleasantville, NJ 08232-0036  
Tel: (609) 485-2421  
Fax: (609) 485-2392  
email: info@vistacs.com

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

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

**8' high backdrape - burgundy / beige**  
**3' high siderails - burgundy**  
**7' x 44' ID Sign**

**1 - 8' draped table - burgundy**  
**2 - side chairs**  
**1 - wastebasket**

**NOTE: EXHIBIT FLOOR IS CARPETED**

# **NJ SCHOOL BUILDING & GROUNDS ASSOCIATION**

## **EXHIBIT AREA INSTALLATION AND DISMANTLE**

### **Load-In Dates & Times**

MONDAY	APRIL 2, 2012 - 5:00 PM - 9:00 PM
TUESDAY	APRIL 3, 2012 - 6:00 AM - 9:00 AM

### **Exhibit Dates & Times**

TUESDAY	APRIL 3, 2012 - 9:00 AM - 5:00 PM
WEDNESDAY	APRIL 4, 2012 - 8:30 AM - 12:00 PM

### **Dismantle Dates & Times**

WEDNESDAY	APRIL 4, 2012 - 12:00 PM - 4:00 PM
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**\*\*Any display not removed by the exhibitor, will be moved to Vista's Warehouse at the Exhibitor's expense\*\***

Thank you,  
Vista Convention Services  
Customer Service

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**PAYMENT & CREDIT  
CARD  
AUTHORIZATION  
FORM**

**DEADLINE DATE:  
MARCH 16, 2012**

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

**ORDER RECAP**

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

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

**INDICATE PAYMENT METHOD:**

Check # \_\_\_\_\_ Dated \_\_\_\_\_ Amount \$ \_\_\_\_\_

Charge to:  MasterCard  VISA  American Express

Indicate:  Personal Credit Card  Company Credit Card

Account # 

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

Expiration Date 

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

**PURCHASING CARD: VISA & MASTERCARD REQUIRES YOUR CUSTOMER CODE NUMBER \_\_\_\_\_**

Cardholder's Name \_\_\_\_\_

(Print or Type)

Cardholder's Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Signature \_\_\_\_\_

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

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

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

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

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

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

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

## **Limits of Liability and Responsibility**

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

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**PAYMENT  
POLICIES**

**DEADLINE DATE:  
MARCH 16, 2012**

**PAYMENT OPTIONS**

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

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

**2. Advance Payment by Company Check**

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

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

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

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

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

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

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

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

**4. Credit Card**

Use MasterCard, VISA or American Express. To accept charges, you must complete the PAYMENT AND CREDIT CARD CHARGE AUTHORIZATION form on the following page. For discount rates to apply, Vista Convention Services must receive this form by **MARCH 16, 2012**.

**SHOW SITE ORDERS**

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

**PAYMENT TERMS**

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

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

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

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

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

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

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**INTENT TO USE  
NON-OFFICIAL  
CONTRACTORS**

**DEADLINE DATE:  
MARCH 16, 2012**

**A NON-OFFICIAL CONTRACTOR IS:** Any individual who is not a full-time permanent employee of an exhibiting firm, who is providing a service to an exhibitor on-site at the convention facility and does not represent one or more of the official contractors.

1. Exhibitors who choose to use a Non-Official Contractor must complete and sign this form. It must be received at Vista Convention Services no later than the **Deadline Date** shown above. No extensions or exceptions will be granted after the published deadline.
2. The Non-Official Contractor must provide Vista Convention Services with an original "Certificate of Insurance". This certificate must be received no later than the **Deadline Date** shown above. No extensions or exceptions will be granted after the published deadline.
3. Failure to provide Vista Convention Services with the above items 1 and 2 will result in said firms being required to hire installation and dismantling labor from Vista Convention Services. Non-Official Contractors will be able to provide supervision only.
4. All representatives of the Non-Official Contractors must obtain an "EXHIBIT CREW" badge at Vista Convention Services Labor Desk.

**NOTIFICATION DEADLINE DATE: See Above.**

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

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

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

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

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

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

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

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

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

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

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

*Retain one copy for your files.*

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**STANDARD BOOTH  
FURNISHINGS &  
CARPET  
ORDER FORM**

**DEADLINE DATE:  
MARCH 16, 2012**

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

QTY.	DISCOUNT RATES	STANDARD AMT. RATES	AMT.
<b>SEATING</b>			
___ Upholstered Arm Chair (black only)	\$.59.50	\$74.45	___
___ Side Chair (black only)	\$.48.95	59.50	___
___ Padded Stool (black only)	\$.63.90	78.55	___

QTY.	DISCOUNT RATES	STANDARD AMT. RATES	AMT.
<b>ACCESSORIES</b>			
___ Cocktail Table	\$.59.00	74.45	___
___ Round Pedestal Table (30" h x 30" d)	\$.89.35	111.00	___
___ Round Pedestal Table (42" h x 30" d)	\$.107.45	133.40	___
___ Wastebasket	\$.18.55	22.40	___
___ Easel	\$.37.60	44.55	___
___ Chrome Sign Frame (22" x 28")	\$.71.10	89.10	___
___ Bag Holder	\$.89.10	111.50	___
___ 8' Stanchion	\$.27.30	34.50	___
___ Crossbar	\$.27.30	34.50	___
___ Garment Rack	\$.77.50	96.05	___
___ Literature Rack	\$.143.70	165.60	___

**STANDARD CARPET**

Price includes installation & taping front edge.

No guarantee of color match when ordering multiple carpets.

___ 9' x 10'	\$.136.50	167.00	___
___ 9' x 20'	\$.273.00	334.00	___
___ 9' x 30'	\$.409.50	501.00	___
___ 9' x 40'	\$.546.00	668.00	___
___ 9' x 50'	\$.682.50	835.00	___

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

**CUSTOM SIZE CARPET**

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

INDICATE OVERALL DIMENSIONS:

\_\_\_ ft. x \_\_\_ ft. (100 sq. ft. minimum) \$2.90 sq. ft. \$4.75 sq. ft. \_\_\_

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

**CARPET PADDING**

INDICATE OVERALL DIMENSION:

\_\_\_ ft. x \_\_\_ ft. (100 sq. ft. minimum) \$1.35 sq. ft. \$1.55 sq. ft. \_\_\_

QTY.	DISCOUNT RATES	STANDARD AMT. RATES	AMT.
<b>DRAPED DISPLAY TABLES - 30" HIGH</b>			
Price includes white vinyl top & 3 sides			
Circle color: Blue Black Burgundy Purple Gray Red Teal White Hunter Green			
___ 2' x 4' x 30"	\$.95.05	\$118.45	___
___ 2' x 6' x 30"	\$.112.30	140.35	___
___ 2' x 8' x 30"	\$.131.60	164.30	___

___ 2' x 4' x 30"	\$.95.05	\$118.45	___
___ 2' x 6' x 30"	\$.112.30	140.35	___
___ 2' x 8' x 30"	\$.131.60	164.30	___

QTY.	DISCOUNT RATES	STANDARD AMT. RATES	AMT.
<b>DRAPED DISPLAY TABLES - 42" COUNTER HIGH</b>			
Price includes white vinyl top & 3 sides			
Circle color: Blue Black Burgundy Purple Gray Red Teal White Hunter Green			
___ 2' x 4' x 42"	\$.125.70	151.40	___
___ 2' x 6' x 42"	\$.144.20	172.00	___
___ 2' x 8' x 42"	\$.154.75	193.40	___

___ 2' x 4' x 42"	\$.125.70	151.40	___
___ 2' x 6' x 42"	\$.144.20	172.00	___
___ 2' x 8' x 42"	\$.154.75	193.40	___

**UNDRAPED DISPLAY TABLES - 30" HIGH**

___ 2' x 4' x 30"	\$.43.70	54.35	___
___ 2' x 6' x 30"	\$.51.50	63.85	___
___ 2' x 8' x 30"	\$.61.55	74.70	___

**UNDRAPED DISPLAY TABLES - 42" HIGH**

___ 2' x 4' x 42"	\$.56.40	68.50	___
___ 2' x 6' x 42"	\$.63.35	78.55	___
___ 2' x 8' x 42"	\$.73.40	90.65	___

**DRAPED RISERS**

White Vinyl			
___ 4' One Step	\$.43.30	52.55	___
___ 6' One Step	\$.51.25	63.90	___

**MISCELLANEOUS**

___ 3' Black Stanchion/Pull out Tape	\$.53.60	69.00	___
(7 1/2 ft. lengths)			

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

ALL CHARGES SUBJECT TO NJ SALES TAX (7%)  
FULL PAYMENT MUST ACCOMPANY ORDER  
TOTAL ALL ITEMS ORDERED  
ATTACH TO ORDER RECAP & CREDIT CARD AUTHORIZATION FORM  
ENTER TOTAL

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

MAIL OR FAX TO VISTA CONVENTION SERVICES BEFORE DEADLINE DATE



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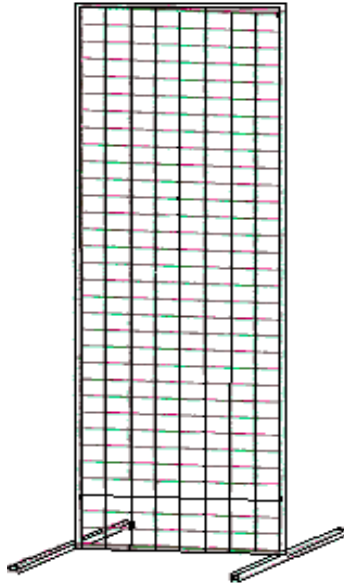
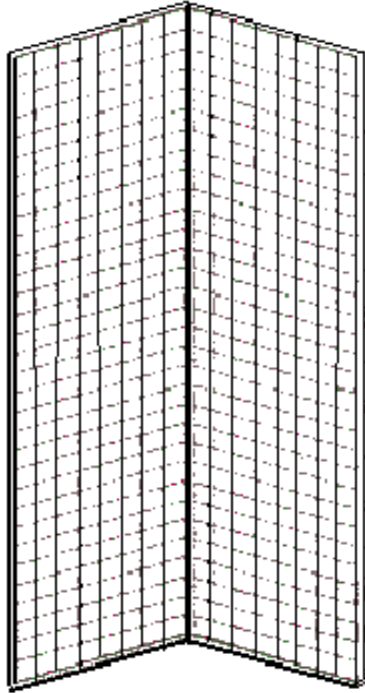
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WWW.VISTACS.COM

**GRID WALLS  
ORDER FORM**

**DEADLINE DATE:  
MARCH 16, 2012**

**Style A: 2' x 8'**

**Style B: 2' x 6'**



**STYLE A:**

ORDER 2'x8' GRIDS IF YOU ARE PLANNING TO STRING THE GRIDS TOGETHER. MINIMUM ORDER 2 GRIDS

**STYLE B:**

ORDER 2'x6' GRID WITH FEET FOR A SINGLE FREE STANDING GRID.

PLEASE SUPPLY DIAGRAM OF LOCATION IN BOOTH FOR SET-UP

**NOTE:** NO GRID CAN BE HUNG OFF THE BOOTH EQUIPMENT DRAPE.

HOOKS TO BE SUPPLIED BY EXHIBITOR

**QUANTITY OF GRIDS REQUIRED:**

		DISCOUNT RATE	STANDARD RATE	AMOUNT
___ Style A	2' x 8' Grid (Minimum order (2) Grids).....	\$57.95	\$71.85	_____
___ Style B	2' x 6' Grid (w/feet).....	68.00	87.05	_____

**PAYMENT POLICY:** Payment in full including applicable tax, must accompany your advance order to qualify for discount rates. All orders placed at the service desk will be invoiced at Standard Rates. Invoices must be settled at the service desk prior to show closing. No telephone orders accepted. All charges payable in U.S. funds only. Check, Cash, Traveler's Check, VISA, MasterCard and American Express are accepted.

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

**SUBJECT TO NJ SALES TAX (7%)  
FULL PAYMENT MUST ACCOMPANY ORDER  
TOTAL ALL ITEMS ORDERED  
ATTACH TO ORDER RECAP & CREDIT CARD AUTHORIZATION FORM  
ENTER TOTALS**

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

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

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**VCS MODULAR  
RENTAL UNITS**

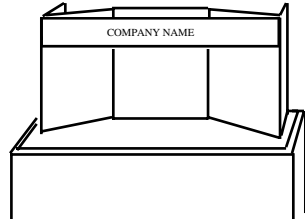
**DEADLINE DATE:  
MARCH 16, 2012**

VCS TableTop Unit contains lighted header, 8' draped table

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

\* Check one

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



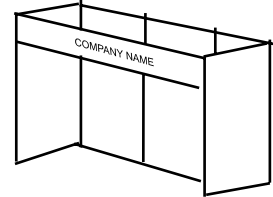
Price \$720.00

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


\* Check one

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

Price \$2,050.00



**Optional Rental Accessories**

	Qty.	Price	Total
*Side Rail (each)	_____	\$135.00	_____
*Counters colors: (check color)	<input type="checkbox"/> white <input type="checkbox"/> blue <input type="checkbox"/> Gray		
 40"L x 42"H x 18"W	_____	376.00	_____
80"L x 30"H x 22"W	_____	435.00	_____

\* Extra Shelves

1 - Shelf & 2 - Brackets \_\_\_\_\_ 54.00 \_\_\_\_\_

**All units include:**

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

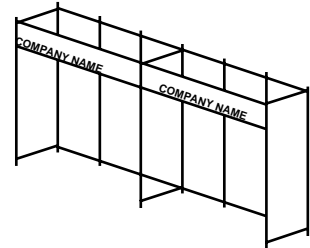
**Custom units available. Please call for pricing.**

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

\* Check one

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

Price \$4,000.00

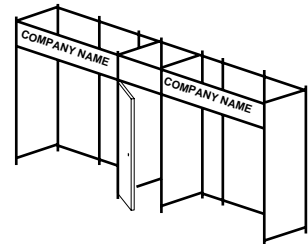


VCS C-20 Unit contains 4-shelves, 8-brackets

\* Check one

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

Price \$4,250.00



**HEADER COPY:**

**PAYMENT POLICY:** Payment in full including applicable tax, must accompany your order.  
SUBJECT TO NJ SALES TAX (7%)  
FULL PAYMENT MUST ACCOMPANY ORDER  
TOTAL ALL ITEMS ORDERED  
ATTACH TO ORDER RECAP & CREDIT CARD AUTHORIZATION FORM  
ENTER TOTALS

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

MAIL OR FAX TO VISTA CONVENTION SERVICES BEFORE DEADLINE DATE





## IMPORTANT NOTICE

### TO EXHIBITORS AND CONVENTION ATTENDEES

The Trump Taj Mahal has no facilities for the storage of exhibits and/or exhibit materials. All materials must be shipped directly to the drayage company for the transport to the Trump Taj Mahal on the day of load-in.

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

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

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

Thank you.

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**MATERIAL  
HANDLING  
ORDER FORM**

**DEADLINE DATE:  
SEE #3**

**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, MARCH 23, 2012. 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, APRIL 2, 2012.**
4. **WHERE TO SHIP:**

Address all shipments consigned to SHOWSITE to:

Exhibitor's Name \_\_\_\_\_  
Booth No. \_\_\_\_\_  
**NJ SCHOOL BUILDING & GROUNDS ASSOCIATION  
c/o Vista Convention Services  
Trump Taj Mahal Casino Resort  
Grand Ballroom  
Pennsylvania Avenue & the Boardwalk  
Atlantic City, NJ 08401**

Address all shipments consigned to WAREHOUSE to:

Exhibitor's Name \_\_\_\_\_  
Booth No. \_\_\_\_\_  
**NJ SCHOOL BUILDING & GROUNDS ASSOCIATION  
c/o Vista Convention Services  
6804 Delilah Road  
Egg Harbor Township, NJ 08234**

5. RATE SCHEDULE:

**Warehouse Inquiries: (609) 485-2421**

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

**ST Rate: \$80.00 per cwt. - 200# Minimum**

The above rate includes the following:

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

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

**ST Rate: NO CHARGE**

The above rate includes the following:

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

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

**ST Rate: NO CHARGE**

The above rate includes the following:

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

**D. OVERTIME RATE: Add 25% if handled IN or OUT on overtime.**

**Add 50% if handled both IN & OUT on overtime.**

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

**ALL CHARGES SUBJECT TO NJ SALES TAX (7%)**



**NJ SCHOOL BUILDING  
&  
GROUNDS  
ASSOCIATION**

TRUMP TAJ MAHAL CASINO RESORT  
GRAND BALLROOM  
ATLANTIC CITY, NEW JERSEY  
APRIL 3-4, 2012



6804 DELILAH ROAD  
PO BOX 3000  
PLEASANTVILLE, NJ 08232  
Tel: (609) 485-2421 Fax: (609) 485-2392  
WWW.VISTACS.COM

**MATERIAL  
HANDLING  
RECAP**

**WAREHOUSE  
DEADLINE DATE:  
MARCH 23, 2012**

**SHIPPING AND MATERIAL HANDLING RECAP**

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

<b>COMPUTATION OF ORDER:</b> When recording weight, round up to the next 100 pounds.		
<b>A. CRATED AND/OR SKIDDED FLOOR LOAD SHIPMENTS</b> Warehouse We will ship _____ lbs. @ \$80.00 per 100 lbs. (200 lb. minimum/\$160.00)		\$ _____
<b>B. CRATED AND/OR SKIDDED FLOOR LOAD SHIPMENTS</b> Showsite We will ship _____ lbs. @ NO CHARGE		
<b>C. UNCRATED, UNSKIDDED OR WRAPPED SHIPMENTS (SHOWSITE SHIPMENTS ONLY)</b> Showsite We will ship _____ lbs. @ NO CHARGE		
<b>E. OVERTIME FEES</b> All rates quoted above are straight time rates. All freight received at the warehouse and/or showsite that must be moved <b>into or out of</b> your booth before 8:00 a.m. or after 4:30 p.m. on weekdays, or anytime on Saturday, Sunday or Holidays, will be <b>charged each way</b> in addition to the above rates.  Warehouse We will ship _____ lbs. @ \$20.00 per 100 lbs. (200 lb. minimum/\$40.00)		\$ _____
<b>Delivery After Deadline Date:</b> Shipments received at the warehouse after 3:30pm or after <b>Friday, March 23, 2012</b> , and any shipment received at showsite after show opening will be charged 35% in addition to the above rates.		
<b>Note: Due to possible move-in on overtime and move-out on overtime, overtime fees will be applied</b>		
	7% Sales Tax	\$ _____
	<b>PAYMENT ENCLOSED</b>	\$ _____

We understand that your calculation is only an estimate. Invoicing will be completed from the actual weight as listed on the inbound bills of lading. Adjustments will be made accordingly. Adjustments must be paid at show site. If you have any questions about material handling, please contact Vista Convention Services, Exhibitor Service Department.

**COMPANY NAME:**

**BOOTH #**

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

**NJ SCHOOL BUILDING  
&  
GROUNDS  
ASSOCIATION**

TRUMP TAJ MAHAL CASINO RESORT  
GRAND BALLROOM  
ATLANTIC CITY, NEW JERSEY  
APRIL 3-4, 2012



6804 DELILAH ROAD  
PO BOX 3000  
PLEASANTVILLE, NJ 08232  
Tel: (609) 485-2421 Fax: (609) 485-2392  
WWW.VISTACS.COM

**MATERIAL  
HANDLING SPECIAL  
SERVICES**

## **MATERIAL HANDLING SPECIAL SERVICES**

### **EMPTY STORAGE**

Those exhibitors who elect to **hand-carry in one trip** items into the exhibit hall without the assistance of Vista Convention Services may acquire on-site storage for empty containers based on the following rates: \$20 per carton and \$30 per fiber case. This service includes removing empties from your booth, storing them during the show and returning them to your booth after show closing. Please refer to the union regulations included in this manual.

### **MOBILE UNIT SPOTTING**

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

### **SHIPMENTS RETURNED TO WAREHOUSE**

At the close of show, for re-forwarding or storage, there will be an additional charge of \$16.00 per cwt. on straight time; \$20.00 per cwt. on overtime, with a 1,000 lb. minimum. Warehouse storage space is limited. Please call our Customer Service Department at (609) 485-2421 to confirm availability prior to show.

### **SPECIAL RATES AND SERVICES**

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

### **UPS & FEDEX SHIPMENTS**

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

**ALL CHARGES SUBJECT TO NJ SALES TAX (7%)**

**ADVANCE WAREHOUSE SHIPMENTS ONLY**

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

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

NJ SCHOOL BUILDING & GROUNDS ASSOCIATION  
c/o VISTA CONVENTION SERVICES  
6804 DELILAH ROAD  
EGG HARBOR TOWNSHIP, NJ 08234

**ADVANCE WAREHOUSE SHIPMENTS ONLY**

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

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

NJ SCHOOL BUILDING & GROUNDS ASSOCIATION  
c/o VISTA CONVENTION SERVICES  
6804 DELILAH ROAD  
EGG HARBOR TOWNSHIP, NJ 08234

**FOR ADVANCE SHIPMENTS ONLY**

DELIVER NO LATER THAN FRIDAY, MARCH 23, 2012  
RECEIVING 8AM - 3:30PM, MONDAY - FRIDAY, CHECK IN BY 3PM

**ADVANCE WAREHOUSE SHIPMENTS ONLY**

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

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

NJ SCHOOL BUILDING & GROUNDS ASSOCIATION  
c/o VISTA CONVENTION SERVICES  
6804 DELILAH ROAD  
EGG HARBOR TOWNSHIP, NJ 08234

**ADVANCE WAREHOUSE SHIPMENTS ONLY**

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

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

NJ SCHOOL BUILDING & GROUNDS ASSOCIATION  
c/o VISTA CONVENTION SERVICES  
6804 DELILAH ROAD  
EGG HARBOR TOWNSHIP, NJ 08234

**ON-SITE DIRECT SHIPMENTS ONLY**

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

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

**NJ SCHOOL BUILDING & GROUNDS ASSOCIATION  
c/o VISTA CONVENTION SERVICES  
TRUMP TAJ MAHAL CASINO RESORT  
GRAND BALLROOM  
PENNSYLVANIA AVE & THE BOARDWALK  
ATLANTIC CITY, NJ 08401**

**ON-SITE DIRECT SHIPMENTS ONLY**

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

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

**NJ SCHOOL BUILDING & GROUNDS ASSOCIATION  
c/o VISTA CONVENTION SERVICES  
TRUMP TAJ MAHAL CASINO RESORT  
GRAND BALLROOM  
PENNSYLVANIA AVE & THE BOARDWALK  
ATLANTIC CITY, NJ 08401**

**FOR ON-SITE DIRECT SHIPMENTS ONLY**

**ON-SITE DIRECT SHIPMENTS ONLY**

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

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

**NJ SCHOOL BUILDING & GROUNDS ASSOCIATION  
c/o VISTA CONVENTION SERVICES  
TRUMP TAJ MAHAL CASINO RESORT  
GRAND BALLROOM  
PENNSYLVANIA AVE & THE BOARDWALK  
ATLANTIC CITY, NJ 08401**

**ON-SITE DIRECT SHIPMENTS ONLY**

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

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

**NJ SCHOOL BUILDING & GROUNDS ASSOCIATION  
c/o VISTA CONVENTION SERVICES  
TRUMP TAJ MAHAL CASINO RESORT  
GRAND BALLROOM  
PENNSYLVANIA AVE & THE BOARDWALK  
ATLANTIC CITY, NJ 08401**



APPLICATION FOR ELECTRICAL SERVICE

BOOTH # \_\_\_\_\_

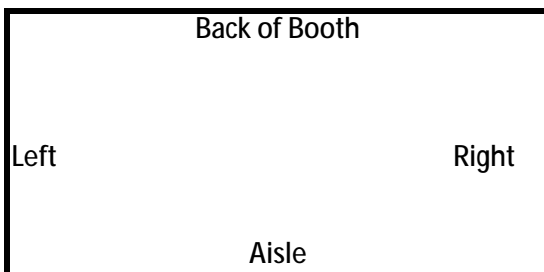
Name of Convention:		Function Dates:
Exhibiting Firm:		
Street:	Phone:	
City:	State:	Zip:
Authorized By:	Title	Date:

**IF PAYING BY CREDIT CARD PLEASE COMPLETE AND FAX TO 609-449-6842**

Type of Credit Card: \_\_\_\_\_ A/C# \_\_\_\_\_ Exp. \_\_\_\_\_  
 Cardholder Name: \_\_\_\_\_ Signature: \_\_\_\_\_  
 Please Print

**IF PAYING BY CHECK PLEASE MAIL WITH FORM 30 DAYS PRIOR TO EVENT TO:**

TRUMP TAJ MAHAL CASINO RESORT - 1000 Boardwalk at Virginia Avenue, Atlantic City, NJ 08401  
 ATTN: CONVENTION MANAGEMENT



Please indicate location of equipment, electrical service, and any other pertinent information.

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

I Do your require 24 hours service? Yes  No

AVAILABLE SERVICES	Qty	ADVANCE PAYMENT FOR SERVICE + 7% SALES TAX	DAY OF LOAD-IN PAYMENT FOR SERVICE + 7% SALES TAX
120 VAC 500W Maximum Single Receptacle		\$ 70.00 + \$ 4.90 = \$ 74.90	\$ 105.00 + \$ 7.35 = \$ 112.35
120 VAC 500W Single Receptacle (50 or more)		\$ 60.00 + \$ 4.20 = \$ 64.20	\$ 90.00 + \$ 6.30 = \$ 96.30
120 VAC 20 Amps 1800W with Quad Box		\$ 80.00 + \$ 5.60 = \$ 85.60	\$ 120.00 + \$ 8.40 = \$ 128.40
120/208 20 Amps Single Phase		\$ 95.00 + \$ 6.65 = \$ 101.65	\$ 142.50 + \$ 9.98 = \$ 152.48
120/208 30 Amps Single Phase		\$ 100.00 + \$ 7.00 = \$ 107.00	\$ 150.00 + \$ 10.50 = \$ 160.50
120/208 60 Amps Single Phase		\$ 105.00 + \$ 7.35 = \$ 112.35	\$ 157.50 + \$ 11.03 = \$ 168.53
120/208 20 Amps Three Phase		\$ 100.00 + \$ 7.00 = \$ 107.00	\$ 150.00 + \$ 10.50 = \$ 160.50
120/208 30 Amps Three Phase		\$ 105.00 + \$ 7.35 = \$ 112.35	\$ 157.50 + \$ 11.03 = \$ 168.53
120/208 60 Amps Three Phase		\$ 120.00 + \$ 8.40 = \$ 128.40	\$ 180.00 + \$ 12.60 = \$ 192.60
277/480 30 Amps Three Phase (Arena only)		\$ 195.00 + \$ 13.65 = \$ 208.65	\$ 292.50 + \$ 20.48 = \$ 312.98

RENTAL ITEMS:

10' Extension Cord		\$ 20.00 + \$ 1.40 = \$ 21.40
25' Extension Cord		\$ 30.00 + \$ 2.10 = \$ 32.10
6 Outlet Power Strip		\$ 50.00 + \$ 3.50 = \$ 53.50
6 Outlet Surge Protector		\$ 50.00 + \$ 3.50 = \$ 53.50
Cube Tap		\$ 5.00 + \$ 0.35 = \$ 5.35
Spot Light (Arena only)		\$ 20.00 + \$ 1.40 = \$ 21.40

**PLEASE NOTE: ANY LABOR ABOVE THE PRIMARY CONNECTION WILL BE CHARGED AT \$50.00 PER HOUR - MINIMUM ONE (1) HOUR. ANY SERVICE OVER 60 AMPS WILL BE QUOTED ON A PER JOB BASIS.**

These rates include only the bringing in of power lines to the booth and the primary connection of these lines to a piece of equipment which is already wired in the booth. Should wiring or connections beyond the primary connections just mentioned be required to permit operation and demonstration of equipment, such wiring can be completed at a rate based on time and material. It is advisable that all small motors up to 1 HP should be the universal type. Each motor of 1 HP or over must be equipped with a fusible switch. To avoid delay in installation, all equipment should be tagged and wired with full information as to the kind of current, voltage phase, cycle, horsepower, etc. ready for connections

**IMPORTANT NOTICE TO EXHIBITORS ON THE NEXT PAGE**

## NOTICE TO EXHIBITORS

1. Under no circumstances shall anyone other than TAJ MAHAL ENTERTAINMENT ELECTRICIANS make electrical connections
2. Wall, column and permanent building utility outlets are not a part of the booth space and are not to be used by exhibitors to be used by exhibitors.
3. All flexible cords shall be 3-wire unless the cord is a component part of an assembly which is specifically approved.
4. Electrical Code requires that any extension cord in a booth have mechanical protection from abrasion. If such protection is not supplied by Exhibitor, it can be provided at an additional charge.
5. Under no circumstances will any electrical cords be run under carpet.
6. Credit will not be given for electrical service installed and not used.
7. TRUMP TAJ MAHAL reserves the right to refuse hookup of any electrically unsound equipment.
8. Exhibitors requiring telephone service in their booth must contact TTM Convention Management at (609) 449-5266
9. AT&T Wireless Internet Access is available in all Exhibit and Meeting Space.

### STANDARD CONDITIONS FOR EXHIBITS AND DISPLAYS

**NON -FLAMMABLE MATERIALS:** All materials used in the Exhibit Hall, Ballrooms, Meeting Rooms, or any other room of the Hotel MUST be non-flammable to conform with the Fire Regulations of the State of New Jersey and the City of Atlantic City. Exhibitors having said materials MUST have available for inspection a "Certificate of Flame-proofing" while attending the trade show. Electrical wiring and equipment must conform to the National Electrical Code and the Electrical Code of Atlantic City. Material not conforming with such regulations will be removed immediately at the Exhibitor's expense. Engines, motors, or any kind of equipment may be operated only with the consent of the Trump Taj Mahal Convention Manager.

**RIGGING:** Any hanging of signs, banners, or other materials which require attachment to the Building, must be done by TRUMP TAJ MAHAL personnel. Since requirements will vary, please contact the Trump Taj Mahal Convention Manager at (609) 449-5266 to discuss your needs and the associated costs.

**FOOD AND BEVERAGE GIVEAWAYS:** The TRUMP TAJ MAHAL must be notified of any food or beverage dispensed or given away at individual exhibit booths. Food and beverage may be purchased directly from the Catering Department with advance notice.

**SPECIAL NOTICES:** No nails or bracing wires used in erection of displays may be attached to the building without the written consent of the Trump Taj Mahal Convention Manager. All property destroyed or damaged by Exhibitors must be replaced to its original condition by the Exhibitor or at the Exhibitor's expense.

**MOVE-IN / MOVE-OUT:** All exhibitors are required to load-in and out exhibits through the Pennsylvania Avenue Loading Dock. Under no circumstances will the exhibitor be allowed to move in or out through the Hotel Lobby or Porte Cochere area.

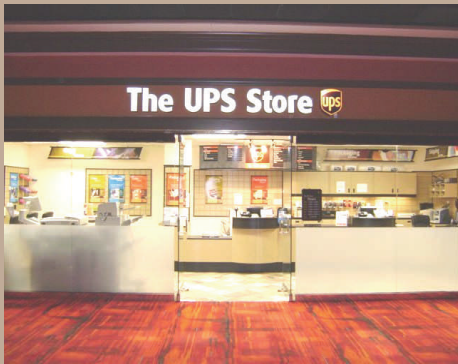
**LIABILITY:** Trump Taj Mahal will not be responsible for any injury, loss or damage that may occur to the Exhibitor, the Exhibitor's employees or property, or to any other person, prior, during, or subsequent to the period covered by the exhibit contract; providing said injury, loss, or damage is not caused by the willful negligence or wrongful act of any employee of the Hotel. Each Exhibitor expressly releases the Hotel from such liabilities and agrees to indemnify the Hotel against any and all claims for such injury, loss or damage.

**INSURANCE:** Exhibitors who desire to carry insurance on their exhibits must place it at their own expense.

**STORAGE:** The Hotel has no facilities for the storage of exhibits. All shipments for an exhibit must be shipped directly to the official drayage company for transportation to the TRUMP TAJ MAHAL. Shipments that arrive prior to the show will be directed to the UPS Store located in the Trump Taj Mahal. The UPS Store can be reached at (609) 441-9595 or [store6066@theupsstore.com](mailto:store6066@theupsstore.com)

**ALL BOOTH FURNITURE - I.E. CHAIRS, TABLES, ETC., MUST BE ORDERED THROUGH THE OFFICIAL EXHIBIT DECORATOR.**

**THE HOTEL RESERVES THE RIGHT TO IMMEDIATELY CLOSE ANY EXHIBIT THAT IS NOT IN CONFORMANCE WITH THESE REGULATIONS.**



The UPS Store  
 Business Center  
 At Trump Taj Mahal  
 1000 Boardwalk  
 Atlantic City, NJ 08401

Monday thru Friday  
 7:00am to 6:00pm  
 Saturday  
 8:00am to 5:00pm  
 Extended Hours  
 During Conventions  
 Including Sundays

Phone: 609-441-9595

Fax: 609-441-9550

Email:  
[store6066@theupsstore.com](mailto:store6066@theupsstore.com)

# DOCUMENT SERVICES

E-Mail Us Your Document Services Job  
 In Advance & We'll Have It Waiting For You !

- ° High Speed Digital B&W and Color Copies
- ° Brochures
- ° Registration Forms
- ° Information Sheets
- ° Laminating
- ° Scanning to Email or File
- ° Booklet Making
- ° Price Lists
- ° Schedules
- ° Coil Binding
- ° Folding Service

# INSTANT BUSINESS CARDS

- ° Must have one original for scanning

# FAX SERVICES

- ° Sending and Receiving

# COMPUTER SERVICES

- ° Individual Rental Stations-Internet Available

# PACKAGING SERVICES

Certified Packaging Experts !

# OTHER SERVICES

- ° Office Supplies
- ° Name Badges
- ° Postcards
- ° Greeting Cards
- ° Notary Service
- ° Rubber Stamps
- ° Packaging Materials
- ° Cell Phone Chargers



