NACAC MIAMI COLLEGE FAIR
MARCH 3, 2024
MIAMI AIRPORT CONVENTION CENTER
WEST HALL
**Exhibitor Kit Forms:**
- Booth Package & Contact Information
- Exhibit Area Installation & Dismantle
- Payment & Credit Card Authorization Form
- Limits of Liability & Responsibility
- Payment Policies
- Standard Booth Furnishings & Carpet Order Form
- Intent to Use Non-Official Contractors Form
- Third Party Authorization & Statement of Payment Terms
- Limits of Liability & Responsibility for Labor
- Labor Order Form
- Union Jurisdictions
- Material Handling Services and Rates
- Shipping & Material Handling Recap
- Shipping Information
- Shipping Instructions (Inbound & Outbound)
- Limits of Liability for Material Handling
- Important Freight Information
- Material Handling Special Services
- Shipping Labels (Advance & Showsite)

**Page:**
- 3
- 4
- 5
- 6
- 7
- 8
- 9
- 10
- 11
- 12
- 13
- 14
- 15
- 16
- 17
- 18
- 19-20
- 21
- 22-23

**Additional Vendor Forms:**
- Electrical Services (MACC)
Dear Exhibitor:

Vista South 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 space assignments should be directed to:

**NACAC MIAMI COLLEGE FAIR**
Gracy Olmeda
1050 N Highland St. Suite 400
Arlington VA, 22201
Email: golmeda@nacacnet.org

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

**Customer Service - Isabou Manrique**
Vista South Convention Services
7045 NW 26th Avenue
Miami, FL 33147
Tel: (305) 673-1123
Fax: (305) 673-8713
Email: imanrique@vistasouthcs.com

All questions regarding graphics and printing, should be directed to:

**Graphics - William Hedstrom**
graphics@vistasouthcs.com

All questions regarding booth build and design, should be directed to:

**Lead Person - Eduardo Moreira**
emoreira@vistasouthcs.com

All questions regarding electricity, Audio/Visual equipment, and telecommunications, for use in your booth should be directed to the appropriate service contractor shown within.

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

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

- 8’ High Back Wall - BLUE/WHITE
- 3’ High Side Rails - BLUE
- 1 - 7” x 44” ID Sign
- 1 - 6’ x 2’ Draped Table - BLUE
- 2 - Side Chairs
- 1 – Waste Basket

**Please note: The exhibit floor is non-carpeted. Electricity is NOT included!**
**Event Schedule**

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Exhibitor move in</td>
<td>Saturday, March 2, 2024</td>
<td>3pm - 5pm</td>
</tr>
<tr>
<td></td>
<td>Sunday, March 3, 2024</td>
<td>8am - 11:30am</td>
</tr>
<tr>
<td>Exhibit Hours</td>
<td>Sunday, March 3, 2024</td>
<td>12pm - 4pm</td>
</tr>
<tr>
<td>Exhibitor move out</td>
<td>Sunday, March 3, 2024</td>
<td>4pm - 10pm</td>
</tr>
</tbody>
</table>

**Important Dates**

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Exhibitor Appointed Contractor deadline</td>
<td>Thursday, February 22</td>
<td>3:00 PM</td>
</tr>
<tr>
<td>Discount deadline for all Vista South orders</td>
<td>Thursday, February 22</td>
<td>3:00 PM</td>
</tr>
<tr>
<td>Discount deadline for custom furnishings</td>
<td>Thursday, February 22</td>
<td>3:00 PM</td>
</tr>
<tr>
<td>Advanced warehouse opens</td>
<td>Monday, February 19</td>
<td>8:00 am - 3:00 pm daily</td>
</tr>
<tr>
<td>Advanced warehouse closes</td>
<td>Thursday, February 29</td>
<td>8:00 am - 3:00 pm daily</td>
</tr>
<tr>
<td>Show site delivery timeframe</td>
<td>Saturday, March 2</td>
<td>Between 8:00 am - 2pm</td>
</tr>
</tbody>
</table>

**Included In Your Booth Space**

Each exhibitor's booth space includes: **8' Drape, 3' Side Drape, 6' skirted Table, 2 Side Chairs, 1 WB 7" x 44" ID Sign**

To order furnishings for your booth, please see the attached pages.

- Standard dimensions: 8'x10'
- Event drape colors: Blue and White
- Exhibit hall carpet: Non-Carpeted

**Shipping Information**

**Advanced Warehouse**

<table>
<thead>
<tr>
<th>NACAC MIAMI COLLEGE FAIR</th>
</tr>
</thead>
<tbody>
<tr>
<td>Vista South Convention Services (Company Name and Booth Number)</td>
</tr>
<tr>
<td>7045 NW 26th Ave</td>
</tr>
<tr>
<td>Miami FL 33147</td>
</tr>
</tbody>
</table>

**Show Site Deliveries**

<table>
<thead>
<tr>
<th>NACAC MIAMI COLLEGE FAIR</th>
</tr>
</thead>
<tbody>
<tr>
<td>Vista South Convention Services (Company Name and Booth Number)</td>
</tr>
<tr>
<td>711 NW 72nd Ave.</td>
</tr>
<tr>
<td>Miami, FL 33126</td>
</tr>
</tbody>
</table>
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 authorization to be on file with Vista South Convention Services. For your convenience, we will use this authorization to charge your credit card for any additional charges incurred as a result of showsite orders placed by your representative for this event.

**ORDER RECAP**

*Standard Booth Furnishings & Carpet Order Form*

Estimated Labor Order Form

Estimated Material Handling Order Form

Subtotal $ 

*Add 7% Sales Tax $ 

Net Amount due Vista $ 

*Note: Services taxable in the state of FL.

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 FOLLOWING PAGE 

Company Name ____________________ Booth # ____________________

Street Address ____________________ Phone # ____________________

City ____________________ State ___________ Zip ___________ Fax # ____________________

Ordered by (Print or Type) ____________________ E-Mail ____________________

Signature ____________________ Title ____________________

MAIL OR FAX TO VISTA SOUTH CONVENTION SERVICES BEFORE DEADLINE DATE 

DISCOUNT DEADLINE DATE: THURSDAY, FEBRUARY 22, 2024
Limits of Liability and Responsibility

1. Vista South Convention Services shall not be responsible for damage to be uncrated materials, material improperly packed, or concealed.

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

4. Vista South 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 South 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 South 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 South 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 South 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.
If exhibitor forms are submitted via email or fax and a you haven’t received a reply in the 3 business days please call us at 305-673-1123

**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 South 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 South Convention Services in advance to guarantee payment. Please make all checks payable to Vista South Convention Services.
3. **Wire Transfer in U.S. Funds**
   - For Wire transfer or ACH payment info please call Vista South Convention Services (305) 673-1123 or e-mail: imanrique@vistasouthcs.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.
   - Additional fees may be incurred when paying through wire or ach.
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 South Convention Services must receive this form by THURSDAY, FEBRUARY 22, 2024.

**Showsite Orders**

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

**Payment Terms**

To process your order for services and materials listed in the Exhibitor Service Manual, we require your signed Payment and Credit Card Charge Authorization Form to be on file with Vista South 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 South 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. Telephone orders are not accepted.

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

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

**Refunds:** If NACA MIAMI COLLEGE FAIR has been canceled due to Covid-19 or other events you will receive a 50% refund on most items. Any graphics ordered will not receive a refund after it has been printed. If material handling has been received, no refund will be issued. If you order cleaning, sanitation, or showsite labor you will be refunded 100% for those 3 services.
Rental price includes delivery to and removal from your booth.

<table>
<thead>
<tr>
<th>QTY.</th>
<th>DISCOUNT RATES</th>
<th>STANDARD RATES</th>
<th>AMT.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Side Chair</td>
<td>$75.50</td>
<td>$94.00</td>
<td></td>
</tr>
<tr>
<td>Padded Stool</td>
<td>$135.75</td>
<td>$169.75</td>
<td></td>
</tr>
</tbody>
</table>

**SEATING**

**ACCESSORIES**

- Round Pedestal Table (30" x 30")...$119.75 $149.75
- Round Pedestal Table (42" x 30")...$172.75 $205.50
- Wastebasket | $33.75 | $42.00 | |
- Easel | $42.00 | $56.50 | |
- Chrome Sign Frame (22" x 28")...$101.25 $127.25
- Bag Holder | $144.00 | $180.00 | |
- 8' Stanchion | $38.50 | $48.25 | |
- Crossbar | $38.50 | $48.25 | |
- Garment Rack | $135.50 | $169.50 | |
- Literature Rack | $184.75 | $196.00 | |

**STANDARD CARPET**

Price includes installation & taping front edge.

No guarantee of color match when ordering multiple carpets.

- 10' x 10' | $184.00 | $230.75 |
- 10' x 20' | $371.00 | $463.75 |
- 10' x 30' | $553.00 | $682.50 |
- 10' x 40' | $737.50 | $922.00 |
- 10' x 50' | $921.25 | $1,151.75 |

Circle color: Blue Burgundy Gray Teal Red Black Hunter Green

**CUSTOM SIZE CARPET**

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

Indicate Overall Dimensions:

- ft. x ft. (100 sq. ft. minimum) $5.00 sq. ft. $6.25 sq. ft.

Circle color: Blue Burgundy Gray Teal Red Black Hunter Green

**CARPET PADDING**

Indicate Overall Dimension:

- ft. x ft. (100 sq. ft. minimum) $2.25 sq. ft. $3.00 sq. ft.

**VISQUEEN**

Indicate Overall Dimension:

- ft. x ft. (100 sq. ft. minimum) $2.00 sq. ft. $2.50 sq. ft.

**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 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.

**DISCOUNT DEADLINE DATE:** THURSDAY, FEBRUARY 22, 2024

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NACAC MIAMI COLLEGE FAIR
MACC– WEST HALL
MARCH 3, 2024

VISTA SOUTH
CONVENTION SERVICES

7045 NW 26TH AVE.
MIAMI, FL 33147
PHONE: (305) 673-1123 FAX: (305) 673-8713
E-MAIL: imanrique@vistasouthcs.com

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**STANDARD BOOTH FURNISHINGS & CARPET ORDER FORM**

**QTY.**

**DISCOUNT RATES**

**STANDARD RATES**

**AMT.**

**DRAPE DISPLAY TABLES - 30" HIGH**

Price includes white vinyl top & 3 sides

<table>
<thead>
<tr>
<th>Circle color: Blue</th>
<th>Black</th>
<th>Burgundy</th>
<th>Purple</th>
<th>Gray</th>
<th>Red</th>
<th>Teal</th>
<th>White</th>
<th>Hunter Green</th>
</tr>
</thead>
<tbody>
<tr>
<td>2' x 4' x 30&quot;</td>
<td>$140.50</td>
<td>$175.50</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2' x 6' x 30&quot;</td>
<td>$158.50</td>
<td>$198.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2' x 8' x 30&quot;</td>
<td>$190.50</td>
<td>$238.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4th Side Drape 6' &amp; 8' Only</td>
<td>$51.75</td>
<td>$64.75</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**DRAPE DISPLAY TABLES - 42" COUNTER HIGH**

Price includes white vinyl top & 3 sides

<table>
<thead>
<tr>
<th>Circle color: Blue</th>
<th>Black</th>
<th>Burgundy</th>
<th>Purple</th>
<th>Gray</th>
<th>Red</th>
<th>Teal</th>
<th>White</th>
<th>Hunter Green</th>
</tr>
</thead>
<tbody>
<tr>
<td>2' x 4' x 42&quot;</td>
<td>$199.50</td>
<td>$251.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2' x 6' x 42&quot;</td>
<td>$219.50</td>
<td>$274.75</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2' x 8' x 42&quot;</td>
<td>$254.50</td>
<td>$318.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4th Side Drape 6' &amp; 8' Only</td>
<td>$51.75</td>
<td>$64.75</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**UNDRAPE DISPLAY TABLES - 30" HIGH**

| 2' x 4' x 30" | $70.75 | $88.25 |
| 2' x 6' x 30" | $91.00 | $113.50 |
| 2' x 8' x 30" | $108.00 | $135.00 |

**UNDRAPE DISPLAY TABLES - 42" HIGH**

| 2' x 4' x 42" | $93.75 | $117.25 |
| 2' x 6' x 42" | $105.75 | $133.25 |
| 2' x 8' x 42" | $123.00 | $154.00 |

**LOCKABLE COUNTERS** (White only)

| 40"L x 42"H x 22"W | $448.25 | $559.25 |
| 80"L x 42"H x 22"W | $676.25 | $845.25 |
Intent to Use Non-Official Contractors

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

1. Exhibitors who choose to use a Non-Official Contractor must complete and sign this form. It must be received at Vista South 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 South Convention Services with a valid and current Certificate of Insurance naming Vista South Convention Services as the Certificate Holder. This certificate must be received no later than the Deadline Date shown above. No extensions or exceptions will be granted after the published deadline.

3. Failure to provide Vista South Convention Services with the above items 1 and 2 will result in said firms being required to hire installation and dismantling labor from Vista South 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 South Convention Services Labor Desk.

Exhibiting Firm:__________________________________________________________Booth #:___________________________
Authorized Name & Title:____________________________________________________________________________________
Authorized Signature:_______________________________________________________________________________________
Full Name of Non-Official Contractor:_________________________________________________________________________
Complete Address:__________________________________________________________________________________________
City, State:__________________________________________________________________Zip Code:______________________
Phone Number:___________________________________________Fax Number:______________________________________
Certificate of Insurance Included: □ Yes □ No
Non-Official Contractor “Show Site” Representative:_____________________________________________________________
Type of Service to Be Performed:
__________________________________________________________________________________________________________
__________________________________________________________________________________________________________
__________________________________________________________________________________________________________
__________________________________________________________________________________________________________
__________________________________________________________________________________________________________
Retain one copy for your files.
THIRD PARTY AUTHORIZATION & STATEMENT OF PAYMENT TERMS

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.

EXHIBITING COMPANY NAME: ________________________________

CONTACT PERSON: ____________________________

SIGNATURE: ________________________________

CHECK ITEMS TO BE BILLED TO THIRD PARTY:

___All Services  ___ Booth Cleaning  ___ Material Handling/In and Out

___I&D Labor  ___ Rental Furniture & Carpet  ___ Signs  Other (Please specify)

THIRD PARTY’S CREDIT CARD CHARGE AUTHORIZATION  (Information must be provided.)

☐ MasterCard

☐ Visa

☐ American Express

☐ Corporate

☐ Personal

Account Number

Expiration Date _______ ________

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

Cardholder’s Signature ____________________________________________ Print

Name __________________________________________________________

Cardholder’s Billing Address ______________________________________

City __________________ State _____ Zip

Country ____________

THIRD PARTY NAME: ____________________________________________

CONTACT PERSON: ____________________________ SIGNATURE:

__________________________

SHOW SITE REPRESENTATIVE: ________________________________

PHONE NUMBER: __________________ FAX NUMBER: ____________ E-

MAIL: ____________________________
Limits of Liability and Responsibility for Labor

1. Vista South Convention Services shall not be responsible for damage to be uncrated materials, material improperly packed, or concealed.

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

4. Vista South 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 South 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 South 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 South 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 South 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.
**Display Labor for Installation and Dismantling of Exhibits**

**Display Labor Rates:**

<table>
<thead>
<tr>
<th></th>
<th>Straight Time</th>
<th></th>
<th>Overtime</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>$101.25 per hour</td>
<td>One hour minimum per worker</td>
<td>$156.50 per hour</td>
</tr>
<tr>
<td></td>
<td>Thereafter 1/2 hr. increments</td>
<td></td>
<td>Thereafter 1/2 hr. increments</td>
</tr>
<tr>
<td>ST:</td>
<td>8:00AM to 3:30PM</td>
<td></td>
<td>Before 8:00AM and after 3:30PM</td>
</tr>
<tr>
<td></td>
<td>Monday through Friday</td>
<td></td>
<td>Monday through Friday and all hours</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>on Saturday and Sunday</td>
</tr>
</tbody>
</table>

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

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

**Please indicate the type of labor requested:**

---

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

<table>
<thead>
<tr>
<th>Set-up</th>
<th>Dismantle</th>
</tr>
</thead>
<tbody>
<tr>
<td>No. Men</td>
<td>Date</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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**PLAN B - VISTA SOUTH CONVENTION SERVICES SUPERVISION** - Hourly rate plus 35% Supervision Charge/Minimum $52.50

Name of Carrier _____________________________

Shipped to: _____ Warehouse _____ Showsite _____ Display Includes Carpet _____ Vista’s Rental Carpet

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

After Dismantle Return Display To (Shipping Address):

VIA: ________________________________________________________________________________

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

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

---

**Company Name** ____________________________________________ **Booth** __________

**Street Address** ____________________________ **Phone #** ____________________________

**City** ____________________________ **State** ____________________________ **Zip** __________ **Fax#** ____________________________

**Ordered by (Print or Type)** ____________________________ **E-Mail** ____________________________

**Signature** ____________________________ **Title** ____________________________

**CREDIT CARD:** [ ] M/C [ ] VISA [ ] AMEX

**ACCOUNT NUMBER:** ____________________________

**CARDHOLDERS SIGNATURE:** ____________________________

**CARDHOLDERS NAME:** ____________________________

**E-MAIL OR FAX TO VISTA SOUTH CONVENTION SERVICES**
Union Jurisdictions

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

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

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

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

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

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

Rates include all labor and equipment required to unload shipment, store up to 30 days in advance at the warehouse address, deliver to booth, handle empty containers to and from storage and remove shipment from booth for reloading onto outbound carriers. **Please note: 200lbs. minimum for this service.**

<table>
<thead>
<tr>
<th>Per CWT (100 lbs.)</th>
<th>Crated and/or Skidded Floor Load Shipments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Minimum charge (200 lbs.)</td>
<td>These round trip rates apply to crated and/or floor load shipments that can be unloaded at the dock without additional handling (such as ground loading, side door loading, constricted space loading, designated piece loading or stacked shipments) required.</td>
</tr>
<tr>
<td>Warehouse Rate</td>
<td>$169.75</td>
</tr>
<tr>
<td>Showsite Rate</td>
<td>$188.75</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Per CWT (100 lbs.)</th>
<th>Un cratered, Unskidded, Unwrapped Shipments and/or Crated Shipments Requiring Special Handling</th>
</tr>
</thead>
<tbody>
<tr>
<td>Minimum charge (200 lbs.)</td>
<td>These round trip rates apply to uncrated, unskidded or wrapped shipments. These rates also apply to shipments that are loaded and charged by cubic space and/or packed in such a manner to require additional handling (such as ground loading, side door loading, constricted space loading, designated piece loading or stacked shipments). FedEx and UPS are included in this category due to their delivery procedures and documentation.</td>
</tr>
<tr>
<td>Warehouse Rate</td>
<td>$194.50</td>
</tr>
<tr>
<td>Showsite Rate</td>
<td>$283.25</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Per CWT (100 lbs.)</th>
<th>Overtime Rates</th>
</tr>
</thead>
<tbody>
<tr>
<td>A 25% surcharge for each occurrence will apply in addition to the above rates.</td>
<td>All rates quoted above are straight time rates. All freight received at the warehouse and/or showsite that must be moved in or out of the booth before 8:00AM or after 3:30PM on weekdays or all day Saturdays, Sundays or holidays will be charged in addition to the above rates</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Per CWT (100 lbs.)</th>
<th>Deliveries to Warehouse AFTER DEADLINE DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Minimum charge (200 lbs.)</td>
<td>Shipments received at the warehouse after 3:30PM or after the deadline date of <strong>Thursday, February 29, 2024</strong> will be charged in addition to the above rates.</td>
</tr>
<tr>
<td>A 25% surcharge for each occurrence will apply in addition to the above rates.</td>
<td></td>
</tr>
</tbody>
</table>

**First Package**

$53.00

***Each additional package $40.00

**Small Package Shipments**

Cartons and envelopes received at show site without documentation will be delivered without guarantee of piece count or conditions at this rate. Maximum weight per shipment is 50 lbs.
Shipping and Material Handling Recap

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

### Computation of Order:
When recording weight, round up to the next 100 pounds.

#### Crated and/or Skidded Floor Load Shipments

<table>
<thead>
<tr>
<th>Warehouse</th>
<th>Showsite</th>
<th>Warehouse</th>
<th>Showsite</th>
</tr>
</thead>
<tbody>
<tr>
<td>We will ship ______ lbs. @ $169.75 per 100 lbs. (200 lb. minimum/$339.50)</td>
<td>We will ship ______ lbs. @ $188.75 per 100 lbs. (200 lb. minimum/$377.50)</td>
<td>We will ship ______ lbs. @ $194.50 per 100 lbs. (200 lb. minimum/$389.00)</td>
<td>We will ship ______ lbs. @ $283.25 per 100 lbs. (200 lb. minimum/$566.50)</td>
</tr>
<tr>
<td>$ ______</td>
<td>$ ______</td>
<td>$ ______</td>
<td>$ ______</td>
</tr>
</tbody>
</table>

#### Uncrated, Unskidded Wrapped Shipments and Crated Shipments requiring Special Handling

<table>
<thead>
<tr>
<th>Warehouse</th>
<th>Showsite</th>
</tr>
</thead>
<tbody>
<tr>
<td>We will ship ______ lbs. @ $194.50 per 100 lbs. (200 lb. minimum/$389.00)</td>
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</tr>
<tr>
<td>$ ______</td>
<td>$ ______</td>
</tr>
</tbody>
</table>

#### Overtime Rates
All rates quoted above are straight time rates. All freight received at the warehouse and/or showsite that must be moved in or out of the booth before 8:00AM or after 3:30PM on weekdays or all day on Saturdays, Sundays or Holidays will be charged a 25% surcharge for each occurrence in addition to the above rates.

#### Deliveries to Warehouse AFTER Deadline Date
Shipments received at the warehouse after 3:30PM or after the deadline date of **THURSDAY, FEBRUARY 29, 2024** will be charged 25% surcharge, for each occurrence, in addition to the above rates.

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

<table>
<thead>
<tr>
<th>COMPANY NAME:</th>
<th>BOOTH #</th>
</tr>
</thead>
</table>

Fax or Email to Vista South Convention Services

NACAC MIAMI COLLEGE FAIR
Shipping Information

What you should know:

* As an exhibitor, you are responsible for providing your carrier with proper delivery and pickup information for your materials, both in advance and at showsite.

* Please prepay all shipping charges. Vista South Convention Services cannot accept or be responsible for collect shipments. All shipments must be accompanied by a Bill-of-Lading. Shipments received without receipts, freight bills or specified unit counts (UPS, Federal Express, personal vehicles, etc.) will be delivered to the exhibitor’s booth without guarantee of piece count or condition. No liability will be assumed by Vista South Convention Services for such shipments. Shipments without certified weight documents at time of delivery, will be estimated by Vista South Convention Services. This estimate will be binding on both parties and no adjustments will be made after the show closes.

* Do not ship uncrated materials to the warehouse! Loose, uncrated or unskidded materials will be accepted at showsite only. Uncrated shipments received at showsite are charged at higher handling rates than crated, skidded or otherwise self-contained shipments.

* Separate mixed van shipments between crated and uncrated. Clearly identify the weights of each on the Bill-of-Lading. Otherwise, Vista South Convention Services will invoice the entire load at the uncrated rate and will be unable to adjust the charges later.

* Select your carrier carefully. Shipments received on vehicles that cannot be unloaded at the dock are considered “special handling” and are charged at higher rates.

* All shipments for the show received either in advance or at showsite will be charged material handling by Vista South Convention Services. Refer to the Material Handling Service and Rates Form.

* All material handling rates are roundtrip and are based on incoming weights only. Overtime charges may apply under some circumstances. Please refer to the Material Handling Service and Rates Form.

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

Material Handling includes:

* Storing your booth in our warehouse for up to 30 days in advance of the show. (Advance shipments only)
* Delivering materials to your booth at showsite.
* Removing empty containers from your booth, storing them for the duration of the show, then returning them to your booth at close of the show.
* Moving packed and labeled materials from your booth to the dock area at close of show and reloading them on designated vehicles based on information provided on your showsite Bill-of-Lading.

Material Handling does not include:

* Labor and/or equipment for uncrating, unskidding, assembling, position, leveling, dismantling, recreating and reskidding machinery and/or equipment for exhibitors. Additional labor to accomplish these tasks may be ordered from the various labor order forms enclosed. Scheduling any carrier for pick up or delivery of your materials, if other than the official show carrier(s).
Inbound Shipping Instructions

Freight Handling Services:

Vista South Convention Services is prepared to receive your shipment either in advance at our local warehouse or directly at the exhibit site. You may ship via the carrier of your choice.

Rates are based on the incoming weight of shipments. For rate information, see the MATERIAL HANDLING SERVICE AND RATES order form. Vista South Convention Services must have payment before forwarding freight.

Shipping in Advance to the Warehouse:

All advance shipments to the warehouse should be addressed/labeled as follows:

TO: NACAC MIAMI COLLEGE FAIR
    (Exhibiting Company’s Name & Booth Number)
    C/O VISTA SOUTH CONVENTION SERVICES
    7045 NW 26th AVENUE
    MIAMI, FL 33147

- To trace your shipment, please contact the Customer Service Department at (305) 673-1123.
- Shipments will be received beginning MONDAY, FEBRUARY 19, 2024.
- Shipments received after the deadline of THURSDAY, FEBRUARY 29, 2024 will be charged an additional 25% surcharge.
- Shipments received after 3:30PM will be charged an overtime rate.
- Advance warehouse receiving hours are Monday through Friday, 8:00AM to 3:30PM.
- Carriers checking in after 3:30PM Monday through Friday will not be guaranteed unloading.
- Warehouse shipments will not be received on weekends or holidays.

Shipping Directly to Showsite:

All direct shipments to showsite should be addressed/labeled as follows:

TO: NACAC MIAMI COLLEGE FAIR
    (Exhibiting Company’s Name & Booth Number)
    C/O VISTA SOUTH CONVENTION SERVICES
    MIAMI AIRPORT CONVENTION CENTER - WEST HALL
    711 NW 72ND AVE.
    MIAMI, FL 33126

Show site shipments will be received beginning 8AM - 2PM ON SATURDAY, MARCH 2, 2024. SHIPMENTS ARRIVING AT SHOWSITE PRIOR TO THIS DATE AND TIME MAY BE REFUSED BY THE VENUE AND/OR CHARGED AN ADDITIONAL FEE.
Outbound Shipping Instructions

Shipping Outbound from Showsite

- 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 showsite.
- When shipping to separate destinations, a separate Bill-of-Lading is required for each destination.
- All outbound shipments should be addressed/labeled as follows:

FROM: (Your Company Name)  
BOOTH #:  
SHOW NAME: NACAC MIAMI COLLEGE FAIR  
LOCATION: MIAMI AIRPORT CONVENTION CENTER  
TO: (Shipping Address)

- Once your shipment is packed and labeled, return your show Bill-of-Lading to the Vista South Convention Services Service Desk.
- All Bill-of-Ladings must be turned in no later than 6PM ON SATURDAY, MARCH 2, 2024.

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 overtimes charges and/or the rerouting of your materials.
- Be sure to confirm pickup day(s) and time(s) with your selected carrier. All outside carriers (carriers other than T-Force) must be checked in no later than 6PM ON SATURDAY, MARCH 2, 2024. If the carrier does not show up by 6PM ON SATURDAY, MARCH 2, 2024 it will be re-routed through are house carrier.
Limits of Liability for Material Handling

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

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

* Vista South 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 South Convention Services to exhibitor, will be checked at time of actual pick up from booth and corrections made where discrepancies occur.

* Vista South 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.

* Vista South 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 South 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.

* Vista South 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.

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

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

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

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

* Outbound shipping labels and bills of lading will be available at the Service Desk. Exhibitor or his/her representative must pack and label their exhibit material and turn in bill of lading for each shipment at the Service Desk before leaving the show. Vista will route all shipments unless a designated carrier has been assigned. If the designated carrier fails to pick up by the removal date of the show, Vista South reserves the right to route exhibit material by an alternate carrier. As a result of re-routing or handling no liability will be assumed by Vista South.
Important Freight Information

Definition of Special Handling:

“Shipments that are loaded in such a manner as to require additional labor to unload, sort, and deliver.”

Vista South Convention Services uses the following definitions in assessing Special Handling surcharges for material handling:

⇒ **Ground Load/Unload** - Vehicles that are not dock height preventing the use of loading docks, such as U-Hauls, flat bed trailers, double drops, etc. Situations where dock utilization is not possible will result in a Special Handling assessment.

⇒ **Side Door Load/Unload** - Shipments that cannot be accessed from the rear of the trailer.

⇒ **Constricted Space Load/Unload** - Trailers loaded "high and tight", shipments that are loaded in such a manner as to not be readily available (freight down one side of a trailer that must be bypassed to reach targeted freight).

⇒ **Designated Piece Load** - Driver with tape measure who requires loading crew to bring multiple pieces of freight to rear of trailer to select next piece; having to unload and reload to fit, etc.

⇒ **Stacked Shipments** - Shipments loaded in such a manner as to require items to be removed to ground level for delivery to booth. Loose items stacked on top of crates and/or pallets constitute special handling.

⇒ **Mixed Shipments** - Multiple shipments delivered together without shipment integrity; pieces for separate shipments that are loaded mixed throughout the delivery vehicle, such as UPS, FedEx, DHL, USPS.

⇒ **Improper delivery receipts** - Shipments that arrive without individual bills of lading, such as UPS, FedEx, DHL and USPS.
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 South Convention Services may acquire on-site storage for empty containers based on the following rates: $30.00 per carton and $42.00 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 South Convention Services supervision services at the rate of $369.50 round-trip per mobile unit. A representative from Vista South 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 for shipments returned to our warehouse. This fee is $41.50 per cwt. on straight time with a 100lb minimum. Warehouse storage space is limited. Please call our Customer Service Department at (305) 673-1123 to confirm availability prior to show.

Special Rates and Services
Steel banding is available at $4.00 per linear foot, plus one-half hour minimum labor.
Shrink Wrap Skid: $49.50 per skid, labor included
Clear Tape: $30.75 per roll
Double Face Tape: $30.75 per roll

UPS & FEDEX Shipments
A fee of $102.75 will apply for all UPS & FedEx shipments going back to Vista South Convention Services Warehouse.
ADVANCE WAREHOUSE SHIPMENTS ONLY
FROM: ____________________________________________

______________________________________________

TO: ____________________________________________

(EXHIBITOR NAME) ______________________________ (BOOTH #)

NACAC MIAMI COLLEGE FAIR
VISTA SOUTH CONVENTION SERVICES
7045 NW 26TH AVE.
MIAMI, FL 33147

FOR ADVANCE SHIPMENTS ONLY
DELIVER NO LATER THAN THURSDAY, FEBRUARY 29, 2024
RECEIVING 8:00AM - 3:30PM, MONDAY - FRIDAY, CHECK IN BY 3:00PM
ON-SITE DIRECT SHIPMENTS ONLY

FROM: ____________________________________________
_________________________________________________
_________________________________________________

TO: __________________________ (EXHIBITOR NAME)____________________(BOOTH #)

NACAC MIAMI COLLEGE FAIR
C/O VISTA SOUTH CONVENTION SERVICES
MIAMI AIRPORT CONVENTION CENTER - WEST HALL
711 NW 72ND AVE.
MIAMI, FL 33126

FOR ON-SITE DIRECT SHIPMENTS ONLY
SHOWSITE SHIPMENTS WILL BE RECEIVED BEGINNING 8AM - 2PM ON SATURDAY, MARCH 2, 2024.