



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) 418-3405 or tbradley@vistacs.com





CHARLESTON AREA CONVENTION CENTER • CHARLESTON, SC • DECEMBER 11-12, 2024



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

LIMITS OF LIABILITY FOR MATERIAL HANDLING

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

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

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

Vista Convention Services shall not be responsible for any loss, damage, or delay due to fire, Acts of God, strikes, lock-outs or work stoppages of any kind or to any causes beyond its control.

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.

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.

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

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

Exhibitors are urged to carry all-risk floater insurance covering 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* 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* 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*.



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SHIPPING INSTRUCTIONS

FREIGHT HANDLING SERVICES

Vista Convention Services is prepared to receive your shipment either in advance at our local warehouse or directly at the show 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 Convention Services must have payment before forwarding freight.***

SHIPPING TO THE ADVANCE WAREHOUSE

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

**TO: 2024 EASTERN DEFENSE SUMMIT
(Exhibiting Company's Name & Booth Number)
ABF
c/o Vista Convention Services
3153 Pacific Street, Ste. B
North Charleston, SC 29418**

To trace your shipment, please contact our Warehouse at (609) 485-2421

- Shipments will be received beginning ***Monday, November 8, 2024.***
- Shipments received after the deadline of ***Monday, December 2, 2024*** will be charged an additional 35% surcharge.

*****WAREHOUSE WILL BE CLOSED ON NOVEMBER 28, 2024*****

- Shipments received after **3:30 p.m.** will be charged an overtime rate.
- Advance warehouse receiving hours are Monday through Friday, **8:00 a.m. to 3:30 p.m.**
Carriers checking in after **3:30 p.m.** Monday through Friday will not be guaranteed unloading.
- Warehouse shipments will not be received on weekends or holidays.

SHIPPING DIRECTLY TO SHOW SITE

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

**TO: 2024 EASTERN DEFENSE SUMMIT
(Exhibiting Company's Name & Booth Number)
CHARLESTON AREA CONVENTION CENTER
c/o Vista Convention Services
5001 Coliseum Dr.
Loading Docks / Amsterdam Street
North Charleston, SC 29418**

- Show site shipments will be received beginning ***Tuesday, December 10, 2024***
- Shipments arriving at show site prior to this date and time will be ***REFUSED.***



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Pleasantville, NJ 08232 WWW.VISTACS.COM

WAREHOUSE DEADLINE DATE: DECEMBER 2, 2024

MATERIAL HANDLING RATES

COMPUTATION OF ORDER: When recording weight, round up to the next 100 pounds.

A. CRATED AND/OR SKIDDED FLOOR LOAD SHIPMENTS
These round trip rates apply to crated and/or floor load shipments that can be unloaded at the dock without additional handling...
Warehouse We will ship ___ lbs. @ \$168.00 per 100 lbs. (200 lb. minimum/\$336.00) \$ ___
Showsite We will ship ___ lbs. @ \$131.50 per 100 lbs. (200 lb. minimum/\$263.00) \$ ___

B. UNCRATED, UNSKIDDED OR WRAPPED SHIPMENTS & CRATED SHIPMENTS REQUIRING SPECIAL HANDLING
These round trip rates apply to uncrated, un-skidded 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...
Warehouse We will ship ___ lbs. @ \$227.00 per 100 lbs. (200 lb. minimum/\$454.00) \$ ___
Showsite We will ship ___ lbs. @ \$178.50 per 100 lbs. (200 lb. minimum/\$357.00) \$ ___

D. SMALL PACKAGE SHIPMENTS
Cartons and envelopes received at warehouse & showsite without documentation will be delivered without guarantee of piece count or conditions at this rate. Maximum weight per shipment is 50 lbs.
FIRST PACKAGE @\$75.00 \$ ___
EACH ADDITIONAL PACKAGE @\$35.00 \$ ___

Delivery After Deadline Date: Shipments received at the warehouse after DECEMBER 2, 2024 and any shipment received at showsite outside exhibitor move-in hours will be charged 35% in addition to the above rates.

Sub Total \$ ___

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 & from storage & remove shipment from booth for reloading onto outbound carriers. PLEASE NOTE: 200 lb. minimum for this service.

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.

Company Name: Booth #:

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

ADVANCE WAREHOUSE SHIPMENTS ONLY

FROM: _____

TO: _____
(EXHIBITOR NAME) (BOOTH #)

**2024 EASTERN DEFENSE SUMMIT
c/o VISTA CONVENTION SERVICES
ABF
3153 PACIFIC STREET, STE. B
NORTH CHARLESTON, SC 29418**

ADVANCE WAREHOUSE SHIPMENTS ONLY

FROM: _____

TO: _____
(EXHIBITOR NAME) (BOOTH #)

**2024 EASTERN DEFENSE SUMMIT
c/o VISTA CONVENTION SERVICES
ABF
3153 PACIFIC STREET, STE. B
NORTH CHARLESTON, SC 29418**

FOR ADVANCE SHIPMENTS ONLY

Deliver **NO LATER** than **MONDAY, DECEMBER 2, 2024** / Receiving Hours: 8am - 3:30pm, Monday through Friday, CHECK IN BY 3PM

****WAREHOUSE WILL BE CLOSED ON NOVEMBER 28, 2024****

ADVANCE WAREHOUSE SHIPMENTS ONLY

FROM: _____

TO: _____
(EXHIBITOR NAME) (BOOTH #)

**2024 EASTERN DEFENSE SUMMIT
c/o VISTA CONVENTION SERVICES
ABF
3153 PACIFIC STREET, STE. B
NORTH CHARLESTON, SC 29418**

ADVANCE WAREHOUSE SHIPMENTS ONLY

FROM: _____

TO: _____
(EXHIBITOR NAME) (BOOTH #)

**2024 EASTERN DEFENSE SUMMIT
c/o VISTA CONVENTION SERVICES
ABF
3153 PACIFIC STREET, STE. B
NORTH CHARLESTON, SC 29418**

ON-SITE DIRECT SHIPMENTS ONLY

FROM: _____

TO: _____
(EXHIBITOR NAME) (BOOTH #)

**2024 EASTERN DEFENSE SUMMIT
c/o VISTA CONVENTION SERVICES
CHARLESTON AREA CONVENTION CENTER
5001 COLISEUM DRIVE
LOADING DOCKS / AMSTERDAM STREET
NORTH CHARLESTON, SC 29418**

ON-SITE DIRECT SHIPMENTS ONLY

FROM: _____

TO: _____
(EXHIBITOR NAME) (BOOTH #)

**2024 EASTERN DEFENSE SUMMIT
c/o VISTA CONVENTION SERVICES
CHARLESTON AREA CONVENTION CENTER
5001 COLISEUM DRIVE
LOADING DOCKS / AMSTERDAM STREET
NORTH CHARLESTON, SC 29418**

FOR ON-SITE DIRECT SHIPMENTS ONLY

****DO NOT DELIVER PRIOR TO TUESDAY, DECEMBER 10, 2024****

****SHIPMENTS ARRIVING PRIOR TO THIS DATE MAY BE REFUSED****

ON-SITE DIRECT SHIPMENTS ONLY

FROM: _____

TO: _____
(EXHIBITOR NAME) (BOOTH #)

**2024 EASTERN DEFENSE SUMMIT
c/o VISTA CONVENTION SERVICES
CHARLESTON AREA CONVENTION CENTER
5001 COLISEUM DRIVE
LOADING DOCKS / AMSTERDAM STREET
NORTH CHARLESTON, SC 29418**

ON-SITE DIRECT SHIPMENTS ONLY

FROM: _____

TO: _____
(EXHIBITOR NAME) (BOOTH #)

**2024 EASTERN DEFENSE SUMMIT
c/o VISTA CONVENTION SERVICES
CHARLESTON AREA CONVENTION CENTER
5001 COLISEUM DRIVE
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MOBILE EQUIPMENT

Submit this form if you will display a vehicle at show site. This form must be received by VISTA prior to vehicles being received.
Enter the Total below on Payment Authorization/Order Summary form.
Orders received without full payment or credit card information will not be processed.

Advance Order Discount Deadline Date: NOVEMBER 28, 2024

Fire Regulations

- Vehicles may only be displayed in accordance with local fire regulations.
Fuel supplies in vehicles shall not exceed 1/4 of a tank of gas.
All motor vehicle tanks containing fuel shall be furnished with locking type caps or sealed with tape.

Vehicle Delivery

Table with 3 columns: Day, Date, Time

Rate / Calculate

Table for rate calculation with columns: # Vehicles, Round Trip Spotting Fee, Subtotal

Notes

- The Mobile Equipment rate applies to motorized vehicles only.
If your equipment does not move under its own power, please call VISTA for a price quote.
Display materials transported in display vehicles are subject to material handling charges.
Weights will be estimated by VISTA unless documentation is provided.

Terms / Order Estimate

Sub Total \$ _____

Company Name: _____ Booth #: _____

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



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**DEADLINE
DATE:
NOVEMBER 25, 2024**

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 Return.....\$110.00 per container

Estimated Number of Pieces....._____

****PLEASE NOTE** *Special Empty Container Labels are required for this service. Labels must be picked up at Vista's Service Desk.***

****NO REFUNDS FOR THIS SERVICE AFTER MOVE-IN BEGINS****

Sub Total \$ _____

COMPANY NAME: _____ BOOTH # _____

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



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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: **\$25** per carton and **\$35** 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 **\$375.00** 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.

SPECIAL RATES AND SERVICES

- Steel banding: **\$2.00** per linear foot, plus one-half hour minimum labor
- Shrink Wrap Skid: **\$150.00** per skid, labor included
- Clear Tape: **\$20.00** roll
- Double Face Tape: **\$40.00** roll

Sub Total \$ _____

COMPANAY NAME _____ BOOTH # _____

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



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MATERIAL HANDLING TIPS

Shipping Inbound:

- **Advance To Warehouse** - ensure your shipment arrives by the deadline date **December 2, 2024** to avoid additional surcharges.
- **Direct to Show Site** - shipments will be received starting **December 10, 2024** during posted Exhibitor Move-in hours.
- Clearly mark your company name, booth number and 2024 EASTERN DEFENSE SUMMIT.
- Material Handling is charged per shipment. To avoid multiple charges, ship all your pieces together.
- Shipments arriving at the same time from different destinations are considered separate shipments.
- Please be aware that small package handlers may split shipments resulting in Vista receiving multiple shipments.
- Make sure your shipment arrives with a certified weight ticket to help avoid Special Handling charges.

Storing Empty Containers:

- Pickup empty labels at the Vista Service Desk.
- Place a label on each container with your company name and booth number.
- Labeled containers will be picked up periodically and stored during the show.
- Once containers are placed in empty storage there will be no access to those containers.
- At the close of the show, the empty containers will be returned to your booth in random order.

Shipping Outbound:

- Schedule your carrier for pickup at the appropriate time if you are not shipping via the show carrier.
- Each individual shipment destination must have a completed Bill of Lading.
- Each piece must be individually labeled. Pre-printed shipping labels are available at the Vista Service desk.
- When materials are packed, labeled and ready to be shipped, bring the completed Bill of Lading to the Vista Service Desk.

Consolidate Your Shipment:

- Separate shipments received by Vista will not be combined. The minimum 200 lb. charge applies to each shipment received.
- Consolidate your shipment whenever possible to avoid multiple minimum charges.

SAMPLE:

1 piece weighing 36 lbs. charged @ 200 lb. minimum x \$100.00 per CWT = \$200.00

1 piece weighing 62 lbs. charged @ 200 lb. minimum x \$100.00 per CWT = \$200.00

1 piece weighing 54 lbs. charged @ 200 lb. minimum x \$100.00 per CWT = \$200.00

TOTAL cost of three shipments arriving *separately*: \$600.00

OR

3 pieces totaling 152 lbs @ 200 lb minimum x \$100.00 per CWT = \$200.00

TOTAL cost of one *consolidated* shipment: \$200.00 *Savings of \$400.00*

- Shipments arriving at the same time from different destinations are considered separate shipments.
- Please be aware that small package handlers may split shipments resulting in Vista receiving multiple shipments.



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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: *2024 EASTERN DEFENSE SUMMIT*
Location: *CHARLESTON AREA 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 **Thursday, December 12, 2024 by 8:00pm** or **Friday, December 13, 2024 by 9:00am**.

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, **ABF**.
- Be sure to confirm pickup day(s) and time(s) with your selected carrier. All outside carriers (carriers other than **ABF**) must be checked in **no later** than **Thursday, December 12, 2024 by 8:00pm** or **Friday, December 13, 2024 by 9:00am**.



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DEADLINE DATE: NOVEMBER 25, 2024

OUTBOUND BILL OF LADING REQUEST

Complete this form to request a pre-printed outbound bill of lading and shipping labels for your outbound shipment. Forms and labels will be delivered to your booth at show site.

Outbound Shipping Information

Ship to (Company):
Attention:
Destination (Street Address):
City: State: Zip:
Phone:

Shipping Method

Ground: ___ABF ___Other Ground
Air: ___ABF ___Other Air
___Next Day ___2nd Day ___Deferred

Freight Charges Guaranteed By

Company/Exhibitor:
Attention:
Permanent Street Address:
City: State: Zip:
Phone: Email:

Shipping Labels Request

of Shipping Labels Requested:
Exhibitors using FedEx or UPS must provide pre-printed labels with their account number.

Notes

- Please complete one form per shipment. Do not leave Bills of Lading in your booth.

COMPANY NAME BOOTH #

Please review the Material Handling Information, Material Handling Rate Schedule, and Limits of Liability forms.

Official Transportation Provider *via the ABF Freight® Network*

Let ArcBest® make your next trade show the easiest you have ever attended!

We have over **100** years of experience in the freight industry and a dedicated Trade Show division with service through North America through the ABF Freight® network.

Choose guaranteed, expedited shipping solutions – air or ground – with special discounted rates for your inbound and outbound shipments.

For personalized quotes, please call

800-654-7019

Our Services Include:

Priority handling of your inbound and outbound shipments

Guaranteed expedited air and ground services

LTL Ground Transportation

International Transportation

Trust your important trade show shipment to the leader in exhibition transportation services.

ArcBest®
More Than Logistics™

REQUEST FOR INFORMATION

ArcBest® Trade Show Services

Exhibiting Company _____ Contact Name _____

Title _____ Email _____ Phone _____

SHIPPER INFORMATION

Company _____

Address _____

City _____ State _____ Zip _____

Pickup Date/Time _____

FREIGHT INFORMATION

Piece Count and Type _____

Total Weight _____

Dimensions (L) _____ (W) _____ (H) _____

SHIP TO: Warehouse Show Site

Show Name _____

Booth No. _____

Contractor _____

Show Dates _____

Address _____

City _____ State _____ Zip _____

Delivery Date _____

ADDITIONAL INFORMATION

Residential Pickup Inside Pickup

Liftgate Dock

Would you like an ArcBest Trade Show Coordinator to contact you with a quote or information? YES NO

If you are faxing this form, please print a copy, complete the requested information, and then fax to (844) 718-7620.

If you are completing electronically, you can either print and fax your request or click on the submit button to send your request to one of our Trade Show specialists.

800-654-7019

tradeshow@arcb.com | arcb.com



8401 McClure Drive • Fort Smith, AR • 72916