



Marine Hotel Association
March 24 - 26, 2024
Naples Grand Resort
475 Seagate Dr
Naples, Fl. 34103



Marine Hotel Association
March 24 - 26, 2024
Naples Grand Resort



7045 NW 26th AVENUE
MIAMI, FL 33147
TEL: (305) 673-1123 FAX: (305) 673-8713
E-MAIL: cgriffin@vistasouthcs.com

INDEX

Exhibitor Kit Forms:

	<u>Page:</u>
Booth Package & Contact Information	3
Exhibit Area Installation & Dismantle	4
Payment & Credit Card Authorization Form	5
Limits of Liability & Responsibility	6
Payment Policies	7
Standard Booth Furnishings & Carpet Order Form	8
Plush Booth Carpet Order Form	9
Personal Protective Equipment Order Form	10
Hand Sanitization Rental Options	11
Optional Booth Partitions Order Form	12
Booth Cleaning & Porter Services Order Form	13
VCS Modular Rental Units Order Form	14
Special Signs Order Form	15-16
Graphic Guidelines	17
Intent to Use Non-Official Contractors Form	18
Third Party Authorization & Statement of Payment Terms	19
Limits of Liability & Responsibility for Labor	20
Labor Order Form	21
Priority Empty Container Return Order Form	22
Union Jurisdictions	23
Material Handling Services and Rates	24
Shipping & Material Handling Recap	25
Shipping Information	26
Shipping Instructions (Inbound & Outbound)	27-28
Limits of Liability for Material Handling	29
Important Freight Information	30
Material Handling Special Services	31
Shipping Labels (Advance & Showsite)	32-33

Additional Vendor Forms:

Electrical Services (Hotel/ Encore) <https://eventnow.encoreglobal.com>
Audio/Video Services (Hotel/Encore)
Telecommunication Services (Hotel/Encore)
Catering Services (Hotel)



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**BOOTH PACKAGE
&
CONTACT INFO**

Dear Exhibitor:

As the official decorator and service contractor, Encinosa Expositions has appointed Vista South Convention Services as the official sub-contractor for this event. 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:

Marine Hotel Association
Tel: (415) 332-1903
Email: mha@mhaweb.org
www.mhaweb.org

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

Customer Service
Vista South Convention Services
7045 NW 26th Avenue
Miami, FL 33147
Tel: (305) 673-1123
Fax: (305) 673-8713
Email: email@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 - Jim McNally
jmcnally@vistasouthcs.com

All questions regarding electricity, Audio/Visual equipment, telecommunications, photography, and floral 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:

3M Back Wall - WHITE
2M Side Rails - WHITE
1 - 7" x 44" ID Sign

1 - 6'X 30" Draped Table - WHITE
2 - Side Chairs
1- Waste Basket

****For emptying of wastebaskets, please place your wastebasket in the aisle in front of your booth. Wastebaskets will be periodically emptied throughout the run of the show, and at the end of each day.****

Please note: The exhibit floor is carpeted. Electricity is **NOT included!**



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EXHIBIT AREA
INSTALLATION
&
DISMANTLE

Event Schedule

Exhibitor move in	Sunday, March 24	10am - 5pm
Exhibit Hours	Sunday, March 24	7pm - 10pm
	Monday, March 25	8am - 5pm
	Tuesday, March 26	8am - 2:30pm
Exhibitor move out	Tuesday, March 26	2:30 pm – 9:00 pm

Important Dates

Exhibitor Appointed Contractor deadline:	Monday, March 4	3:00 PM
Discount deadline for all Vista South orders:	Monday, March 4	3:00 PM
Discount deadline for custom furnishings:	Monday, March 4	3:00 PM
Advanced warehouse opens:	Monday, February 12	8:00 am - 3:00 pm daily
Advanced warehouse closes:	Friday, March 15	8:00 am - 3:00 pm daily
Show site delivery timeframe:	Sunday, March 24	Between 10am - 4pm

Included In Your Booth Space

Each exhibitors booth space includes: **8' Silver Drape, 3' Side Drape. 7" x 44" ID Sign**

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

Standard dimensions: 8'x10'
Event drape colors: White Backwall and White Siderail
Exhibit hall carpet: Standard ballroom Carpet

Shipping Information

Advanced Warehouse

Marine Hotel Association 2024
Vista South Convention Services
(Company Name and Booth Number)

7045 NW 26th Ave
Miami FL 33147

Show Site Deliveries

Marine Hotel Association 2024
C/O Vista South Convention Services
(Company Name and Booth Number)

NAPLES GRAND RESORT
475 SEAGATE DRIVE
NAPLES, FL 34103



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LIMITS OF LIABILITY & RESPONSIBILITY

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 Convention Services South 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.



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PAYMENT POLICIES

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](tel:3056731123) 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 [MONDAY, MARCH 4, 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 **MARINE HOTEL ASSOCIATION 2024** 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.



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**STANDARD BOOTH
FURNISHINGS
&
CARPET
ORDER FORM**

DISCOUNT DEADLINE DATE:

MONDAY, MARCH 4, 2024

Rental price includes delivery to and removal from your booth.

QTY. DISCOUNT STANDARD AMT.
RATES RATES

SEATING

Side Chair\$75.50 \$94.00
Padded Stool\$135.75 \$169.75

ACCESSORIES

Round Pedestal Table (30" h x 30" d).....\$119.75 \$149.75
Round Pedestal Table (42" h x 30" d).....\$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.

QTY. DISCOUNT STANDARD AMT.
RATES RATES

DRAPED DISPLAY TABLES - 30" HIGH

Price includes white vinyl top & 3 sides

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

2' x 4' x 30".....\$140.50 \$175.50
2' x 6' x 30".....\$158.50 \$198.00
2' x 8' x 30".....\$190.50 \$238.00
4th Side Drape 6' & 8' Only.....\$51.75 \$64.75

DRAPED DISPLAY TABLES - 42" COUNTER HIGH

Price includes white vinyl top & 3 sides

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

2' x 4' x 42".....\$199.50 \$251.00
2' x 6' x 42".....\$219.50 \$274.75
2' x 8' x 42".....\$254.50 \$318.00
4th Side Drape 6' & 8' Only.....\$51.75 \$64.75

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

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.**

ALL CHARGES SUBJECT TO 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 SOUTH CONVENTION SERVICES BEFORE DEADLINE DATE



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**PLUSH BOOTH
CARPET
ORDER FORM**

DISCOUNT DEADLINE DATE:

MONDAY, MARCH 4, 2024

INCLUDES LABOR TO INSTALL AND REMOVE VISQUEEN COVER.

PLUSH BOOTH CARPET - 28 OZ.

Orders MUST be received by the Deadline Date above to guarantee delivery.

Carpet Size _____ x _____ = _____ (calculate to the next full foot, 200 square feet minimum)

QTY

TOTAL

_____ Square feet (200 square feet minimum) \$6.25 per sq. ft. _____

Please circle your selection:

BLACK
RED
WHITE
BLUE
CHARCOAL GREY

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

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 and 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 SUBJECT TO SALES TAX (7%)

FULL PAYMENT MUST ACCOMPANY ORDER

TOTAL ALL ITEMS ORDERED

ATTACH TO PAYMENT & 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 SOUTH CONVENTION SERVICES



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PERSONAL PROTECTIVE EQUIPMENT ORDER FORM

DISCOUNT DEADLINE DATE:

MONDAY, MARCH 4, 2024

All orders subject to availability at the time the order is placed. To qualify for advanced pricing, orders must be placed by deadline date; **NO EXCEPTIONS**. If order is placed after deadline date, it is subject to on-site availability and limited inventory. On site orders may also be subject to additional charges for special delivery to venue.

Individual PPE Booth Safety Items

Qty	Item Description	Advance Prices	Standard Price	Amount
_____	25 ct. Pack of 3 Ply Face Masks	\$13.75	\$19.25	\$_____
_____	100 ct. Packs of Sanitizing Wipes	\$11.50	\$14.25	\$_____
_____	20 ct. Pack of Sanitizing Wipes	\$7.25	\$11.50	\$_____
_____	20" Square Social Distancing Floor Stickers	\$85.25	*advance order only*	\$_____

Subtotal	\$_____
(7%) Tax	\$_____
Grand Total	\$_____



20" floor stickers

*Actual inventory types may vary

Company Name _____										Booth _____									
Street Address _____										Phone # _____									
City _____										State _____ Zip _____ Fax# _____									
Ordered by (Print or Type) _____										E-Mail _____									
Signature _____										Title _____									
CREDIT CARD: <input type="checkbox"/> M/C <input type="checkbox"/> VISA <input type="checkbox"/> AMEX ACCOUNT NUMBER: _____										EXPIRATION DATE: _____									
CARDHOLDERS SIGNATURE: _____										CARDHOLDERS NAME: _____									



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HAND SANITIZATION RENTAL OPTIONS

DISCOUNT DEADLINE DATE:

MONDAY, MARCH 4, 2024

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Qty	Item Description	Advance Prices	Standard Prices	Amount
_____	Hand Sanitizing Single Station	\$312.25	<i>*advance order only*</i>	\$ _____
_____	Hand Sanitizing Double Station	\$437.25	<i>*advance order only*</i>	\$ _____
_____	Table Top Hand Sanitizing Station	\$278.25	<i>*advance order only*</i>	\$ _____
_____	Hand Sanitizer Station Refill	\$56.75/ Reservoir	\$71.75/ Reservoir	\$ _____
_____	Individual 2oz. bottle of Hand Sanitizer	\$4.00	\$5.00	\$ _____
_____	Add logo to Hand Sanitizing Station	\$62.50/ Logo	<i>*advance order only*</i>	\$ _____



Subtotal	\$ _____
(7%) Tax	\$ _____
Grand Total	\$ _____



*Actual inventory types may vary

Company Name _____										Booth _____									
Street Address _____										Phone # _____									
City _____										State _____ Zip _____ Fax# _____									
Ordered by (Print or Type) _____										E-Mail _____									
Signature _____										Title _____									
CREDIT CARD: <input type="checkbox"/> M/C <input type="checkbox"/> VISA <input type="checkbox"/> AMEX ACCOUNT NUMBER: _____										EXPIRATION DATE: _____									
CARDHOLDERS SIGNATURE: _____										CARDHOLDERS NAME: _____									



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OPTIONAL BOOTH
PARTITIONS

DISCOUNT DEADLINE DATE:

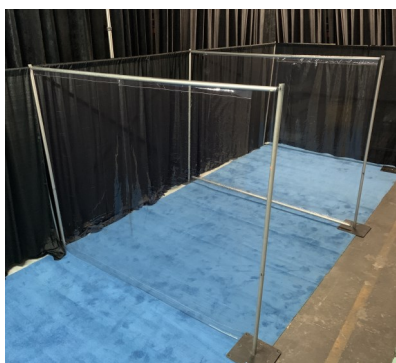
MONDAY, MARCH 4, 2024

All orders subject to availability at the time the order is placed. To qualify for advanced pricing, orders must be placed by deadline date; **NO EXCEPTIONS**. If order is placed after deadline date, it is subject to on-site availability and limited inventory. On site orders may also be subject to additional charges for special delivery to venue.

Qty	Item Description	Advance Prices	Standard Price	Amount
___	Plexi-Glass Partition for 30" round tables	\$93.75	\$142.00	\$ _____
___	Plexi-Glass Partition for 6' and 8' tables	\$227.00	\$284.00	\$ _____
___	8' High Vinyl Curtain partitions w/ Supports	\$170.50	\$227.25	\$ _____
___	Stand alone 1m x 8' High Plexi Panels	\$312.50/ panel	*advance order only*	\$ _____
___	Plexi Glass Room or Partition Wall	\$369.25/panel	*advance order only*	\$ _____



Subtotal	\$ _____
(7%) Tax	\$ _____
Grand Total	\$ _____



Company Name _____		Booth _____	
Street Address _____		Phone # _____	
City _____	State _____	Zip _____	Fax# _____
Ordered by (Print or Type) _____		E-Mail _____	
Signature _____		Title _____	
CREDIT CARD: <input type="checkbox"/> M/C <input type="checkbox"/> VISA <input type="checkbox"/> AMEX		ACCOUNT NUMBER: _____	EXPIRATION DATE: _____
CARDHOLDERS SIGNATURE: _____		CARDHOLDERS NAME: _____	



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**BOOTH CLEANING
&
PORTER SERVICES
ORDER FORM**

DISCOUNT DEADLINE DATE:

MONDAY, MARCH 4, 2024

BOOTH CLEANING RATES

Please indicate your requirements:

- ☐ Daily - Vacuuming.....\$.55 per sq. ft.
- ☐ Once - Vacuuming before initial opening.....\$.58 per sq. ft.

Calculate total:

Size of booth: _____ x _____ = _____ sq. ft. x rate: _____ x No. Of Days: _____ = \$ _____

(Minimum charge: 100 Sq. Ft. Per Day)

Price is based on total square footage of your booth space.

NOTE: All rental carpets are delivered clean to your booth space. However, during set-up, the carpet can become spoiled. We suggest you order cleaning service at least once prior to show opening.

PORTER SERVICE

Vista South Convention Services will assign (1) man every hour (maximum of 8 hours per day) during show hours to your booth for removal of excess trash. This service is being provided to all exhibitors at a **\$1.10 per square foot per day after a minimum charge of 100 square feet.**

Please calculate your total below:

Size of booth: _____ x _____ = _____ sq. ft. x rate: **\$1.75** x Number Of Days: _____ = \$ _____
(Minimum charge: 100 Sq. Ft. Per Day - \$175.00)

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.**

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 SOUTH CONVENTION SERVICES BEFORE DEADLINE DATE



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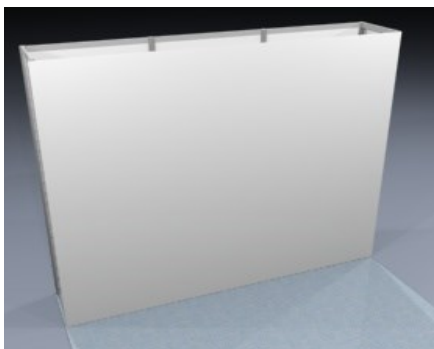
VCS MODULAR
RENTAL UNITS

DISCOUNT DEADLINE DATE:

MONDAY, MARCH 4, 2024

All graphics must be sent per the graphic guidelines. Sizes for graphics will be given upon request. All orders received after the deadline date will be charged an additional 25%. Orders received at the Service Desk are subject to availability and a 25% surcharge.
Custom units available. Please call for pricing.

☐ VCS10FC



Unit contains

-120" x 96" Full Cover Graphics
-Labor and Graphics Included

☐ VCS 10G



Unit contains

-Custom Header -2 -Arm Lights
-3-Graphic Panels

☐ VCS 20G



Unit contains

-2-Custom Headers -4-Arm Lights
-6-Graphic Panels

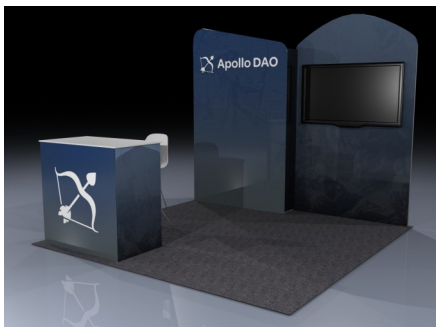
☐ VSCSFC PLUS



Unit contains

-1M Branded Cabinet -3 lights
-1 Stool -Carpet
-10'W x 96"H - Full

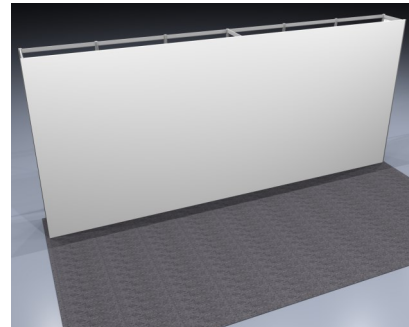
☐ VSCS54



Unit contains

-1M Branded Cabinet -1 Stool
-55" Mounted TV
-Graphics and Labor Included

☐ VCS20FC



Unit contains

-240" x 96" Full Cover Graphics
-Labor and Graphics Included

Please note that electricity is NOT included

Qty	Size	Advance Prices	Standard Price	Amount
_____	VCS10FC	\$2,047.50	\$2,559.50	\$ _____
_____	VCS 10G	\$1,564.25	\$1,955.25	\$ _____
_____	VCS 20G	\$2,867.00	\$3,583.50	\$ _____
_____	VSCSFC PLUS	\$2,913.75	\$3,642.25	\$ _____
_____	VSCS54	\$2,467.50	\$3,084.50	\$ _____
_____	VCS20FC	\$3,129.50	\$3,912.25	\$ _____

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.**

ALL CHARGES SUBJECT TO SALES TAX (7%)

MAIL OR FAX TO VISTA SOUTH CONVENTION SERVICES BEFORE DEADLINE DATE



Marine Hotel Association
March 24 - 26, 2024
Naples Grand Resort



7045 NW 26th AVENUE
MIAMI, FL 33147
TEL: (305) 673-1123 FAX: (305) 673-8713
E-MAIL: cgriffin@vistasouthcs.com

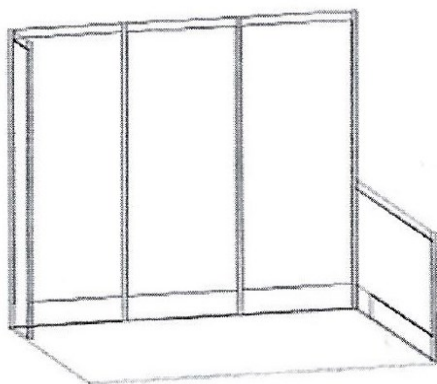
**SIDERAIL
INSTALLATION**
(Corner Booths ONLY)

DISCOUNT DEADLINE DATE:

MONDAY, MARCH 4, 2024

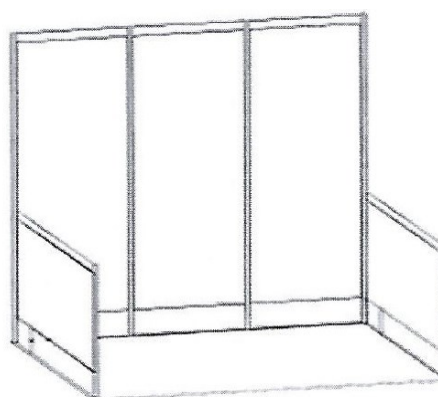
SAMPLE: 1

If you have a booth at the end of an aisle (corner booth), this is how your booth will appear:



SAMPLE: 2

If you would like to have a full side wall, your booth would appear like this:



We will be happy to provide these side rail installations/removals as such, but you must confirm your preference and advise us no later than **Monday, March 17, 2023** by completing and submitting this form.

☐ I prefer to have a short support wall on my booth as indicated by Sample: 1.

☐ I prefer to have a full side wall on my booth as indicated by Sample: 2

****There will be a \$100.00 fee if a siderail would need to be installed at showsite****

Please e-mail this form to cgriffin@vistasouthcs.com or fax it to **(305) 673-8713**.

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 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 SOUTH BEFORE DEADLINE DATE



Marine Hotel Association
March 24 - 26, 2024
Naples Grand Resort



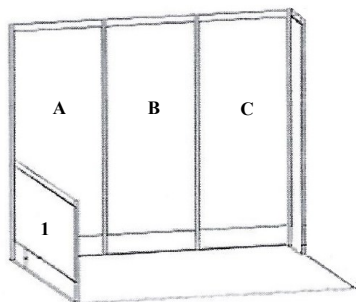
7045 NW 26th AVENUE
MIAMI, FL 33147
TEL: (305) 673-1123 FAX: (305) 673-8713
E-MAIL: cgriffin@vistasouthcs.com

HARDWALL PANEL
GRAPHICS

DISCOUNT DEADLINE DATE:

MONDAY, MARCH 4, 2024

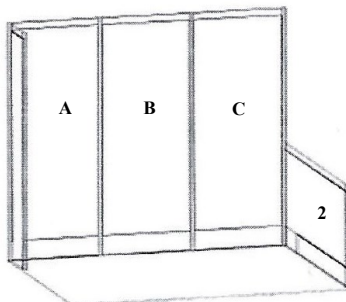
SAMPLE: 1



RIGHT CORNER BOOTH
(PLEASE CHECK OFF PANELS THAT WILL
REQUIRE GRAPHICS)

1 ☐ A ☐ B ☐ C ☐

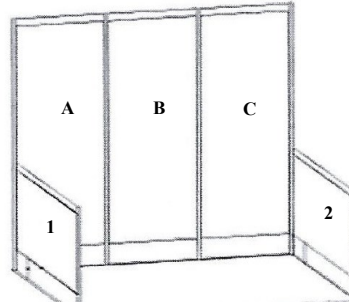
SAMPLE: 2



LEFT CORNER BOOTH
(PLEASE CHECK OFF PANELS THAT WILL
REQUIRE GRAPHICS)

2 ☐ A ☐ B ☐ C ☐

SAMPLE: 3



CLOSED ENDS BOOTH
(PLEASE CHECK OFF PANELS THAT WILL
REQUIRE GRAPHICS)

1 ☐ 2 ☐
A ☐ B ☐ C ☐

QTY	DESCRIPTION	COST	
<input type="checkbox"/> 87" x 38 1/4" Graphic Panel	Letters A,B,C	Discount Price: <u>\$288.75</u>	Standard Price: <u>\$420.00</u>
<input type="checkbox"/> 38" x 77 1/2" Graphic Panel	Numbers 1, 2	Discount Price: <u>\$157.50</u>	Standard Price: <u>\$236.25</u>

Graphics received after the deadline date of **Monday, March 17, 2023** will be charged a 25% late fee. In addition, Payment received after the deadline date of **Monday, March 17, 2023** will be charged a 25% late fee.

When submitting the print ready graphics for your order, it is imperative to properly indicate the panel that corresponds to the art work.

Please submit your Payment Authorization Form (page 5), Optional Siderail Installation Form (page 12), and this page cgriffin@vistasouthcs.com by fax to **(305) 673-8713**.

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 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 SOUTH BEFORE DEADLINE DATE



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March 24 - 26, 2024
Naples Grand Resort



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**SPECIAL
SIGNS**

DISCOUNT DEADLINE DATE:

MONDAY, MARCH 4, 2024

Special Signs

Qty	Size	Advance Prices	Deadline Price	Amount
_____	7" x 44"	\$55.75	\$69.75	\$ _____
_____	14" x 22"	\$76.75	\$95.75	\$ _____
_____	22" x 28"	\$117.50	\$135.75	\$ _____
_____	28" x 44"	\$172.75	\$216.00	\$ _____
_____	1 Meter x 8'	\$287.75	\$359.50	\$ _____
_____	30" round graphic for pedestal tables**	\$110.50	\$138.00	\$ _____

- Easel back applied to sign quoted upon request.
 - All prices are for single sided-double sided quoted upon request.
 - Special sizes and materials quoted upon request.
- Delivery time is not guaranteed on orders placed at showsite.
- **Artwork received less than 21 days will be provided at quoted rates, plus 15%**
- **Artwork received less than 14 days will be provided at quoted rates, plus 30%**
- Please utilize one of the following programs: Adobe Acrobat Professional 8.0, Adobe Illustrator CS5, Photoshop CS5, or Adobe InDesign CS5. For further details, refer to the Graphic Guidelines page.

** (please call for details, measurements, or questions)

Vertical



Horizontal



Color of
Background

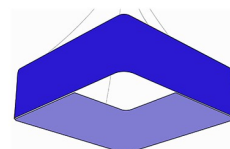
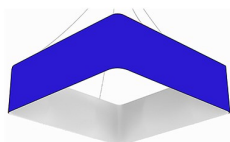
Color of
Lettering

Please type desired copy below or attach a separate sheet

HANGING SIGNS

☐ 8' x 36" Square Hanging Sign Single Sided

☐ 8' x 36" Square Hanging Sign Double Sided



Qty	Size	Advance Prices	Deadline Price	Amount
_____	SINGLE SIDED	\$1,837.50	\$2,362.50	\$ _____
_____	DOUBLE SIDED	\$2,625	\$3,097.50	\$ _____

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

ALL CHARGES SUBJECT TO SALES TAX (7%)

FULL PAYMENT MUST ACCOMPANY ORDER

TOTAL ALL ITEMS ORDERED

ATTACH TO ORDER RECAP & CREDIT CARD AUTHORIZATION FORM

ENTER TOTAL

MAIL OR FAX TO VISTA SOUTH CONVENTION SERVICES BEFORE DEADLINE DATE



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GRAPHIC GUIDELINES

DISCOUNT DEADLINE DATE:

MONDAY, MARCH 4, 2024

GUIDELINES FOR SUBMITTING GRAPHICS

Vista South Convention Services-Design/Graphics Department/Miami, Florida

Vista South Convention Services

7045 NW 26th Ave.

Miami, FL 33147

E-mail: Graphics@vistasouthcs.com

We can accept graphic files created with the following programs:

Adobe Acrobat Professional 8.0

Adobe Illustrator CS5

Photoshop CS5

Adobe InDesign CS5

We prefer to work with Adobe Acrobat high resolution PDF files.

Artwork received less than 21 days will be provided at quoted rates, plus 15%

Artwork received less than 14 days will be provided at quoted rates, plus 30%

Artwork saved as vector files, which can be resized without losing resolution.

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

Any bitmapped or raster files, such as .tif, .bmp, .jpeg, must be of sufficient resolution to print properly at the intended dimensions, resolution should be 300dpis on a half size graphic or actual size graphic at 90-120 dpis. If uncertain as to requirements please consult us before sending files

(*No bleeds needed on printable files)

"Files which have been created for web publication, or logos which are scanned from letterheads are NOT accepted for large format digital printing."

We are not responsible for spelling mistakes on text or low resolution images sent by clients. A fee applies for replacing the sign.

Color Matching

Please provide a method for us to accurately reproduce the colors you require for your graphics. Colors specified using the Pantone ® color matching system is the preferred method.

Sending Files

Files which are not overly large can be sent by e-mail. If you have a FTP site we could download the file if you send the information we need. Otherwise we would prefer files sent on a CD. If you have any questions, please contact us before sending your files



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**INTENT TO USE
NON-OFFICIAL
CONTRACTORS**

DISCOUNT DEADLINE DATE:

MONDAY, MARCH 4, 2024

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 Convention Services South 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.



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**LIMITS OF LIABILITY
&
RESPONSIBILITY
FOR LABOR**

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 Convention Services South 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.



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PRIORITY EMPTY
CONTAINER RETURN
ORDER FORM

DISCOUNT DEADLINE DATE:

MONDAY, MARCH 4, 2024

**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. If you would like this service, please fill out the information below and return to Vista Convention Services.

Priority Empty Container Return.....**\$138.50 per container**

Estimated Number of Pieces.....

*****PLEASE NOTE: Special empty container labels are required for this service.
Labels will be available at Vista's Service Desk.***

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

PAYMENT POLICY: CREDIT CARD INFORMATION MUST BE ON FILE FOR THIS SERVICE

Credit Card Information

M/C VISA AMEX / ACCOUNT #

☐ ☐ ☐

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

EXPIRATION DATE: _____

CUSTOMER CODE #: _____

CARDHOLDERS SIGNATURE: _____ CARDHOLDERS NAME: _____

MAIL OR FAX TO VISTA BEFORE DEADLINE DATE



Marine Hotel Association
March 24 - 26, 2024
Naples Grand Resort



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UNION
JURISDICTIONS

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 Convention Services South 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.



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MATERIAL HANDLING SERVICES & RATES

DISCOUNT DEADLINE DATE:

FRIDAY, MARCH 15, 2024

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.***

Per CWT (100 lbs.) <i>Minimum charge (200 lbs.)</i> Warehouse Rate <u>\$169.75</u> Showsite Rate <u>\$188.75</u>	<u>Crated and/or Skidded Floor Load Shipments</u> These <u>round trip rates</u> 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.
Per CWT (100 lbs.) <i>Minimum charge (200 lbs.)</i> Warehouse Rate <u>\$194.50</u> Showsite Rate <u>\$283.25</u>	<u>Uncrated, Unskidded, Unwrapped Shipments and/or Crated Shipments Requiring Special Handling</u> These <u>round trip rates</u> 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.
Per CWT (100 lbs.) A 25% surcharge for each occurrence will apply in addition to the above rates.	<u>Overtime Rates</u> 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
Per CWT (100 lbs.) <i>Minimum charge (200 lbs.)</i> A 25% surcharge for each occurrence will apply in addition to the above rates.	<u>Deliveries to Warehouse AFTER DEADLINE DATE</u> Shipments received at the warehouse after 3:30PM or after the deadline date of <u>FRIDAY, MARCH 15, 2024</u> will be charged in addition to the above rates.
*First Package <u>\$53.00</u> ***Each additional package \$40.00	<u>Small Package Shipments</u> 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 & MATERIAL HANDLING RECAP

Marine Hotel Association
March 24 - 26, 2024
Naples Grand Resort

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MIAMI, FL 33147
TEL: (305) 673-1123 FAX: (305) 673-8713
E-MAIL: cgriffin@vistasouthcs.com

DISCOUNT DEADLINE DATE:

FRIDAY, MARCH 15, 2024

Shipping and Material Handling Recap

For complete information and descriptions on shipping and material handling refer to: SHIPPING 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.	
<u>Crated and/or Skidded Floor Load Shipments</u>	
Warehouse We will ship _____ lbs. @ \$169.75 per 100 lbs. (200 lb. minimum/\$339.50)	\$ _____
Showsite We will ship _____ lbs. @ \$188.75 per 100 lbs. (200 lb. minimum/\$377.50)	\$ _____
<u>Uncrated, Unskidded Wrapped Shipments and Crated Shipments requiring Special Handling</u>	
Warehouse We will ship _____ lbs. @ \$194.50 per 100 lbs. (200 lb. minimum/\$389.00)	\$ _____
Showsite We will ship _____ lbs. @ \$283.25 per 100 lbs. (200 lb. minimum/\$566.50)	\$ _____
<u>Overtime Rates</u> 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.	
<u>Deliveries to Warehouse AFTER Deadline Date</u> Shipments received at the warehouse after 3:30PM or after the deadline date of <u>FRIDAY, MARCH 15, 2024</u> will be charged 25% surcharge, for each occurrence, in addition to the above rates.	
Payment Enclosed	\$ _____

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.

COMPANY NAME:

BOOTH #

Fax or Email to Vista South Convention Services



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SHIPPING INFORMATION

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 Convention Services South. 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, recrateing 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).



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**SHIPPING
INSTRUCTIONS
(INBOUND)**

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: MARINE HOTEL ASSOCIATION
(Exhibiting Company's Name & Booth Number)
Vista Convention Services
7045 NW 26th Ave.
Miami, Florida 33147

- To trace your shipment, please contact the Customer Service Department at (305) 673-1123.
- Shipments will be received beginning MONDAY, FEBRUARY 12, 2024.
- Shipments received after the deadline of FRIDAY, MARCH 15, 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: MARINE HOTEL ASSOCIATION
(Exhibiting Company's Name & Booth Number)
C/O VISTA SOUTH CONVENTION SERVICES
Naples Grand Resort
475 Seagate Dr
Naples, FL 34103

Showsite shipments will be received beginning 10AM - 4PM ON SUNDAY, MARCH 24, 2024.
SHIPMENTS ARRIVING AT SHOWSITE PRIOR TO THIS DATE AND TIME MAY BE REFUSED BY THE VENUE
AND/OR CHARGED AN ADDITIONAL FEE.



Marine Hotel Association
March 24 - 26, 2024
Naples Grand Resort



7045 NW 26th AVENUE
MIAMI, FL 33147
TEL: (305) 673-1123 FAX: (305) 673-8713
E-MAIL: cgriffin@vistasouthcs.com

SHIPPING
INSTRUCTIONS
(OUTBOUND)

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: MARINE HOTEL ASSOCIATION
LOCATION: NAPLES GRAND RESORT
TO: (Shipping Address)

- Once your shipment is packed and labeled, return your show Bill-of-Lading to the Vista Convention Services South Service Desk.
- All Bill-of-Ladings must be turned in no later than **7PM ON TUESDAY, MARCH 26, 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 days and times with your selected carrier. All outside carriers other than (UPS Tradeshow Freight Services) must be checked in no later than **7PM ON TUESDAY, MARCH 26, 2024.** If the carrier does not show up by **7PM ON TUESDAY, MARCH 26, 2024** it will be re-routed through a house carrier.



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LIMITS OF LIABILITY FOR MATERIAL HANDLING

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 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's 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's 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.



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**IMPORTANT FREIGHT
INFORMATION**

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.



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**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 South Convention Services may acquire on-site storage for empty containers based on the following rates: \$23.00 per carton and \$34.50 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 \$120.50 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. The initial and minimum fee is \$57.30 up to the first 100 lbs. For shipments over 100 lbs, a fee of \$34.50 per cwt. on straight time and \$40.20 per cwt. on overtime will apply. 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 \$3.20 per linear foot, plus one-half hour minimum labor.

Shrink Wrap Skid: \$40.20 per skid, labor included

Clear Tape: \$14.90 per roll

Double Face Tape: \$24.10 per roll

UPS & FEDEX Shipments

A fee of \$86.00 will apply for all UPS & FedEx shipments going back to Vista South Convention Services Warehouse.

ADVANCE WAREHOUSE SHIPMENTS ONLY

FROM: _____

TO: _____ (EXHIBITOR NAME) _____ (BOOTH #)

MARINE HOTEL ASSOCIATION
VISTA CONVENTION SERVICES
7045 NW 26TH AVE
MIAMI, FLORIDA 33147

FOR ADVANCE SHIPMENTS ONLY

DELIVER NO LATER THAN MONDAY, MARCH 15, 2024
RECEIVING 8AM - 3:30PM, MONDAY - FRIDAY, CHECK IN BY 3:00PM.

ADVANCE WAREHOUSE SHIPMENTS ONLY

FROM: _____

TO: _____ (EXHIBITOR NAME) _____ (BOOTH #)

MARINE HOTEL ASSOCIATION
VISTA CONVENTION SERVICES
7045 NW 26TH AVE
MIAMI, FLORIDA 33147

ADVANCE WAREHOUSE SHIPMENTS ONLY

FROM: _____

TO: _____ (EXHIBITOR NAME) _____ (BOOTH #)

MARINE HOTEL ASSOCIATION
VISTA CONVENTION SERVICES
7045 NW 26TH AVE
MIAMI, FL 33147

ON-SITE DIRECT SHIPMENTS ONLY

FROM: _____

TO: _____ (EXHIBITOR NAME) _____ (BOOTH #)

MARINE HOTEL ASSOCIATION
C/O VISTA SOUTH CONVENTION SERVICES
NAPLES GRAND RESORT
475 SEAGATE DRIVE
NAPLES, FL 34103

FOR ON-SITE DIRECT SHIPMENTS ONLY

SHOWSITE SHIPMENTS WILL BE RECEIVED BEGINNING 10AM - 4PM ON SUNDAY, MARCH 24, 2024.

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TO: _____ (EXHIBITOR NAME) _____ (BOOTH #)

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NAPLES GRAND RESORT
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