

**NJ SCHOOL BUILDING
&
GROUNDS
ASSOCIATION**

**TRUMP TAJ MAHAL CASINO RESORT
GRAND BALLROOM
ATLANTIC CITY, NEW JERSEY
MARCH 30-31, 2010**



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

**BOOTH PACKAGE
AND EXHIBIT
TIMES**

**TUE., MARCH 30 - 8:00 AM - 4:00 PM
WED., MARCH 31 - 8:00 AM - 1:00 PM**

Dear Exhibitor:

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

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

**NJ SCHOOL BUILDING & GROUNDS ASSOCIATION
Mr. Bruce Doty
49 Rancocas Road
Mt. Holly, NJ 08060
Tel: (609) 265-5011
Fax: (609) 265-3778**

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

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

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

Your 10'x10' booth is equipped with the following inventory. Additional equipment is available on the forms enclosed:

**8' high backdrape - Burgundy/Beige
3' high siderails - Burgundy
7"x44" ID Sign**

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

NOTE: EXHIBIT FLOOR IS CARPETED

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**PAYMENT
POLICIES**

**DEADLINE DATE:
MARCH 12, 2010**

PAYMENT OPTIONS

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

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

2. Advance Payment by Company Check

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

3. Wire Transfer in U.S. Funds

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

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

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

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

Domestic incoming wire transfer fee: \$25.00

International incoming wire transfer fee: \$35.00

4. Credit Card

Use MasterCard, VISA or American Express. To accept charges, you must complete the PAYMENT AND CREDIT CARD CHARGE AUTHORIZATION form on the following page. For discount rates to apply, Vista Convention Services must receive this form by **MARCH 12, 2010**.

SHOW SITE ORDERS

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

PAYMENT TERMS

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

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

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

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

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

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

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**PAYMENT & CREDIT
CARD
AUTHORIZATION
FORM**

**DEADLINE DATE:
MARCH 12, 2010**

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

ORDER RECAP

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

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

INDICATE PAYMENT METHOD:

Check # _____ Dated _____ Amount \$ _____

Charge to: MasterCard VISA American Express
Indicate: Personal Credit Card Company Credit Card

Account #

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

Expiration Date

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

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

Cardholder's Name _____

(Print or Type)

Cardholder's Address _____ City _____ State _____ Zip _____

Signature _____

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

Company Name _____ Booth # _____

Street Address _____ Phone # _____

City _____ State _____ Zip _____ Fax # _____

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

Signature _____ Title _____

MAIL OR FAX TO VISTA CONVENTION SERVICES BEFORE DEADLINE DATE

Limits of Liability and Responsibility

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

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**STANDARD BOOTH
FURNISHINGS &
CARPET
ORDER FORM**

**DEADLINE DATE:
MARCH 12, 2010**

Rental price includes delivery to and removal from your booth.

QTY.	DISCOUNT RATES	STANDARD AMT. RATES	AMT.
SEATING			
___ Upholstered Arm Chair (black only)	\$.57.75	\$72.25	___
___ Side Chair (black only)	.47.50	57.75	___
___ Padded Stool (black only)	.62.00	76.25	___

QTY.	DISCOUNT RATES	STANDARD AMT. RATES	AMT.
ACCESSORIES			
___ Cocktail Table	.57.25	72.25	___
___ Round Pedestal Table (30" h x 30" d)	.86.75	107.75	___
___ Round Pedestal Table (42" h x 30" d)	1.04.25	129.50	___
___ Wastebasket	.18.00	21.75	___
___ Easel	.36.50	43.25	___
___ Chrome Sign Frame (22" x 28")	.69.00	86.50	___
___ Bag Holder	.86.50	108.25	___
___ 8' Stanchion	.26.50	33.50	___
___ Crossbar	.26.50	33.50	___
___ Garment Rack	.75.25	93.25	___
___ Literature Rack	1.39.50	160.75	___

STANDARD CARPET

Price includes installation & taping front edge.
No guarantee of color match when ordering multiple carpets.

___ 9' x 10'	1.32.50	162.00	___
___ 9' x 20'	2.65.00	324.00	___
___ 9' x 30'	3.97.50	486.00	___
___ 9' x 40'	5.30.00	648.00	___
___ 9' x 50'	6.62.50	810.00	___

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

CUSTOM SIZE CARPET

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

INDICATE OVERALL DIMENSIONS:

___ ft. x ___ ft. (100 sq. ft. minimum) \$2.80 sq. ft. \$4.30 sq. ft. ___

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

CARPET PADDING

INDICATE OVERALL DIMENSION:

___ ft. x ___ ft. (100 sq. ft. minimum) \$1.30 sq. ft. \$1.50 sq. ft. ___

QTY.	DISCOUNT RATES	STANDARD AMT. RATES	AMT.
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"	\$.92.25	\$115.00	___
___ 2' x 6' x 30"	1.09.00	136.25	___
___ 2' x 8' x 30"	1.27.75	159.50	___

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"	122.00	147.00	___
___ 2' x 6' x 42"	140.00	167.00	___
___ 2' x 8' x 42"	150.25	187.75	___

UNDRAPED DISPLAY TABLES - 30" HIGH

___ 2' x 4' x 30"	42.50	52.75	___
___ 2' x 6' x 30"	50.00	62.00	___
___ 2' x 8' x 30"	59.75	72.50	___

UNDRAPED DISPLAY TABLES - 42" HIGH

___ 2' x 4' x 42"	54.75	66.50	___
___ 2' x 6' x 42"	61.50	76.25	___
___ 2' x 8' x 42"	71.25	88.00	___

DRAPED RISERS

White Vinyl			
___ 4' One Step	42.00	51.00	___
___ 6' One Step	49.75	62.00	___

MISCELLANEOUS

___ 3' Black Stanchion/Pull out Tape	.52.00	67.00	___
(7 1/2 ft. lengths)			

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

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

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

MAIL OR FAX TO VISTA CONVENTION SERVICES BEFORE DEADLINE DATE

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MARCH 30-31, 2010



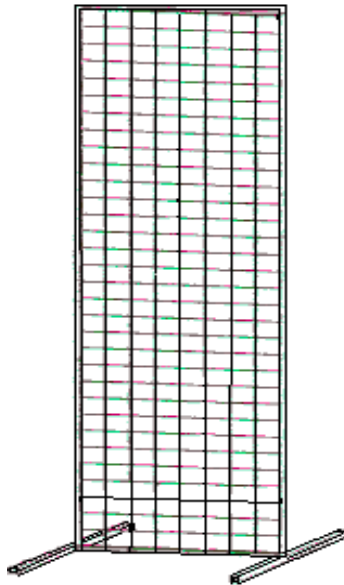
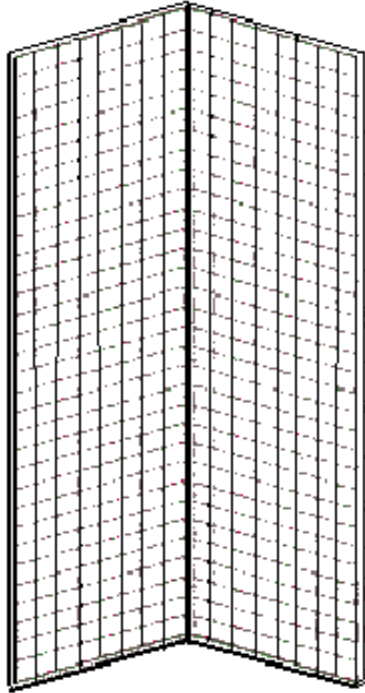
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**GRID WALLS
ORDER FORM**

**DEADLINE DATE:
MARCH 12, 2010**

Style A: 2' x 8'

Style B: 2' x 6'



STYLE A:

2' x 8' ORDER GRID IF YOU ARE PLANNING TO STRING THE GRIDS TOGETHER.

STYLE B:

2' x 6' ORDER GRID WITH FEET FOR A SINGLE FREE STANDING GRID.

PLEASE SUPPLY DIAGRAM OF LOCATION IN BOOTH FOR SET-UP

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

HOOKS TO BE SUPPLIED BY EXHIBITOR

QUANTITY OF GRIDS REQUIRED:

	DISCOUNT RATE	STANDARD RATE	AMOUNT
___ Style A 2' x 8' Grid.....	\$56.25	\$69.75	_____
___ Style B 2' x 6' Grid (w/feet).....	66.00	84.50	_____

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

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

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

Company Name _____ Booth # _____

Street Address _____ Phone # _____

City _____ State _____ Zip _____ Fax # _____

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

Signature _____ Title _____

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**VCS MODULAR
RENTAL UNITS**

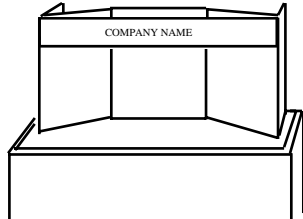
**DEADLINE DATE:
MARCH 12, 2010**

VCS TableTop Unit contains lighted header, 8' draped table

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

* Check one

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

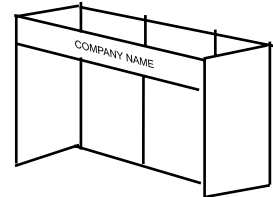


Price \$720.00

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


* Check one

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



Price \$2,050.00

Optional Rental Accessories

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

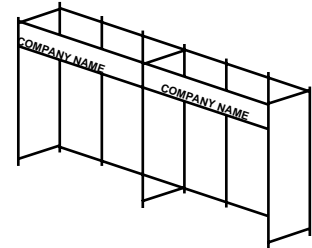
* Extra Shelves

1 - Shelf & 2 - Brackets _____ 54.00 _____

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

* Check one

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

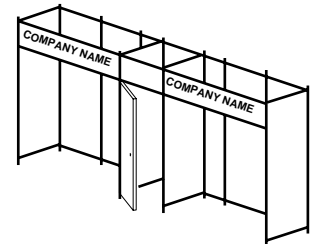


Price \$4,000.00

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

* Check one

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



Price \$4,250.00

All units include:

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

Custom units available. Please call for pricing.

HEADER COPY:

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

Company Name _____ Booth # _____

Street Address _____ Phone # _____

City _____ State _____ Zip _____ Fax# _____

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

Signature _____ Title _____

MAIL OR FAX TO VISTA CONVENTION SERVICES BEFORE DEADLINE DATE

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**LABOR ORDER
FORM**

**DEADLINE DATE:
MARCH 12, 2010**

CARPENTER LABOR FOR INSTALLATION AND DISMANTLING OF EXHIBITS

CARPENTER RATES:

Straight Time
\$90.00 per hour
one hour minimum per worker
thereafter 1/2 hr. increments
ST: 8:00 AM to 4:30 PM
Monday through Friday

Overtime
\$135.00 per hour
one hour minimum per worker
thereafter 1/2 hr. increments
OT: Before 8:00 AM and after 4:30 PM
Monday through Friday
and all hours on Saturday and Sunday

Double Time
\$180.00 per hour
one hour minimum per worker
thereafter 1/2 hr. increments
DT: all Holidays

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

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 SERVICE REQUIRED:

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

	No. Men	Date	Time	Approx. Hours
SET-UP				
DISMANTLE				

PLAN B - VISTA CONVENTION SERVICES SUPERVISION - Hourly rate plus 35% Supervision Charge/Minimum \$35.00

Name of Carrier _____ # Crates _____ Cartons _____ Skids _____

Shipped to: Warehouse Showsite Display Includes Carpet Vista's Rental Carpet

PLEASE INCLUDE SET-UP PLANS WITH ORDER

After Dismantle Return Display

To: _____

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 INFORMATION: <input type="checkbox"/> M/C <input type="checkbox"/> VISA <input type="checkbox"/> AMEX	ACCOUNT NUMBER: 	EXPIRATION DATE:
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PURCHASING CARD: VISA & MASTERCARD REQUIRES YOUR CUSTOMER CODE NUMBER _____

CARDHOLDERS SIGNATURE:

CARDHOLDERS NAME:

MAIL OR FAX TO VISTA CONVENTION SERVICES BEFORE DEADLINE DATE / SUBJECT TO NJ SALES TAX (7%)

TRUMP TAJ MAHAL

IMPORTANT NOTICE

TO EXHIBITORS AND CONVENTION ATTENDEES

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

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

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

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

Thank you.

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**MATERIAL
HANDLING
ORDER FORM**

**DEADLINE DATE:
SEE #3**

RATES AND SHIPPING INSTRUCTIONS

1. Vista Convention Services has been designated as the official drayage contractor with responsibility for the unloading, delivery, reloading and processing of all exhibitors' freight shipments.
2. **ALL SHIPMENTS MUST BE SENT PREPAID** and all shipments must have a bill-of-lading showing number of pieces, weight, and description of merchandise. Trucks without a bill-of-lading or documented weight, estimated weights will prevail. Estimated weights will be binding by both parties.
3. **WHEN TO SHIP: SHIPMENTS CONSIGNED TO THE WAREHOUSE MUST ARRIVE NOT LATER THAN FRIDAY, MARCH 19, 2010. SHIPMENTS RECEIVED AFTER THIS DATE WILL BE SUBJECT TO 25% SURCHARGE. SHIPMENTS CONSIGNED TO THE SHOW SITE SHOULD BE TIMED TO ARRIVE NOT EARLIER THAN MONDAY, MARCH 29, 2010.**
4. **WHERE TO SHIP:**

Address all shipments consigned to SHOWSITE to:

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

Address all shipments consigned to WAREHOUSE to:

Exhibitor's Name _____
Booth No. _____
**NJ SCHOOL BUILDING & GROUNDS ASSOCIATION
c/o Vista Convention Services
6634 Delilah Road
Egg Harbor Township, NJ 08234**

5. **RATE SCHEDULE:**

Warehouse Inquiries: (609) 383-6020

A. WAREHOUSE ADVANCE RECEIVING - Roundtrip - CRATED MATERIALS

ST Rate: \$76.00 per cwt. - 200# Minimum

The above rate includes the following:

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

B. DIRECT SHIPMENT TO SHOWSITE - Roundtrip - CRATED MATERIALS

ST Rate: NO CHARGE

The above rate includes the following:

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

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

ST Rate: NO CHARGE

The above rate includes the following:

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

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

Add 50% if handled both IN and OUT on overtime.

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

ALL CHARGES SUBJECT TO NJ SALES TAX (7%)

**NJ SCHOOL BUILDING
&
GROUNDS
ASSOCIATION**

TRUMP TAJ MAHAL CASINO RESORT
GRAND BALLROOM
ATLANTIC CITY, NEW JERSEY
MARCH 30-31, 2010



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

**MATERIAL
HANDLING
RECAP**

**WAREHOUSE
DEADLINE DATE:
MARCH 19, 2010**

SHIPPING AND MATERIAL HANDLING RECAP

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

COMPUTATION OF ORDER: When recording weight, round up to the next 100 pounds.		
A. CRATED AND/OR SKIDDED FLOOR LOAD SHIPMENTS Warehouse We will ship _____ lbs. @ \$76.00 per 100 lbs. (200 lb. minimum/\$152.00)		\$ _____
B. CRATED AND/OR SKIDDED FLOOR LOAD SHIPMENTS Showsite We will ship _____ lbs. @ NO CHARGE		\$ _____
C. UNCRATED, UNSKIDDED OR WRAPPED SHIPMENTS (SHOWSITE SHIPMENTS ONLY) Showsite We will ship _____ lbs. @ NO CHARGE		\$ _____
D. OVERTIME FEES All rates quoted above are straight time rates. All freight received at the warehouse and/or showsite that must be moved into or out of your booth before 8:00 a.m. or after 4:30 p.m. on weekdays, or anytime on Saturday, Sunday or Holidays, will be charged each way in addition to the above rates. Warehouse We will ship _____ lbs. @ \$19.00 per 100 lbs. (200 lb. minimum/\$38.00) Delivery After Deadline Date: Shipments received at the warehouse after 3:30pm or after Friday, March 19, 2010 , and any shipment received at showsite after show opening will be charged 25% in addition to the above rates.		\$ _____
7% Sales Tax		\$ _____
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 show site. If you have any questions about material handling, please contact Vista Convention Services, Exhibitor Service Department.

COMPANY NAME:	BOOTH #
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Retain one copy for your files. Attach the original to the PAYMENT AND CREDIT CARD CHARGE AUTHORIZATION form.

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&
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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 Convention Services may acquire on-site storage for empty containers based on the following rates: \$15 per carton and \$25 per fiber case. This service includes removing empties from your booth, storing them during the show and returning them to your booth after show closing. Please refer to the union regulations included in this manual.

MOBILE UNIT SPOTTING

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

SHIPMENTS RETURNED TO WAREHOUSE

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

SPECIAL RATES AND SERVICES

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

UPS & FEDEX SHIPMENTS

A fee of \$50.00 will apply for all UPS & FedEx shipments going back to Vista Convention Services Warehouse.

ALL CHARGES SUBJECT TO NJ SALES TAX (7%)

ADVANCE WAREHOUSE SHIPMENTS ONLY

FROM: _____

TO: _____
(EXHIBITOR NAME) (BOOTH #)

**NJ SCHOOL BUILDING & GROUNDS
ASSOCIATION
c/o VISTA CONVENTION SERVICES
6634 DELILAH ROAD
EGG HARBOR TOWNSHIP, NJ 08234**

ADVANCE WAREHOUSE SHIPMENTS ONLY

FROM: _____

TO: _____
(EXHIBITOR NAME) (BOOTH #)

**NJ SCHOOL BUILDING & GROUNDS
ASSOCIATION
c/o VISTA CONVENTION SERVICES
6634 DELILAH ROAD
EGG HARBOR TOWNSHIP, NJ 08234**

FOR ADVANCE SHIPMENTS ONLY

ADVANCE WAREHOUSE SHIPMENTS ONLY

FROM: _____

TO: _____
(EXHIBITOR NAME) (BOOTH #)

**NJ SCHOOL BUILDING & GROUNDS
ASSOCIATION
c/o VISTA CONVENTION SERVICES
6634 DELILAH ROAD
EGG HARBOR TOWNSHIP, NJ 08234**

ADVANCE WAREHOUSE SHIPMENTS ONLY

FROM: _____

TO: _____
(EXHIBITOR NAME) (BOOTH #)

**NJ SCHOOL BUILDING & GROUNDS
ASSOCIATION
c/o VISTA CONVENTION SERVICES
6634 DELILAH ROAD
EGG HARBOR TOWNSHIP, NJ 08234**

ON-SITE DIRECT SHIPMENTS ONLY

FROM: _____

TO: _____
(EXHIBITOR NAME) (BOOTH #)

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

ON-SITE DIRECT SHIPMENTS ONLY

FROM: _____

TO: _____
(EXHIBITOR NAME) (BOOTH #)

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

FOR ON-SITE DIRECT SHIPMENTS ONLY

ON-SITE DIRECT SHIPMENTS ONLY

FROM: _____

TO: _____
(EXHIBITOR NAME) (BOOTH #)

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

ON-SITE DIRECT SHIPMENTS ONLY

FROM: _____

TO: _____
(EXHIBITOR NAME) (BOOTH #)

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

APPLICATION FOR ELECTRICAL SERVICE

BOOTH # _____

PLEASE RETURN TWO (2) COPIES WITH PAYMENT BY CHECK 30 DAYS PRIOR TO EVENT TO:
TRUMP TAJ MAHAL CASINO RESORT
 1000 Boardwalk at Virginia Avenue
 Atlantic City, NJ 08401

ATTN: CONVENTION MANAGEMENT

REGARDLESS OF WHETHER OR NOT YOUR ORGANIZATION REQUIRES ELECTRICAL SERVICE, PLEASE SIGN AND RETURN THIS APPLICATION ACKNOWLEDGING THAT YOU HAVE READ AND UNDERSTAND THE TERMS AND CONDITIONS FOR EXHIBITORS ON THE REVERSE SIDE OF THIS FORM

SIGNATURE: _____

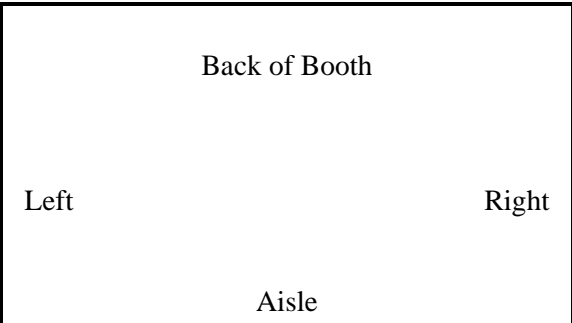
Name of Convention:	Function Dates:
Exhibiting Firm:	
Street:	Phone:
City:	State: Zip:
Authorized By:	Title: Date:

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

Name of Credit Card: _____ A/C# _____ Exp. _____

Cardholder Name: _____ Signature: _____

Please Print



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

1. _____

2. _____

3. _____

• Do you require 24 hour service? Yes No

AVAILABLE SERVICES:	ADVANCE PAYMENT FOR SERVICE + 7% SALES TAX	DAY OF LOAD-IN PAYMENT FOR SERVICE + 7% SALES TAX
120 VAC 500W Maximum Single Receptacle	\$ 60.00 + 4.20 = \$ 64.20	\$120.00+ 8.40 = \$ 128.40
120 VAC 20 Amps 1800W with Quad Box	\$ 70.00 + 4.90 = \$ 74.90	\$140.00+ 9.80 = \$ 149.80
120/208 20 Amps Single Phase	\$ 85.00 + 5.95 = \$ 90.95	\$170.00+ 11.90 = \$ 181.90
120/208 30 Amps Single Phase	\$ 90.00 + 6.30 = \$ 96.30	\$180.00+ 12.60 = \$ 192.60
120/208 60 Amps Single Phase	\$ 95.00 + 6.65 = \$ 101.65	\$190.00+ 13.30 = \$ 203.30
120/208 20 Amps Three Phase	\$ 90.00 + 6.30 = \$ 96.30	\$180.00+ 12.60 = \$ 192.60
120/208 30 Amps Three Phase	\$ 95.00 + 6.65 = \$ 101.65	\$190.00+ 13.30 = \$ 203.30
120/208 60 Amps Three Phase	\$110.00 + 7.70 = \$ 117.70	\$220.00+ 15.40 = \$ 235.40
277/480 30 Amps Single Phase	\$160.00 + 11.20 = \$ 171.20	\$320.00+ 22.40 = \$ 342.40
277/480 30 Amps Single Phase	\$185.00 + 12.95 = \$ 197.95	\$370.00+ 25.90 = \$ 395.90
These services are not available in the Grand Ballroom		
RENTAL ITEMS:		
10' Extension Cord		\$ 20.00 + 1.20 = \$ 21.20
25' Extension Cord		\$ 30.00 + 1.80 = \$ 31.80
6 Outlet Power Strip		\$ 50.00 + 3.00 = \$ 53.00
6 Outlet Surge Protector		\$ 50.00 + 3.00 = \$ 53.00
Cube Tap		\$ 5.00 + .30 = \$ 5.30
Spot Lights		\$ 35.00 + 2.45 = \$ 37.45
Other Items Available Upon Request		

Please Note: ANY LABOR ABOVE THE PRIMARY CONNECTION WILL BE CHARGED \$45.00 PER HOUR — MINIMUM ONE (1) HOUR. ANY SERVICE OVER 60 AMPS WILL BE QUOTED ON A PER JOB BASIS.

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

IMPORTANT NOTICE TO EXHIBITORS ON THE NEXT PAGE

NOTICE TO EXHIBITORS

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

STANDARD CONDITIONS FOR EXHIBITS AND DISPLAYS

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

RIGGING: Any hanging of signs, banners or other materials which require attachment to the Building, must be done by TAJ MAHAL personnel. Since requirements will vary, please call the Entertainment Department at (609)449-5125 or (609)449-5930 to discuss your needs and the associated costs.

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

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

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

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

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

STORAGE: The Hotel has no facilities for the storage of exhibits. All shipments for an exhibit must be shipped directly to the official drayage company for transportation to the TRUMP TAJ MAHAL. Shipments that arrive prior to the show will be directed to the official drayer’s warehouse for storage and delivery to the Exhibitor’s Booth at show time.

ALL BOOTH FURNITURE — (I.E.) CHAIRS, TABLES, ETC., MUST BE ORDERED THROUGH THE OFFICIAL EXHIBIT DECORATOR.

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



WAYPORT

Wayport Connection Guide

Wi-Fi Internet Access

1. Turn your Wi-Fi enabled computer on and launch your Web browser.
2. You should see the Wayport Welcome Page. Select a connection option.
3. You are connected! Now launch your VPN, email or other Web software.

Connection Tips:

If the Wayport Welcome Page does not appear when you launch your browser:

- Wireless users may need to configure the SSID or Network Name to “[Wayport_Access](#)”.
- Disable any VPN, proxy or firewall software that may be running.
- Go to a public Web site such as www.msn.com that you do not normally visit.

Please see the Wayport Welcome Page for details on the duration of your connection period.

Some corporate email access policies may require you to change the SMTP server to “mail.wayport.net” to send email. To return to the Wayport Welcome Page at any time, enter www.wayport.net/www.

*Cost per connection is \$125 and static IP cost of \$350.

For 24x7 technical support please call:
877-Wayport (1-877-929-7678).

