



## *Complete Exhibitor Kit*





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

## SHOW CONTACT INFORMATION

Dear Exhibitor:

**Vista Convention Services** is honored to have been selected as the Official Show Service Contractor for this Exposition. We recognize that your participation in this event is a vital part of your firm's marketing program, and we want to do everything possible to make it profitable and rewarding for you!

All questions regarding the convention space assignments should be directed to:

**NATIONAL AIR DUCT CLEANERS ASSOCIATION**  
*Ryan McGlashen, Associate Meeting Manager*  
*1120 Rt. 73, Suite 200*  
*Mount Laurel, NJ 08054*  
*Tel: (856) 380-6927*  
*Email: [rmcgla...@ahint.com](mailto:rmcgla...@ahint.com)*

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

*Customer Service  
VISTA CONVENTION SERVICES  
6575 Delilah Road  
PO Box 3000  
Pleasantville, NJ 08232  
Tel: (609) 485-2421  
Fax: (609) 485-2392  
email: [orders@vistacs.com](mailto:orders@vistacs.com)  
Order online: [Vista online ordering](#)*

All questions regarding audio visual and sign hanging should be directed to:

*Inspire @ The Broadmoor*  
*Broadmoor@inspiresolutions.com*

All questions regarding electric and internet should be directed to:

*The Broadmoor  
Conference Planning Department  
719-471-6135  
[eventcenter@broadmoor.com](mailto:eventcenter@broadmoor.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 or ordered online through instructions sent in a separate email. Supplemental forms should be sent to specific contractor who is providing the service. Please analyze and submit your order forms as early as possible.**

*Thank you!*



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## SHOW INFORMATION

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

### BOOTH PACKAGE

8' High Backwall - Blue / White  
3' High Siderail - Blue  
7" x 44" Booth ID Sign

**NOTE: EXHIBIT BOOTHs ARE CARPETED!**

### SET-UP

Monday                    March 23, 2026                    8:00am - 3:00pm

### EXHIBIT HOURS

Monday                    March 23, 2026                    5:00pm - 8:00pm - Grand Opening of Exhibit Hall

Tuesday                    March 24, 2026                    7:30am - 9:00am - Breakfast  
                                  12:00pm - 2:00pm - Lunch

Wednesday                March 25, 2026                7:00am - 9:00am - Breakfast  
                                  12:30pm - 2:00pm - Lunch

### DISMANTLE

Wednesday                March 25, 2026                2:00pm - 5:00pm

### IMPORTANT DATES

Vista Advance Order Discount Deadline: **March 6, 2026**

Rental Exhibits, Fabric Backwall, & Graphics Deadline: **February 27, 2026**

Advance Freight Receiving Begins: **February 23, 2026**

Advance Freight Deadline (without surcharge): **March 13, 2026**

Direct to Show Site Delivery: **March 23, 2026 at 8:00am**

Outbound Driver Check In No Later Than: **March 25, 2026 by 4:00pm**

\*Vista reserves the right to re-route shipments if your carrier fails to show or refuses a shipment.

### SHIPPING INFORMATION

#### ADVANCE TO WAREHOUSE

Exhibiting Company Name & Booth #  
**2026 NADCA 37th Annual Meeting & Exposition**  
SAIA  
c/o LibertyCFS  
Vista Convention Services  
3621 Roberts Road  
Colorado Springs, CO 80907

#### DIRECT TO SHOW SITE

Exhibiting Company Name & Booth #  
**2026 NADCA 37th Annual Meeting & Exposition**  
c/o Vista Convention Services  
The Broadmoor Hotel Colorado Springs - Bartolin Hall  
15 Lake Circle  
Colorado Springs, CO 80906

**\*Any displays not removed by exhibitor, will be moved to Vista's Warehouse at the Exhibitor's expense\***



Exhibitors are encouraged to use our, safe and secure, online ordering website to place orders and provide credit card information.

To log in, click the link below.

## [Online Ordering](#)

### **Existing Users**

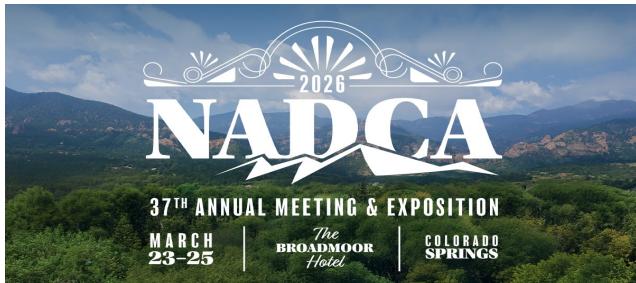
If you have previously placed orders with us, enter your login name (your email address previously provided) and your password. If you have forgotten your password, press "Forgot Password" in the box to receive a new temporary password.

### **New Users**

Contact us for a username and password so you can begin ordering your exhibit booth needs.

If you have any questions, please contact (609) 485-2421 or  
[orders@vistacs.com](mailto:orders@vistacs.com)





## PAYMENT & CREDIT CARD AUTHORIZATION FORM

**Please complete the information requested & 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.**

\*Standard Booth Furnishings & Accessories ..... \$  
\*10x10 Discounted Booth Package ..... \$  
\*Carpet/Carpet Padding ..... \$  
\*Fabric Backwall Display Rental ..... \$  
Booth Cleaning ..... \$  
Estimated Labor ..... \$  
Forklift Labor ..... \$  
Priority Empty Container Return ..... \$  
Estimated Material Handling ..... \$  
  
SUB TOTAL \$  
\*ADD 8.20% CO SALES TAX \$  
NET AMOUNT DUE VISTA \$

*Please Sign*

**INDICATE PAYMENT METHOD:**

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

Charge to:  MasterCard  VISA  American Express

Account #  

Expiration Date

CVV

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

(Print or Type) \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Signature \_\_\_\_\_

**ALL ORDERS SUBJECT TO LIMITS OF LIABILITY**

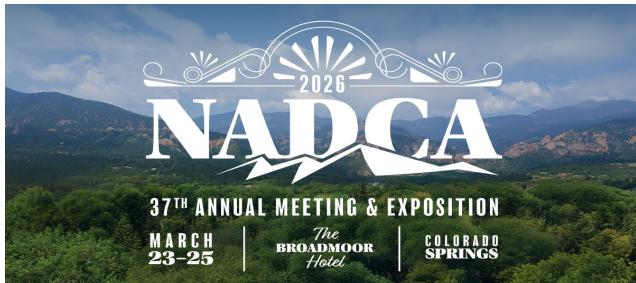
Company Name \_\_\_\_\_ Booth # \_\_\_\_\_

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

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

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

Signature



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## PAYMENT POLICIES

- Orders received without full payment or credit card information will **NOT** be processed.
- A credit card on file is **required** when using Vista Convention Services
- All charges **must** be paid prior to close of show.
- For your convenience, we accept the following methods of payment: cash, checks and money orders drawn on U.S. banks in U.S. funds, and credit cards including VISA, MasterCard and American Express.
- Purchase Orders are not considered payment, therefore, a check or credit card is required.
- Credit Card refunds are subject to a 3% processing fee.

### WIRE TRANSFER

- Bank information call Vista Convention Services **(609) 485-2421** or e-mail: [dvenezia@vistacs.com](mailto:dvenezia@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 will charge the following fees:
  - ⇒ **Domestic incoming wire transfer fee: \$25.00**
  - ⇒ **International incoming wire transfer fee: \$35.00**

### CANCELLATIONS & ADJUSTMENTS

- Items cancelled before the deadline date will be refunded at 50%, **unless otherwise noted on Order Form. NO REFUNDS AFTER DEADLINE DATE.**
- **NO** adjustments will be made after close of the show.

### TAX EXEMPTION

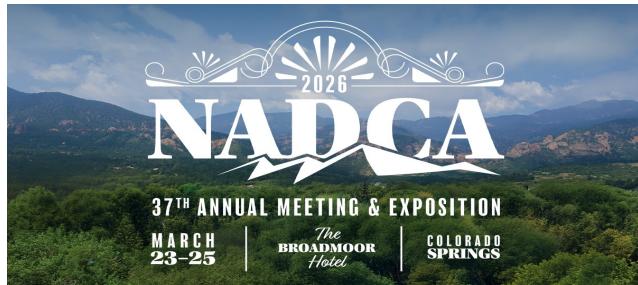
- If tax exempt, a copy of your tax exempt certificate MUST accompany your order. This is NOT a resale certificate.
- **NO** adjustments for tax exempt status will be made after close of the show.

### THIRD PARTY PAYMENT BILLING

- The exhibiting company is ultimately responsible for the payment of all charges. If no arrangements are made for payment of invoice (s) by the third party prior to the last day of the show, charges will revert back to the exhibitor.

### MISCELLANEOUS

- **NO** telephone orders accepted
- Rental items not ordered, yet found in booths, are invoiced at "**Standard**" pricing.
- All prices are in U.S. dollars (\$).
- All rental items are subject to applicable taxes.
- All rental items remain the property of Vista Convention Services.



**DEADLINE DATE:  
MARCH 6, 2026**

## THIRD PARTY AUTHORIZATION & STATEMENT OF PAYMENT TERMS

You may arrange for a third party to handle your display and be billed for services. **Vista Convention Services** will agree to this arrangement if the third party has a satisfactory payment record with us. **BOTH** firms must complete this form. Return this form by the Discounted Deadline Date. In the event of nonpayment by the third party, the exhibitor agrees to accept responsibility for payment of all charges incurred. **Should the third party fail to present full payment at show site, the exhibitor will assume responsibility for payment.**

EXHIBITING COMPANY NAME: \_\_\_\_\_ BOOTH# \_\_\_\_\_

CONTACT PERSON: \_\_\_\_\_ SIGNATURE: \_\_\_\_\_

**CHECK ITEMS TO BE BILLED TO THIRD PARTY:**

All Services  Booth Cleaning  Material Handling/In and Out  
 I&D Labor  Rental Furniture & Carpet  Other (Please specify) \_\_\_\_\_

**THIRD PARTY'S CREDIT CARD CHARGE AUTHORIZATION \*\*Information must be provided\*\***

MasterCard  Visa  American Express Expiration Date 

--	--	--	--

Account Number 

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

 CVV 

--	--	--	--

Cardholder's Signature \_\_\_\_\_ Print Name \_\_\_\_\_

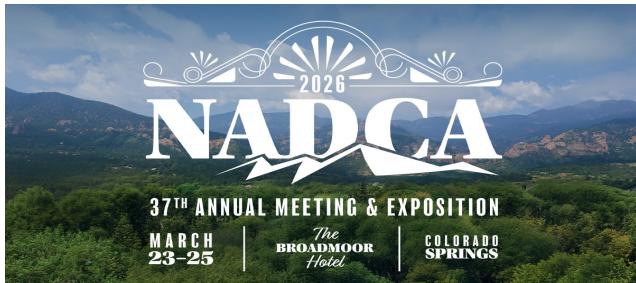
Cardholder's Billing Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Country \_\_\_\_\_

THIRD PARTY NAME: \_\_\_\_\_

CONTACT PERSON: \_\_\_\_\_ SIGNATURE: \_\_\_\_\_

SHOW SITE REPRESENTATIVE: \_\_\_\_\_

PHONE NUMBER: \_\_\_\_\_ EMAIL: \_\_\_\_\_



**DISCOUNT  
DEADLINE DATE:  
MARCH 6, 2026**

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## 10' x 10' DISCOUNTED BOOTH PACKAGE ORDER FORM

Vista Convention Services is pleased to offer the following optional packages per 10' x 10' booth space. This package was put together to offer an additional discount and to help those exhibitors better budget in advance of the show, and represents approximately 10% off Vista's discounted rates.

- To qualify for Discount Rate, orders must be received before deadline date.
- All orders received after deadline date of each year, or placed at show site will be at the standard rate.
- Payment in full must accompany your advance order.
- Available per 10' x 10' booth space.
- No substitutions on Package.

### OPTION 1:

	<i>Discount Rate</i>	<i>Standard Rate</i>
<input type="checkbox"/> 10' x 10' BOOTH PACKAGE	\$742.00	\$927.00
<b>1 - 10' x 10' CARPET</b>		
<i>circle color:</i> Blue*Gray*Red*Black*Pepper*BlueJay **IF NO COLOR IS SELECTED, SHOW COLORS WILL PREVAIL**		
<b>1 - 6'x 30" DRAPED DISPLAY TABLE</b>		
<i>circle color:</i> Blue*Black*Purple*Gray*Red*Teal*White*Hunter Green **IF NO COLOR IS SELECTED, SHOW COLORS WILL PREVAIL**		
<b>2 - SIDE CHAIRS (black only)</b>		
<b>1 - WASTEBASKET</b>		

### OPTION 2:

	<i>Discount Rate</i>	<i>Standard Rate</i>
<input type="checkbox"/> 10' x 10' BOOTH PACKAGE	\$515.00	\$644.00
<b>1 - 6'x 30" DRAPED DISPLAY TABLE</b>		
<i>circle color:</i> Blue*Black*Purple*Gray*Red*Teal*White*Hunter Green **IF NO COLOR IS SELECTED, SHOW COLORS WILL PREVAIL**		
<b>2 - SIDE CHAIRS (black only)</b>		
<b>1 - WASTEBASKET</b>		

**PAYMENT POLICY:** Payment in full of rental charges including applicable tax, must accompany your advance order prior to Deadline Date. 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.**

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



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**DISCOUNT  
DEADLINE DATE:  
MARCH 6, 2026**

## STANDARD BOOTH FURNISHINGS & ACCESSORIES ORDER FORM

QTY.	DISCOUNT RATES	STANDARD RATES	AMT.	QTY.	DISCOUNT RATES	STANDARD RATES	AMT.				
<b>SEATING</b>											
— Side Chair (black only).....	108.00	140.00	_____	— 2' x 4' x 30".....	\$174.00	\$227.00	_____				
— Padded Stool (black only).....	144.00	187.00	_____	— 2' x 6' x 30".....	213.00	278.00	_____				
<b>ACCESSORIES</b>											
— Round Pedestal Table (30" h x 30"rd).....	219.00	285.00	_____	— 2' x 8' x 30".....	249.00	323.00	_____				
— Round Pedestal Table (42" h x 30"rd).....	260.00	338.00	_____	— 4th Side Drape.....	41.00	54.00	_____				
— Wastebasket.....	34.00	44.00	_____	<b>DRAPE DISPLAY TABLES - 30" HIGH</b>							
— Easel.....	68.00	89.00	_____	<b>DRAPE DISPLAY TABLES - 42" COUNTER HIGH</b>							
— Chrome Sign Frame (22" x 28").....	148.00	194.00	_____	<b>UNDRAPE DISPLAY TABLES - 30" HIGH</b>							
— Bag Holder.....	198.00	258.00	_____	— 2' x 4' x 30".....	81.00	105.00	_____				
— 8' Stanchion.....	47.00	63.00	_____	— 2' x 6' x 30".....	93.00	119.00	_____				
— Crossbar.....	47.00	63.00	_____	— 2' x 8' x 30".....	114.00	149.00	_____				
— Garment Rack.....	199.00	259.00	_____	<b>UNDRAPE DISPLAY TABLES - 42" HIGH</b>							
— Literature Rack.....	264.00	343.00	_____	— 2' x 4' x 42".....	100.00	130.00	_____				
— 3' Black Stanchion/Pull out Tape.....	84.00	110.00	(7 1/2 ft. lengths)	— 2' x 6' x 42".....	113.00	147.00	_____				
— 8' Special Background.....	26.00ft.	34.00ft.	_____	— 2' x 8' x 42".....	134.00	173.00	_____				
— 3' Special Siderails.....	20.00ft.	26.00ft.	_____	<b>DRAPED RISERS</b>							
— White Vinyl				<b>DRAPED RISERS</b>							
— 4' One Step .....	103.00	135.00	_____	— 4' One Step .....	103.00	135.00	_____				
— 6' One Step .....	134.00	173.00	_____	— 6' One Step .....	134.00	173.00	_____				

**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.**

Sub Total \$ \_\_\_\_\_

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



DISCOUNT  
DEADLINE DATE:  
MARCH 6, 2026



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## CARPET / CARPET PADDING ORDER FORM

### STANDARD CARPET

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

Qty.	Discount Rate	Standard Rate	Total
9'x 10'	277.00	361.00	
9'x 20'	554.00	722.00	
9'x 30'	831.00	1083.00	
9'x 40'	1108.00	1444.00	
9'x 50'	1385.00	1805.00	

**Circle color:** Blue \* Burgundy \* Gray \* Teal \* Red \* Purple \* Black \* Hunter Green \* Blue Jay \* Pepper

\*\*IF NO COLOR IS SELECTED, SHOW COLORS WILL PREVAIL\*\*

**CANCELLATION POLICY:** Items cancelled before the Deadline Date will be refunded 50%. NO REFUNDS AFTER DEADLINE DATE

### CUSTOM CARPET

Price includes installation to fit booth space.

INDICATE OVERALL DIMENSIONS:

\_\_\_\_\_ ft. x \_\_\_\_\_ ft. (100 sq. ft. minimum).....\$6.30 sq. ft. \$8.15 sq. ft. \_\_\_\_\_

**Circle color:** Blue \* Burgundy \* Gray \* Teal \* Red \* Purple \* Black \* Hunter Green \* Blue Jay \* Pepper

\*\*SEE CANCELLATION POLICY UNDER "PLUSH CARPET"\*\*

### CARPET PADDING

INDICATE OVERALL DIMENSION:

\_\_\_\_\_ ft. x \_\_\_\_\_ ft. (100 sq. ft. minimum).....\$2.85 sq. ft. \$3.70 sq. ft. \_\_\_\_\_

**CANCELLATION POLICY:** Items cancelled before the Deadline Date will be refunded 50%. NO REFUNDS AFTER DEADLINE DATE

### PLUSH CARPET - 28 OZ.

#### PLUSH CARPET INCLUDES LABOR TO INSTALL AND REMOVE PROTECTIVE COVERING

**Orders MUST be received by the Deadline Date above to guarantee delivery. Orders received after the deadline date will be charged at the Standard Rate.**

Carpet Size \_\_\_\_\_ x \_\_\_\_\_ = \_\_\_\_\_ (calculate to the next full foot, 100 sq. ft. minimum)

QTY

\_\_\_\_\_ Square feet (100 sq.ft. minimum).....\$7.20 sq. ft. \$9.30 sq. ft. \_\_\_\_\_

**Circle Color:** Charcoal Gray \* Beige \* White \* Red \* Navy \* Ivory \* Midway Blue \* Black

**CANCELLATION POLICY:** Plush & Custom carpet cancelled after orders have been received will be charged at 100% of original price

Sub Total \$ \_\_\_\_\_

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



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### Standard Carpet Inventory



### Plush Booth Carpet—28oz



### Table Skirt Colors





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**DEADLINE DATE:  
FEBRUARY 27, 2026**

## FABRIC BACKWALL DISPLAY RENTAL ORDER FORM

**Discount Rate**      **Standard Rate**  
**VCS F-10 / 10'w x 8'tall Full Graphic Display.....\$3400.00**      **\$4400.00**



**VCS F-20 / 20'w x 8'tall Full Graphic Display.....\$4700.00**      **\$6150.00**



All labor to install & dismantle displays are included in rental price. Approved graphics **MUST** be received by the deadline date above.

**RENTAL UNIT OPTIONAL ACCESSORIES:**

	<u>Discount Rate</u>	<u>Standard Rate</u>
__ 10' Unit 2 lights	\$144.00	\$187.00
__ 20' Unit 4 lights	\$287.00	\$373.00

**\*Power is *NOT* included in rental of lights.**  
**Exhibitor must order basic power from Facility.**

**COUNTERS:**

Qty.	<u>Discount Rate</u>	<u>Standard Rate</u>
__ 1 Meter Counter w/o graphics	\$331.00	\$431.00
__ 2 Meter Counter w/o graphics	\$414.00	\$538.00
__ 1 Meter Counter w/front graphic panel	\$546.00	\$710.00
__ 2 Meter Counter w/front graphic panel	\$844.00	\$1100.00

Graphic Dimensions provided upon request

Counter Colors: (\*check one)  
 White    Blue    Gray

**\*\*ALL Displays cancelled after orders have been received will be charged at 100% of original price.\*\***

**\*ORDERS RECEIVED AFTER THE DEADLINE DATE ARE SUBJECT TO AVAILABILITY AND STANDARD PRICING\***

Sub Total \$ \_\_\_\_\_

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



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**DEADLINE DATE:  
MARCH 6, 2026**

## BOOTH CLEANING ORDER FORM

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

### INDICATE YOUR REQUIREMENTS:

**Daily - Vacuuming (3 DAYS)** ..... \$.66 per sq. ft.  
 **Once - Vacuuming before initial opening** ..... \$.70 per sq. ft.

SIZE OF BOOTH \_\_\_\_\_ x \_\_\_\_\_ = \_\_\_\_\_ SQ. FT. x RATE: \_\_\_\_\_ x NO. OF DAYS: \_\_\_\_\_ = \$ \_\_\_\_\_  
**(MINIMUM CHARGE: 100 SQ. FT. PER DAY)**

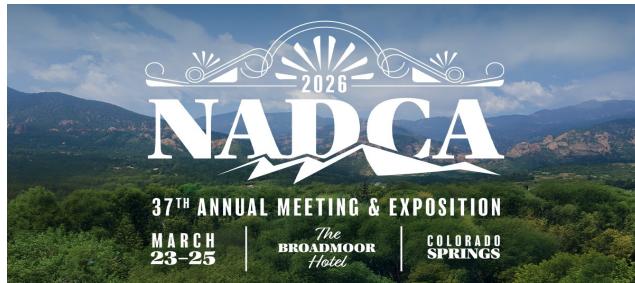
Porter Service..... Rates on Request

**PAYMENT POLICY:** Payment in full of rental charges 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 Checks, VISA, MasterCard, and American Express are accepted.

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

Sub Total \$ _____
--------------------

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



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

**NOTIFICATION DEADLINE DATE: See Above.**

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

Contact Person: \_\_\_\_\_

Signature: \_\_\_\_\_

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

Address: \_\_\_\_\_

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

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

Non-Official Contractor “Show Site” Representative: \_\_\_\_\_

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

\_\_\_\_\_

**Submit order with payment to: [orders@vistacs.com](mailto:orders@vistacs.com) before deadline date!**

## **UNION JURISDICTION**

To simplify show preparation, we are certain you will appreciate knowing in advance that Union Labor will be required for certain aspects of your exhibit handling. To help you understand the show site work rules, we ask that you read the following.

### **EXHIBIT LABOR**

Local Union has jurisdiction through a labor agreement with all contractors for the installation, touch-up painting, dismantling and repair of all exhibits. This work is to include wall coverings, floor coverings, pipe and drape, painting, hanging signs and decorative material from the ceiling, and the erection of platforms used for exhibit purposes. To secure labor, please utilize the labor form enclosed.

If full-time company personnel are utilized to set their exhibits, they must carry positive company identification such as medical identification card or payroll stub. This rule prohibits the utilization of workers hired from a non-union agency or company.

**DEFINITION OF EXHIBITS THAT FULL-TIME COMPANY PERSONNEL MAY SET: 10 X 10, 10 X 20, KNOWN AS MOM & POP POP-UPS (NO GEM WALLS OR HARD WALL EXHIBITS MAY BE SET BY EXHIBITOR).**

Local Union jurisdiction does not cover the placement of your products on display, the opening of cartons containing your products, nor the performance, testing, maintenance, or repairs of your machinery or products.

### **FREIGHT HANDLING**

Local Union has jurisdiction through a labor agreement with the General Contractor for the loading and unloading of all trucks, trailers, and common and contact carriers as well as the handling of empty crates and the operation of material handling equipment and any mechanical devices such as forklifts, pallet jacks, hijackers, etc. The Local Union also has the jurisdiction of the unloading, uncrating, un-skidding, leveling, painted, and assembly of machinery and equipment and the reverse process.

The General Contractor has the responsibility of receiving and handling all the exhibit materials and empty crates. It is their responsibility to manage docks and schedule vehicles for the smooth and efficient move-in/move-out of the trade show.

An exhibitor may "hand carry" merchandise and "pop ups" only, provided they do not use material handling equipment to assist them, such as push carts, two or four wheel dollies or anything with wheels. When an Exhibitor chooses to "hand carry" materials they must utilize the "hand carry doors". They are not permitted to access to the loading dock/freight door areas. Please see the Hand Carry Policy contained in this kit for details.

Exhibitors may deliver materials to the loading dock/freight doors in their own personnel vehicle with the following restrictions:

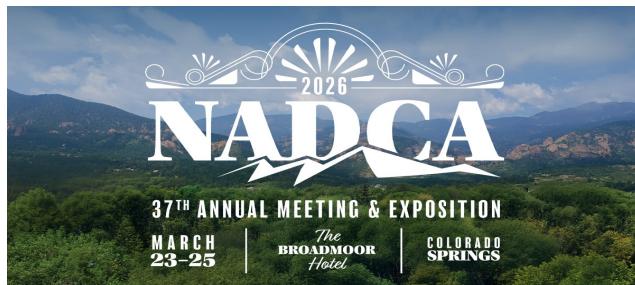
1. The General Contractor has complete control of the loading dock at all times;
2. Exhibitors may not leave vehicles unattended at the loading areas. Any unattended vehicle may be towed.

3. All materials must be handled by the freight department and subject to the published material handling prices.

#### **GRATUITIES**

The General Contractor and I&D companies signatory to the contractor with Teamsters Local Union requires that exhibitors do not tip its employees by giving money, merchandise, or other special consideration for services rendered. Any attempts to solicit or take gratuity by an employee for any service, should be reported immediately to a supervisor of the contractor. Contracted employees are paid an excellent wage, and tipping is not an accepted policy.

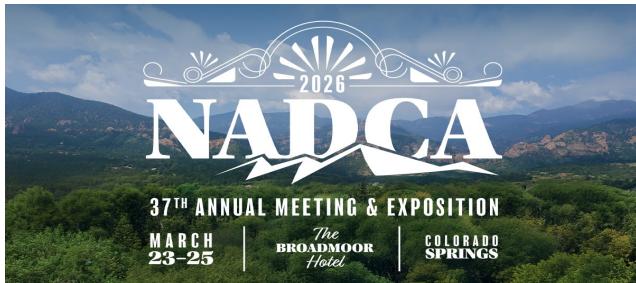
All craftsmen dealing with exhibitors will do so in a courteous and professional manner. All questions arising with regard to the Union's jurisdiction or practices must be directed to the General Contractor and the Union.



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F: 609-485-2392  
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## LIMITS OF LIABILITY & RESPONSIBILITY FOR LABOR

1. **Vista Convention Services** and its subcontractors shall not be responsible for loss, delay or damage due to strikes, lockouts or work stoppages of any kind.
2. **Vista Convention Services** and its subcontractors shall not be responsible for loss, injury or damage caused by laborers or equipment furnished by **Vista Convention Services** or its subcontractors, except when such laborers are working or operating equipment under the direct supervision of a supervisor designated by **Vista Convention Services** or its subcontractor.
3. **Vista Convention Services** and its subcontractors 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, injury or damage to an exhibitor's materials or exhibitor personnel, which may make it impossible or impractical to exhibit exhibitor's materials.
4. Claims for loss, injury or damage which are not submitted to **Vista Convention Services** within thirty (30) days of the close of the show on which the loss, injury or damage occurred shall be considered waived. No suit or action shall be brought against **Vista Convention Services** or its subcontractors more than one year after the accrual of the cause of action.
5. **Vista Convention Services** will not be responsible for improper packing of exhibitor material and products or incorrect labeling if working under the supervision of the exhibitor.
6. **Vista Convention Services** will not be responsible for improperly packed or concealed damages to exhibits.
7. The placing of an order for the services of laborers and the use of equipment by an exhibitor or any agent of the exhibitor shall be construed as an acceptance by such exhibitor or agent of terms and conditions set forth in Sections 1 through 6 above.
8. If granted permission for early move-in (off-target move-in) by show management and **Vista Convention Services**, the exhibitor is required to use **Vista Convention Services** labor for booth installation.



**DISCOUNT  
DEADLINE DATE:  
MARCH 6, 2026**

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## LABOR ORDER FORM

### LABOR FOR INSTALLATION & DISMANTLING OF EXHIBITS

#### STRAIGHT TIME:

Advance Rate      Standard Rate  
\$119.50/hr.      \$149.00/hr.

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

#### OVERTIME:

Advance Rate      Standard Rate  
\$179.25/hr.      \$223.50/hr.

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 & Sunday.

**ALL LABOR ORDERS RECEIVED AFTER THE DEADLINE DATE OR PLACED AT SHOWSITE WILL BE CHARGED AT THE STANDARD RATE.**

**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 worker 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.**

	# WORKERS	DATE	TIME	APPROX. HOURS
SET-UP				
DISMANTLE				

Estimated Labor
\$
\$

**PLAN B - VISTA SUPERVISION** **Hourly rate plus 35% Supervision Charge / Minimum \$60.00/\$70.00**

Estimated Supervision
\$

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.

Sub Total \$ \_\_\_\_\_

COMPANY NAME: \_\_\_\_\_ BOOTH #: \_\_\_\_\_



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**DEADLINE DATE:  
MARCH 6, 2026**

## FORKLIFT LABOR ORDER FORM

Order forklift labor **only** if you need to assemble, move, unskid, relocate, unpack heavy equipment, after it has been delivered to your booth.

**PLEASE NOTE:** Exhibitors are allowed a one-time spotting of equipment or machinery (within 6" tolerance) in its initial delivery as handled from carrier to booth, provided exhibitor or his representative is present at time of delivery to booth. It is not necessary to order a forklift for this function. However, any additional movement or unskidding at exhibit booth will require a forklift order. Do not order forklift labor for motorized or mobile equipment.

Workers and material handling equipment ordered for the start of the day will be provided at 8:00 AM. Any orders, after 8:00 AM, will be assigned after finishing earlier requests.

Exhibitors must verify any forklift labor and material handling equipment orders on the show floor. All workers and material handling equipment must be signed in and out at the Service Desk. Cancellation of any advance order for forklift labor or material handling equipment must be at least 24 hours in advance.

**Forklift crew consists of:**

**Forklift w/Operator**

There is a minimum charge of one hour per crew member. Half-hour increments will apply after the first hour. Straight time rates apply 8:00AM - 4:30 PM weekdays, overtime before 8:00 AM and after 4:30 PM weekdays and all hours on Saturday and Sunday, and double time on holidays.

	<u>STRAIGHT TIME</u>	<u>OVERTIME</u>
<b>RIGGER</b>	\$119.50 per hour	\$179.25 per hour
<b>FORKLIFT</b>	\$360.50 per hour	\$540.75 per hour
<b>w/OPERATOR</b> - (up to 5,000 lbs. capacity)		

*Larger forklift and/or crane service is available by advance request.*

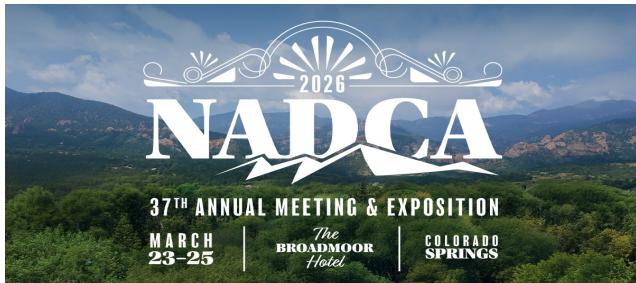
### FORKLIFT LABOR REQUEST

	<i>5,000 lbs. forklift w/operator</i>	<i>helper/spotter 1 or 2</i>	<i>Date</i>	<i>Time</i>	<i>Approx. Hours</i>	<i>Estimated Forklift</i>
<b>SET-UP:</b>						\$
<b>DISMANTLE:</b>						\$

**# Pieces to be spotted \_\_\_\_\_ Heaviest Pieces \_\_\_\_\_**

**Sub Total \$ \_\_\_\_\_**

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



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## LIMITS OF LIABILITY FOR MATERIAL HANDLING

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

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

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

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

**Vista Convention Services'** liability shall be limited to the physical loss or damage to the specific article which is lost or damaged, and in any event, **Vista Convention Services'** maximum liability shall be limited to \$.30 per pound per article with a maximum liability of \$50.00 per item, or \$1,000.00 per shipment; whichever is less.

**Vista Convention Services** shall not be liable to any extent whatsoever for any actual, potential or assumed loss of profits or revenues, or for any collateral costs, which may result from any loss or damage to an exhibitor's materials which may make it impossible or impractical to exhibit same.

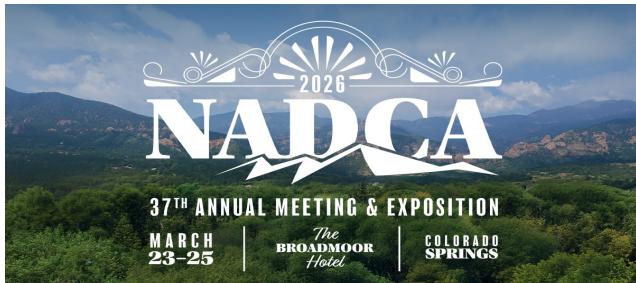
The consignment or delivery of a shipment to **Vista Convention Services** by an exhibitor, or by any shipper to or on behalf of the exhibitor, shall be construed as an acceptance by such exhibitor (and/or other shipper) of the terms and conditions set forth.

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

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

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

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



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WAREHOUSE  
DEADLINE DATE:  
MARCH 13, 2026

## SHIPPING & MATERIAL HANDLING RATES

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

### A. CRATED AND/OR SKIDDED FLOOR LOAD SHIPMENTS

These round trip rates apply to crated and/or floor load shipments that can be unloaded at the dock without additional handling (such as ground loading, side door loading, constricted space loading, designated piece loading or stacked shipments) required.

**Warehouse**

We will ship \_\_\_\_\_ lbs. @ \$195.70 per 100 lbs. (200 lb. minimum/\$391.40)

\$ \_\_\_\_\_

**Showsite**

We will ship \_\_\_\_\_ lbs. @ \$193.65 per 100 lbs. (200 lb. minimum/\$387.30)

\$ \_\_\_\_\_

### B. UNCRATED, UNSKIDDED OR WRAPPED SHIPMENTS & CRATED SHIPMENTS REQUIRING SPECIAL HANDLING

These round trip rates apply to uncrated, un-skidded or wrapped shipments. These rates also apply to shipments that are loaded and charged by cubic space and/or packed in such a manner to require additional handling (such as ground loading, side door loading, constricted space loading, designated piece loading or stacked shipments).

**Fed-EX, Amazon and UPS are included in this category due to their delivery procedures and documentation.**

**Warehouse**

We will ship \_\_\_\_\_ lbs. @ \$224.60 per 100 lbs. (200 lb. minimum/\$489.20)

\$ \_\_\_\_\_

**Showsite**

We will ship \_\_\_\_\_ lbs. @ \$242.60 per 100 lbs. (200 lb. minimum/\$485.20)

\$ \_\_\_\_\_

### C. SMALL PACKAGE SHIPMENTS

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

FIRST PACKAGE @ \$69.00

\$ \_\_\_\_\_

EACH ADDITIONAL PACKAGE @ \$59.00

\$ \_\_\_\_\_

**Delivery After Deadline Date:** Shipments received at the warehouse after 2:30pm or after MARCH 13, 2026 and any shipment received at showsite after show opening will be charged 35% in addition to the above rates.

Sub Total \$ \_\_\_\_\_

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

**PLEASE NOTE: 200 lb. minimum for this service.**

We understand that your calculation is only an estimate. Invoicing will be completed from the actual weight as listed on the inbound bills of lading. Adjustments will be made accordingly. **Adjustments must be paid at show site.**

Company Name:

Booth #:



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**DEADLINE DATE:  
MARCH 6, 2026**

## PRIORITY EMPTY CONTAINER RETURN

**PLEASE NOTE THAT THIS SERVICE CANNOT BE ORDERED AFTER  
THE EMPTIES HAVE BEEN TAKEN TO STORAGE**

This service provides for the priority return of your empties to your booth after the close of the show and once all aisle carpet is rolled up. If you would like this service, please fill out the information below and return to Vista Convention Services.

Priority Empty Container Return.....\$113.00 per container

Estimated Number of Pieces.....

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

Sub Total \$ \_\_\_\_\_

COMPANY NAME: \_\_\_\_\_ BOOTH # \_\_\_\_\_



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## MATERIAL HANDLING SPECIAL SERVICES

### EMPTY STORAGE

Those exhibitors who elect to **hand-carry in one trip** items into the exhibit hall without the assistance of Vista Convention Services may acquire on-site storage for empty containers based on the following rates: **\$30** per carton and **\$40** 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 **\$320.00** 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 **\$20.00** per cwt. on straight time; **\$24.00** 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: **\$1.50** per linear foot, plus one-half hour minimum labor

Shrink Wrap Skid: **\$70.00** per skid, labor included

Clear Tape: **\$25.00** roll

Double Face Tape: **\$45.00** roll

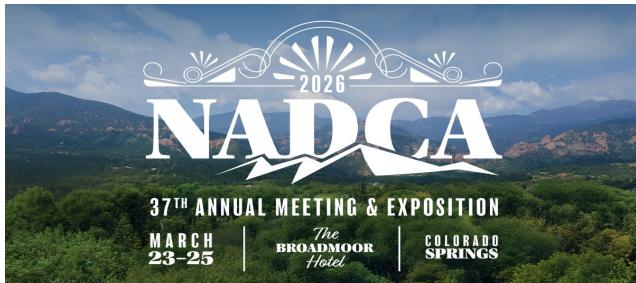
### UPS & FEDEX SHIPMENTS

A fee of **\$115.00** will apply for all UPS & FedEx shipments going back to Vista Convention Services Warehouse.

Sub Total \$ \_\_\_\_\_

COMPANY NAME \_\_\_\_\_ BOOTH # \_\_\_\_\_

**Submit order with payment to: [orders@vistacs.com](mailto:orders@vistacs.com) before deadline date!**



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## 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 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, USPS.
- ⇒ **Improper delivery receipts**-shipments that arrive without individual bills of lading, such as UPS, FedEx, USPS.



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## SHIPPING 101

Exhibiting at a tradeshow can be costly. When a company purchases a booth space, it is just the beginning of the expenses that typically include shipping freight, furniture rental, and material handling. The seasoned exhibitor can tell you that material handling, often referred to as "drayage", is sometimes the most costly item on the list. In many cases, the exhibitor is paying for surcharges he does not understand. By understanding what drayage is and how service contractors establish their rates, you will be able to save money by avoiding unnecessary charges. Outlined below are some of the most commonly asked questions about drayage.

### **WHAT IS DRAYAGE?**

Simply stated, drayage is the moving of materials from point A to point B. Whether your materials are sent in advance to the service contractor's warehouse or directly to show site, they still need to get to your booth after the carrier drops them off. Paying for drayage entitles you to have your freight taken to your booth from the loading dock, empty containers stored during the show, empty containers returned to your booth at the close of the show, and your freight carried back to the loading dock and loaded onto the carrier at the conclusion of the show. Then you arrange for a carrier to pick up your exhibit materials for transport to the next destination. There is usually a 200 pound minimum per shipment charge for drayage.

### **CAN MATERIALS BE HAND CARRIED TO MY BOOTH?**

In most major cities, union labor has exclusive rights to the loading dock. The total weight and size of the display plus the union regulations regarding drayage for that city will determine if items can be hand carried to avoid paying for drayage. However, if you think you can hand carry your display onto the show floor, it has to be brought in through the front entrance. To avoid any surprises or confusion, please check the union regulations in this Exhibitor Service Manual. If you hand carry your items, the empty containers may be stored during the show for a fee.

### **HOW ARE DRAYAGE RATES DETERMINED?**

Since union labor is used to move freight, Vista Convention Services must set the rate based on the labor rate in that city. Drayage rates also reflect the cost of empty storage space and the overall cost to produce the tradeshow. Drayage rates will vary depending on move-in and move-out times.

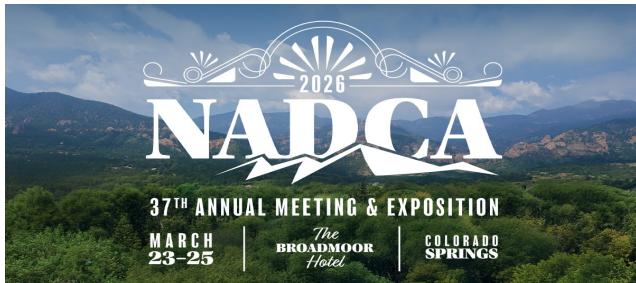
### **HOW CAN I SAVE MY COMPANY MONEY?**

Read your Exhibitor Service Manual and pay close attention to the shipping instructions. Be aware of any surcharges that may be imposed for special handling or late shipments. Please pay close attention to deadline dates. If warehouse shipments arrive too early or miss the deadline date, that means an additional surcharge. Vista Convention Services usually allows shipments to arrive at the advance warehouse up to 30 days from the first move-in date.

**SHIP IN QUANTITY.** Because service contractors usually enforce a 200 pound minimum per shipment, it is best to send your freight as one big shipment. We realize this is not always possible, but if you send 40 and 50 pound packages separately, you will be charged the minimum weight on each shipment. This expense can add up, but can be avoided with a little planning and organization. If possible, make sure your product is crated. Crated shipments are the easiest to unload, therefore, they incur the least drayage charge. Loose, pad wrapped and/or uncrated freight takes longer to unload and will be charged at higher rates. It may be worth the time and money to have crates built for your display. In addition, crates will help protect your materials during shipment.

### **SHOULD I SHIP TO THE ADVANCE WAREHOUSE OR SHOW SITE?**

When possible, ship in advance to the warehouse. Even though the drayage charges are typically 25% higher, there are benefits. You can confirm receipt of your shipment with Vista Convention Services before the show, adding to your peace of mind. In addition, freight sent to the warehouse is unloaded prior to exhibitor move-in. Therefore, your freight will be in your booth upon your arrival. You can begin setting up your exhibit as soon as you arrive, which can save you time and labor during set-up. It is worth the added expense in order to reduce problems at show site.



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## 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 show site.

\*Please prepay all shipping charges. Vista 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 for such shipments. Shipments without certified weight documents will be estimated by Vista. 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 show site only. Uncrated shipments received at show site are charged at higher handling rates than crated, skidded or otherwise self-contained shipments.**

\*Separate mixed van shipments between crated and uncrated, and clearly identify the weights of each on the bill of lading. Otherwise, Vista Convention Services will invoice the entire load at the uncrated rate and will be unable to adjust 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 show site will be charged material handling by Vista Convention Services. Refer to the **MATERIAL HANDLING SERVICE AND RATES** form in this manual.

\*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 in this manual.

\*If granted permission for early move-in (off-target move-in) by show management and Vista, the exhibitor is required to use Vista 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 show site.

\*Removing empty containers from your booth, storing them for the duration of the show, then returning them to your booth at close of 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 show site bill of lading.

### MATERIAL HANDLING DOES NOT INCLUDE:

\*Labor and/or equipment for uncrating, un-skidding, assembling, positioning, leveling, dismantling, re-crating and re-skidding 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

### FREIGHT HANDLING SERVICES

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

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

#### SHIPPING TO THE ADVANCE WAREHOUSE

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

TO: NADCA 37th ANNUAL MEETING & EXPOSITION  
(Exhibiting Company's Name & Booth Number)  
SAIA  
c/o Vista Convention Services  
c/o LibertyCFS  
3621 Roberts Road  
Colorado Springs, CO 80907

*To trace your shipment, please contact our Warehouse at (905) 338-3993 ext. 101*

- Shipments will be received beginning **Monday, February 23, 2026**.
- Shipments received after the deadline of **Friday, March 13, 2026** will be charged an additional 35% surcharge.
- Shipments received after **3:00 p.m.** will be charged an overtime rate.
- Advance warehouse receiving hours are Monday through Friday, **9:00 a.m. to 3:00 p.m.**  
Carriers checking in after **2:30 p.m.** Monday through Friday will not be guaranteed unloading.
- Warehouse shipments will not be received on weekends or holidays.

#### SHIPPING DIRECTLY TO SHOW SITE

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

TO: NADCA 37th ANNUAL MEETING & EXPOSITION  
(Exhibiting Company's Name & Booth Number)  
The Broadmoor Hotel Colorado Springs - Bartolin Hall  
c/o Vista Convention Services  
15 Lake Circle  
Colorado Springs, CO 80906

- Show site shipments will be received beginning **Monday, March 23, 2026 at 8:00 am.**
- Shipments arriving at show site prior to this date and time may be **REFUSED** or charged an overtime rate.

**ADVANCE WAREHOUSE SHIPMENTS ONLY**

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

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

**NADCA 37th ANNUAL MEETING & EXPOSITION**  
c/o VISTA CONVENTION SERVICES  
SAIA  
c/o LIBERTYCFS  
3621 ROBERTS ROAD  
COLORADO SPRINGS, CO 80907

**ADVANCE WAREHOUSE SHIPMENTS ONLY**

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

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

**NADCA 37th ANNUAL MEETING & EXPOSITION**  
c/o VISTA CONVENTION SERVICES  
SAIA  
c/o LIBERTYCFS  
3621 ROBERTS ROAD  
COLORADO SPRINGS, CO 80907

**FOR ADVANCE SHIPMENTS ONLY**

Deliver NO LATER than **FRIDAY, MARCH 13, 2026** / Receiving Hours: **9:00am - 3:00pm, Monday through Friday, CHECK IN BY 2:30PM**

**ADVANCE WAREHOUSE SHIPMENTS ONLY**

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

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

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c/o VISTA CONVENTION SERVICES  
SAIA  
c/o LIBERTYCFS  
3621 ROBERTS ROAD  
COLORADO SPRINGS, CO 80907

**ON-SITE DIRECT SHIPMENTS ONLY**

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

\_\_\_\_\_

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

NADCA 37th ANNUAL MEETING & EXPOSITION  
c/o VISTA CONVENTION SERVICES  
THE BROADMOOR COLORADO SPRINGS  
BROADMOOR LOADING DOCK/BARTOLIN HALL  
15 LAKE CIRCLE  
COLORADO SPRINGS, CO 80906

**ON-SITE DIRECT SHIPMENTS ONLY**

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

\_\_\_\_\_

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

NADCA 37th ANNUAL MEETING & EXPOSITION  
c/o VISTA CONVENTION SERVICES  
THE BROADMOOR COLORADO SPRINGS  
BROADMOOR LOADING DOCK/BARTOLIN HALL  
15 LAKE CIRCLE  
COLORADO SPRINGS, CO 80906

**FOR ON-SITE DIRECT SHIPMENTS ONLY**

**ON-SITE DIRECT SHIPMENTS ONLY**

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

\_\_\_\_\_

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

NADCA 37th ANNUAL MEETING & EXPOSITION  
c/o VISTA CONVENTION SERVICES  
THE BROADMOOR COLORADO SPRINGS  
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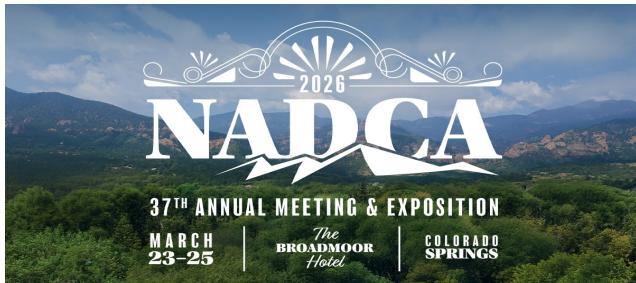
**ON-SITE DIRECT SHIPMENTS ONLY**

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

\_\_\_\_\_

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

NADCA 37th ANNUAL MEETING & EXPOSITION  
c/o VISTA CONVENTION SERVICES  
THE BROADMOOR COLORADO SPRINGS  
BROADMOOR LOADING DOCK/BARTOLIN HALL  
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COLORADO SPRINGS, CO 80906



6575 Delilah Road  
PO Box 3000  
Pleasantville, NJ 08232  
[WWW.VISTACS.COM](http://WWW.VISTACS.COM)

P: 609-485-2421  
F: 609-485-2392

## OUTBOUND SHIPPING INSTRUCTIONS

### **SHIPPING OUTBOUND FROM SHOW SITE**

- All outbound shipments **must** be accompanied by an official show bill-of-lading.
- You may obtain show bills-of-lading after reviewing your invoice at show site.
- When shipping to separate destinations, a separate bill-of-lading is required for each destination.
- All outbound shipments should be addressed/labeled as follows:

#### **Label each item as follows:**

**From:** (Your Company Name)  
**Booth #:**  
**Show Name:** NADCA 37th ANNUAL MEETING & EXPOSITION  
**Location:** The Broadmoor Colorado Springs - Bartolin Hall  
**To:** (Shipping Address)

- Once your shipment is packed and labeled, **return your show bill-of-lading to the Vista Service Desk**. All bills-of-lading must be turned in no later than 4:00pm on Wednesday, March 25, 2026.

#### **DO NOT LEAVE BILLS OF LADING IN YOUR BOOTH!!**

- Failure to turn in your show bill-of-lading by the designated deadline may result in additional over times charges and/or the rerouting of your materials through our house carrier, LibertyCFS.
- Be sure to confirm pickup day(s) and time(s) with your selected carrier. All outside carriers (carriers other than LibertyCFS) must be checked in **no later** than 4:00pm on Wednesday, March 25, 2026.



6575 Delilah Road  
PO Box 3000  
Pleasantville, NJ 08232  
[WWW.VISTACS.COM](http://WWW.VISTACS.COM)

P: 609-485-2421  
F: 609-485-2392

## OUTBOUND BILL OF LADING REQUEST

Complete this form to request a pre-printed outbound bill of lading and shipping labels for your outbound shipment. BOL's and labels will be available for pick-up at the Vista Service Desk.

**REQUESTS SHOULD BE SUBMITTED BY: MARCH 6, 2026**

### Outbound Shipping Information

Ship to (Company): \_\_\_\_\_

Attention: \_\_\_\_\_

Destination (Street Address): \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_

### Shipping Method

LibertyCFS (Preferred Carrier)  Other \_\_\_\_\_

FedEx (Express or Ground)  UPS (ground)

**\*\*Exhibitors using FedEx or UPS must provide pre-printed labels with their account number\*\***

### Freight Charges Guaranteed By

Company/Exhibitor: \_\_\_\_\_

Attention: \_\_\_\_\_

Permanent Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

### Shipping Labels Request

# of Shipping Labels Requested: \_\_\_\_\_

Exhibitors using FedEx or UPS must provide pre-printed labels with their account number.

### Notes

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

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

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



## **LibertyCFS is Proud to be Vista Convention Services' Official Carrier**

As the Official Logistics Provider for NADCA, LibertyCFS offers the premium service your show demands. We are intimately familiar with all the move in and out times and procedures, no guess work here. Additionally, as Vista's official partner we have preferential treatment no other carrier can offer such as no detention time, live contacts at either the Advance warehouse or directly at Show Site. Unlike any other carrier if you or your representative at show site approaches the Vista service desk, they will be able to assist with information about your specific booth.

LibertyCFS makes booking your shipment simple and streamlined. We are truly a one stop shop. We handle everything for you whether you're shipping a single piece or several truckloads, Domestically or Internationally to the Advance Warehouse or directly to Show Site we have you covered. If you have any questions or you're ready to book, we're available via Phone, Chat, or email.

Website: <https://libertycfs.us>

Phone: 1-866-938-1092

Email: [exhibitorservices@libertycfs.us](mailto:exhibitorservices@libertycfs.us)

Mobile QR code:





# 2026 ELECTRICAL SERVICE ORDER FORM

Send all correspondence to the attention of:  
Conference Planning Department  
P.O. Box 1439, Colorado Springs, CO 80901  
**E-mail: eventcenter@broadmoor.com**

**Ordering:** To order electrical service for your booth, please fill out this form and return it with your payment to the above address at least two weeks prior to the installation date. Please see "**TERMS AND CONDITIONS PAGE**" for further information.

**Pricing:** All prices are for show dates only. Extensive hook-ups may require additional charges. Please call The BRO<sup>AD</sup>MOOR Conferences Services Department for price and availability of any additional requirements.

**Payment:** Payment must be made in advance by credit card or check made payable to The BRO<sup>AD</sup>MOOR. **Requests will not be honored until payment is received.** On-site orders will be charged at a 20% higher rate.

**Connections:** To prevent overloading circuits, exhibitors will not be permitted to connect into the building's existing electrical system, only in the electrical box installed at your booth.

The General Contractor is responsible for the distribution of power to outlet locations within the booth; concealed cords under or over carpeting; cords overhead to equipment or lighting operation of man-lifts; scissor lifts; forklifts; and other locations where power is needed.

The Broadmoor does not supply labor for connecting electrical cords inside booth area.

<b>Show Name</b>		<b>Show Location</b>			
<b>Date &amp; Time Required</b>		<b>Date &amp; Time Out</b>			
<b>Exhibitor/ Company Name</b>		<b>Booth #</b>			
<b>Address</b>		<b>City</b>		<b>State</b>	<b>Zip Code</b>
<b>Contact</b>	<b>Phone</b>	<b>Check #</b>	<b>Visa</b> <input type="checkbox"/>	<b>MasterCard</b> <input type="checkbox"/>	<b>Amer. Express</b> <input type="checkbox"/>
<b>Cardholder's Name</b>	<b>Credit Card No. (First 4 and last 4 digits only):</b>  ____ -XXXX-XXXX - _____	<b>Exp. Date</b>	<b>Signature</b>		

NOTE: Please do not provide the full credit card number. We will contact you by phone or email for the remaining digits.

<b>Description</b>	<b>Quantity</b>	<b>Unit Cost</b>	<b>Total Cost</b>
800-1000 Watts - 10 AMP (two outlet duplex)		\$195.00	
20 AMP Dedicated Circuit		\$265.00	
30 AMP Dedicated Circuit		\$285.00	
30-50 AMP Single Phase		\$295.00	
60-100 AMP Single Phase		\$365.00	
20-100 AMP Three Phase		\$520.00	
150-200 AMP Three Phase		\$565.00	
400 AMP Three Phase (Broadmoor Hall Only)		\$795.00	
Additional Extension Cord   Convention Services to coordinate		\$40.00	
Other:			
<b>NOTE: PLEASE SEE TERMS AND CONDITIONS FOR EXHIBITORS AND DISPLAYS</b>			
<b>NOTE: Current Available —</b> 110 Volt, AC, Single Phase 60 Cycle 208 Volt, AC, Single Phase 60 Cycle 208 Volt, AC, Three Phase 60 Cycle		<b>TOTAL</b>	
<b>Email for receipt:</b>	<b>Date:</b>		



### **Calculating Power**

When calculating the amount of power needed for your exhibit, you'll first want to think about booth layout/design and all of the equipment that requires power. Electric to run equipment is usually measured in amps. If you need assistance determining the amount of power a piece of equipment requires, read the ratings from the metal plates or stamps usually located on the bottom or back of equipment. Note that any piece of equipment that plugs into a standard wall outlet found in your home or office will require 120-volt/basic power. This includes most office equipment, lights and home devices.

The formula for calculating power is: Amps (A) X Volts (V) = Watts (W)

600 watts = 5 amps

1200 watts = 10 amps

1800 watts = 15 amps

2400 watts = 20 amps

### **Calculating Lighting**

Power for lighting fixtures is generally measured in watts. You can determine the amount of electric your exhibit lighting requires by adding the wattage of each bulb. Wattage information can typically be found on the packaging or the bulb itself. Wattage is the number printed on the top of the bulb or possibly on the metal base of the bulb.

<b>Power Usage Guide</b>	<b>Watts</b>
Booth Lights, per	200
Booth Lights, per - LED Lights	50
Computer - (Monitor plus CPU)	200-900
Computer - Laptop	100-300
Computer Monitor	120-200
Computer Printer - Inkjet	100
Computer Printer - Laser	400-1000
Flat Screen TV - 32"-50" Monitor	1000
Plasma Screen, up to 50"	375-500
Heat Lamps - per lamp	250

### **Connection Points**

Consider the electrical load and how many items will be plugged in per outlet. Please note power strips offer six outlets but are only rated for 15 amps.

When placing your order and designing your electrical layout, think about general areas of your exhibit where power could be united from a single outlet or strip.

The General Contractor is responsible for the distribution of power to outlet locations within the booth; concealed cords under or over carpeting; cords overhead to equipment or lighting operation of man-lifts; scissor lifts; forklifts; and other locations where power is needed.

The Broadmoor does not supply labor for connecting electrical cords inside booth area.



## Exhibitor Internet Request Form

All Correspondence to the attention of  
Conference Planning Department  
P.O. Box 1439, Colorado Springs, CO 80901  
Phone: 719-471-6135 E-Mail: eventcenter@broadmoor.com

### General Information:

Wired Internet – Provides constant connection with options for dedicated bandwidth. Recommended for connection sensitive applications. Connecting an unauthorized wireless device can result in line termination without refund.

Wireless Internet – Please be aware that Wi-Fi broadcasts within unregulated airspace and speed cannot be guaranteed. This means that many factors outside of our control can disrupt your wireless signal including: MiFi's, cell phone hotspots/tethering, wireless routers, number of users in an area, etc. Wi-Fi Speed is best effort and shared across all devices within the group.

### Pricing:

Basic items and pricing are listed below. Additional services are available at additional cost, please contact the Conferences department for additional information.

### Payment:

Payment must be made in advance by credit card or check made payable to The BROADMOOR. **Requests will not be honored until payment is received.** On site orders will be charged at a 20% higher rate.

Show Name		Show Location				
Date & Time Required		Date & Time Out				
Exhibitor/ Company Name		Booth #				
Address		City			State	Zip Code
Contact	Phone #	Check <input type="checkbox"/>	Visa <input type="checkbox"/>	MasterCard <input type="checkbox"/>	American Express <input type="checkbox"/>	
Cardholder's Name	Card # -XXXX-XXXX-	Exp. Date	Email address			

Item	Qty	Cost Each	Total Cost
Hard-line – Shared bandwidth, up to 5Mbps. <b>NO ROUTERS ALLOWED</b>		\$1,400	
Hard-line – Dedicated Speed, <b>ROUTERS ALLOWED, with restrictions</b>		Call for pricing	
Wi-Fi – Five devices, up to 5Mbps shared		\$700	
Wi-Fi – Dedicated speeds available		Call for pricing	
		Total	

Signature:

Date:



## INSPIRE Event Technologies at The Broadmoor

Exhibit Order Form – 2026 Edition

EXHIBITOR INFORMATION		
Company Name:		
Billing Address:		
City:	State:	Zip:
Phone:	Fax:	
Email:		
On Site Contact Name:		
On Site Contact Cell #:		
Delivery Date:	Time:	
Return Date:	Time:	
Booth Number:		
Event Name:		
Event Dates: to		
<p>Upon receipt of a completed Exhibit Order, a payment link will be provided, and <b>100% of the total exhibit cost must be paid in full no later than 14 days prior to load-in</b>. Orders submitted after this deadline will incur late processing fees:</p> <ul style="list-style-type: none"><li>15% if submitted 7–14 days before load-in</li><li>25% if submitted less than 7 days before load-in</li></ul> <p><b>INSPIRE reserves the right to decline services if there is insufficient time to deliver the equipment.</b></p> <p>Equipment rental prices are <b>inclusive of all applicable sales taxes</b> and are calculated on a <b>per-day basis</b>, with a <b>minimum rental period of one day</b>.</p> <p>Orders exceeding <b>\$10,000</b> are subject to a <b>2% processing fee</b>.</p> <p>Exhibitors assume <b>full financial responsibility</b> for any loss or damage to rented equipment.</p> <p><b>Exhibitor Delivery Policy:</b> All exhibitors must be present at the scheduled delivery time. If the exhibitor is not available, the equipment will not be delivered until requested, and all labor and equipment charges will still apply at <b>100% of the agreed cost</b>.</p> <p><b>Cancellation Policy:</b> Charges will apply based on the date the written notice is received in relation to the event start date as follows:</p> <ul style="list-style-type: none"><li><b>Less than two (2) weeks</b> prior to the first day of the event: subject to a <b>25% cancellation fee</b> of the total estimated charges.</li><li><b>Less than one (1) week</b> prior to the first day of the event: subject to a <b>50% cancellation fee</b> of the total estimated charges.</li><li><b>Seventy-two (72) hours or less</b> prior to the first day of the event: subject to a <b>100% cancellation fee</b> of the total estimated charges.</li></ul> <p>By submitting this document for processing, you acknowledge and agree to the terms outlined above.</p>		

EQUIPMENT RENTAL			
	QTY	Days	All-Inclusive Daily Rate
Wireless Microphone (Hand or Lav)			\$243.44
Bluetooth Speaker			\$135.24
15" Powered Speaker with Stand			\$189.34
6-Channel Audio Mixer			\$102.78
27" Monitor & Tabletop Stand			\$324.59
43" Monitor & Floor Stand			\$432.79
55" Monitor & Floor Stand			\$595.09
Additional Monitor Sizes Available			Call for pricing
Leko or Source 4 Par			\$59.50
LED Uplight			\$91.96
8-Channel Lighting Controller			\$97.37
Additional Lighting Equipment Available			Call for pricing
Laptop (PC)			\$302.95
MacBook Pro			\$362.46
HDMI or Apple Adaptors/Misc. Cables			\$27.04
Projection Packages Available			Call for pricing
Flip Chart with Pad & Markers			\$129.83
Display Easel			\$10.81
A <b>\$175.00 Setup Fee</b> and a <b>\$175.00 Strike Fee</b> will be applied to all basic equipment orders. These fees are all-inclusive and cover standard delivery, installation, and removal of equipment. Additional labor charges may apply for large-scale, complex, or custom installations requiring extended setup or teardown time.			
If your event requires any <b>rigging services</b> , please note that <b>INSPIRE Event Technologies</b> is the <b>exclusive in-house rigging provider</b> for The Broadmoor. As such, <b>INSPIRE must review and approve all rigging designs</b> and will <b>supply all rigging labor, chain hoists, and related equipment</b> . For detailed requirements, pricing, and safety guidelines, please refer to our <b>Rigging Policy</b> . A <b>signed copy of the Rigging Policy</b> is required in conjunction with this Exhibit Order Form before any rigging work can be scheduled or approved.			

For additional details, pricing, or assistance with completing your order, please contact your INSPIRE Account Manager.  
Thank you for your cooperation, and we look forward to ensuring the success of your event!



INSPIRE @ THE BROADMOOR

1 Lake Avenue, Colorado Springs, CO 80906 | www.inspiresolutions.com | broadmoor@inspiresolutions.com