

# **VISTA** **S O U T H** **CONVENTION SERVICES**



MLSys 2023  
JUNE 5-7, 2023  
MIAMI BEACH CONVENTION CENTER  
GRAND BALLROOM A



**MLSys 2023**  
**Miami Beach Convention Center**  
**June 5-7, 2023**



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

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**BOOTH PACKAGE  
&  
EXHIBIT TIMES**

Dear Exhibitor:

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

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

**MLSys**  
**Marry Ellen Perry**  
**82799 Kingsboro Lane**  
**Indio, CA 92201**  
**Tel: (858) 761-6256**  
**Email: [mep@eventhosts.cc](mailto:mep@eventhosts.cc)**

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

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

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

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

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

**DIAMOND LEVEL:**

1 - Meter Counter with Logo  
1 - Backwall with Logo  
1 - 7" x 44" ID Sign  
1 - Waste Basket

**Platinum Level:**

1 - Meter Counter with Logo  
1 - 7" x 44" ID Sign  
1 - Waste Basket

**Gold Level:**

6' Skirted Table  
2 Chairs  
1 - 7" x 44" ID Sign  
1 - Waste Basket

***Please note: The exhibit floor is non-carpeted. Electrical outlet included!***



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EXHIBIT AREA  
INSTALLATION  
&  
DISMANTLE

## Exhibit Area Installation & Dismantle

### Set-up Dates & Times

SUNDAY JUNE 4, 2023 2PM - 6PM

All prefabricated displays must be set and empty crates tagged for storage  
by 4PM SUNDAY, JUNE 4, 2023.

### Exhibit Dates & Times

MONDAY JUNE 5, 2023 8AM - 5PM  
TUESDAY JUNE 6, 2023 8AM - 5PM  
WEDNESDAY JUNE 7, 2023 8AM - 4PM

### Dismantle Dates & Times

WEDNESDAY JUNE 7, 2023 4PM

Please note: Freight not picked up by 6PM WEDNESDAY, JUNE 7, 2023 will be re-routed  
through the house carrier.





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**PAYMENT  
 &  
 CREDIT CARD  
 AUTHORIZATION FORM**

**DISCOUNT DEADLINE DATE:**  
**MONDAY, MAY 15, 2023**

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

**ORDER RECAP**

*Standard Booth Furnishings & Carpet Order Form.....	\$	_____
*Personal Protective Equipment Order Form.....	\$	_____
*Hand Sanitization Rental Order Form.....	\$	_____
*Special Signs Order Form .....	\$	_____
*Trade Show Furnishings .....	\$	_____
Booth Cleaning Order Form.....	\$	_____
Booth Sanitization Order Form.....	\$	_____
Estimated Labor Order Form .....	\$	_____
Vehicle Spotting Order Form.....	\$	_____
POV Order Form.....	\$	_____
Estimated Material Handling Order Form.....	\$	_____
	Subtotal	\$ _____
	*Add 7% Sales Tax	\$ _____
	Net Amount due Vista	\$ _____

*\*Note: Services taxable in the state of FL.*

**Indicate Payment Method**

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

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

Account # \_\_\_\_\_

Expiration Date \_\_\_\_\_

**PURCHASING CARD: VISA & MASTERCARD REQUIRES YOUR CUSTOMER CODE NUMBER:** \_\_\_\_\_

Cardholder's Name \_\_\_\_\_  
 (Print or Type)

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

Signature \_\_\_\_\_  
**ALL ORDERS SUBJECT TO LIMITS OF LIABILITY AS SET FORTH ON FOLLOWING PAGE**

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

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

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Fax # \_\_\_\_\_

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

Signature \_\_\_\_\_ Title \_\_\_\_\_

**MAIL OR FAX TO VISTA SOUTH CONVENTION SERVICES BEFORE DEADLINE DATE**



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**LIMITS OF LIABILITY  
&  
RESPONSIBILITY**

## **Limits of Liability and Responsibility**

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



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## PAYMENT POLICIES

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

### Payment Options

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

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

**2. Advance Payment by Company Check**

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

**3. Wire Transfer in U.S. Funds**

For Wire transfer or ACH payment info please call Vista South Convention Services [\(305\) 673-1123](tel:3056731123) or e-mail: [rfay@vistasouthcs.com](mailto:rfay@vistasouthcs.com). Wire transfers must be initiated and confirmed at least two weeks before move-in.

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

Additional fees may be incurred when paying through wire or ach.

**4. Credit Card**

Use MasterCard, VISA or American Express. To accept charges, you must complete the PAYMENT AND CREDIT CARD CHARGE AUTHORIZATION form on the following page. For discount rates to apply, Vista South Convention Services must receive this form by [MONDAY, MAY 15, 2023.](#)

### Showsite Orders

To save money, take advantage of the pre-show discounts by ordering as many of your requirements as possible before the Discount Deadline Date.

***For the discount prices to be in effect, your order must be received by the Discount Deadline Date, and payment must accompany your order.***

Orders received after the Discount Deadline Date or made at the Exhibitor Service Desk during the show will be billed at the "standard" prices listed on the various forms.

### Payment Terms

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

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

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

All charges payable in U.S. Funds only. Checks, cash, Traveler's checks, MasterCard, VISA and American Express are accepted. ***Telephone orders are not accepted.***

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

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

**Refunds:** If **MLSys 2023** has been canceled due to Covid- 19 or other events you will receive a **50%** refund on most items. Any graphics ordered will not receive a refund after it has been printed. If material handling has been received, no refund will be issued. If you order cleaning, sanitation, or showsite labor you will be refunded 100% for those 3 services.



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# STANDARD BOOTH FURNISHINGS & CARPET ORDER FORM

**DISCOUNT DEADLINE DATE:**  
**MONDAY, MAY 15, 2023**

**Rental price includes delivery to and removal from your booth.**

QTY.	DISCOUNT RATES	STANDARD AMT. RATES
<b>SEATING</b>		
Side Chair .....	\$71.75	\$89.50
Padded Stool .....	\$129.25	\$161.50

<b>ACCESSORIES</b>		
Round Pedestal Table (30"h x 30"d)....	\$114.00	\$142.50
Round Pedestal Table (42"h x 30"d)....	\$164.50	\$205.50
Wastebasket.....	\$32.00	\$40.00
Easel.....	\$40.00	\$53.75
Chrome Sign Frame (22" x 28").....	\$96.25	\$121.00
Bag Holder.....	\$137.00	\$171.25
8' Stanchion.....	\$36.50	\$45.75
Crossbar.....	\$36.50	\$45.75
Garment Rack.....	\$129.00	\$161.25
Literature Rack.....	\$175.75	\$186.50

<b>STANDARD CARPET</b>		
Price includes installation & taping front edge.		
No guarantee of color match when ordering multiple carpets.		
10'x 10'.....	\$176.00	\$219.75
10'x 20'.....	\$353.25	\$441.50
10'x 30'.....	\$526.50	\$650.00
10'x 40'.....	\$702.25	\$878.00
10'x 50'.....	\$877.25	\$1,096.75

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

<b>CUSTOM SIZE CARPET</b>		
Price includes installation to fit booth space, protective covering, and edges taped.		
INDICATE OVERALL DIMENSIONS:		
____ ft. x ____ ft. (100 sq. ft. minimum)	\$4.75 sq. ft.	\$ 5.75 sq. ft.

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

<b>CARPET PADDING</b>		
INDICATE OVERALL DIMENSION:		
____ ft. x ____ ft. (100 sq. ft. minimum)	\$2.00 sq. ft.	\$2.75 sq. ft.

<b>VISQUEEN</b>		
INDICATE OVERALL DIMENSION:		
____ ft. x ____ ft. (100 sq. ft. minimum)	\$1.75 sq. ft.	\$2.25 sq. ft.

QTY.	DISCOUNT RATES	STANDARD AMT. RATES
<b>DRAPED DISPLAY TABLES - 30" HIGH</b>		
Price includes white vinyl top & 3 sides		
<b>Circle color:</b> Blue Black Burgundy Purple Gray Red Teal White Hunter Green		
2' x 4' x 30".....	\$133.75	\$167.00
2' x 6' x 30".....	\$150.75	\$188.50
2' x 8' x 30".....	\$181.25	\$226.50
4th Side Drape 6' & 8' Only.....	\$49.25	\$61.50

<b>DRAPED DISPLAY TABLES - 42" COUNTER HIGH</b>		
Price includes white vinyl top & 3 sides		
<b>Circle color:</b> Blue Black Burgundy Purple Gray Red Teal White Hunter Green		
2' x 4' x 42".....	\$190.00	\$239.00
2' x 6' x 42".....	\$209.00	\$261.50
2' x 8' x 42".....	\$242.25	\$302.75
4th Side Drape 6' & 8' Only.....	\$49.25	\$61.50

<b>UNDRAPED DISPLAY TABLES - 30" HIGH</b>		
2' x 4' x 30".....	\$67.25	\$84.00
2' x 6' x 30".....	\$91.00	\$113.50
2' x 8' x 30".....	\$108.00	\$135.00

<b>UNDRAPED DISPLAY TABLES - 42" HIGH</b>		
2' x 4' x 42".....	\$89.25	\$111.50
2' x 6' x 42".....	\$101.50	\$126.75
2' x 8' x 42".....	\$117.00	\$146.50

<b>LOCKABLE COUNTERS (White only)</b>		
40"L x 42"H x 22"W .....	\$426.70	\$532.50
80"L x 42"H x 22"W .....	\$644.03	\$805.03



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

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

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

MAIL OR FAX TO VISTA SOUTH CONVENTION SERVICES BEFORE DEADLINE DATE



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**PERSONAL PROTECTIVE  
 EQUIPMENT  
 ORDER FORM**

**DISCOUNT DEADLINE DATE:**  
**MONDAY, MAY 15, 2023**

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

**Individual PPE Booth Safety Items**

Qty	Item Description	Advance Prices	Standard Price	Amount
_____	25 ct. Pack of 3 Ply Face Masks	\$13.00	\$18.11	\$_____
_____	100 ct. Packs of Sanitizing Wipes	\$10.85	\$13.52	\$_____
_____	20 ct. Pack of Sanitizing Wipes	\$6.67	\$10.858	\$_____
_____	20" Square Social Distancing Floor Stickers	\$81.00	<b>*advance order only*</b>	\$_____

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



20" floor stickers

\*Actual inventory types may vary

Company Name _____										Booth _____																																																	
Street Address _____										Phone # _____																																																	
City _____										State _____ Zip _____ Fax# _____																																																	
Ordered by (Print or Type) _____										E-Mail _____																																																	
Signature _____										Title _____																																																	
CREDIT CARD: <input type="checkbox"/> M/C <input type="checkbox"/> VISA <input type="checkbox"/> AMEX ACCOUNT NUMBER: <table border="1" style="display: inline-table; width: 150px;"> <tr> <td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td> </tr> </table>																														EXPIRATION DATE: <table border="1" style="display: inline-table; width: 150px;"> <tr> <td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td> </tr> </table>																													
CARDHOLDERS SIGNATURE: _____										CARDHOLDERS NAME: _____																																																	



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## HAND SANITIZATION RENTAL OPTIONS

**DISCOUNT DEADLINE DATE:**

**MONDAY, MAY 15, 2023**

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

Qty	Item Description	Advance Prices	Standard Prices	Amount
_____	Hand Sanitizing Single Station	\$297.41	<i>*advance order only*</i>	\$ _____
_____	Hand Sanitizing Double Station	\$416.37	<i>*advance order only*</i>	\$ _____
_____	Table Top Hand Sanitizing Station	\$265.00	<i>*advance order only*</i>	\$ _____
_____	Hand Sanitizer Station Refill	\$54.07/ Reservoir	\$68.25/ Reservoir	\$ _____
_____	Individual 2oz. bottle of Hand Sanitizer	\$3.79	\$4.72	\$ _____
_____	Add logo to Hand Sanitizing Station	\$59.50/ Logo	<i>*advance order only*</i>	\$ _____



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



\*Actual inventory types may vary

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





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# BOOTH CLEANING & PORTER SERVICES ORDER FORM

**DISCOUNT DEADLINE DATE:**

**MONDAY, MAY 15, 2023**

## BOOTH CLEANING RATES

**Please indicate your requirements:**

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

**Calculate total:**

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

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

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

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

## PORTER SERVICE

Vista South Convention Services will assign (1) man every hour (maximum of 8 hours per day) during show hours to your booth for removal of excess trash. This service is being provided to all exhibitors at a **\$1.75 per square foot per day after a minimum charge of 100 square feet.**

Please calculate your total below:

Size of booth: \_\_\_\_\_ x \_\_\_\_\_ = \_\_\_\_\_ sq. ft. x rate: **\$1.75** x Number Of Days: \_\_\_\_\_ = \$ \_\_\_\_\_

**(Minimum charge: 100 Sq. Ft. Per Day - \$175.00)**

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

FULL PAYMENT MUST ACCOMPANY ORDER  
 TOTAL ALL ITEMS ORDERED  
 ATTACH TO ORDER RECAP & CREDIT CARD AUTHORIZATION FORM  
 ENTER TOTAL

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

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BOOTH  
SANITIZATION

DISCOUNT DEADLINE DATE:

MONDAY, MAY 15, 2023

## DAILY SANITIZATION RATES

Please indicate your requirements:

Daily - Sanitization with Quaternary Ammonium .....\$1.08 per sq. ft.

Twice Daily - Sanitization with Quaternary Ammonium .....\$1.35 per sq. ft.

Please calculate your total below:

Size of booth: \_\_\_\_\_ x \_\_\_\_\_ = \_\_\_\_\_ sq. ft. x rate: \_\_\_\_\_ x No. Of Days: \_\_\_\_\_ = \$ \_\_\_\_\_  
(Minimum charge: 100 Sq. Ft. Per Day)

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

**NOTE:** All rental items are delivered clean and disinfected to your booth space. However, during set-up and throughout the event, your space may become contaminated. We suggest all exhibitors partake in the daily disinfecting of their spaces.

## HOURLY SANITIZATION RATES

Vista South Convention Services will assign (1) man every hour (maximum of 8 hours per day) during show hours to your booth for disinfecting and sanitizing all areas. This service is being provided to all exhibitors at a **\$1.80per square foot per day after a minimum charge of 100 square feet.**

Please calculate your total below:

Size of booth: \_\_\_\_\_ x \_\_\_\_\_ = \_\_\_\_\_ sq. ft. x rate: **\$1.89** x Number Of Days: \_\_\_\_\_ = \$ \_\_\_\_\_  
(Minimum charge: 100 Sq. Ft. Per Day - \$189.00)

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

FULL PAYMENT MUST ACCOMPANY ORDER  
TOTAL ALL ITEMS ORDERED  
ATTACH TO ORDER RECAP & CREDIT CARD AUTHORIZATION FORM  
ENTER TOTAL

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

MAIL OR FAX TO VISTA SOUTH CONVENTION SERVICES BEFORE DEADLINE DATE





**MLSys 2023**  
**Miami Beach Convention Center**  
**June 5-7, 2023**



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

## SPECIAL SIGNS ORDER FORM

**DISCOUNT DEADLINE DATE:**

**MONDAY, MAY 15, 2023**

### Special Signs

Qty	Size	Advance Prices	Deadline Price	Amount
_____	7" x 44"	\$53.07	\$66.36	\$ _____
_____	14" x 22"	\$72.94	\$91.18	\$ _____
_____	22" x 28"	\$111.75	\$129.18	\$ _____
_____	28" x 44"	\$164.55	\$205.67	\$ _____
_____	1 Meter x 8'	\$273.90	\$342.37	\$ _____
_____	30" round graphic for pedestal tables**	\$105.14	\$131.42	\$ _____


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

- Easel back applied to sign quoted upon request.
  - All prices are for single sided-double sided quoted upon request.
  - Special sizes and materials quoted upon request.
- Delivery time is not guaranteed on orders placed at showsite.
  - All orders must be received (15) days before show opens. Orders after Deadline Date will be subject to an additional 30% fee.**
  - Please utilize one of the following programs: Adobe Acrobat Professional 8.0, Adobe Illustrator CS5, Photoshop CS5, or Adobe InDesign CS5. For further details, refer to the Graphic Guidelines page.

Vertical



Horizontal



Color of  
Background

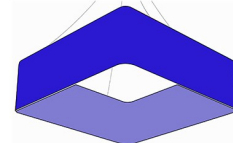
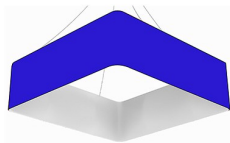
Color of  
Lettering

Please type desired copy below or attach a separate sheet

### HANGING SIGNS

☐ 8' x 36" Square Hanging Sign Single Sided

☐ 8' x 36" Square Hanging Sign Double Sided



Qty	Size	Advance Prices	Deadline Price	Amount
_____	SINGLE SIDED	\$1,750	\$2,250	\$ _____
_____	DOUBLE SIDED	\$2,500	\$2,950	\$ _____

**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.**  
 MAIL OR FAX TO VISTA SOUTH CONVENTION SERVICES BEFORE DEADLINE DATE



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## GRAPHIC GUIDELINES

**DISCOUNT DEADLINE DATE:**

**MONDAY, MAY 15, 2023**

## GUIDELINES FOR SUBMITTING GRAPHICS

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

**Vista South Convention Services**  
7045 NW 26th Ave.  
Miami, FL 33147  
E-mail: [Graphics@vistasouthcs.com](mailto:Graphics@vistasouthcs.com)

We can accept graphic files created with the following programs:

**Adobe Acrobat Professional 8.0**  
**Adobe Illustrator CS5**  
**Photoshop CS5**  
**Adobe InDesign CS5**

We prefer to work with Adobe Acrobat high resolution PDF files. However we will also accept: Whenever possible

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

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

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

**(\*No bleeds needed on printable files)**

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

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

### Color Matching

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

### Sending Files

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



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INTENT TO USE  
NON-OFFICIAL  
CONTRACTORS

DISCOUNT DEADLINE DATE:

MONDAY, MAY 15, 2023

### Intent to Use Non-Official Contractors

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

1. Exhibitors who choose to use a Non-Official Contractor must complete and sign this form. It must be received at Vista South Convention Services no later than the **Deadline Date** shown above. No extensions or exceptions will be granted after the published deadline.
2. The Non-Official Contractor must provide Vista South Convention Services with a valid and current Certificate of Insurance naming Vista South Convention Services as the Certificate Holder. This certificate must be received no later than the **Deadline Date** shown above. No extensions or exceptions will be granted after the published deadline.
3. Failure to provide Vista South Convention Services with the above items 1 and 2 will result in said firms being required to hire installation and dismantling labor from Vista South Convention Services. Non-official contractors will be able to provide supervision only.
4. All representatives of the Non-Official Contractors must obtain an "Exhibit Crew" badge at Vista South Convention Services Labor Desk.

Exhibiting Firm: \_\_\_\_\_ Booth #: \_\_\_\_\_

Authorized Name & Title: \_\_\_\_\_

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

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

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

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

Phone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

Certificate of Insurance Included: ☐ Yes ☐ No

Non-Official Contractor "Show Site" Representative: \_\_\_\_\_

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

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*Retain one copy for your files.*





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**LIMITS OF LIABILITY  
&  
RESPONSIBILITY  
FOR LABOR**

## **Limits of Liability and Responsibility for Labor**

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



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## LABOR ORDER FORM

**DISCOUNT DEADLINE DATE:**

**MONDAY, MAY 15, 2023**

### Display Labor for Installation and Dismantling of Exhibits

#### Display Labor Rates:

Straight Time	Overtime
\$96.40 per hour	\$148.94 per hour
One hour minimum per worker	One hour minimum per worker
Thereafter 1/2 hr. increments	Thereafter 1/2 hr. increments
ST: 8:00AM to 3:30PM	OT: Before 8:00AM and after 3:30PM
Monday through Friday	Monday through Friday and all hours
	on Saturday and Sunday

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

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

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

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

	No. Men	Date	Time	Approx. Hours
Set-up				
Dismantle				

\_\_\_\_ **PLAN B - VISTA SOUTH CONVENTION SERVICES SUPERVISION** - Hourly rate plus 35% Supervision Charge/Minimum \$49.86

Name of Carrier \_\_\_\_\_ # Crates \_\_\_\_\_ Cartons \_\_\_\_\_ Skids \_\_\_\_\_

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

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

After Dismantle Return Display To (Shipping Address): \_\_\_\_\_

\_\_\_\_\_  
 \_\_\_\_\_ VIA: \_\_\_\_\_

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

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

Company Name _____		Booth _____																					
Street Address _____		Phone # _____																					
City _____	State _____	Zip _____	Fax# _____																				
Ordered by (Print or Type) _____		E-Mail _____																					
Signature _____		Title _____																					
CREDIT CARD: <input type="checkbox"/> M/C <input type="checkbox"/> VISA <input type="checkbox"/> AMEX ACCOUNT NUMBER: <table border="1"> <tr> <td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td> </tr> </table>																							
CARDHOLDERS SIGNATURE: _____		CARDHOLDERS NAME: _____																					

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



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# VEHICLE SPOTTING ORDER FORM

**DISCOUNT DEADLINE DATE:**

**MONDAY, MAY 15, 2023**

**Vehicle Spotting Rates are for vehicles that are to be displayed that must be driven or towed to the booth space.**

**Spotting fee for vehicle driven under its  
own power:**

**\$140.00 Round Trip**  
 (per vehicle)

**Spotting fee for vehicle that must  
be towed without power:**

**\$206.00 Round Trip**  
 (per vehicle)

**ALL VEHICLES MUST CHECK IN AT THE STAGING AREA BEFORE PROCEEDING TO THE  
LOADING DOCK!**

Please provide the following information:

Name of Carrier \_\_\_\_\_ # of Vehicles \_\_\_\_\_

# Driven \_\_\_\_\_ # Towed \_\_\_\_\_

Delivery Vehicle: Van \_\_\_\_\_ Flat Bed \_\_\_\_\_ 24' \_\_\_\_\_ 48' Trailer \_\_\_\_\_

Delivery Date \_\_\_\_\_ Time \_\_\_\_\_

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

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

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Fax# \_\_\_\_\_

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

Signature \_\_\_\_\_ Title \_\_\_\_\_

**MAIL OR FAX TO VISTA SOUTH CONVENTION SERVICES**



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POV ORDER FORM

DISCOUNT DEADLINE DATE:

[MONDAY, MAY 15, 2023](#)

### Personally Owned Vehicles

Vista South Convention Services will provide labor to unload Personally Owned vehicles (station wagons, mini vans, SUV's, etc.) at Showsite only on the following days and times:

**2PM SUNDAY, JUNE 4, 2023**

The rate for this service is **\$127.00 per vehicle, one way, 500 lbs. maximum**. Exhibitors may carry in their own freight (NO PERSONALLY OWNED FLAT CARTS, PALLET JACKS, etc. - **HAND CARRY ONLY**) and will not be subject to Material Handling charges unless exhibitor requires use of dollies, flat carts, or pallet jacks.

### Unloading of Pallets

Pallet rate for trucks on-site from the dock to the booth is \$115.50 up to 1000 lbs.  
One way dock height. (must be able to unload at the dock)

\_\_\_\_ **POV- 500LBS MAX AT \$127.00 EACH WAY**

\_\_\_\_ **NUMBER OF PALLETS TO BE UNLOADED AT \$115.50 EACH PALLET EACH WAY  
WEIGHING 1000LBS MAX**

**THIS AUTHORIZATION MUST BE COMPLETED BELOW AND SENT TO VISTA SOUTH CONVENTION SERVICES  
BEFORE POV SHIPMENTS CAN BE HANDLED.**

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





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**UNION  
JURISDICTIONS**

## **Union Jurisdictions**

### **Exhibit Labor Jurisdictions**

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

### **Freight Handling Jurisdiction**

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

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

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

### **Gratuities**

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

### **In General**

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



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## MATERIAL HANDLING SERVICES & RATES

**DISCOUNT DEADLINE DATE:**

**FRIDAY, MAY 26, 2023**

### Material Handling Services & Rates

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

<b>Per CWT (100 lbs.)</b> <i>Minimum charge (200 lbs.)</i> <b>Warehouse Rate</b> <u><b>\$123.45</b></u> <b>Showsite Rate</b> <u><b>\$179.69</b></u>	<b><u>Crated and/or Skidded Floor Load Shipments</u></b> These <u>round trip rates</u> apply to crated and/or floor load shipments that can be unloaded at the dock without additional handling (such as ground loading, side door loading, constricted space loading, designated piece loading or stacked shipments) required.
<b>Per CWT (100 lbs.)</b> <i>Minimum charge (200 lbs.)</i> <b>Warehouse Rate</b> <u><b>\$185.20</b></u> <b>Showsite Rate</b> <u><b>\$269.56</b></u>	<b><u>Uncrated, Unskidded, Unwrapped Shipments and/or Crated Shipments Requiring Special Handling</u></b> These <u>round trip rates</u> apply to uncrated, unskidded or wrapped shipments. These rates also apply to shipments that are loaded and charged by cubic space and/or packed in such a manner to require additional handling (such as ground loading, side door loading, constricted space loading, designated piece loading or stacked shipments). FedEx and UPS are included in this category due to their delivery procedures and documentation.
<b>Per CWT (100 lbs.)</b> <b>A 25% surcharge for each occurrence will apply in addition to the above rates.</b>	<b><u>Overtime Rates</u></b> <b>All rates quoted above are straight time rates.</b> All freight received at the warehouse and/or showsite that must be moved in or out of the booth before 8:00AM or after 3:30PM on weekdays or all day Saturdays, Sundays or holidays will be charged in addition to the above rates
<b>Per CWT (100 lbs.)</b> <i>Minimum charge (200 lbs.)</i> <b>A 25% surcharge for each occurrence will apply in addition to the above rates.</b>	<b><u>Deliveries to Warehouse AFTER DEADLINE DATE</u></b> Shipments received at the warehouse after 3:30PM or after the deadline date of <u>FRIDAY, MAY 26 2023</u> will be charged in addition to the above rates.
<b>*First Package</b> <u><b>\$53.00</b></u>  <b>***Each additional package \$40.00</b>	<b><u>Small Package Shipments</u></b> 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.



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**SHIPPING  
 &  
 MATERIAL  
 HANDLING RECAP**

**DISCOUNT DEADLINE DATE:**

**FRIDAY, MAY 26, 2023**

## Shipping and Material Handling Recap

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

<b>Computation of Order:</b> When recording weight, round up to the next 100 pounds.	
<b><u>Crated and/or Skidded Floor Load Shipments</u></b>	
<b>Warehouse</b> We will ship _____ lbs. @ \$123.45 per 100 lbs. (200 lb. minimum/\$246.90)	\$ _____
<b>Showsite</b> We will ship _____ lbs. @ \$179.69 per 100 lbs. (200 lb. minimum/\$359.38)	\$ _____
<b><u>Uncrated, Unskidded Wrapped Shipments and Crated Shipments requiring Special Handling</u></b>	
<b>Warehouse</b> We will ship _____ lbs. @ \$185.20 per 100 lbs. (200 lb. minimum/\$370.40)	\$ _____
<b>Showsite</b> We will ship _____ lbs. @ \$269.56 per 100 lbs. (200 lb. minimum/\$539.12)	\$ _____
<b><u>Overtime Rates</u></b> All rates quoted above are straight time rates. All freight received at the warehouse and/or showsite that must be moved <b>in or out</b> of the booth before 8:00AM or after 3:30PM on weekdays or all day on Saturdays, Sundays or Holidays will be charged a 25% surcharge for each occurrence in addition to the above rates.	
<b><u>Deliveries to Warehouse AFTER Deadline Date</u></b> Shipments received at the warehouse after 3:30PM or after the deadline date of <b><u>MONDAY, MAY 26, 2023</u></b> will be charged 25% surcharge, for each occurrence, in addition to the above rates.	
<b>Payment Enclosed</b>	\$ _____

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

**COMPANY NAME:**

**BOOTH #**

*Fax or Email to Vista South Convention Services*



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## SHIPPING INFORMATION

### Shipping Information

#### What you should know:

- \* As an exhibitor, you are responsible for providing your carrier with proper delivery and pickup information for your materials, both in advance and at showsite.
- \* Please prepay all shipping charges. Vista South Convention Services cannot accept or be responsible for collect shipments. All shipments must be accompanied by a Bill-of-Lading. Shipments received without receipts, freight bills or specified unit counts (UPS, Federal Express, personal vehicles, etc.) will be delivered to the exhibitor's booth without guarantee of piece count or condition. No liability will be assumed by Vista South Convention Services for such shipments. Shipments without certified weight documents at time of delivery, will be estimated by Vista South Convention Services. This estimate will be binding on both parties and no adjustments will be made after the show closes.
- \* **Do not ship uncrated materials to the warehouse! Loose, uncrated or unskidded materials will be accepted at showsite only. Uncrated shipments received at showsite are charged at higher handling rates than crated, skidded or otherwise self-contained shipments.**
- \* Separate mixed van shipments between crated and uncrated. Clearly identify the weights of each on the Bill-of-Lading. Otherwise, Vista South Convention Services will invoice the entire load at the uncrated rate and will be unable to adjust the charges later.
- \* Select your carrier carefully. Shipments received on vehicles that cannot be unloaded at the dock are considered "special handling" and are charged at higher rates.
- \* All shipments for the show received either in advance or at showsite will be charged material handling by Vista South Convention Services. Refer to the *Material Handling Service and Rates Form*.
- \* All material handling rates are roundtrip and are based on incoming weights only. Overtime charges may apply under some circumstances. Please refer to the *Material Handling Service and Rates Form*.
- \* If granted permission for early move-in (off-target move-in) by show management and Vista South Convention Services, the exhibitor is required to use Vista South Convention Services labor for booth installation.

#### Material Handling includes:

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

#### Material Handling does not include:

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



**MLSys 2023**  
**Miami Beach Convention Center**  
**June 5-7, 2023**



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

**SHIPPING  
INSTRUCTIONS  
(INBOUND)**

## **Inbound Shipping Instructions**

### **Freight Handling Services:**

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

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

### **Shipping in Advance to the Warehouse:**

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

**TO: [MLSys 2023](#)**  
**(Exhibiting Company's Name & Booth Number)**  
**C/O VISTA SOUTH CONVENTION SERVICES**  
**7045 NW 26th AVENUE**  
**MIAMI, FL 33147**

- **To trace your shipment, please contact the Customer Service Department at (305) 673-1123.**
- Shipments will be received beginning **[FRIDAY, MAY 5, 2023](#)**.
- Shipments received after the deadline of **[FRIDAY, MAY 26, 2023](#)** will be charged an additional 25% surcharge.
- Shipments received after **3:30PM** will be charged an **overtime rate**.
- Advance warehouse receiving hours are **Monday through Friday, 8:00AM to 3:30PM**
- Carriers checking in **after 3:30PM Monday through Friday** will not be guaranteed unloading.
- Warehouse shipments will not be received on weekends or holidays.

### **Shipping Directly to Showsite:**

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

**TO: [MLSys 2023](#)**  
**(Exhibiting Company's Name & Booth Number)**  
**C/O VISTA SOUTH CONVENTION SERVICES**  
**MIAMI BEACH CONVENTION CENTER**  
**1901 CONVENTION CTS. DR.**  
**MIAMI BEACH, FL 33139**

**Show site shipments will be received beginning [2PM SUNDAY, JUNE 4, 2023](#).**

**SHIPMENTS ARRIVING AT SHOWSITE PRIOR TO THIS DATE AND TIME MAY BE REFUSED BY THE VENUE AND/OR CHARGED AN ADDITIONAL FEE.**



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**SHIPPING  
INSTRUCTIONS  
(OUTBOUND)**

## **Outbound Shipping Instructions**

### **Shipping Outbound from Showsite**

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

**FROM:** (Your Company Name)  
**BOOTH #:**  
**SHOW NAME:** **MLSys 2023**  
**LOCATION:** **MIAMI BEACH CONVENTION CENTER**  
**TO:** (Shipping Address)

- Once your shipment is packed and labeled, return your show Bill-of-Lading to the Vista South Convention Services Service Desk.
- All Bill-of-Ladings must be turned in no later than **6PM WEDNESDAY, JUNE 7, 2023.**

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

- Failure to turn in your show bill of lading by the designated deadline may result in additional overtimes charges and/or the rerouting of your materials.
- Be sure to confirm pickup day(s) and time(s) with your selected carrier. All outside carriers (carriers other than **T-Force**) must be checked in no later than **6PM WEDNESDAY, JUNE 7, 2023.** If the carrier does not show up by **6PM WEDNESDAY, JUNE 7, 2023** it will be re-routed through a house carrier.



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## LIMITS OF LIABILITY FOR MATERIAL HANDLING

### Limits of Liability for Material Handling

- \* Vista South Convention Services shall not be responsible for damage to uncrated materials, material improperly packed, or concealed damage.
- \* Vista South Convention Services shall not be responsible for loss, theft, or disappearance of exhibitor's material after same has been delivered to exhibitor's booth.
- \* Vista South Convention Services shall not be responsible for loss, theft, or disappearance of materials before they are picked up from exhibitor's booth for reloading after the show. Bill of lading covering outgoing shipments, which are furnished by Vista South Convention Services to exhibitor, will be checked at time of actual pick up from booth and corrections made where discrepancies occur.
- \* Vista South Convention Services shall not be responsible for any loss, damage, or delay due to fire, Acts of God, strikes, lockouts or work stoppages of any kind or to any causes beyond its control.
- \* Vista South Convention Services' liability shall be limited to the physical loss or damage to the specific article which is lost or damaged, and in any event, Vista South Convention Services' maximum liability shall be limited to \$.30 per pound per article with a maximum liability of \$50.00 per item, or \$1,000.00 per shipment; whichever is less.
- \* Vista South Convention Services shall not be liable to any extent whatsoever for any actual, potential or assumed loss of profits or revenues, or for any collateral costs, which may result from any loss or damage to an exhibitor's materials which may make it impossible or impractical to exhibit same.
- \* The consignment or delivery of a shipment to Vista South Convention Services by an exhibitor, or by any shipper to or on behalf of the exhibitor, shall be construed as an acceptance by such exhibitor (and/or other shipper) of the terms and conditions set forth.
- \* Rates are based on incoming weight only. All weights are rounded off to the next 100 weight. Each shipment received is considered separately. Freight handling charges are the responsibility of the exhibitor.
- \* Exhibitors are urged to carry all-risk floater insurance covering their materials against damage, loss, and all other hazards from the time shipment is made prior to the show until shipments are received back after the show. This can generally be done by adding "riders" to existing insurance policies, often at no additional cost.
- \* Empty container labels will be available at the Service Desk. Affixing the labels is the sole responsibility of the exhibitor or his representative. Vista South assumes no responsibility for removal of containers with old Empty labels, mislabeled, or valuables stored inside containers while containers are in storage.
- \* Outbound shipping labels and bills of lading will be available at the Service Desk. Exhibitor or his/her representative must pack and label their exhibit material and turn in bill of lading for each shipment at the Service Desk before leaving the show. Vista will route all shipments unless a designated carrier has been assigned. If the designated carrier fails to pick up by the removal date of the show, Vista South reserves the right to route exhibit material by an alternate carrier. As a result of re-routing or handling no liability will be assumed by Vista South.





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IMPORTANT FREIGHT  
INFORMATION

## Important Freight Information

### Definition of Special Handling:

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

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

- ⇒ **Ground Load/Unload** - Vehicles that are not dock height preventing the use of loading docks, such as U-Hauls, flat bed trailers, double drops, etc. Situations where dock utilization is not possible will result in a Special Handling assessment.
- ⇒ **Side Door Load/Unload** - Shipments that cannot be accessed from the rear of the trailer.
- ⇒ **Constricted Space Load/Unload** - Trailers loaded "high and tight", shipments that are loaded in such a manner as to not be readily available (freight down one side of a trailer that must be bypassed to reach targeted freight).
- ⇒ **Designated Piece Load** - Driver with tape measure who requires loading crew to bring multiple pieces of freight to rear of trailer to select next piece; having to unload and reload to fit, etc.
- ⇒ **Stacked Shipments** - Shipments loaded in such a manner as to require items to be removed to ground level for delivery to booth. Loose items stacked on top of crates and/or pallets constitute special handling.
- ⇒ **Mixed Shipments** - Multiple shipments delivered together without shipment integrity; pieces for separate shipments that are loaded mixed throughout the delivery vehicle, such as UPS, FedEx, DHL, USPS.
- ⇒ **Improper delivery receipts** - Shipments that arrive without individual bills of lading, such as UPS, FedEx, DHL and USPS.





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MATERIAL HANDLING  
SPECIAL SERVICES

## Material Handling Special Services

### **Empty Storage**

Those exhibitors who elect to **hand-carry in one trip** items into the exhibit hall without the assistance of Vista South Convention Services may acquire on-site storage for empty containers based on the following rates: \$28.35 per carton and \$39.90 per fiber case. This service includes removing empties from your booth, storing them during the show and returning them to your booth after show closing. Please refer to the union regulations included in this manual.

### **Mobile Unit Spotting**

Exhibitors authorized by show management to bring a motorized vehicle into the exhibit hall will be required to hire Vista South Convention Services supervision services at the rate of \$351.75 round-trip per mobile unit. A representative from Vista South Convention Services will escort each vehicle into and out of the exhibit facility to provide safe access and minimize liabilities.

### **Shipments Returned to Warehouse**

At the close of show, for re-forwarding or storage, there will be an additional charge for shipments returned to our warehouse. This fee is \$39.38 per cwt. on straight time with a 100lb minimum. Warehouse storage space is limited. Please call our Customer Service Department at (305) 673-1123 to confirm availability prior to show.

### **Special Rates and Services**

Steel banding is available at \$3.68 per linear foot, plus one-half hour minimum labor.

Shrink Wrap Skid: \$47.05 per skid, labor included

Clear Tape: \$29.20 per roll

Double Face Tape: \$29.20 per roll

### **UPS & FEDEX Shipments**

A fee of \$97.88 will apply for all UPS & FedEx shipments going back to Vista South Convention Services Warehouse.

ADVANCE WAREHOUSE SHIPMENTS ONLY

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

\_\_\_\_\_  
\_\_\_\_\_

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

**MLSys 2023**  
C/O VISTA SOUTH CONVENTION SERVICES  
MIAMI BEACH CONVENTION CENTER  
7045 NW 26TH AVE.  
MIAMI, FL 33147

ADVANCE WAREHOUSE SHIPMENTS ONLY

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

\_\_\_\_\_  
\_\_\_\_\_

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

**MLSys 2023**  
C/O VISTA SOUTH CONVENTION SERVICES  
MIAMI BEACH CONVENTION CENTER  
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MIAMI, FL 33147

**FOR ADVANCE SHIPMENTS ONLY**

DELIVER NO LATER THAN FRIDAY, MAY 26, 2023  
RECEIVING 8:00AM - 3:30PM, MONDAY - FRIDAY, CHECK IN BY 3:00PM

ADVANCE WAREHOUSE SHIPMENTS ONLY

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

\_\_\_\_\_  
\_\_\_\_\_

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

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MIAMI, FL 33147

ADVANCE WAREHOUSE SHIPMENTS ONLY

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

\_\_\_\_\_  
\_\_\_\_\_

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

**MLSys 2023**  
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MIAMI BEACH CONVENTION CENTER  
7045 NW 26TH AVE.  
MIAMI, FL 33147

ON-SITE DIRECT SHIPMENTS ONLY

FROM:

TO: 

(EXHIBITOR NAME)

(BOOTH #)

MLSys 2023

C/O VISTA SOUTH CONVENTION SERVICES

MIAMI BEACH CONVENTION CENTER

1901 CONVENTION CTR. DR.

MIAMI BEACH, FL 33139

ON-SITE DIRECT SHIPMENTS ONLY

FROM:

TO: 

(EXHIBITOR NAME)

(BOOTH #)

MLSys 2023

C/O VISTA SOUTH CONVENTION SERVICES

MIAMI BEACH CONVENTION CENTER

1901 CONVENTION CTR. DR.

MIAMI BEACH, FL 33139

FOR ON-SITE DIRECT SHIPMENTS ONLY

SHOWSITE SHIPMENTS WILL BE RECEIVED BEGINNING 2PM SUNDAY, JUNE 4, 2023.

ON-SITE DIRECT SHIPMENTS ONLY

FROM:

TO: 

(EXHIBITOR NAME)

(BOOTH #)

MLSys 2023

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ON-SITE DIRECT SHIPMENTS ONLY

FROM:

TO: 

(EXHIBITOR NAME)

(BOOTH #)

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MIAMI BEACH, FL 33139

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