



Complete Exhibitor Kit



***XXI ICIS BIENNIAL CONFERENCE
JUNE 29 - JULY 3, 2018
LOEWS PHILADELPHIA HOTEL
PHILADELPHIA, PA***



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LOEWS PHILADELPHIA HOTEL
PHILADELPHIA, PA

6575 Delilah Road P: 215-418-2121
PO Box 3000 F: 215-418-2016
Pleasantville, NJ 08232 E: jbonfiglio@vistacs.com

WWW.VISTACS.COM

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SHOW CONTACT INFORMATION

Dear ICIS 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:

XXI ICIS Biennial Conference
Michelle Smith/ michelle@podiumconferences.com
Jude Ross/ jude@podiumconferences.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: (215) 418-2121
Fax: (215) 418-2016
Email: jbonfiglio@vistacs.com

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

Thank you!



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SHOW INFORMATION

BOOTH PACKAGE

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

- 8' High Backwall - TEAL
- 3' High Siderail - TEAL
- 1 - 6' DRAPED TABLE - TEAL
- 2 - SIDE CHAIRS
- 1 - WASTEBASKET
- 7"x44" Booth ID Sign

NOTE: EXHIBIT HALL FLOOR IS CARPETED.

INSTALLATION

SATURDAY, JUNE 30, 2018: 8:00 PM -

EXHIBIT HOURS

- SUNDAY, JULY 1, 2018: 8:30 AM - 5:00 PM**
- MONDAY, JULY 2, 2018: 8:30 AM - 5:00 PM**
- TUESDAY, JULY 3, 2018: 8:30 AM - 12:00 PM**

DISMANTLE

TUESDAY, JULY 3, 2018: 1:00 PM - 5:00 PM

****Any displays not removed by exhibitor, will be moved to Vista's Warehouse OR re-routed via our in-house shipping carrier YRC at the Exhibitor's Expense****



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PAYMENT & CREDIT CARD AUTHORIZATION LIMITS OF LIABILITY & RESPONSIBILITY

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



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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.

WIRE TRANSFER

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



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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 ___ Signs Other (Please specify) _____

THIRD PARTY'S CREDIT CARD CHARGE AUTHORIZATION (Information must be provided.)

MasterCard Visa American Express Corporate Personal

Account Number

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

Expiration Date _____

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

Cardholder's Signature _____ Print Name _____

Cardholder's Billing Address _____

City _____ State _____ Zip _____ Country _____

THIRD PARTY NAME: _____

CONTACT PERSON: _____ SIGNATURE: _____

SHOW SITE REPRESENTATIVE: _____

PHONE NUMBER: _____ FAX NUMBER: _____ E-MAIL: _____

Retain one copy for your files. Attach the original to the PAYMENT AND CREDIT CARD AUTHORIZATION form.



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STANDARD BOOTH FURNISHINGS & ACCESSORIES ORDER FORM

QTY.	DISCOUNT RATES	STANDARD RATES	AMT.
SEATING			
___		Upholstered Arm Chair (black only)....\$107.10	\$135.10 ___
___		Side Chair (black only).....\$86.30	110.50 ___
___		Padded Stool (black only).....\$115.25	148.30 ___

QTY.	DISCOUNT RATES	STANDARD RATES	AMT.
ACCESSORIES			
___		Cocktail Table (18" h x 24" rd).....86.30	111.40 ___
___		Round Pedestal Table (30" h x 30" rd).....175.20	227.50 ___
___		Round Pedestal Table (42" h x 30" rd).....207.10	269.00 ___
___		Wastebasket.....27.00	44.10 ___
___		Easel.....54.10	61.30 ___
___		Chrome Sign Frame (22" x 28").....118.50	154.20 ___
___		Bag Holder.....158.00	205.50 ___
___		8' Stanchion.....38.20	52.60 ___
___		Crossbar.....38.20	52.60 ___
___		Garment Rack.....158.10	205.50 ___
___		Literature Rack.....210.60	274.00 ___
___		3' Black Stanchion/Pull out Tape.....67.20	85.70 ___
		(7 1/2 ft. lengths)	
___		8' Special Background.....21.60ft.	27.00ft. ___

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

___		3' Special Siderails.....16.20ft.	21.60ft. ___
-----	--	-----------------------------------	--------------

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

DRAPED RISERS			
White Vinyl			
___		4' One Step82.50	106.60 ___
___		6' One Step.....105.50	137.00 ___

QTY.	DISCOUNT RATES	STANDARD RATES	AMT.
DRAPED DISPLAY TABLES - 30" HIGH			
Price includes white vinyl top & 3 sides			
Circle color: Blue Black Burgundy Purple Gray Red Teal White Hunter Green			
IF NO COLOR IS SELECTED, SHOW COLORS WILL PREVAIL			
___		2' x 4' x 30".....\$138.60	\$179.60 ___
___		2' x 6' x 30".....170.10	221.20 ___
___		2' x 8' x 30".....198.30	252.60 ___
___		4th Side Drape.....32.45	43.30 ___

DRAPED DISPLAY TABLES - 42" COUNTER HIGH			
Price includes white vinyl top & 3 sides			
Circle color: Blue Black Burgundy Purple Gray Red Teal White Hunter Green			
IF NO COLOR IS SELECTED, SHOW COLORS WILL PREVAIL			
___		2' x 4' x 42".....196.90	255.00 ___
___		2' x 6' x 42".....211.70	280.10 ___
___		2' x 8' x 42".....244.20	316.50 ___
___		4th Side Drape.....32.45	43.30 ___

UNDRAPED DISPLAY TABLES - 30" HIGH			
___		2' x 4' x 30".....64.00	79.30 ___
___		2' x 6' x 30".....73.00	91.50 ___
___		2' x 8' x 30".....87.00	107.40 ___

UNDRAPED DISPLAY TABLES - 42" HIGH			
___		2' x 4' x 42".....80.50	99.70 ___
___		2' x 6' x 42".....90.85	113.30 ___
___		2' x 8' x 42".....106.20	131.70 ___

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 PA SALES TAX (8%)
 FULL PAYMENT MUST ACCOMPANY ORDER
 ATTACH TO PAYMENT & CREDIT CARD AUTHORIZATION FORM

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

MAIL OR FAX TO VISTA CONVENTION SERVICES BEFORE DEADLINE DATE



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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'	221.45	287.90	_____
_____	9' x 20'	442.90	575.80	_____
_____	9' x 30'	664.35	863.70	_____
_____	9' x 40'	885.80	1,151.50	_____
_____	9' x 50'	1,107.25	1,439.40	_____

Circle color: Blue * Burgundy * Gray * Teal * Red * Purple * Black * Hunter Green * Blue Jay * Pepper * Sand
****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, protective covering, and edges taped.
 INDICATE OVERALL DIMENSIONS:

_____ ft. x _____ ft. (100 sq. ft. minimum).....\$4.70sq. ft. \$5.70 sq. ft. _____

Circle color: Blue * Burgundy * Gray * Teal * Red * Purple * Black * Hunter Green * Blue Jay * Pepper * Sand
****SEE CANCELLATION POLICY UNDER "PLUSH CARPET****

CARPET PADDING

INDICATE OVERALL DIMENSION:

_____ ft. x _____ ft. (100 sq. ft. minimum).....\$2.10 sq. ft. \$2.60 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**).....\$5.25 sq. ft. \$5.90 sq. ft. _____

Circle Color: Charcoal Gray * French Beige * White * Red * Colony Blue * Cream * Navy * Emerald Green * Black

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

ALL CHARGES SUBJECT TO PA SALES TAX (8%)
 FULL PAYMENT MUST ACCOMPANY ORDER
 ATTACH TO PAYMENT & CREDIT CARD AUTHORIZATION FORM

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

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BOOTH CLEANING ORDER FORM

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

INDICATE YOUR REQUIREMENTS:

- Daily - Vacuuming**\$.41 per sq. ft.
- Once - Vacuuming before initial opening**\$.43 per sq. ft.
- Shampoo - One Time**\$.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.**

**FULL PAYMENT MUST ACCOMPANY ORDER
 ATTACH TO PAYMENT & CREDIT CARD AUTHORIZATION FORM**

Company Name _____ Booth _____

Street Address _____ Phone # _____

City _____ State _____ Zip _____ Fax# _____

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

Signature _____ Title _____

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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.

Exhibiting Firm: _____ **Booth #:** _____

Authorized Name & Title: _____

Authorized Signature: _____

Full Name of Non-Official Contractor: _____

Complete Address: _____

City, State: _____ **Zip Code:** _____

Phone Number: _____ **Fax Number:** _____

Email: _____

Non-Official Contractor "Show Site" Representative: _____

Type of Service to Be Performed: _____

Retain one copy for your files.



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LABOR ORDER FORM

CARPENTER LABOR FOR INSTALLATION & DISMANTLING OF EXHIBITS

Carpenter Rates:

Straight Time:		OverTime:		Double Time:	
Advance Rate	Standard Rate	Advance Rate	Standard Rate	Advance Rate	Standard Rate
\$138.10/hr.	\$174.00/hr.	\$207.20/hr.	\$260.00/hr.	\$256.20/hr.	\$320.20/hr.
one hour minimum per worker thereafter 1/2 hr. increments ST: 8:00 AM to 4:30 PM Monday through Friday		one hour minimum per worker thereafter 1/2 hr. increments OT: Before 8:00 AM and after 4:30 PM Monday through Friday and all hours on Saturday and Sunday		one hour minimum per worker thereafter 1/2 hr. increments OT: All Holidays	

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 man ordered, unless we received written cancellation 24 hours prior to starting time.

PLEASE INDICATE SERVICE REQUIRED:

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

	# MEN	DATE	TIME	APPROX. HOURS
SET-UP				
DISMANTLE				

PLAN B - VISTA SUPERVISION Hourly rate plus 35% Supervision Charge / Minimum \$50.00 / \$60.00

Name of Carrier _____ # Crates _____ Cartons _____ Skids _____
 Shipped to: Warehouse Showsite Display Includes Carpet Vista's Rental Carpet

Please include Set-up Plans with Order

After Dismantle Return Display To: _____

VIA _____

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

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

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

Credit Card Information

M/C VISA AMEX / ACCOUNT # _____
 EXPIRATION DATE: _____
 CUSTOMER CODE #: _____

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

CARDHOLDERS SIGNATURE: _____ CARDHOLDERS NAME: _____

MAIL OR FAX TO VISTA BEFORE DEADLINE DATE



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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.



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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 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.....**\$103.00 per container**

Estimated Number of Pieces....._____

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

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

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

Credit Card Information
 M/C VISA AMEX / ACCOUNT # _____

EXPIRATION DATE: _____

CUSTOMER CODE #: _____

CARDHOLDERS SIGNATURE: _____ CARDHOLDERS NAME: _____

MAIL OR FAX TO VISTA BEFORE DEADLINE DATE



XXI ICIS BIENNIAL CONFERENCE
JUNE 29 - JULY 3, 2018
LOEWS PHILADELPHIA HOTEL
PHILADELPHIA, PA

**WAREHOUSE
 DEADLINE DATE:
 JUNE 22, 2018**

6575 Delilah Road P: 215-418-2121
 PO Box 3000 F: 215-418-2016
 Pleasantville, NJ 08232 E: jbonfiglio@vistacs.com

WWW.VISTACS.COM

MATERIAL HANDLING SERVICE & 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: 200 lb. minimum for this service.***

Per CWT (100 lbs.)
Minimum charge (200 lbs.)
 Warehouse Rate **\$141.00**
 Show Site Rate **\$141.00**

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.

Per CWT (100 lbs.)
Minimum charge (200 lbs.)
 Warehouse Rate **\$186.00**
 Show Site Rate **\$186.00**

UNCRATED, UNSKIDDED, WRAPPED SHIPMENTS AND 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 that require additional handling (such as ground loading, side door loading, constricted space loading, designated piece loading or stacked shipments).

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

Per CWT (100 lbs.)
 A 50% surcharge, for each occurrence, will apply in addition to the above rates.

OVERTIME RATES

All rates quoted above are straight time rates. All freight received at the warehouse and/or show site that must be moved in or out of the booth before 8 a.m. or after 4:30 p.m. on weekdays or all day on Saturdays, Sundays or holidays, will be charged in addition to the above rates.

Per CWT (100 lbs.)
 A 35% surcharge for each occurrence, will apply in addition to the above rates

DELIVERIES TO WAREHOUSE AFTER DEADLINE DATE

Shipments received at the warehouse after 3:30 p.m. or after the deadline date of **FRIDAY, JUNE 22, 2018** will be charged in addition to the above rates.

***FIRST PACKAGE**
\$37.20

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.

****Each additional package \$21.20**



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AUTHORIZATION TO PROVIDE MATERIAL HANDLING

We hereby authorize Vista Convention Services, Inc. to handle our shipment(s) in accordance with the information above and on the reverse side of this form, and have read this order and agree to the terms and provisions hereof including those on the reverse side and acknowledge receipt of a copy. We agree that Vista will provide its services as our agent, and not as bailee or shipper, and if any employee of Vista shall sign a delivery receipt, bill-of-lading, or other documents, we agree that they will do so as our agent, and we accept the responsibility therefor.

We agree, in the event of a dispute with Vista relative to any loss or damage to any of our materials or equipment that we will not withhold payment of any amount due to them for drayage or any other services provided by Vista as an offset against the amount of the alleged loss or damage. Instead, we agree to pay Vista for the full amount of the invoice for all such charges, and we further agree that any claim we may have against Vista shall be pursued independently by us as a completely separate transaction to be resolved on its own merits.

THIS AUTHORIZATION MUST BE COMPLETED BELOW AND SENT TO VISTA CONVENTION SERVICES BEFORE FREIGHT SHIPMENTS CAN BE HANDLED

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

PAYMENT POLICY: CREDIT CARD INFORMATION MUST BE ON FILE BEFORE FREIGHT SHIPMENTS CAN BE HANDLED

Credit Card Information

M/C VISA AMEX / ACCOUNT #

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

EXPIRATION DATE: _____

CUSTOMER CODE #: _____

CARDHOLDERS SIGNATURE: _____ CARDHOLDERS NAME: _____



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SHIPPING & MATERIAL HANDLING RECAP

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

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

COMPUTATION OF ORDER: When recording weight, round up to the next 100 pounds.	
A. CRATED AND/OR SKIDDED FLOOR LOAD SHIPMENTS	
Warehouse We will ship _____ lbs. @ \$141.00 per 100 lbs. (200 lb. minimum/\$282.00)	\$ _____
Showsite We will ship _____ lbs. @ \$141.00 per 100 lbs. (200 lb. minimum/\$282.00)	\$ _____
B. UNCRATED, UNSKIDDED OR WRAPPED SHIPMENTS & CRATED SHIPMENTS REQUIRING SPECIAL HANDLING	
Warehouse We will ship _____ lbs. @ \$186.00 per 100 lbs. (200 lb. minimum/\$372.00)	\$ _____
Showsite We will ship _____ lbs. @ \$186.00 per 100 lbs. (200 lb. minimum/\$372.00)	\$ _____
Fed-EX and UPS are included in this category due to their delivery procedures and documentation	
C. OVERTIME FEES All rates quoted above are straight time rates. All freight received at the warehouse and/or showsite that must be moved into or out of your booth before 8:00 a.m. or after 4:30 p.m. on weekdays, or anytime on Saturday, Sunday or holidays, will be charged a 50% surcharge for each occurrence in addition to the above rates.	
Delivery After Deadline Date: Shipments received at the warehouse after 3:30pm or after FRIDAY, JUNE 22, 2018 and any shipment received at show site after show opening will be charged 35% in addition to the above rates.	
Note: Due to possible move-in on overtime and move-out on overtime, overtime fees will be applied	
	Payment Enclosed \$ _____

Company Name:	Booth #:
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DIRECT SHIPMENTS TO SHOWSITE INFORMATION

Please make your On-Site Representative aware of the following move-in policy.

Direct Shipments to Showsite

Loews Hotel Philadelphia

- The Loews Hotel Philadelphia is not contracted to receive your items. They are not the general contactor.
- All shipments sent to the hotel will incur substantial fees, in addition to Vista's Material Handling fees if received by hotel.
- No freight will be released without payment.
- We strongly recommend that you ship in advance to our warehouse utilizing the labels provided in the exhibitor service kit you received.
- All exhibitor materials received in advance at our warehouse will be delivered to your booth prior to exhibitor set-up.

****Avoid additional fees by shipping to
Vista's Advance Warehouse****



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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, lockouts 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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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: \$20 per carton and \$30 per fiber case. This service includes removing empties from your booth, storing them during the show and returning them to your booth after show closing. Please refer to the union regulations included in this manual.

MOBILE UNIT SPOTTING

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

SHIPMENTS RETURNED TO WAREHOUSE

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

SPECIAL RATES AND SERVICES

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

UPS & FEDEX SHIPMENTS

A fee of \$75.00 will apply for all UPS & FedEx shipments going back to Vista Convention Services Warehouse.



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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: XXI ICIS BIENNIAL CONFERENCE
(Exhibiting Company's Name & Booth Number)
Marano Trucking & Freight Co.
c/o Vista Convention Services
9820 Blue Grass Road
Philadelphia, PA 19114

To trace your shipment, please contact our Warehouse at (215) 516-1010.

- Shipments will be received beginning **FRIDAY, JUNE 1, 2018**
- Shipments received after the deadline of **FRIDAY, JUNE 22, 2018 will be charged an additional 35% surcharge.**
- Shipments received after **3:30 p.m.** will be charged an overtime rate.
- Advance warehouse receiving hours are Monday through Friday, **8:00 a.m. to 3:30 p.m.**. Carriers checking in after **3:30 p.m.** Monday through Friday will not be guaranteed unloading.

Warehouse shipments will not be received on weekends or holidays.

SHIPPING DIRECTLY TO SHOW SITE

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

TO: XXI ICIS BIENNIAL CONFERENCE
(Exhibiting Company's Name & Booth Number)
Loews Philadelphia Hotel
c/o Vista Convention Services
1200 Market St.
Philadelphia, PA 19107

- Show site shipments will be received beginning **FRIDAY, JUNE 29, 2018 @ 9:00 AM**
- Shipments arriving at show site prior to this date and time may be **REFUSED** or charged an overtime rate.



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OUTBOUND SHIPPING INSTRUCTIONS

SHIPPING OUTBOUND FROM SHOW SITE

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

Label each item as follows:

From: (Your Company Name)
Booth #:
Show Name: ***XXI ICIS BIENNIAL CONFERENCE***
Location: Loews Philadelphia Hotel
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:
TUESDAY, JULY 3, 2018 @ 5:00 PM

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 **YRC**.
- Be sure to confirm pickup day(s) and time(s) with your selected carrier. All outside carriers other than **YRC** must be checked in **NO LATER** than:
TUESDAY, JULY 3, 2018 @ 3:30 PM

ADVANCE WAREHOUSE SHIPMENTS ONLY

FROM: _____

TO: _____
(EXHIBITOR NAME) (BOOTH #)

XXI ICIS BIENNIAL CONFERENCE
MARANO TRUCKING & FREIGHT CO.
c/o VISTA CONVENTION SERVICES
9820 BLUE GRASS ROAD
PHILADELPHIA, PA 19114

ADVANCE WAREHOUSE SHIPMENTS ONLY

FROM: _____

TO: _____
(EXHIBITOR NAME) (BOOTH #)

XXI ICIS BIENNIAL CONFERENCE
MARANO TRUCKING & FREIGHT CO.
c/o VISTA CONVENTION SERVICES
9820 BLUE GRASS ROAD
PHILADELPHIA, PA 19114

FOR ADVANCE SHIPMENTS ONLY

Deliver NO LATER than FRIDAY, JUNE 22, 2018 Receiving Hours: 8am - 3:30pm, Monday through Friday, CHECK IN BY 3PM

ADVANCE WAREHOUSE SHIPMENTS ONLY

FROM: _____

TO: _____
(EXHIBITOR NAME) (BOOTH #)

XXI ICIS BIENNIAL CONFERENCE
MARANO TRUCKING & FREIGHT CO.
c/o VISTA CONVENTION SERVICES
9820 BLUE GRASS ROAD
PHILADELPHIA, PA 19114

ADVANCE WAREHOUSE SHIPMENTS ONLY

FROM: _____

TO: _____
(EXHIBITOR NAME) (BOOTH #)

XXI ICIS BIENNIAL CONFERENCE
MARANO TRUCKING & FREIGHT CO.
c/o VISTA CONVENTION SERVICES
9820 BLUE GRASS ROAD
PHILADELPHIA, PA 19114

ON-SITE DIRECT SHIPMENTS ONLY

FROM: _____

TO: _____
(EXHIBITOR NAME) (BOOTH #)

***XXI ICIS BIENNIAL CONFERENCE
LOEWS PHILADELPHIA HOTEL
c/o VISTA CONVENTION SERVICES
1200 MARKET STREET
PHILADELPHIA, PA 19107***

ON-SITE DIRECT SHIPMENTS ONLY

FROM: _____

TO: _____
(EXHIBITOR NAME) (BOOTH #)

***XXI ICIS BIENNIAL CONFERENCE
LOEWS PHILADELPHIA HOTEL
c/o VISTA CONVENTION SERVICES
1200 MARKET STREET
PHILADELPHIA, PA 19107***

FOR ON-SITE DIRECT SHIPMENTS ONLY

ON-SITE DIRECT SHIPMENTS ONLY

FROM: _____

TO: _____
(EXHIBITOR NAME) (BOOTH #)

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PHILADELPHIA, PA 19107***

ON-SITE DIRECT SHIPMENTS ONLY

FROM: _____

TO: _____
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