VISTA SOUTH
CONVENTION SERVICES

AUTOAMÉRICAS
SOUTH FLORIDA
The AfterMarket Auto Parts Show for the Caribbean & Latin America

AUTO AMERICAS SHOW
MARCH 24-25, 2023
MIAMI AIPORT CONVENTION CENTER
WEST HALL

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Electrical Services (MACC)

AUTOAMÉRICAS SOUTH FLORIDA	VISTA SOUTH CONVENTION SERVICES	BOOTH PACKAGE & EXHIBIT TIMES
AUTO AMERICAS SHOW **MACC** **MACH 24-25, 2023**	**7045 NW 26TH AVE.** **MIAMI, FL 33147** **PHONE: (305) 673-1123 FAX: (305) 673-8713** **E-MAIL: imanrique@vistasouthcs.com**	

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:

AUTO AMERICAS SHOW
Milena Castaño
Latin Press Inc.
600 SW 22nd Ave.
Miami, FL 33135
Tel: (305) 285-3133 Ext. 42
Email: mcastano@latinpressinc.com
Or
bzapata@latinpressinc.com

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: imanrique@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:

8' High Back Wall - BLACK
3' High Side Rails - BLACK
1 - 7" x 44" ID Sign
1 - 6' x 2' Draped Table - BLACK
2 - Side Chairs
1– Waste Basket

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

AUTOAMÉRICAS SOUTH FLORIDA	VISTA SOUTH CONVENTION SERVICES	EXHIBIT AREA INSTALLATION & DISMANTLE
AUTO AMERICAS SHOW **MACC** **MACH 24-25, 2023**	**7045 NW 26TH AVE.** **MIAMI, FL 33147** **PHONE: (305) 673-1123 FAX: (305) 673-8713** **E-MAIL: imanrique@vistasouthcs.com**	

Exhibit Area Installation & Dismantle

Set-up Dates & Times

WEDNESDAY	MARCH 22, 2023	1:00 PM - 4:00 PM
THURSDAY	MARCH 23, 2023	8:00 AM - 4:00PM

All prefabricated displays must be set and empty crates tagged for storage by 12PM ON THURSDAY, MARCH 23, 2023.

Exhibit Dates & Times

FRIDAY	MARCH 24, 2023	11:00 AM - 6:30 PM
SATURDAY	MARCH 25, 2023	11:00 AM - 6:30 PM

Dismantle Dates & Times

SUNDAY	MARCH 26, 2023	8:00 AM - 12:00 PM

Please note: Freight not picked up by 12:00 PM ON SUNDAY, MARCH 26, 2023 will be re-routed through the house carrier.

AUTOAMÉRICAS SOUTH FLORIDA	VISTA SOUTH CONVENTION SERVICES	PAYMENT & CREDIT CARD AUTHORIZATION FORM
AUTO AMERICAS SHOW **MACC** **MACH 24-25, 2023**	**7045 NW 26TH AVE.** **MIAMI, FL 33147** **PHONE: (305) 673-1123 FAX: (305) 673-8713** **E-MAIL: imanrique@vistasouthcs.com**	**DISCOUNT DEADLINE DATE:** **FRIDAY, MARCH 17, 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 ..... $_____
*Grid Walls Order Form ..... $_____
*VCS Modular Rental Unit Order Form ..... $_____
Booth Cleaning Order Form ..... $_____
Booth Sanitization Order Form ..... $_____
Estimated Labor Order Form ..... $_____
Estimated Rigging Labor 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

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.

AUTOAMÉRICAS SOUTH FLORIDA	VISTA SOUTH CONVENTION SERVICES	PAYMENT POLICIES
AUTO AMERICAS SHOW **MACC** **MACH 24-25, 2023**	**7045 NW 26TH AVE.** **MIAMI, FL 33147** **PHONE: (305) 673-1123 FAX: (305) 673-8713** **E-MAIL: imanrique@vistasouthcs.com**	

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** or e-mail: **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 **FRIDAY, MARCH 17, 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 **AUTO AMERICAS SHOW** 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.

AUTOAMÉRICAS SOUTH FLORIDA

AUTO AMERICAS SHOW
MACC
MACH 24-25, 2023

VISTA SOUTH CONVENTION SERVICES

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

STANDARD BOOTH FURNISHINGS & CARPET ORDER FORM

DISCOUNT DEADLINE DATE:

FRIDAY, MARCH 17, 2023

Rental price includes delivery to and removal from your booth.

QTY.		DISCOUNT RATES	STANDARD RATES	AMT.
	SEATING			
____	Side Chair	$71.75	$89.50	_____
____	Padded Stool	$129.25	$161.50	_____
	ACCESSORIES			
____	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	_____

STANDARD CARPET

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

CUSTOM SIZE CARPET

Price includes installation to fit booth space, protective covering, and edges taped.
INDICATE OVERALL DIMENSIONS:
____ft.x ____ft. (100 sq. ft. minimum) $4.75sq. ft. $ 5.75 sq. ft. _____

Circle color: Blue Burgundy Gray Teal Red Black Hunter Green

CARPET PADDING

INDICATE OVERALL DIMENSION:
____ ft. x ____ ft. (100 sq. ft. minimum) $2.00 sq.ft. $2.75 sq. ft. _____

VISQUEEN

INDICATE OVERALL DIMENSION:
____ ft. x ____ ft. (100 sq. ft. minimum) $1.75 sq.ft. $2.25 sq. ft. _____

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			
_____	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	_____
	DRAPED DISPLAY TABLES - 42" COUNTER HIGH			
	Price includes white vinyl top & 3 sides			
	Circle color: Blue Black Burgundy Purple Gray Red Teal White Hunter Green			
_____	2' x 4' x 42"	$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	_____
	UNDRAPED DISPLAY TABLES - 30" HIGH			
_____	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	_____
	UNDRAPED DISPLAY TABLES - 42" HIGH			
_____	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	_____
	DRAPED RISERS			
	White Vinyl			
_____	4' One Step	$65.00	$81.00	_____
_____	6' One Step	$87.00	$108.75	_____
	Raise & Drape Package			
____	Table to 42" high	$89.75	$112.00	_____

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.**

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

AUTOAMÉRICAS SOUTH FLORIDA	VISTA SOUTH CONVENTION SERVICES	BOOTH CLEANING
AUTO AMERICAS SHOW **MACC** **MACH 24-25, 2023**	**7045 NW 26TH AVE.** **MIAMI, FL 33147** **PHONE: (305) 673-1123 FAX: (305) 673-8713** **E-MAIL: imanrique@vistasouthcs.com**	**DISCOUNT DEADLINE DATE:** **FRIDAY, MARCH 17, 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.

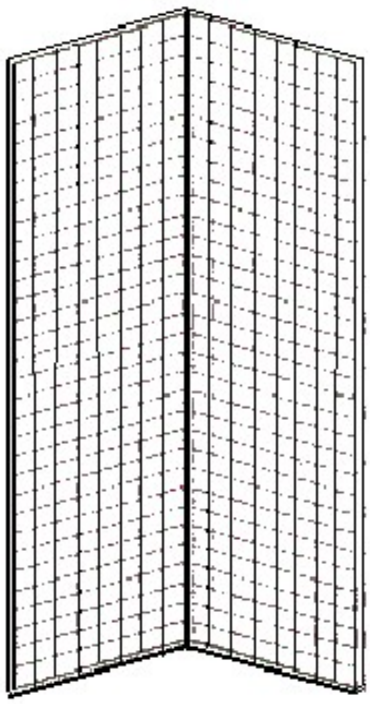
PAYMENT POLICY: Payment in full of rental charges including applicable tax, must accompany your advance order prior to Deadline Date to qualify for discount rates. All orders received after deadline date or placed at the Service Desk will be invoiced at standard rates. Invoices must be settled at the 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

AUTOAMÉRICAS SOUTH FLORIDA	VISTA SOUTH CONVENTION SERVICES	GRID WALLS ORDER FORM
AUTO AMERICAS SHOW **MACC** **MACH 24-25, 2023**	**7045 NW 26TH AVE.** **MIAMI, FL 33147** **PHONE: (305) 673-1123 FAX: (305) 673-8713** **E-MAIL: imanrique@vistasouthcs.com**	**DISCOUNT DEADLINE DATE:** **FRIDAY, MARCH 17, 2023**



Order this grid if you are planning to string the grids together.

Please note: Grids cannot be hung off the booth equipment drape. Please supply a diagram of location in booth for setup.

HOOKS TO BE SUPPLIED BY EXHIBITOR.

Qty	Type of Grid	Advance Rate	Standard Rate	Amount
_____	2' x 8' Grid (min. order 2) (shown above)	$166.17/each	$207.71/each	$_____
_____	Additional Grids available	$124.65/each	$155.80/each	$_____

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

AUTOAMÉRICAS SOUTH FLORIDA	VISTA SOUTH CONVENTION SERVICES	VCS MODULAR RENTAL UNITS ORDER FORM
AUTO AMERICAS SHOW **MACC** **MACH 24-25, 2023**	**7045 NW 26TH AVE.** **MIAMI, FL 33147** **PHONE: (305) 673-1123 FAX: (305) 673-8713** **E-MAIL: imanrique@vistasouthcs.com**	**DISCOUNT DEADLINE DATE:** **FRIDAY, MARCH 17, 2023**

☐ **VCS TableTop**

Unit contains
-Vinyl Header - 70"x8"
-6' Draped Table
-White Foamcore or
Grey Velcro panel
-Custom Graphics Available

Price $744.83

☐ **VCS 10G**

Unit contains
-Custom Header 10.5"x117"
-3-Graphic Panels
(Panel size - 38 1/4"x 87")
-2 -Arm Lights

Price $1,489.66

Optional Rental Accessories

Qty	Item	Price	Total
____	Side Rail (each)	$146.55	$_____

Extra Shelves

Qty	Item	Price	Total
____	1 - Shelf & 2 - Brackets	$69.74	$_____

☐ **VCS 20G**

Unit contains
-2-Custom Headers 10.5"x117"
-6-Graphic Panels
(Panel Size - 38 1/4"x87")
-4-Arm Lights

Price $2,730.29

☐ Lockable Counters (White only)

Qty	Item	Price	Total
___	40"L x 42"H x 22"W	$426.70	$_____
___	80"L x 42"H x 22"W	$644.03	$_____

Custom units available. Please call for pricing.

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

Header Copy:

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

AUTOAMÉRICAS SOUTH FLORIDA	VISTA SOUTH CONVENTION SERVICES	GRAPHIC GUIDELINES
AUTO AMERICAS SHOW **MACC** **MACH 24-25, 2023**	**7045 NW 26TH AVE.** **MIAMI, FL 33147** **PHONE: (305) 673-1123 FAX: (305) 673-8713** **E-MAIL: imanrique@vistasouthcs.com**	**DISCOUNT DEADLINE DATE:** 15 WEEKDAYS / VCS

GUIDELINES FOR SUBMITTING GRAPHICS

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

Vista South Convention Services
7045 NW 26th Ave.
Miami, FL 33147
E-mail: Graphics@vistasouthcs.com

We can accept graphic files created with the following programs:

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

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

AUTOAMÉRICAS SOUTH FLORIDA

AUTO AMERICAS SHOW
MACC
MACH 24-25, 2023

VISTA SOUTH CONVENTION SERVICES

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

SHOWCASE
ORDER FORM

DISCOUNT DEADLINE DATE:

FRIDAY, MARCH 17, 2023

FULL VISION

HALF VISION

QUARTER VISION

6' Counter Cases:
Electrical Outlet NOT included.

38" H X 20" D X 6' W
Includes: Light & Locks

REGULAR WALL CASE
84" H X 18" D X 6' W

SEE-THROUGH WALL CASE
84" H X 18" D X 6' W

20" X 20" X 80"
WALL CASE

6' Wall Cases:
Electrical Outlet NOT included.

Includes: Adjustable Glass Shelves, Glass Sliding Doors, Light & Walnut Finish

Please indicate your requirements:

Quantity	Type of Showcase	Price - Each	Amount
_____	6' Full Vision	$564.38	$_____
_____	6' Half Vision	$564.38	$_____
_____	6' Quarter Vision	$564.38	$_____
_____	6' Regular Wall Case	$636.95	$_____
_____	6' See-Through Wall Case	$782.25	$_____
_____	20" X 20" X 80" Wall Case	$636.95	$_____

Please note: All showcase orders received after the deadline date will be charged an additional 30%
Rental price includes delivery to and removal from your booth space.
Showcases will be delivered in white, unless color is indicated!

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

AUTOAMÉRICAS SOUTH FLORIDA	VISTA SOUTH CONVENTION SERVICES	INTENT TO USE NON– OFFICIAL CONTRACTORS
AUTO AMERICAS SHOW **MACC** **MACH 24-25, 2023**	**7045 NW 26TH AVE.** **MIAMI, FL 33147** **PHONE: (305) 673-1123 FAX: (305) 673-8713** **E-MAIL: imanrique@vistasouthcs.com**	**DISCOUNT DEADLINE DATE:** **FRIDAY, MARCH 17, 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: _____

_____

_____

_____

_____

_____

Retain one copy for your files.

AUTOAMÉRICAS SOUTH FLORIDA	VISTA SOUTH CONVENTION SERVICES	THIRD PARTY AUTHORIZATION & STATEMENT OF PAYMENT TERMS
AUTO AMERICAS SHOW **MACC** **MACH 24-25, 2023**	**7045 NW 26TH AVE.** **MIAMI, FL 33147** **PHONE: (305) 673-1123 FAX: (305) 673-8713** **E-MAIL: imanrique@vistasouthcs.com**	**DISCOUNT DEADLINE DATE:** **FRIDAY, MARCH 17, 2023**

THIRD PARY 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 _____ **Country**_____ ☐ ☐ _____**City** _____**State**_____ **Zip**

THIRD PARTY NAME:_____

CONTACT PERSON: _____ **SIGNATURE:**_____

SHOW SITE REPRESENTATIVE:_____

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

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.

AUTOAMÉRICAS SOUTH FLORIDA	VISTA SOUTH CONVENTION SERVICES	LABOR ORDER FORM
AUTO AMERICAS SHOW **MACC** **MACH 24-25, 2023**	**7045 NW 26TH AVE.** **MIAMI, FL 33147** **PHONE: (305) 673-1123 FAX: (305) 673-8713** **E-MAIL: imanrique@vistasouthcs.com**	**DISCOUNT DEADLINE DATE:** **FRIDAY, MARCH 17, 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: ☐ M/C ☐ VISA ☐ AMEX	ACCOUNT NUMBER:
CARDHOLDERS SIGNATURE:	CARDHOLDERS NAME:

E-MAIL OR FAX TO VISTA SOUTH CONVENTION SERVICES

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.

AUTOAMÉRICAS SOUTH FLORIDA	VISTA SOUTH CONVENTION SERVICES	MATERIAL HANDLING SERVICES & RATES
AUTO AMERICAS SHOW **MACC** **MACH 24-25, 2023**	**7045 NW 26TH AVE.** **MIAMI, FL 33147** **PHONE: (305) 673-1123 FAX: (305) 673-8713** **E-MAIL: imanrique@vistasouthcs.com**	**DISCOUNT DEADLINE DATE:** **MONDAY, MARCH 20, 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.***

Per CWT (100 lbs.) *Minimum charge (200 lbs.)* **Warehouse Rate** **$123.45** **Showsite Rate** **$179.69**	**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** **$185.20** **Showsite Rate** **$269.56**	**Uncrated, Unskidded, Unwrapped Shipments and/or Crated Shipments Requiring Special Handling** These round trip rates apply to uncrated, unskidded or wrapped shipments. These rates also apply to shipments that are loaded and charged by cubic space and/or packed in such a manner to require additional handling (such as ground loading, side door loading, constricted space loading, designated piece loading or stacked shipments). FedEX and UPS are included in this category due to their delivery procedures and documentation.
Per CWT (100 lbs.) **A 25% surcharge for each occurrence will apply in addition to the above rates.**	**Overtime Rates** **All rates quoted above are straight time rates.** All freight received at the warehouse and/or showsite that must be moved in or out of the booth before 8:00AM or after 3:30PM on weekdays or all day Saturdays, Sundays or holidays will be charged in addition to the above rates
Per CWT (100 lbs.) *Minimum charge (200 lbs.)* **A 25% surcharge for each occurrence will apply in addition to the above rates.**	**Deliveries to Warehouse AFTER DEADLINE DATE** Shipments received at the warehouse after 3:30PM or after the deadline date of **MONDAY, MARCH 20, 2023** will be charged in addition to the above rates.
*First Package **$53.00** ***Each additional package $40.00**	**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.

AUTOAMÉRICAS SOUTH FLORIDA	VISTA SOUTH CONVENTION SERVICES	SHIPPING & MATERIAL HANDLING RECAP
AUTO AMERICAS SHOW **MACC** **MACH 24-25, 2023**	**7045 NW 26TH AVE.** **MIAMI, FL 33147** **PHONE: (305) 673-1123 FAX: (305) 673-8713** **E-MAIL: imanrique@vistasouthcs.com**	**DISCOUNT DEADLINE DATE:** **MONDAY, MARCH 20, 2023**

Shipping and Material Handling Recap

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

Computation of Order: When recording weight, round up to the next 100 pounds. **Crated and/or Skidded Floor Load Shipments** **Warehouse** We will ship _____lbs. @ $123.45 per 100 lbs. (200 lb. minimum/$246.90) **Showsite** We will ship _____ lbs. @ $179.69 per l00 lbs. (200 lb. minimum/$359.38)	$_____ $ _____
Uncrated, Unskidded Wrapped Shipments and Crated Shipments requiring Special Handling **Warehouse** We will ship _____lbs. @ $185.20 per 100 lbs. (200 lb. minimum/$370.40) **Showsite** We will ship _____ lbs. @ $269.56 per 100 lbs. (200 lb. minimum/$539.12)	$ _____ $ _____
Overtime Rates All rates quoted above are straight time rates. All freight received at the warehouse and/or showsite that must be moved **in or out of** the booth before 8:00AM or after 3:30PM on weekdays or all day on Saturdays, Sundays or Holidays will be charged a 25% surcharge for each occurrence in addition to the above rates.	
Deliveries to Warehouse AFTER Deadline Date Shipments received at the warehouse after 3:30PM or after the deadline date of **MONDAY, MARCH 20, 2023** will be charged 25% surcharge, for each occurrence, in addition to the above rates.	
Payment Enclosed	**$_____**

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

COMPANY NAME:	**BOOTH #**

Fax or Email to Vista South Convention Services

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 <u>does not</u> include:

* Labor and/or equipment for uncrating, unskidding, assembling, position, leveling, dismantling, recrating 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).

AUTOAMÉRICAS SOUTH FLORIDA	VISTA SOUTH CONVENTION SERVICES	SHIPPING INSTRUCTIONS (INBOUND)
AUTO AMERICAS SHOW **MACC** **MACH 24-25, 2023**	**7045 NW 26TH AVE.** **MIAMI, FL 33147** **PHONE: (305) 673-1123 FAX: (305) 673-8713** **E-MAIL: imanrique@vistasouthcs.com**	

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: AUTO AMERICAS SHOW
(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 **SATURDAY, MARCH 4, 2023.**
- Shipments received after the deadline of **MONDAY, MARCH 20, 2023 will be charged an additional 25% surcharge.**
- **S**hipments 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: AUTO AMERICAS SHOW
(Exhibiting Company's Name & Booth Number)
C/O VISTA SOUTH CONVENTION SERVICES
MIAMI AIRPORT CONVENTION CENTER
711 NW 72ND AVENUE
MIAMI, FL 33126

Show site shipments will be received beginning 8AM - 4PM ON WEDNESDAY, MARCH 22, 2023.
SHIPMENTS ARRIVING AT SHOWSITE PRIOR TO THIS DATE AND TIME MAY BE REFUSED BY THE VENUE AND/OR CHARGED AN ADDITIONAL FEE.

AUTOAMÉRICAS SOUTH FLORIDA	VISTA SOUTH CONVENTION SERVICES	SHIPPING INSTRUCTIONS (OUTBOUND)
AUTO AMERICAS SHOW **MACC** **MACH 24-25, 2023**	**7045 NW 26TH AVE.** **MIAMI, FL 33147** **PHONE: (305) 673-1123 FAX: (305) 673-8713** **E-MAIL: imanrique@vistasouthcs.com**	

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: **AUTO AMERICAS SHOW**
LOCATION: **MIAMI AIRPORT 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 **11AM ON SUNDAY, MARCH 26, 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 **11AM ON SUNDAY, MARCH 26, 2023.** If the carrier does not show up by **11AM ON SUNDAY, MARCH 26, 2023** it will be re-routed through are house carrier.

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.

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.

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 #)

AUTO AMERICAS SHOW
C/O VISTA SOUTH CONVENTION SERVICES
MIAMI AIRPORT CONVENTION CENTER
7045 NW 26TH AVE
MIAMI, FL 33147

ADVANCE WAREHOUSE SHIPMENTS ONLY

FROM: _____

_____

_____

TO: _____
(EXHIBITOR NAME) (BOOTH #)

AUTO AMERICAS SHOW
C/O VISTA SOUTH CONVENTION SERVICES
MIAMI AIRPORT CONVENTION CENTER
7045 NW 26TH AVE
MIAMI, FL 33147

FOR ADVANCE SHIPMENTS ONLY

DELIVER NO LATER THAN MONDAY, MARCH 20, 2023
RECEIVING 8:00AM - 3:30PM, MONDAY - FRIDAY, CHECK IN BY 3:00PM

ADVANCE WAREHOUSE SHIPMENTS ONLY

FROM: _____

_____

_____

TO: _____
(EXHIBITOR NAME) (BOOTH #)

AUTO AMERICAS SHOW
C/O VISTA SOUTH CONVENTION SERVICES
MIAMI AIRPORT CONVENTION CENTER
7045 NW 26TH AVE
MIAMI, FL 33147

ADVANCE WAREHOUSE SHIPMENTS ONLY

FROM: _____

_____

_____

TO: _____
(EXHIBITOR NAME) (BOOTH #)

AUTO AMERICAS SHOW
C/O VISTA SOUTH CONVENTION SERVICES
MIAMI AIRPORT CONVENTION CENTER
7045 NW 26TH AVE
MIAMI, FL 33147

ON-SITE DIRECT SHIPMENTS ONLY

FROM: _____

_____

_____

TO: _____
(EXHIBITOR NAME) (BOOTH #)

AUTO AMERICAS SHOW
C/O VISTA SOUTH CONVENTION SERVICES
MIAMI AIRPORT CONVENTION CENTER
711 NW 72ND AVE.
MIAMI, FL 33126

ON-SITE DIRECT SHIPMENTS ONLY

FROM: _____

_____

_____

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(EXHIBITOR NAME) (BOOTH #)

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C/O VISTA SOUTH CONVENTION SERVICES
MIAMI AIRPORT CONVENTION CENTER
711 NW 72ND AVE.
MIAMI, FL 33126

FOR ON-SITE DIRECT SHIPMENTS ONLY

SHOWSITE SHIPMENTS WILL BE RECEIVED BEGINNING 8AM - 4PM ON WEDNESDAY, MARCH 22, 2023.

ON-SITE DIRECT SHIPMENTS ONLY

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