

VISTA

CONVENTION SERVICES SOUTH



ISBD 2017
Crystal Gateway Marriott
May 4-7, 2017

 <p>19TH ANNUAL CONFERENCE OF THE INTERNATIONAL SOCIETY FOR BIPOLAR DISORDERS GATEWAY TO WASHINGTON DC, USA MAY 4-7, 2017</p>		<p>QUICK FACTS</p>
<p>Crystal Gateway Marriott May 4-7, 2017</p>	<p>6901 NW 26th AVENUE MIAMI, FL 33147 TEL: (305) 673-1123 FAX: (305) 673-8713 WWW.VISTACS.COM</p>	

Welcome to the **ISBD 2017**. Please refer to the information below for important details for the show. If you have any questions, please contact us at 305-673-1123.

Location: 1700 Jefferson Davis Hwy, Arlington, VA 22202
Show Opens: Thursday, May 4, 2017 from 7:00pm-8:30pm (*Reception*)
Dismantle: Sunday, May 7, 2017 from 2:00pm-5:00pm

Important Deadlines / PRE-SHOW:

- Advance Rates** - Wednesday, April 19, 2017
- Graphics** - Monday, April 24, 2017
- Advance Shipping Begins** - Monday, April 3, 2017
- Advance Shipping Ends** - Wednesday, April 26, 2017
- Showsite Delivery** - Thursday, May 4, 2017 from 8:00am-3:00pm

Important Deadlines / POST-SHOW:

- Driver Check-In** - Sunday, May 7, 2017 at 4:00pm
- Bill-of-Lading** - Sunday, May 7, 2017 at 4:30pm
- Re-Routing of Freight** - Sunday, May 7, 2017 at 5:00pm

SHIPPING TO THE ADVANCE WAREHOUSE:

TO: ISBD 2017
 (Exhibiting Company's Name & Booth Number)
VISTA CONVENTION SERVICES SOUTH
C/O YRC FREIGHT
7600 Preston Drive, Landover, MD 20785
WAREHOUSE RECEIVING HOURS:
Mon-Fri, 8:00AM - 3:30PM

SHIPPING DIRECTLY TO SHOWSITE:

TO: ISBD 2017
 (Exhibiting Company's Name & Booth Number)
C/O VISTA CONVENTION SERVICES-SOUTH
Crystal Gateway Marriott
1700 Jefferson Davis Hwy, Arlington, VA 22202

LABOR:

Booth Installation & Dismantle: If utilizing Vista Convention Services South labor, please refer to the Labor Order Form to place your order. Straight time & Overtime hours are also listed on the order form. Exhibitors supervising Vista Convention Services South labor, will need to pick-up and release their labor at the Service Desk.

Shipments arriving before the listed Showsite Delivery Date may be refused by the facility. Any charges incurred for early freight accepted by the facility are the responsibility of the exhibitor. *Please Note: All items and materials that must be brought into the facility may be subject to Material Handling Rates and are the responsibility of the exhibitor.*

 <p>19TH ANNUAL CONFERENCE OF THE INTERNATIONAL SOCIETY FOR BIPOLAR DISORDERS GATEWAY TO WASHINGTON DC, USA MAY 4-7, 2017</p>		<p>BOOTH PACKAGE & CONTACT INFO</p>
<p>Crystal Gateway Marriott May 4-7, 2017</p>	<p>6901 NW 26th AVENUE MIAMI, FL 33147 TEL: (305) 673-1123 FAX: (305) 673-8713 WWW.VISTACS.COM</p>	

Dear Exhibitor:

Vista Convention Services South 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:

ISBD 2017
Robert Nesbitt
Tel: (+41 22) 9080488 Ext. 590
Email: rnesbitt@kenes.com

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

Customer Service
Vista Convention Services South
6901 NW 26th Avenue
Miami, FL 33147
Tel: (305) 673-1123
Fax: (305) 673-8713
Email: vistasouth@vistacs.com

All questions regarding electricity, Audio/Visual equipment, telecommunications, photography, and floral 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 - Blue	1 - 6' x 30" Draped Table - Blue
3' High Side Rails - Blue	1 - Wastebasket
1 - 7" x 44" ID Sign	2 - Side Chairs

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

 <p>19th ANNUAL CONFERENCE OF THE INTERNATIONAL SOCIETY FOR BIPOLAR DISORDERS GATEWAY TO WASHINGTON DC, USA MAY 4-7, 2017</p>		<p>EXHIBIT AREA INSTALLATION & DISMANTLE</p>
<p>Crystal Gateway Marriott May 4-7, 2017</p>	<p>6901 NW 26th AVENUE MIAMI, FL 33147 TEL: (305) 673-1123 FAX: (305) 673-8713 WWW.VISTACS.COM</p>	

Exhibit Area Installation & Dismantle

Set-up Dates & Times

Thursday May 4, 2017 8:00am - 3:00pm

All prefabricated displays must be set and empty crates tagged for storage by
[10:00am on Thursday, May 4, 2017.](#)

Exhibit Dates & Times

Thursday	May 4, 2017	7:00pm - 8:30pm (<i>Reception</i>)
Friday	May 5, 2017	9:30am-4:30pm
Saturday	May 6, 2017	9:30am-4:30pm
Sunday	May 7, 2017	9:30am-1:00pm

Dismantle Dates & Times

Sunday May 7, 2017 2:00pm-5:00pm

**Please note: Freight not picked up by [5:00pm on Sunday, May 7, 2017](#)
will be re-routed through the house carrier.**



ISBD 2017

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VISTA

CONVENTION SERVICES SOUTH

6901 NW 26th AVENUE
 MIAMI, FL 33147

TEL: (305) 673-1123 FAX: (305) 673-8713
 WWW.VISTACS.COM

**PAYMENT
 &
 CREDIT CARD
 AUTHORIZATION FORM**

Crystal Gateway Marriott
 May 4-7, 2017

DEADLINE DATE:
 WEDNESDAY, APRIL 19, 2017

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 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.....	\$	_____
*VCS Modular Rental Unit Order Form.....	\$	_____
*Special Signs Order Form.....	\$	_____
Estimated Labor Order Form.....	\$	_____
*Estimated Material Handling Order Form.....	\$	_____
	Subtotal	\$ _____
	*Add 6% 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 CONVENTION SERVICES SOUTH BEFORE DEADLINE DATE

 <p>19TH ANNUAL CONFERENCE OF THE INTERNATIONAL SOCIETY FOR BIPOLAR DISORDERS GATEWAY TO WASHINGTON DC, USA MAY 4-7, 2017</p>		<p>LIMITS OF LIABILITY & RESPONSIBILITY</p>
<p>Crystal Gateway Marriott May 4-7, 2017</p>	<p>6901 NW 26th AVENUE MIAMI, FL 33147 TEL: (305) 673-1123 FAX: (305) 673-8713 WWW.VISTACS.COM</p>	

Limits of Liability and Responsibility

1. Vista Convention Services South shall not be responsible for damage to be uncrated materials, material improperly packed, or concealed.
2. Vista Convention Services South 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 South 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 Convention Services South to exhibitor, will be checked at time of actual pick-up from booth and corrections made where discrepancies occur.
4. Vista Convention Services South 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 South 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 South 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 South 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 South 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.

 <p>19th ANNUAL CONFERENCE OF THE INTERNATIONAL SOCIETY FOR BIPOLAR DISORDERS GATEWAY TO WASHINGTON DC, USA MAY 4-7, 2017</p>		<p>PAYMENT POLICIES</p>
<p>Crystal Gateway Marriott May 4-7, 2017</p>	<p>6901 NW 26th AVENUE MIAMI, FL 33147 TEL: (305) 673-1123 FAX: (305) 673-8713 WWW.VISTACS.COM</p>	<p>DEADLINE DATE: WEDNESDAY, APRIL 19, 2017</p>

Payment Options

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

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

2. Advance Payment by Company Check

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

3. Wire Transfer in U.S. Funds

Bank information call Vista Convention Services South (305) 673-1123 or e-mail: vistasouth@vistacs.com

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

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

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

Domestic incoming wire transfer fee: \$25.00

International incoming wire transfer fee: \$35.00

4. Credit Card

Use MasterCard, VISA or American Express. To accept charges, you must complete the PAYMENT AND CREDIT CARD CHARGE AUTHORIZATION form on the following page. For discount rates to apply, Vista Convention Services South must receive this form by Wednesday, April 19, 2017.

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 Convention Services South in advance to guarantee payment. Invoices for outstanding balances will be available at the Exhibitor Service Desk for your review and payment. Prepayments will be indicated, and any balance due must be paid in full by cash, check or credit card upon presentation. All payment inquiries should be resolved before you leave the show.

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

Additionally, Vista Convention Services South 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 Convention Services South.



19th ANNUAL CONFERENCE OF
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 DISORDERS**
 GATEWAY TO
 WASHINGTON DC, USA
 MAY 4-7, 2017



**STANDARD BOOTH
 FURNISHINGS
 &
 CARPET
 ORDER FORM**

Crystal Gateway Marriott
 May 4-7, 2017

6901 NW 26th AVENUE
 MIAMI, FL 33147
 TEL: (305) 673-1123 FAX: (305) 673-8713
 WWW.VISTACS.COM

DEADLINE DATE:
 WEDNESDAY, APRIL 19, 2017

Rental price includes delivery to and removal from your booth.

QTY. DISCOUNT STANDARD AMT.
 RATES RATES

SEATING

Side Chair.....\$135.70 \$165.00
 Padded Stool.....\$114.50 \$148.90

ACCESSORIES

Round Pedestal Table (30" h x 30" d)... \$219.65 \$280.60
 Round Pedestal Table (42" h x 30" d)... \$219.65 \$280.60
 Wastebasket.....\$ 33.35 \$ 41.40
 Easel.....\$ 71.30 \$ 89.70
 Chrome Sign Frame (22" x 28").....\$152.95 \$194.35
 Bag Holder.....\$126.50 \$161.00
 8' Stanchion.....\$ 71.30 \$ 89.70
 Crossbar.....\$ 71.30 \$ 89.70
 Garment Rack.....\$198.95 \$253.00
 Literature Rack.....\$198.95 \$253.00

STANDARD CARPET

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

10' x 10'.....\$263.35 \$334.65
 10' x 20'.....\$526.70 \$669.30
 10' x 30'.....\$788.90 \$1,005.10
 10' x 40'.....\$1,052.25 \$1,339.75
 10' x 50'.....\$1,316.75 \$1,673.25

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) \$4.50 sq. 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 ft. \$2.50 sq. ft.

QTY. DISCOUNT STANDARD AMT.
 RATES RATES

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".....\$167.90 \$213.90
 2' x 6' x 30".....\$201.25 \$256.45
 2' x 8' x 30".....\$230.00 \$293.25
 4th Side Drape 6' & 8' Only.....\$ 64.40 \$ 81.65

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".....\$201.25 \$256.45
 2' x 6' x 42".....\$230.00 \$293.25
 2' x 8' x 42".....\$263.35 \$334.65
 4th Side Drape 6' & 8' Only.....\$ 64.40 \$ 81.65

UNDRAPED DISPLAY TABLES - 30" HIGH

2' x 4' x 30".....\$ 98.90 \$125.35
 2' x 6' x 30".....\$126.50 \$161.00
 2' x 8' x 30".....\$158.70 \$201.25

UNDRAPED DISPLAY TABLES - 42" HIGH

2' x 4' x 42".....\$126.50 \$161.00
 2' x 6' x 42".....\$158.70 \$201.25
 2' x 8' x 42".....\$186.30 \$236.90

DRAPED RISERS

White Vinyl

4' One Step.....\$113.85 \$144.90
 6' One Step.....\$135.70 \$172.50
 Raise & Drape Package
 Table to 42" high.....\$ 71.90 \$ 89.70

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 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 (6%)
 FULL PAYMENT MUST ACCOMPANY ORDER
 TOTAL ALL ITEMS ORDERED
 ATTACH TO ORDER RECAP & CREDIT CARD AUTHORIZATION FORM
 ENTER TOTAL

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

MAIL OR FAX TO VISTA CONVENTION SERVICES SOUTH BEFORE DEADLINE DATE



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VCS MODULAR
 RENTAL UNITS

DEADLINE DATE:
 WEDNESDAY, APRIL 19, 2017

Crystal Gateway Marriott
 May 4-7, 2017

VCS TableTop

Unit contains

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

Price \$598.00



VCS 10

Unit contains

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

Price \$1,196.00



Optional Rental Accessories

Qty	Item	Price	Total
___	Side Rail (each)	\$128.25	\$ ___

Extra Shelves

Qty	Item	Price	Total
___	1 - Shelf & 2 - Brackets	\$59.80	\$ ___

VCS 20

Unit contains

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

Price \$2,272.40



Lockable Counters (White only)



Qty	Item	Price	Total
___	40"L x 42"H x 22"W	\$299.00	\$ ___
___	80"L x 42"H x 22"W	\$373.75	\$ ___

All graphics must be sent per the graphic guidelines.

**Custom units available.
 Please call for pricing.**

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 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.**

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

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

MAIL OR FAX TO VISTA CONVENTION SERVICES SOUTH BEFORE DEADLINE DATE



19TH ANNUAL CONFERENCE OF
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**SPECIAL
 SIGNS**

Crystal Gateway Marriott
 May 4-7, 2017

6901 NW 26th AVENUE
 MIAMI, FL 33147
 TEL: (305) 673-1123 FAX: (305) 673-8713
 WWW.VISTACS.COM

DEADLINE DATE:
MONDAY, APRIL 24, 2017

Special Signs

Qty	Size	Advance Prices	Deadline Price	Amount
_____	7" x 44"	\$70.00	\$140.00	\$_____
_____	14" x 22"	\$90.00	\$179.00	\$_____
_____	22" x 28"	\$115.00	\$230.00	\$_____
_____	28" x 44"	\$169.00	\$338.00	\$_____
_____	1 Meter x 8'	\$209.00	\$418.00	\$_____
_____	30" round graphic for pedestal tables**	\$82.50	\$103.25	\$_____

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

- Easel back applied to sign quoted upon request.
 - All prices are for single sided-double sided quoted upon request.
 - Special sizes and materials quoted upon request.
- Delivery time is not guaranteed on orders placed at showsite.
 - All orders must be received ten days before show opens. Orders after Deadline Date will be subject to an additional 25% fee.**
 - Please utilize one of the following programs: Adobe Acrobat Professional 8.0, Adobe Illustrator CS5, Photoshop CS5, or Adobe InDesign CS5. For further details, refer to the Graphic Guidelines page.

Vertical Horizontal Color of Background _____ Color of Lettering _____

Please type desired copy below or attach a separate sheet

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

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

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

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 <p>19TH ANNUAL CONFERENCE OF THE INTERNATIONAL SOCIETY FOR BIPOLAR DISORDERS GATEWAY TO WASHINGTON DC, USA MAY 4-7, 2017</p> <p>ISBD 2017</p>		<p>GRAPHIC GUIDELINES</p>
<p>Crystal Gateway Marriott May 4-7, 2017</p>	<p>6901 NW 26th AVENUE MIAMI, FL 33147 TEL: (305) 673-1123 FAX: (305) 673-8713 WWW.VISTACS.COM</p>	<p>DEADLINE DATE: MONDAY, APRIL 24, 2017</p>

GUIDELINES FOR SUBMITTING GRAPHICS

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

Vista Convention Services

6901 NW 26th Ave.
Miami, FL 33147
E-mail: vistasouth@vistacs.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 300dpi on a half size graphic or actual size graphic at 90-120 dpi. 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

 <p>19th ANNUAL CONFERENCE OF THE INTERNATIONAL SOCIETY FOR BIPOLAR DISORDERS</p> <p>GATEWAY TO WASHINGTON DC, USA MAY 4-7, 2017</p>		<p>INTENT TO USE NON-OFFICIAL CONTRACTORS</p>
<p>Crystal Gateway Marriott May 4-7, 2017</p>	<p>6901 NW 26th AVENUE MIAMI, FL 33147 TEL: (305) 673-1123 FAX: (305) 673-8713 WWW.VISTACS.COM</p>	<p>DEADLINE DATE: WEDNESDAY, APRIL 19, 2017</p>

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 South 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 South with a valid and current Certificate of Insurance naming Vista Convention Services South 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 Convention Services South with the above items 1 and 2 will result in said firms being required to hire installation and dismantling labor from Vista Convention Services South. 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 South 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.

 <p>19TH ANNUAL CONFERENCE OF THE INTERNATIONAL SOCIETY FOR BIPOLAR DISORDERS GATEWAY TO WASHINGTON DC, USA MAY 4-7, 2017</p>		<p>LIMITS OF LIABILITY & RESPONSIBILITY FOR LABOR</p>
<p>Crystal Gateway Marriott May 4-7, 2017</p>	<p>6901 NW 26th AVENUE MIAMI, FL 33147 TEL: (305) 673-1123 FAX: (305) 673-8713 WWW.VISTACS.COM</p>	

Limits of Liability and Responsibility for Labor

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2. Vista Convention Services South 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 South 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 Convention Services South to exhibitor, will be checked at time of actual pick-up from booth and corrections made where discrepancies occur.
4. Vista Convention Services South 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 South 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 South 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 South 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 South 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.



**LABOR
ORDER FORM**

Crystal Gateway Marriott
May 4-7, 2017

6901 NW 26th AVENUE
MIAMI, FL 33147
TEL: (305) 673-1123 FAX: (305) 673-8713
WWW.VISTACS.COM

DEADLINE DATE:
WEDNESDAY, APRIL 19, 2017

Display Labor for Installation and Dismantling of Exhibits

Display Labor Rates:

Straight Time
\$84.13 per hour
One hour minimum per worker
Thereafter 1/2 hr. increments

ST: 8:00AM to 3:30PM
Monday through Friday

Overtime
\$126.18 per hour
One hour minimum per worker
Thereafter 1/2 hr. increments

OT: Before 8:00AM and after 3:30PM
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 CONVENTION SERVICES SUPERVISION** - Hourly rate plus 35% Supervision Charge/Minimum \$44.00

Name of Carrier _____ # Crates _____ Cartons _____ Skids _____

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

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

After Dismantle Return Display To (Shipping Address): _____

VIA: _____

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

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

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

MAIL OR FAX TO VISTA CONVENTION SERVICES SOUTH

 <p>19TH ANNUAL CONFERENCE OF THE INTERNATIONAL SOCIETY FOR BIPOLAR DISORDERS GATEWAY TO WASHINGTON DC, USA MAY 4-7, 2017</p>		<p>UNION JURISDICTIONS</p>
<p>Crystal Gateway Marriott May 4-7, 2017</p>	<p>6901 NW 26th AVENUE MIAMI, FL 33147 TEL: (305) 673-1123 FAX: (305) 673-8713 WWW.VISTACS.COM</p>	

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 Convention Services South 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 Convention Services South will not be responsible, however, for any materials, they do not handle. Vista Convention Services South will have complete control of the loading dock at all times. If you wish to unload or load you must report to the Vista Convention Services South 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 Convention Services South 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 Convention Services South.

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 Convention Services South 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 Convention Services South.



19TH ANNUAL CONFERENCE OF
**THE INTERNATIONAL
 SOCIETY FOR BIPOLAR
 DISORDERS**
 GATEWAY TO
 WASHINGTON DC, USA
 MAY 4-7, 2017

ISBD 2017

VISTA

CONVENTION SERVICES SOUTH

6901 NW 26th AVENUE
 MIAMI, FL 33147

TEL: (305) 673-1123 FAX: (305) 673-8713
 WWW.VISTACS.COM

MATERIAL HANDLING SERVICES & RATES

Crystal Gateway Marriott
 May 4-7, 2017

DEADLINE DATE:
WEDNESDAY, APRIL 26, 2017

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.**

<p>Per CWT (100 lbs.) <i>Minimum charge (200 lbs.)</i> Warehouse Rate \$119.86 Showsite Rate \$125.55</p>	<p><u>Crated and/or skidded Floor Load Shipments</u> These <u>round trip rates</u> apply to crated and/or floor load shipments that can be unloaded at the dock without additional handling (such as ground loading, side door loading, constricted space loading, designated piece loading or stacked shipments) required.</p>
<p>Per CWT (100 lbs.) <i>Minimum charge (200 lbs.)</i> Warehouse Rate \$166.66 Showsite Rate \$174.57</p>	<p><u>Uncrated, Unskidded, Wrapped Shipments and Crated Shipments Requiring Special Handling</u> These <u>round trip rates</u> apply to uncrated, unskidded or wrapped shipments. These rates also apply to shipments that are loaded and charged by cubic space and/or packed in such a manner to require additional handling (such as ground loading, side door loading, constricted space loading, designated piece loading or stacked shipments). FedEx and UPS are included in this category due to their delivery procedures and documentation.</p>
<p>Per CWT (100 lbs.) A 25% surcharge for each occurrence will apply in addition to the above rates.</p>	<p><u>Overtime Rates</u> 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</p>
<p>Per CWT (100 lbs.) <i>Minimum charge (200 lbs.)</i> A 25% surcharge for each occurrence will apply in addition to the above rates.</p>	<p><u>Deliveries to Warehouse AFTER DEADLINE DATE</u> Shipments received at the warehouse after 3:30PM or after the deadline date of Wednesday, April 26, 2017 will be charged in addition to the above rates.</p>
<p>*First Package \$50.60 ***Each additional package \$37.95</p>	<p><u>Small Package Shipments</u> 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.</p>

****Please note that Material Handling has an applicable 6% tax**

 <p style="font-size: small; color: white; background-color: red; padding: 5px;">19TH ANNUAL CONFERENCE OF THE INTERNATIONAL SOCIETY FOR BIPOLAR DISORDERS GATEWAY TO WASHINGTON DC, USA MAY 4-7, 2017</p> <p style="font-size: x-large; color: blue; font-weight: bold;">ISBD 2017</p>	 <p style="font-weight: bold; font-size: small;">6901 NW 26th AVENUE MIAMI, FL 33147 TEL: (305) 673-1123 FAX: (305) 673-8713 WWW.VISTACS.COM</p>	<p style="color: blue; font-weight: bold; font-size: large;">SHIPPING & MATERIAL HANDLING RECAP</p>
<p>Crystal Gateway Marriott May 4-7, 2017</p>		<p>DEADLINE DATE: WEDNESDAY, APRIL 26, 2017</p>

Shipping and Material Handling Recap

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

<p>Computation of Order: When recording weight, round up to the next 100 pounds.</p> <p><u>Crated and/or skidded Floor Load Shipments</u></p> <p>Warehouse We will ship _____ lbs. @ \$119.86 per 100 lbs. (200 lb. minimum/\$239.72)</p> <p style="text-align: right;">\$ _____</p> <p>Showsite We will ship _____ lbs. @ \$125.55 per 100 lbs. (200 lb. minimum/\$251.10)</p> <p style="text-align: right;">\$ _____</p>	
<p><u>Uncrated, Unskidded Wrapped Shipments and Crated Shipments requiring Special Handling</u></p> <p>Warehouse We will ship _____ lbs. @ \$166.66 per 100 lbs. (200 lb. minimum/\$333.32)</p> <p style="text-align: right;">\$ _____</p> <p>Showsite We will ship _____ lbs. @ \$174.57 per 100 lbs. (200 lb. minimum/\$349.14)</p> <p style="text-align: right;">\$ _____</p>	
<p><u>Overtime Rates</u> 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.</p>	
<p><u>Deliveries to Warehouse AFTER Deadline Date</u> Shipments received at the warehouse after 3:30PM or after the deadline date of Wednesday, April 26, 2017 will be charged 25% surcharge, for each occurrence, in addition to the above rates.</p>	
<p>Please note that Material Handling has an applicable 6% tax</p> <p style="text-align: right;">Payment Enclosed</p>	<p>\$ _____</p>

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 Convention Services South, Exhibitor Service Department.

<p>COMPANY NAME:</p>	<p>BOOTH #</p>
-----------------------------	-----------------------

 <p>19th ANNUAL CONFERENCE OF THE INTERNATIONAL SOCIETY FOR BIPOLAR DISORDERS GATEWAY TO WASHINGTON DC, USA MAY 4-7, 2017</p>	 <p>VISTA CONVENTION SERVICES SOUTH</p>	<p>SHIPPING INFORMATION</p>
<p>Crystal Gateway Marriott May 4-7, 2017</p>	<p>6901 NW 26th AVENUE MIAMI, FL 33147 TEL: (305) 673-1123 FAX: (305) 673-8713 WWW.VISTACS.COM</p>	

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 Convention Services South 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 Convention Services South for such shipments. Shipments without certified weight documents will be estimated by Vista Convention Services South. 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 Convention Services South 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 Convention Services South. 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 Convention Services South, the exhibitor is required to use Vista Convention Services South labor for booth installation.

Material Handling includes:

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

Material Handling does not include:

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

 <p>19TH ANNUAL CONFERENCE OF THE INTERNATIONAL SOCIETY FOR BIPOLAR DISORDERS GATEWAY TO WASHINGTON DC, USA MAY 4-7, 2017</p>		<p>SHIPPING INSTRUCTIONS (INBOUND)</p>
<p>Crystal Gateway Marriott May 4-7, 2017</p>	<p>6901 NW 26th AVENUE MIAMI, FL 33147 TEL: (305) 673-1123 FAX: (305) 673-8713 WWW.VISTACS.COM</p>	

Inbound Shipping Instructions

Freight Handling Services:

Vista Convention Services South 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 Convention Services South 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: ISBD 2017
(Exhibiting Company's Name & Booth Number)
VISTA CONVENTION SERVICES SOUTH C/O YRC FREIGHT
7600 Preston Drive
Landover, MD 20785

- **To trace your shipment, please contact the Customer Service Department at (305) 673-1123.**
- Shipments will be received beginning **Monday, April 3, 2017.**
- Shipments received after the deadline of **Wednesday, April 26, 2017** will be charged an additional **25% surcharge.**
- Shipments received after **3:30PM** will be charged an **overtime rate.**
- Advance warehouse receiving hours are **Monday through Friday, 8:00AM to 3:30PM**
- Carriers checking in **after 3:30PM Monday through Friday** will not be guaranteed unloading.
- Warehouse shipments will not be received on weekends or holidays.

SHIPPING DIRECTLY TO SHOWSITE:

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

TO: ISBD 2017
(Exhibiting Company's Name & Booth Number)
C/O VISTA CONVENTION SERVICES SOUTH
Crystal Gateway Marriott
1700 Jefferson Davis Hwy
Arlington, VA 22202

Showsite shipments will be received beginning 8:00am - 3:00pm on Thursday, May 4, 2017.
SHIPMENTS ARRIVING AT SHOWSITE PRIOR TO THIS DATE AND TIME MAY BE REFUSED BY THE VENUE AND/OR CHARGED AN ADDITIONAL FEE.

 <p>19TH ANNUAL CONFERENCE OF THE INTERNATIONAL SOCIETY FOR BIPOLAR DISORDERS GATEWAY TO WASHINGTON DC, USA MAY 4-7, 2017</p>		<p>SHIPPING INSTRUCTIONS (OUTBOUND)</p>
<p>Crystal Gateway Marriott May 4-7, 2017</p>	<p>6901 NW 26th AVENUE MIAMI, FL 33147 TEL: (305) 673-1123 FAX: (305) 673-8713 WWW.VISTACS.COM</p>	

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: ISBD 2017
LOCATION: Crystal Gateway Marriott
TO: (Shipping Address)

- Once your shipment is packed and labeled, return your show Bill-of-Lading to the Vista Convention Services South Service Desk.
- All Bill-of-Ladings must be turned in no later than [4:00pm on Sunday, May 7, 2017.](#)

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 **UPS Tradeshow Freight Services**) must be checked in no later than [4:30pm on Sunday, May 7, 2017.](#)

 <p>19th ANNUAL CONFERENCE OF THE INTERNATIONAL SOCIETY FOR BIPOLAR DISORDERS GATEWAY TO WASHINGTON DC, USA MAY 4-7, 2017</p>		<p>LIMITS OF LIABILITY FOR MATERIAL HANDLING</p>
<p>Crystal Gateway Marriott May 4-7, 2017</p>	<p>6901 NW 26th AVENUE MIAMI, FL 33147 TEL: (305) 673-1123 FAX: (305) 673-8713 WWW.VISTACS.COM</p>	

Limits of Liability for Material Handling

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

 <p>19th ANNUAL CONFERENCE OF THE INTERNATIONAL SOCIETY FOR BIPOLAR DISORDERS GATEWAY TO WASHINGTON DC, USA MAY 4-7, 2017</p>		<p>IMPORTANT FREIGHT INFORMATION</p>
<p>Crystal Gateway Marriott May 4-7, 2017</p>	<p>6901 NW 26th AVENUE MIAMI, FL 33147 TEL: (305) 673-1123 FAX: (305) 673-8713 WWW.VISTACS.COM</p>	

Important Freight Information

Definition of Special Handling:
“Shipments that are loaded in such a manner as to require additional labor to unload, sort and deliver.”

Vista Convention Services South 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.

 <p>19TH ANNUAL CONFERENCE OF THE INTERNATIONAL SOCIETY FOR BIPOLAR DISORDERS GATEWAY TO WASHINGTON DC, USA MAY 4-7, 2017</p>		<p>MATERIAL HANDLING SPECIAL SERVICES</p>
<p>Crystal Gateway Marriott May 4-7, 2017</p>	<p>6901 NW 26th AVENUE MIAMI, FL 33147 TEL: (305) 673-1123 FAX: (305) 673-8713 WWW.VISTACS.COM</p>	

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 South may acquire on-site storage for empty containers based on the following rates: \$20.00 per carton and \$30.00 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 South supervision services at the rate of \$275.00 round-trip per mobile unit. A representative from Vista Convention Services South 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. The initial and minimum fee is \$50.00 up to the first 100 lbs. For shipments over 100 lbs, a fee of \$25.00 per cwt. on straight time and \$30.00 per cwt. on overtime will apply. 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 \$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 South Warehouse.

ADVANCE WAREHOUSE SHIPMENTS ONLY

FROM: _____

TO: _____ (EXHIBITOR NAME) _____ (BOOTH #)

ISBD 2017

**VISTA CONVENTION SERVICES SOUTH
C/O YRC FREIGHT
7600 PRESTON DRIVE
LANDOVER, MD 20785**

ADVANCE WAREHOUSE SHIPMENTS ONLY

FROM: _____

TO: _____ (EXHIBITOR NAME) _____ (BOOTH #)

ISBD 2017

**VISTA CONVENTION SERVICES SOUTH
C/O YRC FREIGHT
7600 PRESTON DRIVE
LANDOVER, MD 20785**

FOR ADVANCE SHIPMENTS ONLY

DELIVER NO LATER THAN [WEDNESDAY, APRIL 26, 2017](#).
RECEIVING 8AM - 3:30PM, MONDAY - FRIDAY, CHECK IN BY [3:00PM](#).

ADVANCE WAREHOUSE SHIPMENTS ONLY

FROM: _____

TO: _____ (EXHIBITOR NAME) _____ (BOOTH #)

ISBD 2017

**VISTA CONVENTION SERVICES SOUTH
C/O YRC FREIGHT
7600 PRESTON DRIVE
LANDOVER, MD 20785**

ADVANCE WAREHOUSE SHIPMENTS ONLY

FROM: _____

TO: _____ (EXHIBITOR NAME) _____ (BOOTH #)

ISBD 2017

**VISTA CONVENTION SERVICES SOUTH
C/O YRC FREIGHT
7600 PRESTON DRIVE
LANDOVER, MD 20785**

ADVANCE WAREHOUSE SHIPMENTS
TABLE DISPLAY MATERIALS ONLY

FROM: _____

TO: _____

(EXHIBITOR NAME)

(BOOTH #)

ISBD 2017

**VISTA CONVENTION SERVICES SOUTH
C/O YRC FREIGHT
7600 PRESTON DRIVE
LANDOVER, MD 20785**

ADVANCE WAREHOUSE SHIPMENTS
TABLE DISPLAY MATERIALS ONLY

FROM: _____

TO: _____

(EXHIBITOR NAME)

(BOOTH #)

ISBD 2017

**VISTA CONVENTION SERVICES SOUTH
C/O YRC FREIGHT
7600 PRESTON DRIVE
LANDOVER, MD 20785**

ADVANCE WAREHOUSE SHIPMENTS
TABLE DISPLAY MATERIALS ONLY

FROM: _____

TO: _____

(EXHIBITOR NAME)

(BOOTH #)

ISBD 2017

**VISTA CONVENTION SERVICES SOUTH
C/O YRC FREIGHT
7600 PRESTON DRIVE
LANDOVER, MD 20785**

ADVANCE WAREHOUSE SHIPMENTS
TABLE DISPLAY MATERIALS ONLY

FROM: _____

TO: _____

(EXHIBITOR NAME)

(BOOTH #)

ISBD 2017

**VISTA CONVENTION SERVICES SOUTH
C/O YRC FREIGHT
7600 PRESTON DRIVE
LANDOVER, MD 20785**

ADVANCE WAREHOUSE SHIPMENTS
TABLE DISPLAY MATERIALS ONLY

FROM: _____

TO: _____

(EXHIBITOR NAME)

(BOOTH #)

ISBD 2017

**VISTA CONVENTION SERVICES SOUTH
C/O YRC FREIGHT
7600 PRESTON DRIVE
LANDOVER, MD 20785**

ADVANCE WAREHOUSE SHIPMENTS
TABLE DISPLAY MATERIALS ONLY

FROM: _____

TO: _____

(EXHIBITOR NAME)

(BOOTH #)

ISBD 2017

**VISTA CONVENTION SERVICES SOUTH
C/O YRC FREIGHT
7600 PRESTON DRIVE
LANDOVER, MD 20785**

FOR ADVANCE SHIPMENTS ONLY
TABLE DISPLAY MATERIALS ONLY

**DELIVER NO LATER THAN WEDNESDAY, APRIL 26, 2017.
RECEIVING 8AM - 3:30PM, MONDAY - FRIDAY, CHECK IN BY 3:00PM.**

ADVANCE WAREHOUSE SHIPMENTS
TABLE DISPLAY MATERIALS ONLY

FROM: _____

TO: _____

(EXHIBITOR NAME)

(BOOTH #)

ISBD 2017

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LANDOVER, MD 20785**

ADVANCE WAREHOUSE BAG INSERT
SHIPMENTS ONLY

FROM: _____

TO: _____ (EXHIBITOR NAME) _____ (BOOTH #)

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VISTA CONVENTION SERVICES SOUTH
C/O YRC FREIGHT
7600 PRESTON DRIVE
LANDOVER, MD 20785

ON-SITE DIRECT SHIPMENTS ONLY

FROM: _____

TO: _____ (EXHIBITOR NAME) _____ (BOOTH #)

ISBD 2017
C/O VISTA CONVENTION SERVICES SOUTH
CRYSTAL GATEWAY MARRIOTT
1700 JEFFERSON DAVIS HWY
ARLINGTON, VA 22202

ON-SITE DIRECT SHIPMENTS ONLY

FROM: _____

TO: _____ (EXHIBITOR NAME) _____ (BOOTH #)

ISBD 2017
C/O VISTA CONVENTION SERVICES SOUTH
CRYSTAL GATEWAY MARRIOTT
1700 JEFFERSON DAVIS HWY
ARLINGTON, VA 22202

FOR ON-SITE DIRECT SHIPMENTS ONLY

Showsite shipments will be received beginning [8:00am-3:00pm on Thursday, May 4, 2017.](#)

ON-SITE DIRECT SHIPMENTS ONLY

FROM: _____

TO: _____ (EXHIBITOR NAME) _____ (BOOTH #)

ISBD 2017
C/O VISTA CONVENTION SERVICES SOUTH
CRYSTAL GATEWAY MARRIOTT
1700 JEFFERSON DAVIS HWY
ARLINGTON, VA 22202

ON-SITE DIRECT SHIPMENTS ONLY

FROM: _____

TO: _____ (EXHIBITOR NAME) _____ (BOOTH #)

ISBD 2017
C/O VISTA CONVENTION SERVICES SOUTH
CRYSTAL GATEWAY MARRIOTT
1700 JEFFERSON DAVIS HWY
ARLINGTON, VA 22202

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