



7045 NW 26TH AVE. • MIAMI, FL 33147 • TEL: (305) 673-1123 • EMAIL: INFO@VISTASOUTHCS.COM •
WWW.VISTASOUTHCS.COM

PAYMENT POLICIES

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 or 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 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**
For bank information call Vista Convention Services South (305) 673-1123 or e-mail: info@vistasouthcs.com
4. 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
5. **Credit Card**
Use MasterCard, VISA, or American Express. To accept charges, you must complete the PAYMENT AND CREDIT CARD CHARGE AUTHORIZATION. For discount rates to apply, Vista Convention Services South must receive this form by the published deadline date.

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 Date or made at the Exhibitor Services 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 Services 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.

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.

LIMITS OF LIABILITY

GENERAL

- Vista Convention Services South and its subcontractors shall not be responsible for loss, damage or delay due to strikes, lockouts or work stoppages of any kind including fire or Acts of God.
- Vista Convention Services South and its subcontractors shall not be liable to any extent whatsoever for any actual, potential or assumed loss of profits or revenues, or for any collateral costs, which may result for any loss, injury or damage to an exhibitors materials or exhibitor personnel, which may make it impossible or impractical to exhibit exhibitors materials.
- Claims for loss, injury or damage which are not submitted to Vista Convention Services South within thirty (30) days of the close of the show on which the loss, injury or damage occurred shall be considered waived. No suit or action shall be brought against Vista Convention Services South or its subcontractors more than one year after the accrual of the cause of action.
- 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.

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 South to the exhibitor, will be checked at time actual pick up from booth and corrections made when discrepancies occur.
- 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 the materials against 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 their representative. Vista Convention Services South assumes no responsibility for removal of container with old empty labels, mislabeled, or valuables stored inside container while containers are in storage.
- Outbound shipping labels and Bills of lading will be available at the Service Desk. Exhibitors and their representative must pack and label their exhibit material and turn in bills of lading for each shipment at the Service Desk before leaving the show. Vista Convention Services South 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 Convention Services South reserves the right to route exhibit material by an alternate carrier. As a result of the re-routing or handling no liability will be assumed by Vista Convention Services South.

LABOR

- Vista Convention Services South and its subcontractors shall not be responsible for loss, injury or damage caused by laborers or equipment furnished by Vista Convention Services South or its subcontractors, except when such laborers are working or operating equipment under the direct supervision of a supervisor designated by Vista Convention Services South or its subcontractors.
- Vista Convention Services South will not be responsible for improper packing of exhibitor material and products or incorrect labeling if working under the supervision of the exhibitor.
- Vista Convention Services South will not be responsible for improperly packed or concealed damages to exhibits.
- The placing of an order for the services of laborers and the use of equipment by an exhibitor or any agent of the exhibitor shall be construed as an acceptance by such exhibitor or agent of the terms and conditions set forth above.
- 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.