



6575 Delilah Road
PO Box 3000
Pleasantville, NJ 08232

P: 609-485-2421
F: 609-485-2392

MATERIAL HANDLING DOCUMENTATION

Inbound Bill of Lading

All inbound shipments must have a Bill of Lading or delivery slip showing the number of pieces, type of merchandise and weight. Shipments received without this information will be delivered to exhibitor's booth without guarantee of piece count or condition. No liability will be assumed by VISTA for such shipments.

Billed weight is based on incoming weight, whether outbound services are used completely or in part.

The weight is rounded up to the next one hundred pounds (100 lbs) and is taken from the inbound Bill of Lading and/or the certified weight ticket. Separate shipments will not be combined.

Shipments arriving without a specified weight on the Bill of Lading will be assigned an approximate weight by VISTA. This weight will prevail.

Advance Warehouse Shipping Address

TO: Exhibiting Company Name and Booth #
FOR: **WEST 2022**
VISTA CONVENTION SERVICES
c/o YRC
9525 Padgett Street
San Diego, CA 92126

- Use this address and information on your inbound bill of lading if shipping your freight to the Advance Warehouse.
- Please use the freight labels provided in this service manual.
- Receiving hours: M - F 9:00 am to 3:00 pm.
- All shipments must be prepaid: collect shipments will be refused.
- VISTA does not accept shipments that are *not* consigned to VISTA. Such shipments will be refused.
- All shipments to the Advance Warehouse must arrive by: **FEBRUARY 4, 2022**

Direct to Show Site Shipping Address

TO: Exhibiting Company Name and Booth #
FOR: **WEST 2022**
c/o VISTA CONVENTION SERVICES
San Diego Convention Center - Halls D-H
111 West Harbor Drive
San Diego, CA 92101

- Use this address and information on your inbound bill of lading if shipping your freight Direct to Show Site.
- Please use the freight labels provided in this service manual.
- All shipments must be prepaid: collect shipments will be refused.
- VISTA does not accept shipments that are *not* consigned to VISTA. Such shipments will be refused.
- Shipments will be received at the facility no sooner than:
FEBRUARY 14, 2022 during move-in hours.

Empty Containers, Labels

Exhibitors with crates or boxes that need to be returned to pack up booth equipment at the end of the show must affix empty labels on the containers as soon as they are empty. Empty labels will be available at the VISTA Service Desk. Affixing the labels is the sole responsibility of the exhibitor. VISTA assumes no responsibility for removal of containers with old empty labels, improper information on labels or valuables stored in containers with empty labels.

Empty containers will be removed from the floor and stored until the close of the show. You will not have access to empty containers during the show. In most cases, empty containers may not be stored in your booth during the show as it is considered a fire hazard.

Outbound Bill of Lading

Outbound shipping is not an automatic process. Outbound Bills of Lading must be completed and turned in to the VISTA Service Desk: **do not leave outbound Bills of Lading in your booth.**

Exhibitors who choose to ship outbound materials via any carrier other than the official show carrier must advise carrier to be checked in at the VISTA Service Desk by the driver check-in time specified on the *Show Details* page. Drivers are placed in line for loading on a first-come, first-serve basis, provided the exhibitor is completely packed and a Bill of Lading has been turned in to the Service Desk.

Drivers whose Bills of Lading have not been turned in will be placed in a holding queue until the booth is packed and the Bill of Lading is turned in. Should your carrier fail to check in by the designated time, VISTA reserves the right to re-route the shipment via the official show carrier as necessary, at the exhibitor's expense.