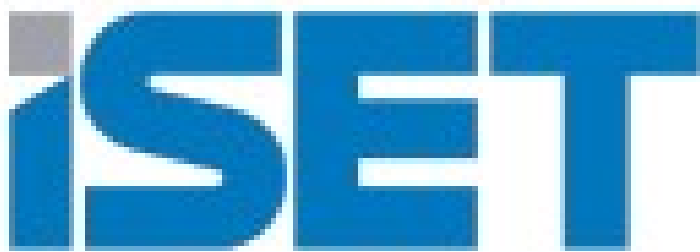


# **VISTA** **S O U T H** **CONVENTION SERVICES**



INTERNATIONAL  
SYMPOSIUM  
ON ENDOVASCULAR  
THERAPY

ISET 2025  
FEBRUARY 2-5, 2025  
DIPLOMAT HOTEL, HOLLYWOOD, FL



INTERNATIONAL  
SYMPOSIUM  
ON ENDOVASCULAR  
THERAPY



INDEX

**ISET 2025**  
**DIPLOMAT HOTEL HOLLYWOOD, FL**  
**FEBRUARY 2 - 5, 2025**

15002 NW 107th Ave. Unit 1  
Hialeah Gardens, FL 33018  
PHONE: (305) 673-1123 FAX: (305) 673-8713  
E-MAIL: [cgriffin@vistasouthcs.com](mailto:cgriffin@vistasouthcs.com)

**Exhibitor Kit Forms:**

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**Additional Vendor Forms:**

- Electrical Services ([ENCORE](#)) *click on hyperlink to start ordering*
- Audio/Visual Services (ENCORE)
- Additional Furniture Rental



INTERNATIONAL  
SYMPOSIUM  
ON ENDOVASCULAR  
THERAPY



BOOTH PACKAGE  
&  
EXHIBIT TIMES

**ISET 2025**  
DIPLOMAT HOTEL HOLLYWOOD, FL  
FEBRUARY 2 - 5, 2025

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PHONE: (305) 673-1123 FAX: (305) 673-8713  
E-MAIL: [cgriffin@vistasouthcs.com](mailto:cgriffin@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:

**ISET 2025**  
**Kathy Baumer**  
**Tel: (856) 873 - 2580**  
**Email: [kbaumer@hmpglobal.com](mailto:kbaumer@hmpglobal.com)**

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

**Customer Service**  
**Vista South Convention Services**  
15002 NW 107th Ave. Unit 1  
Hialeah Gardens, FL 33018  
Tel: (305) 673-1123  
Fax: (305) 673-8713  
Email: [cgriffin@vistasouthcs.com](mailto:cgriffin@vistasouthcs.com)

All questions regarding graphics and printing, should be directed to:

**Graphics**  
**[graphics@vistasouthcs.com](mailto:graphics@vistasouthcs.com)**

All questions regarding booth build and design, should be directed to:

**Lead Person - Jason Pelton**  
**[jpelton@vistasouthcs.com](mailto:jpelton@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 - BLUE	1 - 6' x 2' Draped Table - BLUE
3' High Side Rails - BLUE	2 - Side Chairs
1 - 7" x 44" ID Sign	1- Waste Basket

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



EXHIBIT AREA  
INSTALLATION  
&  
DISMANTLE

**ISET 2025**  
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### Event Schedule

Exhibitor move in	Sunday, February 2, 2025	8:00AM - 4:00PM
Exhibit Hours	Sunday, February 2, 2025	6:00PM - 7:30PM
	Monday, February 3, 2025	11:00AM - 2:15PM
	Monday, February 3, 2025	6:00PM - 7:30PM
	Tuesday, February 4, 2025	10:40PM - 2:15PM
Exhibitor move out	Tuesday, February 4, 2025	2:15PM - 7:30PM

### Important Dates

Exhibitor Appointed Contractor deadline:	Monday, January 13	3:00 PM
Discount deadline for all Vista South orders:	Monday, January 13	3:00 PM
Discount deadline for custom furnishings:	Monday, January 13	3:00 PM
Advanced warehouse opens:	Wednesday, January 1, 2025	8:00 am - 3:00 pm daily
Advanced warehouse closes:	Wednesday, January 29, 2025	8:00 am - 3:00 pm daily
Show site delivery timeframe:	Sunday, February 2, 2025	Between 8:00 am - 12:00 pm

### Included In Your Booth Space

Each exhibitors booth space includes: **8' Backwall Drape, 3' Side Drape, 6' Draped Table, 2 Side Chairs,**  
To order furnishings for your booth, please see the attached pages.

Standard dimensions: 10'x10'  
Event drape colors: Blue Backwall and Blue Siderail  
Exhibit hall carpet: Standard ballroom Carpet

### Shipping Information

Advanced Warehouse
ISET 2025 Vista South Convention Services (Company Name and Booth Number) 15002 NW 107th Ave. Unit 1 Hialeah Gardens, FL 33018

Show Site Deliveries
ISET 2025 Vista South Convention Services (Company Name and Booth Number) Diplomat Hotel Hollywood 3555 S. Ocean Dr. Hollywood, FL 33019





INTERNATIONAL  
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LIMITS OF LIABILITY  
&  
RESPONSIBILITY

**ISET 2025**  
**DIPLOMAT HOTEL HOLLYWOOD, FL**  
**FEBRUARY 2 - 5, 2025**

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E-MAIL: [cgriffin@vistasouthcs.com](mailto:cgriffin@vistasouthcs.com)

## **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.



## PAYMENT POLICIES

**ISET 2025**  
**DIPLOMAT HOTEL HOLLYWOOD, FL**  
**FEBRUARY 2 - 5, 2025**

15002 NW 107th Ave. Unit 1  
Hialeah Gardens, FL 33018  
PHONE: (305) 673-1123 FAX: (305) 673-8713  
E-MAIL: [cgriffin@vistasouthcs.com](mailto:cgriffin@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](tel:3056731123) or e-mail: [dvenezia@vistasouthcs.com](mailto:dvenezia@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 [MONDAY, JANUARY 13, 2024](#).

### 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 ISET 2025 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.



STANDARD BOOTH FURNISHINGS & CARPET ORDER FORM

**ISET 2025**  
**DIPLOMAT HOTEL HOLLYWOOD, FL**  
**FEBRUARY 2 - 5, 2025**

15002 NW 107th Ave. Unit 1  
 Hialeah Gardens, FL 33018  
 PHONE: (305) 673-1123 FAX: (305) 673-8713  
 E-MAIL: [cgriffin@vistasouthcs.com](mailto:cgriffin@vistasouthcs.com)

**DISCOUNT DEADLINE DATE:**  
**MONDAY, JANUARY 13, 2025**

**Rental price includes delivery to and removal from your booth.**

QTY.	DISCOUNT RATES	STANDARD AMT. RATES
<b>SEATING</b>		
___ Side Chair .....	\$81.00	\$100.50
___ Padded Stool .....	\$145.25	\$181.75
<b>ACCESSORIES</b>		
___ Round Pedestal Table (30" h x 30" d) ...	\$128.25	\$160.25
___ Round Pedestal Table (42" h x 30" d) ...	\$185.00	\$220.00
___ Wastebasket .....	\$36.25	\$45.00
___ Easel .....	\$45.00	\$60.50
___ Chrome Sign Frame (22" x 28") .....	\$108.50	\$136.25
___ Bag Holder .....	\$154.25	\$192.75
___ 8' Stanchion .....	\$41.25	\$51.75
___ Crossbar .....	\$41.25	\$51.75
___ Garment Rack .....	\$145.00	\$181.50
___ Literature Rack .....	\$198.00	\$209.75

**STANDARD CARPET**

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

___ 10' x 10' .....	\$197.00	\$247.00
___ 10' x 20' .....	\$397.00	\$496.25
___ 10' x 30' .....	\$592.00	\$730.50
___ 10' x 40' .....	\$789.25	\$1,061.50
___ 10' x 50' .....	\$921.25	\$1,152.00

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) \$5.50 sq. ft. \$6.75 sq. ft.

Circle color: Blue Burgundy Gray Teal Red Black Hunter Green

**CARPET PADDING**

INDICATE OVERALL DIMENSION:

\_\_\_ ft. x \_\_\_ ft. (100 sq. ft. minimum) \$2.50 sq. ft. \$3.25 sq. ft.

**VISQUEEN**

INDICATE OVERALL DIMENSION:

QTY.	DISCOUNT RATES	STANDARD AMT. RATES
<b>DRAPED DISPLAY TABLES - 30" HIGH</b>		
Price includes white vinyl top & 3 sides		
Circle color: Blue Black Burgundy Purple Gray Red Teal White Hunter Green		
___ 2' x 4' x 30" .....	\$150.50	\$188.00
___ 2' x 6' x 30" .....	\$169.75	\$212.00
___ 2' x 8' x 30" .....	\$204.00	\$255.00
___ 4th Side Drape 6' & 8' Only .....	\$55.50	\$69.50

**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" .....	\$213.50	\$268.75
___ 2' x 6' x 42" .....	\$235.00	\$294.00
___ 2' x 8' x 42" .....	\$272.50	\$340.50
___ 4th Side Drape 6' & 8' Only .....	\$55.50	\$69.50

**UNDRAPED DISPLAY TABLES - 30" HIGH**

___ 2' x 4' x 30" .....	\$75.70	\$94.50
___ 2' x 6' x 30" .....	\$97.50	\$121.50
___ 2' x 8' x 30" .....	\$115.75	\$144.50

**UNDRAPED DISPLAY TABLES - 42" HIGH**

___ 2' x 4' x 42" .....	\$100.50	\$125.50
___ 2' x 6' x 42" .....	\$113.25	\$142.75
___ 2' x 8' x 42" .....	\$132.75	\$165.00

**LOCKABLE COUNTERS (White only)**

___ 40"L x 42"H x 22"W .....	\$479.75	\$598.50
___ 80"L x 42"H x 22"W .....	\$723.75	\$904.50



**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





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ON ENDOVASCULAR  
THERAPY



PLUSH BOOTH CARPET  
ORDER FORM

**ISET 2025**  
DIPLOMAT HOTEL HOLLYWOOD, FL  
FEBRUARY 2 - 5, 2025

15002 NW 107th Ave. Unit 1  
Hialeah Gardens, FL 33018  
PHONE: (305) 673-1123 FAX: (305) 673-8713  
E-MAIL: [cgriffin@vistasouthcs.com](mailto:cgriffin@vistasouthcs.com)

**DISCOUNT DEADLINE DATE:**  
**MONDAY, JANUARY 13, 2025**

**INCLUDES LABOR TO INSTALL AND REMOVE VISQUEEN COVER.**

## PLUSH BOOTH CARPET - 28 OZ.

Orders MUST be received by the Deadline Date above to guarantee delivery.

Carpet Size \_\_\_\_\_ x \_\_\_\_\_ = \_\_\_\_\_ (calculate to the next full foot, 200 square feet minimum)

QTY	TOTAL
_____ Square feet (200 square feet minimum)	\$6.75 per sq. ft. _____

Please circle your selection:

- BLACK
- RED
- WHITE
- BLUE
- CHARCOAL GREY

**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



FLORAL ORDER FORM

**ISET 2025**  
**DIPLOMAT HOTEL HOLLYWOOD, FL**  
**FEBRUARY 2 - 5, 2025**

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 PHONE: (305) 673-1123 FAX: (305) 673-8713  
 E-MAIL: [cgriffin@vistasouthcs.com](mailto:cgriffin@vistasouthcs.com)

**DISCOUNT DEADLINE DATE:**  
**MONDAY, JANUARY 13, 2025**

Quantity		Prices	Total
_____	2'- 3' Green Plant	\$64.00	_____
_____	4'- 5' Green Plant	\$91.25	_____
_____	6'- 7' Green Plant	\$109.25	_____
_____	8'- 9' Green Plant	\$151.75	_____
_____	Potted Mums	\$48.75	_____
_____	Bromeliad	\$60.75	_____
_____	Orchid	\$73.00	_____
_____	Boston Fern	\$43.00	_____

Floral Arrangements: Check One

_____	Tropical	_____	Seasonal	_____
_____	Height	_____	Width	_____
_____		\$91.00		_____
_____		\$121.75		_____
_____		\$182.25		_____
		Total before Tax		_____
		Sales Tax (7%)		_____
		Total		_____

**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



BOOTH CLEANING

ISET 2025  
DIPLOMAT HOTEL HOLLYWOOD, FL  
FEBRUARY 2 - 5, 2025

15002 NW 107th Ave. Unit 1  
Hialeah Gardens, FL 33018  
PHONE: (305) 673-1123 FAX: (305) 673-8713  
E-MAIL: [cgriffin@vistasouthcs.com](mailto:cgriffin@vistasouthcs.com)

DISCOUNT DEADLINE DATE:  
[MONDAY, JANUARY 13, 2025](#)

### BOOTH CLEANING RATES

Please indicate your requirements:

- Daily - Vacuuming.....\$.58 per sq. ft.
- Once - Vacuuming before initial opening.....\$.62 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.*

Please indicate what day/s will you be needing the above service:

\_\_\_ Monday \_\_\_ Tuesday \_\_\_ Wednesday \_\_\_ Thursday \_\_\_ Friday \_\_\_ Saturday \_\_\_ Sunday

**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.**

**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



# VISTA SOUTH CONVENTION SERVICES

VCS MODULAR RENTAL UNITS ORDER FORM

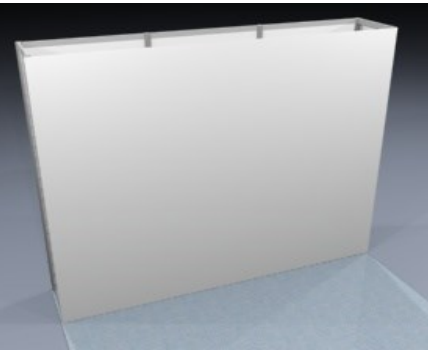
**ISET 2025**  
**DIPLOMAT HOTEL HOLLYWOOD, FL**  
**FEBRUARY 2 - 5, 2025**

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 Hialeah Gardens, FL 33018  
 PHONE: (305) 673-1123 FAX: (305) 673-8713  
 E-MAIL: [cgriffin@vistasouthcs.com](mailto:cgriffin@vistasouthcs.com)

**DISCOUNT DEADLINE DATE:**  
**MONDAY, JANUARY 13, 2025**

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

**VCS10FC**



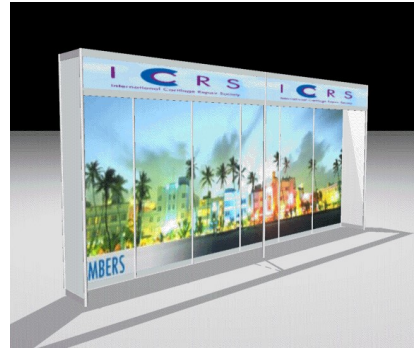
**Unit contains**  
 -120" x 96" Full Cover Graphics  
 -Labor and Graphics Included

**VCS 10G**



**Unit contains**  
 -Custom Header -2 -Arm Lights  
 -3-Graphic Panels

**VCS 20G**



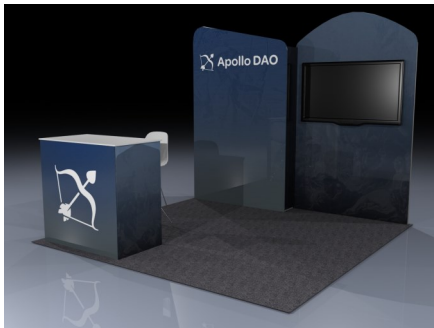
**Unit contains**  
 -2-Custom Headers -4-Arm Lights  
 -6-Graphic Panels

**VSCSFC PLUS**



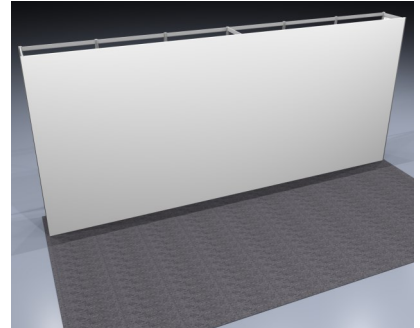
**Unit contains**  
 -1M Branded Cabinet -3 lights  
 -1 Stool -Carpet  
 -10'W x 96"H - Full

**VSCS54**



**Unit contains**  
 -1M Branded Cabinet -1 Stool  
 -55" Mounted TV  
 -Graphics and Labor Included

**VCS20FC**



**Unit contains**  
 -240" x 96" Full Cover Graphics  
 -Labor and Graphics Included

**\*Please note that electricity is NOT included\***

Qty	Size	Advance Prices	Standard Price	Amount
_____	VCS10FC	\$2,191.00	\$2,738.75	\$ _____
_____	VCS 10G	\$1,673.75	\$2092.25	\$ _____
_____	VCS 20G	\$3,067.75	\$3,834.50	\$ _____
_____	VSCSFC PLUS	\$3,117.75	\$3,897.25	\$ _____
_____	VSCS54	\$2,640.25	\$3,300.50	\$ _____
_____	VCS20FC	\$3,348.50	\$4,186.25	\$ _____

**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.**  
 MAIL OR FAX TO VISTA SOUTH CONVENTION SERVICES BEFORE DEADLINE DATE

ALL CHARGES SUBJECT TO SALES TAX (7%)



SPECIAL SIGNS  
ORDER FORM

**ISET 2025**  
DIPLOMAT HOTEL HOLLYWOOD, FL  
FEBRUARY 2 - 5, 2025

15002 NW 107th Ave. Unit 1  
Hialeah Gardens, FL 33018  
PHONE: (305) 673-1123 FAX: (305) 673-8713  
E-MAIL: [cgriffin@vistasouthcs.com](mailto:cgriffin@vistasouthcs.com)

**DISCOUNT DEADLINE DATE:**  
**MONDAY, JANUARY 13, 2025**

**Special Signs**

Qty	Size	Advance Prices	Deadline Price	Amount
_____	7" x 44"	\$59.75	\$74.75	\$_____
_____	14" x 22"	\$82.25	\$102.50	\$_____
_____	22" x 28"	\$125.75	\$145.25	\$_____
_____	28" x 44"	\$185.00	\$231.25	\$_____
_____	1 Meter x 8'	\$308.00	\$384.75	\$_____
_____	30" round graphic for pedestal tables**	\$118.25	\$147.75	\$_____

- Easel back applied to sign quoted upon request. \*\*(please call for details, measurements, or questions)
  - 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.
  - Artwork received less than 21 days will be provided at quoted rates, plus 15%**
  - Artwork received less than 14 days will be provided at quoted rates, plus 30%**
  - 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 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



GRAPHIC  
GUIDELINES

**ISET 2025**  
DIPLOMAT HOTEL HOLLYWOOD, FL  
FEBRUARY 2 - 5, 2025

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**DISCOUNT DEADLINE DATE:**  
**MONDAY, JANUARY 13, 2025**

## GUIDELINES FOR SUBMITTING GRAPHICS

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

**Vista South Convention Services**  
15002 NW 107th Ave. Suite 1  
Hialeah Gardens, FL 33018  
E-mail: [Graphics@vistasouthcs.com](mailto: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.

**Artwork received less than 21 days will be provided at quoted rates, plus 15%**  
**Artwork received less than 14 days will be provided at quoted rates, plus 30%**

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



INTENT TO USE  
NON-OFFICIAL  
CONTRACTORS

**ISET 2025**  
DIPLOMAT HOTEL HOLLYWOOD, FL  
FEBRUARY 2 - 5, 2025

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Hialeah Gardens, FL 33018  
PHONE: (305) 673-1123 FAX: (305) 673-8713  
E-MAIL: [cgriffin@vistasouthcs.com](mailto:cgriffin@vistasouthcs.com)

**DISCOUNT DEADLINE DATE:**  
**MONDAY, JANUARY 13, 2025**

### 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:** \_\_\_\_\_

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*Retain one copy for your files.*







INTERNATIONAL  
SYMPOSIUM  
ON ENDOVASCULAR  
THERAPY



LIMITS OF LIABILITY  
&  
RESPONSIBILITY  
FOR LABOR

**ISET 2025**  
DIPLOMAT HOTEL HOLLYWOOD, FL  
FEBRUARY 2 - 5, 2025

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Hialeah Gardens, FL 33018  
PHONE: (305) 673-1123 FAX: (305) 673-8713  
E-MAIL: [cgriffin@vistasouthcs.com](mailto:cgriffin@vistasouthcs.com)

## 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.



LABOR ORDER FORM

**ISET 2025**  
DIPLOMAT HOTEL HOLLYWOOD, FL  
FEBRUARY 2 - 5, 2025

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**DISCOUNT DEADLINE DATE:**  
**MONDAY, JANUARY 13, 2025**

**Display Labor for Installation and Dismantling of Exhibits**

**Display Labor Rates:**

<b>Straight Time</b>	<b>Overtime</b>
\$106.50 per hour	\$164.50 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 \$52.50

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:** 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

 <p><b>ISET</b> INTERNATIONAL SYMPOSIUM ON ENDOVASCULAR THERAPY</p>		<p>UNION JURISDICTIONS</p>
<p><b>ISET 2025</b>  <b>DIPLOMAT HOTEL HOLLYWOOD, FL</b>  <b>FEBRUARY 2 - 5, 2025</b></p>	<p>15002 NW 107th Ave. Unit 1  Hialeah Gardens, FL 33018  PHONE: (305) 673-1123 FAX: (305) 673-8713  E-MAIL: <a href="mailto:cgriffin@vistasouthcs.com">cgriffin@vistasouthcs.com</a></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 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.



MATERIAL HANDLING SERVICES & RATES

**ISET 2025**  
**DIPLOMAT HOTEL HOLLYWOOD, FL**  
**FEBRUARY 2 - 5, 2025**

15002 NW 107th Ave. Unit 1  
 Hialeah Gardens, FL 33018  
 PHONE: (305) 673-1123 FAX: (305) 673-8713  
 E-MAIL: [cgriffin@vistasouthcs.com](mailto:cgriffin@vistasouthcs.com)

**DISCOUNT DEADLINE DATE:**  
**THURSDAY, JANUARY 16, 2025**

**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><b>Per CWT (100 lbs.)</b>  <i>Minimum charge (200 lbs.)</i>  <b>Warehouse Rate</b>      <b><u>\$222.81</u></b>   <b>Showsite Rate</b>        <b><u>\$247.81</u></b></p>	<p><b><u>Crated and/or Skidded Floor Load Shipments</u></b>          These <u>round trip</u> 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.</p>
<p><b>Per CWT (100 lbs.)</b>  <i>Minimum charge (200 lbs.)</i>  <b>Warehouse Rate</b>      <b><u>\$255.31</u></b>   <b>Showsite Rate</b>        <b><u>\$371.81</u></b></p>	<p><b><u>Uncrated, Unskidded, Unwrapped Shipments and/or Crated Shipments Requiring Special Handling</u></b>          These <u>round trip</u> 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.</p>
<p><b>Per CWT (100 lbs.)</b>  <i>Minimum charge (200 lbs.)</i>  <b>A 25% surcharge for each occurrence will apply in addition to the above rates.</b></p>	<p><b><u>Deliveries to Warehouse AFTER DEADLINE DATE</u></b>          Shipments received at the warehouse after 3:30PM or after the deadline date of <b><u>THURSDAY, JANUARY 16, 2025</u></b> will be charged in addition to the above rates.</p>
<p>*First Package  <b><u>\$55.75</u></b>   <b>***Each additional package \$40.00</b></p>	<p><b><u>Small Package Shipments</u></b>          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>



INTERNATIONAL  
SYMPOSIUM  
ON ENDOVASCULAR  
THERAPY



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Hialeah Gardens, FL 33018  
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E-MAIL: [cgriffin@vistasouthcs.com](mailto:cgriffin@vistasouthcs.com)

SHIPPING  
&  
MATERIAL  
HANDLING RECAP

**ISET 2025**  
DIPLOMAT HOTEL HOLLYWOOD, FL  
FEBRUARY 2 - 5, 2025

**DISCOUNT DEADLINE DATE:**  
[THURSDAY, JANUARY 16, 2025](#)

## 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.

<b>Computation of Order:</b> When recording weight, round up to the next 100 pounds.		
<b><u>Crated and/or Skidded Floor Load Shipments</u></b>		
<b>Warehouse</b> We will ship _____ lbs. @ \$222.81 per 100 lbs. (200 lb. minimum/\$445.62)		\$ _____
<b>Showsite</b> We will ship _____ lbs. @ \$247.81 per 100 lbs. (200 lb. minimum/\$495.62)		\$ _____
<b><u>Uncrated, Unskidded Wrapped Shipments and Crated Shipments requiring Special Handling</u></b>		
<b>Warehouse</b> We will ship _____ lbs. @ \$255.31 per 100 lbs. (200 lb. minimum/\$510.62)		\$ _____
<b>Showsite</b> We will ship _____ lbs. @ \$297.50 per 100 lbs. (200 lb. minimum/\$743.74)		\$ _____
<b><u>Deliveries to Warehouse AFTER Deadline Date</u></b> Shipments received at the warehouse after 3:30PM or after the deadline date of <a href="#">THURSDAY, JANUARY 16, 2025</a> will be charged 25% surcharge, for each occurrence, in addition to the above rates.		
<b>Payment Enclosed</b>		\$ _____

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*



INTERNATIONAL  
SYMPOSIUM  
ON ENDOVASCULAR  
THERAPY



SHIPPING  
INFORMATION

**ISET 2025**  
**DIPLOMAT HOTEL HOLLYWOOD, FL**  
**FEBRUARY 2 - 5, 2025**

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E-MAIL: [cgriffin@vistasouthcs.com](mailto:cgriffin@vistasouthcs.com)

## 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 does not include:

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



INTERNATIONAL  
SYMPOSIUM  
ON ENDOVASCULAR  
THERAPY



SHIPPING  
INSTRUCTIONS  
(INBOUND)

**ISET 2025**  
DIPLOMAT HOTEL HOLLYWOOD, FL  
FEBRUARY 2 - 5, 2025

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PHONE: (305) 673-1123 FAX: (305) 673-8713  
E-MAIL: [cgriffin@vistasouthcs.com](mailto:cgriffin@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: ISET 2025**  
(Exhibiting Company's Name & Booth Number)  
C/O VISTA SOUTH CONVENTION SERVICES  
15002 NW 107th Ave. Unit 1  
Hialeah Gardens, FL 33018

- To trace your shipment, please contact the Customer Service Department at (305) 673-1123.
- Shipments will be received beginning **WEDNESDAY, JANUARY 1, 2025.**
- Shipments received after the deadline of **WEDNESDAY, JANUARY 29, 2025** 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: ISET 2025**  
(Exhibiting Company's Name & Booth Number)  
C/O VISTA SOUTH CONVENTION SERVICES  
**DIPLOMAT HOTEL, HOLLYWOOD, FL**  
**3555 S. OCEAN DR.**  
**HOLLYWOOD, FL 33019**

Show site shipments will be received beginning **8AM - 12PM ON SUNDAY, FEBRUARY 2, 2025.**  
**SHIPMENTS ARRIVING AT SHOWSITE PRIOR TO THIS DATE AND TIME MAY BE REFUSED BY THE VENUE AND/OR CHARGED AN ADDITIONAL FEE.**

 <p><b>INTERNATIONAL SYMPOSIUM ON ENDOVASCULAR THERAPY</b></p>		<p>SHIPPING INSTRUCTIONS (OUTBOUND)</p>
<p><b>ISET 2025 DIPLOMAT HOTEL HOLLYWOOD, FL FEBRUARY 2 - 5, 2025</b></p>	<p>15002 NW 107th Ave. Unit 1 Hialeah Gardens, FL 33018 PHONE: (305) 673-1123 FAX: (305) 673-8713 E-MAIL: <a href="mailto:cgriffin@vistasouthcs.com">cgriffin@vistasouthcs.com</a></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:** ISET 2025  
**LOCATION:** DIPLOMAT HOTEL, HOLLYWOOD, FL  
**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 **5PM ON TUESDAY, FEBRUARY 4, 2025.**

**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 **5PM ON TUESDAY, FEBRUARY 4, 2025.** If the carrier does not show up by **5PM ON TUESDAY, FEBRUARY 4, 2025** it will be re-routed through are house carrier.





LIMITS OF LIABILITY  
FOR  
MATERIAL HANDLING

**ISET 2025**  
**DIPLOMAT HOTEL HOLLYWOOD, FL**  
**FEBRUARY 2 - 5, 2025**

15002 NW 107th Ave. Unit 1  
Hialeah Gardens, FL 33018  
PHONE: (305) 673-1123 FAX: (305) 673-8713  
E-MAIL: [cgriffin@vistasouthcs.com](mailto:cgriffin@vistasouthcs.com)

### 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.



INTERNATIONAL  
SYMPOSIUM  
ON ENDOVASCULAR  
THERAPY



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IMPORTANT FREIGHT  
INFORMATION

ISET 2025  
DIPLOMAT HOTEL HOLLYWOOD, FL  
FEBRUARY 2 - 5, 2025

## 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.

 <p><b>ISET</b> INTERNATIONAL SYMPOSIUM ON ENDOVASCULAR THERAPY</p>		<p>MATERIAL HANDLING SPECIAL SERVICES</p>
<p><b>ISET 2025</b> DIPLOMAT HOTEL HOLLYWOOD, FL FEBRUARY 2 - 5, 2025</p>	<p>15002 NW 107th Ave. Unit 1 Hialeah Gardens, FL 33018 PHONE: (305) 673-1123 FAX: (305) 673-8713 E-MAIL: <a href="mailto:cgriffin@vistasouthcs.com">cgriffin@vistasouthcs.com</a></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 South Convention Services may acquire on-site storage for empty containers based on the following rates: \$30.00 per carton and \$42.00 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 South Convention Services supervision services at the rate of \$369.50 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 \$41.50 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 \$4.00 per linear foot, plus one-half hour minimum labor.
- Shrink Wrap Skid: \$49.50 per skid, labor included
- Clear Tape: \$30.75 per roll
- Double Face Tape: \$30.75 per roll

**UPS & FEDEX Shipments**

A fee of \$102.75 will apply for all UPS & FedEx shipments going back to Vista South Convention Services Warehouse.

ADVANCE WAREHOUSE SHIPMENTS ONLY

FROM: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

TO: \_\_\_\_\_ (EXHIBITOR NAME) \_\_\_\_\_ (BOOTH #)

**ISET 2025**  
VISTA SOUTH CONVENTION SERVICES  
15002 NW 107TH AVE. SUITE 1  
HIALEAH GARDENS, FL

ADVANCE WAREHOUSE SHIPMENTS ONLY

FROM: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

TO: \_\_\_\_\_ (EXHIBITOR NAME) \_\_\_\_\_ (BOOTH #)

**ISET 2025**  
VISTA SOUTH CONVENTION SERVICES  
15002 NW 107TH AVE. SUITE 1  
HIALEAH GARDENS, FL

**FOR ADVANCE SHIPMENTS ONLY**

DELIVER NO LATER THAN WEDNESDAY, JANUARY 29, 2025.  
RECEIVING 8:00AM - 3:30PM, MONDAY - FRIDAY, CHECK IN BY 3:00PM

ADVANCE WAREHOUSE SHIPMENTS ONLY

FROM: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

TO: \_\_\_\_\_ (EXHIBITOR NAME) \_\_\_\_\_ (BOOTH #)

**ISET 2025**  
VISTA SOUTH CONVENTION SERVICES  
15002 NW 107TH AVE. SUITE 1  
HIALEAH GARDENS, FL

ADVANCE WAREHOUSE SHIPMENTS ONLY

FROM: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

TO: \_\_\_\_\_ (EXHIBITOR NAME) \_\_\_\_\_ (BOOTH #)

**ISET 2025**  
VISTA SOUTH CONVENTION SERVICES  
15002 NW 107TH AVE. SUITE 1  
HIALEAH GARDENS, FL

**ON-SITE DIRECT SHIPMENTS ONLY**

**FROM:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
**TO:** \_\_\_\_\_ (EXHIBITOR NAME) \_\_\_\_\_ (BOOTH #)

**ISET 2025**  
C/O VISTA SOUTH CONVENTION SERVICES  
**DIPLOMAT HOTEL HOLLYWOOD, FL**  
3555 S OCEAN DR.  
HOLLYWOOD, FL 33019

**FOR ON-SITE DIRECT SHIPMENTS ONLY**

SHOWSITE SHIPMENTS WILL BE RECEIVED BEGINNING [8AM - 12PM ON SUNDAY, FEBRUARY 2, 2025.](#)

**ON-SITE DIRECT SHIPMENTS ONLY**

**FROM:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
**TO:** \_\_\_\_\_ (EXHIBITOR NAME) \_\_\_\_\_ (BOOTH #)

**ISET 2025**  
C/O VISTA SOUTH CONVENTION SERVICES  
**DIPLOMAT HOTEL HOLLYWOOD, FL**  
3555 S OCEAN DR.  
HOLLYWOOD, FL 33019

**ON-SITE DIRECT SHIPMENTS ONLY**

**FROM:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
**TO:** \_\_\_\_\_ (EXHIBITOR NAME) \_\_\_\_\_ (BOOTH #)

**ISET 2025**  
C/O VISTA SOUTH CONVENTION SERVICES  
**DIPLOMAT HOTEL HOLLYWOOD, FL**  
3555 S OCEAN DR.  
HOLLYWOOD, FL 33019

**ON-SITE DIRECT SHIPMENTS ONLY**

**FROM:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
**TO:** \_\_\_\_\_ (EXHIBITOR NAME) \_\_\_\_\_ (BOOTH #)

**ISET 2025**  
C/O VISTA SOUTH CONVENTION SERVICES  
**DIPLOMAT HOTEL HOLLYWOOD, FL**  
3555 S OCEAN DR.  
HOLLYWOOD, FL 33019



INTERNATIONAL  
SYMPOSIUM  
ON ENDOVASCULAR  
THERAPY

## EXHIBITOR-APPOINTED CONTRACTOR FORM

The Exhibitor-Appointed Contractor (EAC) form and insurance certificate must be completed and returned to Show Management **by Monday, January 6, 2025.**

---

Please complete this form ONLY if you plan to use labor other than that provided by VISTA SOUTH, the official show service contractor.

**NAME OF SHOW:** ISET 2025

**EXHIBITING COMPANY:** \_\_\_\_\_ **BOOTH #:** \_\_\_\_\_

**AUTHORIZED CONTACT NAME:** \_\_\_\_\_

**AUTHORIZED CONTACT TITLE:** \_\_\_\_\_

**AUTHORIZED CONTACT SIGNATURE:** \_\_\_\_\_

We have contracted with the following firm to install and/or dismantle our exhibit display at ISET 2025:

**SERVICE COMPANY NAME:** \_\_\_\_\_

**PRIMARY CONTACT:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_

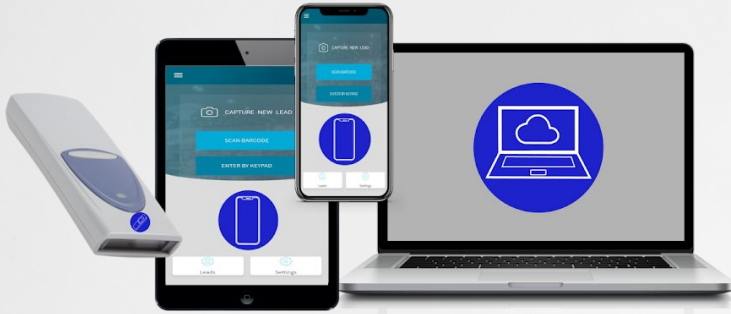
**CITY:** \_\_\_\_\_ **STATE:** \_\_\_\_\_ **ZIP:** \_\_\_\_\_

**TELEPHONE:** \_\_\_\_\_ **EMAIL:** \_\_\_\_\_

The contractor listed above will service and maintain insurance coverage as follows:

- Workman's Compensation Insurance in the minimum amounts required by the laws of the State of Florida.
- Comprehensive General Liability insurance with minimum combined single limits of \$1,000,000 for bodily injury and/or property damage in any one occurrence.
- Such insurance must be maintained in full force when the exhibitor exhibitor-appointed contractor is working on the display at ISET 2025 being held at The Diplomat Beach Resort in Hollywood, FL.
- The exhibitor-appointed contractor must furnish Show Management with an original certificate of insurance attesting to these coverages. The exhibitor-appointed contractor will not be allowed to work at the show until Show Management has received this form and an original certificate of insurance.

Submit the form to Kathy Baumer ([kbaumer@hmpglobal.com](mailto:kbaumer@hmpglobal.com)) by 5:00 PM ET on January 6, 2025



Order Online Today  
for the best rates: [www.conexsysleads.com](http://www.conexsysleads.com)  
Event Code: **ISSET25**

The MyLEADS solution goes well beyond just scanning badges in a booth by providing you access to the tools and key delegate information needed to collect, follow-up and convert sales leads to customers. Backed by expert support, sound technology and the freedom to manage your leads in the way that you want to. Understanding your return on objectives, becomes easy!

## Key Features



**Exhibitor Portal**  
Access your licenses, leads and reporting online all the time. Follow-up with leads in real-time.



**Custom Qualifiers**  
Always included and simple to setup. Customize your qualifying questions and answers online at any time.



**Capture Leads Anywhere**  
The freedom to scan anywhere. No power or internet required to capture leads. Note: internet required to sync leads.



### MyLEADS Standard

A small, light weight & easy to carry scanner, equipped with just one key. Allows for easy and straight forward use. Equipped with onboard memory, it provides an economical method of collecting leads. Access your leads online within one business day after the show closes. No electrical required.



### MyLEADS Mobile

Real-time attendee lead information. Ability to either scan badges or type badge ID's. Multiple device option, that syncs instantly to your account on the exhibitor portal. Take notes within each lead and answer custom surveys/qualifiers. Modify custom qualifiers on demand online. Native application allows for off-line capturing in areas with poor connectivity. Export your leads in multiple formats. No electrical required.



### MyLEADS Connect

Use your own scanner at the event and connect to our database using our API. Once order is processed, API documentation and a token key is sent. Multiple device connections are allowed. One company per unique token key.







## Compare Solutions

	Standard	Mobile	Connect
Scan anywhere, any time	✓	✓	✓
Custom qualifiers	✓	✓	
Real-time lead capture	✓	✓	✓
Real-time lead follow-up		✓	✓
Reporting portal	✓	✓	✓
Add notes to leads		✓	
Online and offline modes	✓	✓	
Export leads to Excel	✓	✓	✓

### Risk-Free Refund Policy

If the show is postponed/canceled you may request a refund by emailing [james@conexsys.com](mailto:james@conexsys.com)

We will honor a full refund, less any processing fees incurred with your original order. requests must be received within 90 days of the original show start date.

Order Online Event Code	▶ <a href="http://www.conexsysleads.com">www.conexsysleads.com</a> ▶ ISET25	Qty	Early Until 01/22/2025	Regular After 01/22/2025	Total
 <b>MyLEADS Standard</b>			\$375.00	\$425.00	
Use our small, light weight & easy to carry scanner, equipped with just one key that allows for straight forward use. *See rental terms/notes below.					
 <b>MyLEADS Mobile</b>	<b>*3 Licenses Included*</b> 		\$325.00	\$375.00	
Use our app and your mobile device to capture leads in real-time that sync instantly to your account on the exhibitor lead portal.					
<b>Additional App Licenses</b>			\$125.00	\$125.00	
 <b>MyLEADS Connect</b>			\$1,500.00	\$1,500.00	
Use your own device and scanner at the event and connect directly to the database using our API.					

**\* Rental Terms /Notes**

Barcode Scanners must be picked up at the Lead Retrieval Services desk located at the registration area. On-site orders see CONEXSYS at the Lead Retrieval Services desk.

All equipment is offered on a rental basis and must be returned to the lead retrieval desk at the start of the scheduled exhibit breakdown period. All equipment is the sole responsibility of the exhibitor during the rental period. Lost or damaged equipment is subject to an additional charge, up to the full replacement cost of \$800. CONEXSYS will take reasonable precautions to ensure the safety and integrity of the data produced from this service and does not accept liability for any losses incurred resulting from missing or invalid information.

Tax ID# 76-0704632  
Total Amount Due in USD

Subtotal

Total

**Order Online And SAVE** ▶ [www.conexsysleads.com](http://www.conexsysleads.com)  
**Event Code** ▶ **ISET25**

Questions? (978) 338-4194

Additional Ordering Options:  
Fax: (877) 247-0864  
Email: [james@conexsys.com](mailto:james@conexsys.com)  
Mail: CONEXSYS International  
100 Cummings Center, Suite 320-H  
Beverly, MA 01915

**Contact Information**

Company

Booth #

Address

City




Province/State  Postal/Zip

Onsite Contact

Onsite Phone

Email (for leads)

**Payment Information**

Paying by check   
Check payable to  
CONEXSYS Registration Ltd

Card Number

Name On Card

Expiration Date  CVV#

Signature

Ordered By

Email (for receipt)

**CANCELLATION POLICY: No refunds after January 22, 2025**