

Dear Exhibitor:

Your company is exhibiting at the event below. Please direct this service manual to the person in charge of your exhibit.

***17th ANNUAL HALLOWEEN &
ATTRACTIONS SHOW (HAA)***

&

***28th INTERNATIONAL HALLOWEEN,
COSTUME & PARTY SHOW (HCP)***

MARCH 8-11, 2012

***AMERICA'S CENTER
ST. LOUIS, MISSOURI***

HERITAGE

EXPOSITION SERVICES

HERITAGE

EXPOSITION SERVICES

620 Shenandoah Ave. • St. Louis, MO 63104

Phone 314/534-8500 • Fax 314/533-0906

2012 HAA/HCP SHOW Order Forms TOC / Due-Date Checklist

Please mail or fax forms below to Heritage Exposition Services, with full payment for all services.

PAGE NO.	FORM	ADVANCE ORDER DEADLINE DATE
3	<input type="checkbox"/> General Information.....	N/A
4	<input type="checkbox"/> Charge Authorization.....	Thursday, February 23, 2012
5	<input type="checkbox"/> Hassle Free Exhibit Booth.....	Thursday, February 23, 2012
6-9	<input type="checkbox"/> Furniture/Carpet Order Form	Thursday, February 23, 2012
10	<input type="checkbox"/> Union Jurisdiction.....	N/A
11	<input type="checkbox"/> P.O.V Unloading Guidelines.....	N/A
12	<input type="checkbox"/> P.O.V Cartload Service Order Form.....	N/A
13-14	<input type="checkbox"/> Shipping Instructions/Material Handling.....	Friday, March 2, 2012
15	<input type="checkbox"/> Priority Empty Container Return	N/A
16	<input type="checkbox"/> Advance Shipping Labels.....	N/A
17	<input type="checkbox"/> Direct Shipments.....	N/A
18	<input type="checkbox"/> Direct Shipping Labels	N/A
19	<input type="checkbox"/> Overnight Parking Permits	N/A
20-22	<input type="checkbox"/> HES Freight Services.....	Thursday, February 23, 2012
23	<input type="checkbox"/> Outbound Shipments.....	N/A
24	<input type="checkbox"/> Exhibitor Appointed Contractor Form.....	Thursday, February 9, 2012
25-26	<input type="checkbox"/> Exhibit Labor	N/A
27	<input type="checkbox"/> Modular Hardwall.....	Thursday, February 23, 2012
28	<input type="checkbox"/> Heritage Line Rental.....	Thursday, February 23, 2012
29	<input type="checkbox"/> Floral Order Form.....	Thursday, February 23, 2012
30	<input type="checkbox"/> Sign & Banner Hanging	N/A
31	<input type="checkbox"/> Sign Service.....	Thursday, February 23, 2012
32-33	<input type="checkbox"/> Fire Regulations	N/A

To receive maximum discounts, please send in your order by deadline dates listed above

17th ANNUAL HALLOWEEN & ATTRACTIONS SHOW (HAA)
&
28th INTERNATIONAL HALLOWEEN, COSTUME & PARTY SHOW (HCP)

AMERICA'S CENTER
ST. LOUIS, MO

GENERAL INFORMATION

BOOTH EQUIPMENT

Each 10' x 10' booth will be set with 8' high black back drape, 3' high black side dividers, and one (1) 7" x 44" one-line identification sign.

EXHIBIT HALL CARPET

The exhibit area IS NOT carpeted, however, the aisles will be carpeted black. To enhance the appearance and comfort of your booth, rental carpet is available through Heritage Exposition Services. Please refer to the enclosed furniture/carpet rental order form.

DISCOUNT PRICE DEADLINE DATE

In order to receive advance order discount rates listed on the enclosed rate sheet, we must receive your orders and payment by **Thursday, February 23rd, 2012.**

SHOW SCHEDULE

EXHIBITOR MOVE-IN

Tuesday	March 6 th	10:00 a.m.	-	6:00 p.m.
Wednesday	March 7 th	8:00 a.m.	-	6:00 p.m.

(If your set-up needs to extend past the 6:00 p.m. time either day please check-in at the show office.)

EXHIBIT HOURS

Thursday	March 8 th	9:30 a.m.	-	5:00 p.m.
Friday	March 9 th	9:30 a.m.	-	5:00 p.m.
Saturday	March 10 th	9:30 a.m.	-	5:00 p.m.
Sunday	March 11 th	9:30 a.m.	-	2:00 p.m.

EXHIBITOR MOVE-OUT

Sunday	March 11 th	2:00 p.m.	-	10:00 p.m.
Monday	March 12 th	8:00 a.m.	-	12:00 p.m.

- Empty crates and containers will be returned beginning at 2:00 p.m., Sunday, March 11th.
- All carriers must check-in no later than 10:00 a.m. on Monday, March 12th. Heritage will begin redirecting all outbound freight not claimed by appointed freight carriers to the preferred show carrier at 10:00 a.m.
- In the event your appointed carrier does not arrive by the check-in deadline and you wish to have your freight returned to the warehouse for later pick-up please refer to the Outbound Shipments Form on page 23 included in this packet for outbound shipping procedures.
- All exhibitor materials must be removed from the exhibit facility by 12:00 p.m., Monday, March 12th.

ASSISTANCE

We want you to have a successful show. If we can be of assistance, please call our Exhibitor Services Department at 314-534-8500.

WE APPRECIATE YOUR BUSINESS.

Heritage Exposition Services

Remit To:

HERITAGE

EXPOSITION SERVICES

620 Shenandoah Ave. • St. Louis, MO 63104
Phone 314/534-8500 • Fax 314/533-0906

CREDIT CARD AUTHORIZATION RECAP OF SERVICES FORM

One copy of this form with your check or credit card information must be forwarded to Heritage at the above address. All orders received at the Exhibitor Service Desk will be charged at standard rates. All outstanding balances must be paid by the close of the show. Adjustments to your invoice will not be made after the close of the show. Heritage requires that you provide a credit card authorization form if you require material handling, sign hanging or labor services. For your convenience, Heritage will use the authorization to charge your credit card for any charges which Heritage may be obligated to pay on behalf of exhibitor, including without limitation, any shipping charges from HES Logistics Inc. if incurred.

If you wish to charge the amount of your advance order to your credit card account, please complete the following:

Card Holder's Name (Please print): _____

Cardholder's Signature: _____

Credit Card Billing Address: _____

City: _____ State: _____ Zip: _____

Account Number: _____ Verification Code / / / Expiration Date / /
(3 – 4 Digit Security # On Back of Card)

Charge to: _____ American Express _____ MasterCard _____ Visa _____ Discover

If for any reason the submitted credit card or check is declined or returned, a \$25.00 processing fee will be added to the final invoice. For your convenience, we will also process your card for payment of any additional charges incurred at show site. We will automatically provide this service unless informed otherwise by you.

FURNITURE/CARPET	\$ _____
HASSEL-FREE PACKAGE	\$ _____
MATERIAL HANDLING/DRAYAGE (Credit Card Required)	\$ _____
PRIORITY EMPTY CONTAINER RETURN/ACCESSIBLE STORAGE	\$ _____
EXHIBIT LABOR (Credit Card Required)	\$ _____
RENTAL UNITS.....	\$ _____
FLORAL.....	\$ _____
SIGN & BANNER HANGING	\$ _____
SIGNS & BANNERS	\$ _____

Please note: In some instances equipment or services listed above may be handled by other contractors. Payment should be made directly to those contractors and not listed as part of the total due Heritage.

TOTAL AMOUNT DUE \$ _____

NAME OF CONVENTION **2012 HAA/HCP SHOW** BOOTH # _____

FIRM NAME _____ PHONE # _____ FAX # _____

ADDRESS _____ CITY _____ STATE _____ ZIP _____

BY _____ EMAIL _____ NAME _____ DATE _____

(Signature)

(Please Print)

Please Fax or Mail This Form Promptly To the Address Above-Retain One Copy for Your Files

CC-REC

Remit To:

HERITAGE

EXPOSITION SERVICES

620 Shenandoah Ave. • St. Louis, MO 63104
Phone 314/534-8500 • Fax 314/533-0906

“HASSLE FREE” EXHIBIT BOOTH

Advance Order Deadline: Thursday, February 23, 2012

Heritage Exposition Services is offering Special “Hassle-Free” Booth Packages for the 2012 Halloween & Attractions and Halloween, Costume & Party Shows

Prices only apply to orders received with full payment at the above address 14 days prior to the first show date. Floor orders for Hassle Free Exhibit Booth will not be accepted at show site.

All charges for equipment and/or services must be paid in advance. For your convenience, MasterCard, American Express Visa and Discover will be accepted. Fax orders will be accepted with enclosed credit card authorization form only. Charges for rental items listed below are for the duration of the show, and include delivery and removal.

NO CANCELLATIONS OR EXCHANGES OF EQUIPMENT WILL BE ACCEPTED!

Two optional exhibit booth packages are being offered as a special service for HAA and HCP exhibitors. Each 10'x10' “Hassle-Free” booth will receive one (1) 8' long x 30" high black skirted display table, two (2) black samsonite folding chairs and one (1) wastebasket. Packages may also be ordered with or without booth carpet as indicated below.

Package “A” (with booth carpet)

- One (1) 8' black skirted display table
- Two (2) black samsonite folding chairs
- One (1) wastebasket with liner
- One (1) 9'x10' silver gray carpet

Quantity of “Hassle-Free” Option “A” packages _____ @ \$196.50 each.....

Additional 8' black skirted display table (limit one) @ \$80.00 each.....

Package “B” (without booth carpet)

- One (1) 8' black skirted display table
- Two (2) black samsonite folding chairs
- One (1) wastebasket with liner

Quantity of “Hassle-Free” Option “B” packages _____ @ \$112.50 each.....

Additional 8' black skirted display table (limit one) @ \$80.00 each.....

TOTAL ORDER _____

To order these “Hassle-Free” packages, please return this form with check or credit card payment.

For additional rental items, please refer to the enclosed Furniture/Carpet Rental Order Form.

NAME OF CONVENTION 2012 HAA/HCP SHOW BOOTH # _____

EXHIBITOR NAME _____ PHONE # _____ FAX # _____

ADDRESS _____ CITY _____ STATE _____ ZIP _____

BY _____ EMAIL _____ NAME _____ DATE _____

(SIGNATURE)

(PLEASE PRINT)

Mail This Form Promptly To The Address Above-Retain One Copy For Your File

HF04

Remit To:

HERITAGE

EXPOSITION SERVICES

620 Shenandoah Ave. • St. Louis, MO 63104
 Phone 314/534-8500 • Fax 314/533-0906

FURNITURE/CARPET RENTAL ORDER FORM

Discount Rate Deadline: Thursday, February 23rd, 2012

Discount prices only apply to orders received with full payment at the above address 14 days prior to first day of set up. All charges for equipment and/or services are payable in advance or when placing order at show site. Orders will not be processed without payment. For your convenience, MasterCard, American Express, Visa and Discover will be accepted. Fax orders will be accepted with enclosed credit card authorization form only. Charges for rental items listed below are for the duration of the show, and include delivery and removal. Cancellation of equipment delivered will be subject to a 100% cancellation charge for labor involved. Orders received after deadline are subject to availability.

QTY	DISCOUNT RATES	STANDARD RATES	AMOUNT
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FURNITURE

___ Padded Arm Chair (Gray)	56.00	70.00	_____
___ Padded High Stool (Gray)	63.00	78.00	_____
___ Custom Padded Arm Chair	85.00	106.00	_____
___ Custom Padded High Stool	106.00	133.00	_____
___ Padded Sled Base Chair (Gray)	65.00	80.00	_____
___ Plastic Side Chair (Gray)	46.00	57.00	_____
___ 30" Diameter Pedestal Table (Gray)	104.50	135.00	_____
<input type="checkbox"/> 18" High <input type="checkbox"/> 30" High <input type="checkbox"/> 42" High			

ACCESSORIES

___ Wastebasket	13.00	17.00	_____
___ Tripod Easels	29.00	38.00	_____
___ Chrome Stanchions	38.00	49.00	_____
___ Velour Rope(Burgundy) 6' Length	32.00	42.00	_____
___ Coat Tree	42.00	55.00	_____
___ Chrome Bag Rack	70.00	91.00	_____
___ Black Literature Rack.....	100.00	130.00	_____
___ 5' Garment Rack.....	94.00	141.00	_____

DISPLAY PANELS

___ 1 Meter X 8' Perfbord.....	128.00	166.00	_____
<input type="checkbox"/> Vertical only			
___ 4' X 8' Tackboard (Gray Velcro)	128.00	166.00	_____
<input type="checkbox"/> Horizontal <input type="checkbox"/> Vertical			
___ 2' X 8' Grid Panel	122.50	183.00	_____
<input type="checkbox"/> Black <input type="checkbox"/> White <input type="checkbox"/> Chrome			
___ 1 Meter X 8' High Slatwall.....	210.00	315.50	_____

DISPLAY PANEL ACCESSORIES

___ 6" Single Hook.....	8.50	12.50	_____
<input type="checkbox"/> Grid Panel <input type="checkbox"/> Perfbord <input type="checkbox"/> Slatwall			
___ 8" Single Hook.....	10.25	15.00	_____
<input type="checkbox"/> Grid Panel <input type="checkbox"/> Perfbord <input type="checkbox"/> Slatwall			
___ Waterfalls with Hooks	28.00	45.00	_____
<input type="checkbox"/> Grid Panel <input type="checkbox"/> Perfbord <input type="checkbox"/> Slatwall			
___ 1 Meter X 12" Wide Shelf.....	45.00	67.50	_____
___ Arm Light.....	78.00	117.00	_____

QTY	DISCOUNT RATES	STANDARD RATES	AMOUNT
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DRAPED DISPLAY TABLE

___ 4' Table - 30" high	89.00	111.00	_____
___ 6' Table - 30" high	102.00	127.00	_____
___ 8' Table - 30" high	116.00	145.00	_____
___ 4' Table - 42" Counter high	100.00	125.00	_____
___ 6' Table - 42" Counter high	113.00	141.00	_____
___ 8' Table - 42" Counter high	133.00	166.00	_____
___ 4th side table drape.....	40.00	52.00	_____

COLORS: RED BLUE TEAL BURGUNDY PLUM
 GRAY BLACK WHITE GOLD HUNTER GREEN

UNDRAPED DISPLAY TABLE

___ 4' Table - 30" high	40.00	50.00	_____
___ 6' Table - 30" high	46.00	58.00	_____
___ 8' Table - 30" high	53.00	64.00	_____
___ 4' Table - 42" Counter high	57.00	69.00	_____
___ 6' Table - 42" Counter high	62.00	74.00	_____
___ 8' Table - 42" Counter high	66.00	81.00	_____

TABLE RISERS COVERED WHITE

(Riser Dimension: 10" Wide x 8" high)

___ 4' Long riser.....	38.00	47.00	_____
___ 6' Long riser.....	44.00	55.00	_____
___ 8' Long riser.....	50.00	62.00	_____

CARPET

___ 9' X 10'	120.00	150.00	_____
___ 9' X 20'	240.00	300.00	_____
___ 9' X 30'	360.00	450.00	_____
___ 9' X 40'	480.00	600.00	_____
___ 9' X ___ Per 10' increment.....	120.00	150.00	_____

AREA CARPET (Indicate Dimensions for Special Size Carpet)

___' X ___' per sq. ft. (100 sq. ft. min.)	2.40	3.20	_____
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COLORS: RED BLUE HUNTER GREEN BURGUNDY
 PLUM GRAY BLACK

PADDING AND VISQUEEN (90 sq. ft. min.)

___' X ___' Carpet padding/per sq. ft.....	1.20	1.50	_____
___' X ___' Visqueen covering/per sq. ft.60	.75	_____

TOTAL ORDER _____

NAME OF CONVENTION 2012 HAA/HCP SHOW BOOTH # _____

FIRM NAME _____ PHONE # _____ FAX _____

ADDRESS _____ CITY _____ STATE _____ ZIP _____

BY _____ EMAIL _____ NAME _____ DATE _____
(SIGNATURE) (PLEASE PRINT)

Please Fax or Mail This Form Promptly To The Address Above-Retain One Copy For Your File

HERITAGE

EXPOSITION SERVICES

FURNISHINGS

Padded Arm Chair
Gray Fabric, Chrome Frame
 21"W 20"L 33"H



Padded High Stool
Gray Fabric, Chrome Frame
 20"W 21.5"L 42.5"H



Custom Padded High Stool
Gray Fabric, Black Frame
 22"W 18"L 46"H

Pedestal Table
Gray Top, Chrome Base
 42"H 30"D



Custom Padded Arm Chair
Gray Fabric, Black Frame
 20"W 21"L 33"H

Pedestal Table
Gray Top, Chrome Base
 30"H 30"D

Padded Sled Base Chair
Gray Fabric, Chrome Frame
 16"W 20"L 30"H



Plastic Side Chair
White, Chrome Frame
 20"W 19"L 30"H

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EXPOSITION SERVICES

ACCESSORIES



Wastebasket



Tripod Easel



Bag Rack



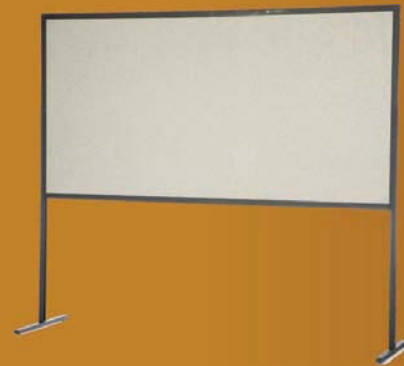
Stanchion



Coat Tree



Literature Rack

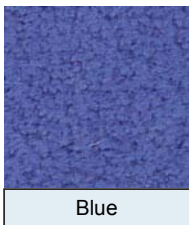


4'x8' Horizontal Tackboard

CARPET



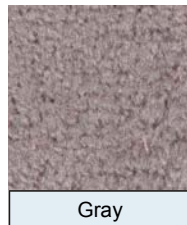
Black



Blue



Burgundy



Gray



Plum



Red



Hunter Green

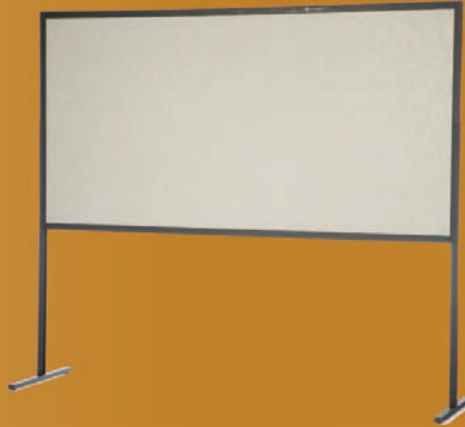
HERITAGE

EXPOSITION SERVICES

DISPLAY PANELS



1 Meter x 8' Perfboard



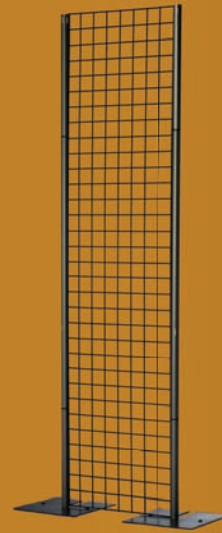
4' x 8' Horizontal Tackboard



1 Meter x 8' Slatwall



Full-view Showcase



2' x 8' Black Grid Panel

DISPLAY PANEL ACCESSORIES



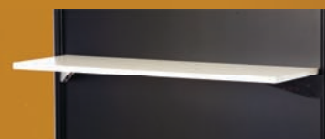
8' & 6' Single Hook on Perfboard



Waterfall Hook on Grid Panel



Waterfall Hook on Slatwall



1 Meter x 12' Shelf



Arm Light

UNION JURISDICTION RULES

Since Work Rules and Union Jurisdictions vary from city to city, we apprise you of the following statements to help you in understanding the Union Requirements at America's Center in St. Louis.

INSTALLATION & DISMANTLE OF EXHIBITS

DECORATOR & CARPENTER JURISDICTION

It is necessary for all exhibitors to use union personnel for the installation and dismantling of prefabricated exhibits and displays and to install and remove floor covering. The handling, placing or setting out of merchandise that is to be displayed does not require union labor and may be done by the exhibitor. In addition, the installation or dismantling of exhibits in booths up to 300 net square feet, which does not require the use of power tools, may be performed by the exhibitor or full-time company employees. Non-union contracted employees and/or temporary laborers are excluded from working on exhibits. Your labor requirements can be ordered on the enclosed Exhibit Labor Order Form.

FREIGHT LOADING & UNLOADING

TEAMSTER JURISDICTION

Our Freight Handling Department is responsible for all unloading & reloading of display materials at the show site. Even local exhibitors must clear all movements of exhibit materials through this department, as we will have priority at the unloading area at all times. Material Handling Services must be ordered in advance by completing and returning the enclosed Shipping Information and Service Order Form or by ordering on site at the Heritage Service Desk. No unloading will be allowed unless these forms have been completed.

- **Please see the following page regarding Exhibitor “Self-Unloading” Guidelines.**

HERITAGE

EXPOSITION SERVICES

IMPORTANT NOTICE

Guidelines for Self-Unloading of Privately Owned Vehicles (P.O.V.) at America's Center For HAA/HCP SHOW

Union Rules and Regulations allow for qualifying Exhibitors to unload their privately owned vehicles and deliver products and display goods to their designated booth area.

Exhibitors who wish to unload their own P.O.V.'s must adhere to the following guidelines;

- **Ground level unloading only/ Freight docks may not be used**
- **Four-wheel dollies or carts, Pallet Jacks or motorized Equipment may not be used**
- **No rental trucks or contract carriers allowed**
- **Two-wheel handcarts are allowed**
- **Twenty-minute time frame allowed for unloading**
- **Hired or Contracted Labor is not allowed except for the Official Exposition Contractor**

Exhibitors meeting the above criteria may unload at curbside along 9th Street and enter through either the 3-A or 4-A roll-up freight door.

Exhibitors that do not qualify for "Self Unloading" or wish to have Heritage Exposition Services unload their vehicles and deliver to designated booth areas must fill-out and return the enclosed P.O.V. Cartload Service Order Form or the Shipping Instructions/Material Handling Information along with the enclosed Credit Card Authorization Form.

If you have any questions or we may be of further assistance, please contact our Exhibitor Services Department at 314-534-8500.

WE APPRECIATE YOUR COOPERATION.

HERITAGE EXPOSITION SERVICES

**PRIVATELY OWNED VEHICLE (P.O.V.)
CARTLOAD SERVICE**

Remit to:

HERITAGE

EXPOSITION SERVICES

620 Shenandoah Ave. • St. Louis, MO 63104
Phone 314/534-8500 • Fax 314/533-0906

For your convenience, MasterCard, American Express, Visa and Discover will be accepted. Fax orders will be accepted with enclosed credit card authorization form only.

Heritage Exposition Services will unload your personal vehicle (car or van), place your equipment on a flatbed cart and deliver to your booth for a **fee of \$50.00** per cartload. This fee is limited to a maximum of **200 pounds** that can be delivered in **1 cartload**. There is a **maximum of 3 cartloads**; otherwise material handling fees will apply. **This service does not include storage of your empties.**

To qualify for this service you must arrive in a personal vehicle, no company trucks/vans and no bob-tails. You will only be allowed to park in the designated P.O.V. unloading area that is located on 9th Street

This service is also available at the end of the show. Just make the arrangements at the service desk prior to the end of the show. If you have any questions, please contact our Exhibitor Service Department at 314/534-8500.

Please Check Desired Service:

INBOUND
Approximate Number of Cartloads _____ X \$50.00 each....._____

OUTBOUND
Approximate Number of Cartloads _____ X \$50.00 each....._____

TOTAL ORDER _____

To order this "Cartload Service" please return this form along with your check or credit card payment.

NAME OF CONVENTION 2012 HAA/HCP SHOW BOOTH # _____

FIRM NAME _____ PHONE # _____ FAX _____

ADDRESS _____ CITY _____ STATE _____ ZIP _____

BY _____ EMAIL _____ NAME _____ DATE _____ P
(Signature) (Please Print)

Mail This Form Promptly To The Address Above-Retain One Copy For Your Files

424099

Remit To:

HERITAGE

EXPOSITION SERVICES

Phone 314/534-8500 • Fax 314/533-0906

SHIPPING INSTRUCTIONS MATERIAL HANDLING INFORMATION

Heritage shall not be liable for piece count or condition of any shipments received without individual carrier receipts or freight bills from carriers such as UPS, Federal Express, Express Mail, Parcel Post, private vehicles, etc, due to their delivery procedures.

A. SHIPMENTS TO WAREHOUSE

Heritage Exposition Services will receive crated, boxed or skidded materials up to 30 days prior to show move-in. Shipments will be received Monday through Friday between the hours of 10:00 a.m. and 4:00 p.m. For uncrated and loose shipments, please refer to shipments to show site below. Shipments must be sent with freight charges prepaid. **Collect shipments will not be accepted.** A 200 lb. minimum will apply for each shipment received.

Label each piece and address all shipping documents/bills of lading as follows for shipments to warehouse:

EXHIBITOR COMPANY NAME _____ BOOTH NO. _____
 HERITAGE EXPOSITION SERVICES
 605 LAMBERT POINTE DR. TOTAL PIECES _____
 HAZELWOOD, MO 63042 APPROX. WT. _____
 FOR: 2012 HAA/HCP SHOWS

STRAIGHT TIME RATES FOR SHIPMENTS TO WAREHOUSE **Deadline Date: Friday, March 2, 2012 To Avoid Late Fees**

	Description	Rate per 100 lbs.	Min Charge
I	Crated, Boxed or Skidded Shipments to the Advance Warehouse	\$55.50	\$111.00
II	Crated, Boxed or Skidded via Van Line, Specialized Carrier, Federal Express, UPS or U.S. Mail to the Advance Warehouse	\$65.00	\$130.00
III	Crated, Boxed or Skidded to the Advance Warehouse after the deadline date	\$68.50	\$137.00
IV	Crated, Boxed or Skidded Shipments via Van Line, Specialized Carrier, Federal Express, UPS, or U.S. Mail to the Advance Warehouse after the deadline date	\$98.00	\$196.00

B. SHIPMENTS TO SHOW SITE

Heritage Exposition Services will receive and unload shipments at show site only during scheduled exhibitor move-in times. Do not ship to show site at any other times, as the facility has no provisions to accept advance shipments. Shipments must be sent with freight charges prepaid. **Collect shipments will not be accepted.** A 200 lb. minimum will apply for each shipment received.

Label each piece and address all shipping documents/bills of lading as follows for shipments to show site:

EXHIBITOR COMPANY NAME _____ BOOTH NO. _____
 C/O HERITAGE EXPOSITION SERVICES
 AMERICA'S CENTER TOTAL PIECES _____
 701 CONVENTION PLAZA APPROX. WT. _____
 ST. LOUIS, MO 63101
 FOR: 2012 HAA/HCP SHOWS

STRAIGHT TIME RATES FOR SHIPMENTS TO SHOWSITE

	Description	Rate per 100 lbs.	Min Charge
VI	Crated, Boxed or Skidded Shipments Received at Show site	\$56.50	\$113.00
VII	Crated, Boxed or Skidded Shipments via Van Line, Specialized Carrier, Federal Express, UPS or U.S. Mail to the Show site	\$66.00	\$132.00
VIII	Loose or Uncrated Shipments or Shipments requiring Special Handling to the Show site (Rate will not be split for mixed shipments. The uncrated rate will apply)	\$69.00	\$138.00

*** PLEASE BE ADVISED THAT OVERTIME CHARGES MAY APPLY DURING MOVE-IN AND/OR MOVE-OUT**

C. OVERTIME

Warehouse and/or site shipments moved in **or** out on overtime, based on published exhibitor move-in or move-out times, or due to scheduling conflicts beyond the control of Heritage will have an additional 25% surcharge to the above rates. Shipments moved in **and** out on overtime, through no fault of Heritage, will have an additional 50% surcharge to the above rates. Overtime is anytime before 8:00 a.m. and after 4:30 p.m. weekdays and all hours Saturdays, Sundays and Holidays.

The per cwt. (100 lb.) rates listed above are based on inbound weight only, rounded up to the next 100 lbs.. Services include receiving, unloading, delivery to booth, storage and return of empty containers, moving materials to the dock and reloading on designated outbound carrier.

ESTIMATED COSTS. * (Round to next highest whole number)
Estimated Weight in lbs. _____ ÷ 100 = _____ * x Rate _____ = _____ Total

CONTINUED ON REVERSE SIDE

D. INBOUND SHIPMENTS

All shipments must have a bill-of-lading or delivery receipt showing number of pieces, true weight, and description of merchandise. If shipments arrive without weight on bill-of-lading and weight is unobtainable, Heritage will estimate the weight. If actual scale weights are not submitted prior to move-out the estimated weight will be final and binding. All shipments received are subject to reweigh. Copies of bills-of-lading, with the name of the carrier, should be forwarded to HERITAGE EXPOSITION SERVICES as soon as shipments are made. This will assist in tracing, if required. Shipments received at the warehouse after scheduled exhibitor set-up or shipments received at show site after exhibitor move-in times, are subject to surcharges to cover additional trucking or labor and will be billed accordingly.

E. EMPTY CONTAINER LABELS

Empty container labels will be available at the service desk for all exhibitors using Heritage material handling services. Affixing the labels is the sole responsibility of the exhibitor or his representative. All previous labels should be removed or obliterated. Heritage assumes no responsibility for removal of containers with old empty labels, improper information on empty labels or valuables stored in containers removed for storage.

F. ADDITIONAL AVAILABLE SERVICES

All per 100 lb. Rates quoted in the foregoing do not include any Blocking, Spotting, or Bracing in booth, or Local pickups for deliveries. For such services, the following rates apply:

	STRAIGHT TIME	OVERTIME
Forklift with Operator (Up to 4,000 lb. Capacity)	\$98.00 per hr.	\$158.00 per hr. (One Hour Minimum)
Material Handler	\$62.00 per hr.	\$93.00 per hr. (One Hour Minimum)
Local Pickups & Deliveries	\$94.00 per hr.	\$153.00 per hr. (One Hour Minimum)

G. SPECIAL SERVICES

Metal banding will be available for securing outbound shipments at a rate of .50 per foot, plus labor (One Hour Minimum). Shrink wrap of a pallet will be charged at \$50.00 per pallet. Mobile equipment will be moved into and out of the exhibit facility at \$150.00 per round trip unless otherwise noted in this kit.

H. OUTBOUND SHIPMENTS

Exhibitors are responsible for labeling their exhibit materials and providing outbound shipping information. To assist you with these arrangements, Heritage will have a Service Desk in the exhibit hall with labels, bills-of-lading and available shipping information. When materials are labeled, packed and ready to be shipped, completed bills-of-lading should be turned in at the Service Desk. Pick ups for local deliveries or small package shipments, i.e., UPS and Parcel Post should be dealt with in the same manner as all other outbound shipments. In order to expedite removal of materials, Heritage reserves the right to change designated carriers, if such carriers fail to pickup or refuse to accept shipments. Where no disposition is made, materials will be returned to the warehouse awaiting shipping instructions.

I. RETURNED SHIPMENTS TO HERITAGE WAREHOUSE

Where no disposition has been made for outbound shipments or later scheduled pickups are necessary; Heritage will return exhibit materials to the warehouse and load on outbound carriers at the rate of 30.00 per 100 lbs. or fraction thereof for each shipment returned. Minimum charge: 300.00.

J. LIMITS OF LIABILITY AND RESPONSIBILITY

- Heritage Exposition Services shall not be responsible for loss, theft, or disappearance of exhibitor's materials after same has been delivered to exhibitor's booth and shall not be responsible for damage to uncrated materials, materials improperly packed, or concealed damage.
- Heritage Exposition 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. Bills-of lading covering outgoing shipments, which are furnished by Heritage Exposition Services to exhibitors, will be checked at time of actual pickup from the booth and corrections made where discrepancies occur.
- Heritage Exposition Services liability shall be limited to the physical loss of or damage to the specific article which is lost or damaged, and in any event Heritage Exposition 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.
- Heritage Exposition 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.

AUTHORITY TO HANDLE

All terms and conditions herein stated are understood and accepted.

NAME OF CONVENTION 2012 HAA/HCP SHOW BOOTH # _____

FIRM NAME _____ PHONE # _____ FAX# _____

ADDRESS _____ CITY _____ STATE _____ ZIP _____

BY _____ EMAIL _____ NAME _____ DATE: _____
(Signature) (Please Print)

Please Fax or Mail This Form Promptly To Heritage Exposition Services-Retain One Copy For Your File.

MH-H

Remit To:

HERITAGE

EXPOSITION SERVICES

620 Shenandoah Ave. • St. Louis, MO 63104
Phone 314/534-8500 • Fax 314/533-0906

**Priority Return/
Accessible Storage Form**

All orders must have a credit card authorization form in file.

Priority Empty Container Return

This service provides for the priority return of your empties to your booth after the close of the show. This service must be ordered prior to the removal of your empties. If you would like this service, please fill out the information below and return to Heritage Exposition Services, Inc..

Priority Empty Container Return.....\$100.00 per container

Estimated Number of Pieces.....

PLEASE NOTE THAT THIS SERVICE CANNOT BE ORDERED AFTER THE PIECES HAVE BEEN TAKEN TO STORAGE

ACCESSIBLE STORAGE

A storage area will be available for exhibitor's samples and literature in the facility. Depending on space available in the facility, these items may be stored on trailers in the loading dock area. Heritage employees will be available to access storage items during show hours, one hour prior to show opening, and one half hour after show closing each day. All material in storage on the last day of the show will be returned to their designated booth space at the close of the show. Due to fire regulations and for security purposes, **NO LARGE DELIVERIES CAN BE MADE DURING SHOW HOURS.** Show management reserves the right to stop deliveries at any time during the show hours, so please schedule deliveries prior to show opening. Storage space may be limited. Orders **MUST** be received by the deadline date to guarantee storage space. The charge for storage space is as follows:

Accessible Storage Rate: \$100.00 base charge, plus labor charges per delivery (one hour minimum)

Labor Rates:

Straight Time: (one hour minimum per man).....\$62.00

8:00 a.m. - 4:30 p.m. Monday - Friday

Over Time: (one hour minimum per man).....\$93.00

YES, I wish to reserve space for accessible storage, I plan on storing _____ pallets/boxes/crates/cases
(# of pieces) (circle one)

Deliveries

To have items place in or removed from accessible storage, please notify the Heritage Service Desk.

ALL GOODS STORED WITH HERITAGE ARE STORED AT YOUR OWN RISK. We shall not be liable for any injury, damage, loss, theft, or destruction, including, but not limited to damage from atmospheric conditions or rust, negligence (whether caused by ourselves or by servants, agents, employees or others), failures to act breach of contract, breach of warranty, water condensation, fire, floods, acts of God or any act beyond our sole control. We are not liable for any direct, consequential, or incidental damages nor for loss of profit or loss due to failures to obtain or turnover goods at any particular time or place whatsoever, however such loss may be incurred. We are not liable for or chargeable with any loss of sales, income, resale, commissions, or brokerage, nor for any freight or demurrage.

NAME OF CONVENTION 2012 HAA/HCP SHOW BOOTH # _____

FIRM NAME _____ PHONE # _____ FAX# _____

ADDRESS _____ CITY _____ STATE _____ ZIP _____

BY _____ TITLE _____ NAME _____ DATE _____
(Signature) (Please Print)

HERITAGE

Exposition Services

DO NOT DELAY!

**ADVANCE
SHIPMENT TO
WAREHOUSE**

TO: _____
EXHIBITOR NAME

BOOTH NUMBER: _____
Heritage Exposition Services
605 Lambert Pointe Dr.
Hazelwood, MO 63042
FOR: 2012 HAA/HCP Shows

HERITAGE

Exposition Services

DO NOT DELAY!

**ADVANCE
SHIPMENT TO
WAREHOUSE**

TO: _____
EXHIBITOR NAME

BOOTH NUMBER: _____
Heritage Exposition Services
605 Lambert Pointe Dr.
Hazelwood, MO 63042
FOR: 2012 HAA/HCP Shows

HERITAGE

Exposition Services

DO NOT DELAY!

**ADVANCE
SHIPMENT TO
WAREHOUSE**

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SHIPMENT TO
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TO: _____
EXHIBITOR NAME

BOOTH NUMBER: _____
Heritage Exposition Services
605 Lambert Pointe Dr.
Hazelwood, MO 63042
FOR: 2012 HAA/HCP Shows

HERITAGE

EXPOSITION SERVICES

IMPORTANT NOTICE REGARDING DIRECT SHIPMENTS

Please be aware that the America's Center does NOT receive exhibitor freight, literature or supplies through the America's Center package room. The facility package room is too small to handle Exhibit Materials and the facilities everyday receiving. All exhibit materials, being shipped directly to show site must be addressed as listed below to insure unloading and delivery to your booth area.

NOTE: Direct shipments will only be received beginning Tuesday, March 6th at 10:00 a.m. Any materials sent to the America's Center prior to this date will be turned over to Heritage Exposition Services and will be billed according to the Show's Shipping & Receiving Rates, and will be subject to the America's Center assessed fees.

EXHIBITOR COMPANY NAME _____

BOOTH NUMBER _____

**C/O HERITAGE EXPOSITION SERVICES
AMERICA'S CENTER
701 CONVENTION PLAZA
ST. LOUIS, MO 63101**

FOR: 2012 HAA/HCP SHOWS

All shipments should be accompanied with a Bill of Lading or Packing List indicating the total weight of shipment and piece count.

See the enclosed Shipping Information/Material Handling Order Form for detailed service descriptions, rates and limits of liability.

WE APPRECIATE YOUR COOPERATION.

HERITAGE EXPOSITION SERVICES

HERITAGE

Exposition Services

DO NOT DELAY!

**DIRECT SHIPMENT
TO SHOW SITE**

**MUST NOT ARRIVE BEFORE
TUESDAY, MARCH 6, 2012**

TO: _____
EXHIBITOR NAME

BOOTH NUMBER: _____

C/O Heritage Exposition Services
America's Center
701 Convention Plaza
St. Louis, MO 63101

FOR: 2012 HAA/HCP Show

HERITAGE

Exposition Services

DO NOT DELAY!

**DIRECT SHIPMENT
TO SHOW SITE**

**MUST NOT ARRIVE BEFORE
TUESDAY, MARCH 6, 2012**

TO: _____
EXHIBITOR NAME

BOOTH NUMBER: _____

C/O Heritage Exposition Services
America's Center
701 Convention Plaza
St. Louis, MO 63101

FOR: 2012 HAA/HCP Show

HERITAGE

Exposition Services

DO NOT DELAY!

**DIRECT SHIPMENT
TO SHOW SITE**

**MUST NOT ARRIVE BEFORE
TUESDAY, MARCH 6, 2012**

TO: _____
EXHIBITOR NAME

BOOTH NUMBER: _____

C/O Heritage Exposition Services
America's Center
701 Convention Plaza
St. Louis, MO 63101

FOR: 2012 HAA/HCP Show

HERITAGE

Exposition Services

DO NOT DELAY!

**DIRECT SHIPMENT
TO SHOW SITE**

**MUST NOT ARRIVE BEFORE
TUESDAY, MARCH 6, 2012**

TO: _____
EXHIBITOR NAME

BOOTH NUMBER: _____

C/O Heritage Exposition Services
America's Center
701 Convention Plaza
St. Louis, MO 63101

FOR: 2012 HAA/HCP Show

HERITAGE

EXPOSITION SERVICES

OVERNIGHT PARKING PERMITS

Dear HAA & HCP Exhibitors,

Heritage Exposition Services has secured an overnight parking area for exhibitors during the HAA/HCP Shows to be held March 8-11, 2012 at America's Center in St. Louis. The parking area is approximately 3 miles south of the convention center and will accommodate all size vehicles including tractor trailers. The area is patrolled by security, however, Heritage Exposition Services, Inc will not be held responsible for any loss, theft or damages that may occur.

The daily charge for each overnight parking is \$40.00 per day. To reserve your parking space, please fill out the information below and return to Heritage Exposition Services with payment. Upon receipt of your order and payment, a parking pass, including a map of directions to the lot will be mailed to you covering the days required for parking.

This service will also be available at show site and may be ordered at the Heritage Exhibitor Services desk located at America's Center.

Description of vehicle _____

Day/Dates required for parking _____ thru _____

Total number of days _____ @ \$40.00 per day = Total _____

Exhibitor Company Name _____

Address _____

City _____ State _____ Zip _____

Attn: _____

Payment Check payable to Heritage Exposition Services in the amount of _____

Charge to my: MasterCard Visa American Express Discover

Card Holder's Name (*Please print*): _____

Cardholder's Signature: _____

Credit Card Billing Address: _____

City: _____ State: _____ Zip: _____

Account Number: _____ Verification Code ____ / ____ / ____ Expiration ____ / ____

Signature: _____ Print _____

Phone # _____ Email _____



HES LOGISTICS

FREIGHT SERVICES

HES Logistics is a convenient one stop shipping resource for all your exposition transportation needs...

Inbound Shipment Solutions

- Our trade show specialists will work with you to provide the right solution for moving your exhibit to and from the event, including continuous monitoring of shipment progress.
- Utilization of our advance warehouse facilities ensures a streamlined shipping process as well as priority delivery and tracking to the show floor.
- Shipping costs are quoted in advance. Due to our shipping volume, HES Logistics is able to offer competitive pricing, regardless of the size of your shipment.

Outbound Shipment Solutions

- All HES Logistics freight is given “Priority Empty” service. At the service desk you will be provided your priority empty return labels and your freight will be delivered first once the show breaks.
- HES Logistics on-site representatives will assist you in selecting the right shipment option for your freight and packages after the show.
- Coordinated pickups and on-site personnel at the show allow you to expedite the dismantle process and allow you to get off the show floor sooner.
- Single source invoicing will include all show charges to avoid unnecessary paperwork and streamline your payment process.



- **Competitive round trip pricing.**
- **“Priority Empty” return treatment of exhibit empties.**
- **LTL, Air and Expedited services.**
- **Continuous tracking and monitoring of inbound and outbound shipment progress.**
- **Single source invoicing.**
- **Call 1-866-493-1675**

Exhibit Transportation Order/Estimate Form



SHOW NAME: _____

SHOW LOCATION: _____

PLEASE ARRANGE TRANSPORTATION FOR MY EXHIBIT MATERIALS
RATE INQUIRY ONLY AT THIS TIME

PICK UP INFORMATION

COMPANY NAME _____ BOOTH NUMBER _____

STREET ADDRESS _____ SUITE/FL. NO. _____

CITY _____ STATE _____ ZIP _____

PICK UP DATE _____ OFFICE HOURS _____

DOCK ACCESS YES NO

RESIDENTIAL YES NO

NO. OF PIECES DESCRIPTION DIMENSIONS GROSS WEIGHT

NO. OF PIECES	DESCRIPTION	DIMENSIONS	GROSS WEIGHT
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

FOR DIMENSIONS. PLEASE PROVIDE L x W x H

INSURANCE (Optional): YES NO Declared Value: _____

CONTACT INFORMATION

CONTACT NAME _____

TELEPHONE _____ FAX _____

EMAIL ADDRESS _____

PLEASE FAX OR EMAIL TO:

PHONE: 1-708-361-3722 exhibitfreight@heslogistics.com Fax: 1-708-361-3866

COMPLETE ALL SHADED AREAS . . . SEE BACK OF PART 1

STRAIGHT BILL OF LADING - SHORT FORM - ORIGINAL - Not Negotiable

RECEIVED, subject to the classifications and tariffs in effect on the date of the issue of this Bill of Lading.

the property described below, in apparent good order, except as noted (contents and condition of contents of package unknown, marked, consigned, and destined as indicated below, which said carrier (the word carrier being understood throughout this contract as meaning any person or corporation in possession of the property under the contract) agrees to carry to its usual place of delivery at said destination if on its route, otherwise to deliver to another carrier on the route to said destination. It is mutually agreed, as to each carrier of all or any of said property over all or any portion of said route to destination, and as to each party at any time interested in all or any of said property, that every service to be performed hereunder shall be subject to all the terms and conditions of the Uniform Domestic Straight Bill of Lading set forth (1) in Official, Southern, Western, and Illinois Freight Classifications in effect on the date hereof. If this is a rail or a rail-water shipment, or (2) in the applicable motor carrier classification or tariff if this is a motor carrier shipment. Shipper hereby certifies that he is familiar with all the terms and conditions of the said bill of lading, including those on the back thereof, set forth in the classifications or tariff which governs the transportation of this shipment, and the said terms and conditions are hereby agreed to by the shipper and accepted for himself and his assigns.

From YOUR COMPANY NAME ▶		BOOTH NUMBER		
AT FACILITY ▶ /CITY ▶ /STATE ▶		CONVENTION		
CONSIGNEE TO CO. NAME ▶		DATE TRAILER NO.		
STREET ▶		SHIPPERS NUMBER		
CITY/STATE/ZIP CODE ▶		FREIGHT CHARGES ARE TO BE "MARK ONE"		
ATTENTION ▶ TELEPHONE ▶				PREPAID COLLECT
Indicate desired method of shipment : <input type="checkbox"/> Common Carrier <input type="checkbox"/> Air Freight <input type="checkbox"/> Van Lines <input type="checkbox"/> Company Truck <input type="checkbox"/> Overnite Carrier <input type="checkbox"/> Customer Pick up		CARRIER REQUESTED HES Logistics		
		CARRIER USED		
		Desired Arrival Date		
Number Pieces	KIND OF PACKAGE, DESCRIPTION OF ARTICLES, SPECIAL MARKS, AND EXCEPTIONS	*Weight (Sub. to Cor.)	Class or Rate	Check Column
	Crates Exhibition Paraphenalia (Item 154630-NMFC)			
	Cartons			
	Cases / Trunks			
	Skids			
	Carpets			
	← TOTAL PIECES VALUE: _____	→ TOTAL WEIGHT →		
SEND FREIGHT CHARGES TO:		INSTRUCTIONS		
Company Name HES Logistics, Inc.		RETURN COMPLETE BILL OF LADING TO SERVICE DESK.		
Street 620 Shenandoah Ave.		HERITAGE EXPOSITION SERVICE IS NOT RESPONSIBLE FOR SHIPMENTS LEFT IN BOOTH BY EXHIBITOR. WE WILL COUNT AND SHIP PIECES AS WE FIND SHIPMENT WHEN WE REMOVE FROM EXHIBIT HALL. EXHIBITORS MUST INSURE THEMSELVES AGAINST LOSS OR THEFT.		
City, State St. Louis, MO 63104				
Attn: Telephone 1-866-493-1675				

SEND FREIGHT CHARGES TO

IF CONSIGNEE TO ADDRESS AND BILL TO ADDRESS ARE THE SAME, FREIGHT WILL BE SENT COLLECT (CHARGES TO BE PAID BY CONSIGNEE) UNLESS PRIOR ARRANGEMENTS ARE MADE DIRECTLY WITH FREIGHT CARRIER

Day: _____ Date: _____ Time: _____

X _____
SIGNATURE OF SHIPPER PRINT

X _____
SIGNATURE OF CARRIER OR AGENT



ORIGINAL

HERITAGE

EXPOSITION SERVICES

IMPORTANT INFORMATION REGARDING OUTBOUND SHIPMENTS

To ensure that your outbound shipments from the HAA/HCP Show are handled according to your instructions, please be advised of the following:

- **CONTACT YOUR CARRIER TO SCHEDULE PICK UP OF YOUR SHIPMENT.** Exhibitors must contact their preferred carrier and arrange pick up of outbound shipments, unless you are using the show recommended carrier. Carriers, including FED EX and UPS, will not pick up your shipment unless you have made arrangements with them. In the event your selected carrier fails to show on final move-out day, your shipment will be rerouted to the show carrier, HES Logistics, unless otherwise noted.
- **PACK AND LABEL YOUR MATERIALS.** Banding, shrink wrap and shipping labels are available at the Heritage Service Desk.
- **COMPLETE AND TURN IN A HERITAGE BILL OF LADING FOR EACH OUTBOUND SHIPMENT.** Bill of ladings may be obtained from the Heritage Service Desk. Complete a bill of lading for each shipment/destination. Turn in all completed bill of ladings to the Heritage Service Desk once your shipments are ready to be loaded out.
- For your convenience, show recommended carriers are available to handle outbound transportation.

DO NOT REROUTE OUR SHIPMENT SHOULD OUR PREFERRED CARRIER NOT ARRIVE BY THE SCHEDULED MOVE OUT TIME.
I / We Authorize Heritage Exposition Services to Return our Shipment to their freight warehouse for later pick-up by our preferred carrier. Rates for **Return to Warehouse Shipments** are covered on page 14 of the service kit

EXHIBITING COMPANY

BOOTH NUMBER

AUTHORIZED SIGNATURE

PRINT NAME

Thank you and we hope you have a great show!

Remit To:

HERITAGE

EXPOSITION SERVICES

620 Shenandoah Ave. • St. Louis, MO 63104
Phone 314/534-8500 • Fax 314/534-8050

EXHIBITOR APPOINTED CONTRACTOR THIRD PARTY AUTHORIZATION

EXHIBITOR APPOINTED CONTRACTOR

If your company plans to use a firm who is not the official service contractor as designated by Show Management, please complete this form and return to the address above.

NOTE: If you require material handling, sign hanging or exhibit labor, Heritage requires a completed credit card authorization form on file in order to provide these services.

EXHIBITOR APPOINTED CONTRACTOR

ADDRESS

CONTACT PERSON

PHONE

Inform your Exhibitor Appointed Contractor that they must send a copy of a General Liability Insurance Certificate no later than 30 days prior to show date or they will not be permitted to service your exhibit.

It is the responsibility of the exhibitor to assure that each representative of an Exhibitor Appointed Contractor abides by the official rules and regulations of this event.

THIRD PARTY AUTHORIZATION

FOR USE OF AN EXHIBITOR APPOINTED CONTRACTOR: We understand and agree that we, the exhibiting firm, are ultimately responsible for payment of charges. In the event that the named third party does not discharge payment of the invoice prior to the last day of the show, charges will revert to the exhibiting company. The items checked below are to be invoiced to the third party:

- ALL SERVICES
- BOOTH CLEANING
- I & D LABOR
- MATERIAL HANDLING/IN & OUT
- RENTAL FURNITURE & CARPET
- SIGNS
- OTHER (Please specify)

THIRD PARTY AGENT:

CREDIT CARD ACCOUNT NO. _____

EXPIRATION DATE ___/___/___ VERIFICATION CODE ___/___/___/___

PERSONAL CREDIT CARD COMPANY CREDIT CARD

CARDHOLDER'S NAME _____

AUTHORIZED SIGNATURE _____

PRINT NAME _____

COMPANY NAME _____

ADDRESS _____

CITY/STATE/ZIP _____

PHONE _____ FAX _____

We have read, understand and agree to all terms as described *above* and have advised our show site representative accordingly.

Exhibitor Signature: _____ **Print Name:** _____ **Date:** _____

NAME OF CONVENTION 2012 HAA/HCP SHOW BOOTH # _____

FIRM NAME _____ PHONE # _____ FAX # _____

ADDRESS _____ CITY _____ STATE _____ ZIP _____

BY _____ EMAIL _____ NAME _____ DATE _____

(Signature)

(Please Print)

Please Fax or Mail This Form Promptly To The Address Above-Retain One Copy For Your Files

Remit To:

HERITAGE

EXPOSITION SERVICES

620 Shenandoah Ave. • St. Louis, MO 63104
Phone 314/534-8500 • Fax 314/533-0906

EXHIBIT LABOR ORDER FORM

DISPLAY LABOR FOR INSTALLATION & DISMANTLE OF EXHIBITS

The enclosed credit card authorization form must be completed and returned when ordering Exhibit Labor. For your convenience, MasterCard, American Express, Visa and Discover will be accepted.

RATES:

- STRAIGHT TIME** (One hour minimum per man).....\$ 58.50 PER HOUR
8:00 A.M. to 4:30 P.M. Monday through Friday
- OVERTIME** (One hour minimum per man)\$92.00 PER HOUR
6:00 A.M. to 8:00 A.M. and 4:30 P.M. to 6:30 P.M. Monday through Friday, Saturday 6:00 A.M. – 6:30 P.M.
- DOUBLETIME** (One hour minimum per man)\$117.50 PER HOUR
6:30 P.M. to 6:00 A.M. Monday –Saturday and all hours on Sunday

Starting time can be guaranteed only in those instances where men are requested for the start of the working day, which is 8:00 a.m. The minimum charge for one hour per man will apply and time will commence in accordance with exhibitor's request. Failure to call for labor at requested time will result in a one hour charge per man requested unless 48 hour advance notice is provided. Individual workmen's interpretations of plans diagrams, photos, and their speed of installation and dismantling cannot be guaranteed to conform to your estimate or past experience.

INSTALLATION

ERECT EXHIBIT UNDER HERITAGE SUPERVISION
Heritage will supervise the installation of your exhibit, however, specific instruction, blueprints, etc., should be provided to facilitate an economical, correct installation. A supervision charge of 30%, minimum charge \$45.00, will be added to your labor invoice.
No of men _____ Estimated hours each man _____ Total hrs _____ X rate ST/OT _____ + 30% _____ = _____

FURNISH LABOR TO ERECT EXHIBIT UNDER EXHIBITOR'S SUPERVISION
Have _____ (No.) of men available as close as possible to _____ (A.M.-P.M.) on _____ (Day) (Date) to erect exhibit under exhibitor's supervision. Exhibitor must check in at service desk to obtain labor.
No. of men _____ Estimated hrs each man _____ Total hrs _____ X rate ST/OT _____ = _____

DISMANTLE

DISMANTLE EXHIBIT UNDER HERITAGE SUPERVISION
Heritage will supervise the dismantling of your exhibit, when crates are returned. Make sure complete outbound shipping information has been given to the freight service desk. A supervision charge of 30%, minimum charge \$45.00, will be added to your labor invoice.
No of men _____ Estimated hours each man _____ Total hrs _____ X rate ST/OT _____ + 30% _____ = _____

FURNISH LABOR TO DISMANTLE EXHIBIT UNDER EXHIBITOR'S SUPERVISION
Have _____ (No.) of men available as close as possible to _____ (A.M.-P.M.) on _____ (Day) (Date) to dismantle exhibit under exhibitor's supervision. Exhibitor must check in at service desk to obtain labor.
No. of men _____ Estimated hrs each man _____ Total hrs _____ X rate ST/OT _____ = _____

ESTIMATED TOTAL _____

NAME OF CONVENTION 2012 HAA/HCP SHOW BOOTH # _____

FIRM NAME _____ PHONE # _____ FAX # _____

ADDRESS _____ CITY _____ STATE _____ ZIP _____

BY _____ EMAIL _____ NAME _____ DATE _____

COMPANY NAME _____
BOOTH # _____

PLEASE COMPLETE THE FOLLOWING INFORMATION IF YOUR DISPLAY IS TO BE SET-UP AND/OR DISMANTLED BY HERITAGE I&D AND YOU WILL NOT BE PRESENT TO SUPERVISE THE INSTALLATION AND/OR DISMANTLE.

INBOUND SHIPPING INFORMATION

Carrier _____ Carrier Phone Number _____
Shipped to: Warehouse _____ Show Site _____ From: City/State _____ Date _____
Total No. of: Crates _____ Cartons _____ Fiber Cases _____ Other (Specify) _____

SET-UP INFORMATION

Set up Plan/Photo: Attached _____ To Be Sent With Exhibit _____ In Crate No. _____
Carpet: With Exhibit _____ Rented From Heritage _____ Color _____ Size _____
Electrical Placement: Drawing Attached _____ Drawing With Exhibit _____ Electrical Under Carpet _____
Comments: _____
Graphics: With Exhibit _____ Shipped Separately _____
Comments: _____
Special Tools/Hardware Required: _____

OUTBOUND SHIPPING INFORMATION:

Ship To: _____
Method: Common Carrier Air Freight Van Line Other (Specify) _____
Carrier:(If Known) _____
Freight Charges: Prepaid Bill To: _____
 Collect _____

Please note: Heritage will not be responsible for product or literature that is not properly packed and labeled by exhibitor personnel, nor for concealed damage which may occur during shipping.

SPECIAL INSTRUCTIONS/COMMENTS:

PLEASE PROVIDE AN EMERGENCY CONTACT:

Name _____ Phone No. _____

HERITAGE

EXPOSITION SERVICES

620 Shenandoah Ave. • St. Louis, MO 63104
Phone 314/534-8500 • Fax 314/533-0906

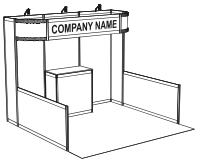
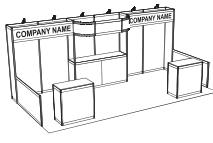
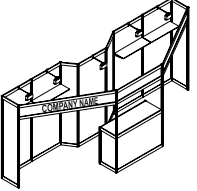
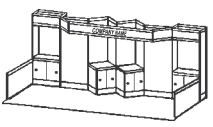


MODULAR RENTAL DISPLAY ORDER FORM

DEADLINE DATE: Thursday, February 23rd, 2012

CANCELLATION: No refunds on orders cancelled after the deadline.

LATE REQUEST: Request after deadline will be filled as available at the standard rate.

CHOOSE YOUR EXHIBIT - CHECK ONE

	<input type="checkbox"/> Display One: 10' Standard Display <table border="1"> <tr> <th>ADVANCED RATE</th> <th>STANDARD RATE</th> </tr> <tr> <td>\$1925.00</td> <td>\$2500.00</td> </tr> </table> <p>Package Includes: Installation and dismantling labor One 10' x 10' Standard Carpet 1 Header One 1 meter counter Three Arm Lights</p> <p>Circle your Carpet Color: Black Blue Burgundy Gray Red Gold</p>	ADVANCED RATE	STANDARD RATE	\$1925.00	\$2500.00		<input type="checkbox"/> Display Two: 20' Standard Display <table border="1"> <tr> <th>ADVANCED RATE</th> <th>STANDARD RATE</th> </tr> <tr> <td>\$4150.00</td> <td>\$ 5395.00</td> </tr> </table> <p>Package Includes: Installation and dismantling labor One 10' x 20' Standard carpet 2 Headers One 2 meter counter Two 1 meter counters 6 Halogen Lights</p> <p>Circle your Carpet Color: Black Blue Burgundy Gray Red Gold</p>	ADVANCED RATE	STANDARD RATE	\$4150.00	\$ 5395.00
ADVANCED RATE	STANDARD RATE										
\$1925.00	\$2500.00										
ADVANCED RATE	STANDARD RATE										
\$4150.00	\$ 5395.00										
	<input type="checkbox"/> Display Three: 20' Deluxe Display <table border="1"> <tr> <th>ADVANCED RATE</th> <th>STANDARD RATE</th> </tr> <tr> <td>\$5280.00</td> <td>\$ 6864.00</td> </tr> </table> <p>Package Includes: Installation and dismantling labor One 10' x 20' Standard Carpet 2 Headers One 1.5 meter counter Four shelves 5 Halogen Lights</p> <p>Circle your Carpet Color: Black Blue Burgundy Gray Red Gold</p>	ADVANCED RATE	STANDARD RATE	\$5280.00	\$ 6864.00		<input type="checkbox"/> Display Four: 20' Deluxe Display <table border="1"> <tr> <th>ADVANCED RATE</th> <th>STANDARD RATE</th> </tr> <tr> <td>\$5471.00</td> <td>\$ 7100.00</td> </tr> </table> <p>Package Includes: Installation and dismantling labor One 10' x 20' Standard carpet 1 Header 4 Counters 5 Halogen Lights</p> <p>Circle your Carpet Color: Black Blue Burgundy Gray Red Gold</p>	ADVANCED RATE	STANDARD RATE	\$5471.00	\$ 7100.00
ADVANCED RATE	STANDARD RATE										
\$5280.00	\$ 6864.00										
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\$5471.00	\$ 7100.00										
	<input type="checkbox"/> Display Five: 20' x 20' Island Display <table border="1"> <tr> <th>ADVANCED RATE</th> <th>STANDARD RATE</th> </tr> <tr> <td>\$8080.00</td> <td>\$ 10,504.00</td> </tr> </table> <p>Package Includes: Installation and dismantling labor One 20' x 20' Standard carpet 2 Headers 4 Counters</p> <p>Circle your Carpet Color: Black Blue Burgundy Gray Red Gold</p>	ADVANCED RATE	STANDARD RATE	\$8080.00	\$ 10,504.00		<input type="checkbox"/> Display Six: 20' x 20' Island Display <table border="1"> <tr> <th>ADVANCED RATE</th> <th>STANDARD RATE</th> </tr> <tr> <td>\$8725.00</td> <td>\$11,345.00</td> </tr> </table> <p>Package Includes: Installation and dismantling labor One 20' x 20' Standard carpet 4 Headers 4 Counters</p> <p>Circle your Carpet Color: Black Blue Burgundy Gray Red Gold</p>	ADVANCED RATE	STANDARD RATE	\$8725.00	\$11,345.00
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\$8080.00	\$ 10,504.00										
ADVANCED RATE	STANDARD RATE										
\$8725.00	\$11,345.00										

SYSTEM ACCESSORIES

CHOOSE YOUR PANELS

	QUANTITY	ADVANCED RATE	STANDARD RATE	Standard and Optional Panel Choices:	ADVANCED RATE	STANDARD RATE
<input type="checkbox"/> Counters 2 meter	_____	\$525.00 ea	\$685.00 ea	<input type="checkbox"/> White Hardwall	Included	Included
<input type="checkbox"/> Counters 1 meter	_____	\$310.00 ea	\$400.00 ea	<input type="checkbox"/> Blue / Gray Velcro - Circle: Blue or Gray	Included	Included
<input type="checkbox"/> Cabinet 1 meter	_____	\$310.00 ea	\$400.00 ea	<input type="checkbox"/> Opt Color Hardwall (per panel) - Specify _____	\$ 70.00 ea	\$91.00 ea
<input type="checkbox"/> Shelves 1 meter	_____	\$45.00 ea	\$58.50 ea	<input type="checkbox"/> Perboard (per panel)	\$ 70.00 ea	\$91.00 ea
<input type="checkbox"/> Glass Showcase	_____	\$400.00 ea	\$520.00 ea	<input type="checkbox"/> Slatwall (per panel).....	\$281.00 ea	\$365.00 ea
<input type="checkbox"/> Arm Light	_____	\$78.00 ea	\$102.00 ea	<input type="checkbox"/> Gridwall (per panel) - Circle: Chrome or Black	\$ 70.00 ea	\$91.00 ea

INDICATE YOUR HEADER SIGN COPY

Your company name will be printed in block lettering on the White Header Sign.

Check which color lettering you would like: BLACK BLUE RED

Please indicate here if you would like us to assist you with logo identification or other customized graphics.

* Remember to order the following items, They are **NOT** included in booth package;
* Furniture * Electrical Service * Custom Logo
* Floral * Cleaning Service

Yes, I have completed and enclosed the **Payment Form**

Sub Total: \$ _____
Total: \$ _____

NAME OF CONVENTION 2012 HAA/HCP SHOW BOOTH # _____

FIRM NAME _____ PHONE # _____ FAX # _____

ADDRESS _____ CITY _____ STATE _____ ZIP _____

BY _____ (SIGNATURE) EMAIL _____ NAME _____ (PLEASE PRINT) DATE _____

Remit To:

HERITAGE

EXPOSITION SERVICES

620 Shenandoah Ave. • St. Louis, MO 63104

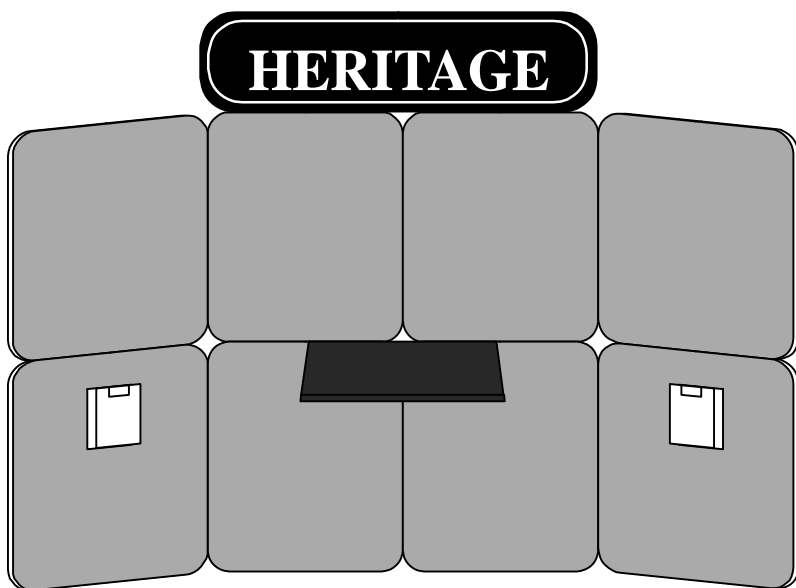
Phone 314/534-8500 • Fax 314/533-0906

RENTAL DISPLAY ORDER FORM

Deadline Date: Thursday, February 23rd, 2012

Orders received after Deadline Date will be charged an additional 30% of the Listed Prices and color selections are subject to availability. For your convenience, MasterCard, American Express, Visa and Discover will be accepted. Fax orders will be accepted with enclosed credit card authorization form only. Cancellation Policy - Due to material and labor costs, orders cancelled before move-in begins will be charged 50% of original price. Similarly, orders cancelled after move-in will be charged 100%. Thank you for your understanding.

THE HERITAGE LINE



10' BACKWALL DISPLAY

PACKAGE INCLUDES:

- Labor to install and dismantle exhibit
- Acrylic header sign with company name (white block lettering on black background-special logos additional cost)
- One (1) literature shelf
- Two (2) clear acrylic holders
- Choice of one (1) 9'x10' carpet, one (1) draped table and two (2) chairs selected from the enclosed Furniture/Carpet Rental Order Form

The 10' display consists of eight 34" x 40" panels covered with velcro receptive fabric, "non-tool" connectors and a black 14" x 68" two piece acrylic header to identify your company or product. All graphics attach with velcro.

Four colors available:

Blue Burgundy Grey Black (Check one please)

INDICATE HEADER COPY IN BOX BELOW OR ATTACH

If logo is to be used indicate position and enclose a print or copy of logo desired.

QTY	ITEM	AMOUNT
___	10' Rental Display Pkg @ 1025.00	___
ACCESSORIES		
___	Arm Lights @ 45.00	___
(Electric not included)		
___	Literature Shelf @ 40.00	___
___	Acrylic Holders @ 15.00	___
TOTAL		___

NAME OF CONVENTION 2012 HAA/HCP SHOW BOOTH # _____

FIRM NAME _____ PHONE # _____ FAX # _____

ADDRESS _____ CITY _____ STATE _____ ZIP _____

BY _____ EMAIL _____ NAME _____ DATE _____

(SIGNATURE)

(PLEASE PRINT)

Please Fax or Mail This Form Promptly To The Address Above-Retain One Copy For Your File

Remit To:

HERITAGE

EXPOSITION SERVICES

620 Shenandoah Ave. • St. Louis, MO 63104
Phone 314/534-8500 • Fax 314/533-0906

PLANT RENTAL SERVICE ORDER FORM

Discount Rate Deadline: Thursday, February 23rd, 2012

Discount prices only apply to orders received with full payment at the above address 14 days prior to first day of set up. All charges for equipment and/or services are payable in advance or when placing order at show site. Orders will not be processed without payment. For your convenience, Mastercard, American Express, Visa and Discover will be accepted.

PLANT RENTALS

CODE	QUANTITY	DESCRIPTION	TYPE PREFERRED	DISCOUNT RATE	STANDARD RATE	AMOUNT
9601		2' – 3' GREEN PLANTS		35.00	45.00	
9602		3' – 4' GREEN PLANTS		45.00	60.00	
9603		4' – 5' GREEN PLANTS		60.00	82.50	
9604		6' – 8' GREEN PLANTS		86.00	129.00	
9605		HANGING PLANTS		38.00	57.50	
9606		HANGING FERNS		32.00	48.00	

PLANTS AND FLORAL FOR PURCHASE

970		*FLOWERING MUM PLANT		42.50	63.50	
9711		CUT FLORAL ARRANGEMENT – SMALL		53.00	80.00	
9712		CUT FLORAL ARRANGEMENT – LARGE		90.00	135.00	
9713		FLORAL BOUTONNIERE		11.25	17.00	
9714		FLORAL CORSAGE		18.25	27.25	

All prices include delivery, maintenance, and pick up.
Rental plants not in booth at close of show will be charged at twice the rental price.

TOTAL _____

For special arrangements call 314/534-8500

*COLOR DESIRED: YELLOW WHITE PURPLE RUST

NAME OF CONVENTION 2012 HAA/HCP SHOW BOOTH # _____

FIRM NAME _____ PHONE # _____ FAX # _____

ADDRESS _____ CITY _____ STATE _____ ZIP _____

BY _____ EMAIL _____ NAME _____ DATE _____
(Signature) (Please Print)

Please Fax or Mail This Form Promptly To The Address Above-Retain One Copy For Your Files

PR-S

Remit To:

HERITAGE

EXPOSITION SERVICES

620 Shenandoah Ave. • St. Louis, MO 63104

Phone 314/534-8500 • Fax 314/533-0906

SIGN & BANNER HANGING ORDER FORM

The enclosed Credit Card Authorization form must be completed and returned when ordering Sign & Banner Hanging. For your convenience, MasterCard, American Express, Visa and Discover will be accepted.

INSTRUCTIONS & CONDITIONS

1. All hanging signs, in accordance with your show contract, must be approved in advance by Show Management for design, copy and placement in the display area.
2. All signs must be hung by Heritage Exposition Services - the official service contractor. According to the rules and regulations of the facility no other firm will be allowed to bring high-lift or boom equipment onto the show floor during the installation or dismantle of the show.
3. All signs must have rigging points, except for cloth banners, which must have grommets or pockets.
4. Electrical signs must be in good working order and conform to the National Electric Code. Complete the Electrical Services request form for power requirements.
5. All signs suspended from the ceiling of the facility must be in Heritage Exposition Services possession on the first day of contractor's move-in. All signs must be marked appropriately, and either shipped to HES warehouse or shipped directly to the facility in the back of your truck to allow immediate access. Exhibitor is responsible for arrangements of collecting signage at the close of the show.
6. If assembly is required, set-up instructions must be sent along with Exhibit Labor Order Form enclosed. One (1) hour minimum applies. Heritage Exposition Services will be responsible for preassembly of all signs.
7. If you require this service, return this form at least 10 days prior to show opening, attaching sketch or printed illustration.
8. Heritage Exposition Services is not responsible for, liable for, and will not hang any signage constructed in a manner it deems unsafe. Exhibitor holds harmless and waives all claims against Heritage Exposition Services and the exposition facility concerning all overhead signage.

RATES: (Hourly)

Boom/Lift and 3 man rigging crew

Additional rigger

STRAIGHT TIME

285.00

65.00

OVERTIME

415.00

110.00

One Hour Minimum Charge Installation, One Hour Minimum Charge Dismantle. All labor before 8:00 a.m. and after 4:30 p.m. weekdays and all hours on Saturday, Sundays and holidays will be charged overtime rate. Additional sign hangers will be utilized as required for safety.

ESTIMATED CHARGES: Estimated number of hours _____ x hourly rate _____ = \$ _____

Sign Type: Metal _____ Wood _____ Cloth Banner _____ Other _____ Please explain: _____

Sign Shape: Rectangle _____ Square _____ Circle _____ Triangle _____ Please explain: _____

Size: Height _____ Width _____ Length _____ Weight _____

Electrical Required: Yes _____ No _____ (Complete Electrical Service Form) Assembly required: Yes _____ No _____

Feet from: Left _____ Right _____ Rear _____ Number of feet from floor to bottom of sign: _____

Supervision: Install with HES Supervision _____ Exhibitor Supervision _____ Arrival Date and Time: _____

Name of Exhibitor Supervisor _____

NAME OF CONVENTION 2012 HAA/HCP SHOW BOOTH # _____

FIRM NAME _____ PHONE # _____ FAX # _____

ADDRESS _____ CITY _____ STATE _____ ZIP _____

BY _____ EMAIL _____ NAME _____ DATE _____

(SIGNATURE)

(PLEASE PRINT)

Please Fax or Mail This Form Promptly To The Address Above-Retain One Copy For Your File

SBH-S

Remit To:

HERITAGE

EXPOSITION SERVICES

620 Shenandoah Ave. • St. Louis, MO 63104
Phone 314/534-8500 • Fax 314/533-0906

SIGN SERVICE ORDER FORM

Discount Rate Deadline: Thursday, February 23rd, 2012

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STANDARD SIZE SIGNS

QTY	DISCOUNT PRICE	STANDARD PRICE	TOTAL
7"X11" _____ @	55.00	71.50 = \$ _____	
7"X44" _____ @	65.00	84.50 = \$ _____	
11"X14" _____ @	65.00	84.50 = \$ _____	
14"X22" _____ @	75.00	97.00 = \$ _____	
14"X44" _____ @	89.00	115.75 = \$ _____	
22"X28" _____ @	89.00	118.00 = \$ _____	
28"X44" _____ @	120.00	156.00 = \$ _____	
40"X60" _____ @	186.00	325.00 = \$ _____	
Easel			
Back _____ @	7.50	11.50 = \$ _____	
Sentra _____ X _____ @	16.50 sq.ft.	24.75 sq. ft = \$ _____	

DIGITAL GRAPHICS

Heritage has the capabilities to provide you with the finest digital graphic reproduction available. Capabilities include four-color, photo-quality, high resolution digital printing in virtually any size for banners, signage, exhibit graphics and more.

_____ L X _____ W = sq. ft.
sq. ft. _____ x \$12.75 = \$ _____

- \$12.75 per sq. ft. (standard price \$19.00)
- Minimum order 9 sq. ft. (1296 sq. in.)
- Double sq. ft. for double-sided graphics
- Round sq. ft. to next whole increment
- File conversion, retouching, cloning or color correcting may incur additional labor charges

Emblems, trademarks, logos, special style lettering, etc., are **inclusive** of the above prices if provided to us in a digital format. Please provide in a PC Vector format if available, or PC Raster is the second option. If you can only provide in Mac format, we will attempt to convert, but cannot guarantee 100% accuracy in conversion. If you have any questions on formats supported, please contact our graphics department.

INDICATE YOUR SIGN COPY HERE

* Please feel free to attach additional sign copy on separate page.

Vertical Horizontal Easel Back

Color of Background _____

Color of Lettering _____

Note: File conversion, retouching, cloning or color correcting may incur additional labor charges.

SETUP/COMPUTER LABOR

Straight Time - \$85.00 Overtime - \$127.50

Double Time - \$170.00

TOTAL _____

NAME OF CONVENTION 2012 HAA/HCP SHOW BOOTH # _____

FIRM NAME _____ PHONE # _____ FAX # _____

ADDRESS _____ CITY _____ STATE _____ ZIP _____

BY _____ EMAIL _____ NAME _____ DATE _____

(SIGNATURE)

(PLEASE PRINT)

Please Fax or Mail This Form Promptly To The Address Above-Retain One Copy For Your File.

Exhibit Hall Fire Regulations

The information contained in this brief outline does not by any means cover completely the ordinances and regulations contained in the "City of St. Louis Fire Prevention Code".

The following are basic rules governing concessions, exhibits, and shows in any building open to the public:

1. All curtains, drapes and decorations must be constructed of flameproof material, or treated with an approved flameproofing solution. (Treatment shall be renewed as often as may be necessary to maintain the flameproofing effect.)
2. No combustible materials, merchandise or signs shall be attached to, hung from, or draped over flameproofed side and rear divider draperies of booths or attached to table skirting facing aisles, unless flameproofed.
3. All exits, hallways and aisles leading from buildings or tents are to be kept clear and unobstructed at all times.
4. No exit door shall be locked, bolted or otherwise fastened or obstructed at any time an exhibit building is open to the public. Moreover, it shall be unlawful to obstruct, or reduce in any manner, the clear width of any doorway, hallway, passageway or other means of egress. Additionally, all required exits shall be so located as to be discernible and accessible with unobstructed access thereto.
5. Access through turnstiles, gates, rails or similar devices shall not be permitted unless such a device is equipped to swing readily in the direction of exit travel under a total force of not more than 15 pounds and/or prior approval of the Fire Marshal.
6. All sawdust, shavings, hay and straw shall be flameproofed, stored and maintained in a manner approved by the Fire Marshal.
7. Automobiles, trucks, tractors, machinery and other motor vehicles utilizing flammable fuels, which are placed on display inside any building shall have no more than two (2) gallons of fuel in the tank; all fuel tanks shall be locked or effectively sealed and battery cables shall be disconnected from the ignition system. Ignition keys for vehicles on display shall be kept by a responsible person at the display location for removal of such vehicles from the building in the event of an emergency.
8. There shall not be any gasoline powered forklifts or carts allowed in a place of assembly. Exceptions: Propane or electric vehicles are allowed.
9. The use of liquefied petroleum gases inside buildings, tents or other areas is strictly prohibited, except for demonstration purposes when approved by the Fire Marshal. Maximum LPG allowed for exhibition purposes is a six (6) pound cylinder.
10. "No Smoking by Order of Fire Marshal" signs shall be posted and maintained in areas designated by the Fire Marshal.
11. Provide for daily removal and disposal of trash and rubbish from buildings and tents.
12. All electrical wiring shall be installed in a manner approved by the City Chief Electrical Inspector.
13. Provide and maintain approved fire extinguishing equipment in all areas as designated by the Fire Marshal.
14. All standpipe and hose cabinets shall be kept clear and unobstructed at all times.
15. All appliances fired by natural gas shall be approved by the City Chief Mechanical Inspector and Fire Marshal before being used.
16. The use of welding and cutting equipment for demonstration purposes must be by permit from the Fire Marshal.
17. Cylinders of compressed gases are prohibited unless approved by the Fire Marshal, and shall be secured in a vertical or horizontal positions depending on the tank use and design.
18. The operator or the person in charge of operation or use of any place of assembly or education shall check egress facilities before such building is occupied for any use. If such inspection reveals that any element of the required means of egress is obstructed, inaccessible, locked, fastened or otherwise unsuited for immediate use, admittance to the building shall not be permitted until necessary corrective action has been completed.

--over--

19. There shall not be any obstructions blocking exit doors from the outside of any building such as autos parked in doorways or barricades across sidewalks.
20. No curtains, drapes or decorations shall be hung in such a manner as to cover any exit signs.
21. No vehicles shall be parked in fire lanes outside of buildings.
22. No flammable liquids shall be used or admitted inside of buildings except by approval of the Fire Marshal.
23. Artificial lighting such as lanterns and candles are prohibited.
24. The use of all gas-fired heating units, either portable or stationary, shall meet the approval of the City Chief Mechanical Inspector and the Fire Marshal. The use of the so-called "salamander" stove is strictly prohibited.
25. All cooking appliances shall be equipped with ventilating hoods and equipment as deemed necessary by the Fire Marshal, but in any instance such equipment shall be installed in accordance with provision of the City Building and Fire Codes.

However, countertop fryers not exceeding 15 lbs. of oil may be used without the necessary ventilating hood and surface protection requirements. Additionally, the exhibitor shall be allowed no more than one (1) fryer per booth and shall provide two (2) ten (10) pound B.C. extinguishers, positioned on both sides of said fryers.

All cooking appliances shall be listed by a National Testing Agency: i.e. Underwriters Laboratory or Factory Mutual.
26. Booth and seating plans must be approved by the Fire Marshal. Submit plans to the Fire Marshal no later than 15 days before set-up date.
27. There shall not be any ticket booths, tables or any other display setup in the lobby without the prior approval of the Fire Marshal.
28. All aisles shall be maintained at a minimum of ten (10) feet clearance.
29. All covered structures in excess of ninety (90) square feet in area shall be protected by an automatic fire detection system approved by the Fire Marshal.
30. All floor plans submitted shall be totally representative of the halls, rooms and/or areas in which the events are held in, such as the location of manual pull stations, fire hose standpipe closets, exits, aisles and man doors in air walls, etc.
31. Should there be any questions regarding plans and/or code requirements, contact Inspector Larry Powell. 1421 N. Jefferson, St. Louis, MO 63106. Telephone: 314/289-1900. Fax: 314/289-1985.