

Dear Exhibitor:

Your company is exhibiting at the event below.

Please direct this service manual to the person in charge of your exhibit.

TRANSWORLD'S
HALLOWEEN
& ATTRACTIONS SHOW



&

TRANSWORLD'S
CHRISTMAS
SHOW

MARCH 21 – 24, 2019

AMERICA'S CENTER
ST. LOUIS, MISSOURI



2019 HAA/XMAS SHOW Order Forms TOC / Due-Date Checklist

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

PAGE NO.	FORM	ADVANCE ORDER DEADLINE DATE
3-4	<input type="checkbox"/> General Information.....	N/A
5	<input type="checkbox"/> Charge Authorization	Friday, March 8, 2019
6	<input type="checkbox"/> Hassle Free Exhibit Booth.....	Friday, March 8, 2019
7-9	<input type="checkbox"/> Furniture/Carpet Order Form	Friday, March 8, 2019
10-12	<input type="checkbox"/> Accessories/Display Order Form	Friday, March 8, 2019
13	<input type="checkbox"/> Union Jurisdiction.....	N/A
14	<input type="checkbox"/> Freight Handling Notice	N/A
15	<input type="checkbox"/> P.O.V Unloading Guidelines.....	N/A
16	<input type="checkbox"/> America’s Center Map (Hall 2-5)	N/A
17-18	<input type="checkbox"/> Shipping Instructions/Material Handling.....	Tuesday, March 12, 2019
19	<input type="checkbox"/> Animated Displays Unloading Service Order Form	Friday, March 8, 2019
20	<input type="checkbox"/> Priority Empty Container Return	N/A
21	<input type="checkbox"/> Advance Shipping Labels.....	N/A
22	<input type="checkbox"/> Direct Shipments.....	N/A
23	<input type="checkbox"/> Direct Shipping Labels	N/A
24	<input type="checkbox"/> Vehicle Spotting Services Order Form ***NEW FOR 2019***	Friday, March 8, 2019
25	<input type="checkbox"/> HES Freight Services ***NEW FOR 2019***	Friday, March 8, 2019
26	<input type="checkbox"/> Outbound Shipments Important Information	N/A
27	<input type="checkbox"/> Overtime Load-Out Surcharges/Statement of Account	N/A
28	<input type="checkbox"/> Exhibitor Appointed Contractor Form.....	Thursday, February 21, 2019
29-30	<input type="checkbox"/> Exhibit Labor	N/A
31-32	<input type="checkbox"/> Modular Hardwall.....	Friday, March 8, 2019
33	<input type="checkbox"/> Sign & Banner Hanging	N/A
34	<input type="checkbox"/> Structural Integrity Form ***NEW FOR 2019***	N/A
35	<input type="checkbox"/> Sign Service	Friday, March 8, 2019
36-37	<input type="checkbox"/> Fire Regulations	N/A

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

General Information

Booth Equipment

Each 10'x10' booth will be set with 8' high black back drape, 3' high black side dividers and a 7" x 44" one-line identification sign.

Exhibit Hall Carpet

The exhibit area is NOT carpeted. To enhance the appearance of your booth, rental carpet is available through Heritage Trade Show Services. Please refer to the enclosed carpet brochure and furniture/carpet order form.

Discount Price Deadline Date

In order to receive advance order discount rates listed on the price sheet, we must receive your order and payment by Friday, March 8th, 2019.

Shipments to Advance Warehouse Deadline Date

Heritage will begin receiving freight at the advance warehouse on Thursday, February 21st, 2019. To avoid late fees all shipments to the advanced warehouse must arrive no later than Tuesday, March 12th, 2019.

Exhibitors may ship their products and display goods by any carrier of their choice. Discounted rates and special services are available using HES Logistics for inbound and/or outbound shipments. Additional information about HES Logistics is contained in this packet.

Show Schedule

Exhibitor Move-In

Tuesday	March 19 th	8:00 a.m. - 6:00 p.m.
Wednesday	March 20 th	8:00 a.m. - 6:00 p.m.

Exhibit Hours

Thursday	March 21 st	10:00 a.m. - 5:00 p.m.
Friday	March 22 nd	10:00 a.m. - 5:00 p.m.
Saturday	March 23 rd	10:00 a.m. - 5:00 p.m.
Sunday	March 24 th	10:00 a.m. - 2:00 p.m.

Exhibitor Move-Out

Sunday	March 24 th	2:00 p.m. - 10:00 p.m.
Monday	March 25 th	8:00 a.m. - 3:00 p.m.

- Empty crates and containers will begin being returned at 2:00 p.m., Sunday, March 24th. Overtime charges will apply if additional freight handling services are requested on Sunday.
- All carriers must check-in no later than 1:00 p.m. on Monday, March 25th. Heritage will begin redirecting all outbound freight not claimed by appointed freight carriers to the preferred carrier at 1:00 p.m. In the event your designated carrier does not arrive by 1:00 p.m. and you **DO NOT** want your freight redirected to the show carrier, please complete the "Return to Warehouse" portion of the outbound shipments form on page 26 in this packet and return to Heritage. This form should also be used if you automatically wish to have your freight returned to the warehouse for later pick up by your preferred carrier.
- All exhibit materials must be removed from the exhibit facility by 3:00 p.m., Monday, March 25th.

(Continued on next page)

General Information

Shipping Information

Warehouse Shipping Information:

Exhibitor Company Name and Booth Number

Heritage Trade Show Services

2322 S. 7th St.

St. Louis, MO 63104

FOR: 2019 HAA and XMAS Show

Heritage will begin accepting exhibit materials beginning Thursday, February 21st, 2019 at the above address. Material arriving after Tuesday, March 12th, 2019 will be received at the warehouse with an additional after deadline charge.

Show Site Shipping Address:

Exhibitor Company Name and Booth Number

C/O Heritage Trade Show Services

America's Center (9TH St. Docks)

618 N. 9th St.

St. Louis, MO 63101

FOR: 2019 HAA and XMAS Show

Freight will be accepted at the show site on Tuesday, March 19th & Wednesday, March 20th, 2019. See the Material Handling Instructions within this kit for additional information.

Service Center Hours

The Heritage Exhibitor Service Center will be staffed during exhibitor move-in, show hours and exhibitor move-out.

Assistance

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

We Appreciate Your Business



620 Shenandoah Avenue | St. Louis, MO 63104
 Phone 314-534-8500 | Fax 314-534-8050
 Exhibitor.Services@heritagesvs.com

METHOD OF PAYMENT & CREDIT CARD AUTHORIZATION

NAME OF CONVENTION **2019 HAA AND XMAS SHOW** BOOTH # _____

EXHIBITING COMPANY _____ PHONE # _____ FAX # _____

ADDRESS _____ CITY _____ STATE _____ ZIP _____

CONTACT EMAIL _____

PRINT NAME _____ SIGNATURE _____

CREDIT CARD PAYMENT

CARD HOLDER'S NAME *(Please print)* _____

CARD HOLDER'S SIGNATURE _____

CREDIT CARD BILLING ADDRESS _____

CITY _____ STATE _____ ZIP _____

CREDIT CARD NUMBER _____ V-CODE ____ / ____ / ____ EXP DATE ____ / ____

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

If for any reason the submitted credit card or check is declined or returned, a \$50.00 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.

COMPANY CHECK : Heritage Trade Show Services, 620 Shenandoah Ave, St Louis, MO 63104, Attn: Exhibitor Services. Please include a copy of this order form with your check.

BANK WIRE TRANSFER : Enterprise Bank and Trust; St. Louis, MO 63127. ABA#081006162; ACCT#0040520 HERITAGE; Swift Code-Entrus44. Please reference name of show & booth number so we can properly credit your account. Customers are responsible for any bank processing fees. Please add \$25.00 to your invoice total for each wire to cover inbound bank processing fees.

FURNITURE/CARPET.....	\$ _____
SIGN AND BANNER HANGING	\$ _____
ACCESSORIES	\$ _____
RENTAL UNITS	\$ _____
ESTIMATED MATERIAL HANDLING/DRAYAGE (Credit Card Required).....	\$ _____
PRIORITY EMPTY CONTAINER RETURN/ACCESSIBLE STORAGE	\$ _____
ESTIMATED LABOR (Credit Card Required)	\$ _____
SIGN SERVICE	\$ _____

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 \$ _____

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, we will use this authorization to charge your credit card account for your advance orders, and any additional amounts incurred as a result of show site orders placed by your representative. These charges may include all Heritage companies, including but not limited to HES Logistics, Inc., or any charges which Heritage may be obligated to pay on behalf of Exhibitor, including without limitation, any shipping charges. By submitting this form or ordering materials or services from Heritage, you agree to be bound by all terms & conditions included in your service manual.

For questions or comments, your Exhibitor Services Representative is available by phone at 314-534-8500, by email at exhibitor.services@heritagesvs.com or in person on the show site at the Service Desk. Thank you for your business.

Remit To:



620 Shenandoah Avenue | St. Louis, MO 63104
Phone 314-534-8500 | Fax 314-534-8050
Exhibitor.Services@heritagesvs.com

“HASSLE FREE” EXHIBIT BOOTH

Advance Order Deadline: Friday, March 8th, 2019

Heritage Trade Show Services is offering Special “Hassle-Free” Booth Packages for the 2019 HAA & XMAS Show

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 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.

***ONLY ONE (1) PACKAGE PER 10’ X 10’ BOOTH SPACE* - NO SUBSTITUTIONS ALLOWED**

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 _____ @ \$216.50 each.....

Additional 8’ black skirted display table (limit one) @ \$90.00 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 _____ @ \$124.00 each.....

Additional 8’ black skirted display table (limit one) @ \$90.00 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 2019 HAA AND XMAS SHOW BOOTH # _____

EXHIBITIING COMPANY _____ PHONE # _____ FAX # _____

ADDRESS _____ CITY _____ STATE _____ ZIP _____

EMAIL ORDER CONFIRMATION & INVOICE TO _____

CONTACT NAME _____ DATE _____

(Print & Sign)

Remit To:



620 Shenandoah Avenue | St. Louis, MO 63104
 Phone 314-534-8500 | Fax 314-534-8050
 Exhibitor.Services@heritagesvs.com

FURNITURE/CARPET RENTAL ORDER FORM

Discount prices only apply to orders received with full payment by the discount deadline date listed on the general information page. 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.

ITEM #	QTY	DISCOUNT RATES	STANDARD RATES	AMOUNT
FURNITURE				
F60	Plastic Side Chair (White)	46.00	57.00	
F50	Padded Sled Base Chair (Gray)	65.00	80.00	
F9	Padded Chair (Gray)	62.00	81.00	
F10	Padded Arm Chair (Gray)	56.00	70.00	
F20	Custom Padded Arm Chair	85.00	106.00	
F30	Padded High Stool (Gray)	63.00	78.00	
F40	Custom Padded High Stool	106.00	133.00	
LC01	Leather Couch	495.00	643.50	
LC02	Leather Chair	310.00	406.00	
F245	Coffee Table	195.00	253.50	
F75	Executive Chair	195.00	253.50	

ITEM #	QTY	DISCOUNT RATES	STANDARD RATES	AMOUNT
CARPET				
C10	9' X 10'	126.50	160.50	
C20	9' X 20'	255.00	318.75	
C30	9' X 30'	381.50	475.50	
C40	9' X 40'	508.00	636.00	
C50	9' X _____ Per 10' increment	123.50	158.50	

AREA CARPET (Indicate Dimensions for Special Size Carpet)

C60 _____' X _____' per sq. ft. (100 sq. ft. min.) 2.40 3.20 _____

COLORS: RED BLUE HUNTER GREEN BURGUNDY
 PLUM GRAY BLACK

Area carpet is required for all booths larger than 30', or for booths configured as islands or peninsula areas.

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

C70 _____' X _____' Carpet padding/per sq. ft. 1.20 1.50 _____
 C80 _____' X _____' Visqueen covering/per sq. ft.60 .75 _____

ITEM #	QTY	DISCOUNT RATES	STANDARD RATES	AMOUNT
DRAPED DISPLAY TABLE				
F110	4' Table - 30" high	89.00	111.00	
F120	6' Table - 30" high	102.00	127.00	
F130	8' Table - 30" high	116.00	145.00	
F140	4' Table - 42" Counter high	100.00	125.00	
F150	6' Table - 42" Counter high	113.00	141.00	
F160	8' Table - 42" Counter high	133.00	166.00	
F170	4th side table drape	40.00	52.00	

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

UNDRAPED DISPLAY TABLE

F190	4' Table - 30" high	40.00	50.00	
F200	6' Table - 30" high	46.00	58.00	
F210	8' Table - 30" high	53.00	64.00	
F220	4' Table - 42" Counter high	57.00	69.00	
F230	6' Table - 42" Counter high	62.00	74.00	
F240	8' Table - 42" Counter high	66.00	81.00	
	_____ 30" Diameter Pedestal Table (Gray)...	104.50	135.00	
F80	<input type="checkbox"/> 18" High			
F90	<input type="checkbox"/> 30" High			
F100	<input type="checkbox"/> 42" High			

TABLE RISERS COVERED WHITE

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

F260	6' Long riser	44.00	55.00	
F270	8' Long riser	50.00	62.00	

SPECIAL DRAPE BACKGROUNDS

F280	3' H. Background/per ft.	12.00	15.00	
F290	8' H. Background/per ft.	13.00	17.00	

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

*Show colors will be given when color is not selected.

TOTAL ORDER _____

NAME OF CONVENTION 2019 HAA AND XMAS SHOW BOOTH # _____

EXHIBITIING COMPANY _____ PHONE # _____ FAX # _____

ADDRESS _____ CITY _____ STATE _____ ZIP _____

EMAIL ORDER CONFIRMATION & INVOICE TO _____

CONTACT NAME _____ DATE _____

(Print & Sign)

Please Fax, Mail or Email This Form Promptly To Heritage Using The Information At The Top Of The Page - Retain One Copy for Your Files

Furniture/Carpet

Furniture



F60



F50



F9



F10



F30



F20



F40



F75



LC02

*Chair is 33" wide x 33" tall x 33" deep



F245



LC01

*Couch is 7' wide x 3' tall x 40" deep

Furniture

- F60 Plastic Side Chair, White
- F50 Padded Sled Base Chair, Gray
- F9 Padded Chair, Gray
- F10 Padded Arm Chair, Gray
- F30 Padded High Stool, Gray
- F20 Padded Arm Chair, Custom
- F40 Padded High Stool, Custom
- F75 Executive Chair
- LC02 Black/Expresso Chair
- F245 Coffee Table
- LC01 Black/Expresso Couch

Carpet



Black



Red



Burgundy



Gray



Blue



Plum



Hunter Green

Display Tables

Pedestal Tables

F80 Pedestal Table 30" x 18" h

F90 Pedestal Table 30" x 30" h

F100 Pedestal Table 30" x 42" h

Draped Display Tables

F110 4' x 2' x 30" F140 4' x 2' x 42"

F120 6' x 2' x 30" F150 6' x 2' x 42"

F130 8' x 2' x 30" F160 8' x 2' x 42"

Undraped Display Tables

F190 4' x 2' x 30" F220 4' x 2' x 42"

F200 6' x 2' x 30" F230 6' x 2' x 42"

F210 8' x 2' x 30" F240 8' x 2' x 42"



F80



F90



F100



F190
F220



F110
F140



Red



Teal



Burgundy



Gray



Plum



White



Hunter
Green



Expo
Green



Gold



Blue



Black



F200
F230



F120
F150



F210
F240



F130
F160

Remit To:



620 Shenandoah Avenue | St. Louis, MO 63104

Phone 314-534-8500 | Fax 314.534.8050

exhibitorservices@heritageexpo.com

**ACCESSORIES/DISPLAY
RENTAL ORDER FORM**

Discount prices only apply to orders received with full payment by the discount deadline date listed on the general information page. 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 / Email orders will only be accepted with enclosed credit card authorization form. 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.

ITEM #	QTY	DISCOUNT RATES	STANDARD RATES	AMOUNT	ITEM #	QTY	DISCOUNT RATES	STANDARD RATES	AMOUNT
ACCESSORIES					DISPLAY				
A10	_____	Wastebasket	13.00	17.00	D10	_____	Pegboard Panels (4'x8')	128.00	166.00
A20	_____	Tripod Easels	29.00	38.00	D11	_____	Pegboard 6" Single Hook	8.35	10.85
D250	_____	Chrome Sign Holder	102.35	133.05	D12	_____	Pegboard 8" Single Hook	9.70	12.65
A30	_____	Chrome Stanchion	28.00	49.00	D20	_____	Tackboard Panels (4'x8')	128.00	166.00
A40	_____	Velour Rope 6' Black	32.00	42.00	<input type="checkbox"/> Horiz. <input type="checkbox"/> Vert.				
A50	_____	Coat Tree	42.00	55.00	D31	_____	Fabric Impact Panel 1 Meter x 8'	305.30	396.89
A60	_____	Chrome Bag Rack	70.00	91.00	D40	_____	Gridwall 2'x8' Black	122.50	183.00
A70	_____	Literature Rack	100.00	130.00	D60	_____	Gridwall 6" Single Hook	8.50	12.50
A80	_____	Garment Rack 5'	94.00	141.00	D70	_____	Gridwall 8" Single Hook	10.25	15.00
A90	_____	2 Way Straight Arm Rack	88.80	115.45	D50	_____	Slatwall 1 Meter x 8'	210.00	315.50
A100	_____	4 Way Slant Arm Rack	99.45	129.30	D120	_____	Slatwall Waterwalls Hooks	28.00	45.00
A106	_____	Raffle Ticket Drum	55.00	71.50	D121	_____	Slatwall 8" Bracket	9.70	12.65
A107	_____	Fishbowl	20.00	26.00	D130	_____	Shelf 1 meter wide	45.00	67.50
A110	_____	6' Tensabarrier	94.35	122.70	D210	_____	Acrylic Holder	17.35	22.55
DISPLAY CABINETS AND COUNTERS									
<input type="checkbox"/> Black Fabric <input type="checkbox"/> Gray Fabric <input type="checkbox"/> White PVC									
MD20	_____	Counter 1M x 1/2M x 42" High, W/Shelf	388.60	505.15	D220	_____	Arm Light	78.00	117.00
<input type="checkbox"/> Counter Lock			21.95	28.55	D140	_____	4' Full View Showcase	367.80	478.10
MD21	_____	Counter 2M x 1/2M x 42" High, W/Shelf	543.55	706.65	D150	_____	6' Full View Showcase	395.55	514.20
<input type="checkbox"/> 2 Counter Locks			38.20	49.70	D160	_____	4' Quarter View Showcase	312.25	405.95
MD22	_____	Curved Counter 1M x 1/2M x 42" High W/Shelf	427.55	555.65	D170	_____	6' Quarter View Showcase	351.60	457.05
<input type="checkbox"/> Counter Lock			21.95	28.55					
MD23	_____	Radius Counter 1M x 1/2M x 42" High	513.00	667.00					
MD30	_____	Cabinet 1M x 1/2M x 42" (White Only/ Comes With Lock & Shelf)	466.30	606.20					
					TOTAL ORDER _____				

Looking for something else? Please contact us at Exhibitor.Services@HeritageSVS.com for assistance.

NAME OF CONVENTION **2019 HAA AND XMAS SHOW** BOOTH # _____

EXHIBITING COMPANY _____ PHONE # _____ FAX # _____

ADDRESS _____ CITY _____ STATE _____ ZIP _____

EMAIL ORDER CONFIRMATION & INVOICE TO _____


CONTACT NAME _____ DATE _____

(Print & Sign)

Accessories

 <p>A10</p>	 <p>D250</p>	 <p>A30</p>	 <p>A40</p>
 <p>A20</p>	 <p>A70</p>	 <p>A80</p>	 <p>A60</p>
 <p>A100</p>	 <p>A90</p>	 <p>A110</p>	 <p>A106</p>
 <p>A107</p>	<p>Accessories:</p> <ul style="list-style-type: none"> A10 Wastebasket A20 Tripod Easel D250 Chrome Sign Holder A30 Chrome Stanchion A40 Velour Rope 6' Black A50 Coat Tree A60 Chrome Bag Rack A70 Literature Rack A80 Garment Rack 5' A90 2 Way Straight Arm Rack A100 4 Way Slant Arm Rack A110 6' Tensabarrier A106 Raffle Ticket Drum A107 Fishbowl 		

Display

 <p>D10</p>	 <p>D50</p>	 <p>D40</p>	 <p>D31</p>
 <p>D11 D12</p>	 <p>D121</p>	 <p>D60 D70</p>	 <p>D130</p>
 <p>D220</p>	 <p>D120</p>	 <p>D140 D150 (Shown)</p>	 <p>D160 D170 (Shown)</p>
 <p>D20 D30 (Shown)</p>	 <p>MD30</p>	 <p>MD20 (Top) MD21 (Bottom)</p>	 <p>MD23 (Top) MD22 (Bottom)</p>
<p>Display D10 Pegboard Panels 4'x8' Vertical D50 Slatwall 1 Meter x 8' D40 Gridwall 2'x8' D31 Fabric Impact Panel 1 Meter x 8' D11 Pegboard 6" Single Hook</p>	<p>D12 Pegboard 8" Single Hook D121 Slatwall 8" Bracket D60 Gridwall 6" Single Hook D70 Gridwall 8" Single Hook D130 Shelf 1 meter wide x 12" deep D220 Arm Light</p>	<p>D120 Slatwall Waterwalls Hooks D140 4' Full View Showcase D150 6' Full View Showcase D160 4' Quarter View Showcase D170 6' Quarter View Showcase D20 Vertical Tackboard</p>	<p>D30 Horizontal Tackboard MD30 Display Cabinet 1 Meter MD20 Display Counter 1 Meter MD21 Display Counter 2 Meter MD22 Curved Counter 1 Meter MD23 Radius Counter 1 Meter Dia.</p>

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 pages for rates and descriptions of services available.**



IMPORTANT NOTICE REGARDING FREIGHT HANDLING AT AMERICA'S CENTER

The purpose of this notice is to apprise all exhibitors participating in the 2019 HAA & XMAS Show of specific guidelines, rates and the rules and regulations concerning freight handling by Heritage Trade Show Services at America's Center.

- **JURISDICTION:** All inbound/outbound exhibitor freight, with the exception of P.O.V.'s meeting the guidelines of self-unloading as covered on the following page, must be handled by Heritage Trade Show Services.

- **RATES & SERVICES:** The rates and description of services offered by Heritage are covered on the enclosed order forms.
 - Privately Owned Vehicle (P.O.V.) Self-UnloadingPage 15
 - Shipping Instructions/Material Handling Information.....Pages 17 - 18
 - Animated Display/Prop Unloading ServicePage 19

- **UNCRATED SURCHARGES:** Wherever possible, all inbound freight should be crated, boxed or skidded to allow efficient and expedient unloading. Any inbound freight unloaded from exhibitor trucks, trailers or flatbeds that is not crated, boxed or skidded requiring manpower to unload and reload by hand, is subject to higher rates as outlined under the "Shipments to Show Site/Loose or Uncrated Shipments".

- **WEIGHT VERIFICATION:** All shipments received, whether at our advance receiving warehouse or directly at show site MUST have documents or bills of lading verifying the piece count and weight of the shipment. Shipments received without this documentation will be rerouted to be weighed, delaying the unloading and delivery to the exhibitors designated booth area.

- **OVERTIME CHARGES:** The rates listed for freight/material handling are based on straight time move-in and move-out hours. All shipping containers, crates, pallets, etc., will be returned to the exhibitors at the close of the show on Sunday, March 24th beginning at 2:00 p.m. Any exhibitors requesting load out on Sunday, March 24th or who have designated their specified carriers for pick up on Sunday will be charged a 25% overtime surcharge to the published rates as defined on Page 28.

- **OUTBOUND SHIPPING:** All exhibitors are required to fill out a Heritage bill of lading for outbound shipments. If you wish to be loaded out on Sunday or have scheduled your designated carrier for pick-up on Sunday, we must be notified of this when you turn in your bill of lading at the Heritage Service Desk. Bill of lading and shipping labels may be obtained any time during the show at the Heritage Service Desk.

If you have any questions or special circumstances, please contact our Exhibitor Services Department at 314-534-8500.



Guidelines for Self-Unloading of Privately Owned Vehicles (P.O.V.) at America's Center For the 2019 HAA & XMAS 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**
- **Two-wheel handcarts are allowed**
- **Four-wheel dollies or carts,
Pallet Jacks or motorized
Equipment may not be used**
- **Hired or Contracted Labor is not
allowed except for the Official
Exposition Contractor**
- **No self-unloading of vehicles,
trailers, etc. inside of the expo hall
will be allowed.**

Exhibitors meeting the above criteria may unload at curbside along 9th Street or Cole Street and enter through either the 2-A, 3-B, or 5-A roll-up freight door.

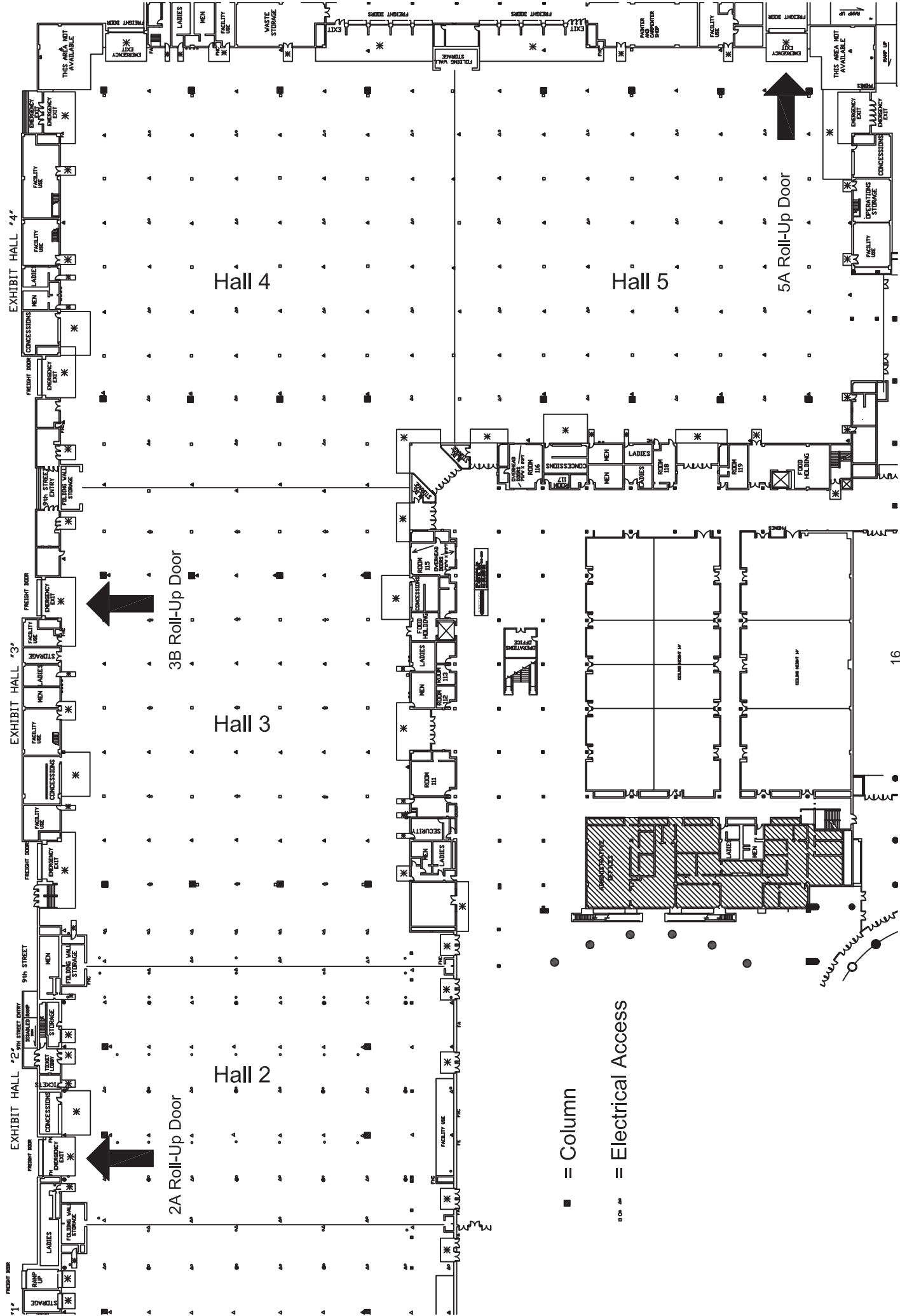
Exhibitors that do not qualify for "Self Unloading" or wish to have Heritage Trade Show Services unload their vehicles and deliver to designated booth areas must fill-out and return the enclosed Shipping Instructions/Material Handling Information Form or the Animated Displays / Props Form along with 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 TRADE SHOW SERVICES

America's Center 9th Street and Cole St. Freight Doors



11' FREIGHT DOOR

EXHIBIT HALL #2

EXHIBIT HALL #3

EXHIBIT HALL #4

EXHIBIT HALL #5

2A Roll-Up Door

3B Roll-Up Door

5A Roll-Up Door

Hall 2

Hall 3

Hall 4

Hall 5

■ = Column

⋯ = Electrical Access

Remit To:



620 Shenandoah Avenue | St. Louis, MO 63104
 Phone 314-534-8500 | Fax 314-534-8050
 Exhibitor.Services@heritagesvs.com

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. MATERIAL HANDLING FOR DELIVERIES TO WAREHOUSE

Heritage Trade Show Services will start receiving crated, boxed or skidded materials 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. Rates below include receipt of your freight; delivery to the booth; storage and return of empty crates; and reloading.

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

EXHIBITOR COMPANY NAME
 HERITAGE TRADE SHOW SERVICES
 2322 SOUTH 7TH ST.
 ST. LOUIS, MO 63104
 FOR: 2019 HAA AND XMAS SHOW

BOOTH NO. _____

TOTAL PIECES _____

APPROX. WT _____

****DELIVERIES TO THE WAREHOUSE MUST BE MADE BETWEEN THE HOURS OF 10 AM – 4 PM, MONDAY THROUGH FRIDAY****

STRAIGHT TIME RATES FOR DELIVERIES TO WAREHOUSE

Deadline Date: Tuesday, March 12th, 2019 To Avoid Late Fees

	Description	Rate per 100 lbs.	Min Charge
I	Packaged Shipments to the Advance Warehouse	\$ 65.50	\$ 131.00
II	Packaged Shipments via Van Line, Specialized Carrier, Federal Express, UPS or U.S. Mail to the Advance Warehouse	\$ 75.00	\$ 150.00
III	Packaged Shipments to the Advance Warehouse after the deadline date	\$ 79.25	\$ 158.50
IV	Packaged Shipments via Van Line, Specialized Carrier, Federal Express, UPS, or U.S. Mail to the Advance Warehouse after the deadline date	\$ 89.00	\$ 178.00

B. MATERIAL HANDLING FOR DELIVERIES TO SHOW SITE

Heritage Trade Show 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. Rates below include receipt of your freight; delivery to the booth; storage and return of empty crates; and reloading.

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

EXHIBITOR COMPANY NAME
 C/O HERITAGE TRADE SHOW SERVICES
 AMERICA'S CENTER (9TH ST. DOCKS)
 618 N. 9TH ST.
 ST. LOUIS, MO 63101
 FOR: 2019 HAA AND XMAS SHOW

BOOTH NO. _____

TOTAL PIECES _____

APPROX. WT _____

STRAIGHT TIME RATES FOR DELIVERIES TO SHOWSITE

	Description	Rate per 100 lbs.	Min Charge
VI	Packaged Shipments to the Show site	\$ 61.00	\$ 122.00
VII	Packaged Shipments via Van Line, Specialized Carrier, Federal Express, UPS or U.S. Mail to the Show site	\$ 72.00	\$ 144.00
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)	\$ 86.25	\$ 172.50

*** 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 NEXT PAGE

D. INBOUND SHIPMENTS

All shipments must have a bill-of-lading or delivery receipt showing number of pieces, true weight (via certified scale ticket), 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 TRADE SHOW 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)	\$ 100.00 per hr.	\$ 165.00 per hr. (One Hour Minimum)
Material Handler	\$ 65.00 per hr.	\$ 97.50 per hr. (One Hour Minimum)
Local Pickups & Deliveries	\$ 95.00 per hr.	\$ 160.00 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 Trade Show 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 Trade Show 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 Trade Show Services to exhibitors, will be checked at time of actual pickup from the booth and corrections made where discrepancies occur.
- Heritage Trade Show 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 Trade Show 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 Trade Show 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 2019 HAA AND XMAS SHOW BOOTH # _____

EXHIBITING COMPANY _____ PHONE # _____ FAX # _____

ADDRESS _____ CITY _____ STATE _____ ZIP _____

EMAIL ORDER CONFIRMATION & INVOICE TO _____

CONTACT NAME _____ DATE _____

(Print & Sign)

Please Return This Form Promptly To Heritage Trade Show Services-Retain One Copy For Your File.

Remit to:

ANIMATED DISPLAYS/PROPS UNLOADING SERVICE ORDER FORM



620 Shenandoah Avenue | St. Louis, MO 63104
Phone 314-534-8500 | Fax 314-534-8050
Exhibitor.Services@heritagesvs.com

Heritage will unload uncrated animated props and displays at show site from exhibitor owned vehicles, deliver to designated booths and reload at the close of the show. These items must be designed in a way that will allow unloading and reloading to be performed by a forklift or pallet jack. No crate, pallets or box storage will be provided. The straight time rates for this service is as follows: (500 lb. min.)

501 - 1,000 lbs.	\$33.75 per cwt.	6,001 - 8,000 lbs.	\$27.00 per cwt.
1,001 - 2,000 lbs.	\$31.75 per cwt.	8,001 - 10,000 lbs.	\$25.50 per cwt.
2,001 - 4,000 lbs.	\$30.75 per cwt.	Over 10,000 lbs.	Call for quote
4,001 - 6,000 lbs.	\$28.75 per cwt.		

- Rate is determined on accumulated weight of total pieces for each shipment.

Please Note: For crated or boxed display goods shipped to the advance warehouse or directly to show site and for uncrated display goods requiring special handling and all display goods shipped via common carrier, van lines, Fed Ex, etc., please refer to the enclosed Shipping Instructions/Material Handling Order Form for rates.

OVERTIME: A 25% surcharge will be added to the above rates if unloading or reloading is performed on overtime. A 50% surcharge will be added if both unloading and reloading is performed on overtime. Overtime is anytime before 8:00 a.m. and after 4:30 p.m. on weekdays and all hours Saturdays, Sundays, and holidays.

All shipments must have a bill-of-lading or delivery receipt showing number of pieces, weight and description of merchandise. If shipments arrive without weight on bill-of-lading and weight is unobtainable, a mutual decision as to approximate weight will be determined and will be binding on both parties.

To order the above service, the following must be completed along with the Credit Card Authorization Form and returned to Heritage **no later than Friday, March 8TH**.

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

NAME OF CONVENTION 2019 HAA AND XMAS SHOW BOOTH # _____

EXHIBITIING COMPANY _____ PHONE # _____ FAX # _____

ADDRESS _____ CITY _____ STATE _____ ZIP _____

EMAIL ORDER CONFIRMATION & INVOICE TO _____

CONTACT NAME _____ DATE _____

(Print & Sign)

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

Remit To:



620 Shenandoah Avenue | St. Louis, MO 63104
Phone 314-534-8500 | Fax 314-534-8050
Exhibitor.Services@heritagesvs.com

**PRIORITY RETURN/
ACCESSIBLE STORAGE FORM**

All orders must have a credit card authorization form on 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 Trade Show 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 materiel 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 placed 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 2019 HAA AND XMAS SHOW BOOTH # _____

EXHIBITING COMPANY _____ PHONE # _____ FAX # _____

ADDRESS _____ CITY _____ STATE _____ ZIP _____

EMAIL ORDER CONFIRMATION & INVOICE TO _____

CONTACT NAME _____ DATE _____

HERITAGE

Trade Show Services

DO NOT DELAY!

**ADVANCE SHIPMENT
TO WAREHOUSE**

TO: _____

EXHIBITOR NAME

BOOTH NUMBER: _____

HERITAGE TRADE SHOW SERVICES
2322 S. 7TH ST.
ST. LOUIS, MO 63104

FOR: 2019 HAA AND XMAS SHOW

HERITAGE

Trade Show Services

DO NOT DELAY!

**ADVANCE SHIPMENT
TO WAREHOUSE**

TO: _____

EXHIBITOR NAME

BOOTH NUMBER: _____

HERITAGE TRADE SHOW SERVICES
2322 S. 7TH ST.
ST. LOUIS, MO 63104

FOR: 2019 HAA AND XMAS SHOW

HERITAGE

Trade Show Services

DO NOT DELAY!

**ADVANCE SHIPMENT
TO WAREHOUSE**

TO: _____

EXHIBITOR NAME

BOOTH NUMBER: _____

HERITAGE TRADE SHOW SERVICES
2322 S. 7TH ST.
ST. LOUIS, MO 63104

FOR: 2019 HAA AND XMAS SHOW

HERITAGE

Trade Show Services

DO NOT DELAY

**ADVANCE SHIPMENT
TO WAREHOUSE**

TO: _____

EXHIBITOR NAME

BOOTH NUMBER: _____

HERITAGE TRADE SHOW SERVICES
2322 S. 7TH ST.
ST. LOUIS, MO 63104

FOR: 2019 HAA AND XMAS SHOW



IMPORTANT NOTICE REGARDING DIRECT SHIPMENTS

Please be aware that the America's Center does NOT receive exhibitor freight, literature or supplies through the center's package room. The venue's package room is too small to handle Exhibit Materials and the center's 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 at 8:00 a.m., Tuesday, March 19th, 2019. Any materials sent to the venue prior to this date may be returned to sender and/or may be turned over to Heritage Trade Show Services and will be billed according to the Show's Shipping & Receiving Rates, and will be subject to venue assessed fees.

<p>EXHIBITOR COMPANY NAME _____</p> <p>BOOTH NUMBER _____</p> <p>C/O HERITAGE TRADE SHOW SERVICES AMERICA'S CENTER (9TH ST. DOCKS) 618 N. 9TH ST. ST. LOUIS, MO 63101</p> <p>FOR: 2019 HAA AND XMAS SHOW</p>
--

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 TRADE SHOW SERVICES**

HERITAGE

Trade Show Services

DO NOT DELAY

DIRECT SHIPMENT TO
SHOW SITE

MUST NOT ARRIVE BEFORE
TUESDAY, MARCH 19TH, 2019

TO: _____
EXHIBITOR NAME

BOOTH NUMBER: _____

C/O HERITAGE TRADE SHOW SERVICES
AMERICA'S CENTER (9TH ST. DOCKS)
618 N. 9TH ST.
ST. LOUIS, MO 63101
FOR: 2019 HAA AND XMAS SHOW

HERITAGE

Trade Show Services

DO NOT DELAY

DIRECT SHIPMENT TO
SHOW SITE

MUST NOT ARRIVE BEFORE
TUESDAY, MARCH 19TH, 2019

TO: _____
EXHIBITOR NAME

BOOTH NUMBER: _____

C/O HERITAGE TRADE SHOW SERVICES
AMERICA'S CENTER (9TH ST. DOCKS)
618 N. 9TH ST.
ST. LOUIS, MO 63101
FOR: 2019 HAA AND XMAS SHOW

HERITAGE

Trade Show Services

DO NOT DELAY

DIRECT SHIPMENT TO
SHOW SITE

MUST NOT ARRIVE BEFORE
TUESDAY, MARCH 19TH, 2019

TO: _____
EXHIBITOR NAME

BOOTH NUMBER: _____

C/O HERITAGE TRADE SHOW SERVICES
AMERICA'S CENTER (9TH ST. DOCKS)
618 N. 9TH ST.
ST. LOUIS, MO 63101
FOR: 2019 HAA AND XMAS SHOW

HERITAGE

Trade Show Services

DO NOT DELAY

DIRECT SHIPMENT TO
SHOW SITE

MUST NOT ARRIVE BEFORE
TUESDAY, MARCH 19TH, 2019

TO: _____
EXHIBITOR NAME

BOOTH NUMBER: _____

C/O HERITAGE TRADE SHOW SERVICES
AMERICA'S CENTER (9TH ST. DOCKS)
618 N. 9TH ST.
ST. LOUIS, MO 63101
FOR: 2019 HAA AND XMAS SHOW



Vehicle Spotting Services
Order Form

620 Shenandoah Avenue | St. Louis, MO 63104
Phone 314-534-8500 | Fax 314.534.8050

Advance Order Deadline:
Friday, March 8th, 2019

All orders MUST have a credit card authorization form on file.

VEHICLE SPOTTING

All vehicles and/or transports entering or exiting the Exposition Hall for the purpose of delivering or removing mobile displays, trailers, etc., must order vehicle spotting services using this order form. Heritage Trade Show Services will provide labor to accompany mobile motorized vehicles and transports to and from their assigned booth areas. Exhibitors must check in at the Heritage Service Desk upon arrival.

Note: This service does not include the unloading or loading out of products or display properties. For these services, please refer to the "Material Handling Information" on pages 17-18

Advance Rate

\$95.00 / per trip

Floor Rate

\$125.00 / per trip

Total # of Trips (In and Out) _____ X Rate _____ = Total _____

To receive the above service, the following must be completed and forwarded to Heritage Trade Show Services along with the Credit Card Authorization/ Payment Policies Form.

Arrival Date: _____ Est. Time of Arrival: _____

Brief Description of Equipment _____

NAME OF CONVENTION 2019 HAA AND XMAS SHOW BOOTH # _____

EXHIBITING COMPANY _____ PHONE # _____ FAX # _____

ADDRESS _____ CITY _____ STATE _____ ZIP _____

EMAIL ORDER CONFIRMATION & INVOICE TO _____

CONTACT NAME _____ DATE _____

(Print & Sign)

NEED A RELIABLE CARRIER TO TRANSPORT YOUR FREIGHT?

Email, fax, or call in the information needed below to have your freight shipped to the advance warehouse, and invoiced along with any other orders placed with the show decorator, Heritage Trade Show Services.

NOTE: If the inbound or outbound shipment requires air or expedited service, please inform HES Logistics as soon as possible. HES Logistics can accommodate any type of shipping need, but specializes in LTL ground freight totaling 100 lbs or greater.

Show Name _____

Booth Name _____

Booth Number (if known) _____

Pickup Information

Company Name _____

Address _____

Suite _____

City, ST Zip _____

Contact Name _____

Contact Number _____

(for the driver to call, if needed)

Pickup Hours _____

Pickup Date _____

(call HES Logistics to discuss, if needed)

Description of Pieces & Loading Area

(quantity / type / approx. lbs & dims L"xW"xH") Example: 2 Cases 150 lbs each 54"x36"x12" / 1 crate 600 lbs 96"x48"x40"

Is there a loading dock at the pickup address? _____ If not, please describe pickup area and / or additional

instructions for the driver: _____

(ex. Lift Gate Truck Required / Residential / Inside pickup / Notify / White Glove Service)

For return (outbound) shipping, all exhibitors must visit the Exhibitor Services Desk at the show site to arrange handling, unless you are hand carrying all of your items out of the show.

***USE THE SHOW CARRIER
(HES Logistics)
FOR ROUNDTRIP SHIPPING!***

BENEFITS INCLUDED

- *Lowest Material Handling Rate Offered by Heritage*
- *Complimentary Priority Empty Container Return*
- *Complimentary Shrink Wrapping and / or Banding at the Show Site, if requested*
- *No need to schedule a pickup for the return shipment*



**IMPORTANT INFORMATION
REGARDING OUTBOUND SHIPMENTS**

To ensure that your outbound shipments from the 2019 HAA & XMAS 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 Trade Show 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 pages 16-17 of the service kit

EXHIBITING COMPANY

BOOTH NUMBER

AUTHORIZED SIGNATURE

PRINT NAME

ON-SITE CONTACT
(If Different than above)

CELL NUMBER

Thank you and we hope you have a great show!

**OVERTIME MOVE-OUT / SURCHARGE
STATEMENT OF ACCOUNT**

Remit to:



620 Shenandoah Avenue | St. Louis, MO 63104
Phone 314-534-8500 | Fax 314-534-8050
Exhibitor.Services@heritagesvs.com

A statement of account for all equipment and/or services provided by Heritage Trade Show Services will be made available to each exhibitor on Saturday, March 23rd, 2019. Any questions or discrepancies should be addressed at the Heritage Service Desk prior to the close of the show at 2:00 p.m. on Sunday, March 24th. No credits will be issued after the show.

If you require load out on Sunday, March 24th or have scheduled your designated carrier for pick up and load out on Sunday, March 24th, a 25% surcharge will be applied to your freight handling fees to cover overtime labor.

Please check the appropriate box below and return this form to Heritage Trade Show Services.

I/we will require load out or have designated our carrier to pick up our shipment on Sunday, March 24th, 2019.
(25% Surcharge Will Apply)

I/we will require load out or have designated our carrier to pick up our shipment on Monday, March 25th, 2019.
(If you elect to move-out on Sunday, March 24th instead or your carrier arrives for pick up on Sunday, March 24th, a 25% surcharge will be added to your final invoice.)

ON-SITE CONTACT

CELL NUMBER

NAME OF CONVENTION 2019 HAA AND XMAS SHOW BOOTH # _____

EXHIBITIING COMPANY _____ PHONE # _____ FAX # _____

ADDRESS _____ CITY _____ STATE _____ ZIP _____

EMAIL ORDER CONFIRMATION & INVOICE TO _____

CONTACT NAME _____ DATE _____

(Print & Sign)

Remit To:



620 Shenandoah Avenue | St. Louis, MO 63104
Phone 314-534-8500 | Fax 314-534-8050
Exhibitor.Services@heritagesvs.com

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 _____

Non-official contractors must use labor supplied by Heritage unless the following requirements are fulfilled:

- Exhibitors must return this completed form to Heritage at least thirty (30) days prior to the show.
Non-official contractors must submit proof of adequate insurance, in the form of an original policy rider, listing Heritage as an additional insured, furnished by their broker to Heritage's office no later than thirty (30) days in advance of actual installation dates. This must include a copy of your Worker's Compensation insurance.
All personnel must be properly badged for the show.
Labor must conform to local labor jurisdiction as outlined under the appropriate section of this service manual.

Non-official installation and dismantle contractors may provide supervision. Non-official contractors are allowed on the exhibit floor only during official installation and dismantle hours, providing the information above it supplied.

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: _____

(Please Print)

NAME OF CONVENTION 2019 HAA AND XMAS SHOW BOOTH # _____

EXHIBITING COMPANY _____

PHONE # _____ FAX # _____

ADDRESS _____ CITY _____ STATE _____ ZIP _____

BY _____ EMAIL _____

NAME _____ DATE _____

(Signature)

Remit To:



620 Shenandoah Avenue | St. Louis, MO 63104
Phone 314-534-8500 | Fax 314-534-8050
Exhibitor.Services@heritagesvs.com

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)..... **\$67.45 PER HOUR**
8:00 A.M. - 4:30 P.M. Monday through Friday
- OVERTIME** (One hour minimum per man) **\$101.18 PER HOUR**
6:00 A.M. - 8:00 A.M. and 4:30 P.M – 6:30 P.M. Monday – Friday, and Saturday 6:00 A.M. – 6:30 P.M.
- DOUBLE TIME** (One hour minimum per man) **\$134.90 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% _____ = _____

Please complete the reverse side of this form

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% _____ = _____

Please complete the reverse side of this form

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 **2019 HAA AND XMAS 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. _____

Remit To:



620 Shenandoah Avenue | St. Louis, MO 63104
 Phone 314-534-8500 | Fax 314-534-8050
 Exhibitor.Services@heritagesvs.com

MODULAR RENTAL DISPLAY ORDER FORM

Cancellation: No refunds if 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"/> MD01 DISPLAY ONE: 10' STANDARD DISPLAY Package Includes: Installation and dismantling labor 1 Header One 10' x 10' Standard Carpet One 1 meter counter Three Arm Lights	ADVANCED RATE \$1,811.25	STANDARD RATE \$2,354.65		<input type="checkbox"/> MD02 DISPLAY TWO: 20' STANDARD DISPLAY 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	ADVANCED RATE \$4,147.50	STANDARD RATE \$5,391.75				
<input type="checkbox"/> MD03 DISPLAY THREE: 20' DELUXE DISPLAY Package Includes: Installation and dismantling labor One 10' x 20' Standard Carpet 2 Headers One 1.5 meter counter Four shelves 5 Halogen Lights	ADVANCED RATE \$4,462.50	STANDARD RATE \$5,801.25		<input type="checkbox"/> MD04 DISPLAY FOUR: 20' DELUXE DISPLAY Package Includes: Installation and dismantling labor One 10' x 20' Standard carpet 1 Header 4 Counters 5 Halogen Lights	ADVANCED RATE \$4,856.25	STANDARD RATE \$6,313.15				
<input type="checkbox"/> MD05 DISPLAY FIVE: 20 X 20 ISLAND DISPLAY Package Includes: Installation and dismantling labor One 20' x 20' Standard carpet 2 Headers 4 Counters	ADVANCED RATE \$8,006.25	STANDARD RATE \$10,408.15		<input type="checkbox"/> MD06 DISPLAY SIX: 20 X 20 ISLAND DISPLAY Installation and dismantling labor One 20' x 20' Standard carpet 4 Headers 4 Counters	ADVANCED RATE \$8,662.50	STANDARD RATE \$11,261.25				
<p style="text-align: center;">Circle your carpet color:</p> Black Blue Burgundy Gray Red				<p>Choose Your Panels Standard and Optional Panel Choices</p> <table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td style="width:50%; padding: 5px;"> <input type="checkbox"/> White Hardwall <input type="checkbox"/> Black/Gray Velcro – Circle: Black or Gray <input type="checkbox"/> Opt. Color Hardwall (per panel) - Specify </td> <td style="width:10%; text-align: center; padding: 5px;"> Advanced Rates: Included Included \$70.00 ea. </td> <td style="width:10%; text-align: center; padding: 5px;"> Advanced Rates: Included Included \$91.00 ea. </td> </tr> </table>				<input type="checkbox"/> White Hardwall <input type="checkbox"/> Black/Gray Velcro – Circle: Black or Gray <input type="checkbox"/> Opt. Color Hardwall (per panel) - Specify	Advanced Rates: Included Included \$70.00 ea.	Advanced Rates: Included Included \$91.00 ea.
<input type="checkbox"/> White Hardwall <input type="checkbox"/> Black/Gray Velcro – Circle: Black or Gray <input type="checkbox"/> Opt. Color Hardwall (per panel) - Specify	Advanced Rates: Included Included \$70.00 ea.	Advanced Rates: Included Included \$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 ORDER _____

NAME OF CONVENTION 2019 HAA AND XMAS SHOW BOOTH # _____

EXHIBITING COMPANY _____ PHONE # _____ FAX # _____

ADDRESS _____ CITY _____ STATE _____ ZIP _____

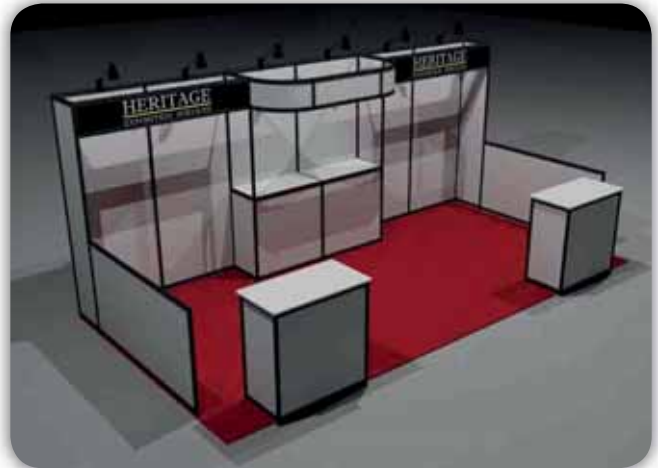
EMAIL ORDER CONFIRMATION & INVOICE TO _____

CONTACT NAME _____ DATE _____

Modular Displays



MDO1 Modular Hardwall Display Package 1



MDO2 Modular Hardwall Display Package 2



MDO3 Modular Hardwall Display Package 3



MDO4 Modular Hardwall Display Package 4



MDO5 Modular Hardwall Display Package 5



MDO6 Modular Hardwall Display Package 6

Remit To:



620 Shenandoah Avenue | St. Louis, MO 63104
Phone 314-534-8500 | Fax 314-534-8050
Exhibitor.Services@heritagesvs.com

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 Trade Show 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 Trade Show 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 Trade Show 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 Trade Show 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 Trade Show Services and the exposition facility concerning all overhead signage.

RATES: (Hourly)
Boom/Lift and 3 man rigging crew
Additional rigger
STRAIGHT TIME 295.00 68.00
OVERTIME 395.00 102.00

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 2019 HAA AND XMAS SHOW BOOTH # _____

EXHIBITING COMPANY _____ PHONE # _____ FAX # _____

ADDRESS _____ CITY _____ STATE _____ ZIP _____

EMAIL ORDER CONFIRMATION & INVOICE TO _____

CONTACT NAME _____ DATE _____

(Print & Sign)

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

Remit To:



620 Shenandoah Avenue | St. Louis, MO 63104
Phone 314-534-8500 | Fax 314.534.8050

STRUCTURAL INTEGRITY FORM FOR HANGING STRUCTURES

STRUCTURAL INTEGRITY INFORMATION **THIS FORM MUST BE RETURNED FOR ALL SUSPENDED STRUCTURES**

_____, the contracted exhibitor at The 2019 HAA AND CHRISTMAS SHOW and (if applicable), the display house or builder for the aforementioned exhibitor, do hereby certify and guarantee that the stress points for the hanging structure have been properly engineered and tested. We further certify that the structure can be hung safely and has been constructed to meet all applicable regulations and safety measures.

We hereby release, indemnify and forever hold harmless TRANSWORLD, AMERICA'S CENTER, AND HERITAGE and their subsidiaries, directors, officers, employees, representatives, agents and contractors from and against any and all liability, claims, damage, loss, fines , or penalties arising from the installation, use or dismantling of this structure. All hang points supporting in excess of two hundred (200) pounds may be verified (metered) on site at exhibitor's expense.

Exhibiting Company: _____ Booth #: _____

Authorized Signature: _____

Printed Name: _____ Date: _____

Email: _____

Display House/Builder (if applicable) _____

Authorized Signature: _____

Printed Name: _____ Date: _____

Please complete and return this form to the address/fax listed at the top of this form

Remit To:



620 Shenandoah Avenue | St. Louis, MO 63104
Phone 314-534-8500 | Fax 314-534-8050
Exhibitor.Services@heritagesvs.com

SIGN SERVICE ORDER FORM

Discount prices only apply to orders received with full payment by the discount deadline date listed on the general information page. 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.

STANDARD SIZE SIGNS

QTY	DISCOUNT PRICE	STANDARD PRICE	TOTAL
7"X11" ____@	41.25	53.65 = \$	_____
7"X44" ____@	48.75	63.40 = \$	_____
11"X14" ____@	48.75	63.40 = \$	_____
14"X22" ____@	56.25	73.15 = \$	_____
14"X44" ____@	66.75	86.80 = \$	_____
22"X28" ____@	66.75	86.80 = \$	_____
28"X44" ____@	90.00	117.00 = \$	_____
40"X60" ____@	139.50	181.35 = \$	_____
Easel			
Back ____@	7.50	9.75 = \$	_____
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 \$16.55)**
- **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**

Any art designs are inclusive of the above prices. Please send any **high quality files** sized appropriately or able to be proportionately enlarged with the **fonts embedded or outlined**. If text is to be edited by Heritage then please send the font files as well. Preferred files are high resolution PDF's.

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 - \$88.00 Overtime - \$156.00
Double Time - \$176.00

9.679% TAX _____
TOTAL _____

(PLEASE PRINT)
NAME OF CONVENTION 2019 HAA AND XMAS SHOW BOOTH # _____

EXHIBITING COMPANY _____ PHONE # _____ FAX # _____

ADDRESS _____ CITY _____ STATE _____ ZIP _____

EMAIL ORDER CONFIRMATION & INVOICE TO _____

CONTACT NAME _____ DATE _____

(Print & Sign)

Please Fax, Mail or Email This Form Promptly To Heritage Using The Information At The Top Of The Page - Retain One Copy for Your Files

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 local 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.