Dear Exhibitor:
Your company is exhibiting at the event below.
Please direct this service manual to the person in charge of your exhibit.
<table>
<thead>
<tr>
<th>PAGE NO.</th>
<th>FORM</th>
<th>ADVANCE ORDER DEADLINE DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>3-4</td>
<td>General Information</td>
<td>N/A</td>
</tr>
<tr>
<td>5-6</td>
<td>Move-In Target Plan and Target Change Request Form</td>
<td>Thursday, April 15, 2021</td>
</tr>
<tr>
<td>7</td>
<td>Credit Card Authorization Form</td>
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<tr>
<td>8</td>
<td>Hassle Free Exhibit Booth</td>
<td>Thursday, April 15, 2021</td>
</tr>
<tr>
<td>9-11</td>
<td>Furniture/Carpet Order Forms</td>
<td>Thursday, April 15, 2021</td>
</tr>
<tr>
<td>12-14</td>
<td>Accessories/Display Order Forms</td>
<td>Thursday, April 15, 2021</td>
</tr>
<tr>
<td>15</td>
<td>Union Jurisdiction</td>
<td>N/A</td>
</tr>
<tr>
<td>16</td>
<td>Freight Handling Notice/Weight Verification Form</td>
<td>N/A</td>
</tr>
<tr>
<td>17</td>
<td>P.O.V Unloading Guidelines</td>
<td>N/A</td>
</tr>
<tr>
<td>18-20</td>
<td>Designated Door Schedule and Information</td>
<td>N/A</td>
</tr>
<tr>
<td>21</td>
<td>America’s Center Map (Hall 1-6)</td>
<td>N/A</td>
</tr>
<tr>
<td>22-23</td>
<td>Modular Display Order Forms</td>
<td>Thursday, April 15, 2021</td>
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<tr>
<td>24-25</td>
<td>Material Handling Information Forms</td>
<td>Monday, April 19, 2021</td>
</tr>
<tr>
<td>26</td>
<td>Animated Displays Unloading Order Form With and Without Weight Tickets</td>
<td>Thursday, April 15, 2021</td>
</tr>
<tr>
<td>27</td>
<td>Priority Empty Container Return</td>
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<td>28</td>
<td>Advance Shipping Labels</td>
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</tr>
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<td>29</td>
<td>Direct Shipments</td>
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</tr>
<tr>
<td>30</td>
<td>Direct Shipping Labels</td>
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</tr>
<tr>
<td>31</td>
<td>Mobile Units/Vehicle Spotting Services Order Form</td>
<td>N/A</td>
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<td>32</td>
<td>HES Freight Services</td>
<td>Thursday, April 15, 2021</td>
</tr>
<tr>
<td>33</td>
<td>Outbound Shipments Important Information</td>
<td>N/A</td>
</tr>
<tr>
<td>34</td>
<td>Overtime Load-Out Surcharges/Statement of Account</td>
<td>N/A</td>
</tr>
<tr>
<td>35</td>
<td>Exhibitor Appointed Contractor Form</td>
<td>Thursday, April 15, 2021</td>
</tr>
<tr>
<td>36-37</td>
<td>Exhibit Labor</td>
<td>Thursday, April 15, 2021</td>
</tr>
<tr>
<td>38</td>
<td>Sign &amp; Banner Hanging</td>
<td>Thursday, April 15, 2021</td>
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<tr>
<td>39</td>
<td>Structural Integrity Form</td>
<td>N/A</td>
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<td>40</td>
<td>Sign Service</td>
<td>Thursday, April 15, 2021</td>
</tr>
<tr>
<td>41-42</td>
<td>Exhibit Hall Fire Regulations</td>
<td>N/A</td>
</tr>
</tbody>
</table>

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, 8’ 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 Thursday, April 15th, 2021.

Shipments to Advance Warehouse Deadline Date
Heritage will begin receiving freight at the advance warehouse on Tuesday, April 6th, 2021. To avoid late fees all shipments to the advanced warehouse must arrive no later than Tuesday, April 27th, 2021.

Show Schedule

Target Move-In Schedule: See Colored Floor Plan for move-in times according to your booth location

Halls 1-2-3
Monday May 3rd
10:00 a.m. - 12:00 p.m. YELLOW Coded Exhibitors
12:00 p.m. - 3:00 p.m. GREEN Coded Exhibitors
3:00 p.m. - 6:00 p.m. BLUE Coded Exhibitors
(Any move in time outside of this schedule requires advance approval from Heritage and Transworld)

Halls 4-5-6
Tuesday May 4th
8:00 a.m. - 10:00 a.m. RED Coded Exhibitors
10:00 a.m. - 6:00 p.m. PURPLE Coded Exhibitors
10:00 a.m. - 6:00 p.m. Continued Move-In for those who moved in on Monday

Halls 1-6
Wednesday May 5th
8:00 a.m. - 6:00 p.m. General Exhibitor Move-In

Exhibit Hours
Thursday May 6th
10:00 a.m. - 5:00 p.m.
Friday May 7th
10:00 a.m. - 5:00 p.m.
Saturday May 8th
10:00 a.m. - 5:00 p.m.
Sunday May 9th
10:00 a.m. - 2:00 p.m.

Exhibitor Move-Out
Sunday May 9th
2:00 p.m. - 10:00 p.m.
Monday May 10th
8:00 a.m. - 3:00 p.m.

• Empty crates and containers will begin being returned May 9th.
• All carriers must check-in no later than 1:00 p.m. on May 10th Heritage will begin redirecting all outbound freight not claimed by appointed freight carriers to the preferred show carrier at 1:00 p.m.
• Please refer to the Outbound Shipments Form included in this packet for detailed information regarding outbound shipping procedures.
General Information

Shipping Information

Warehouse Shipping Information:

Exhibitor Company Name and Booth Number
Heritage Trade Show Services
2322 South 7th St.
St. Louis, MO 63104
FOR: Transworld Trade Show 2021

Heritage will accept exhibit materials beginning Tuesday, April 6th, 2021 at the above address. Material arriving after Tuesday, April 27th, 2021 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: Transworld Trade Show 2021

Freight will be accepted at show site beginning at 10:00 a.m. on Monday, May 3rd, 2021. 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 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
Halls 1-2-3
Monday, May 3, 2021
Check-in Time
- 10:00 a.m. – 12:00 p.m.
- 12:00 p.m. – 3:00 p.m.
- 3:00 p.m. – 6:00 p.m.

Halls 4-6-6
Tuesday, May 4, 2021
Check-in Time
- 8:00 a.m. – 10:00 a.m.
- 10:00 a.m. – 6:00 p.m.

IMPORTANT MOVE IN INFORMATION
*Check your assigned freight delivery on this target schedule for deliveries direct to showsite.
*Target time is per truck check in and does not necessarily represent the time your truck will be loaded.
*If you are scheduling labor, please make your arrangements at least 2 hours after your scheduled target time.
*Should you wish to change your target time please send a request to: exhibitor.services@heritagesvs.com
*Exhibitors may work past 6:00 p.m. in the exhibit hall.
*Freight must have proper paperwork upon check in.
(certified heavy / light weight tickets)
*All POV’s must check in with Heritage.

MOVE OUT INFORMATION
*Move out will begin at 2:00 p.m Sunday, May 9th.
*Please plan accordingly and order your move out labor at the heritage service desk.
*Exhibitors requesting a revised targeted move in date and time must complete and return this form by April 15th, 2021

*All target change requests must be approved by Heritage

*You will be notified by email of your revised move in date and time

---

**EXHIBITING COMPANY**

**BOOTH #** _______________________________

**PRIMARY CONTACT**

**PHONE #** __________________________

**EMAIL** _________________________________________________________________________________________________________________________________________________________________

**ESTIMATED WEIGHT OF MATERIALS** __________________________

**ESTIMATED TIME REQUIRED TO SET DISPLAY** ________________________________

**ARE YOU SHIPPING TO:**

☐ WAREHOUSE

☐ SHOW SITE

---

**Please indicate day requested for new target move-in:**

______ Monday, May 3rd, 2021 10AM-12PM

______ Tuesday, May 4th, 2021 8AM-10AM

______ Monday, May 3rd, 2021 12PM-3PM

______ Tuesday, May 4th, 2021 10AM-6PM

______ Monday, May 3rd, 2021 3PM-6PM

Booths 200 sq. ft. or less may move-in Wednesday, May 5th, 2021 at 8AM without requesting a Target change

*Overtime rates for Labor and Material Handling will apply as noted in Section C on the Material Handling form.

Please email this completed form to exhibitor.services@heritagesys.com by April 15th, 2021

---

**For Office Use Only**

______ Approved  ________ Denied  

New Target Date and Time ________________________________

Signed________________________________________________ Date________________________
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.
Heritage Trade Show Services is offering Special “Hassle-Free” Booth Packages for Transworld 2021

Prices only apply to orders received with full payment at the above address by the date listed above. 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 Transworld 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 ______ @ $240.00 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 ______ @ $140.00 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** TRANSWORLD 2021  
**BOOTH #** __________________________________________

**EXHIBITING COMPANY** ______________________________________  
**PHONE #** ____________________  **FAX #** ____________________

**ADDRESS** __________________________________________  
**CITY** ____________________  **STATE** ____________________  **ZIP** ____________________

**EMAIL ORDER CONFIRMATION & INVOICE TO** ____________________

**CONTACT NAME** __________________________________________  
(Print & Sign)  
**DATE** __________________________________________
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 the deadline are subject to availability.

<table>
<thead>
<tr>
<th>ITEM</th>
<th>QTY</th>
<th>DISCOUNT RATES</th>
<th>STANDARD RATES</th>
<th>AMOUNT</th>
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<tr>
<td><strong>FURNITURE</strong></td>
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<td>F60</td>
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<tr>
<td>F50</td>
<td>1</td>
<td>71.15</td>
<td>92.50</td>
<td></td>
</tr>
<tr>
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<td>71.15</td>
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</tr>
<tr>
<td>F10</td>
<td>1</td>
<td>77.15</td>
<td>100.30</td>
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</tr>
<tr>
<td>F20</td>
<td>1</td>
<td>91.10</td>
<td>118.25</td>
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</tr>
<tr>
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<td>F40</td>
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**CARPET**

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<td>743.50</td>
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<thead>
<tr>
<th>AREA CARPET (Indicate Dimensions for Special Size Carpet)</th>
<th>DISCOUNT RATES</th>
<th>STANDARD RATES</th>
<th>AMOUNT</th>
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<tbody>
<tr>
<td>C60, ____, ___, ___, ___, ___, ___, per sq. ft. (100 sq. ft. min.)</td>
<td>2.45</td>
<td>3.20</td>
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</table>

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.)

<table>
<thead>
<tr>
<th>ITEM</th>
<th>QTY</th>
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**DRAPE ORDER FORM**

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<td>F120</td>
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<td>F130</td>
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<td>138.30</td>
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<td>F140</td>
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<td>F150</td>
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<td>F160</td>
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<td>F170</td>
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<td>41.25</td>
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COLORS: ☐ RED ☐ BLUE ☐ TEAL ☐ BURGUNDY ☐ HUNTER GREEN ☐ PLUM ☐ GRAY ☐ BLACK ☐ WHITE ☐ GOLD ☐ EXPO GREEN

**UNDRAPE ORDER FORM**

<table>
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<td>F230</td>
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<td>F240</td>
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<td>128.80</td>
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**TABLE RISERS COVERED WHITE**

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

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<th>QTY</th>
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<tr>
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**SPECIAL DRAPE BACKGROUNDS**

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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** TRANSWORLD 2021

<table>
<thead>
<tr>
<th>EXHIBITING COMPANY</th>
<th>PHONE #</th>
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<tbody>
<tr>
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</table>

**ADDRESS**

<table>
<thead>
<tr>
<th>CITY</th>
<th>STATE</th>
<th>ZIP</th>
</tr>
</thead>
<tbody>
<tr>
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**EMAIL ORDER CONFIRMATION & INVOICE TO**

<table>
<thead>
<tr>
<th>CONTACT NAME</th>
<th>DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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
Chairs/Carpet

Chairs

Furniture
F60 Plastic Side Chair, Gray
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

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”

Colors:
- Red
- Teal
- Burgundy
- Gray
- Plum
- White
- Hunter Green
- Expo Green
- Gold
- Blue
- Black
### ACCESSORIES/DISPLAY

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.

#### DISCOUNT RENTAL ORDER FORM

<table>
<thead>
<tr>
<th>ITEM</th>
<th>QTY</th>
<th>#</th>
<th>DISCOUNT RATES</th>
<th>STANDARD AMOUNT</th>
<th>RATES</th>
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<td>1</td>
<td>31.90</td>
<td>41.50</td>
<td></td>
<td></td>
</tr>
<tr>
<td>D250_Chrome Sign Holder</td>
<td>1</td>
<td>117.70</td>
<td>153.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>A30_Chrome Stanchion</td>
<td>1</td>
<td>23.95</td>
<td>31.10</td>
<td></td>
<td></td>
</tr>
<tr>
<td>A40_Velour Rope 6' Black</td>
<td>1</td>
<td>23.95</td>
<td>31.10</td>
<td></td>
<td></td>
</tr>
<tr>
<td>A50_Coat Tree</td>
<td>1</td>
<td>69.45</td>
<td>90.25</td>
<td></td>
<td></td>
</tr>
<tr>
<td>A60_Chrome Bag Rack</td>
<td>1</td>
<td>69.45</td>
<td>90.25</td>
<td></td>
<td></td>
</tr>
<tr>
<td>A70_Literature Rack</td>
<td>1</td>
<td>135.65</td>
<td>176.35</td>
<td></td>
<td></td>
</tr>
<tr>
<td>A80_Garment Rack 5'</td>
<td>1</td>
<td>74.50</td>
<td>96.80</td>
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<tr>
<td>A90_2 Way Straight Arm Rack</td>
<td>1</td>
<td>102.15</td>
<td>132.80</td>
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<td></td>
</tr>
<tr>
<td>A100_4 Way Slant Arm Rack</td>
<td>1</td>
<td>114.40</td>
<td>148.70</td>
<td></td>
<td></td>
</tr>
<tr>
<td>A106_Raffle Ticket Drum</td>
<td>1</td>
<td>55.00</td>
<td>71.50</td>
<td></td>
<td></td>
</tr>
<tr>
<td>A107_Fishbowl</td>
<td>1</td>
<td>20.00</td>
<td>26.00</td>
<td></td>
<td></td>
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<tr>
<td>A110_6' Tensabarrier</td>
<td>1</td>
<td>108.55</td>
<td>141.10</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

#### DISPLAY CABINETS AND COUNTERS

- **Black Fabric**
- **Gray Fabric**
- **White PVC**

<table>
<thead>
<tr>
<th>ITEM</th>
<th>QTY</th>
<th>#</th>
<th>DISCOUNT RATES</th>
<th>STANDARD AMOUNT</th>
<th>RATES</th>
</tr>
</thead>
<tbody>
<tr>
<td>MD20_Counter 1M x 1/2M x 42' High, W/Shelf</td>
<td>1</td>
<td>446.90</td>
<td>580.95</td>
<td></td>
<td></td>
</tr>
<tr>
<td>MD21_Counter 2M x 1/2M x 42' High, W/Shelf</td>
<td>1</td>
<td>625.10</td>
<td>812.65</td>
<td></td>
<td></td>
</tr>
<tr>
<td>MD22_Curved Counter 1M x 1/2M x 42' High W/Shelf</td>
<td>1</td>
<td>491.59</td>
<td>639.05</td>
<td></td>
<td></td>
</tr>
<tr>
<td>MD23_Radius Counter 1M x 1/2M x 42' High</td>
<td>1</td>
<td>589.90</td>
<td>766.90</td>
<td></td>
<td></td>
</tr>
<tr>
<td>MD30_Cabinet 1M x 1/2M x 42&quot; (White Only! Comes With Lock &amp; Shelf)</td>
<td>1</td>
<td>536.28</td>
<td>697.16</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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

#### TOTAL ORDER

<table>
<thead>
<tr>
<th>ITEM</th>
<th>QTY</th>
<th>#</th>
</tr>
</thead>
</table>

**NAME OF CONVENTION**: TRANSWORLD 2021

**BOOTH #**: 

**EXHIBITING COMPANY**: 

**PHONE #**: 

**FAX #**: 

**ADDRESS**: 

**CITY**: 

**STATE**: 

**ZIP**: 

**EMAIL ORDER CONFIRMATION & INVOICE TO**: 

**CONTACT NAME**: 

(Print & Sign) 

**DATE**: 

Please Return This Form Promptly To the Address Above-Retain One Copy for Your Files
Accessories

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

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

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

D120 Pegboard 8” Single Hook
D140 4’ Full View Showcase
D150 6’ Full View Showcase
D160 4’ Quarter View Showcase
D170 6’ Quarter View Showcase
D20 Vertical Tackboard

D20 Vertical 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.
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 AND WEIGHT VERIFICATION AT
AMERICA’S CENTER

The purpose of this notice is to apprise all exhibitors participating in the Transworld Trade Show 2021 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-Unloading..............................................................Page 17
  - Shipping Instructions/Material Handling Information......................................................Pages 21 - 22
  - Animated Display/Prop Unloading Service.................................................................Page 23

- **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, May 9th beginning at 3:00 p.m. Any exhibitors requesting load out on Sunday, May 9th 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 29.

- **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 ladings 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 Transworld 2021

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
Attention 2021 TransWorld Exhibitors:

All exhibiting personnel must enter America’s Center at the Exhibitor Entrance every day which is located at the Washington Avenue Entrance. All exhibitors will undergo a temperature check and COVID screening to receive an America’s Center daily wristband on move-in and move-out days. If you do not have a daily wristband on move-in or move-out days, you will not be allowed to enter the tradeshow floor. You will not receive an America’s Center wristband on event days as everyone (exhibitors and attendees) will need to have their temperature checked each time you enter America’s Center on event days.

Exhibitors will then proceed to exhibitor registration the first day of arrival where you will pick-up your exhibitor packet which will contain your exhibitor badge and TransWorld wristband.

Below is a list of the designated Man Doors that you may Enter/ Exit the show floor from on Move-In, Move-Out. Please note their location and the time that they will be available. You must be wearing a TransWorld Exhibitor Badge & Wristband to enter or exit through these doors at all times, as well as on the show floor, as the doors are guarded by security. On Move-in and Move-out days, you must also have the correct daily America’s Center wristband. Each Exhibitor will have to show a Photo ID along with your Exhibitor Badge each time you enter the show floor.

Please see the below information on which doors are open on which days/times - no exceptions! There will also be signs posted on these doors so you know which ones you can use.

**NEW - Target Move-in schedule (as listed on page 4 in the TransWorld Kit & on pages 3 & 5 in the Heritage Exhibitor Kit)**

**Halls 1-3 Monday May 3rd**
10am - 12pm ----- YELLOW Coded Exhibitors  
12pm - 3pm------ GREEN Coded Exhibitors  
3pm - 6pm----- BLUE Coded Exhibitors

**Halls 4-6 Tuesday May 4th**
8am -10am----- RED Coded Exhibitors  
10am - 6pm----- PURPLE Coded Exhibitors  
10am-6pm-----Continued Move-In for those who moved in on Monday

**Halls 1-6 Wednesday May 5th**
General Exhibitor Move-In
Exhibitor Doors for Entrance/Exit for Move-in—Note all Exhibitors must receive the America’s Center wristband at the Exhibitor Entrance before you can use the below doors

**Monday May 3rd**
Hall 1 Angle Doors from 8am until 8pm  
2A Overhead Door from 9am until 8pm  
3B Overhead Door from 12pm until 6pm  
Dome Drive In Access (Hall 6) from 10am-4pm

**Exhibitor Doors for Entrance/Exit for Move-in—Note all Exhibitors must receive the America’s Center wristband at the Exhibitor Entrance before you can use the below doors**

**Tuesday May 4th**
Hall 1 Angle Doors from 8am until 8pm  
2A Overhead Door from 8am until 8pm  
3B Overhead Door from 8am until 6pm  
5A Overhead Door from 8pm until 8pm  
Entrance A (Dome) from 8am until 8pm  
Dome Drive In Access (Hall 6) from 8am-6pm

**Exhibitor Doors for Entrance/Exit for Move-in—Note all Exhibitors must receive the America’s Center wristband at the Exhibitor Entrance before you can use the below doors**

**Wednesday, May 5th**
Hall 1 Angle Doors from 8am until 8pm  
2A Overhead Door from 8am until 8pm  
3B Overhead Door from 8am until 6pm  
5A Overhead Door from 8pm until 8pm  
Entrance A (Dome) from 8am until 8pm  
Dome Drive In Access (Hall 6) from 8am-6pm

**Exhibitor Entrance/Exit on Show Days:** All exhibitors can enter America’s Center at Washington Avenue Exhibitor Entrance or at Entrance A (Dome) on Thursday, Friday, and Saturday. All exhibitors must enter America’s Center at Washington Avenue Exhibitor Entrance only on Sunday. On event days if you leave the facility, you will need to get your temperature checked again when you come back to the building.

**Thursday, May 6th**
Hall 1 Angle Doors from 8am until 10am  
3A Overhead Man Door 5pm until 6pm  
Entrance A (Dome) from 8am until 10am

**Friday, May 7th**
3A Overhead Man Door 5pm until 6pm  
Hall 1 Angle Doors from 8am until 10am  
Entrance A (Dome) from 8am until 10am

**Saturday, May 8th**
3A Overhead Man Door 5pm until 6pm  
Hall 1 Angle Doors from 8am until 10am  
Entrance A (Dome) from 8am until 10am

**Sunday, May 9th**
Hall 1 Angle Doors from 8am until 10am  
Entrance A (Dome) from 8am until 10am
Exhibitor Move-Out Halls 1-6: Exhibitors must enter at the Washington Exhibitor Entrance on Sunday to pickup an America’s Center wristband for move-out. All Exhibitors must receive the America’s Center wristband from Washington before you can use the below doors.

Sunday, May 9th
Access/Exit Points at, and,
Hall 1 Angle Doors from 2pm until 10pm
2A Overhead Door from 2pm until 10pm
3B Overhead Door from 2pm until 10pm
5A Overhead Door from 2pm until 10pm
Entrance A (Dome) from 2pm until 10pm
Dome Drive In Access (Hall 6) from 2pm-10pm

Monday, May 10th
Access/Exit Points at and,
Hall 1 Angle Doors from 8am until 3pm
2A Overhead Door from 8am-3pm
Dome Drive In Access (Hall 6) from 8am until 3pm
Entrance A (Dome) from 8am until 3pm

PLEASE NOTE: If you start to breakdown your booth before 2pm (show close) on Sunday, May 10th you will be fined $500

Your point of access into the halls will be the Hall 2 North Lobby Doors and the Entrance A (Dome) during show hours. Other doors may be used at different times, please review this document carefully so you are familiar with the location and time certain doors can be used.
## 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

<table>
<thead>
<tr>
<th>Exhibit Number</th>
<th>Display Description</th>
<th>Package Includes</th>
<th>Advanced Rate</th>
<th>Standard Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>MD01</td>
<td>DISPLAY ONE: 10' STANDARD DISPLAY</td>
<td>Installation and dismantling labor, 1 Header, One 10' x 10' Standard Carpet, One 1 meter counter, Three Arm Lights</td>
<td>$1,901.80</td>
<td>$2,472.35</td>
</tr>
<tr>
<td>MD02</td>
<td>DISPLAY TWO: 20' STANDARD DISPLAY</td>
<td>Installation and dismantling labor, One 10' x 20' Standard carpet, 2 Headers, One 2 meter counter, Two 1 meter counters, 6 Halogen Lights</td>
<td>$4,354.90</td>
<td>$5,661.35</td>
</tr>
<tr>
<td>MD03</td>
<td>DISPLAY THREE: 20' DELUXE DISPLAY</td>
<td>Installation and dismantling labor, One 10' x 20' Standard Carpet, 2 Headers, One 1.5 meter counter, Four shelves, 5 Halogen Lights</td>
<td>$4,685.65</td>
<td>$6,091.30</td>
</tr>
<tr>
<td>MD04</td>
<td>DISPLAY FOUR: 20' DELUXE DISPLAY</td>
<td>Installation and dismantling labor, One 10' x 20' Standard carpet, 1 Header, 4 Counters, 5 Halogen Lights</td>
<td>$5,099.05</td>
<td>$6,628.80</td>
</tr>
<tr>
<td>MD05</td>
<td>DISPLAY FIVE: 20 X 20 ISLAND DISPLAY</td>
<td>Installation and dismantling labor, One 20' x 20' Standard carpet, 2 Headers, 4 Counters</td>
<td>$8,406.55</td>
<td>$10,928.55</td>
</tr>
<tr>
<td>MD06</td>
<td>DISPLAY SIX: 20 X 20 ISLAND DISPLAY</td>
<td>Installation and dismantling labor, One 20' x 20' Standard carpet, 4 Headers, 4 Counters</td>
<td>$9,095.65</td>
<td>$11,824.30</td>
</tr>
</tbody>
</table>

### Choose Your Panels

**Standard and Optional Panel Choices**

- White Hardwall
- Black/Gray Velcro – Circle: Black or Gray
- Opt. Color Hardwall (per panel) - Specify

**Advanced Rates:**
- Included
- Included
- $70.00 ea.
- 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**  
**TRANSWORLD 2021**

**EXHIBITING COMPANY**  

**PHONE #**  
**FAX #**  

**ADDRESS**  
**CITY**  
**STATE**  
**ZIP**

**EMAIL ORDER CONFIRMATION & INVOICE TO**

**CONTACT NAME**

**(Print & Sign) Date**
Modular Displays

MD01 Modular Hardwall Display Package 1

MD02 Modular Hardwall Display Package 2

MD03 Modular Hardwall Display Package 3

MD04 Modular Hardwall Display Package 4

MD05 Modular Hardwall Display Package 5

MD06 Modular Hardwall Display Package 6
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. 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: TRANSWORLD 2021

**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**

<table>
<thead>
<tr>
<th>Description</th>
<th>Deadline Date: Tuesday, April 27th To Avoid Late Fees</th>
</tr>
</thead>
<tbody>
<tr>
<td>I. Packaged Shipments to the Advance Warehouse</td>
<td></td>
</tr>
<tr>
<td>Rate per 100 lbs.</td>
<td>M in Charge</td>
</tr>
<tr>
<td>$ 81.00</td>
<td>$ 162.00</td>
</tr>
<tr>
<td>II. Packaged Shipments via Van Line, Specialized Carrier, Federal Express,</td>
<td></td>
</tr>
<tr>
<td>UPS or U.S. Mail to the Advance Warehouse</td>
<td></td>
</tr>
<tr>
<td>Rate per 100 lbs.</td>
<td>M in Charge</td>
</tr>
<tr>
<td>$ 97.20</td>
<td>$ 194.40</td>
</tr>
<tr>
<td>III. Packaged Shipments to the Advance Warehouse after the deadline date</td>
<td></td>
</tr>
<tr>
<td>Rate per 100 lbs.</td>
<td>M in Charge</td>
</tr>
<tr>
<td>$ 101.25</td>
<td>$ 202.50</td>
</tr>
<tr>
<td>IV. Packaged Shipments via Van Line, Specialized Carrier, Federal Express,</td>
<td></td>
</tr>
<tr>
<td>UPS, or U.S. Mail to the Advance Warehouse after the deadline date</td>
<td></td>
</tr>
<tr>
<td>Rate per 100 lbs.</td>
<td>M in Charge</td>
</tr>
<tr>
<td>$ 121.50</td>
<td>$ 243.00</td>
</tr>
</tbody>
</table>

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: TRANSWORLD 2021

**STRAIGHT TIME RATES FOR DELIVERIES TO SHOWSITE**

<table>
<thead>
<tr>
<th>Description</th>
<th>Rate per 100 lbs.</th>
<th>M in Charge</th>
</tr>
</thead>
<tbody>
<tr>
<td>VI. Packaged Shipments to the Show site</td>
<td>$ 69.03</td>
<td>$ 138.06</td>
</tr>
<tr>
<td>VII. Packaged Shipments via Van Line, Specialized Carrier, Federal Express,</td>
<td>$ 86.70</td>
<td>$ 173.40</td>
</tr>
<tr>
<td>UPS or U.S. Mail to the Show site</td>
<td></td>
<td></td>
</tr>
<tr>
<td>VIII. Loose or Uncrated Shipments or Shipments requiring Special Handling</td>
<td>$ 101.15</td>
<td>$ 202.30</td>
</tr>
<tr>
<td>to the Show site (Rate will not be split for mixed shipments. The unc</td>
<td></td>
<td></td>
</tr>
<tr>
<td>rated rate will apply)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

* 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, 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:

<table>
<thead>
<tr>
<th>Service</th>
<th>ST</th>
<th>OT</th>
<th>ST</th>
<th>OT</th>
<th># of Hours</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Forklift with Operator</td>
<td>$195.00/hr</td>
<td>$295.00/hr</td>
<td>$253.50/hr</td>
<td>$380.25/hr</td>
<td>One Hour Minimum</td>
<td>$</td>
</tr>
<tr>
<td>Material Handler</td>
<td>$77.75/hr</td>
<td>$116.63/hr</td>
<td>$101.78/hr</td>
<td>$152.67/hr</td>
<td>One Hour Minimum</td>
<td>$</td>
</tr>
<tr>
<td>Local Pickups &amp; Deliveries</td>
<td>$184.95/hr</td>
<td>$277.43/hr</td>
<td>$240.44/hr</td>
<td>$360.66/hr</td>
<td>One Hour Minimum</td>
<td>$</td>
</tr>
</tbody>
</table>

**TOTAL:** $  

Please enter total on credit card authorization form

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
1. 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.
2. 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.
3. 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.
4. 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: TRANSWORLD 2021

BOOTH #: _________________________________

EXHIBITING COMPANY: _______________________________

PHONE #: _________________________________

FAX #: _________________________________

ADDRESS: __________________________________

CITY: __________________________________

STATE: __________________________________

ZIP: __________________________________

EMAIL ORDER CONFIRMATION & INVOICE TO: __________________________________

CONTACT NAME: _________________________________

DATE: _________________________________

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

Heritage will unload uncrated animated props and animated 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. $35.50 per cwt.
- 1,001 - 2,000 lbs. $32.50 per cwt.
- 2,001 - 4,000 lbs. $30.50 per cwt.
- 4,001 - 6,000 lbs. $28.50 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.

UNLOADING SERVICE WITHOUT CERTIFIED WEIGHT TICKETS for trucks 16’ and lower

Truck sizes without a certified weight ticket will be charged the following weights to correspond with rates below:

- 16ft – 3,000 lbs $975.00 round trip
- 12ft – 2,000 lbs $670.00 round trip
- Cargo Van – 1,000 lbs $350 round trip

UNLOADING SERVICE WITH CERTIFIED WEIGHT TICKETS for trucks above 16’

Truck larger than 16’ will need to check in at the Heritage Freight Desk with a Certified Weight Ticket. We recommend weighing your vehicle before loading to obtain a light weight ticket, and then again after your vehicle is full to obtain the heavy weight ticket. The weight of your shipment will be used to determine your material handling fees. There are several weigh stations across the United States. Please check your local directory for locations.

The closest weigh station to the America’s Center is Love’s Travel Stop, 6124 N. Broadway, St. Louis, MO 63147. Please refer to the Material Handling Form for material handling rates.
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).................................................................$77.75
8:00 a.m. - 4:30 p.m. Monday - Friday
Over Time: (one hour minimum per man)..........................................................$116.63

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 ___________________________ BOOTH # ______________________
EXHIBITING COMPANY ___________________________ PHONE # ___________ FAX # ___________
ADDRESS ______________________________________ CITY __________________ STATE ________ ZIP __________________
EMAIL ORDER CONFIRMATION & INVOICE TO __________________________________________________________
CONTACT NAME ___________________________________________ DATE ________________________

Please Return This Form Promptly To The Address Above-Retain One Copy For Your File
DO NOT DELAY!

ADVANCE SHIPMENT TO WAREHOUSE

TO: ________________________________
EXHIBITOR NAME

BOOTH NUMBER: __________________

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

FOR: TRANSWORLD 2021

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

FOR: TRANSWORLD 2021
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 10:00 a.m., Monday, May 3rd, 2021. 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.

EXHIBITOR COMPANY NAME ____________________________

BOOTH NUMBER ____________________________

C/O HERITAGE TRADE SHOW SERVICES
AMERICA’S CENTER (9TH ST. DOCKS)
618 N. 9TH ST.
ST. LOUIS, MO 63101

FOR: TRANSWORLD 2021

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
MONDAY, MAY 3RD, 2021

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: TRANSWORLD 2021

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: TRANSWORLD 2021

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: TRANSWORLD 2021
All orders MUST have a credit card authorization form on file.

Direct Deliveries Only

All vehicles and/or transports entering or exiting the exposition hall for the purposes 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 to and from their assigned booth areas. This service does not include unloading or loading out of products or display properties. For these services, please refer to the Material Handling Information form.

SPOTTING FEE

Mobile Units/Motorized Vehicle
$250.00 per unit (round trip)

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.

Vehicle Dimensions: Length x Width x Height x Weight

Comments/Special Handling Requirements

<table>
<thead>
<tr>
<th>Description</th>
<th>Price per Vehicle</th>
<th>Number of Vehicles</th>
<th>Date Service Required</th>
<th>Estimated Time of Service</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mobile Unit</td>
<td>$250</td>
<td></td>
<td></td>
<td></td>
<td>$</td>
</tr>
<tr>
<td>Motorized Vehicle</td>
<td>$250</td>
<td></td>
<td></td>
<td></td>
<td>$</td>
</tr>
</tbody>
</table>

NAME OF CONVENTION TRANSWORLD 2021
EXHIBITING COMPANY
ADDRESS
CITY
STATE
ZIP
EMAIL ORDER CONFIRMATION & INVOICE TO
CONTACT NAME
(Print & Sign)
DATE
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.

Phone: 1-866-493-1675 Fax: 1-314-534-8050 Email: shipping@heritagesvs.com
IMPORTANT INFORMATION REGARDING OUTBOUND SHIPMENTS

To ensure that your outbound shipments from Transworld 2021 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 21-22 of the service kit

<table>
<thead>
<tr>
<th>EXHIBITING COMPANY</th>
<th>BOOTH NUMBER</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>--------------</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>AUTHORIZED SIGNATURE</th>
<th>PRINT NAME</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>ON-SITE CONTACT</th>
</tr>
</thead>
<tbody>
<tr>
<td>(If Different than above)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>CELL NUMBER</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

Thank you and we hope you have a great show!
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, May 8th, 2021. 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, May 9th. No credits will be issued after the show.

If you require load out on Sunday, May 9th or have scheduled your designated carrier for pick up and load out on Sunday, May 9th, 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, May 9th, 2021.
   (25% Surcharge Will Apply)

☐ I/we will require load out or have designated our carrier to pick up our shipment on Monday, May 10th, 2021.
   (If you elect to move-out on Sunday, May 9th instead or your carrier arrives for pick up on Sunday, May 9th, a 25% surcharge will be added to your final invoice.)

ON-SITE CONTACT ____________________ CELL NUMBER ____________________
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 _______________________________________________

EMAIL _______________________________________________

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 ___________________

EMAIL _________________________________________________________

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 TRANSWORLD 2021

EXHIBITING COMPANY ____________________________________________

PHONE # ___________________ FAX # ______________________

ADDRESS ____________________________________________

CITY ____________________________________ STATE __________________ ZIP __________________

EMAIL ORDER CONFIRMATION & INVOICE TO ____________________________________________

CONTACT NAME ____________________________________________

(Print & Sign) ____________________________________________ DATE __________

Please Return This Form Promptly To the Address Above-Retain One Copy for Your Files
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.

<table>
<thead>
<tr>
<th>RATES:</th>
<th>Discounted</th>
<th>Standard</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Straight Time</strong> (One hour minimum per man)</td>
<td>$77.75 PER HOUR</td>
<td>$101.78 PER HOUR</td>
</tr>
<tr>
<td>8:00 A.M. to 4:30 P.M. Monday through Friday</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Overtime</strong> (One hour minimum per man)</td>
<td>$116.63 PER HOUR</td>
<td>$152.67 PER HOUR</td>
</tr>
<tr>
<td>After 4:30 P.M. to 8:00 A.M. Monday through Friday and all hours on Saturday and Sunday</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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. The next page must also be filled out if your exhibit will be assembled by Heritage.

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. The next page must also be filled out if your exhibit will be disassembled by Heritage.

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**  TRANSWORLD 2021

**BOOTH #**

**EXHIBITING COMPANY**

**PHONE #**

**FAX #**

**ADDRESS**

**CITY**

**STATE**

**ZIP**

**EMAIL ORDER CONFIRMATION & INVOICE TO**

**CONTACT NAME**

(Date) ____________________________

(Print & Sign)

(Continued on next page)
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 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.________________________
### INSTRUCTIONS & CONDITIONS

1. All truss/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 indemnifies, holds harmless and waivers all claims against Heritage Trade Show Services and the exposition facility concerning all overhead signage. Include engineer stamped assembly and hanging instructions with the order.

9. All trusses and hoists must be from a recognized manufacturer and must be in good working order and manufacturer load specifications must be at show site prior to rigging and hoist maintenance records available to Heritage.

10. If you require a sign to be hung please contact Exhibitor Services at Exhibitor.Services@heritagesvs.com and please provide diagrams and specs of the sign.

### RATES: (Hourly)

<table>
<thead>
<tr>
<th>Service</th>
<th>STRAIGHT TIME</th>
<th>OVERTIME</th>
</tr>
</thead>
<tbody>
<tr>
<td>Boom/Lift and 3 man rigging crew</td>
<td>$395.00</td>
<td>$525.00</td>
</tr>
<tr>
<td>Additional rigger</td>
<td>$77.75</td>
<td>$116.63</td>
</tr>
</tbody>
</table>

**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 will be charged overtime rate. Additional sign hangers will be utilized as required for safety.

#### Installation

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

Name of Exhibitor Supervisor ____________________________

**ESTIMATED CHARGES:** Estimated number of hours _______ x hourly rate_______ = $________

#### Dismantle

Supervision: Dismantle with HES Supervision _______ Exhibitor Supervision _______ Arrival Date and Time:

Name of Exhibitor Supervisor ____________________________

**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: ____________________________

**NAME OF CONVENTION**: TRANSWORLD 2021

**BOOTH #**

**EXHIBITING COMPANY**: ____________________________

**PHONE #**: ____________________________

**FAX #**: ____________________________

**ADDRESS**: ____________________________

**CITY**: ____________________________

**STATE**: ____________________________

**ZIP**: ____________________________

**EMAIL ORDER CONFIRMATION & INVOICE TO**: ____________________________

**CONTACT NAME**: ____________________________

**DATE**: ____________________________

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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
STRUCTURAL INTEGRITY FORM
FOR HANGING STRUCTURES

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

the contracted exhibitor at 2021 HAA and XMAS 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 HAA, 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
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

<table>
<thead>
<tr>
<th>QTY</th>
<th>DISCOUNT PRICE</th>
<th>STANDARD PRICE</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>7&quot;X11&quot;</td>
<td>@ 42.50</td>
<td>63.75</td>
<td>$______</td>
</tr>
<tr>
<td>7&quot;X44&quot;</td>
<td>@ 49.50</td>
<td>74.25</td>
<td>$______</td>
</tr>
<tr>
<td>11&quot;X14&quot;</td>
<td>@ 52.25</td>
<td>78.50</td>
<td>$______</td>
</tr>
<tr>
<td>14&quot;X22&quot;</td>
<td>@ 63.75</td>
<td>95.50</td>
<td>$______</td>
</tr>
<tr>
<td>14&quot;X44&quot;</td>
<td>@ 86.25</td>
<td>129.00</td>
<td>$______</td>
</tr>
<tr>
<td>22&quot;X28&quot;</td>
<td>@ 86.25</td>
<td>129.00</td>
<td>$______</td>
</tr>
<tr>
<td>28&quot;X44&quot;</td>
<td>@ 144.50</td>
<td>216.75</td>
<td>$______</td>
</tr>
<tr>
<td>40&quot;X60&quot;</td>
<td>@ 192.75</td>
<td>289.00</td>
<td>$______</td>
</tr>
<tr>
<td>Easel Back</td>
<td>@ 26.50</td>
<td>40.00</td>
<td>$______</td>
</tr>
<tr>
<td>Sentra</td>
<td>x @ 14.00 sq.ft.</td>
<td>21.00 sq. ft</td>
<td>$________</td>
</tr>
</tbody>
</table>

### 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.

$$ L \times W = \text{sq. ft.} $$

- $14.00 per sq. ft. (standard price $21.00)
- 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

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.

### SETUP/COMPUTER LABOR

**Straight Time - $88.00**  **Overtime - $156.00**  **Double Time - $176.00**

9.679% TAX  **TOTAL**

(Please Print)

NAME OF CONVENTION **TRANSWORLD 2021**

EXHIBITING COMPANY  PHONE #  FAX #

ADDRESS  CITY  STATE  ZIP

EMAIL ORDER CONFIRMATION & INVOICE TO

CONTACT NAME  DATE

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
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.
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 by 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.