



Service Manual

SOCIETY FOR IMMUNOTHERAPY OF CANCER 36TH ANNUAL MEETING & PRE-CONFERENCE PROGRAMS

NOVEMBER 10-14TH, 2021

WALTER E. WASHINGTON CONVENTION CENTER
WASHINGTON, D.C.

Order via email or fax with this service manual or online at: [Heritagesvs.com/ordering](https://heritagesvs.com/ordering)



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SITC 36TH ANNUAL MEETING**NOVEMBER 10-14TH, 2021****WALTER E. WASHINGTON CONVENTION CENTER****WASHINGTON, D.C.****Booth Equipment**

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

Exhibit Hall Carpet

The exhibit area is not carpeted; however, the aisles will be carpeted Tuxedo (gray with black specks). To enhance the appearance of your booth, rental carpet is available through Heritage. 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, October 22nd, 2021.

Shipments to Advance Warehouse Deadline Date

Heritage will begin receiving freight at the advance warehouse on Wednesday, October 13th, 2021. To avoid late fees, all shipments to the advanced warehouse must arrive no later than Wednesday, November 3rd, 2021. Shipments will be received Monday through Friday between the hours of 10:00 a.m. and 4:00 p.m.

Show Schedule**Exhibitor Move-In**

Wednesday	November 10 th	10:00 AM	-	6:00 PM	
Thursday	November 11 th	7:00 AM	-	4:00 PM	Hall closes for cleaning at 4:00 PM

Exhibit Hours

Friday	November 12 th	7:00 AM	-	12:00 PM	Friday Authors Hang Posters
		7:00 AM	-	8:30 PM	Hall Open
		12:40 PM	-	2:10 PM	Lunch – Exhibits & Poster viewing
		7:00 PM	-	8:30 PM	Reception – Exhibits & Poster Viewing
Saturday	November 13 th			8:30 PM	Hall Closes – Authors Remove Posters
		7:00 AM	-	12:00 PM	Saturday Authors Hang Posters
		7:00 AM	-	8:30 PM	Hall Open
		12:30 PM	-	2:00 PM	Lunch – Exhibits & Poster viewing
		7:00 PM	-	8:30 PM	Reception – Exhibits & Poster Viewing
			-	8:30 PM	Hall Closes – Authors Remove Posters

Exhibitor Move-Out

Saturday	November 13 th	8:30 PM	-	10:00 PM
Sunday	November 14 th	8:00 AM	-	1:00 PM

Dismantle and Move-Out Information

- Heritage will begin returning empty crates and containers as soon as the aisle carpet is removed from the aisles. This will begin at 8:30 PM, on Saturday, November 13th.
- All carriers must check-in no later than 10:30 AM, on Sunday, November 14th. All exhibit materials must be removed from the exhibit hall floor by 1:00 PM, on Sunday, November 14th. Heritage will begin redirecting all outbound freight not claimed by appointed freight carriers to the preferred show carrier at 10:30 AM.
- Please refer to the Outbound Shipments Form included in this packet for detailed information regarding outbound shipping procedures.



GENERAL INFORMATION/QUICK FACTS

exhibitor.services@heritagesvs.com

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SITC 36TH ANNUAL MEETING

NOVEMBER 10-14TH, 2021

WALTER E. WASHINGTON CONVENTION CENTER

WASHINGTON, D.C.

Post Show Paperwork and Labels

Our customer service department will provide a Heritage Bill of Lading and Labels for you to complete. Complete your paperwork ahead of time. Be sure your carrier knows the company name and booth number when making arrangements for shipping your exhibit at the close of the show.

HES Freight Logistics

If you need an on show site, cost effective and reliable carrier to transport your freight to and from the show, please email shipping@heritagesvs.com for a quote (guaranteed lowest material handling rate, priority empty return handling, complimentary shrinkwrap, etc).

Ordering Online

Go To: heritagesvs.com/ordering

Warehouse Shipping Information:

Exhibitor Company Name and Booth Number

HERITAGE

C/O TForce Freight

6571 Washington Blvd.

Elkridge, MD 21075

FOR: SITC 2021

Heritage will accept exhibit materials beginning Wednesday, October 13th, 2021 at the warehouse address. Material arriving after Wednesday, November 3rd, 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

Walter E. Washington Convention Center

801 Mt. Vernon Place NW

Washington, D.C. 20001

FOR: SITC 2021

Crated, boxed, or skidded materials will be accepted at show site beginning at 10:00 AM, Wednesday, November 10th, 2021, at the show site address. Shipments arriving before this date may be refused by the facility and may be subjected to additional venue handling fees.

Service Center Hours

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

We Appreciate Your Business!



exhibitor.services@heritagesvs.com

1-800-360-4323

Fax 314-534-8050

Order online at: heritagesvs.com/ordering

METHOD OF PAYMENT & CREDIT CARD AUTHORIZATION FORM

Must be completed and submitted with any HERITAGE order forms

Name of Convention SITC 2021 Booth# _____

Exhibiting Company _____

Phone # _____ Fax # _____

Address _____

City _____ State _____ ZIP _____

Contact Email _____

Print Name _____ Signature _____

Credit Card Payment

Cardholder's Name (Please print) _____

Credit Card Billing Address _____

City _____ State _____ ZIP _____

Credit Card # _____ V-Code _____ EXP _____

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.

CARD HOLDER'S SIGNATURE

By signing the above, I acknowledge and understand that all services rendered will be billed to this credit card. I agree to be bound by all terms and conditions in this service manual.

Company Check

Make Check Payable to: HERITAGE
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 to 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.

Please note: In some instances equipment or services may be handled by other contractors.

All orders received on site 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. 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 the 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.

Please fax or email this form promptly to HERITAGE using the information at the top of the page - retain one copy for your files.

Discount Deadline:**10/22/2021****Order Services Early and SAVE!**

Complete and submit necessary order forms listed below before the deadline date to take advantage of Advance Pricing.

Heritage Order Forms

Order Total

	Submit With First Order
<input type="checkbox"/> Method of Payment & Credit Card Authorization	NA
<input type="checkbox"/> Third Party Authorization	NA
<input type="checkbox"/> EAC Requirements	
<input type="checkbox"/> Carpet	\$
<input type="checkbox"/> Furniture	\$
<input type="checkbox"/> Accessories	\$
<input type="checkbox"/> Exhibit Accessories	\$
<input type="checkbox"/> Specialty Furniture	\$
<input type="checkbox"/> Exhibit Rental Displays	\$
<input type="checkbox"/> Material Handling	\$
<input type="checkbox"/> Accessible/Priority Storage Return	\$
<input type="checkbox"/> Installation & Dismantle Labor	\$
<input type="checkbox"/> HES Shipping	\$
<input type="checkbox"/> Hanging Sign Labor	\$
<input type="checkbox"/> Signs	\$
<input type="checkbox"/> Cleaning Service	\$

TOTAL AMOUNT DUE \$

Please see the Terms and Conditions page for full explanation of our policy on cancellations and changes.

Exhibiting Company _____

Contact Name _____ Booth # _____

Phone # _____ Email _____

Please fax or email this form promptly to HERITAGE using the information at the top of the page - retain one copy for your files.

exhibitor.services@heritagesvs.com

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YOU ARE ENTERING A CONTRACT WHICH LIMITS YOUR POSSIBLE RECOVERY IN CASE OF LOSS OR DAMAGE.

The terms and conditions set forth below become a part of the contract between HERITAGE exposition services and you, the exhibitor. Exhibitor is deemed to have accepted these terms and conditions when any of the following conditions are met:

- The material handling service agreement is signed;
- Exhibitor's materials are delivered to the HERITAGE warehouse or to a show or exposition site for which HERITAGE is the official show contractor, or
- An order for labor and/or rental equipment is placed by exhibitor with HERITAGE.

1. **DEFINITIONS.** For purposes of the Contract, "HTG" means HERITAGE Exposition Services, Inc., d.b.a. HERITAGE Trade Show Services, HERITAGE, Heritage Exposition Services, HES Logistics, and their respective employees, directors, officers, agents, assigns, affiliated companies, and related entities including, but not limited, to any subcontractors HTG may appoint. The term "EXHIBITOR" means the Exhibitor, its employees, agents, representatives, and any Exhibitor Appointed Contractor ("EAC"). Cold Storage: Holding of Goods in a climate controlled area; Accessible Storage: Holding of Goods in an area from which Goods may be removed during shows; Services: Warehousing, transportation, drayage, un-supervised labor, supervised labor and/or related services; Show Site: The venue or place where an exposition or event takes place; Supervised Labor (OK TO PROCEED): Union labor that is provided to a Customer to install or dismantle a booth or exhibit space, and is supervised and/or directed by HTG; Un-Supervised Labor (do not proceed): Union labor that is provided to a Customer to install or dismantle a booth or exhibit space and pursuant to Customer's election is not supervised and/or directed by HTG. Customer assumes the responsibility and any liability arising therefrom, for the work of union labor when Customer elects to use un-supervised labor.

2. **SCOPE.** These Terms and Conditions shall be binding upon Exhibitor, HTG, and their respective Agents and representatives, including but not limited to Exhibitor contracted labor, EAC's or Installation and Dismantle Companies, and any other party with an interest in the Goods. Each shall have the benefit of and be bound by all provisions stated herein, including but not limited to time limits and limitations of liability.

3. Payments are due prior to delivery of services or equipment to EXHIBITOR unless other credit arrangements have been made. All payments shall be in U.S. currency, MasterCard, VISA, American Express or Discover credit cards, debit cards, or check, provided there is sufficient customer credit in EXHIBITOR's form of payment to completely satisfy the amount owed by EXHIBITOR to HTG. Undersigned authorizer acknowledges and agrees that all applicable charges for services rendered to the EXHIBITOR will be applied to the credit card on file in the event other form of payment is not tendered prior to the close of the trade show. In no instance shall any Exhibitor be extended credit beyond 30 days after the close of the Show. If there are any outstanding balances owed by EXHIBITOR to HTG which have not been paid after 30 days following the close of the Show, then these unpaid balances shall bear interest at the rate of 1-1/2% per month (18% per annum).

4. Any discrepancy in items ordered and items received or any complaint or question concerning services, etc., must be reported to the HTG Service Center at the show, in writing, immediately upon noting same. Problems will be resolved and/or any valid adjustments in EXHIBITOR's account will be made at that time, and approved by the HTG Project Manager in charge. Credits and adjustments will not be made based on information received after the Show. Exhibitors who cancel prior to Exhibitor Move-In will be refunded 100% of their advance payment. No refunds will be made for cancellations received once Exhibitor move-in begins or at show site, unless otherwise noted on the specific service form. In the event the exposition or event is cancelled or postponed, HTG reserves the right to charge for services rendered in preparation of the event or exposition as well as non-refundable costs incurred by HTG. Prior to any refunds being paid to EXHIBITORS, these cancellation and/or postponement charges will be determined in good faith by HTG and withheld from any amounts previously paid by EXHIBITOR to HTG in proportion to receipts from all exhibitors with the excess being refunded. EXHIBITOR should be advised that routine audits of Exhibitor booths for service usage are conducted during the Convention. Should the result of such an audit indicate that equipment or services is in fact being used that has not been paid for, the Exhibitor will be charged for the equipment or service at the applicable rate.

5. HTG reserves the right to discontinue one or all services or equipment delivery to EXHIBITOR for non-payment of one or more outstanding bills should such bill not be paid before the close of the first day of the Show. Payment for any one or more of the services rendered does not in anyway release EXHIBITOR from payment of the other remaining services upon presentation of an invoice. Should it become necessary after all discrepancies are resolved to employ a collection agency, then EXHIBITOR agrees that all reasonable and customary collection fees shall be borne by EXHIBITOR.

6. **CHOICE OF LAW & VENUE.** Any dispute between HTG and EXHIBITOR shall be governed by the laws of the State of Missouri (without regard to Missouri's conflicts of laws principles). Venue of any action between HTG and EXHIBITOR shall lie exclusively in the state or federal courts located in St. Louis, Missouri and HTG and EXHIBITOR agree that all reasonable attorney's fees shall be borne by the prevailing party.

7. **LIMITATION OF LIABILITY & INDEMNITY.** HTG shall not be liable to any extent whatsoever for any actual or potential loss of profits or revenues, or for any collateral costs or consequential damages, which may result from (1) any loss, injury or damage to EXHIBITOR's materials or (2) EXHIBITOR's ability to carry-on in its normal business practices. Additionally, HTG shall not be liable for (1) any loss, damage or delay as a result of fire, lightning, strikes, riot or civil commotion or any other cause or condition beyond the control of HTG, (2) damage to uncrated materials, materials improperly packed, or (3) concealed damage, or loss, theft or disappearance of EXHIBITOR's materials while at the show or EXHIBITOR's materials are in EXHIBITOR's possession or are located within or near the confines of EXHIBITOR's booth. HTG's liability shall be limited to any loss or damage which results solely from HTG's negligence in the actual physical handling of EXHIBITOR's materials and not from any other type of loss or damage. HTG's maximum liability for any cause shall be limited to \$0.30 per pound per article with a maximum liability of \$50.00 per item or \$1,000.00 per shipment. HTG shall not be responsible for loss, theft, or disappearance of materials before they are picked up from EXHIBITOR's booth or for reloading after the show. Bills-of-lading covering outgoing shipments, which are furnished to HTG by EXHIBITOR, will be checked at the time of actual pickup from the booth and corrections made where discrepancies occur. Any claims for loss, injury or damage must be submitted to HTG within thirty (30) days of the close of the show in which the loss, injury or damage occurred, or such claims shall be waived. No suit or action for the recovery of any claims arising out of or related to bodily injury, death, or property damage shall be brought against HTG more than one year after the accrual of the cause of action. EXHIBITOR agrees to indemnify and hold harmless HTG against any and all claims, suits, liabilities, or damages, including reasonable settlements and reasonable attorney's fees, arising out of negligence or any other cause on the part of the EXHIBITOR, subcontractors, suppliers, employees or any individual or company under the control directly

or indirectly of the EXHIBITOR at the show.

a. Cold Storage: Goods requiring cold storage are stored at Customer's own risk. HTG assumes no liability or responsibility for Cold Storage. b. Accessible Storage: HTG assumes no liability for loss or damage to Goods while in Accessible Storage. Storage charges are for the use of space and are not a form of insurance, or a guarantee of security. c. Unattended Goods: HTG assumes no liability for loss or damage to unattended Goods received at Show Site at any time from the point of receipt of inbound Goods until the loading of the outbound Goods, including the entire term of the respective show or exhibition. Customer is responsible for insuring its own Goods for any and all risk of loss. d. Empty Storage: HTG assumes no liability for loss or damage to Goods or crates, or the contents therein, while containers are in Empty Storage. It is Customer's sole responsibility to affix the appropriate labels available at the HTG Service Desk for empty container storage, and ensures that any pre-existing empty labels are removed. e. Forced Freight: HTG is not liable for Customer Goods left on the show floor after the show closing deadline, with or without a Material Handling Services/Straight Bill of Lading signed by Customer. It is Customer's responsibility to complete accurate paperwork for shipping to ensure Customer Goods are properly labeled. f. Concealed Damage: HTG shall not be liable for concealed loss or damage including but not limited to glass, electronic equipment, prototypes, original art, uncrated Goods, or improperly packaged or labeled Goods. g. Unattended Booth: HTG shall not be liable for any loss or damage occurring while the Goods are unattended in Exhibitor's booth at any time, including, but not limited to, the time the Goods are delivered to the dock until the time the Goods are received by Exhibitor's selected carrier. h. Labor: HTG assumes no liability for loss, damage, or bodily injury arising out of Exhibitor's supervision of HTG provided union labor. i. Notice of Loss or Damage: In order to have a valid claim, notice of loss or damage to Goods must be given to HTG or its agent within 24 hours of occurrence (as evidenced in an Incident Report completed at Show Site by HTG) or delivery of outbound Goods.

8. **ADVANCED WAREHOUSING/TEMPORARY STORAGE:** HTG assumes no liability or responsibility for loss or damage to Goods delivered to the Advance Warehouse or other similar Temporary Storage facilities.

9. EXHIBITOR recognizes that HTG provides services as EXHIBITOR's agent and not as bailee or shipper. If any employee or subcontractor of HTG shall sign a delivery receipt, bill-of-lading, or other document, EXHIBITOR agrees that these signatories will do so as EXHIBITOR's agent, and EXHIBITOR accepts the responsibility thereof. HTG or its subcontractors are authorized to note the quantities or condition of items on the EXHIBITOR's bill-of-lading when the actual count or condition of such items do not conform to the amount or amounts recorded by EXHIBITOR. Correct weights with Weight Certificate must be provided, otherwise HTG's or its subcontractor's estimate will prevail in the event of any weight discrepancy.

10. Exhibitor permits all contact information provided to HTG to be used by HTG and shared with other entities assisting in the production of the event in question. Email communications may include show information, promotional materials, advertising statements and other commercial notices. Permission may be revoked by the EXHIBITOR in writing.

11. In the case of bills submitted to parties other than the EXHIBITOR (i.e., Third Parties), such arrangements in no way release EXHIBITOR from any and all of the terms and conditions outlined herein.

12. **REFUNDS:** EXHIBITOR shall receive a full and complete refund of any overpayments following final audit after the close of the Show. HTG will remit refunds to EXHIBITOR at the name and address indicated on the Exhibitor Data Sheet. EXHIBITOR will receive a refund for any extra overpayment above and beyond the amount which EXHIBITOR owes to HTG. Also provided for the EXHIBITOR with the final refund shall be a final accounting showing the services or equipment ordered.

13. **CREDIT CARD:** HTG is pleased to accept orders for services, with payment being made by a credit card. By paying for these services in advance, and adhering to the deadline date, you have taken advantage of the discount offered. However, if a payment is subsequently made by check with the intention of reversing the initial credit card payment, there will be a fee assessed for each subsequent transaction following the initial transaction. The fee to reverse the credit card payment and replace it with a check or an alternate credit card is as follows: If the credit card charge is \$1.00 to \$500.00 the fee is \$25.00, \$501.00 to \$1,000.00 the fee is \$30.00, \$1,001.00 to \$2,000.00 the fee is \$60.00, \$2,001.00 to \$5,000.00 the fee is \$150.00, \$5,001.00 to \$10,000.00 the fee is \$300.00, \$10,001.00 to \$20,000.00 the fee is \$450.00. Amounts over \$20,000.00 the fee is 4% of the amount owed.

14. **Insurance:** It is understood that HTG is not an insurer. Insurance should be obtained by the EXHIBITOR. It is highly recommended that exhibitors arrange All Risk coverage which usually can be done by endorsements to existing policies. EXHIBITOR's materials should be insured from the time they leave their firm until they are returned after the close of the show. Insurance and liability against theft or property damage to equipment or exhibit material owned or rented by EXHIBITOR, or bodily injury occurring within the confines of EXHIBITOR's booth, remain the sole and complete responsibility of EXHIBITOR. Except where prohibited by law, the EXHIBITOR and its insurers waive all rights of recovery or subrogation against HTG and their respective directors, officers, employees, and agents.

15. By completing and submitting the service forms, Exhibitor hereby authorizes HTG as its Exhibitor Appointed Contractor to process and pay for those services on behalf of the Exhibitor as a third party.

16. HTG Reserves the right to adjust the price charged for any item in the event of a sudden and unexpected price increase. By way of example without limiting the foregoing, in the event fuel prices escalate in a rapid manner, the price of any individual item may be adjusted to reflect the impact of higher fuel prices. Additionally, HTG reserves the right to pass through to Exhibitor any incremental charges or fees levied by the facility, suppliers or other third parties.



EAC REQUIREMENTS

SITC 2021

exhibitor.services@heritagesvs.com

1-800-360-4323

Fax 314-534-8050

Order online at: heritagesvs.com/ordering

Discount Deadline:

10/22/2021

Exhibiting Company _____ Booth Number _____

EAC Information:

Company Name: _____

Billing Address: _____

City: _____ State: _____ Zip: _____ Country: _____

Contact Name: _____ Email Address: _____

Telephone Number: _____ Fax Number: _____

Please read, complete, and submit this authorization form with required documentation for each contractor (see below) to HERITAGE if hiring a service contractor(s) other than the official contractor selected by show management. Note: For services such as electrical, plumbing, telephone, cleaning and material handling, no contractor other than the official contractor will be approved. This regulation is enforced as equipment and facilities are the sole responsibility of the respective owner. The exhibitor shall control only the material and equipment that he/she owns and that is to be used in the exhibit space.

Official Service Contractors are appointed to perform and provide necessary services and equipment. The Official Service Contractor will provide all usual trade show services, including labor. Supervision, however, may be provided by the exhibitor. The exhibitor may appoint either the official contractor for supervision or a qualified non-official contractor.

Official Show Contractors:

- Ensure orderly and efficient installation and removal of exhibits.
- Assure the distribution of labor to all exhibitors according to need.
- Provide sufficient labor to satisfy the requirements of exhibitors and for the show itself.
- See that the proper type and limit of insurance are in force.
- Avoid any conflict with local union regulations and requirements.

Should an exhibitor wish to employ the services of a contractor other than the Official Show Contractor, the following conditions must be met:

- The exhibitor must inform Heritage of the name and address of the contractor and the work to be performed by completing the Authorization below. The Authorization must be received by Heritage no later than 30 days prior to the show. If notification is not received 30 days prior to the show, Heritage labor must be used for all work and the exhibitor appointed contractor will be permitted to supervise only.

The contractor hired by the exhibitor must

- Provide no later than 30 days prior to the show a Certificate of Insurance with at least the following limits:
 - Commercial Liability not less than \$1,000,000 each occurrence/\$2,000,000 general aggregate, Workers Compensation Insurance, including Employer's Liability coverage, in a minimum amount not less than \$1,000,000; Auto Liability not less than \$1,000,000 each occurrence, naming HERITAGE (the General Contractor), Show Management, Facility, and Organizer as additional insured, except for Workers Compensation.
 - Agree to abide by all rules and regulations of the show and union rules and regulations.

This form must be accompanied by the insurance certificate. Please obtain this certificate from your insurance carrier and send with this form.

INCOMPLETE OR UNSIGNED FORMS WILL NOT BE ACCEPTED.

Signature of Exhibitor: _____ Date: _____

Service to be Performed: _____

Authorizer acknowledges reading and accepting all Terms and Conditions and agrees that Authorizer and Exhibiting Company will be fully governed by the provisions described therein.

Exhibiting Company _____

Contact Name _____ Booth # _____

Phone # _____ Email _____



EXHIBITOR APPOINTED CONTRACTORS (EAC)

SITC 2021

exhibitor.services@heritagesvs.com

1-800-360-4323

Fax 314-534-8050

Order online at: heritagesvs.com/ordering

Discount Deadline:
10/22/2021

Certificate of Insurance: Each EAC shall provide Heritage with a valid Certificate of Insurance and a copy of the additional insured endorsements required on the primary and excess/umbrella general liability policies. The insurance form must list as Additional Insureds and/or Covered Locations:

**HERITAGE
ORGANIZER
FACILITY**

Exhibitor(s) Represented (all Exhibitors represented by the contractor must be named as additional insured)

SHOW Move-In date(s) through Move-Out date(s) (See General Information Page)

The insurance form must list as the Certificate Holder:

**HERITAGE
620 Shenandoah Ave.
St. Louis, MO 63104**

Minimum Coverage Requirements for Primary & Excess/Umbrella Commercial General Liability: Each EAC shall maintain insurance coverage of the types and in the minimum amounts as follows:

Limits: Primary: Each Occurrence \$1,000,000; Products - COMP/OP AGG \$2,000,000; Personal & Adv Injury \$1,000,000; General Aggregate \$2,000,000
Excess/Umbrella: Each occurrence \$1,000,000; Aggregate \$1,000,000
Coverage for contractual liability and products liability

The following entities shall be named as Additional Insureds for all ongoing operations:

**HERITAGE
ORGANIZER
FACILITY**

Exhibitor(s) Represented (all Exhibitors represented by the contractor must be named as Additional Insured)

SHOW Move-In date(s) through Move-Out date(s) (See Quick Facts pages)

Insurer shall waive any right of subrogation against **ORGANIZER** and HERITAGE, their officers, directors, agents or employees. Coverage cannot be cancelled or reduced without at least 30 days prior written notice to **ORGANIZER** and HERITAGE.

Workers' Compensation Insurance: Each EAC shall maintain Workers' Compensation and Occupational Disease Insurance in full compliance with all federal and state laws, covering all of the EAC's employees engaged in the performance of any work for the Exhibitor. Coverage for Workers' Compensation and Employers' Liability shall be insured for the following limit:

Each Accident \$1,000,000

Disease - Each Employee \$1,000,000

Disease - Policy Limit \$1,000,000

WCI Insurer shall waive any right of subrogation against ORGANIZER and HERITAGE, their officers, directors, agents or employees. Coverage cannot be cancelled or reduced without at least 30 days prior written notice to ORGANIZER and HERITAGE.

Automobile Liability: Automobile liability must be covered whether the EAC has a vehicle on-site or not. Each EAC shall maintain insurance coverage in the minimum amounts as follows: Combined Single Limit \$1,000,000

EAC acknowledges reading and accepting this Agreement and agrees that it will be fully governed by the provisions described herein.

Name of EAC: _____ Booth Number: _____

By (print name): _____

Signature: _____ Date: _____



EXHIBITOR APPOINTED CONTRACTORS (EAC)

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Fax 314-534-8050

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Discount Deadline:

10/22/2021

Exhibitor Appointed Contractor (EAC) Work Authorization Form

Return completed EAC Requirement forms to Heritage via email to exhibitorservices@heritagesvs.com by the Discount Deadline. **Please forward a copy of the Certificate of Liability Insurance sample to your EAC.**

This form must be completed by the exhibiting company. No EAC will be granted access to the show floor without this form **AND** completion of requirements and signature by your EAC on the EAC Requirement forms. Please check the appropriate boxes below of the products and/or services you will have outside of those provided by the designated official contractor.

For insurance and safety reasons, the official contractor designated in the service manual must be used for services such as:

Electrical Booth Cleaning Plumbing Material Handling Telecommunications Hanging Signs Rigging

Services:

☐
☐
☐

Installation & Dismantle
Photography
Personnel/Models

☐
☐
☐

Installation & Dismantle – Supervision Only
Security
Other (please specify): _____

Products:

☐
☐
☐

Flooring/Carpet Rental
Furniture/Signs/Accessories
Floral

☐
☐
☐

Audio/Visual – Rental/Production/Lighting
Computer Rental
Other (please specify): _____

Indicate Type of Service Performed for the Above Checked Boxes (i.e. installation, supervision, etc.):

**Note Other Products/Services Here:

Please Type or Print

EAC Information:

EAC Company Name: _____

Address: _____ City/State/Zip _____

EAC Company Phone: _____ Fax Number: _____

EAC Contact Name: _____ EAC Contact Cell: _____

EAC Contact Email: _____

Product/Service Description: _____

****ALL EAC COMPANY INFORMATION MUST BE COMPLETED**

Exhibitor Signature: _____ Date: _____

Exhibiting Company _____

Contact Name _____ Booth # _____

Phone # _____ Email _____

CERTIFICATE OF LIABILITY INSURANCE						SAMPLE		DATE (MM/DD/YYYY) 00/00/0000	
PRODUCER (000) 000-0000 FAX						THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.			
AGENTS NAME AGENTS ADDRESS						INSURERS AFFORDING COVERAGE NAIC #			
INSURED YOUR COMPANY NAME YOUR COMPANY ADDRESS						INSURER A:			
EAC FOR:						INSURER B:			
						INSURER C:			
						INSURER D:			
						INSURER E:			
COVERAGES THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. AGGREGATE LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.									
INSL LTR	ADD'L INSRD	TYPES OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YY)	POLICY EXPIRATION DATE (MM/DD/YY)	LIMIT S			
		TYPES OF INSURANCE <input type="checkbox"/> <input type="checkbox"/> COMMERCIAL GENERAL LIABILITY CLAIMS MADE <input type="checkbox"/> OCCUR <input type="checkbox"/> <input type="checkbox"/> GEN'L AGGREGATE LIMIT APLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC	POLICY #	EFF DATE	EXP DATE	EACH OCCURRENCE		\$1,000,000	
						DAMAGE TO RENTED PREMISES (EA OCCURRENCE)		\$500,000	
						MED EXP (Any one person)		\$5,000	
						PERSONAL & ADV INJURY		\$1,000,000	
						GENERAL AGGREGATE		\$2,000,000	
						PRODUCTS-COMP-OP AGG		\$2,000,000	
		AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> NON-OWNED AUTOS	POLICY #	EFF DATE	EXP DATE	COMBINED SINGLE LIMIT (ea accident)		\$1,000,000	
						BODILY INJURY (per person)		\$	
						BODILY INJURY (per accident)		\$	
						PROPERTY DAMAGE (per accident)		\$	
		<input type="checkbox"/> GARAGE LIABILITY <input type="checkbox"/> ANY AUTO	POLICY #	EFF DATE	EXP DATE	AUTO ONLY-EA ACCIDENT		\$	
						OTHER THAN EA ACC		\$	
						AUTO ONLY: ACC		\$	
		EXCESS/UMBRELLA LIABILITY <input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS MADE <input type="checkbox"/> DEDUCTABLE <input type="checkbox"/> RETENTION \$10,000	POLICY #	EFF DATE	EXP DATE	EACH OCCURRENCE		\$1,000,000	
						AGGREGATE		\$1,000,000	
		WORKERS COMPENSATION AND EMPLOYERS LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? If yes, describe under SPECIAL PROVISIONS below	POLICY #	EFF DATE	EXP DATE	WC STATUTO- RY LIMITS	OTH- ER	\$	
						E.L. EACH ACCIDENT		\$1,000,000	
						E.L. DISEASE-EA EMPLOYEE		\$1,000,000	
						E.L. DISEASE- POLICY LIMIT		\$1,000,000	
DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES / EXCLUSIONS ADDED BY ENDORSEMENT / SPECIAL PROVISIONS									
ADDITIONAL INSURED AS RESPECTS LIABILITY PER WRITTEN CONTRACT:									

CERTIFICATE HOLDER		CANCELLATION	
HERITAGE 620 Shenandoah Ave. St. Louis, MO 63104		SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING INSURER WILL ENDEAVOR TO MAIL 30 DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING INSURER WILL ENDEAVOR TO MAIL 30 DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO MAIL SUCH NOTICE SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE INSURER, ITS AGENTS OR REPRESENTATIVES.	
		AUTHORIZED REPRESENTATIVE	



THIRD PARTY AUTHORIZATION

SITC 2021

exhibitor.services@heritagesvs.com

1-800-360-4323

Fax 314-534-8050

Order online at: heritagesvs.com/ordering

Discount Deadline:

10/22/2021

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 NUMBER _____

EXPIRATION DATE ____/____/____ VERIFICATION CODE ____/____/____/____

☐ VISA ☐ AMERICAN EXPRESS ☐ MASTERCARD ☐ DISCOVER

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)

Exhibiting Company _____

Contact Name _____ Booth# _____

Phone # _____ Email _____

Please fax or email this form promptly to HERITAGE using the information at the top of the page - retain one copy for your files.



CARPET RENTAL ORDER FORM

SITC 2021

exhibitor.services@heritagesvs.com

1-800-360-4323

Fax 314-534-8050

Discount Deadline:

10/22/2021

Order online at: heritagesvs.com/ordering

Item	Quantity	Discount Rate	Standard Rate	Total
Classic Expo Carpet 16 oz	C10 10' x 10'	x \$304.26	\$395.54	=
	C20 10' x 20'	x \$597.36	\$776.57	=
	C30 10' x 30'	x \$893.28	\$1,161.26	=
	C40 10' x 40'	x \$1,200.30	\$1,560.39	=

For booths larger than 40' or configured as islands or peninsulas, use the area carpet option below. Due to dye lot differences and unsightly seams, please do NOT order multiple Pre-Cut pieces for a single booth.

Item	Total Sq. Ft.	Discount Rate	Standard Rate	Total
C60 Area Carpet Classic _____ W x _____ L per sq. ft.	_____ x 100 sq. ft. min.	\$5.16	\$6.71	=

Circle your color choice for CLASSIC EXPO carpet:
Red Blue Burgundy Hunter Green Plum Gray Black

Item	Total Sq. Ft.	Discount Rate	Standard Rate	Total	
Prestige Carpet 28 oz	C90 Area Carpet Prestige _____ W x _____ L per sq. ft.	_____ x 100 sq. ft. min.	\$6.50	\$8.45	=

Circle your color choice for PRESTIGE carpet:
Navy Hunter Green Red Black Tuxedo Cayenne Silver Cloud
Burgundy Beige Royal Teal Blue Jay White Charcoal

Item	Total Sq. Ft.	Discount Rate	Standard Rate	Total	
Padding and Visqueen	C70 Carpet Padding _____ W x _____ L per sq. ft.	_____ x	\$2.52	\$3.28	=
	C80 Visqueen Covering _____ W x _____ L per sq. ft.	_____ x	\$1.50	\$1.95	=

Electrical or Utilities Under Carpet? *If yes, please order labor and also provide completed Booth Grid form earlier in the exhibitor kit.
☐ Yes* ☐ No

Method of Payment & Credit Card Authorization Form REQUIRED to be submitted with this form.

SUBTOTAL \$ _____
TAX 6% \$ _____
TOTAL DUE \$ _____

Please see the Terms and Conditions page for full explanation of our policy on cancellations and changes.

Exhibiting Company _____

Contact Name _____ Booth# _____

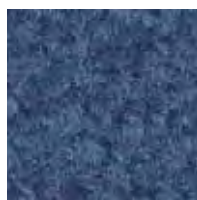
Phone # _____ Email _____

Please fax or email this form promptly to HERITAGE using the information at the top of the page - retain one copy for your files.

16 oz. Classic Expo



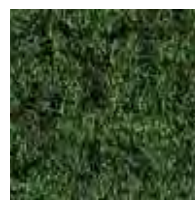
Red



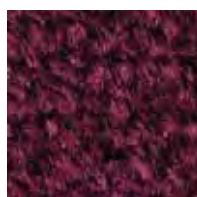
Blue



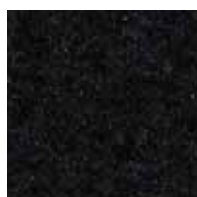
Burgundy



Hunter Green



Plum

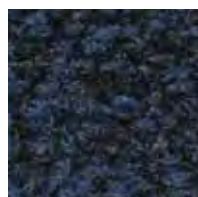


Black

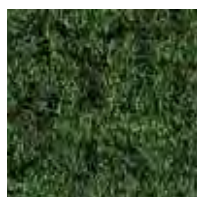


Gray

28 oz. Prestige Carpet



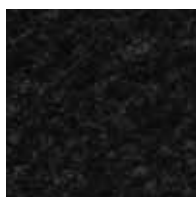
Navy



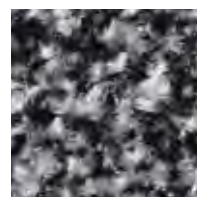
Hunter Green



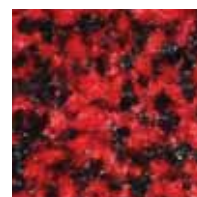
Red



Black



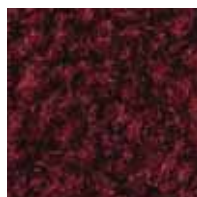
Tuxedo



Cayenne



Silver Cloud



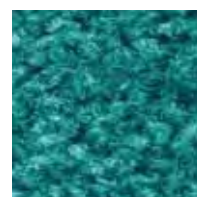
Burgundy



Beige



Royal



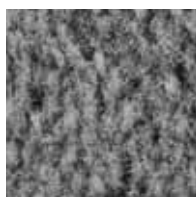
Teal



Blue Jay



White



Charcoal



FURNITURE RENTAL ORDER FORM

SITC 2021

exhibitor.services@heritagesvs.com

1-800-360-4323

Fax 314-534-8050

Discount Deadline:

10/22/2021

Order online at: heritagesvs.com/ordering

	Item	Quantity	Discount Rate	Standard Rate	Total
Furniture	F60 Plastic Side Chair (Gray)	<input type="text"/>	X \$ 95.35	\$ 123.96	= <input type="text"/>
	F50 Padded Sled Base Chair (Gray)	<input type="text"/>	X \$ 124.45	\$ 161.79	= <input type="text"/>
	F9 Padded Chair (Gray)	<input type="text"/>	X \$ 124.45	\$ 161.79	= <input type="text"/>
	F10 Padded Arm Chair (Gray)	<input type="text"/>	X \$ 134.90	\$ 175.37	= <input type="text"/>
	F20 Custom Padded Arm Chair (Gray)	<input type="text"/>	X \$ 159.35	\$ 207.16	= <input type="text"/>
	F30 Padded High Stool (Gray)	<input type="text"/>	X \$ 152.35	\$ 198.06	= <input type="text"/>
	F40 Custom Padded High Stool (Gray)	<input type="text"/>	X \$ 200.05	\$ 260.07	= <input type="text"/>
	F75 Executive Chair (Black)	<input type="text"/>	X \$ 195.00	\$ 253.50	= <input type="text"/>
Draped Display Tables	Circle your color choice:				
	Red Blue Teal Burgundy Hunter Green Plum Silver Black White Gold Expo Green				
	F110 4' Table – 30" High	<input type="text"/>	X \$ 172.15	\$ 223.80	= <input type="text"/>
	F120 6' Table – 30" High	<input type="text"/>	X \$ 207.05	\$ 269.17	= <input type="text"/>
	F130 8' Table – 30" High	<input type="text"/>	X \$ 241.90	\$ 314.47	= <input type="text"/>
	F140 4' Table – 42" Counter High	<input type="text"/>	X \$ 214.00	\$ 278.20	= <input type="text"/>
	F150 6' Table – 42" Counter High	<input type="text"/>	X \$ 248.90	\$ 323.57	= <input type="text"/>
	F160 8' Table – 42" Counter High	<input type="text"/>	X \$ 283.80	\$ 368.94	= <input type="text"/>
	F170 4th Side Table Drape - 30" High	<input type="text"/>	X \$ 72.10	\$ 93.73	= <input type="text"/>
	F180 4th Side Table Drape - 40" High	<input type="text"/>	X \$ 72.10	\$ 93.73	= <input type="text"/>
Undraped Display Tables	F190 4' Table – 30" High	<input type="text"/>	X \$ 110.50	\$ 143.65	= <input type="text"/>
	F200 6' Table – 30" High	<input type="text"/>	X \$ 134.90	\$ 175.37	= <input type="text"/>
	F210 8' Table – 30" High	<input type="text"/>	X \$ 160.50	\$ 208.65	= <input type="text"/>
	F220 4' Table – 42" Counter High	<input type="text"/>	X \$ 119.80	\$ 155.74	= <input type="text"/>
	F230 6' Table – 42" Counter High	<input type="text"/>	X \$ 141.90	\$ 184.47	= <input type="text"/>
	F240 8' Table – 42" Counter High	<input type="text"/>	X \$ 173.30	\$ 225.29	= <input type="text"/>
	F80 30" Diameter Pedestal (Gray) 18" H	<input type="text"/>	X \$ 239.60	\$ 311.48	= <input type="text"/>
	F90 30" Diameter Pedestal (Gray) 30" H	<input type="text"/>	X \$ 239.60	\$ 311.48	= <input type="text"/>
	F100 30" Diameter Pedestal (Gray) 42" H	<input type="text"/>	X \$ 239.60	\$ 311.48	= <input type="text"/>
Table Risers Covered White	F250 4' Long Riser	<input type="text"/>	X \$ 76.05	\$ 98.87	= <input type="text"/>
	F260 6' Long Riser	<input type="text"/>	X \$ 93.50	\$ 121.55	= <input type="text"/>
	F270 8' Long Riser	<input type="text"/>	X \$ 113.05	\$ 146.97	= <input type="text"/>
Special Drape Products	Circle your color choice:				
	Red Blue Teal Burgundy Hunter Green Plum Silver Black White Gold Expo Green				
	F280 Drape - 3' H	<input type="text"/>	X \$ 18.41	\$ 23.93	= <input type="text"/>
	F290 Drape - 8' H	<input type="text"/>	X \$ 23.25	\$ 30.23	= <input type="text"/>

Please see the Terms and Conditions page for full explanation of our policy on cancellations and changes.

Method of Payment & Credit Card Authorization Form REQUIRED to be submitted with this form.

SUBTOTAL \$

TAX 6% \$

TOTAL DUE \$

Exhibiting Company

Contact Name Booth#

Phone # Email

Please fax or email this form promptly to HERITAGE using the information at the top of the page - retain one copy for your files.

Chairs



Plastic Side Chair
F60
(Gray)



Padded Sled Base Chair
F50
(Gray)



Padded Chair
F9
(Gray)



Padded Arm Chair
F10
(Gray)



Custom Padded Arm Chair
F20
(Gray)



Padded High Stool
F30
(Gray)



Custom Padded High Stool
F40
(Gray)



Executive Chair
F75
(Black)

Skirted Tables



4' Display Table
F110
30" High



4' Display Table
F140
42" Counter High



6' Display Table
F120
30" Counter High



6' Display Table
F150
42" High



8' Display Table
F130
30" High



8' Display Table
F160
42" Counter High

Table Skirt and Drape Color Options



Red



Teal



Hunter Green



Silver



White



Blue



Burgundy



Plum



Black



Gold



Expo Green

Undraped Display Tables



4' Display Table
F190
30" High



4' Display Table
F220
42" Counter High



6' Display Table
F200
30" High



6' Display Table
F230
42" Counter High



8' Display Table
F210
30" High



8' Display Table
F240
42" Counter High



30" Diameter Pedestal
F80
18" H (Gray)



30" Diameter Pedestal
F90
30" H (Gray)



30" Diameter Pedestal
F100
42" H (Gray)



exhibitor.services@heritagesvs.com

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Fax 314-534-8050

Order online at: heritagesvs.com/ordering

ACCESSORIES RENTAL ORDER FORM

SITC 2021

Discount Deadline: 10/22/2021

	Item	Quantity	Discount Rate	Standard Rate	Total
Accessories	A10 Wastebasket	x	\$ 33.50	\$ 43.55	=
	A20 Tripod Easels	x	\$ 55.85	\$ 72.61	=
	A30 Chrome Stanchion	x	\$ 41.85	\$ 54.41	=
	A40 Velour Rope 6' Black	x	\$ 41.85	\$ 54.41	=
	A50 Coat Tree	x	\$ 121.45	\$ 157.89	=
	A60 Chrome Bag Rack	x	\$ 121.45	\$ 157.89	=
	A70 Literature Rack	x	\$ 237.25	\$ 308.43	=
	A80 Garment Rack 5'	x	\$ 130.25	\$ 169.33	=
	A90 2 Way Straight Arm Rack	x	\$ 178.65	\$ 232.25	=
	A100 4 Way Slant Arm Rack	x	\$ 200.05	\$ 260.07	=
	A106 Raffle Ticket Drum	x	\$ 80.00	\$ 104.00	=
	A107 Fishbowl	x	\$ 25.00	\$ 32.50	=
	A110 6' Tensabarrier	x	\$ 189.80	\$ 246.74	=
	D130 1M Straight Shelf	x	\$ 131.33	\$ 170.73	=
	D131 1M Angle Shelf	x	\$ 131.33	\$ 170.73	=
	D210 Acrylic Holder*	x	\$ 34.90	\$ 45.37	=
	D220 Arm Light*	x	\$ 74.45	\$ 96.79	=
	*For use with Heritage Rentals Only				
	D250 Chrome Sign Holder	x	\$ 205.85	\$ 267.61	=

Tackboard	D20 Tackboard Panels (4'x8') Vertical	x	\$ 251.25	\$ 326.63	=
	D30 Tackboard Panels (4'x8') Horizontal	x	\$ 251.25	\$ 326.63	=
	D31 Fabric Modular Panel 1 Meter x 8'	x	\$ 614.10	\$ 798.33	=
	Circle your fabric modular only panel color choice:				
	Gray Black Blue				

Method of Payment & Credit Card Authorization
Form REQUIRED to be submitted with this form.

SUBTOTAL \$

TAX 6% \$

TOTAL DUE \$

Please see the Terms and Conditions page for full explanation of our policy on cancellations and changes.

Exhibiting Company _____

Contact Name _____ Booth# _____

Phone # _____ Email _____

Please fax or email this form promptly to HERITAGE using the information at the top of the page - retain one copy for your files.

ACCESSORIES

EXHIBIT ACCESSORIES



Wastebasket
A10



Tripod Easels
A20



Chrome Sign Holder
D250



Chrome Stanchion
A30



Velour Rope 6' Black
A40



Coat Tree
A50



Chrome Bag Rack
A60



Literature Rack
A70



Garment Rack 5'
A80



2 Way Straight Arm Rack
A90



4 Way Slant Arm Rack
A100



Raffle Ticket Drum
A106



Fishbowl
A107



6' Tensabarrier
A110



EXHIBIT ACCESSORIES - GONDOLAS & PANELS RENTAL ORDER FORM

exhibitor.services@heritagesvs.com

1-800-360-4323

Fax 314-534-8050

SITC 2021

Order online at: heritagesvs.com/ordering

Discount Deadline: 10/22/2021

	Item	Quantity	Discount Rate	Standard Rate	Total
Pegboard	D10 Pegboard Panels (4'x8')	x	\$ 334.95	\$ 435.44	=
	D09 Pegboard 4" Single Hook	x	\$ 10.35	\$ 13.46	=
	D11 Pegboard 6" Single Hook	x	\$ 14.30	\$ 18.59	=
	D12 Pegboard 8" Single Hook	x	\$ 16.70	\$ 21.71	=
Gondolas	D800 Single Sided 1M x 4' High	x	\$ 828.25	\$1076.72	=
	D801 Double Sided 1M x 4' High	x	\$ 1159.55	\$1507.41	=
	D802 Single Sided 1M x 8' High	x	\$ 1159.55	\$1507.41	=
	D803 Double Sided 1M x 8' High	x	\$ 1656.49	\$2153.44	=
Gridwall	D40 Gridwall 2'x8' Black *Legs & Connectors required below	x	\$ 228.90	\$ 297.57	=
	D80 4" Gridwall Single Hook	x	\$ 10.35	\$ 13.46	=
	D60 6" Gridwall Single Hook	x	\$ 14.30	\$ 18.59	=
	D70 8" Gridwall Single Hook	x	\$ 16.70	\$ 21.71	=
	D81 Grid Legs (Black)* *Legs & Connectors required below	x	\$ 44.67	\$ 58.07	=
	D82 Grid Connectors*	x	\$ 24.44	\$ 31.78	=
	D83 3-Ball Waterfall Arm	x	\$ 37.87	\$ 49.23	=
	D84 5-Ball Waterfall Arm	x	\$ 40.74	\$ 52.96	=
	D85 7-Ball Waterfall Arm	x	\$ 44.38	\$ 57.70	=
Slatwall	D50 Slatwall 1 Meter x 8'	x	\$ 307.05	\$ 399.17	=
	D120 Slatwall Waterfall Hooks	x	\$ 50.25	\$ 65.33	=
	D121 Slatwall 8" Bracket	x	\$ 16.70	\$ 21.71	=

Method of Payment & Credit Card Authorization
Form REQUIRED to be submitted with this form.

SUBTOTAL \$
TAX 6% \$
TOTAL DUE \$

Please see the Terms and Conditions page for full
explanation of our policy on cancellations and changes.

Exhibiting Company _____

Contact Name _____ Booth# _____

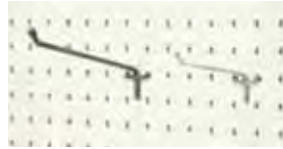
Phone # _____ Email _____

Please fax or email this form promptly to HERITAGE using the information at the top of the page - retain one copy for your files.

DISPLAYS



**Pegboard Panels
(4'x8')**
D10



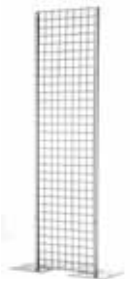
**Pegboard 6" Single
Hook**
D11



**Tackboard Panels
(4'x8')**
D30



**Fabric Impact Panel 1
Meter x 8'**
D31



Gridwall 2'x8' Black
D40



**Gridwall 6" Single
Hook**
D60



Slatwall 1 Meter x 8'
D50



**Slatwall Waterwalls
Hooks**
D120



Slatwall 8" Bracket
D121



Shelf 1 meter wide
D130



Acrylic Holder
D210



Arm Light
D220



HERITAGE™

EXHIBIT ACCESSORIES - COUNTERS & SHOWCASES RENTAL ORDER FORM

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Fax 314-534-8050

SITC 2021

Order online at: heritagesvs.com/ordering

Discount Deadline: 10/22/2021

Exhibit Cabinets & Counters

All metal is silver

Circle your panel choice: White PVC Black PVC *Printed Graphic Black Fabric Gray Fabric

*If yes on Printed Graphic choice above, please order graphics on the Sign Service form and submit per the form's instructions.

	Item	Quantity	Discount Rate	Standard Rate	Total
MD20	1 Meter Display Counter with Shelf 1M x 1/2M x 42" High with Sliding Door	_____ x	\$ 781.60	\$ 1016.08	= _____
MD21	2 Meter Display Counter with Shelf 2M x 1/2M x 42" High with Sliding Door	_____ x	\$ 889.60	\$ 1156.48	= _____
MD22	1 Meter Curved Counter with Shelf 1M x 1/2M x 42" High with Sliding Door	_____ x	\$ 859.76	\$ 1117.69	= _____
MD23	1 Meter Radius Counter with Shelf 1M x 1/2M x 42" High with Sliding Door	_____ x	\$ 751.56	\$ 977.02	= _____
MD30	1 Meter Display Cabinet with Shelf 1M x 1/2M x 42" High with 2 Swing Doors and built in locks	_____ x	\$ 781.60	\$ 1016.08	= _____
MD60	Counter Locks	_____ x	\$ 44.20	\$ 57.46	= _____

Showcases

	Item	Quantity	Discount Rate	Standard Rate	Total
All showcases come with lights, sliding doors and jewelers lock. If you want to add graphics, please contact Customer Service at exhibitor.services@heritagesvs.com.					
D140	4' Full View Showcase	_____ x	\$ 739.75	\$ 961.68	= _____
D150	6' Full View Showcase	_____ x	\$ 795.55	\$ 1034.22	= _____
D160	4' Quarter View Showcase	_____ x	\$ 628.05	\$ 816.47	= _____
D170	6' Quarter View Showcase	_____ x	\$ 707.15	\$ 919.30	= _____

Please see the Terms and Conditions page for full explanation of our policy on cancellations and changes.

**Method of Payment & Credit Card Authorization
Form REQUIRED to be submitted with this form.**

SUBTOTAL \$ _____

TAX 6% \$ _____

TOTAL DUE \$ _____

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CABINETS AND COUNTERS



Counter

MD20

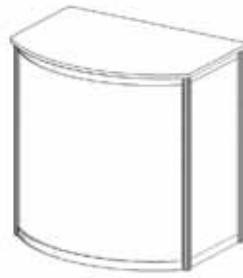
1M x 1/2M x 42" High,
W/Shelf



Counter

MD21

2M x 1/2M x 42"
High, W/Shelf



Curved Counter

MD22

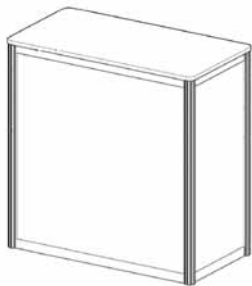
1M x 1/2M x 42"
High W/Shelf



Radius Counter

MD23

1M x 1/2M x 42"
High



Cabinet

MD30

1M x 1/2M x 42"
(White Only/ Comes
With Lock & Shelf)

Display Cases



D140/D150 (shown)

D140 - 4' Full View

Showcase

D150 - 6' Full View

Showcase



D160/D170 (shown)

D160 - 4' Quarter View

Showcase

D170 - 6' Quarter View

Showcase



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EVENTS

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Item #:	Description:	Dimensions:	Advance Price:	Standard Price:	QTY:	Total:
30AGBB	30" Round Bar Table w/ Standard Black Base	30"RND 42"H	274.89	357.36		
30AGBC	30" Round Cafe Table w/ Standard Black Base	30"RND 29"H	248.71	323.32		
30AGHB	30" Round Bar Table w/ Hydraulic Base	30"RND 45"H	339.03	440.74		
30AGHC	30" Round Cafe Table w/ Hydraulic Base	30"RND 29"H	339.03	440.74		
30BEBB	30" Round Bar Table w/ Standard Black Base	30"RND 42"H	274.89	357.36		
30BEBB	30" Round Bar Table w/ Standard Black Base	30"RND 42"H	274.89	357.36		
30BEBC	30" Round Cafe Table w/ Standard Black Base	30"RND 29"H	248.71	323.32		
30BEHB	30" Round Bar Table w/ Hydraulic Base	30"RND 45"H	339.03	440.74		
30BEHC	30" Round Cafe Table w/ Hydraulic Base	30"RND 29"H	339.03	440.74		
30BKHB	30" Round Bar Table w/ Hydraulic Base	30"RND 45"H	339.03	440.74		
30BKHC	30" Round Cafe Table w/ Hydraulic Base	30"RND 29"H	339.03	440.74		
30BKSB	30" Round Bar Table w/ Standard Black Base	30"RND 42"H	274.89	357.36		
30BKSC	30" Round Cafe Table w/ Standard Black Base	30"RND 29"H	248.71	323.32		
30BRHB	30" Round Bar Table w/ Hydraulic Base	30"RND 45"H	339.03	440.74		
30BRHC	30" Round Cafe Table w/ Hydraulic Base	30"RND 29"H	339.03	440.74		
30GRHB	30" Round Bar Table w/ Hydraulic Base	30"RND 45"H	339.03	440.74		
30GRHC	30" Round Cafe Table w/ Hydraulic Base	30"RND 29"H	339.03	440.74		
30GSBB	30" Round Bar Table w/ Standard Black Base	30"RND 42"H	274.89	357.36		
30GSBC	30" Round Cafe Table w/ Standard Black Base	30"RND 29"H	248.71	323.32		
30GSHB	30" Round Bar Table w/ Hydraulic Base	30"RND 45"H	339.03	440.74		
30GSHC	30" Round Cafe Table w/ Hydraulic Base	30"RND 29"H	339.03	440.74		
30MAHB	30" Round Madison Bar Table w/ Hydraulic Base	30"RND 45"H	339.03	440.74		
30MAHC	30" Round Madison Cafe Table w/ Hydraulic Base	30"RND 29"H	339.03	440.74		
30MTHB	30" Round Bar Table w/ Hydraulic Base	30"RND 45"H	339.03	440.74		
30MTHC	30" Round Cafe Table w/ Hydraulic Base	30"RND 29"H	339.03	440.74		
30OSBB	30" Round Bar Table w/ Standard Black Base	30"RND 42"H	274.89	357.36		
30OSBC	30" Round Cafe Table w/ Standard Black Base	30"RND 29"H	248.71	323.32		
30OSHB	30" Round Bar Table w/ Hydraulic Base	30"RND 45"H	339.03	440.74		
30OSHC	30" Round Cafe Table w/ Hydraulic Base	30"RND 29"H	339.03	440.74		
30WDBB	30" Round Bar Table w/ Standard Black Base	30"RND 42"H	274.89	357.36		
30WDBC	30" Round Cafe Table w/ Standard Black Base	30"RND 29"H	248.71	323.32		
30WDHB	30" Round Bar Table w/ Hydraulic Base	30"RND 45"H	339.03	440.74		
30WDHC	30" Round Cafe Table w/ Hydraulic Base	30"RND 29"H	339.03	440.74		
30WH29	30" Round Cafe Table w/ Standard Black Base	30"RND 29"H	248.71	323.32		
30WH42	30" Round Bar Table w/ Standard Black Base	30"RND 42"H	274.89	357.36		
30WHHB	30" Round Bar Table w/ Hydraulic Base	30"RND 45"H	339.03	440.74		
30WHHC	30" Round Cafe Table w/ Hydraulic Base	30"RND 29"H	339.03	440.74		
30YBBB	30" Round Bar Table w/ Standard Black Base	30"RND 42"H	274.89	357.36		
30YSBC	30" Round Cafe Table w/ Standard Black Base	30"RND 29"H	248.71	323.32		
30YSHB	30" Round Bar Table w/ Hydraulic Base	30"RND 45"H	339.03	440.74		
30YSHC	30" Round Cafe Table w/ Hydraulic Base	30"RND 29"H	339.03	440.74		
36ATO	Atomic 36" Round Table	36"RND 30"H	339.03	440.74		

Additional items on the next page

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Item #:	Description:	Dimensions:	Advance Price:	Standard Price:	QTY:	Total:
36BKHB	36" Round Bar Table w/ Hydraulic Base	36"RND 45"H	365.21	474.77		
36BKHC	36" Round Cafe Table w/ Hydraulic Base	36"RND 29"H	365.21	474.77		
36BKSB	36" Round Bar Table w/ Standard Black Base	36"RND 42"H	299.76	389.69		
36BKSC	36" Round Cafe Table w/ Standard Black Base	36"RND 29"H	268.35	348.85		
36GRHB	36" Round Bar Table w/ Hydraulic Base	36"RND 45"H	365.21	474.77		
36GRHC	36" Round Cafe Table w/ Hydraulic Base	36"RND 29"H	365.21	474.77		
36MTHB	36" Round Bar Table w/ Hydraulic Base	36"RND 45"H	365.21	474.77		
36MTHC	36" Round Cafe Table w/ Hydraulic Base	36"RND 29"H	365.21	474.77		
36WTHB	36" Round Bar Table w/ Hydraulic Base	36"RND 45"H	365.21	474.77		
36WTHC	36" Round Cafe Table w/ Hydraulic Base	36"RND 29"H	365.21	474.77		
42ATO	Atomic 42" Round Table	42"RND 30"H	339.03	440.74		
42BKCT	42" Round Table	42"RND 29"H	425.43	553.05		
ALC100	Alondra Cocktail Table	47"L 24"D 16"H	365.21	474.77		
ALC200	Alondra Cocktail Table	47"L 24"D 17"H	365.21	474.77		
ALE100	Alondra End Table	20"L 20"D 20"H	261.80	340.34		
ALE200	Alondra End Table	20"L 20"D 21"H	261.80	340.34		
ATHCHA	Atherton Chair	27"L 31"D 30"H	585.12	760.66		
AURA	Aura Round Table	15"RND 22"H	163.63	212.71		
BC8	Madison Bookcase	36"L 12"D 72"H	469.93	610.91		
BCHWHT	Baja Chair	36"L 30.5"D 28"H	587.74	764.06		
BCW	Madrid Chair	30"L 30"D 31"H	713.41	927.43		
BKC10N	10' Table	120"L 48"D 29"H	1,006.62	1,308.61		
BKC10P	10' Table, Powered	120"L 48"D 29"H	1,163.70	1,512.81		
BKCT5N	5' Table	60"L 48"D 29"H	503.97	655.15		
BKCT5P	5' Table, Powered	60"L 48"D 29"H	604.76	786.19		
BKCT8N	8' Table	96"L 48"D 29"H	1,006.62	1,308.61		
BKCT8P	8' Table, Powered	96"L 48"D 29"H	1,163.70	1,512.81		
BLDBRD	Blade Barstool	20.5"L 20"D 40.5"H	142.68	185.49		
BLDBSB	Blade Barstool	20.5"L 20"D 40.5"H	142.68	185.49		
BLDCRD	Blade Chair	20.5"L 19"D 30.5"H	77.23	100.40		
BLDCSB	Blade Chair	20.5"L 19"D 30.5"H	77.23	100.40		
BLVWHT	Baja Loveseat	61"L 30.5"D 28"H	862.63	1,121.42		
BOWCHA	Bowery Chair	29.75"L 31"D 27.25"H	548.47	713.01		
BS001	Shark Barstool	22"L 19"D 34-44"H	359.98	467.97		
BS002	Zoey Barstool	15"L 16"D 30-34.75"H	325.94	423.72		
BSFWHT	Baja Sofa	86"L 30"D 28"H	935.94	1,216.72		
BSR	Syntax Barstool	23"L 19"D 43.25"H	242.17	314.81		
BSS	Banana Barstool	21"L 22"D 41"H	274.89	357.36		
BST	Banana Barstool	21"L 22"D 41"H	274.89	357.36		
BVLYBK	Beverly Bench Ottoman	60"L 20"D 18"H	425.43	553.05		
BVLYBN	Beverly Bench Ottoman	60"L 20"D 18"H	425.43	553.05		

Additional items on the next page

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Item #:	Description:	Dimensions:	Advance Price:	Standard Price:	QTY:	Total:
BVLYGR	Beverly Bench Ottoman	60"L 20"D 18"H	425.43	553.05		
BVLYLN	Beverly Bench Ottoman	60"L 20"D 18"H	425.43	553.05		
BVLYOB	Beverly Bench Ottoman	60"L 20"D 18"H	425.43	553.05		
BVLYRD	Beverly Bench Ottoman	60"L 20"D 18"H	425.43	553.05		
BVLYWH	Beverly Bench Ottoman	60"L 20"D 18"H	425.43	553.05		
BVSMBK	Beverly Small Bench Ottoman	30"L 20"D 18"H	302.38	393.09		
BVSMBL	Beverly Small Bench Ottoman	30"L 20"D 18"H	302.38	393.09		
BVSMBN	Beverly Small Bench Ottoman	30"L 20"D 18"H	302.38	393.09		
BVSMGN	Beverly Small Bench Ottoman	30"L 20"D 18"H	302.38	393.09		
BVSMGY	Beverly Small Bench Ottoman	30"L 20"D 18"H	302.38	393.09		
BVSMMLN	Beverly Small Bench Ottoman	30"L 20"D 18"H	302.38	393.09		
BVSMMLV	Beverly Small Bench Ottoman	30"L 20"D 18"H	302.38	393.09		
BVSMOR	Beverly Small Bench Ottoman	30"L 20"D 18"H	302.38	393.09		
BVSMRD	Beverly Small Bench Ottoman	30"L 20"D 18"H	302.38	393.09		
BVSMWH	Beverly Small Bench Ottoman	30"L 20"D 18"H	302.38	393.09		
BVSMYL	Beverly Small Bench Ottoman	30"L 20"D 18"H	302.38	393.09		
C1C	Geo Cocktail Table	50"L 22"D 16"H	307.62	399.90		
C1E	Silverado Cocktail Table	36"RND 17"H	314.16	408.41		
C1FWB	Geo Cocktail Table	47"L 24"D 17"H	307.62	399.90		
C1W	Sydney Cocktail Table	48"L 26"D 18"H	314.16	408.41		
C1WP	Sydney Powered Cocktail Table	48"L 26"D 18"H	399.25	519.02		
C1Y	Sydney Cocktail Table	48"L 26"D 18"H	314.16	408.41		
C1YP	Sydney Powered Cocktail Table	48"L 26"D 18"H	399.25	519.02		
CB1	42" Round Table	42"RND 29"H	425.43	553.05		
CB8	42" Round Madison Table	42"RND 29"H	425.43	553.05		
CE1	Geo Table, Rounded Square	42"L 42"D 29"H	359.98	467.97		
CE2	Geo Table, Rectangle	60"L 36"D 29"H	497.42	646.65		
CF1	Geo Table, Rounded Square	42"L 42"D 29"H	359.98	467.97		
CF2	Geo Table, Rectangle	60"L 36"D 29"H	497.42	646.65		
CHRO02	Allegro Chair	36"L 34.5"D 30"H	548.47	713.01		
CNTCHR	Century Chair	30"L 30"D 31"H	558.94	726.63		
CONF42	42" Round Table	42"RND 29"H	425.43	553.05		
CS4	Syntax Chair	23"L 19"D 32.25"H	222.53	289.29		
CUBPOW	Wireless Charging Table, Powered	20"L 20"D 18"H	477.79	621.12		
CUPCHA	Cupertino Mid Back Chair	27"L 30.5"D 40-43"H	307.62	399.90		
DIVBAR	Clear Divider, Bar/Counter	48-70"L 12"D 31.5"H	181.95	236.54		
DIVFCR	Clear Divider, Freestanding Corner	39"L 39"D 72"H	731.73	951.25		
DIVFRE	Clear Divider, Freestanding	39"L 1.5"D 72"H	365.21	474.77		
DIVFST	Clear Divider, Sofa/Table	34"L 11"D 47-74"H	328.56	427.13		
DIVFWB	Divider, Freestanding Whiteboard	39"L 1.5"D 72"H	456.84	593.89		
DIVFWL	Clear Divider, Freestanding Wall	40"L 1.5"D 72"H	365.21	474.77		

Additional items on the next page

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DUET	Duet Stack Chair	21"L 23"D 33"H	78.54	102.10		
E1C	Geo End Table	24"L 24"D 20"H	274.89	357.36		
E1E	Silverado End Table	24"RND 22"H	287.98	374.37		
E1FWB	Geo End Table	20"L 20"D 21"H	274.89	357.36		
E1W	Sydney End Table	27"L 23"D 22"H	274.89	357.36		
E1Y	Sydney End Table	27"L 23"D 22"H	274.89	357.36		
END01B	Endless Curved Ottoman	60.5"L 37.5"D 15"H	464.70	604.10		
END01W	Endless Curved Ottoman	60.5"L 37.5"D 15"H	464.70	604.10		
END02B	Endless Square Ottoman	34"L 34"D 15"H	399.25	519.02		
END02W	Endless Square Ottoman	34"L 34"D 15"H	399.25	519.02		
FAIRCW	Fairfax Chair	27"L 26"D 30"H	386.16	502.00		
FAIRSW	Fairfax Sofa	62"L 26"D 30"H	536.69	697.70		
GENCHA	Genesis Chair	27.5"L 27.5"D 40-43.5"H	268.35	348.85		
HDG4FT	Boxwood Hedge, 4'	46"L 9"D 47"H	484.33	629.63		
HDG7FT	Boxwood Hedge, 7'	36.5"L 12"D 84"H	797.18	1,036.34		
JD8	Madison Executive Desk	60"L 30"D 29"H	621.78	808.31		
KEYCHR	Key Largo Chair	35"L 35"D 34"H	346.89	450.95		
KEYLOV	Key Largo Loveseat	57"L 35"D 34"H	404.48	525.83		
KEYSOF	Key Largo Sofa	79"L 35"D 34"H	535.38	696.00		
LA14	Mason Table Lamp	16"RND 26"H	163.63	212.71		
LA15	Mason Floor Lamp	18"RND 55"H	242.17	314.81		
LABREA	La Brea Swivel Chair	35"L 27"D 40"H	458.15	595.60		
LENCHA	Lena Chair	27"L 25"D 31"H	493.49	641.54		
LMBAR	Laguna Barstool	18"L 20"D 47"H	195.04	253.55		
LMCHR	Laguna Chair	18"L 19"D 34"H	155.77	202.50		
LUBSCL	Lucent Barstool	22"L 22.5"D 45.5"H	281.44	365.87		
LUCHCL	Lucent Chair	19.5"L 19.75"D 32.5"H	195.04	253.55		
MADC05	Madison 5' Table	60"L 48"D 29"H	503.97	655.15		
MADC08	Madison 8' Table	96"L 60"D 29"H	1,006.62	1,308.61		
MADC10	Madison 10' Table	120"L 48"D 29"H	1,006.62	1,308.61		
MALGRN	Malba Chair	20"L 20"D 32"H	117.81	153.15		
MALGRY	Malba Chair	20"L 20"D 32"H	117.81	153.15		
MAR001	Marche Swivel Ottoman	17"RND 18"H	209.44	272.27		
MAR002	Marche Swivel Ottoman	17"RND 18"H	209.44	272.27		
MAR003	Marche Swivel Ottoman	17"RND 18"H	209.44	272.27		
MAR004	Marche Swivel Ottoman	17"RND 18"H	209.44	272.27		
MAR005	Marche Swivel Ottoman	17"RND 18"H	209.44	272.27		
MAR006	Marche Swivel Ottoman	17"RND 18"H	209.44	272.27		
MAR007	Marche Swivel Ottoman	17"RND 18"H	209.44	272.27		
MAR008	Marche Swivel Ottoman	17"RND 18"H	209.44	272.27		
MAR009	Marche Swivel Ottoman	17"RND 18"H	209.44	272.27		

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MAR010	Marche Swivel Ottoman	17"RND 18"H	209.44	272.27		
MAR011	Marche Swivel Ottoman	17"RND 18"H	209.44	272.27		
MAR012	Marche Swivel Ottoman	17"RND 18"H	209.44	272.27		
MAR013	Marche Swivel Ottoman	17"RND 18"H	209.44	272.27		
MAR014	Marche Swivel Ottoman	17"RND 18"H	209.44	272.27		
MAR015	Marche Swivel Ottoman	17"RND 18"H	209.44	272.27		
MAR016	Marche Swivel Ottoman	17"L 17"D 18"H	209.44	272.27		
MARBBE	Marina Barstool	21"L 17.5"D 41.5"H	302.38	393.09		
MARBBK	Marina Barstool	21"L 17.5"D 41.5"H	302.38	393.09		
MARBBR	Marina Barstool	21"L 17.5"D 41.5"H	302.38	393.09		
MARBRD	Marina Barstool	21"L 17.5"D 41.5"H	302.38	393.09		
MARBWH	Marina Barstool	21"L 17.5"D 41.5"H	302.38	393.09		
MARCBE	Marina Chair	17.5"L 19.5"D 35"H	163.63	212.71		
MARCBK	Marina Chair	17.5"L 19.5"D 35"H	163.63	212.71		
MARCBR	Marina Chair	17.5"L 19.5"D 35"H	163.63	212.71		
MARCRD	Marina Chair	17.5"L 19.5"D 35"H	163.63	212.71		
MARCWH	Marina Chair	17.5"L 19.5"D 35"H	163.63	212.71		
MESCTB	Mesa Cocktail Table	32.25"RND 17.25"H	215.99	280.78		
MESCTG	Mesa Cocktail Table	36"RND 17.25"H	215.99	280.78		
MESCTW	Mesa Cocktail Table	32.25"RND 17.25"H	215.99	280.78		
MESETB	Mesa End Table	20.5"RND 21.25"H	142.68	185.49		
MESETG	Mesa End Table	24"RND 21.25"H	142.68	185.49		
MESETW	Mesa End Table	20.5"RND 21.25"H	142.68	185.49		
MIRWHT	Miramar Divider, White	63"L 23"D 83"H	467.31	607.51		
MNCHCH	Munich Armless Chair	22.5"L 27"D 28.5"H	490.88	638.14		
MONCHA	Montreal Chair	30"L 23.25"D 30"H	603.45	784.48		
MTBLPI	Midtown Bar, Lighted w/ Plug In	60"L 18"D 42"H	1,636.25	2,127.13		
MTBUUL	Midtown Bar, Unlighted	60"L 18"D 42"H	1,538.08	1,999.50		
MTCLPI	Midtown Powered Counter, Lighted w/ Plug In	60"L 18"D 42"H	1,636.25	2,127.13		
MTCFUL	Midtown Powered Counter, Unlighted	60"L 18"D 42"H	1,543.31	2,006.30		
NPLCHP	Naples Chair, Powered	36"L 30"D 33.25"H	687.23	893.39		
NPLCHR	Naples Chair	36"L 30"D 33.25"H	647.96	842.34		
NPLLOP	Naples Loveseat, Powered	62"L 30"D 33.25"H	896.67	1,165.66		
NPLLOV	Naples Loveseat	62"L 30"D 33.25"H	772.31	1,004.00		
NPLSOF	Naples Sofa	87"L 30"D 33.25"H	929.39	1,208.21		
NPLSOP	Naples Sofa, Powered	87"L 30"D 33.25"H	1,093.02	1,420.92		
OCMWHT	Meeting Chair	25.5"L 23.5"D 34"H	312.85	406.71		
PALSOF	Palm Beach Sofa	69"L 29"D 33"H	739.59	961.46		
PASCHR	Pasadena Chair	27"L 25"D 26"H	350.81	456.06		
PDL36B	Powered Locking Pedestal, 36"	24"L 24"D 36"H	561.56	730.03		
PDL36W	Powered Locking Pedestal, 36"	24"L 24"D 36"H	561.56	730.03		

Additional items on the next page

Exhibiting Company _____

Contact Name _____ Booth# _____

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SITC 2021

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Item #:	Description:	Dimensions:	Advance Price:	Standard Price:	QTY:	Total:
PDL42B	Powered Locking Pedestal, 42"	24"L 24"D 42"H	667.59	867.87		
PDL42W	Powered Locking Pedestal, 42"	24"L 24"D 42"H	667.59	867.87		
PROEXB	Pro Executive High Back Chair	25"L 24"D 45-48"H	404.48	525.83		
PROEXE	Pro Executive High Back Chair	25"L 24"D 45-48"H	404.48	525.83		
PROGB	Pro Executive Guest Chair	24"L 26"D 36"H	281.44	365.87		
PROMDB	Pro Executive Mid Back Chair	24"L 22"D 36.75-39.75"H	261.80	340.34		
PROMID	Pro Executive Mid Back Chair	24"L 22"D 36.75-39.75"H	261.80	340.34		
PSHCCS	Posh Shelving	36"L 18"D 72"H	536.69	697.70		
REGBEN	Regis Bench/Table	47"L 15.5"D 16"H	325.94	423.72		
REGOTT	Regis End Table	16"L 15.5"D 16.5"H	229.08	297.80		
ROLLBL	Lift Barstool	15"RND 23-33.5"H	235.62	306.31		
ROLLGY	Lift Barstool	15"RND 23-33.5"H	235.62	306.31		
ROLLRD	Lift Barstool	15"RND 23-33.5"H	235.62	306.31		
ROLLWH	Lift Barstool	15"RND 23-33.5"H	235.62	306.31		
RSTDIN	Rustique Chair w/ Arms	20"L 18"D 31"H	163.63	212.71		
RSTSQT	Rustique Square Metal Bar Table	23.75"L 23.75"D 41.25"H	287.98	374.37		
RSTSTL	Rustique Barstool	13"L 13"D 30"H	143.99	187.19		
SC10	Razor Armless Chair	15.5"L 23.5"D 30.5"H	91.63	119.12		
SC3	Brewer Chair	20"L 20"D 32"H	189.81	246.75		
SEDBBK	Sedona Side Table	15.75"L 15.75"D 24"H	143.99	187.19		
SEDBWD	Sedona Side Table	15.75"L 15.75"D 24"H	143.99	187.19		
SEDBWH	Sedona Side Table	15.75"L 15.75"D 24"H	143.99	187.19		
SFA002	Allegro Sofa	73"L 34.5"D 30"H	772.31	1,004.00		
STECOA	Sterling Chair	33"L 33.5"D 32"H	778.86	1,012.51		
STESOF	Sterling Sofa	82"L 33.5"D 32"H	1,134.90	1,475.37		
STNCH1	Stanchion w/ Retractable Belt	96"L 37"H	64.14	83.38		
STNSGN	Stanchion Sign Holder	10"L 13"H	54.98	71.47		
SWAN	Swanson Swivel Chair	28"L 25"D 30"H	399.25	519.02		
SYDBEC	Sydney Cocktail Table	48"L 26"D 18"H	314.16	408.41		
SYDBEE	Sydney End Table	27"L 23"D 22"H	274.89	357.36		
SYDWDC	Sydney Cocktail Table	48"L 26"D 18"H	314.16	408.41		
SYDWDE	Sydney End Table	27"L 23"D 22"H	274.89	357.36		
TAOBBK	Taos Side Table	15.75"L 15.75"D 24"H	143.99	187.19		
TAOBWD	Taos Side Table	15.75"L 15.75"D 24"H	143.99	187.19		
TAOBWH	Taos Side Table	15.75"L 15.75"D 24"H	143.99	187.19		
TASKST	Task Stool	27.5"L 27.5"D 32.75"-40.25"H	163.63	212.71		
TCHGRY	Tech Tablet Chair	30.5"L 29"D 33.5"H	420.19	546.25		
TCHP	Tech Chair, No Tablet	30.5"L 29"D 33.5"H	430.66	559.86		
TECH	Tech Desk, Powered	60"L 30"D 30"H	503.97	655.15		
TECH3	3 Drawer File Cabinet on Castors	16"L 20"D 28"H	163.63	212.71		
TECH3B	Tech Desk, Powered w/ 3 Drawer File Cabinet	60"L 30"D 30"H	621.78	808.31		

Additional items on the next page

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Item #:	Description:	Dimensions:	Advance Price:	Standard Price:	QTY:	Total:
TMBTBL	Timber Table	16"RND 17"H	195.04	253.55		
VALCHA	Valencia Chair	28"L 30.5"D 31"H	333.80	433.93		
VALSOF	Valencia Sofa	63"L 30.5"D 31"H	496.11	644.94		
VIB01	Vibe Cube Ottoman	18"L 18"D 18"H	155.77	202.50		
VIB02	Vibe Cube Ottoman	18"L 18"D 18"H	155.77	202.50		
VIB04	Vibe Cube Ottoman	18"L 18"D 18"H	155.77	202.50		
VIB05	Vibe Cube Ottoman	18"L 18"D 18"H	155.77	202.50		
VIB08	Vibe Cube Ottoman	18"L 18"D 18"H	155.77	202.50		
VIB09	Vibe Cube Ottoman	18"L 18"D 18"H	155.77	202.50		
VIB10	Vibe Cube Ottoman	18"L 18"D 18"H	155.77	202.50		
VIB11	Vibe Cube Ottoman	18"L 18"D 18"H	155.77	202.50		
VIB12	Vibe Cube Ottoman	18"L 18"D 18"H	155.77	202.50		
VIB13	Vibe Cube Ottoman	18"L 18"D 18"H	155.77	202.50		
VIB14	Vibe Cube Ottoman	18"L 18"D 18"H	155.77	202.50		
VIB15	Vibe Cube Ottoman	18"L 18"D 18"H	155.77	202.50		
VIB16	Vibe Cube Ottoman	18"L 18"D 18"H	155.77	202.50		
VIB17	Vibe Cube Ottoman	18"L 18"D 18"H	155.77	202.50		
VILHUB	Village Charging Hub	12"L 12"D 28.25"H	273.58	355.66		
VNTBLK	Ventura Communal Bar Table, Powered	72.25"L 26.25"D 42"H	831.22	1,080.58		
VNTBMW	Ventura Communal Bar Table w/ Grommet Holes	72.25"L 26.25"D 42"H	713.41	927.43		
VNTBNP	Ventura Communal Bar Table	72.25"L 26.25"D 42"H	713.41	927.43		
VNTBWW	Ventura Communal Bar Table w/ Grommet Holes	72.25"L 26.25"D 42"H	713.41	927.43		
VNTCBK	Ventura Communal Cafe Table, Powered	72.25"L 26.25"D 30"H	640.10	832.13		
VNTCBN	Ventura Communal Cafe Table	72.25"L 26.25"D 30"H	569.42	740.24		
VNTCMN	Ventura Communal Cafe Table	72.25"L 26.25"D 30"H	569.42	740.24		
VNTCMW	Ventura Communal Cafe Table w/ Grommet Holes	72.25"L 26.25"D 30"H	569.42	740.24		
VNTCWH	Ventura Communal Cafe Table, Powered	72.25"L 26.25"D 30"H	640.10	832.13		
VNTCWN	Ventura Communal Cafe Table	72.25"L 26.25"D 30"H	569.42	740.24		
VNTCWW	Ventura Communal Cafe Table w/ Grommet Holes	72.25"L 26.25"D 30"H	569.42	740.24		
VNTMNP	Ventura Communal Bar Table	72.25"L 26.25"D 42"H	713.41	927.43		
VNTWHT	Ventura Communal Bar Table, Powered	72.25"L 26.25"D 42"H	831.22	1,080.58		
VNTWNP	Ventura Communal Bar Table	72.25"L 26.25"D 42"H	713.41	927.43		
VTA	30" Round Madison Bar Table w/ Standard Black Base	30"RND 42"H	274.89	357.36		
VTB	30" Round Bar Table w/ Standard Black Base	30"RND 42"H	274.89	357.36		
VTJ	30" Round Bar Table w/ Standard Black Base	30"RND 42"H	274.89	357.36		
VTK	30" Round Bar Table w/ Standard Black Base	30"RND 42"H	274.89	357.36		
VTN	36" Round Bar Table w/ Standard Black Base	36"RND 42"H	299.76	389.69		
VTP	36" Round Bar Table w/ Standard Black Base	36"RND 42"H	299.76	389.69		
VTW	36" Round Bar Table w/ Standard Black Base	36"RND 42"H	299.76	389.69		
WD3	Work Table	48"L 24"D 30"H	373.07	484.98		
WENCHA	Wentworth Swivel Chair	31"L 24"D 31.5"H	359.98	467.97		

Additional items on the next page

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Item #:	Description:	Dimensions:	Advance Price:	Standard Price:	QTY:	Total:
XBAR	Christopher Barstool	19"L 19"D 41"H	215.99	280.78		
XCHR	Christopher Chair	17"L 19"D 35"H	124.36	161.66		
ZENBAR	Zenith Barstool	19"L 20"D 44"H	202.90	263.76		
ZENCHR	Zenith Chair	18.25"L 22"D 32"H	181.95	236.54		
ZTA	30" Round Madison Cafe Table w/ Standard Black Base	30"RND 29"H	248.71	323.32		
ZTB	30" Round Cafe Table w/ Standard Black Base	30"RND 29"H	248.71	323.32		
ZTJ	30" Round Cafe Table w/ Standard Black Base	30"RND 29"H	248.71	323.32		
ZTK	30" Round Cafe Table w/ Standard Black Base	30"RND 29"H	248.71	323.32		
ZTN	36"Round Cafe Table w/ Standard Black Base	36"RND 29"H	268.35	348.85		
ZTP	36"Round Cafe Table w/ Standard Black Base	36"RND 29"H	268.35	348.85		
ZTQ	36"Round Cafe Table w/ Standard Black Base	36"RND 29"H	268.35	348.85		

SUBTOTAL \$ _____

6% Tax \$ _____

TOTAL DUE \$ _____

Exhibiting Company _____

Contact Name _____ Booth# _____

Phone # _____ Email _____

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EXHIBIT RENTAL DISPLAY ORDER FORM

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Check the box to place your exhibit rental display order. Note: Furniture, TV Monitors, Electrical Service, Custom Logo, Floral, and Cleaning Services are **not** included and will need to be ordered separately. For assistance on booth graphics, please email a HERITAGE team member at exhibitor.services@heritagesvs.com.

10' x 10'
Display

☐

MD001

Advanced Price: \$3,986.25

Standard Price: \$5,182.13

☐

MD214

Advanced Price: \$3,986.25

Standard Price: \$5,182.13

☐

MD362

Advanced Price: \$3,722.80

Standard Price: \$4,839.64

☐

MD310

Advanced Price: \$1,943.28

Standard Price: \$2,526.26

10' x 20'
Display

☐

MD002

Advanced Price: \$6,225.10

Standard Price: \$8,092.63

☐

MD368

Advanced Price: \$8,648.30

Standard Price: \$11,242.79

☐

MD004

Advanced Price: \$6,995.38

Standard Price: \$9,093.99

☐

MD361

Advanced Price: \$7,168.20

Standard Price: \$9,318.66

20' x 20'
Display

☐

MD333

Advanced Price: \$11,256.18

Standard Price: \$14,633.03

☐

MD215

Advanced Price: \$10,290.90

Standard Price: \$13,378.17

☐

MD437

Advanced Price: \$11,944.77

Standard Price: \$15,528.20

☐

MD403

Advanced Price: \$16,927.38

Standard Price: \$22,005.59

Select Carpet

(included in the rental)

Circle your color choice:

Red Blue Burgundy Hunter Green Blue Jay Gray Black Tuxedo Cayenne

Additional carpet colors and flooring options available at listed rates.

Method of Payment & Credit Card Authorization
Form **REQUIRED** to be submitted with this form.

SUBTOTAL \$

TAX 6% \$

TOTAL DUE \$

Please see the Terms and Conditions page for full explanation of our policy on cancellations and changes.

Exhibiting Company _____

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Phone # _____ Email _____

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10' x 10' Exhibit Rental Displays

Full color graphic that is included in each space is a full color logo applied to a white or translucent background. For more info, contact us at graphics@heritagesvs.com. Some furnishings are included in booth packages. Please note, what may and may not be included for each package. Graphics beyond the full color graphic(s) included are an additional cost. Please consult the sign service sheet, or contact your Heritage Design Consultant for pricing.

MD01



Advanced Price \$3,986.25
Standard Price \$5,182.13

INCLUDED: Three arm lights
10' x 10' carpet
Full color graphic printed on header panel
Installation/Dismantle Labor
Complimentary consultation for booth alterations

MD214



Advanced Price \$3,986.25
Standard Price \$5,182.13

INCLUDED: Two arm lights
10' x 10' carpet
Full color graphic printed on header panel
Installation/Dismantle Labor
Complimentary consultation for booth alterations

MD362



Advanced Price \$3,722.80
Standard Price \$4,839.64

INCLUDED Two arm lights
10' x 10' carpet
Full color graphic printed on header panel
Installation/Dismantle Labor
Complimentary consultation for booth alterations
Monitor display sold separately

MD310



Advanced Price \$1,943.28
Standard Price \$2,526.26

INCLUDED Three arm lights
10' x 10' carpet
Full color graphic printed on counter kick panel
Installation/Dismantle Labor
Complimentary consultation for booth alterations

10' x 20' Exhibit Rental Displays

Full color graphic that is included in each space is a full color logo applied to a white or translucent background. For more info, contact us at graphics@heritagesvs.com. Some furnishings are included in booth packages. Please note, what may and may not be included for each package. Graphics beyond the full color graphic(s) included are an additional cost. Please consult the sign service sheet, or contact your Heritage Design Consultant for pricing.

MD002



Advanced Price \$6,225.10
Standard Price \$8,092.63

INCLUDED: Six arm lights
10' x 20' carpet
Full color graphic printed on 2 header panels
Installation/Dismantle Labor
Complimentary consultation for booth alterations

MD368



Advanced Price \$8,648.30
Standard Price \$11,242.79

INCLUDED: Six arm lights
10' x 20' carpet
Full color graphic printed on counter kick panel
Installation/Dismantle Labor
Complimentary consultation for booth alterations
Monitor and furnishings sold separately

MD004



Advanced Price \$6,995.38
Standard Price \$9,093.99

INCLUDED Six arm lights
10' x 20' carpet
One full color graphic printed on center header panel
Installation/Dismantle Labor
Complimentary consultation for booth alterations

MD361



Advanced Price \$7,168.20
Standard Price \$9,318.66

INCLUDED Four arm lights
10' x 20' carpet
Full color graphic printed on header panel
Installation/Dismantle Labor
Complimentary consultation for booth alterations
Monitors sold separately

20' x 20' Exhibit Rental Displays

Full color graphic that is included in each space is a full color logo applied to a white or translucent background. For more info, contact us at graphics@heritagesvs.com. Some furnishings are included in booth packages. Please note, what may and may not be included for each package. Graphics beyond the full color graphic(s) included are an additional cost. Please consult the sign service sheet, or contact your Heritage Design Consultant for pricing.

MD333



Advanced Price \$11,256.18

Standard Price \$14,633.03

INCLUDED:

Eight arm lights
20' x 20' carpet
Full color graphic printed on 2 curved & 2 straight header panels at no charge
Installation/Dismantle Labor
Complimentary consultation for booth alterations

MD215



Advanced Price \$10,290.90

Standard Price \$13,378.17

INCLUDED:

Eight arm lights
20' x 20' carpet
Full color graphic printed on 4 exterior top header single-sided panels
Installation/Dismantle Labor
Complimentary consultation for booth alterations

MD437



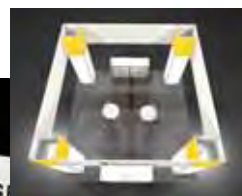
Advanced Price \$11,944.77

Standard Price \$15,528.20

INCLUDED

Eight arm lights
20' x 20' carpet
Full color graphic printed on 4 single-sided header panels
Installation/Dismantle Labor
Complimentary consultation for booth alterations
Monitor and furnishings sold separately

MD403



Advanced Price \$16,927.38

Standard Price \$22,005.59

INCLUDED

Four corner columns and two counters back-lit
20' x 20' carpet
Full color graphics printed on 4 single-sided header panels
Installation/Dismantle Labor
Complimentary consultation for booth alterations
Furnishings sold separately

BACK-LIT!

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WHAT IS MATERIAL HANDLING? Material handling is the process of receiving your materials, either at the warehouse in advance of the show or at show site during move-in; delivering them to your booth; removing empty containers for storage during the show; returning the empty containers to your booth after the show; delivering your materials back to the dock; and loading for outbound shipping. Charges are determined by weight and ease of handling.

EMPTY REMOVAL INSTRUCTIONS

All exhibitors must have all crates tagged for empty storage by 1 hour prior to end of exhibitor move-in.

NOTE: Exhibitors will be subject to a surcharge of up to 20% of the total freight invoice if crates are not tagged for removal by set deadline.

Any shipment not handled by Heritage, but for which Heritage is required to handle storage of the empty shipping containers, a charge of \$50.00 per crate, case, box, or carton will be assessed.

CERTIFIED WEIGHT TICKETS

In the event that no weight tickets or inaccurate weight tickets are indicated on the delivery documents presented, Heritage shall estimate the weight or re-weigh, and charges shall be based upon the estimates. The estimated weight shall be final and binding if actual scale weight figures are not submitted prior to the close of the show. All shipments received at the warehouse and show site are subject to re-weigh.

INSURANCE

It is understood that Heritage is not an insurer. Insurance, if any, should be obtained by the exhibitor. It is suggested that exhibitors arrange All Risk coverage. This can be done by endorsements to existing policies. Exhibitor's materials should be insured from the time they leave their firm until they are returned after the close of the show.

INBOUND SHIPMENT(S)

Consistent with trade show practices, there may be a lapse of time between the delivery of shipment(s) to the booth and the arrival of the exhibitor or his/her representative. During this time, the materials will be left unattended. Heritage will not be responsible or liable for any loss, damage, theft, or disappearance of exhibitor's material after it has been delivered to the exhibitor's booth.

OUTBOUND SHIPMENT(S)

Heritage will not be responsible or liable for any loss, damage, theft, or disappearance of exhibitor's material between the time it is packed and when it is picked up and loaded. If found liable for any loss, Heritage's sole and exclusive MAXIMUM liability for loss or damage to EXHIBITOR'S materials and EXHIBITOR'S sole and exclusive remedy is limited to \$.30 (USD) per pound per article with a maximum liability of \$50.00 (USD) per item, or \$1,000 (USD per shipment), whichever is less.

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LIABILITY

- Shipments delivered or consigned direct to the dock or warehouse address are subject to the following: Heritage shall not be liable for loss, damage or delay due to fire, acts of God, strikes or causes beyond its control. Furthermore, Heritage maximum liability is limited to \$0.30 per pound per article, with a maximum of \$50.00 per item or \$1,000.00 per shipment, while these goods and materials are in the warehouse or in vehicles during delivery to or from the convention facility.
- Heritage shall not be responsible for damage to uncrated materials, improperly packed materials or concealed damage.
- Heritage shall not be responsible for loss, theft, or disappearance of materials after same has been delivered to the exhibitor's booth.
- Collect shipments will not be accepted. Send freight prepaid.
- Direct carrier shipments must have certified weight tickets. If correct weights are NOT provided, receiver's estimates will prevail. Mixed shipments arriving on van lines must have certified weight tickets separating weights of crated items from loose and uncrated items. Weights not broken out will be charged at "loose and uncrated" rates.
- NO LIABILITY IS ASSUMED for shipments without receipts, freight bills, or specific counts such as UPS or van lines.
- Empty container labels will be available at Heritage Service Desk. Affixing the labels is the sole responsibility of the exhibitor or his representatives. All previous labels should be removed or obliterated. Heritage assumes no responsibility for:
 - Error to above procedures.
 - Removal of containers with old empty labels and Heritage labels.
 - Improper information on empty labels.
 - Material stored in containers with empty labels.
- To expedite removal of materials, Heritage shall have authority to change designated carriers.
- Heritage has Right of Preference into and out of show-site building to prevent tie-ups and provide an orderly operation for the show.
- Exhibitors have the responsibility of arranging for outgoing shipments.
- Make sure materials are properly crated and labeled before turning in Bills-of-Lading to freight desk. This prevents shipping out empty crates.
- Acceptance of Bills-of-Lading by Heritage freight desk does not represent acceptance of counts on the bill. All outgoing freight will be counted by designated carrier at the booth, notifying Heritage of any adjustments. Heritage is not responsible for security of exhibitor freight that is left unattended in the booth while waiting for the designated carrier.
- Heritage 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.
- Claims for loss or damage must be submitted to Heritage prior to the close of the Show. No suit or action shall be brought against Heritage more than one (1) year after the accrual of the cause of action.
- Any claims regarding material handling services will be adjudicated on its own merits and shall not impact payment for any other services due.

ALL CHARGES ARE THE RESPONSIBILITY OF THE EXHIBITING COMPANY FROM WHOM MATERIALS HAVE BEEN RECEIVED AND HANDLED.

HERITAGE RESERVES THE RIGHT TO SHIP MATERIALS WITH OFFICIAL SHOW CARRIER IF EXHIBITOR CARRIER DOES NOT CHECK IN BY THE APPOINTED DATE AND TIME.

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- **Crated:** Material that is skidded or is in any type of shipping container that can be unloaded at the dock with **no special handling required**.
- **Special Handling:** Applies to shipments that are loaded by cubic space and/or packed in such a manner as to require additional labor/handling, such as ground unloading, constricted space unloading, designated piece unloading, or stacked shipments. Also included are mixed shipments and shipments without individual bills of lading. Shipments loaded in this manner require additional time, labor, or equipment, to unload, sort and deliver. **Federal Express (FedEx), UPS, USPS and DHL are included in this category due to their delivery procedures.**
- **What about carpet/pad only shipments?** Shipments that consist of carpet and/or carpet padding only require additional handling because of additional labor and equipment to unload.
- **What is a Small Package?** (30lbs. maximum per package) Letters or small packages received at show-site **during show hours only**.
- **What is a Cartage Company?** Freight forwarders, as well as, other carriers, will often outsource the delivery of their freight to third party cartage companies. Cartage companies provide local pick-up and delivery services to and from the event venue, as well as, other locations. In most cases, cartage companies will consolidate shipments from multiple carriers onto a single truck. Due to their loading/unloading procedures, these shipments may fall into the additional handling category.
- **What is Ground Loading/Unloading?** Vehicles that are not dock height, preventing the use of loading docks, such as U-hauls, flat bed trailers, double drop trailers, company vehicles with trailers that are not dock level, etc.
- **What is Constricted Space Loading/Unloading?** Trailer loaded "high and tight" shipments that are not easily accessible. Freight is loaded to full capacity of trailer - top to bottom, side to side. One example of this is freight that is loaded down one side of a trailer that must be bypassed to reach targeted freight.
- **What is Designated Piece Loading/Unloading?** Drivers that require the loading crew to bring multiple pieces of the freight to the rear of the trailer to select the next piece, having to remove freight from the trailer then reload to fit or the trailer must be loaded in a sequence to ensure all items fit.
- **What is Alternate Delivery Location?** Shipments that are delivered by a carrier that requires pieces to be delivered to different areas/levels in the same building, or to other venues (such as a hotel near an event venue).
- **What are Stacked Shipments?** Shipments loaded in such a manner requiring multiple items to be removed to ground level for delivery to booth. Stacked or "cubed out" shipments, loose items placed on top of crates and/or pallets constitute special handling.
- **What are Multiple Shipments?** Multiple shipments on a truck do not automatically indicate special handling, unless the shipments are mixed on the truck, failing to maintain shipment integrity and/or have multiple deliver areas.
- **What are mixed shipments?** Mixed shipments are defined as shipments of mixed crated and uncrated goods, where the percentage of uncrated is minimal and does not warrant the full uncrated rate for the shipment, but does require special handling.
- **What does it mean if I have No Documentation?** Shipments arrive from a small package carrier (including, among others, Federal Express [FedEx] and UPS) without an individual Bill of Lading, requiring additional time, labor and equipment to process.
- **What is Inbound?** Shipments being sent to a warehouse for advance receiving or to show site.
- **What is Outbound?** Shipments leaving show site and being sent to another destination.
- **What is Off Target?** Used when there is a specific date and time that an exhibitor must move in by and is missed.
- **What is a Marshalling Yard Fee?** A marshalling service has been established to ease congestion at the facility and better utilize dock space. All carriers and privately owned vehicles must check in at the marshalling location prior to unloading/loading.
- **What is Overnight Parking Fee?** There is a fee for parking at the marshalling yard. This is for exhibitors with company owned trailers and box trucks only. **Any vehicles left without a parking pass will be towed at owner's expense.**
- **What are Shipments Returned to Warehouse?** Shipments returned to the warehouse at close of show will be charged an additional fee of \$50.00 per CWT (2500lb. min.). Shipments not picked up from the warehouse within 72 hrs. will be charged for storage by Heritage.

exhibitor.services@heritagesvs.com

1-800-360-4323

Fax 314-534-8050

Order online at: heritagesvs.com/ordering
MATERIAL HANDLING SERVICES
CRATED: Material that is skidded or is in any type of shipping container that can be unloaded at the dock with no additional handling required.

SPECIAL HANDLING: Material delivered by a carrier in such a manner that it requires additional handling, such as ground unloading, stacked or constricted space unloading, designated piece unloading, shipment integrity, alternate delivery location, loads mixed with pad wrapped material, carpet and/or pad only shipments, no documentation and shipments that require additional time, equipment or labor to unload. Federal Express, UPS & DHL are included in this category due to their delivery procedures.

UNCRATED: Material that is shipped loose or pad-wrapped, and/or unskidded machinery without proper lifting points.

	Description	Price per CWT	200 lb Minimum
Rate Classifications	Warehouse Shipment (200 lb Minimum)		
	Crated or Skidded Shipment	\$186.25	\$372.50
	Special Handling Shipment	\$223.50	\$447.00
	Crated or Skidded after 11/3/2021 deadline date	\$232.81	\$465.62
	Special Handling Shipment after 11/3/2021 deadline date	\$270.06	\$540.12
	Show Site Shipment (200 lb Minimum)		
	Crated or Skidded Shipment	\$180.00	\$360.00
	Special Handling Shipment	\$216.00	\$432.00
	Uncrated or Pad Wrapped Shipment	\$252.00	\$504.00
	Small Package—Maximum Weight is 30 lbs per Shipment	\$50.00	\$50.00

*A small package shipment is a shipment totaling any number of pieces with a combined weight not to exceed 30 lbs that is received on the same day, from the same shipper and delivered by the same carrier.
 **Warehouse Shipments will be received Monday through Friday between the hours of 10:00a.m. and 4:00 p.m.

ROUND UP TO NEXT CWT (2CWT MINIMUM)

Description	Weight	÷ 100 =	CWT	x	Price per CWT	=	Estimated Total Cost (200 lb. min)
example: Special Handling	467	÷ 100 =	5		\$168.90		\$844.50
		÷ 100 =					
		÷ 100 =					
		÷ 100 =					
		÷ 100 =					
						TOTAL	

Please see the Terms and Conditions page for full explanation of our policy on cancellations and changes.

Certified weight tickets and proper documentation will be required on all loads containing machinery/equipment. Any shipments containing a mixture of exhibit material and machinery/equipment not accompanied by separate certified weight tickets will be charged at the prevailing exhibit material rates. All machinery/equipment shipments not crated or skidded or without proper lifting bars or hooks will be considered uncrated exhibit material and charged at the appropriate prevailing rate.

Exhibiting Company _____

Contact Name _____ Booth# _____

Phone # _____ Email _____

Please fax or email this form promptly to HERITAGE using the information at the top of the page - retain one copy for your files.



PRIORITY RETURN/ACCESSIBLE STORAGE FORM

SITC 2021

exhibitor.services@heritagesvs.com

1-800-360-4323

Fax: 314-534-8050

Discount Deadline:

10/22/2021

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. To order, fill in information below and return to HERITAGE.

	Item	Estimated # of Pieces	Standard Rate	Total
Priority Return	FR350 Priority Empty Container Return	_____ x _____	\$100	= _____

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

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

	Item	# of Days	Standard Rate	Total
Accessible Storage	FR101 Set-up Fee (There is a One-time Set-up Fee)	N/A	\$50.00	= _____
	Storage Fee (Based Upon Squared Feet Required for Storage):			
	FR025 Up to 25 square feet	_____ x _____	\$75.00	= _____
	FR2650 26 to 50 square feet	_____ x _____	\$125.00	= _____
	FR51100 51 to 100 square feet	_____ x _____	\$175.00	= _____
	FR101150 101 to 150 square feet	_____ x _____	\$225.00	= _____
	FR151200 151 to 200 square feet	_____ x _____	\$275.00	= _____
			SUBTOTAL	_____

Labor – Each time your materials are accessed, you will be charged a minimum of one-half (1/2) hour of labor according to the hourly rates indicated on the Exhibitor Labor Form. Please note that all exhibit materials that are still remaining in storage trailers will be returned to your booth space upon official show closing.

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.

Method of Payment & Credit Card Authorization Form REQUIRED to be submitted with this form.

SUBTOTAL \$ _____
TOTAL DUE \$ _____

Please see the Terms and Conditions page for full explanation of our policy on cancellations and changes.

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.

Exhibiting Company _____ Booth# _____

Address _____ City _____ State _____ Zip _____

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.



HERITAGE

IMPORTANT NOTICE REGARDING DIRECT SHIPMENTS

Please be aware that the Walter E. Washington Convention Center does NOT receive exhibitor freight, literature or supplies through the venue package room. The package room is too small to handle Exhibit Materials and the venue'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., Wednesday, November 10th, 2021. Any materials sent to the venue prior to this date may be returned to sender and/or may be turned over to Heritage 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
WALTER E. WASHINGTON CONVENTION CENTER
801 MT. VERNON PLACE NW
WASHINGTON, D.C. 20001

FOR: SITC 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 EXPOSITION SERVICES





RELAX WITH OUR CAREFREE LOGISTICS!

HES Logistics is the official show carrier. Our dedicated team of Logistics Specialists will provide you with personalized and efficient shipping solutions to make sure your freight arrives on time. We make shipping easy and convenient!

INBOUND & OUTBOUND LOGISTICS

- *Small Package*
- *Standard Ground*
- *Next Day, 2nd Day, and 3rd Day Service Levels*
- *Air Ride*
- *Flat Bed*
- *Dedicated Truckload*

HES VALUE-ADDED SERVICES

- *Priority empty return for all inbound HES Logistics customers*
- *Transparent quotes with no hidden charges such as reweigh or trade show fees.*
- *HES Logistics available 7 days a week*
- *Late to Warehouse and Late to Show Site Fee waived*
- *Outbound shrink-wrap at no charge*

Have a Logistics Question?

Contact our Logistics team:

Phone: 1-866-493-1675

Email: shipping@heritagesvs.com



Helping to Bring People Together

WHAT IS SHIPPING?

Shipping is the process of a carrier picking up your items from your office or place of origin and transporting it to the dock of either advance warehouse or facility dock of your event. It is separate from Material Handling. Exhibitors may use any carrier they want, including HES Logistics.



WHAT IS MATERIAL HANDLING?

Material Handling is the process of receiving your shipment from your carrier and managing it through the event cycle. It is a standard tradeshow practice and it is a chargeable fee typically based on the weight of your shipment. Don't forget to add Material Handling to your budget!



Material Handling Process:

- Unloading the trade show freight from your carrier once it arrives at the receiving dock.
- Transporting your shipment to your booth space.
- Removing empty shipping containers (boxes, crates, and pallets) from your booth.
- Temporarily storing your empty shipping containers during the show.
- Returning empty shipping containers to your booth once the event is over.
- Transferring the freight back to the loading dock.
- Loading the items into your carrier's delivery vehicle for return shipping

ONE EASY WAY TO KEEP YOUR CHARGES LOWER?

Consolidate, Consolidate, Consolidate!

Skid items as much as possible so that they are sure to arrive together. Each shipment that arrives at a separate time is assessed the minimum charge. Whether you ship to the advance warehouse or show site, it is in your best interest to consolidate as much as possible.



OUTBOUND (RETURN) SHIPPING

NEED A RELIABLE CARRIER TO TRANSPORT YOUR OUTBOUND (RETURN) FREIGHT?

Email, fax, or call in the information needed below to have your freight returned to your offices or next destination, 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 Numbers (if known) _____

Return Delivery Information

Company Name _____

Address _____

Suite _____

City, State, Zip _____

Contact Name _____

Contact Number _____
(for the driver to call if needed)

Delivery Hours _____

☐ Standard Ground Shipping (Estimated 2-7 business days)

☐ Deliver by Date _____

☐ Must Deliver on Specific Date _____

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
- All-inclusive pricing with no additional fees for pickups and deliveries, including weekend and night service
- One convenient invoice encompassing all Heritage Trade Show Services
- Transportation experts are available before, during, and after the show
- Reliable customer service seven days a week, offering complete shipment visibility and expert supervision

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

If not, please describe delivery area and / or additional instructions for the driver: _____

- For return (outbound) shipping, REGARDLESS OF CARRIER, all exhibitors MUST fill out a HERITAGE Bill of Lading (BOL or MHA) to the show site, unless you are hand carrying all of your items out of the show. Please fill out and return the BOL/MHA at the Heritage Service Desk. Thank You
- Generic adhesive labels can also be found at the Heritage Service Desk



INBOUND SHIPPING

NEED A RELIABLE CARRIER TO TRANSPORT YOUR INBOUND FREIGHT?

Email, fax, or call in the information needed below to have your freight shipped to the advance warehouse or showsite, 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 Numbers (if known) _____

Inbound Pickup Information

Company Name _____

Address _____

Suite _____

City, State, Zip _____

Contact Name _____

Contact Number _____
(for the driver to call if needed)

Pickup Hours _____

Pickup Date _____
(call HES Logistics to discuss, if needed)

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
- All-inclusive pricing with no additional fees for pickups and deliveries, including weekend and night service
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- Transportation experts are available before, during, and after the show
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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? (ex. Lift Gate Truck Required / Residential / Inside pickup / Notify / White Glove Service) _____

If not, please describe pickup area and / or additional instructions for the driver: _____

☐ Check this box if you request the show carrier to deliver the same pieces back to the original pickup address, via standard ground (not time critical) shipping

☐ Check this box if you request the show carrier to ship a different piece count, to ship to a different address, or is time sensitive whatsoever.
-- Please fill out the next page if you choose this option.



HERITAGE™

**Must arrive no later than
WEDNESDAY, NOVEMBER 3RD, 2021**

**ADVANCE SHIPMENT
TO WAREHOUSE**

TO: _____

EXHIBITOR NAME

BOOTH NUMBER: _____

HERITAGE
C/O TFORCE FREIGHT
6571 WASHINGTON BLVD.
ELKRIDGE, MD 21075

FOR: SITC 2021



HERITAGE™

**Must arrive no later than
WEDNESDAY, NOVEMBER 3RD, 2021**

**ADVANCE SHIPMENT
TO WAREHOUSE**

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WEDNESDAY, NOVEMBER 3RD, 2021**

**ADVANCE SHIPMENT
TO WAREHOUSE**

TO: _____

EXHIBITOR NAME

BOOTH NUMBER: _____

HERITAGE
C/O TFORCE FREIGHT
6571 WASHINGTON BLVD.
ELKRIDGE, MD 21075

FOR: SITC 2021



HERITAGE™



HERITAGE™

DO NOT DELAY!

**DIRECT SHIPMENT
TO SHOW SITE**

MUST NOT ARRIVE BEFORE: WEDNESDAY, NOV. 10TH

TO: _____
EXHIBITOR NAME

BOOTH NUMBER: _____

C/O HERITAGE
WALTER E. WASHINGTON C.C.
801 MT. VERNON PLACE NW
WASHINGTON, D.C. 20001

FOR: **SITC 2021**

DO NOT DELAY!

**DIRECT SHIPMENT
TO SHOW SITE**

MUST NOT ARRIVE BEFORE: WEDNESDAY, NOV. 10TH

TO: _____
EXHIBITOR NAME

BOOTH NUMBER: _____

C/O HERITAGE
WALTER E. WASHINGTON C.C.
801 MT. VERNON PLACE NW
WASHINGTON, D.C. 20001

FOR: **SITC 2021**



HERITAGE™



HERITAGE™

DO NOT DELAY!

**DIRECT SHIPMENT
TO SHOW SITE**

MUST NOT ARRIVE BEFORE: WEDNESDAY, NOV. 10TH

TO: _____
EXHIBITOR NAME

BOOTH NUMBER: _____

C/O HERITAGE
WALTER E. WASHINGTON C.C.
801 MT. VERNON PLACE NW
WASHINGTON, D.C. 20001

FOR: **SITC 2021**

DO NOT DELAY!

**DIRECT SHIPMENT
TO SHOW SITE**

MUST NOT ARRIVE BEFORE: WEDNESDAY, NOV. 10TH

TO: _____
EXHIBITOR NAME

BOOTH NUMBER: _____

C/O HERITAGE
WALTER E. WASHINGTON C.C.
801 MT. VERNON PLACE NW
WASHINGTON, D.C. 20001

FOR: **SITC 2021**

exhibitor.services@heritagesvs.com

1-800-360-4323

Fax 314-534-8050

Order online at: heritagesvs.com/ordering

To help you in your planning, it's important to understand in advance that union labor will be required for certain aspects of your exhibit handling. Since Work Rules and Union Jurisdictions vary from city to city, please familiarize yourself with the following statements to help you in understanding the Union Requirements in the facility.

DECORATOR & CARPENTER JURISDICTION

It is necessary for all exhibitors to use qualified union personnel for the installation and dismantling of prefabricated exhibits and displays and to install and remove draperies and 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 an exhibit which does not require the use of hand tools, or more than one person, and can be accomplished within thirty minutes, may be performed by the owner or company representative. Your labor requirements can be ordered on the enclosed Exhibit Labor Order Form.

TEAMSTER JURISDICTION

Our Material Handling Department is responsible for maintaining in and out traffic schedules at the show site. Even local exhibitors should clear all movements of exhibit materials through this department, as we will have priority at the unloading area at all times. Union jurisdiction allows individually hand carried items only and will not permit exhibitors use of dollies, hand trucks or pushcarts. Material Handling Services may 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.

SAFETY

Standing on chairs, table or other rental equipment is prohibited. This equipment is not engineered to support your weight. HERITAGE cannot be responsible for injuries or falls caused by the improper use of this equipment. If assistance is required in assembling your booth, please order labor in the Display Labor section of the HERITAGE order form and the necessary ladders and/or tools will be provided.

TIPPING

HERITAGE requests that exhibitors do not tip employees.

LABOR

If you encounter any difficulty with any laborer, or if you are not satisfied with the work performed, please bring this to the attention of the Show Manager at HERITAGE during the show. Please refrain from voicing complaints directly to craft personnel.

The person in charge of your exhibit should carefully inspect and sign all work order forms. If there are any questions about any bills, bring the bill to the appropriate Service Desk and discuss it with the person in charge.

exhibitor.services@heritagesvs.com

1-800-360-4323

Fax 314-534-8050

Order online at: heritagesvs.com/ordering
**Discount Deadline:
10/22/2021**
EXHIBIT LABOR (One Hour Minimum per Worker)

		Advance Price Per Hour	Standard Price per Hour
Straight Time	8:00 a.m. to 4:30 p.m. Monday through Friday	\$118.85	\$154.51
Overtime	4:30 p.m. to 8:00 a.m. Monday through Friday, Saturday, Sunday, and Holidays	\$178.28	\$231.77

- Show Site prices will apply to all labor orders placed at show site.
- Standard Pricing is per person/per hour
- Start time guaranteed only when labor is requested for the start of the working day (8:00 a.m.), unless the official set up time begins later in the day.
- One hour minimum per man--labor thereafter is charged in half (1/2) hour increments.
- Supervisor must check in at Service Desk to pick up laborers. Upon completion of work, supervisor must return to Service Desk to release laborers.
- Labor must be cancelled in writing, 24 hours in advance to avoid a one (1) hour cancellation fee per worker.
- When scheduling dismantle labor, be sure to allow sufficient time for empty containers to be returned to your booth.
- Heritage supervising jobs will be completed at our discretion prior to show opening and before the hall must be cleared. Please include setup plan/ photo, special instructions and inbound shipping information with this order.

Installation Labor

- ☐ Supervision by Heritage I & D **Please complete the information on the next page.**
- Installation of your exhibit will be completed at our discretion prior to show opening
 - The charge for this service is 30% of the total installation labor bill, with a minimum of \$45.00.

Emergency Contact: _____ Phone Number: _____

☐ Supervision by Exhibitor Personnel

Supervisor will be: _____ Phone Number: _____

Date	Time	No. of People		Approx. Hours		Total Hours		Hourly Rate		Total Estimated Cost
			X		=		X		=	\$
			X		=		X		=	\$
						Heritage Supervision (30%/\$45.00)			=	\$
						Total Installation			=	\$

Dismantle Labor

- ☐ Supervision by Heritage I & D **Please complete the information on the next page.**
- Installation of your exhibit will be completed at our discretion prior to show opening
 - The charge for this service is 30% of the total installation labor bill, with a minimum of \$45.00.

Emergency Contact: _____ Phone Number: _____

☐ Supervision by Exhibitor Personnel

Supervisor will be: _____ Phone Number: _____

Date	Time	No. of People		Approx. Hours		Total Hours		Hourly Rate		Total Estimated Cost
			X		=		X		=	\$
			X		=		X		=	\$
						Heritage Supervision (30%/\$45.00)			=	\$
						Total Dismantle			=	\$

Exhibiting Company _____

Contact Name _____ Booth# _____

Phone # _____ Email _____

Please fax or email this form promptly to HERITAGE using the information at the top of the page - retain one copy for your files.



EXHIBIT LABOR - HERITAGE SUPERVISED SITC 2021

exhibitor.services@heritagesvs.com

1-800-360-4323

Fax 314-534-8050

Order online at: heritagesvs.com/ordering

**Discount Deadline:
10/22/2021**

HERITAGE SUPERVISED LABOR

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

INBOUND SHIPPING INFORMATION AND SET-UP INFORMATION:

Freight will be shipped to: Warehouse _____ Show Site _____ Date _____

Total No. of: Crates _____ Cartons _____ Fiber Cases _____

Other (Specify) _____

Setup 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 OF SHIPMENT

☐ HERITAGE EXHIBIT TRANSPORTATION

☐ Common Carrier

☐ Air Freight ☐ Next Day ☐ Second Day ☐ Deferred ☐ Expedited

OTHER CARRIER

Other Common Carrier: _____

Other Air Freight: _____

Van Line: _____

FREIGHT CHARGES

☐ Prepaid

☐ Collect

Bill To: _____

In the event your selected carrier fails to show on the final move-out day, please select one of the following options:

☐ Reroute via Heritage's Choice

☐ Delivery back to warehouse at the Exhibitor's expense.

PLEASE NOTE: Heritage will not be responsible for product or literature that is not properly packed and labeled by exhibitor personnel.

Exhibiting Company _____

Contact Name _____ Booth# _____

Phone # _____ Email _____

Please fax or email this form promptly to HERITAGE using the information at the top of the page - retain one copy for your files.

STRUCTURAL INTEGRITY INFORMATION

THIS FORM MUST BE RETURNED FOR ALL SUSPENDED STRUCTURES

_____ the contracted exhibitor at the SITC 36TH Annual Meeting and (if applicable), the display house or EAC 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 **SITC, WALTER E. WASHINGTON C.C., 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/EAC (if applicable) _____

Authorized Signature: _____

Printed Name: _____ Date: _____



HANGING SIGN LABOR

SITC 2021

exhibitor.services@heritagesvs.com

1-800-360-4323

Fax 314-534-8050

Order online at: heritagesvs.com/ordering

Discount Deadline:

10/22/2021

HANGING SIGN LABOR AND EQUIPMENT

INSTRUCTIONS

- All ceiling rigging must conform to Show Management rules and regulations and facility limitations.
- All overhead hanging signs or banners must be assembled, installed and removed by Heritage. Exhibitors, display company and/or I&D representatives may supervise, but will not be allowed to assemble or install and remove the hanging sign.
- Please complete the enclosed Labor Order Form to assemble your hanging sign.
- All overhead electrical hanging signs must be certified for structural integrity and safety in order to be approved by the building. Complete the enclosed Structural Integrity Form. Hanging signs greater than 250 lbs. must be certified for structural integrity and safety in order to be approved by the convention facility.
- Set up instructions must be provided for signs needing assembly.
- Hanging anchor points must be pre-fabricated and ready for use.
- Electrical signs must be in working order and in accordance with the National Electrical Code. ELECTRICAL SERVICE requirements must be ordered in advance on the enclosed ELECTRICAL SERVICE Order Form.
- All Electrical Sign or Signs with Motor and/or Truss will need to be hung by the building.
- If any hang point supports over 250 lbs., notify Heritage immediately for special authorization.
- Overhead hanging signs are to be sent in separate containers directly to advance warehouse using the enclosed Hanging Sign Labels. This container MUST arrive no later than 11/3/2021. If these procedures are not followed, Heritage cannot guarantee the hanging of your sign.

Ship To:

C/O: Heritage Trade Show Services
TFORCE FREIGHT
6571 WASHINGTON BLVD.
ELKRIDGE, MD 21075
FOR: SITC 2021

EQUIPMENT AND LABOR RATES TO HANG SIGNS

Straight Time: 8:00 a.m. - 4:30 p.m., Monday through Friday

Overtime: 4:30 p.m. - 8:00 a.m., Monday through Friday, Saturdays, Sundays, and Holidays

Crew Size: Three (3) Laborers

Materials: Cables, clamps, etc. additional and charged accordingly

Equipment With Crew

- **Show Site rates will apply to ALL labor orders placed at show site**
- Rates are per lift and crew per hour
- One Hour minimum per lift and crew
- Straight Time cannot be guaranteed

		STRAIGHT TIME	OVERTIME
Condor			
Condor with Crew	L331	\$780.16	\$1,170.24
Show Site Pricing		\$1,014.21	\$1,521.32

Assembly Crew/ Additional Labor

Display Assembly Labor	L332	\$118.85	\$178.28
(Per Person/Per Hour)			
Show Site Pricing		\$154.51	\$231.77

Exhibiting Company _____

Contact Name _____ Booth# _____

Phone # _____ Email _____

Please fax or email this form promptly to HERITAGE using the information at the top of the page - retain one copy for your files.



HANGING SIGN LABOR SITC 2021

exhibitor.services@heritagesvs.com

1-800-360-4323

Fax 314-534-8050

Order online at: heritagesvs.com/ordering

**Discount Deadline:
10/22/2021**

Sign Description, Size, & Weight

For signs other than banners, include blueprint or drawing with detailed information so hanging anchor points may be determined

Type: Cloth Banner _____
Metal or Wood _____
Other _____

Shape: Square _____
Triangle _____
Rectangle _____
Other _____

Size: Height _____
Length _____
Width _____
Weight of Sign _____

Does your sign require:
Electricity? _____
Assembly? _____

Is your sign designed to rotate? _____ Yes _____ No
(Check next to answer)

Placement Diagram

Please submit the booth grid form with this hanging sign labor form. Indicate how far in from each boundary you would like your sign placed.

The ceiling structure and relation to the support beams may require your sign to be moved from your specified location.

Installation Estimate

Approx. Hours	Hourly Rate	Estimated Sub-Total
_____ @ _____	_____	= _____

Dismantle Estimate

_____ @ _____	_____	= _____
---------------	-------	---------

Estimated Sub-Total	_____
Tax	NA
Total	_____

Supervision for assembly and disassembly of overhead hanging can be provided by Heritage at an additional cost, or by your company representative, display house, independent or lighting contractor.

Please indicate method of supervision you require for assembly and disassembly:

_____ No Supervision Required
_____ Heritage I&D
_____ Exhibitor Personnel
_____ Display House

Exhibiting Company _____

Contact Name _____ Booth# _____

Phone # _____ Email _____

Please fax or email this form promptly to HERITAGE using the information at the top of the page - retain one copy for your files.

LABELS ONLY TO BE USED FOR HANGING SIGNS



HERITAGE™



HERITAGE™

RUSH! – HANGING SIGN

**ADVANCE SHIPMENT
TO WAREHOUSE**

TO: _____

EXHIBITOR NAME

BOOTH NUMBER: _____

HERITAGE

C/O TFORCE FREIGHT

6571 WASHINGTON BLVD.

ELKRIDGE, MD 21075

FOR: **SITC 2021**

RUSH! – HANGING SIGN

**ADVANCE SHIPMENT
TO WAREHOUSE**

TO: _____

EXHIBITOR NAME

BOOTH NUMBER: _____

HERITAGE

C/O TFORCE FREIGHT

6571 WASHINGTON BLVD.

ELKRIDGE, MD 21075

FOR: **SITC 2021**



HERITAGE™



HERITAGE™

RUSH! – HANGING SIGN

**ADVANCE SHIPMENT
TO WAREHOUSE**

TO: _____

EXHIBITOR NAME

BOOTH NUMBER: _____

HERITAGE

C/O TFORCE FREIGHT

6571 WASHINGTON BLVD.

ELKRIDGE, MD 21075

FOR: **SITC 2021**

RUSH! – HANGING SIGN

**ADVANCE SHIPMENT
TO WAREHOUSE**

TO: _____

EXHIBITOR NAME

BOOTH NUMBER: _____

HERITAGE

C/O TFORCE FREIGHT

6571 WASHINGTON BLVD.

ELKRIDGE, MD 21075

FOR: **SITC 2021**



SIGN SERVICE ORDER FORM

SITC 2021

exhibitor.services@heritagesvs.com

1-800-360-4323

Fax 314-534-8050

Discount Deadline:

10/22/2021

Order online at: heritagesvs.com/ordering

Enhance your booth with custom graphics from HERITAGE. Graphics and signs are created in-house and our Design Team offers many options to fit your needs. Our Design Team can create digital custom graphics that fit your exhibit. Send us your logo and any graphics you want to produce and let us do the rest. All signs are printed using 6 color printing and produced on a solid substrate. Consult a HERITAGE Team Member for specialty material choices.

Please submit high resolution PDFs with the fonts embedded or outlined. If text is to be edited then please submit the font files and font name. Please contact HERITAGE and the customer graphic submission guidelines for specific instructions on formatting your graphics and submitting your graphic files.

File conversion, retouching, cloning or color correcting may incur additional labor charges (straight time is \$85.00 per hour and custom charges apply outside normal business hours). The pricing below is based on print ready files submitted.

	Item	Quantity	Discount Rate	Standard Rate	Total
Standard Size Signs	G10 Standard Sign 7" x 11"	x	\$ 42.50	\$ 55.25	=
	G20 Standard Sign 7" x 44"	x	\$ 49.50	\$ 64.35	=
	G30 Standard Sign 11" x 14"	x	\$ 52.25	\$ 67.93	=
	G40 Standard Sign 14" x 22"	x	\$ 63.75	\$ 82.88	=
	G60 Standard Sign 22" x 28"	x	\$ 86.25	\$ 112.13	=
	G70 Standard Sign 28" x 44"	x	\$ 144.50	\$ 187.85	=
	G80 Standard Sign 40" x 60"	x	\$ 192.75	\$ 250.58	=
	G90 Easelback (up to 11" x 14" sign)	x	\$ 26.50	\$ 34.45	=
	G91 Mini Hoffa Sign 24" x 80" with base	x	\$ 246.10	\$ 319.93	=
	G92 Meter Board Sign 38" x 80" with base	x	\$ 368.15	\$ 478.60	=

Custom Size Signs	Item	Total Sq. Ft.	Discount Rate	Standard Rate	Total
	G100 Banner single sided - enter dimensions below <div> <div>_____</div> <div>W x</div> <div>_____</div> <div>L = total sq. ft.</div> </div> <div> <div>feet</div> <div>feet</div> </div>	_____	x \$14.00	\$21.00	= _____
		min. order 9 sq. ft.			
	G100 Custom Sign - enter dimensions below <div> <div>_____</div> <div>W x</div> <div>_____</div> <div>L = total sq. ft.</div> </div> <div> <div>feet</div> <div>feet</div> </div>	_____	x \$14.00	\$21.00	= _____
		min. order 9 sq. ft.			
	Contact an exhibitor service team member for other custom graphic applications.				
	<div> Method of Payment & Credit Card Authorization Form REQUIRED to be submitted with this form. </div>				SUBTOTAL \$ _____ TAX 6% \$ _____ TOTAL DUE \$ _____

Please see the Terms and Conditions page for full explanation of our policy on cancellations and changes.

Exhibiting Company _____

Contact Name _____ Booth# _____

Phone # _____ Email _____

Please fax or email this form promptly to HERITAGE using the information at the top of the page - retain one copy for your files.

exhibitor.services@heritagesvs.com

1-800-360-4323

Fax 314-534-8050

Order online at: heritagesvs.com/ordering

Please read carefully and follow all requirements and instructions to insure proper production of high quality graphics and timely delivery. Feel free to contact HERITAGE with any questions or concerns.

**For Print Ready
Graphics****CMYK** color mode**150 dpi at 100% scale**

No bleed/trim necessary

Vector artwork files preferred - **.PDF, .AI, and .EPS**Rasterized artwork files - **.TIFF or .JPG**

Full scale artwork only. However if necessary, use 300 dpi at 50% scale

Outline/Rasterize all fonts

Flatten all transparencies

Change all opacities to solid colors

Keep all critical logos and text 0.25" from the edges

Supply links

GRAPHIC SUMMARY REQUIRED for large volume graphic orders.

Please indicate/specify graphic size, quantity, single or double sided, material (i.e. vinyl, foam core...), area of use and description of graphic i.e. text/copy.

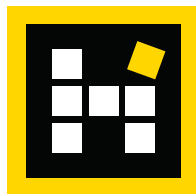
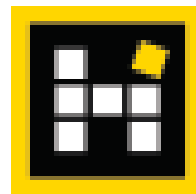
Click **HERE** for a sample graphic summary to download.**For Heritage
Designed
Graphics**Please supply vector logos - **.AI, .EPS or .PDF**High resolution photos - **10MB or higher recommended**

Preferred font choice and/or supply font file

Any Pantone (PMS) color references i.e. your company's brand colors

**To Submit
Artwork
Files****Via Dropbox** - email **graphics@heritagesvs.com** and Heritage will setup a shared Dropbox folder. Please save/upload files in this folder.

OR

Via Email - attachments 10MB or less.**Acceptable
Artwork****NOT Acceptable
Artwork****Questions?**Contact Heritage Graphics Department or your Account Executive
graphics@heritagesvs.com | 1-800-360-4323



BOOTH CLEANING SERVICE ORDER FORM

SITC 2021

exhibitor.services@heritagesvs.com

1-800-360-4323

Fax 314-534-8050

Order online at: heritagesvs.com/ordering

Discount Deadline:

10/22/2021

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.

INDIVIDUAL CLEANING FOR YOUR BOOTH MAY BE ORDERED BY FILLING IN INFORMATION BELOW.
CHARGES BASED UPON GROSS EXHIBIT BOOTH AREA. (100 SQ. FT. MINIMUM)

****EXCESS TRASH WILL BE SUBJECT TO AN ADDITIONAL FEE FOR DISMANTLING AND DISPOSAL AT MARKET RATE****

Item		Total # of Days	Total # Sq. Ft.	Standard Rate	Total
Carpet Cleaning	L150 Vacuuming before initial opening of Exhibit and DAILY thereafter, including emptying of waste baskets nightly	_____ x _____	_____ x _____	\$0.45 = _____	
	Vacuuming ONCE before initial opening of Exhibit	1 x _____	_____ x _____	\$0.45 = _____	
	SUBTOTAL				_____

Item		Total # of Days	Total # Sq. Ft.	Standard Rate	Total
Exhibit Cleaning	L200 Cleaning and dusting of display background and furnishings before initial opening of Exhibit and DAILY thereafter	_____ x _____	_____ x _____	\$0.55 = _____	
	Cleaning and dusting of display background and furnishings ONCE before initial opening of Exhibit	1 x _____	_____ x _____	\$0.55 = _____	
	SUBTOTAL				_____

Item		Total # of Days	Total # Hours	Standard Rate	Total
Porter Service	L220 Includes emptying of wastebaskets and policing of your exhibit at two-hour intervals during show hours (4 hour minimum per day)	_____	x _____	x \$50.65	= _____
	Requested Time(s) for Porter Service	_____			

Special Instructions: _____

Please see the Terms and Conditions page for full explanation of our policy on cancellations and changes.

Method of Payment & Credit Card Authorization Form REQUIRED to be submitted with this form.

SUBTOTAL \$ _____

TOTAL DUE \$ _____

Exhibiting Company _____

Contact Name _____ Booth# _____

Phone # _____ Email _____

Please fax or email this form promptly to HERITAGE using the information at the top of the page - retain one copy for your files.

INTERNET | TELEPHONE | CABLE TV

WALTER E. WASHINGTON

CONVENTION CENTER

EXHIBITOR ORDERING GUIDE

YOUR ROADMAP TO
A SUCCESSFUL EVENT





Where
TECHNOLOGY
Meets HOSPITALITY

EXPERTISE

WE HAVE DESIGNED & INSTALLED
MORE NETWORKS
FOR MAJOR TRADESHOWS
THAN ANY OTHER ORGANIZATION

FIRST CLASS CUSTOMER SERVICE

Leading up to the start of your event, our **customer service team will work with you** to ensure all the required information needed to install services is collected prior to your arrival. These items include; verifying your order, providing all pertinent IP and wireless information, collecting a floor plan, advanced payment, and confirmation of all required signatures. We understand **there are a lot of moving parts** when planning to exhibit at a convention and our mission to make this process as easy as possible.

It's our goal to make our team as accessible as possible. All our events are staffed with local team members for you to utilize, helping **ensure network reliability and the delivery of the services you need**. During move-in and show days, our team is available to assist you with your ordered services.

KNOWLEDGEABLE TECHNICAL SUPPORT

Our experienced technicians are **readily available** to perform troubleshooting, installation of additional services, relocations and much more.

Our team will be available **throughout the entire event** to provide you with the show experience you've always envisioned.

REDUNDANCY OF EQUIPMENT

We always have spares on-hand and are network ready. Smart City always keeps network switches and wireless access points on-hand and connected to the network. If a piece of equipment fails, we can replace it immediately with **little to no downtime**.

24/7 NETWORK MONITORING

All ports on the Smart City network are **polled every minute for network stability**. Certified network engineers are on staff in our Network Operations Center during event hours and on call 24/7.





Is the exclusive provider of the following services:

INTERNET



TELEPHONE



CABLE TV



Need just a **BASIC** CONNECTION?

Our **BASIC INTERNET SERVICE**, ideal for **LIGHT INTERNET USAGE** such as web browsing and checking email via a wired connection.

SERVICE	INCENTIVE**	BASE	ON-SITE
Basic Internet	\$895	\$1,140	\$1,368
Additional Device	\$185	\$220	\$255
EQUIPMENT & LABOR	INCENTIVE**	BASE	ON-SITE
Switch Rental	\$185	\$225	\$270
Patch Cables	\$50	\$62	\$74
Labor (Floor Work)	\$125	\$125	\$125

* **NOT FOR STREAMING**

** **ORDER 21 DAYS PRIOR TO FIRST DAY OF MOVE-IN TO GET THE INCENTIVE RATE!**

Basic Internet Includes:

- 1.54 Mbps burstable to 3 Mbps per device
- Routers are not permitted on this service and will not work
- Each device includes (1) Private IP Address
- Up to 4 additional IPs [devices] may be purchased separately
- Ethernet RJ45 Hardline drop and is DHCP (plug and play)

To connect multiple devices to this service a Switch Rental, Patch Cables and Floor Work are required. If more than 5 devices are needed, another main drop (Basic Internet w/ 1 Private IP) is required. An additional 4 devices can then be added to your order. A maximum of 10 devices in one location is permitted.

ORDER NOW >



Order online at:
<https://orders.smartcitynetworks.com>
or call 888.446.6911

What if it's **MISSION CRITICAL?**

Our **DEDICATED WIRED SERVICES** are the
FASTEST AND MOST RELIABLE way
to deliver high quality experiences at your event.

DEDICATED SERVICES	STREAMING			INCENTIVE*	BASE	ON-SITE
	SD	or HD	or UHD			
3 Mbps Dedicated	1	N/A	N/A	\$3,495	\$4,370	\$5,244
6 Mbps Dedicated	2	1	N/A	\$5,900	\$7,375	\$8,850
10 Mbps Dedicated	3	2	N/A	\$7,850	\$9,810	\$11,772
15 Mbps Dedicated	5	3	N/A	\$11,700	\$14,630	\$17,556
25 Mbps Dedicated	6	4	1	\$19,250	\$24,060	\$28,872

***ORDER 21 DAYS PRIOR TO FIRST DAY OF MOVE-IN TO GET THE INCENTIVE RATE!**

Whether you are setting up your own booth Wi-Fi, Webcasting, HD Streaming, Gaming or require Point to Point connectivity, Dedicated Internet is the way to go!

Dedicated Services Include:

- Ethernet (1) RJ45 Hardline drop with VLAN
- Wireless and Hardline routers are permitted
- (5) Static Public IP addresses
- Speeds up to 1 Gbps available
- Additional Static IP addresses available for purchase

ORDER NOW >



Order online at:
<https://orders.smartcitynetworks.com>
or call 888.446.6911

NEED WIRELESS CONNECTIVITY?



Our **STANDARD HOTSPOT** provides
SIMPLE & SECURE WIRELESS
connectivity ideal for checking emails, browsing the web,
processing payments, and light website demonstrations.

STANDARD HOTSPOT PROVIDES 1.5 Mbps PER DEVICE*			
DEVICE LIMIT	INCENTIVE**	BASE	ON-SITE
5 Device Limit	\$2,339	\$2,807	\$3,368
15 Device Limit	\$4,133	\$4,960	\$5,952
30 Device Limit	\$6,762	\$8,114	\$9,737
Additional Access Point Rental	\$750	\$750	\$750

* **NOT FOR STREAMING.**

** **ORDER 21 DAYS PRIOR TO FIRST DAY OF MOVE-IN TO GET THE INCENTIVE RATE!**

All Hotspots broadcast on the **5 Ghz frequency only** and include:

- (1) Custom network name or SSID
- (1) Password (8 character minimum)
- (1) Access Point - booth size may require additional Access Point rental

ORDER NOW >



Order online at:
<https://orders.smartcitynetworks.com>
or call 888.446.6911



Wi-Fi Splash Page services starting at \$250
<https://orders.smartcitynetworks.com/wifi-splash-page-design>

WILL YOUR BOOTH DEMO BRING OUT THE MASSES?

Our **PREMIUM HOTSPOT** combines

HIGH BANDWIDTH WIRELESS

with greater flexibility and customization options that generate smoother product demos, quicker remote connectivity and superior video streaming quality.

PREMIUM HOTSPOTS ARE NOT RATE LIMITED PER DEVICE

BANDWIDTH ALLOCATION	STREAMING			INCENTIVE *	BASE	ON-SITE
	SD	or HD	or UHD			
10 Mbps	3	N/A	N/A	\$8,800	\$10,560	\$12,672
20 Mbps	6	4	N/A	\$16,600	\$19,920	\$23,904
30 Mbps	10	6	1	\$24,200	\$29,040	\$34,848
40 Mbps	13	8	1	\$31,550	\$37,860	\$45,434
50 Mbps	16	10	2	\$39,050	\$46,860	\$56,232
Additional Access Point Rental	N/A	N/A	N/A	\$750	\$750	\$750

*** ORDER 21 DAYS PRIOR TO FIRST DAY OF MOVE-IN TO GET THE INCENTIVE RATE!**

All Hotspots broadcast on the **5 Ghz frequency only** and include:

- (1) Custom network name or SSID
- (1) Password (8 character minimum)
- (1) Access Point - booth size may require additional Access Point rental

ORDER NOW 



Order online at:
<https://orders.smartcitynetworks.com>
or call 888.446.6911



Wi-Fi Splash Page services starting at \$250
<https://orders.smartcitynetworks.com/wifi-splash-page-design>

NEED TELEPHONE OR CONFERENCE SERVICES?

Our **TELEPHONE SERVICES** provide reliable **VOICE SERVICE** solutions for Single Line, Multi Line, and Conference calls.

VOICE SERVICES	INCENTIVE*	BASE	ON-SITE
Single Line Telephone - With or Without Device	\$275	\$345	\$414
Multi Line Telephone	\$415	\$520	\$624
Polycom Speaker Phone	\$465	\$575	\$690

*** ORDER 21 DAYS PRIOR TO FIRST DAY OF MOVE-IN TO GET THE INCENTIVE RATE!**

We have specialized in telephone services for over 30 years. Smart City provides reliable phone services with crystal clear connections. Our telephone services can be used for reception check-in, conference calls in meeting rooms and for credit card processing machines.

Telephone Service Information:

- Multi Line telephones include (1) Main number and (1) rollover line
- Polycom speakerphones require power source, **electrical** services may need to be ordered separately
- Domestic Long Distance is included
- International calling is billed separately

ORDER NOW >



Order online at:
<https://orders.smartcitynetworks.com>
or call 888.446.6911

NEED CABLE TV SERVICES?



Smart City Networks is the exclusive provider of **CABLE TV SERVICES**. Visit our online ordering site to learn more.

Our cable services deliver high-definition channels with clear and crisp picture quality to satisfy even the most discerning of viewers.

***ORDER 21 DAYS PRIOR TO FIRST DAY OF MOVE-IN TO GET THE INCENTIVE RATE!**

****Cable services may require a deposit in some locations.**

ORDER NOW



Order online at:
<https://orders.smartcitynetworks.com>
or call 888.446.6911

FAQ

Frequently Asked Questions

DOES SMART CITY NETWORKS PROVIDE COMPLIMENTARY WI-FI?

Yes! Smart City Networks provides complimentary Wi-Fi in most designated public areas of the facility, such as the concourse lobbies and food courts. Check with your specific venue for locations. This service is made available to approximately 30 million guests, visitors, and attendees at our convention centers throughout the country. There is no requirement to purchase a Smart City Networks service in order to take advantage of the complimentary Wi-Fi.

WHY DOESN'T SMART CITY NETWORKS PROVIDE COMPLIMENTARY WI-FI IN THE EXHIBIT HALLS?

Exhibit halls are not public areas since this space is typically licensed to a company, government agency, or trade association for a private event. The space license agreement governs the availability of a range of services for the event and the license may or may not call for complimentary Wi-Fi services.

WILL MY PERSONAL HOTSPOT (MI-FI) WORK IN YOUR BUILDING?

Yes – however, the capability of your personal mobile hotspot is limited by your cellular carrier by the spectrum and Internet bandwidth capacity they have made available. Cellular carrier signals penetrate into a facility either from a nearby cellular tower or via an in-building Distributed Antenna System (DAS). It is important to remember that your personal mobile hotspot is obtaining a wireless signal from a shared cellular network, so service may be disrupted or become unreliable due to user density and demand on the carrier's network. In all cases, you have the option to take advantage of the complimentary Wi-Fi throughout the public areas, or if you choose, you can purchase an upgraded package based on your service requirements.

WHAT MUST BE IDENTIFIED ON MY FLOORPLANS?

Floor plans should include the surrounding booth numbers for orientation, measurements and easy identification of all required end location(s). Be sure to distinguish your main distribution line (MDL) and additional patch cables. Please reference Smart City's Communications Floorplan Worksheet.

TIP: Most of our venue's data jacks originate from a floor pocket. Be sure to submit a completed floorplan prior to the first day show move-in to avoid any additional labor charges.



Order online at:
<https://orders.smartcitynetworks.com>
or call 888.446.6911

DO YOU OFFER INCENTIVE RATES?

Yes! Orders received along with payment by the incentive deadline date will receive our early incentive pricing.

WHY ARE ROUTERS NOT ALLOWED ON A SHARED NETWORK?

Many times, Smart City has found that routers on a shared network are installed incorrectly, which can cause problems for other users of the network. Additionally, an accurate count of the number of devices on the network is required to determine the appropriate network size and bandwidth available to the network. For more information and to request the build-out of a special system to meet your needs, contact our team today for a quote.

CAN I PROVIDE MY OWN SWITCH AND/OR CABLING?

Yes, you can provide your own switch and patch cables for in booth cabling. Unless otherwise mandated by the venue.

Please Note: Connectivity can be guaranteed only to the point where Smart City Networks' services originate in the booth. Smart City Networks cannot guarantee service on customer/exhibitor-provided cable(s) and/or equipment. Any request for trouble diagnosis or problem resolution found not to be the fault of Smart City Networks (such as faulty equipment or damaged cable) may be billed to the exhibitor at the prevailing labor rate.

HOW MUCH BANDWIDTH DO I NEED?

To identify how much bandwidth you should require, please reach out to a technical representative in your organization, review your program specifications listed with any demonstrations or downloads you plan to run.

WHAT DOES SD, HD, AND UHD STAND FOR?

SD, HD, and UHD are the abbreviated names of three video streaming formats. The basic difference between each of the formats is the number of pixels comprising the video image. The greater the pixel count the sharper and more detailed your video will be.

FORMAT	RESOLUTION	BANDWIDTH REQUIRED
Standard Definition (SD)	720x480	3.0-5.0 Mbps
High Definition (HD)	1280x720 & 1920x1080	5.0-8.0 Mbps
Ultra High Definition (UHD)	3840x2160	25 Mbps



Our Promise ★★★★★

Smart City Networks is “Where Technology Meets Hospitality”. By anticipating and responding to our clients’ needs, we continue to lead the nation in providing quality advanced technology and telecommunication solutions to the trade show and event industry. We work to build personal relationships with our clients because excellent service requires an exceptional and long-lasting commitment.

“IN A HECTIC WORLD, WE PROVIDE PEACE OF MIND.”



Welcome to Hi-Tech Electric!

We are pleased to be your electrical, plumbing and rigging services provider for your upcoming event.

Hi-Tech Electric is going green!

In support of saving the environment as much as possible, we now offer a new convenient, paperless, and secure online ordering for all of our services. This new system allows exhibitors to access their account 24/7, update account and payment information, upload floor plans, and download invoices. The online ordering system is PCI (Payment Card Industry) compliant ensuring a secure environment for all credit card transactions and data storage. Upon order completion, an automatic email is sent to confirm the order.

Please visit our website www.hi-techelectric.com to begin the order process.

If you still prefer to print out the service contract, please send it to dcexhibitorservices@hi-techelectric.com or fax them to 202-249-3601.

Thank you for your cooperation and we are looking forward to working with you!

801 Mount Vernon Place, NW
Washington, DC 20001
202-249-3600
202-249-3601 FAX



ELECTRICAL SERVICE CONTRACT



Washington, DC 20001

202-249-3600

202-249-3601 FAX

dcexhibitorservices@hi-techelectric.com

www.hi-techelectric.com

Deadline Date for Incentive Rates:

Oct 21, 2021

Signature on page 2 is required. Full payment for services ordered and retainer credit card must be remitted to process this contract. All credit card payments are subject to a 3.3% processing fee.

Fed ID # 88-0437088 **2021-2022**** 10/1/21**

Event Name: Society for Immunotherapy of Cancer 2021 SITC		Event Dates: Nov 11-14, 2021	
Company Name		Booth No.	
Credit Card Billing Address (exact address for credit card)			
City / State / Zip		Phone	Country
Credit Card No	Exp Date	CVV Security Code	Check Number
VISA <input type="checkbox"/> MC <input type="checkbox"/> AMEX <input type="checkbox"/>	Cardholder Name as it appears on card (Please Print)		
Authorized Contact Name (Please Print)		Authorized Contact Email	

***** PAYMENT MUST BE RECEIVED 21 DAYS BEFORE EVENT BEGINS TO RECEIVE INCENTIVE RATES *****

ELECTRICAL OUTLETS / LIGHTING SERVICES

Power strips and extension cords available to rent onsite

Please read page 2 regarding additional labor and material charges "Description of Outlet Location & Distribution Charges"

Description of Service	Total Outlets	Incentive	Base	24 Hr or Dedicated 20 amp	Overhead Service	Floor Service	Total Price
120 V Outlet - Maximum of One (1) connection per outlet							
5 Amp / 500 watts		\$113.00	\$138.00				
10 Amp /1000 watts		\$140.00	\$170.00				
20 Amp / 2000 watts		\$213.00	\$265.00				
120 V Outlet – Inline Booths Only – Expo Aisles Outside of 10' - Maximum of One (1) connection per outlet							
<i>If Expo is not aligned with floor ports, creating aisles outside of 10 foot spacing</i>							
5 Amp / 500 watts		\$131.00	\$158.00				
10 Amp /1000 watts		\$161.00	\$195.00				
20 Amp / 2000 watts		\$244.00	\$304.00				
208 V 1Ø Motor & Equipment Outlet - Maximum of One (1) connection per outlet							
20 Amp- <i>Minimum for European Power</i>		\$378.00	\$461.00				
30 Amp		\$512.00	\$630.00				
40 Amp		\$645.00	\$797.00				
50 Amp		\$712.00	\$887.00				
60 Amp		\$930.00	\$1,140.00				
100 Amp		\$1,153.00	\$1,409.00				

208 V 3Ø Motor & Equipment Outlet - Maximum of One (1) connection per outlet							
20 Amp		\$508.00	\$626.00				
30 Amp		\$759.00	\$890.00				
60 Amp		\$1,122.00	\$1,388.00				
100 Amp		\$2,036.00	\$2,453.00				
200 Amp		\$3,997.00	\$4,998.00				
400 Amp		\$6,578.00	\$8,224.00				

24 Hr Power and dedicated 20amp / 120v outlets are double the listed price

Transformer(s): Check off European Power column in this section. European Power is all 60HZ 208v transformers to 240 1ph European, 60HZ 480v-3ph transformer to 380v/3ph European. Hi-Tech Electric does not offer 50 HZ. Please check your equipment to see if it can operate at 60 HZ. Pricing for transformer includes the transformer and power. Labor, materials, and lift are additional to installation.

Description Of Service	Qty	Incentive	Base	European Power	Total Price
Boost 208V to 230V <i>Euro Transformer 208V-240V 20amps</i>		\$944.00	\$1,150.00		
European Transformer 480V -380V <i>480v-380v-30amps-100amps</i>		\$2,312.00	\$2,996.00		

480V 3Ø Motor & Equipment Outlets

25KW/Kilowatts 30A-480v		\$757.00	\$945.00		
50KW/Kilowatts 60A-480v		\$1,349.00	\$1,618.00		
100KW/Kilowatts 100A-480v		\$2,921.00	\$3,774.00		
200KW/Kilowatts 200A-480v		\$5,842.00	\$7,592.00		

Overhead Quartz Lights: *Please Use Exhibitor Rigging Order Form*

Additional Booth Lighting Services

90 Watt <i>On Stanchion Inline Booths Only</i>		\$113.00	\$138.00		
250 Watt Krypton <i>On Stanchion - Inline Booths Only</i>		\$178.00	\$215.00		
Stem Lights <i>Hard Wall Use Only-10'spreader bar required</i>		\$113.00	\$138.00		
Track Lighting – (3) 75watt fixtures		\$247.00	\$260.00		

See Terms and Conditions Section for Labor Rates

Subtotal of Charges					\$
THIRD PARTY PAYMENT					
Exhibiting firm acknowledges the responsibility for any additional charges in the event a third party named does not make payment. All balances must be settled onsite prior to the event closing.					

Authorized Signature:

I agree that I am the Authorized Card Holder on behalf of the Exhibitor, and I accept Hi-Tech Electric's payment policies and terms of contract described below on pages 3-5.

Print Name:

Signature:

Booth No:

Date:

Labor Request Section:

Send mandatory PDF or DWG for all Island booths to: dcexhibitorservices@hi-techelectric.com	
<input type="checkbox"/> Floor Plan included with outlet locations/orientation <input type="checkbox"/> Floor Plan to follow <input type="checkbox"/> OK to proceed without exhibitor present <input type="checkbox"/> Do Not proceed until exhibitor is onsite Scaled floor plan showing all outlet locations and booth orientation required	Installation Labor date: Installation Time: Size of Booth: Type of Booth: Inline <input type="checkbox"/> Island <input type="checkbox"/> Peninsula <input type="checkbox"/> Other <input type="checkbox"/> *****Indicate all 24 hr and dedicated outlets on floor plan

TERMS AND CONDITIONS

Page (3) must be signed in order for electrical installation to be scheduled
Additional Labor and Material Fees May Apply (See Terms and Conditions below for Details)

ELECTRICAL LABOR RATES FOR OUTLET DISTRIBUTION AND CONNECTION

- \$107.00 per hour during Straight Time: 8am-4:30pm M-F
- \$204.00 per hour during Premium Time: After 4:30 pm M-F, Weekends, & Holidays
- Lift Rates: \$200.00 per hour (one hour minimum) plus operator's time.
- The minimum charge per booth is one (1) hour installation and ½ the total time for dismantle.
- The minimum charge per booth for the relocation, energizing, or 208v (specialty) equipment connection is ½ hour.

DESCRIPTION OF OUTLET LOCATION & DISTRIBUTION CHARGES

- All electrical outlets will be installed on the floor at the baseline back wall of in-line pipe and draped booths unless otherwise ordered by the exhibitor.
- All inline booths will incur a price upcharge if the entirety of expo aisles are not installed directly above floor ports with 10' foot spacing. HTE is authorized to charge the price difference should the floor layout change and or if the standard price is selected.
- All electrical outlets for Island booths will be dropped from one main panel location per the exhibitor's floor plan. Delays in installation can occur if no main panel location or floor plan is provided.
- All Island booths will be charged labor to install, energize, and dismantle, as well as materials. *For a pre-show estimate based on the submitted diagram, see estimates section below.*
- All booths or displays requiring multiple outlet distribution and connection are chargeable on a time and material basis.
- Re-distribution of such installation, additional power drops, and/or additional locations will be charged on a time and material basis.
- All 208v outlets will require labor to install, energize/connect, and dismantle, as well as materials.
- All overhead services will require lift, labor, and materials.
- **24-hour power** and dedicated circuits are **double** the listed price. Indicate total outlets on order form.
- Electricity will be turned on within 30 minutes of show daily.
- **Unauthorized Power Usage:** Exhibitors using outlets without an order will be charged the base rate. A memo will be delivered onsite to all booths accessing outlets without an order.
- **Labor Rates:** All Labor Rates are subject to the current labor contract effective at time of performed labor.

HI-TECH ELECTRIC (HTE) JURISDICTION

- Only HTE equipment is allowed for electrical distribution.
- Exhibitors are not permitted to bring their own distribution system.
- HTE installs all motor and equipment hook-ups requiring hard wiring connections.
- HTE performs all installations and/or repair of electrical fixtures.
- HTE performs installations of all electrical motors and electrical apparatus to be energized.

- HTE electrical labor is required to inspect pre-wired equipment that connects to HTE distribution systems. Exhibitor must give HTE notice of intended use of pre-wired equipment and schedule an inspection by HTE. HTE is not responsible for any loss or damage resulting from the use or installation of pre-wired equipment. The Exhibitor is responsible for any loss or damage caused by the use or installation of pre-wired equipment to Hi-Tech distribution systems.
- HTE provides labor for all overhead truss rigging and overhead booth lighting.
- HTE performs all installations of electrical cords under any booth space flooring.
- The exhibitor, Display House, and Show General Contractor will indemnify HTE for any and all work-related accidents.

SPECIAL EQUIPMENT

Special Equipment orders require 30 days' notice prior to move-in.

HI-TECH ELECTRIC MATERIALS

All materials and equipment furnished by HTE shall remain the property of HTE and shall be removed only by HTE at the close of the show.

FLOOR COVERINGS

Unless otherwise directed, HTE personnel are authorized to cut floor coverings to permit installation of service. H-Tech Electric is not liable for any costs incurred by the Exhibitor for such cuts.

RAMPING UTILITY LINES

All ramping of utility lines in booth are done on Straight Time plus materials. Laying of lines under carpet or floor or spotting from ceiling will incur additional labor charges. Minimum per removal of lines is 1 hour each. Floor plan is required with order to show location of lines.

ESTIMATES / REVISIONS

- Estimate requests are encouraged for budgeting purposes. Requests must be received 30 days in advance before move-in begins in order to prevent delays in processing. Reductions made to an existing order are subject to a 10% surcharge.
- Check, wire or ACH payments for services require a mandatory estimate. Any balance will be charged to the credit card on file unless other arrangements are made.

SUPERVISION FEES/INVOICES

- All booths and displays with labor incur a 20% supervision fee of the total labor charge.
- Invoices are available upon request onsite at the service desk or via email. Please email dcexhibitorservices@hi-techelectric.com.

PAYMENT POLICY

- Payments must be received in full 21 days before show move-in to secure the incentive rate. Full payment and a credit card on file are required to process any order. There is a 3.3% processing fee for credit card purchases. Checks and electronic payments need to be made by show opening; otherwise the credit card on file will be charged for the balance.
- Onsite payments must be submitted only to a Customer Service Representative or HTE Management.
- No credit or refund will be issued for connections installed and not used.
- All balances must be settled prior to event closing. An outstanding balance may preclude the exhibitor from retaining HTE services at any future event domestically or internationally. Any amount not paid at event closing is subject to interest up to the maximum amount allowed by law. Any outstanding balance is subject to in-house collections or to a credit reporting debt collection agency.
- Tipping or any gratuity or gift is not permitted to be accepted by any HTE personnel.

CANCELLATIONS

- Cancellation up to 21 days prior to event start date is subject to 20% charge of services ordered.
- Cancellation within 21 days of event start date is subject to 50% charge of services ordered.
- Once services are installed, there is no refund.
- Credit card refunds are subject to a 3.3% credit card processing fee.

CLAIMS AND INVOICE DISPUTES

Any claims or disputes with regards to the services provided by HTE will not be placed under review by HTE management unless filed by the Exhibitor prior to the close of the exposition. Such dispute must be in writing by the Exhibitor and provided to HTE management. HTE management will conduct a billing audit and handle such disputes on a case by case basis.

DISCONNECTION / INTERRUPTION OF SERVICES

- All services will be disconnected and/or shut-off at the conclusion of the show unless advance notice given by the Exhibitor *and* acknowledged by Hi-Tech Electric.
- Exhibitor may have services disconnected if payment has not been rendered in full at the beginning of the event.
- For safety precautions, all Island Booth power will be turned off after the installation is completed and tested. Once carpet is installed, exhibitor will need to notify HTE for the energizing of electricity.

DELAYS

In the event the completion of work is prevented or delayed due to damage or destruction of the building, fire, accident, vandalism, earth movement, hurricane, tornado, windstorm, theft, labor strikes, warfare, material shortage, delay of any governmental agency in issuing any required permit or certificate, or in performing inspections, litigation, or any act of God, HTE is due payment for all executed work, labor, and materials.

INDEMNITY

The Exhibitor, Display House, and Show General Contractor will indemnify Hi-Tech Electric, LLC or GLP for any and all work-related claims, accidents, losses, and damage.



Welcome to Hi-Tech Electric!

We are pleased to be your electrical, plumbing and rigging services provider for your upcoming event.

Hi-Tech Electric is going green!

In support of saving the environment as much as possible, we now offer a new convenient, paperless, and secure online ordering for all of our services. This new system allows exhibitors to access their account 24/7, update account and payment information, upload floor plans, and download invoices. The online ordering system is PCI (Payment Card Industry) compliant ensuring a secure environment for all credit card transactions and data storage. Upon order completion, an automatic email is sent to confirm the order.

Please visit our website www.hi-techelectric.com to begin the order process.

If you still prefer to print out the service contract, please send it to dcexhibitorservices@hi-techelectric.com or fax them to 202-249-3601.

Thank you for your cooperation and we are looking forward to working with you!

801 Mount Vernon Place, NW
Washington, DC 20001
202-249-3600
202-249-3601 FAX



RIGGING SERVICE CONTRACT

Exhibitor Order

801 Mount Vernon Place NW
 Washington, DC 20001
 202-249-3600
 202-249-3601 FAX
dcexhibitorservices@hi-techelectric.com
www.hi-techelectric.com

Deadline Date for Incentive Rates:

Signature on page 2 is required. Full payment for services ordered and retainer credit card must be remitted to process this contract. All credit card payments are subject to a 3.3% processing fee.

Oct 21, 2021

Fed ID # 88-0437088 **2021-2022**10/1/21**

Event Name: Society for Immunotherapy of Cancer 2021 SITC		Event Dates: Nov 11-14, 2021	
Company Name		Booth No.	
Credit Card Billing Address (exact address for credit card)			
City / State / Zip		Phone	Country
Credit Card No	Exp Date	CVV Security Code	Check Number
VISA <input type="checkbox"/> MC <input type="checkbox"/> AMEX <input type="checkbox"/>		Cardholder Name as it appears on card (Please Print)	
Authorized Contact Name (Please Print)	Phone	Authorized Contact Email	

***** PAYMENT MUST BE RECEIVED 21 DAYS BEFORE EVENT BEGINS TO RECEIVE INCENTIVE RATES *****

TRUSS / MOTORIZED HOIST / RIGGING LABOR

Description Of Service	Qty	Incentive	Base		Total Price
Overhead Quartz Lights: <i>Booth Package for All Booths in Halls ABC Only</i> <i>Includes Power, Rigging, Labor & One Time Focus (One Time Focus labor must be scheduled on straight time)</i> 25% of total price added if installed between 4:30 pm – 8:00 am Monday – Friday, Holidays & Weekends					
Package Price Per Each Overhead Quartz Light: <i>For Hall ABC</i>		\$845.00	\$1,084.00		
Overhead Quartz Lights: <i>For Hall DE</i>		\$412.00	\$504.00		
Overhead Quartz Lights: Power, Rigging, Labor, Focus not included. Call for Quote					
TRUSS					
10X12X12 Truss		\$217.00	\$249.00		
Corner Blocks		\$144.00	\$164.00		
CHAIN MOTOR up to 1 Ton		\$601.00	\$637.00		
GLP provides all truss & motors for all overhead rigging					
Price includes power and points					
ROTATING MOTOR		\$601.00	\$637.00		
RIGGING POINTS Per Point		\$133.00	\$148.00		
Dimmer Boards / Custom Truss / Satellite Cable Run (Please call for Quote) Subtotal of Charges					\$

Authorized Signature:

I agree that I am the Authorized Card Holder on behalf of the Exhibitor, and I accept Hi-Tech Electric's payment policies and terms of contract described below on pages 3-5.

Print Name:

Signature:

Booth No:

Date:

Labor Request Section: 4 Hour Minimum per Man

See Terms and Conditions Section for Labor/Lift Rates

Installation Day/Date	No. Stagehands	No. Riggers		Dismantle Day/Date	No. Stagehands	No. Riggers
M				M		
T				T		
W				W		
Th				Th		
F				F		
Sa				Sa		
Su				Su		

TERMS AND CONDITIONS

RIGGING LABOR

- \$107.00 per hour during Straight Time: 8am-4:30pm M-F
- \$204.00 per hour during Premium Time: After 4:30 pm M-F, Weekends, & Holidays
- A four (4) hour minimum per man labor call applies.
- Lift Rates: \$200.00 per hour (one hour minimum) plus operator's time.
- Due to safety concerns, all Exhibit Lighting orders must be pre-hung before decorator move-in.

RIGGING JURISDICTION

- Rigging includes all motorized rigging-to-building structures.
- All exhibit hall rigging must provide a floor plan for approval by HTE/GLP
- **All chain motors** for rigging must be ordered through HTE/GLP. HTE/GLP only hangs structures over 200lbs unless the hanging item is a speaker, light or a piece of special equipment. Please email to dcexhibitorservices@hi-techelectric.com for a quote.
- **Rotating motors** are available by request; however, exhibitor may also bring their own rotating motor. Rotating motors not supplied by HTE/GLP will require a separate order for overhead power.
- All labor for rigging-to-building structures will be provided by HTE/GLP.
- No other Contractor or Persons may attach motorized equipment for rigging to building. HTE/GLP is not responsible for any loss or damage resulting from any other Contractor or Person attaching motorized equipment to the building.
- Failure to start labor as scheduled due to any delays with client-owned equipment will result in the hourly charges per man per hour of delay.
- A four (4) hour minimum applies per rigging labor call.

SPECIAL EQUIPMENT / ONSITE ORDERS

- HTE/GLP only hangs structures over 200lbs unless the hanging item is a speaker, light or special equipment.
- Special Equipment orders require 30 days notice prior to move-in.

- Onsite orders increase by 50%.
- No lighting orders will be taken on-site after the first day of move in. **NO EXCEPTIONS**

HI-TECH ELECTRIC/GLP MATERIALS

All materials and equipment furnished by HTE/GLP shall remain the property of HTE/GLP and shall be removed only by HTE/GLP at the close of the show.

ESTIMATES / REVISIONS

- Estimate requests are encouraged for budgeting purposes. Requests must be received 30 days in advance before move in begins in order to prevent delays in processing. Estimate requests are subject to a minimum of one hour labor per revision.
- Reductions made to an existing order are subject to a 10% surcharge.
- All rigging, truss lighting, and Hall DE lighting orders must be quoted.
- Rigging & lighting orders will not be accepted without sufficient drawings.
- Check, wire or ACH payments for services require a mandatory estimate. Any balance will be charged to the credit card on file unless other arrangements are made.

SUPERVISION FEES/INVOICES

- All booths and displays with labor incur a 20% supervision fee of the total labor charge.
- Invoices are available upon request onsite at the service desk or via email. Please email dcexhibitorservices@hi-techelectric.com.

PAYMENT POLICY

- Payments must be received in full 21 days before show move-in to secure the incentive rate. Full payment and a credit card on file are required to process any order. There is a 3.5% processing fee for credit card purchases. Checks and electronic payments need to be made by show opening; otherwise the credit card on file will be charged for the balance.
- Onsite payments must be submitted only to a Customer Service Representative or HTE Management.
- No credit or refund will be issued for connections installed and not used.
- All balances must be settled prior to event closing. An outstanding balance may preclude the exhibitor from retaining HTE/GLP services at any future event domestically or internationally. Any amount not paid at event closing is subject to interest up to the maximum amount allowed by law. Any outstanding balance is subject to in-house collections or to a credit reporting debt collection agency.
- Tipping or any gratuity or gift is not permitted to be accepted by any HTE personnel.

THIRD PARTY PAYMENT

- Exhibiting firm acknowledges the responsibility for any additional charges in the event a third party named does not make payment. All balances must be settled prior to the event closing.

CANCELLATIONS

- Cancellation up to 21 days prior to event start date is subject to 20% of services ordered.
- Cancellation within 21 days of event start date up until decorator move-in date is subject to 50% of services ordered.
- Once services are installed, there is no refund for cancellation.
- Credit card refunds are subject to a 3.3% credit card processing fee.

DISCONNECTION / INTERRUPTION OF SERVICES

- All services will be disconnected and/or shut-off at the conclusion of the show unless advance notice given by the Exhibitor *and* acknowledged by GLP/HTE.
- Exhibitor may have services disconnected if payment has not been rendered in full at the beginning of the event.

CLAIMS AND/OR INVOICE DISPUTES

Any claims or disputes to charges with regards to the services provided by HTE will not be placed under review by HTE management unless filed by the Exhibitor prior to the close of the exposition. Such dispute must be in writing by the Exhibitor and provided to HTE management. HTE management will conduct a billing audit and handle such disputes on a case by case basis.

DELAYS

In the event the completion of work is prevented or delayed due to damage or destruction of the building, fire, accident, vandalism, earth movement, hurricane, tornado, windstorm, theft, labor strikes, warfare, material shortage, delay of any governmental agency in issuing any required permit or certificate, or in performing inspections, litigation, or any act of God, Hi-Tech Electric,LLC/GLP is due payment for all executed work, labor, and materials.

INDEMNITY

The Exhibitor, Display House, and Show General Contractor will indemnify GLP/ Hi-Tech Electric, LLC for any and all work-related claims, accidents, losses, and damage.



Welcome to Hi-Tech Electric!

We are pleased to be your electrical, plumbing and rigging services provider for your upcoming event.

Hi-Tech Electric is going green!

In support of saving the environment as much as possible, we now offer a new convenient, paperless, and secure online ordering for all of our services. This new system allows exhibitors to access their account 24/7, update account and payment information, upload floor plans, and download invoices. The online ordering system is PCI (Payment Card Industry) compliant ensuring a secure environment for all credit card transactions and data storage. Upon order completion, an automatic email is sent to confirm the order.

Please visit our website www.hi-techelectric.com to begin the order process.

If you still prefer to print out the service contract, please send it to dcexhibitorservices@hi-techelectric.com or fax them to 202-249-3601.

Thank you for your cooperation and we are looking forward to working with you!

801 Mount Vernon Place, NW
Washington, DC 20001
202-249-3600
202-249-3601 FAX



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Washington, DC 20001
202-249-3600
202-249-3601 FAX

dcexhibitorservices@hi-techelectric.com
www.hi-techelectric.com

Deadline Date for Incentive Rates:
Oct 21, 2021

PLUMBING SERVICE CONTRACT

Signature on page 2 is required. Full payment for services ordered and retainer credit card must be remitted to process this contract. All credit card payments are subject to a 3.3% processing fee.

Fed ID # 88-0437088 **2021 – 2022 **10/1/21**

Event Name: Society for Immunotherapy of Cancer 2021 SITC			Event Dates: Nov 11-14, 2021		
Company Name			Booth No.		
Credit Card Billing Address (exact address for credit card)					
City / State / Zip			Phone		Country
Credit Card No		Exp Date	CVV Security Code		Check Number
VISA <input type="checkbox"/> MC <input type="checkbox"/> AMEX <input type="checkbox"/>		Cardholder Name as it appears on card (Please Print)			
Authorized Contact Name (Please Print)			Phone		Authorized Contact Email

***** PAYMENT MUST BE RECEIVED 21 DAYS BEFORE EVENT BEGINS TO RECEIVE INCENTIVE RATES *****

AIR / WATER / DRAIN

Please read page 3 regarding additional labor and material charges "Description of Outlet Location & Distribution Charges"

Description Of Service	Total Outlets or Connections	Incentive	Base	24 Hour Service Add 50%	Total Price
Compressed Air: 90-100 lbs. PSI					
1. First outlet at rear of booth (24 hr Service: Add 50%)		\$270.00	\$323.00		
2. Additional outlets (24 hr Service: Add 50%)		\$212.00	\$258.00		
3. Number of connections		\$92.00	\$111.00		
*Size of connections					
*PSI (Required)					
*CFM (Required)					
Water 1/2" and 3/4"					
1. First outlet at rear of booth		\$270.00	\$323.00		
2. Additional outlets		\$212.00	\$258.00		
3. Number of connections		\$92.00	\$111.00		
*Size of connections					
*GPM					
Continuous Water & Drain		\$378.00	\$449.00		
Drain Outlets 1/2" & 3/4"					
1. First outlet at rear of booth		\$203.00	\$249.00		
2. Additional outlets		\$151.00	\$185.00		
3. Number of connections		\$92.00	\$111.00		
* Size of connections					

Description Of Service	Quantity	Incentive	Base	Total Price
Sinks & Water Heaters Booth Package				
1. Single Sink : Includes cold water,drain,labor/materials		\$956.00	\$1,302.00	
2. Double Sink : Includes cold water,drain,labor/materials		\$1,195.00	\$1,433.00	
3. Hot Water Heater/ 40 gallons (includes electric)		\$623.00	\$740.00	
* Based on straight time labor.25% of total will be added if installed between 4:30pm-8:00am M-F Plus Weekends & Holidays				
Fill and Drain				
1. Fill and Drain 0 -199 Gallons		\$151.00	\$185.00	
2. Fill and Drain 200 - 399 Gallons		\$224.00	\$276.00	
3. Fill and Drain 400 – Gallons and over		\$334.00	\$399.00	
Natural Gas				
1. First outlet at rear of booth Call for estimate of total invoice		\$414.00	\$618.00	
Subtotal of Charges				\$

See Terms and Conditions Section for Labor Rates

THIRD PARTY PAYMENT

Exhibiting firm acknowledges the responsibility for any additional charges in the event a third party named does not make payment. All balances must be settled onsite prior to the event closing.

Labor Request Section:

<p align="center">Send PDF or DWG for all Island booths to: dcexhibitorservices@hi-techelectric.com</p>	
<p>[] Floor Plan included indicating all plumbing services</p> <p>[] Floor Plan to follow</p> <p>[] OK to proceed without exhibitor present</p> <p>[] Do Not proceed until exhibitor is onsite</p> <p>Scaled floor plan showing all outlet locations and booth orientation required. Labor will not begin without floor plan, service locations, and booth orientation.</p>	<p>Installation Labor date:</p> <p>Installation Time:</p> <p>Size of Booth:</p> <p>Type of Booth: Inline [] Island [] Peninsula [] Other []</p> <p>Indicate all 24 hr services on floor plan</p>

Authorized Signature:

I agree that I am the Authorized Card Holder on behalf of the Exhibitor, and I accept Hi-Tech Electric's payment policies and terms of contract described below on pages 3-5.

Print Name:

Signature:

Booth No:

Date:

TERMS AND CONDITIONS

Page (2) must be signed in order for Air / Water / Drain installation to be scheduled
Additional Labor and Material Fees May Apply (See Terms and Conditions below for Details)

PLUMBING LABOR RATES FOR SERVICES ORDERED

1. \$107.00 per hour during Straight Time: 8am-4:30pm M-F
2. \$204.00 per hour during Premium Time: After 4:30 pm M-F, Weekends, & Holidays
3. The minimum charge for plumbing service is one hour installation and ½ the total time for dismantle.
4. All drain dismantle labor hours will be equal to the Fill installation labor hours
5. The minimum charge per booth for the relocation of services and or equipment is ½ hour.

DESCRIPTION OF OUTLET LOCATION & DISTRIBUTION CHARGES

Outlet Locations: All first outlets will be installed on the floor at the back wall of booth. Added outlets must be indicated on floor plan and will be charged on a time and material basis.

Special Equipment: Hi-Tech Electric (HTE) requires 30 days-notice prior to move-in to supply special regulators, strainers, traps, etc.

Hi-Tech Electric Materials: All materials and equipment furnished by HTE shall remain the property of HTE and shall be removed only by HTE at the close of the show.

Service/ Repairs: HTE has exclusive jurisdiction to make Plumbing service connections or repairs.

Floor Coverings: Unless otherwise directed, HTE personnel are authorized to cut floor coverings to permit installations of service.

Equipment Requiring Water: All equipment using water must have an inlet and outlet properly tagged by exhibitor representative for installation by HTE.

Moisture/ Sediment/ Loss of Pressure: HTE is not responsible for the accumulation of moisture, oil, or water in air lines. Exhibitors should supply their own filter or equipment to handle moisture or water. HTE is not responsible for sediment, color, or taste of water in line. HTE is not responsible for loss of pressure. Pressure may vary. No guarantee can be made of minimum or maximum pressure. If pressure is critical, the exhibitor should arrange to have a pressure regulator valve or pump installed. HTE is not responsible for any costs associated with such accumulation in air lines or loss of pressure. Water filters are recommended and are available on request.

Cylinders: All cylinders must be firmly attached to exhibit. If cylinder must be made secure by HTE it is subject to a labor charge. A connection of a regulator to cylinder or equipment will be subject to a 1 hour minimum labor charge plus material at the prevailing labor rate.

Ramping of Utility Lines: All ramping of utility lines in booth are done on a time and material basis. Laying of lines under carpet or floor or spotting from ceiling will incur an additional labor charge.

ESTIMATES / REVISIONS

- Estimate requests are encouraged for budgeting purposes. Requests must be received 30 days in advance before move in begins in order to prevent delays in processing. Estimate requests are subject to a minimum of one hour labor per revision.
- Check, wire or ACH payments for services require a mandatory estimate. Any balance will be charged to the credit card on file unless other arrangements are made.
- Reductions made to an existing order are subject to a 10% surcharge.

SUPERVISION FEES/INVOICES

- All booths and displays with labor incur a 20% supervision fee of the total labor charge.
- Invoices are available upon request onsite at the service desk or via email. Please email dcexhibitorservices@hi-techelectric.com.

PAYMENT POLICY

- Payments must be received in full 21 days before show move-in to secure the incentive rate. Full payment and a credit card on file are required to process any order. There is a 3.3% processing fee for credit card purchases. Checks and electronic payments need to be made by show opening; otherwise the credit card on file will be charged for the balance.
- Onsite payments must be submitted only to a Customer Service Representative or HTE Management.
- No credit or refund will be issued for connections installed and not used.
- All balances must be settled prior to event closing. An outstanding balance may preclude the exhibitor from retaining HTE services at any future event domestically or internationally. Any amount not paid at event closing is subject to interest up to the maximum amount allowed by law. Any outstanding balance is subject to in-house collections or to a credit reporting debt collection agency.
- Tipping or any gratuity or gift is not permitted to be accepted by any HTE personnel.

CANCELLATIONS

- Cancellation up to 21 days prior to event start date is subject to 20% charge of services ordered.
- Cancellation within 21 days of event start date is subject to 50% charge of services ordered.
- Once services are installed, there is no refund for cancellation.
- Credit card refunds are subject to a 3.3% credit card processing fee.

DISCONNECTION

All services will be disconnected and/or shut-off at the conclusion of the show unless advance notice given by the Exhibitor to (*and* acknowledged by) HTE.

CLAIMS AND/OR INVOICE DISPUTES

Any claims or disputes to charges with regards to the services provided by HTE will not be placed under review by HTE management unless filed by the Exhibitor prior to the close of the exposition. Such dispute must be in writing by the Exhibitor and provided to HTE management. HTE management will conduct a billing audit and handle such disputes on a case by case basis.

DELAYS

In the event the completion of work is prevented or delayed due to damage or destruction of the building, fire, accident, vandalism, earth movement, hurricane, tornado, windstorm, theft, labor strikes, warfare, material shortage, delay of any governmental agency in issuing any required permit or certificate, or in performing inspections, litigation, or any act of God, HTE is due payment for all executed work, labor, and materials.

LABOR RATES

- All Labor Rates are subject to the current labor contract effective at time of performed labor.
- A four (4) hour minimum applies per plumbing call and is chargeable on a case by case basis,

INDEMNITY

The Exhibitor, Display House, and Show General Contractor will indemnify Hi-Tech Electric, LLC for any and all work-related claims, accidents, losses, and damage.

ORDER FORM



Society for Immunotherapy of Cancer
Walter E. Washington Convention Center, Washington, D.C.
November 10th-14th, 2021

Advanced Show Rate Before OCTOBER 3RD, 2021. Regular Show Rates Will Apply After OCTOBER 3RD, 2021.

Company Name:

Company Address:

Order Contact:

Name:

Email:

Phone:

Ext:

Fax:

Room Name or Booth:

Delivery Date & Time:

Pick Up Date & Time:

On Site Contact:

Name:

Email:

Phone:

BREAKDOWN:
EXHIBIT FLOOR TOUR
GUIDE SYSTEM
VIDEO WALL
MEETING ROOM

TOTAL

The undersigned has read and agreed to all terms and conditions beginning on page 6, and labor rates of this rental agreement. The undersigned authorizes Show Gear Productions to charge the below listed for the equipment, labor, and/or services detailed in this agreement, and for any client approved add-ons and change orders. Unless noted, billing details will be sent separately.

Signature:

Date:



PRICES ARE FOR EXHIBIT FLOOR ONLY. RENTAL PRICES ARE SUBJECT TO A 20% MARKUP IF ORDERED DAY OF.

4K



HD



4K UHD LCD/LED	Qty	Advanced Rate	Show Rate	Totals
98" Monitor Ultra HD Video, HDMI Inputs		Call	Call	
90" Monitor Ultra HD Video, HDMI Inputs		Call	Call	
86" Monitor Ultra HD Video, HDMI Inputs		3500	3750	
75" Monitor Ultra HD Video, HDMI Inputs		2100	2300	
70" Monitor Ultra HD Video, HDMI Inputs		1800	2000	
65" Monitor Ultra HD Video, HDMI Inputs		1400	1600	
55" Monitor Ultra HD Video, HDMI Inputs		1000	1200	



TOUCH SCREEN	Qty	Advanced Rate	Show Rate	Totals
98" Plannar Ultra UR9851		Call	Call	
80" Sharp Touch Screen		2500	2700	
70" Sharp Touch Screen		2000	2200	
65" Samsung OTS Touch Screen		1900	2100	
55" Samsung OTS Touch Screen		1500	2700	
46" Samsung OTS Touch Screen		1200	1400	
40" Samsung OTS Touch Screen		1000	1200	



GIANT TAB TOUCH SCREENS	Qty	Advanced Rate	Show Rate	Totals
55" Showcase		2400	2500	
42" Smartphone Lite Full Enclosure		2000	2100	
23" Smartphone Lite		900	1000	
Android APP Configuration		100	200	
iOS APP Configuration		600	700	



HD	Qty	Advanced Rate	Show Rate	Totals
90" Monitor 1080p HD, HDMI Inputs		Call	Call	
80" Monitor 1080p HD, HDMI Inputs		1600	1800	
75" Monitor 1080p HD, HDMI Inputs		1200	1300	
60" Monitor 1080p HD, HDMI Inputs		900	1000	
55" Monitor 1080p HD, HDMI Inputs		800	900	
50" Monitor 1080p HD, HDMI Inputs		700	800	
45" Monitor 1080p HD, HDMI Inputs		650	750	
42" Monitor 1080p HD, HDMI Inputs		550	650	
32" HD LCD		250	300	
23" HD LCD (No USB Play Back)		125	175	



HARDWARE	Qty	Advanced Rate	Show Rate	Totals
Dual Post Monitor Stand		125	175	
Shelf for Dual Post Monitor Stand		45	75	

For USB Playback, PowerPoint Presentation must be saved as a PDF. Video must be formatted as a MP4 with a maximum resolution of the equipment ordered.

AUDIO EQUIPMENT	Qty	Advanced Rate	Show Rate	Totals
Wireless Handheld Microphone		225	275	
Wireless Head Set Microphone		225	275	
Anchor Explorer Speaker: 60W		100	150	
JBL 10 Professional Speaker: 125W		150	200	
JBL 15 Professional Speaker: 300W		225	300	
12 Channel Analog Audio Mixer		150	225	



LIGHTING EQUIPMENT	Qty	Advanced Rate	Show Rate	Totals
Source 4 Leko Fixture		105	150	
LED Colored Up Lights		105	150	
16 Channel Lighting Control Board		300	375	
Dimmer Pack		75	100	



COMPUTER EQUIPMENT	Qty	Advanced Rate	Show Rate	Totals
Laptop Dual Core i7 16GB RAM 500GB HD		225	275	
MS Surface Pro 3 i5 RAM? 128GB HD		275	375	
iPad 4G Cellular (DATA INCLUDED)		300	400	
iPad Wifi		175	275	



IMPORTANT INFORMATION	EXHIBIT FLOOR ORDER SUMMARY	Totals
Show Gear Productions requires pre-payment on all orders	EQUIPMENT CHARGE	
Set up, Strike & Onsite Support is charged at 25% of the equipment total	SERVICE FEE 25%	
Delivery and Pick up fee included with rental		
No Drayage Fees	TOTAL:	

Show Gear Productions is the Official AUDIO VISUAL supplier for SITC 2021. We are a one stop shop for all your tech needs, with an onsite team offering 24/7 service & support. We can also provide advanced installation and operators, including LED/video techs, audio engineers, camera operators, and much more.

TOUR GUIDE SYSTEM ORDER FORM

PRICES ARE FOR EXHIBIT FLOOR ONLY. RENTAL PRICES ARE SUBJECT TO A 20% MARKUP IF ORDERED DAY OF.

DUE TO RADIO FREQUENCY CROSS OVER, SHOW GEAR PRODUCTIONS IS THE EXCLUSIVE TOUR GUIDE SYSTEM PROVIDER.

TOUR GUIDE SYSTEM		Qty	Advanced Rate	Show Rate	Totals
Tour Guide System with 20 Headsets			1400	1500	
Tour Guide System with 10 Headsets			750	850	
Tour Guide System with 5 Headsets			500	600	
Additional Headset Receivers			75	90	
MULTIPLE INPUT ACCESSORIES		Qty	Advanced Rate	Show Rate	Totals
Wireless Handheld/Headset Microphone			225	275	
12 Channel Audio Mixer			105	145	
Direct Input Box			30	45	



THE TOUR GUIDE SYSTEM OFFERS
EXCELLENT QUALITY AUDIO AND EXTREME
RELIABILITY WITH INTERFERENCE FREE
COMMUNICATIONS. IT ALLOWS TOUR GUIDES
TO COMMUNICATE REMOTELY TO A SMALL
AUDIENCE WITH NO INTERRUPTION OR
EXTERNAL NOISES!



IMPORTANT INFORMATION	TOUR GUIDE SYSTEM ORDER SUMMARY	Totals
SHOW GEAR PRODUCTIONS REQUIRES PRE-PAYMENT ON ALL ORDERS. SET UP, STRIKE & ONSITE SUPPORT IS CHARGED AT 25% OF THE EQUIPMENT TOTAL DELIVERY AND PICK-UP FEE INCLUDED WITH RENTAL NO DRAYAGE FEES	EQUIPMENT CHARGES	
	SERVICE FEE 25%	
	TOTAL	

EXHIBIT FLOOR VIDEO WALL ORDER FORM

46" NEC SEAMLESS LCD/LED MONITORS	Qty	Advanced Rate	Show Rate	Totals
46" NEC Narrow Bezel Monitor (Each)		950	1150	
(2x2) 46" Seamless HD LCD Wall (4 Monitors)		3800	4600	
(3x3) 46" Seamless HD LCD Wall (9 Monitors)		8550	10350	
(4x4) 46" Seamless HD LCD Wall (16 Monitors)		15200	18400	
2MM COLEDER LED PANELS				



IMPORTANT INFORMATION	EXHIBIT FLOOR VIDEO WALL ORDER SUMMARY	Totals
SHOW GEAR PRODUCTIONS REQUIRES PRE-PAYMENT ON ALL ORDERS. SET UP, STRIKE & ONSITE SUPPORT IS CHARGED AT 25% OF THE EQUIPMENT TOTAL DELIVERY AND PICK-UP FEE INCLUDED WITH RENTAL NO DRAYAGE FEES	EQUIPMENT CHARGES	
	SERVICE FEE 25%	
	TOTAL	

MEETING ROOM ORDER FORM

PRICES ARE FOR MEETING ROOMS ONLY. RENTAL PRICES ARE SUBJECT TO A 20% MARKUP IF ORDERED DAY OF.

	2MM COLEDER LED WALL PLEASE CALL FOR FLYING SETUP PRICES		Qty	Advanced Daily Rate	Show Day Rate	Totals
	8x1 Panel Column			1,600	2,000	
	16' x 9' Screen Configuration			12,000	13,500	
	20' x 11' Screen Configuration			14,400	16,000	
	32' x 9' Wide Screen Configuration			19,000	21,000	
	Studio "V" Screen Configuration			24,000	27,000	
	PROJECTION SCREENS		Qty	Advanced Daily Rate	Show Day Rate	Totals
	100" Insta-Theater Screen			50	75	
	8' Tripod Screen with Dress Kit			75	100	
	5.65' x 10' Fast Fold Screen with Dress Kit			200	250	
	10' Cradle Screen with Dress Kit			100	150	
	6.75' x 12' Fast Fold Screen with Dress Kit			250	325	
	7.8' x 14' Fast Fold Screen with Dress Kit			300	375	
	9' x 16' Fast Fold Screen with Dress Kit			375	450	
	11.25' x 20' Fast Fold Screen with Dress Kit			500	600	
CALL FOR LARGER AVAILABILITY						
	PROJECTORS		Qty	Advanced Daily Rate	Show Day Rate	Totals
	3000 Lumens HD LCD Projector			175	225	
	5000 Lumens HD LCD Projector			275	325	
	6500 Lumens HD LCD Projector			425	475	
	10000 Lumens HD Laser Projector			1,000	1,100	
	12000 Lumens HD LCD Projector			1,200	1,350	
CALL FOR LARGER AVAILABILITY						
	VIDEO SWITCHERS		Qty	Advanced Daily Rate	Show Day Rate	Totals
	VMIX Video Switcher Package			CALL FOR AVAILABILITY		
	VMIX Video Switcher + Streaming Package			CALL FOR AVAILABILITY		
	16 IN/4 OUT Channel Video Switcher			425	500	
	Roland VIH D Switcher			225	300	
	CAMERA PACKAGES		Qty	Advanced Daily Rate	Show Day Rate	Totals
	HD Camera w/Tripod			275	350	
	ROBO Camera			550	700	
	ROBO Camera Controller			175	225	
	Multiview Monitor			110	150	
	EVENT ACCESSORIES		Qty	Advanced Daily Rate	Show Day Rate	Totals
	Laptop Computer (Windows 10, i7 Processor)			75	100	
	Laptop Computer (Apple MacBook Pro)			125	150	
	Desktop Computer (Apple iMac, 27in Display)			175	200	
	Large Confidence Monitor			200	225	
	Small Confidence Monitor			125	150	
	Deluxe Wireless Slide Advancer			65	85	
	Basic Wireless Slide Advancer			25	50	
	Wireless Comm Package w/Headsets			100	150	
	Wired Comm Package w/Headsets			50	100	
	Flip Chart Meeting Kit			35	50	

MEETING ROOM ORDER FORM CONTINUED ON NEXT PAGE

MEETING ROOM ORDER FORM CONTINUED

PRICES ARE FOR MEETING ROOMS ONLY. RENTAL PRICES ARE SUBJECT TO A 20% MARKUP IF ORDERED DAY OF.

	SPEAKERS		Qty	Advanced Daily Rate	Show Day Rate	Totals
	JBL EON 10 Speaker 125 Watts & Stand			50	75	
	JBL EON 15 Speaker 125 Watts & Stand			75	100	
	QSC KLA-12 Line Array Speaker & Stand			150	200	
QSC KLA-12 Hanging Line Array			80	100		
	MIXING CONSOLES		Qty	Advanced Daily Rate	Show Day Rate	Totals
	24 IN/16 OUT Channel Digital Console			250	325	
	16 IN/8 OUT Channel Digital Console			175	250	
	16 IN/8 OUT Channel Analog Console			105	150	
12 IN/4 OUT Channel Analog Console			50	75		
	MICROPHONES		Qty	Advanced Daily Rate	Show Day Rate	Totals
	Handheld Wired Microphone			35	50	
	Podium/Tabletop Microphone 8"			35	50	
	Podium/Tabletop Microphone 12"			50	65	
	Wireless Microphone Kit w/Lavalier			75	100	
	Wireless Microphone Kit w/Handheld			75	100	
	Wireless Microphone Kit w/ Headset			100	125	
	LIGHTING			Advanced Daily Rate	Show Day Rate	Totals
	Deluxe Light Package (4 Towers, 12 Fixtures)			1200	1500	
	Medium Light Package (2 Towers, 6 Fixtures)			550	700	
	Basic Light Package (1 Tower, 1 Fixture)			85	125	
	Source 4 Leko Light Fixture			35	50	
	LED RGB Light Fixture			45	65	
	16 Channel Lighting Control Board			125	175	
	Dimmer Pack			35	50	
	FOR LARGER LIGHTING NEEDS PLEASE CALL					
		DRAPE			Advanced Daily Rate	Show Day Rate
BLACK 10' Valor Drape Panel w/Hardware				12	16	
BLACK 10' TECH Drape Panel w/Hardware				8	12	
IMPORTANT INFORMATION				MEETING ROOM ORDER SUMMARY		Totals
SHOW GEAR PRODUCTIONS REQUIRES PRE-PAYMENT ON ALL ORDERS. SET UP, STRIKE & ONSITE SUPPORT IS CHARGED AT 25% OF THE EQUIPMENT TOTAL DELIVERY AND PICK-UP FEE INCLUDED WITH RENTAL NO DRAYAGE FEES				EQUIPMENT CHARGES		
				SERVICE FEE 25%		
				TOTAL		

TERMS AND CONDITIONS OF RENTAL

The RENTER (client) agrees that all electronic equipment can fail without notice due to wear and tear, movement during installation, or due to inconsistent power provided by venue, and agrees to hold Show Gear Productions harmless for any costs or loss of exhibit time due to equipment failure before or during the client's presentation. The only compensation Show Gear Productions will offer is a pro-rated rental cost reduction based upon the duration of the equipment failure beyond a (2) two-hour period. If the equipment is mounted in such a way by the RENTER, or by Show Gear Productions as directed by the RENTER as to limit or delay our ability to replace the item at the time of failure then the item will be replaced at the next available moment and no pro-rate discount can be offered unless no replacement is made available. The RENTER is responsible for any rigging costs incurred to swap out equipment if rigged. The RENTER is responsible for the security and wellbeing of all equipment from the moment delivered (including during drayage/handling by decorators or other 3rd parties assigned by RENTER to handle their booth elements) until picked up by Show Gear Productions. This includes scratches to monitor screens and bezels, missing remotes or mounting hardware or any other loss or damage regardless of cause. Damages will be charged to the credit card on file. By executing this rental agreement, you agree to all terms and conditions on this form.

CANCELLATION POLICY

Availability is NOT guaranteed until order is paid and confirmed. Orders cancelled less than 14 days prior to delivery are subject to a 25% restocking fee. Orders cancelled less than 8 days prior to delivery are subject to a 50% restocking fee. Orders cannot be cancelled less than 5 calendar days before the delivery date unless both parties agree. The "Delivery" Date for all booth orders is considered the first setup date that the exhibitor is allowed to setup, or the delivery date requested on this order form. RENTER must be in the booth and sign for delivery unless you authorize us to leave the equipment in the booth unsecured. Re-delivery may add costs to the RENTERS order. If the RENTER requests Show Gear Productions to leave the equipment in the booth unattended because they cannot be in the booth to sign for the gear at the scheduled delivery time, the RENTER agrees to stipulate the condition of the equipment was good at the time of the delivery, and any damage to the equipment as noted at the time of pickup will be charged to the RENTER.

LABOR POLICY

Show Gear Productions will perform all work that we are ABLE to perform without violation of any union rules or restrictions and deliver the equipment to your booth. The basic delivery charge includes our techs setting up the monitors on their tabletop stands and placing them on a RENTER provided surface or mounting the monitors to a floor stand that WE provide. We will connect the monitor to a local source and remove the empty cases. All other types of installation (mounting monitors on walls, truss, or any other method) is considered advanced installation and must be discussed in advance. If a dedicated tech or technicians are required for this installation, then additional charges may apply. Advanced installation is \$70/per hour, per technician, in most cases and some minimums may apply. Please call us at 949-600-8235 to discuss your booth. We will work with you to minimize costs but please

understand if our techs are going to spend several hours or days assembling the AV in your booth, we must be compensated for this work. We can also help you plan all technical considerations such as splitting signals to multiple monitors, HDCP Compliance, signal loss over distance, etc. There is no cost for pre-production services with your order.

DELIVERY / PICKUP POLICY

Delivery and pickup time under the Delivery Section is not guaranteed. This is the target time and date that we aim for, and in almost all cases its not an issue. However, Show Gear Productions does not control the dock. We can only estimate when the equipment will be loaded into the facility and delivered to your booth. Please do not schedule riggers or install crew for audio visual without consulting with Show Gear Productions first. Show Gear Productions cannot be held responsible for labor costs (or any other costs) for wait/stand-by time if the AV is not delivered to the booth at the exact time requested. We recommend a time buffer between the requested delivery time and the scheduling of any install and dismantle labor (including labor booked through Show Gear Productions) to ensure the equipment is in the booth before labor arrives.

TV STAND POLICY

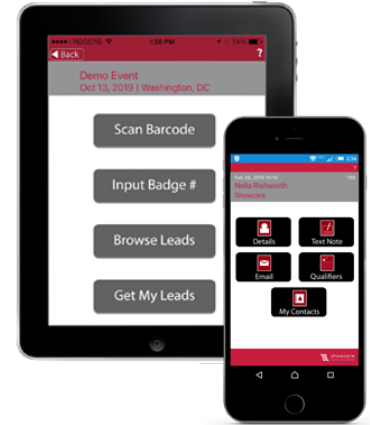
We often get questions as to why we charge what we charge for a TV stand, and then a separate cost for a mount. There are several factors involved, and we have experimented with various price structures in the past and have determined that the best method for all parties is to charge the same rental cost for a stand, regardless of if the monitor is also rented from Show Gear Productions, or if you provide one yourself. However, the commercial (industry standard) Dual Pole 7' Tall Plasma/LCD Stand that we carry does not mount directly to the monitor. The monitor must have a compatible bracket, manufactured by Premier Mounts and it must mount to the PSD Dual Pole Stand. Consumer wall mounts found at box stores such as Best Buy will not mount to the stand. If the client owns the proper mount for their monitor- its no problem. However, if the client brings his/ her own monitor and does not own the compatible mount, then Show Gear Productions can rent the mount. It would be impossible for us to list the cost of these mounts on the order form as there are literally hundreds of models that fit every brand/make/model of monitor on the market. We will gladly provide a quote for these mounts upon request. We usually rent these mounts to our clients for \$75, but this is not guaranteed. Just email or call us with the exact make/model of monitor you are bringing. Please understand that if you bring your own monitor you will need to order labor from us if you want us to attach it to the stand. We will do our absolute best to serve you, but AV labor is expensive for us to provide, and hanging client monitors on stands is always a time-consuming endeavor. Show Gear Productions will not be held liable for ANY damage to a client monitor for any reason whatsoever, if you request that Show Gear Productions hang your monitor. There is simply no way for us to verify if any damage to the monitor already existed or was caused by a third party. Internal damage cannot be seen by visual inspection. By ordering labor to handle any of your equipment you agree to hold Show Gear Productions AV and its vendors harmless for any loss or damages of any kind.

OPTION Showlead Mobile™

App for iOS + Android smartphones / tablet devices

- Simply scan the QR Code using a smartphone or tablet with rear facing camera.
- Complete with 10 standard sales qualifiers, ability to add notes, email, follow-up and store contacts within seconds.
- Application can be used anywhere – both on and off the show floor.
- Real time lead access; by email or at www.showlead.com.
- Devices with no internet or data service will capture; Badge ID, First and last name. Leads will sync once internet service is restored.
- Requires internet connectivity to sync data.

Note: Limited mini iPads available for rent Onsite or use your own Smartphone/Tablet Device.



OPTION Showlead Touch™

- Compact, portable barcode scanner allows simple badge scanning to capture contact details and demographic profile with the ability to add notes.
- Colour graphic touch LCD display to verify scanned data.
- Ability to add notes to your lead data.
- Connects wirelessly to available Bluetooth portable printer.
- All scans are date and time stamped.
- Scanner includes 10 standard sales qualifiers with the option to add custom sales qualifiers.
- Lead data will be available for download post show at www.showlead.com



Note: This device does not require power.

OPTION Showlead™ - Badge Reader

- Compact, portable barcode scanner allows simple badge scanning to capture contact details and demographic profile.
- Graphic LCD display to verify scanned data.
- Connects wirelessly to available Bluetooth portable printer.
- All scans are date and time stamped.
- Scanner includes 10 standard sales qualifiers with the option to add custom sales qualifiers.
- Lead data will be available for download post show at www.showlead.com



Note: This device does not require power.

FEATURES	SHOWLEAD MOBILE	SHOWLEAD	SHOWLEAD TOUCH
Real Time Lead Data	●		
Add Notes	●		●
Includes Standard Sales Qualifiers	●	●	●
Add Custom Sales Qualifiers		●	●
Handheld/Wireless	●	●	●
Optional Bluetooth Printer		●	●
Add Lead data to Contacts	●		

OPTIONAL SERVICES + ACCESSORIES

Mini Ipad Rental (for use with the purchase of a Showlead Mobile License for the length of the event)

- Do you want to experience the "Showlead Mobile App" but don't want to use your personal device?
- Rent an Ipad Mini and experience the easy use of the Showlead Mobile App.
- Take it to breakfast and sessions, add notes about future clients.
- Complete lead data will be sent to our secure web portal real time with wi-fi connectivity or at the end of the show.

Showlead Print™

(for use with the Showlead & Showlead Touch Badge Reader)

- Wireless printer.
- Compact, portable thermal printer provides paper receipts.
- Extremely quiet and fast printing.
- Connects directly to the Showlead unit via Bluetooth technology.

Custom Sales Qualifiers (for use with Showlead & Showlead Touch Badge Reader)

- Add up to 30 custom sales action codes to better qualify prospects (max. 21 characters per line including spaces).

Event API Integration

Showcare will provide API instructions and test badge to your IT dept. to access the registration database in real time to set up the data transfer.

USB Flash Drive

(available for Showlead, Showlead Touch Badge Readers)

- Leads downloaded on USB flash drive at the end of the event
- Leads will also be available post-show online at www.showlead.com.

Real Time Direct Access

Direct access transfers the Lead data wirelessly to your secured password protected web portal allowing you to track manage and follow-up you're Leads anytime (available for Showlead and Showlead Touch).

E-blast Email Service

Don't struggle trying to send out an email to your valuable leads. Simply select one of our standard html Designs and provide us with the verbiage and links you would like to send with an email campaign to your Lead contacts.

Data Reconciliation

Use your own scanner to capture attendee badge ID's. Send your list to us for post show data reconciliation to sync the available contact information and demographics available.

SITC 36th Annual Meeting

November 10 - 14, 2021

Walter E. Washington Convention Center
Washington, DC



ORDER ONLINE: www.showlead.com/orders

EVENT CODE: SITC2111S

EMAIL: leads@showcare.com

FAX: (905) 479-9743

PHONE: 1 (866) 267-2107

Complete Package Best Value Options	Specifications	EARLY thru 10/15/21	STANDARD from 10/16/21	QUANTITY	TOTAL
Showlead Essential (no electricity req'd)	- Showlead hand-held badge reader - Wireless printer - Custom sales qualifiers	\$450	\$550	<input type="text"/>	<input type="text"/>
Showlead Optimum (no electricity req'd)	- Showlead Touch badge reader - Custom sales qualifiers - USB Flash drive & e-blast email service	\$525	\$625	<input type="text"/>	<input type="text"/>
Showlead Mobile App	- 1 Licenses for Single Device - 2 Licenses for Multiple Devices - 3 Licenses for Multiple Devices - 5 Licenses for Multiple Devices	\$290 \$380 \$450 \$750	\$315 \$435 \$525 \$875	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>

· Mobile app for your IOS or Android · Real Time lead data with data or wi-fi service

A la carte Lead Management Solutions

Showlead Touch	Wireless colour touch badge reader	\$475	\$575	<input type="text"/>	<input type="text"/>
Showlead	Wireless badge reader	\$375	\$475	<input type="text"/>	<input type="text"/>

Optional Services & Accessories

Showlead Print	For Showlead, Showlead Touch	\$100	\$140	<input type="text"/>	<input type="text"/>
Custom Sales Qualifiers	For Showlead, Showlead Touch	\$80	\$100	<input type="text"/>	<input type="text"/>
USB Flash Drive	For Showlead, Showlead Touch	\$80	\$100	<input type="text"/>	<input type="text"/>
Delivery & Pick-Up Service	For Showlead, Showlead Touch	\$100	\$125	<input type="text"/>	<input type="text"/>
Real Time Direct Access to Lead Data	For Showlead, Showlead Touch	\$175	\$200	<input type="text"/>	<input type="text"/>
E-blast email service	For Showlead, Showlead Touch	\$150	\$175	<input type="text"/>	<input type="text"/>
Mini iPad Rental	For Showlead Mobile App (for use with purchase of Showlead Mobile license)	\$80	\$100	<input type="text"/>	<input type="text"/>
Data Reconciliation	Third party post-show solution	\$400	\$475	<input type="text"/>	<input type="text"/>
Event API Integration	Third party post-show solution	\$850	\$850	<input type="text"/>	<input type="text"/>

Company Name:

Processing Fee

\$10

ORDER TOTAL (Payable in US Funds)

• Contact Information

Contact Name

Exhibiting Company

Phone Address

Email

City State & Country

Zip Booth #

• Payment Information

☐ MC ☐ VISA ☐ AMEX

☐ Check

Card No.

Name on Card

Expiration Date

Signature

Authorization (your signature denotes acceptance of all the Terms & Conditions).

Online orders will receive instant confirmation via email. All other orders submitted will receive confirmation immediately after successful processing. NO REFUNDS ON ORDER 30 DAYS PRIOR TO SHOW OPENING. CANCELLATION REQUESTED 30 DAYS PRIOR TO SHOW ARE SUBJECT TO \$50 CANCELLATION FEE.

Terms & Conditions: All orders & usage of Showlead equipment provided by Showcare are/is subject to the following terms & conditions.

A) Orders and Order Deadlines

1. All orders must be paid for in full prior to unit pick-up.
2. Orders received after the stated deadline will be charged at AFTER DEADLINE RATES without exception. The date payment is received shall determine the applicable rate.
3. All items ordered after the order deadlines are subject to availability.

B) Payment Terms and Cancellations

1. Service will be rendered after receipt of full payment by credit card or check.
2. Showcare will correct any miscalculations in the "Order Total" column if different than total amount on the order form.
3. All cancellations made more than 30 days prior to the event will be subject to a \$50 processing fee per unit. No refunds will be considered for cancellations requested 30 days prior to the event start date.
4. Unclaimed units or unused orders are not refundable once paid for.

C) On-Site Services and Terms

1. All orders which include rental hardware must be picked up from the Showcare counter on-site. It is highly recommended that your company representative(s) pick up your ordered units to avoid delays.
2. A minimum of one hour for processing time will be required to fulfill on-site orders, subject to availability.
3. On-site modification(s) or addition of existing Custom Sales Qualifiers will be subject to a \$50.00 processing fee.

D) User Terms

1. At all times Showcare remains sole owner of each Showlead unit including all the software and hardware.
2. All data acquired through use of units under this agreement remains the property of the show management of the event where used.
3. If the rented unit(s) are not returned to the Lead Retrieval Desk at the on-site Exhibitor Service. The Renter agrees to pay an additional late fee of \$150.00 (one hundred fifty U.S dollars) per day, up to a maximum of the unit cost as well as any additional fees incurred by Showcare to retrieve said unit (i.e shipping charges). Replacement Costs:

- a. Showlead \$1750.00 USD
- b. Showlead Touch \$2350 USD
- c. Showlead Print \$550.00 USD
- d. Mini iPad \$400 USD
- e. Zebra Mobile \$700 USD

4. If any Showlead unit is misplaced, stolen or damaged while in the user's care, the user shall be responsible for said repair costs or replacement fees as indicated in item 3.

E) Increased visibility

1. Showcare does not guarantee and shall not be held liable should the user not achieve overall success of the exhibit with respect to the expected revenue, expected number of leads, booth traffic, return on investment (ROI), profits and attendance by using Showcare's equipment, software or know how.

2. The user and Showcare each agree to indemnify, defend and hold harmless the other party and its respective successors and permitted assigns, and its officers, directors, members, agents, employees and/or representatives from and against any claim, action, cause of action, and liabilities including damages (including court costs and attorney fees and other fees of professionals) which may be asserted by third parties arising out of the performance of either party's obligations pursuant to the services rendered by Showcare to the user, except for the willful misconduct or gross negligence of the other party.
3. "Force Majeure" shall refer to any cause or event(s) that is beyond the reasonable control of Showcare or the organizer of the meeting, that could not have been reasonably foreseen and prevented by means reasonably available to it, and that causes the Event(s) to be either canceled or postponed "sine die" and this term shall include but shall not be restricted to acts of God, civil unrest or of the public enemy, acts of the Government, fires, flood, epidemics, strikes, lockouts, curtailment of transportation facilities or service. In any such event of Force Majeure, the obligations of Showcare for services not yet rendered shall become automatically terminated and Showcare shall be entitled to retain all the payments already received.

F) Privacy Policy

1. Showcare will collect personal data such as name and contact information for the only purpose of fulfilling the lead retrieval service agreement. Personal information will not be shared with any third parties that are not data sub-processors. You can read our complete privacy policy here: <http://www.showcare.com/privacy-policy/>
2. The General Data Protection Regulation (GDPR) is a European law that is enforced on May 25th, 2018. As per that law, personal data of European Union (EU) subjects has to be treated with particular care. In the context of this law, personal data means any information that can identify a person, individually or in combination with other data. Hefty fines could be given to offenders. You can find more information about GDPR here: https://ec.europa.eu/commission/priorities/justice-and-fundamental-rights/data-protection/2018-reform-eu-data-protection-rules_en
3. Showcare is a data processor in the lead retrieval services, acting as a facilitator between you and the attendees. As you determine what information is gathered and how to use it, you are the data controller and will be liable in the end if the personal data of attendees is misused.
4. As you will be the main responsible for gathering and using the data, Showcare is reminding you of the following:

You need to obtain consent before scanning an attendee badge. Don't forget to ask! Attendees might ask you about the following subjects before they give you their consent:

o How are the leads used?
o Will you be contacting the attendees after the event? For what purpose?
o Are the leads transferred to third parties? Will they be able to contact the attendees?
o What are the controls in place to keep their information safe?
o How long is the personal data kept in your database?

Your order and usage implies that you have read, understood and agreed to be subject to the terms and conditions stipulated herein.

Custom Sales Qualifiers

Currently not available for Showlead Mobile
Smartphone devices.

Please fax this form to: **905-479-9743** | or email to: **leads@showcare.com**

Standard Sales Qualifier Codes:
Showlead Badge Readers and Showlead Desktop

Application comes with the following standard codes:

- | | |
|-------------------------|-----------------------------|
| 1. Send information | 6. Send quote |
| 2. Needs technical data | 7. Have rep call |
| 3. Add to mailing list | 8. Ready to purchase |
| 4. Decision maker | 9. Fax information |
| 5. Just investigating | 10. Requires special action |

☐ Please use the same Custom Sales Qualifiers for all units.

Showlead customers please indicated desired
custom action code option.

Please select only one checkbox below if Custom
Sales Qualifiers were ordered.

- ☐ A) – 30 Custom Sales Qualifier codes
as per below
- ☐ B) – 20 Custom Sales Qualifier codes
as per below + 10 Standard Sales Qualifiers

*If no selection is requested above the Standard
codes only will be applied.

Please fill in the custom sales qualifier codes that you
would like programmed into your unit. (Maximum of
21 characters including spaces per code)

Important: Please complete the following

Company Name

Show Name # Booth #

1.	<input type="text"/>	16.	<input type="text"/>
2.	<input type="text"/>	17.	<input type="text"/>
3.	<input type="text"/>	18.	<input type="text"/>
4.	<input type="text"/>	19.	<input type="text"/>
5.	<input type="text"/>	20.	<input type="text"/>
6.	<input type="text"/>	21.	<input type="text"/>
7.	<input type="text"/>	22.	<input type="text"/>
8.	<input type="text"/>	23.	<input type="text"/>
9.	<input type="text"/>	24.	<input type="text"/>
10.	<input type="text"/>	25.	<input type="text"/>
11.	<input type="text"/>	26.	<input type="text"/>
12.	<input type="text"/>	27.	<input type="text"/>
13.	<input type="text"/>	28.	<input type="text"/>
14.	<input type="text"/>	29.	<input type="text"/>
15.	<input type="text"/>	30.	<input type="text"/>



.....
LOCAL GOOD FOOD
.....
EXHIBITOR
M E N U



WALTER E. WASHINGTON CONVENTION CENTER

[VIEW MENU »](#)

W E L C O M E



W E L C O M E

ARAMARK IS THE PREMIER EXHIBITOR PARTNER AT THE WALTER E. WASHINGTON CONVENTION CENTER IN THE HEART OF OUR NATION'S CAPITAL.

From intimate private meetings, to grand events, your event will benefit from our innovative approach, professional talent, exceptional agility and unparalleled results.

As the exclusive food and beverage provider for the Walter E. Washington Convention Center, Aramark has partnered with Events DC to develop an innovative new food and beverage brand, called "DC Eats." The DC Eats brand represents a commitment to creating a distinct and authentic experience that embodies Washington, DC's diversity, cultural heritage and flourishing culinary scene.

As an innovator in the marketplace, we continue to push the envelope on transforming the food and beverage experience with new and innovative catering menus and retail food concepts, with an emphasis on local, quality, convenience, healthy and personalization.

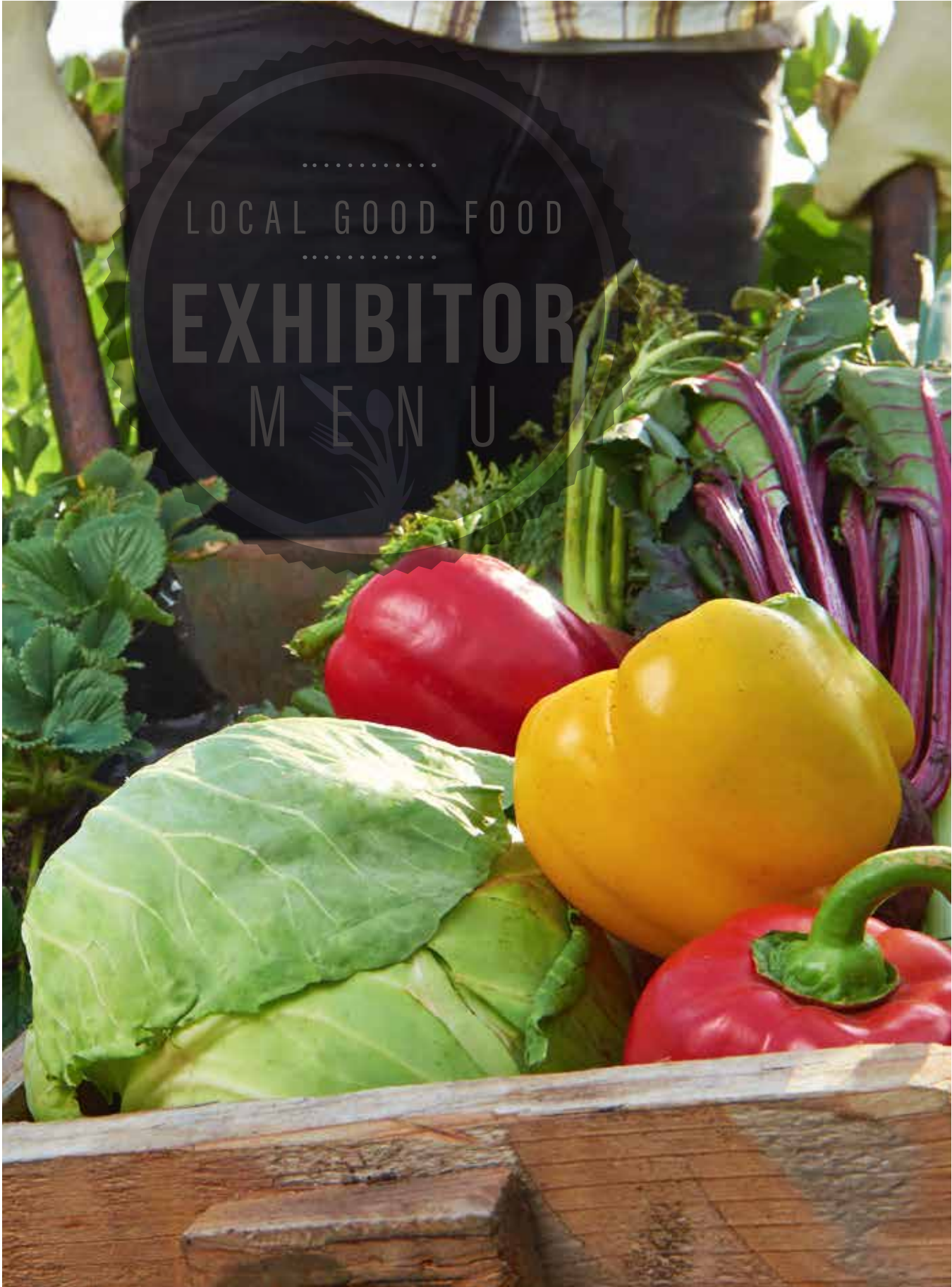
LAUREN NOWECK

Director of Sales

office 202-249-3561

email Noweck-lauren@aramark.com

START »



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BREAKFAST

MINIMUM OF 25 GUESTS

SANDWICHES

BREAKFAST BURRITO **\$10.00**

Cage Free Scrambled Eggs, Pepper Jack Cheese and Ham Served with Salsa

BISCUIT BREAKFAST SANDWICH **\$10.00**

Buttermilk Biscuit topped with Cage-Free Egg, Cheese and Smoked Turkey

ENGLISH MUFFIN BREAKFAST SANDWICH **\$10.00**

Cage-Free Egg, Canadian Bacon and Cheese

BREAKS

MINIMUM OF 25 GUESTS

BUFFETS

RISE AND SHINE MORNING PACKAGE **\$18.00**

Assorted Individual Yogurts, Sliced Fruits and Seasonal Berries
Freshly Baked Danish, Muffins and Croissants with preserves

EYE OPENER ENERGY BREAK **\$9.50**

Whole Fresh Fruit Basket (individual)
Assorted Individual Yogurts and Healthy Trail Mix in individual bags

POWER BREAK **\$15.50**

A selection of Whole Grain and Oat Muffins
Sliced Breakfast Breads, Dried Fruits and Granola Bars
Whole Seasonal Fruit

NOSTALGIC CANDY BREAK **\$12.00**

Jelly Beans, Twizzlers, and Hershey Mini's
Starburst Fruit Chews and Assorted Hard Candy

A 23% Administration Charge and 10% Food Sales Tax & 6% Non-Food Sales Tax will be charged on all orders.
All orders are subject to a \$65 Delivery Fee, per delivery. Prices are subject to change without notice.

BISTRO

SALADS

Serve 10-12 guests

SPINACH SALAD \$85.00

Caramelized Shallots, Toasted Pecans,
Goat Cheese and Citrus Vinaigrette

HEARTS OF ROMAINE CAESAR SALAD \$85.00

Romaine, Garlic Croutons,
Shaved Parmesan and Caesar Dressing

CRISP ICEBERG SALAD \$85.00

Bacon Lardons, Oven-Dried Tomatoes,
Red Onions, Cracked Black Pepper,
Chive Buttermilk Ranch

RED BLISS POTATO SALAD OR COLE SLAW \$75.00

PLATTERS

SANDWICH PLATTERS

12 sandwiches cut in half

Individually packaged
Potato Chips, Deli Mustard and Mayonnaise
packets accompany all sandwich platters

TRADITIONAL SANDWICH PLATTER \$75.00

Roasted Turkey and Cheddar Cheese
Black Forest Ham and Swiss Cheese
Grilled Vegetables and Herb Aioli
Potato Buns

GOURMET WRAP PLATTER \$215.00

Premium Roast Turkey
with Provolone and Pesto Sauce
Southwest Roast Beef
with Roasted Peppers and Chipotle Aioli
Grilled Vegetables
with Baby Spinach and Balsamic Glaze

PREMIUM DELICATESSEN PLATTER \$205.00

Rosemary Grilled Chicken
with Mesclun Greens, Sundried Tomatoes and
Olive Tapenade on Multigrain Bread
Roast Beef
with Sliced Cheddar, Arugula, Tomato and
Horseradish Cream on Italian Sub Roll
Hummus
with Roasted Eggplant, Zucchini and
Peppers on Focaccia Bread

A 23% Administration Charge and 10% Food Sales Tax & 6% Non-Food Sales Tax will be charged on all orders.
All orders are subject to a \$65 Delivery Fee, per delivery. Prices are subject to change without notice.

BOXES

TRADITIONAL BOX LUNCHES

SERVE WITH

Potato Chips, Whole Fruit, Freshly Baked Cookie and Bottled Water

ROAST BEEF AND CHEDDAR \$31.00

Green Leaf Lettuce, Tomato, Horseradish Sauce,
Pretzel Roll

BLACK FOREST HAM AND MUENSTER CHEESE \$31.00

Green Leaf Lettuce, Tomato, Grain Mustard,
Multigrain Roll

TUNA WRAP \$31.00

Green Leaf Lettuce, Tomato, Plain Wrap

GRILLED VEGETABLES WITH LEMON HUMMUS \$36.00

Olive Tapenade, Roasted Peppers
on Multigrain Square

GRILLED CHICKEN CAESAR SALAD \$38.00

Romaine Lettuce, Grilled Chicken,
Shredded Parmesan Cheese and Caesar Dressing

TOMATO BASIL AND MOZZARELLA \$36.00

Extra Virgin Olive Oil and Balsamic Drizzle
on Ciabatta

CRANBERRY QUINOA SALAD \$37.00

Mixed Greens, Cucumber,
Carrot and Champagne Vinaigrette

GLUTEN FREE VEGAN

BREAKFAST, DINNER & SNACK BOXES

GRAB AND GO BREAKFAST \$23.00

Whole Wheat Blueberry Muffin,
Fresh Fruit Salad, Orange Juice and
Chobani Vanilla Low Fat Yogurt

SNACK TRIO \$18.00

Hummus and Pretzels, Carrot and
Celery Sticks with Low-fat Ranch Dressing
and Fresh Fruit Salad

PICNIC DINNER \$38.00

Chilled Apple Brined Chicken with Baby Arugula
and Honey Champagne Vinaigrette
Fingerling Potato Salad with Grain Mustard and
Roasted Brussel Sprouts with Dried Cranberries
French Dinner Roll with Whipped Butter
Three Berry Tart with Vanilla Cream
Pure Leaf Peach Iced Tea

A 23% Administration Charge and 10% Food Sales Tax & 6% Non-Food Sales Tax will be charged on all orders.
All orders are subject to a \$65 Delivery Fee, per delivery. Prices are subject to change without notice.



CAPPUCCINO & SMOOTHIES

CAPPUCCINO / LATTE

8oz drinks

CONDIMENT TRAY TO OFFER

Stirrers, napkins, white sugar and Splenda

EXHIBITOR TO PROVIDE

Hospitality counter or rent a skirted table (6'l x 2' w x 42"h)
Power: (3) 20 amp lines

EQUIPMENT & WORK SPACE DIMENSIONS L x W x H

Each Machine: 12.5" x 16" x 15"
Grinder : 7" x 11" x 23"
Work Space: 40" x 24" x H (N/A)
(space for small refrigerator or cooler)

FRAPPES

8oz drinks

Client to select two flavors for duration of the show

FLAVORS

Vanilla, Mocha, Caramel, Seasonal

EXHIBITOR TO PROVIDE

Hospitality counter or rent a skirted table (6'l x 2' w x 42"h)
Power: (2) 20 amp lines

EQUIPMENT & WORK SPACE DIMENSIONS L x W x H

Blending Shroud: 21" x 25.5" x 26"
Work Space: 51" x 24" x H (N/A)

SMOOTHIES

7oz servings

Client to select two flavors for duration of the show

FLAVORS

Strawberry, Mango, Pineapple/Coconut, Mixed Berry

CUPS & NAPKINS FOR CUSTOM LOGO

Minimum order / 4 week lead time. File types are AI, EPS, or PDF.

ALL QTY 2,500

CUSTOM BRANDED

8OZ HOT CUPS TBD
Full-Color Wrap Printed Cups
Imprint Area: 7" x 2.88"

CUSTOM STICKERS FOR

7OZ COLD CUPS TBD
Full-Color Printed Stickers
Imprint Area: 2.5" x 1.5"

5" X 5" CUSTOM BRANDED NAPKINS

TBD
1-Color Printed Napkins
Imprint Area: 3.5" x 3.5

SERVICE (Includes 3 hours of service or 250 drinks)	\$1,820
ADDITIONAL HOUR(S) <i>Continued service beyond the 3 hour service package</i>	\$150
ADDITIONAL CUPS (ordered in advance/100 increments)	\$400
ADDITIONAL CUPS (ordered in on-site/100 increments)	\$600
PREMIUM CAPPUCCINO SERVICE <i>Includes lattes, mochas & hot chocolate</i>	\$300
TRADESHOW DELIVERY/SET UP FEE <i>One-time charge for station set up one day prior to service</i>	\$275
CAPPUCCINO /LATTE : DELAY IN SET UP (per 15 min interval) <i>(excessive wait time due to not being able to set up on time)</i>	\$150

A 23% Administration Charge and 10% Food Sales Tax & 6% Non-Food Sales Tax will be charged on all orders.
All orders are subject to a \$65 Delivery Fee, per delivery. Prices are subject to change without notice.

DOUGHNUTS & ICECREAM

FRESH MADE DOUGHNUTS

ASSORTED FLAVORS INCLUDE

Strawberry Glazed,
Funfetti, Milk Chocolate
Peanut, Brown Butter,
Vanilla Bean Glazed,
Vanilla Bean Crème Brûlée

SERVICE \$1,350

(Includes 2 hours of service or 12 dozen assorted doughnuts)

ADDITIONAL HOUR(S) \$150

Continued service beyond the 2 hour service package

ADDITIONAL DOUGHNUTS \$300

(must be ordered in advance/ 3 dozen increments)

TRADESHOW DELIVERY/
SET UP FEE \$275

One-time charge for station set up one day prior to service

Doughnut menu changes by season

EXHIBITOR TO PROVIDE

Standard (8') table for the donut display case and storage space to keep store some backup doughnuts. (24" wide x 16" Deep)

EQUIPMENT & WORK SPACE DIMENSIONS L x W x H

Display Unit: 9" x 19" x 15.7"
Work Space: 16" x 24" x H (N/A)

NICECREAM

Nicecream is a DC-Metro-based retail and catering ice cream company changing the way we enjoy dessert. Nicecream's ice cream is made with locally sourced milk and cream delivered from a family farm each week. Fresh cream, combined with fresh fruit, homemade ingredients, and frozen with liquid nitrogen creates an experience your guests will never forget. Nicecream's entire dessert is made in front of guest's eyes, creating an elegant distinction, fun-filled environment, and an incredible award-winning product.

INCLUDES 2 FLAVORS

Additions available which include Toppings Bar or Additional Flavors.

FLAVORS INCLUDES

Vanilla Bean, Milk Chocolate, Salted Caramel, Banana Cream, Peanut Butter Cup, Honey Lavender, Nutella

(2) ATTENDANT SERVICE

200 GUEST \$1,900

(Includes 2 hours of service for 200 guests/4oz serving)

400 GUEST \$3,150

(Includes 2 hours of service for 400 guests/4oz serving)

ADDITIONAL HOUR(S) \$265

Continued service beyond the 4 hour service package

ADDITIONAL SERVINGS \$400

(ordered in advance/50 increments)

ADDITIONAL FLAVOR \$475

TOPPINGS BAR \$625

TRADESHOW DELIVERY/SET UP FEE \$275

One-time charge for station set up one day prior to service

EXHIBITOR TO PROVIDE

Hospitality counter or rent a skirted table (8') L x W x H
Power: (1) 20 amp line

EQUIPMENT & WORK SPACE DIMENSIONS L x W x H

Display Unit: 9" x 19" x 15.7"
Work Space: 16" x 24" x H (N/A)

A 23% Administration Charge and 10% Food Sales Tax & 6% Non-Food Sales Tax will be charged on all orders.
All orders are subject to a \$65 Delivery Fee, per delivery. Prices are subject to change without notice.

COOKIES & CANNOLIS

FRESH BAKED COOKIES

FLAVORS

Chocolate Chip, Oatmeal Raisin,
Macadamia White Chocolate Chip,
Peanut Butter Cookie

SERVICE \$2,080

(Includes 4 hours of service or 400 cookies)

ADDITIONAL HOUR(S) \$200

Continued service beyond the 4 hour service package

ADDITIONAL COOKIES \$400

(ordered in advance/100 increments)

ADDITIONAL COOKIES \$550

(ordered in on-site/100 increments)

TRADESHOW DELIVERY/SET UP FEE \$275

One-time charge for station set up one day prior to service

EXHIBITOR TO PROVIDE

Hospitality counter or rent a skirted table (6'L x 2'W x 42"H)

Power: (1) 10 amp line for oven & (1) 10 amp line of dedicated 24 hr power for freezer

EQUIPMENT & WORK SPACE DIMENSIONS L x W x H

Oven Shroud: 21" x 25.5" x 26"

Freezer: 37" x 23" x 34"

(Stored next to station or in booth closet)

Work Space: 51" x 24" x H (N/A)

A 23% Administration Charge and 10% Food Sales Tax & 6% Non-Food Sales Tax will be charged on all orders.
All orders are subject to a \$65 Delivery Fee, per delivery. Prices are subject to change without notice.

FRESH PIPED MINI CANNOLIS

Client to select a dipping option for duration of the show

DIPPING OPTIONS

Chocolate Morsels & Red/White/Blue Sprinkles (included)

Pantone Matched Sprinkles (additional charge)

SERVICE \$1,750

(Includes 2 hours of service or 200 servings)

ADDITIONAL HOUR(S) \$200

Continued service beyond the 2 hour service package

ADDITIONAL SERVINGS \$400

(must be ordered 48 hours in advance/100 increments)

PANTONE MATCHED SPRINKLES \$200

(per day)

TRADESHOW DELIVERY/SET UP FEE \$275

One-time charge for station set up one day prior to service

EXHIBITOR TO PROVIDE

Hospitality counter or rent a skirted table (6'L x 2'W x 42"H)

Power: (1) 10 amp line

EQUIPMENT & WORK SPACE DIMENSIONS L x W x H

Refrigerated Display Case: 71.5" x 14.5" x 11.5"

Work Space: 24" x 24" x H (N/A)

ARAMARK TO PROVIDE

Access to on-site ice machine



GELATO & COBBLERS

GELATO / DOLCI GELATI

Client to select two flavors for duration of the show

FLAVORS

Lemon Custard, Stracietella (Chocolate Chip), Strawberry, Brown Butter, Vanilla Bean, Toasted Coconut

FRESH BAKED FRUIT COBBLERS

INCLUDES 2 FLAVORS

Additions available which include Toppings Bar or Additional Flavors.

FLAVORS INCLUDES

Apple, Cherry, Peach

SERVICE **\$1,750**

(Includes 1-4 hours of service or 200 / 4oz cups)

ADDITIONAL HOUR(S) PER HOUR **\$300**

Continued service beyond the 4 hour service package

ADDITIONAL CUPS **\$550**

(must be ordered 48 hours in advance/100 increments)

ADDITIONAL FLAVOR **\$200**

TRADESHOW DELIVERY/SET UP FEE **\$275**

One-time charge for station set up one day prior to service

(2) ATTENDANT SERVICE **\$2,800**

(Includes 4 hours of service for 200/4oz serving)

ADDITIONAL HOUR(S) PER HOUR **\$200**

Continued service beyond the 4 hour service package

ADDITIONAL COBBLERS **\$650**

(must be ordered 96 hours in advance/100 servings)

TRADESHOW DELIVERY/SET UP FEE **\$275**

One-time charge for station set up one day prior to service

EXHIBITOR TO PROVIDE

Hospitality counter or rent a skirted table (6'L x 2'W x 42"H)

Power: (1) 10 amp lines with dedicated power for 24 hours for Freezer

EQUIPMENT & WORK SPACE DIMENSIONS L x W x H

Counter Freezer: 19.3" x 19" x 26"

Work Space: 51" x 24" x H (N/A)

ARAMARK TO PROVIDE

Access to on-site ice machine

EXHIBITOR TO PROVIDE

Hospitality counter or rent a skirted table (6'L x 2'W x 42"H)

Power: (1) 10 amp line for oven (1) 10 amp line for refrigeration

EQUIPMENT & WORK SPACE DIMENSIONS L x W x H

Oven Shroud: 21" x 25.5" x 26"

Serving Block: 24" x 18" x 3"

Work Space: 27" x 24" x H (N/A)

A 23% Administration Charge and 10% Food Sales Tax & 6% Non-Food Sales Tax will be charged on all orders. All orders are subject to a \$65 Delivery Fee, per delivery. Prices are subject to change without notice.

A LA CARTE

BEVERAGES

GALLON UNITS		
Fresh Brewed Coffee	5-gallon unit /approx. 65 cups	\$350.00
Fresh Brewed Decaf Coffee	3-gallon unit /approx. 40 cups	\$210.00
Assorted Hot Tea	3-gallon unit /approx. 40 cups	\$210.00
Iced Tea	3-gallon unit /approx. 38 cups	\$144.00
Lemonade	3-gallon unit /approx. 38 cups	\$144.00
Tropical Fruit Punch	3-gallon unit /approx. 38 cups	\$144.00
Aqua Fresca	3-gallon unit /approx. 38 cups	\$195.00
Watermelon, Pineapple or Cantaloupe		

WATER & RENTAL		
Water Jug	5-gallon / Use with water cooler	\$25.00
Use with water cooler		
Water Cooler Daily Rental		\$75.00
Customer responsible for electrical requirements, 120volt		
Ice		
40lbs of Ice \$35.00		
20lbs of Ice \$30.00		

KEURIG® K-CUPS

\$185.00 (per day)

Coffee Service, Includes machine rental

24 Green Mountain K-Cups of each of the following:
Sumatra Reserve, Dark Magic, Nantucket Blend and
Decaf Breakfast Blend

Includes 5 gallon water jug

Sweeteners, Creamers, Bio-Degradable Cups, Lids,
Sleeves and Napkins

Power Requirements: 1 each, 120volt/20amps

ADDITIONAL K-CUPS (24ct) \$2.00 (each)

Minimum order of
24 per selection

Sumatra Reserve

Dark Magic

Nantucket Blend

Decaf Breakfast Blen

A 23% Administration Charge and 10% Food Sales Tax & 6% Non-Food Sales Tax will be charged on all orders.
All orders are subject to a \$65 Delivery Fee, per delivery. Prices are subject to change without notice.

A LA CARTE

BAKERY

(Priced by the dozen)			
Assorted Bagels	\$60.00	Raspberry Cheesecake Swirl, Pecan, Apple, and Lemon	
Assorted Freshly Baked Scones	\$54.00	Cupcakes	\$72.00
Whole Wheat Croissants	\$60.00	Logo Cupcakes*	\$84.00
Assorted Fruit and Cheese Danish	\$54.00	*Custom Artwork Available upon Request	
Freshly Baked Miniature Danish			
House-Made Muffins	\$50.00	ICE CREAM	
Assorted Donuts	\$48.00	Assorted Ice Cream Novelties	dozen \$56.00
Assorted Homestyle Cookies	\$48.00	Premium Ice Cream Bars	dozen \$72.00
Chocolate Chip Brownies	\$56.00	Freezer Rental Required	per unit \$100.00
Butterscotch Blondies	\$56.00	CAKE	
Assorted Gourmet Biscotti	\$48.00	Chocolate or Vanilla	
Gluten Free Blueberry Muffins	\$60.00	Half Sheet *	40 slices \$250.00
Gluten Free Chocolate Chip Cookies	\$60.00	Full Sheet Cake*	100 slices \$450.00
Gluten Free Chocolate Brownie	\$60.00	*Custom Artwork Available upon Request	
Vegan Cornetto Pastry	\$60.00		
Vegan Oatmeal Cookies	\$60.00		
Assorted Dessert Squares	\$48.00		



FROM THE PANTRY

(Priced by the dozen)			
Assorted Fruit Yogurt	\$48.00	Bags of Potato Chips	\$36.00
Layered Yogurt Parfait	\$78.00	Bags of Pretzels	\$36.00
Granola and Berries			
Whole Fresh Fruits	\$48.00	Bags of Trail Mix	\$42.00
Quaker Chewy Granola	\$48.00	Traditional Chex® Snack Mix	\$42.00
Assorted Kind Bars	\$54.00	Assorted Candy Bars	\$48.00
Smartfood® Popcorn White Cheddar	\$42.00	PER POUND	
Rice Krispy Treats	\$42.00	Miniature Chocolate Candy Bars	\$36.00
Assorted Candy Bars	\$48.00	Assorted Individually Wrapped Hard Candy	\$45.00
Potato Chips and French Onion Dip (serves 10)	\$40.00	Roasted Cocktail Nuts	\$32.00
Tortilla Chips with Fresh Pico de Gallo (serves 10)	\$55.00		

A 23% Administration Charge and 10% Food Sales Tax & 6% Non-Food Sales Tax will be charged on all orders.
All orders are subject to a \$65 Delivery Fee, per delivery. Prices are subject to change without notice.



RECEPTION DISPLAYS

— SERVES 25 GUESTS —

- CRUDITES** **\$175.00**
Seasonal Vegetables and Buttermilk Ranch
- HERITAGE CHEESE** **\$225.00**
Selection of Imported and Domestic Cheese with Grapes, Dried Fruits, Fig Compote
Water Crackers and Sliced French Bread
- SLICED SEASONAL FRUITS AND BERRIES DISPLAY** **\$250.00**
Orange Honey Yogurt Dipping Sauce
- ROASTED GARLIC HUMMUS** **\$150.00**
Served with Crisp Pita Chips and Marinated Olives
- ROASTED & GRILLED VEGETABLES** **\$190.00**
Garlic Roasted Peppers, Grilled Zucchini, Yellow Squash Roasted, Eggplant, and Marinated Artichokes



RECEPTION HORS D' OEUVRES

— MINIMUM ORDER TO 50 —

COLD

- BRUSCHETTA** **\$5.00**
Roma Tomatoes and Basil
- PEPPERCORN ENCRUSTED BEEF TENDERLOIN** **\$6.00**
Garlic Crostini and Grain Mustard
- SPICY TUNA TARTAR WITH GINGER** **\$6.00**
Wonton Crisp
- SMOKED SALMON** **\$6.00**
Potato Pancake with Chive Crème Fraîche.
- TRUFFLE DEVEILED EGG** **\$6.00**
- PEPPERED BASIL GOAT CHEESE** **\$5.00**
Flatbread
- CURRIED CHICKEN SALAD IN FILO CUP** **\$6.00**
Grapes and Raisin
- SCALLOP CEVICHE** **\$6.00**
Chili Pepper and Lime
- SHRIMP COCKTAIL SHOOTERS** **\$7.00**
Garden Gazpacho
- TOMATO AND MOZZARELLA SKEWERS** **\$6.00**
Fresh Basil and EVOO

HOT

- SPINACH AND FETA PHYLLO TRIANGLES** **\$5.00**
- BEEF EMPANADA** **\$7.00**
Braised Beef, Salsa Rojo
- COCONUT SHRIMP** **\$8.00**
Thai Chili Sauce
- QUATTRO FORMAGGIO MAC N' CHEESE BITES** **\$6.00**
- CHICKEN SATAY** **\$6.00**
Teriyaki Glaze
- POTATO AND CHEESE PIEROGIS** **\$6.00**
Jalapeño Sour Cream
- CHICKEN POT STICKERS WITH LEMON GRASS** **\$6.00**
Hoisin Glaze
- LAMB CHOP LOLLIPOPS** **\$8.00**
Rosemary and Mustard
- MARYLAND STYLE CRAB CAKES** **\$8.00**
Creole Remoulade
- VEGETABLE SPRING ROLLS** **\$5.00**
Sweet and Sour Sauce
- EDAMAME AND SWEET CORN QUESADILLA** **\$6.00**
Lime Crema
- BRIE AND PEARS** **\$6.00**
Baked in Filo
- PORTOBELLO MUSHROOM PASTRY FLOWER** **\$6.00**
Sun Dried Tomato and Ricotta Cheese
- POTATO AND PEA SAMOSA** **\$5.00**
Mango Coulis
- MINIATURE BLACK ANGUS CHEESE BURGERS** **\$6.00**

A 23% Administration Charge and 10% Food Sales Tax & 6% Non-Food Sales Tax will be charged on all orders.
All orders are subject to a \$65 Delivery Fee, per delivery. Prices are subject to change without notice.



BAR PACKAGES

HOSTED CONSUMPTION BAR

Our onsite personnel must dispense all beverages.

Bartenders are staffed one (1) per 100 guests for hosted bars and bars using drink tickets. Bartenders are charged at \$185.00 for four hours of service and \$50.00 per hour/per bartender will apply thereafter.

All local taxes and fees apply. Pricing is subject to change.

PRICING

SPIRIT

Standard	\$11.50
Premium	\$12.50
Super Premium	\$13.50

BEER

Domestic	\$7.50
Imported	\$8.50
Craft	\$9.50
Non-Alcoholic	\$6.50

WINE by the Glass

Standard	\$9.50
Premium	\$11.00
Super Premium	\$12.00

NON-ALCOHOLIC

Assorted Soft Drinks	\$5.50
Bottled Water/ Mineral Water	\$4.50
Assorted Fruit Juices	\$5.50

CASH BAR

Our onsite personnel must dispense all beverages. Bartenders are staffed one (1) per 125 guests for cash bars. Bartenders are charged at \$185.00 for four hours of service and \$50.00 per hour/per bartender will apply thereafter.

Cashiers are required for every 2 bartenders. Cashiers are charged at \$185.00 for four hours of service and \$50.00 per hour/per bartender will apply thereafter.

All local taxes and fees apply. Pricing is subject to change.

PRICING

SPIRIT

Standard	\$12.00
Premium	\$13.00
Super Premium	\$14.00

BEER

Domestic	\$8.00
Imported	\$9.00
Craft	\$10.00
Non-Alcoholic	\$7.00

WINE by the Glass

Standard	\$10.00
Premium	\$11.50
Super Premium	\$12.50

NON-ALCOHOLIC

Assorted Soft Drinks	\$6.00
Bottled Water/ Mineral Water	\$5.00
Assorted Fruit Juices	\$6.00

OPEN BAR PACKAGES

Our onsite personnel must dispense all beverages. Bartender are staffed one (1) per 100 guests for hosted bars and bars using drink tickets. Bartenders are charged at \$185.00 for four hours of service and \$50.00 per hour/per bartender will apply thereafter.

HOURS

One	\$25.00 per person
Two	\$50.00 per person
Three	\$55.00 per person
Four	\$60.00 per person
Five	\$65.00 per person

ADD

Premium Open Bar	\$2.00 per person
Super Premium Open Bar	\$5.00 per person

GENERAL INFORMATION

SERVICE FEES

Delivery Fee \$65.00 per Service
China Service Fee For Events in the Exhibit Halls \$3.00 per person
Storage Fee Ask your Sales Manager for details \$75 per day/flat, minimum

FOOD & BEVERAGE CONTRACT

The Catering Services Agreement (contract) outlines the specific agreement between the client and the Convention Center Catering Department. The signed Catering Services Agreement and a deposit based on estimated food and beverage charges are due 60 days in advance of the first scheduled service.

FOOD & BEVERAGE SPECIFICATIONS

To ensure the proper planning of your event, we request that all food and beverage specifications be received in writing by our office no less than 21 business days prior to the date of your first scheduled service.

Your Catering Sales Manager will review your food and beverage specifications and, in turn, provide you with written confirmation of the services via separate event orders for each function.

These event orders will form part of your contract and are to be confirmed, signed and returned 14 days in advance of the first scheduled service along with 100% of the payment due.

ALLERGY, ALTERNATE DIETARY MEALS

The Walter E. Washington Convention Centre is committed to offering a wide range of food options for our guests. Part of this commitment includes meeting the needs of guests who have special dietary restrictions. Additional costs may apply based on meal requirement (Kosher, Halal). Our kitchen will make every effort to accommodate cultural and medical dietary requests received no later than the final guarantee deadline.

If at the time of service, the number of alternate meals (including vegetarian) exceeds the number on your dietary list, an additional fee of \$40 per entrée (exclusive of tax and gratuity charge) will be applied. We cannot guarantee we will be able to meet all requests, but we will attempt to satisfy your guests' needs to the best of our ability.

With an increase in demand for gluten-free and wheat-free requests, we strongly recommend you provide a small percentage by building these items into your order.

ADMINISTRATIVE CHARGE

The Licensee shall pay to the Licensor an administrative charge in an amount of 23% on all food and beverage charges. Administrative fee is subject to applicable taxes currently at 10%.

The administrative charge is not intended to be tip, gratuity, or service charge for the benefit of service employees and no portion of this administrative charge is distributed to employees.

TAXES

Washington DC currently taxes both Food and Beverage including Alcoholic Beverages at 10%. Labor fees are subject to applicable taxes currently at 6%. If the Licensee is an entity claiming exemption from taxation, the Licensee must deliver to the Caterer satisfactory evidence of such exemption prior to the event(s) in order to be relieved of its obligation to pay state and local retail sales tax. Please note: Washington DC sales tax exemption only can be applied.

PAYMENT POLICY

Aramark's policy requires full payment along with the signed food and beverage event plan in advance.

Aramark accepts certified or cashier's checks, money orders, American Express, MasterCard and Visa as payment for products and services. If payment is received within less than five (5) business days prior to the event, certified funds, credit card payment or a wire transfer will be required. If the customer prefers to pay by company check or wire transfer, a credit card authorization form is required to facilitate on-site orders. A 3% processing fee applies to all credit card charges.

All remaining charges, including additional charges incurred on site are due within 30 days of the date of your invoice. If payment is not received within the time specified, a late charge of 1.5% per month will be added to the balance.

CANCELLATION POLICY

Cancellation of any convention or individual event must be sent in writing to your designated Aramark Sales Professional. Any cancellation received less than 3 days of the first scheduled event will result in a fee payable to Aramark equal to 100% of the estimated food and beverage charges

SERVICE WARE

All booth services include the appropriate variety of high-grade disposable service ware.

China Service may be requested from your catering sales manager for the exhibit halls for an additional fee of \$3.00 per person

SERVICE TIMES

Meal services are based on the following time guidelines

SERVICE	HOURS
Buffet Breakfast or Lunch	2 hours
Continental Breakfast	2 hours
Coffee Service	2 hours
Meeting Breaks	1 hour
Receptions	2 hours

Seated or buffet meals require 2 hours setup time in advance of the function. Extended or reduced service times, early set-up times, or delays in service time start may result in additional labor charges. Functions requiring continuous (all-day) service will incur a labor charge for the service hours

HOLIDAY SERVICE

There will be an automatic additional labor fee for food and beverage service or preparatory days on the following federal holidays: New Year's Eve and Day, Martin Luther King Day, Presidents' Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day and Christmas Day.

TABLES AND ELECTRIC

Aramark does not provide skirted service tables or electrical hook-ups in your exhibit space, including meeting rooms used for exhibit space. Please contact the appropriate contractor for these items.

EXHIBITOR F&B POLICY

Aramark is the exclusive provider of all food and beverage at the Walter E. Washington Convention Center. As such, any requests to bring in food and beverage will be at Aramark's discretion and will be considered on a case-by-case basis. Appropriate corkage fees will apply.

Please consult with your designated catering sales manager concerning this.





WALTER E. WASHINGTON CONVENTION CENTER

801 Mt Vernon Pl NW, Washington, DC 20001



EXHIBITOR CATERING ORDER FORM

Meeting Information

Name of Meeting/Event:	
Date of Meeting/Event:	
Time of Service (Serving Time - Removal):	
Location- Hall and Booth #:	
Estimated Attendance:	
Name of Function:	
Food Order (spell out all details or order)	

Beverage Order (spell out all details or order)

Event Contact

Name:	
Organization:	
Address:	
City, State & Zip:	
Phone:	
Email:	

Booth Exhibitor Catering is not based on consumption.

Orders submitted without all information requested will not be processed.

Signature: _____

A 23% Service Charge and 10% Food Sales Tax & 6% Non-Food Sales Tax will be charged on all orders. All orders are subject to a \$65 Delivery Fee, per delivery. Prices are subject to change without notice. Orders submitted less than three (3) weeks (21 days) in advance of the First Show Day are charged a 22% Late Ordering Fee.

The administrative charge is not intended to be tip, gratuity, or service charge for the benefit of service employees and no portion of this administrative charge is distributed to employees.

Please email order form to WEWCCExhibitororders@aramark.com

exhibitor.services@heritagesvs.com

1-800-360-4323

Fax 314-534-8050

Order online at: heritagesvs.com/ordering

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 position 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 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.