

Service Manual

SITC 37TH ANNUAL MEETING & PRE-CONFERENCE PROGRAMS

NOVEMBER 8-12TH, 2022

BOSTON CONVENTION & EXHIBITION CENTER
BOSTON, MASSACHUSETTS

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SITC 37TH ANNUAL MEETING

NOVEMBER 8-12TH, 2022

BOSTON CONVENTION & EXIBITION CENTER

BOSTON, MASSACHUSETTS

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 Thursday, October 20th, 2022.

Shipments to Advance Warehouse Deadline Date

Heritage will begin receiving freight at the advance warehouse on Tuesday, October 11th, 2022. To avoid late fees, all shipments to the advanced warehouse must arrive no later than Tuesday, November 1st, 2022. 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

Tuesday	November 8 th	10:00 AM	-	6:00 PM	
Wednesday	November 9 th	7:00 AM	-	4:00 PM	Hall Closes for cleaning at 4:00 PM

Exhibit Hours

Thursday	November 10 th	9:00 AM	-	11:00 AM	Authors Hang Posters
		9:00 AM	-	9:00 PM	Hall Open
		11:40 AM	-	1:10 PM	Lunch – Exhibits & Poster Viewing
		7:30 PM	-	9:00 PM	Reception – Exhibits & Poster Viewing
Friday	November 11 th			9:00 PM	Hall Closes – Authors Remove Posters
		9:00 AM	-	11:30 AM	Authors Hang Posters
		9:00 AM	-	8:30 PM	Hall Open
		11:55 AM	-	1:25 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

Friday	November 11 th	8:30 PM	-	10:00 PM
Saturday	November 12 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 Friday, November 11th.
- All carriers must check-in no later than 10:30 AM, on Saturday, November 12th. All exhibit materials must be removed from the exhibit hall floor by 1:00 PM, on Saturday, November 12th. 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

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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

80 Concord St.

North Reading, MA 01864

FOR: SITC 2022

Heritage will accept exhibit materials beginning Tuesday, October 11th, 2022 at the warehouse address. Material arriving after Tuesday, November 1st, 2022 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

Boston Convention & Exhibition Center

415 Summer St.

Boston, MA 02210

FOR: SITC 2022

Crated, boxed, or skidded materials will be accepted at show site beginning at 10:00 AM, Tuesday, November 8th, 2022 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

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METHOD OF PAYMENT & CREDIT CARD AUTHORIZATION FORM

Must be completed and submitted with any HERITAGE order forms

Name of Convention SITC 2022 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.

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	NA
<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"/> 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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Discount Deadline:
10/20/2022

SAVE TIME AND MONEY!

Use this grid when placing Hanging Sign, Electrical, or other Utility orders. Make as many copies as necessary!

Enter in the booth number above, below and on each side of your booth to ensure proper placement! If you are using this grid for a hanging sign, include the total height from the floor to the top of the sign.

Booth #

Left Booth #

Right Booth #

Booth #

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.

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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 does not assume any liability for any loss or damages to electronics, monitors, or devices. 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.

exhibitor.services@heritagesvs.com

1-800-360-4323

Fax 314-534-8050

Order online at: heritagesvs.com/ordering**Discount Deadline:
10/20/2022**

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 2022

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**Discount Deadline:
10/20/2022**

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: _____



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**Discount Deadline:
10/20/2022**

Exhibitor Appointed Contractor (EAC) Work Authorization Form

Return completed EAC Requirement forms to Heritage via email to exhibitorservices@heritagesvs.com no later than 30 days prior to the show start date. **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

DATE (MM/DD/YYYY)

00/00/0000

PRODUCER (000) 000-0000

FAX

AGENTS NAME

AGENTS ADDRESS

INSURED

YOUR COMPANY NAME

YOUR COMPANY ADDRESS

EAC FOR:

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.

INSURERS AFFORDING COVERAGE

NAIC #

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			
		<div>TYPES OF INSURANCE</div> <div><div><div><div><div></div></div></div><div>COMMERCIAL GENERAL LIABILITY CLAIMS MADE</div><div><div><div></div></div><div>OCCUR</div></div></div></div>							

GEN'L AGGREGATE LIMIT APLIES PER:

POLICY

PROJECT

LOC

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES / EXCLUSIONS ADDED BY ENDORSEMENT / SPECIAL PROVISIONS

ADDITIONAL INSURED AS RESPECTS LIABILITY PER WRITTEN CONTRACT:

CERTIFICATE HOLDER

HERITAGE

620 Shenandoah Ave.

St. Louis, MO 63104

CANCELLATION

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 2022

exhibitor.services@heritagesvs.com

1-800-360-4323

Fax 314-534-8050

Order online at: heritagesvs.com/ordering

**Discount Deadline:
10/20/2022**

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.

exhibitor.services@heritagesvs.com

1-800-360-4323

Fax 314-534-8050

Order online at: heritagesvs.com/ordering

Discount Deadline:
10/20/2022

**Classic Expo
Carpet
16 oz**

Item	Quantity	Discount Rate	Standard Rate	Total
C10 10' x 10'	_____ x _____	\$365.11	\$474.65	= _____
C20 10' x 20'	_____ x _____	\$716.83	\$931.88	= _____
C30 10' x 30'	_____ x _____	\$1,071.94	\$1,393.52	= _____
C40 10' x 40'	_____ x _____	\$1,440.36	\$1,872.47	= _____

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 \$6.19	_____	\$8.05	= _____	
100 sq. ft. min.				

Circle your color choice for CLASSIC EXPO carpet:

Red Blue Burgundy Hunter Green Plum Gray Black

**Prestige
Carpet
28 oz**

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

Circle your color choice for PRESTIGE carpet:

Navy Hunter Green Red Black Tuxedo Cayenne Silver Cloud
Burgundy Beige Royal Teal Blue Jay White Charcoal

**Padding and
Visqueen**

Item	Total Sq. Ft.	Discount Rate	Standard Rate	Total
C70 Carpet Padding _____ W x _____ L per sq. ft. _____ x \$3.02	_____	\$3.93	= _____	
C80 Visqueen Covering _____ W x _____ L per sq. ft. _____ x \$1.80	_____	\$2.34	= _____	

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 6.25% \$ _____
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.

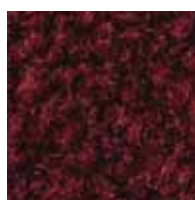
16 oz. Classic Expo



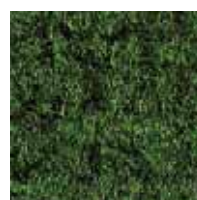
Red



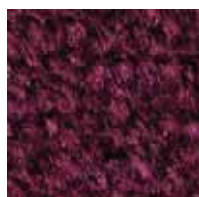
Blue



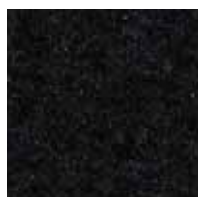
Burgundy



Hunter Green



Plum



Black

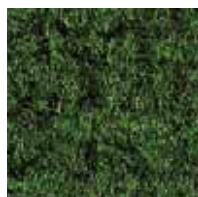


Gray

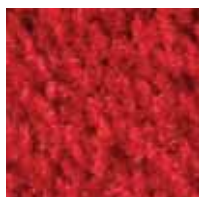
28 oz. Prestige Carpet



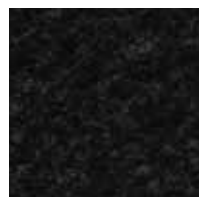
Navy



Hunter Green



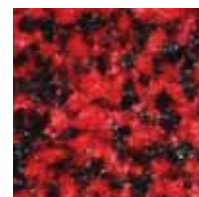
Red



Black



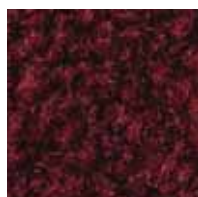
Tuxedo



Cayenne



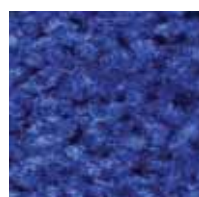
Silver Cloud



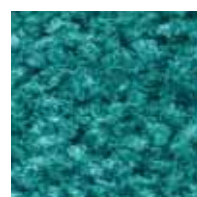
Burgundy



Beige



Royal



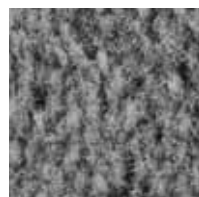
Teal



Blue Jay



White



Charcoal

exhibitor.services@heritagesvs.com

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Fax 314-534-8050

Order online at: heritagesvs.com/ordering

Discount Deadline:
10/20/2022

	Item	Quantity	Discount Rate	Standard Rate	Total
Furniture	F60 Plastic Side Chair (Gray)		X \$ 114.42	\$ 148.75	=
	F50 Padded Sled Base Chair (Gray)		X \$ 149.34	\$ 194.14	=
	F9 Padded Chair (Gray)		X \$ 149.34	\$ 194.14	=
	F10 Padded Arm Chair (Gray)		X \$ 161.88	\$ 210.44	=
	F20 Custom Padded Arm Chair (Gray)		X \$ 191.22	\$ 248.59	=
	F30 Padded High Stool (Gray)		X \$ 182.82	\$ 237.67	=
	F40 Custom Padded High Stool (Gray)		X \$ 240.06	\$ 312.08	=
	F75 Executive Chair (Black)		X \$ 234.00	\$ 304.20	=
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		X \$ 206.58	\$ 268.55	=
	F120 6' Table – 30" High		X \$ 248.46	\$ 323.00	=
	F130 8' Table – 30" High		X \$ 290.28	\$ 377.36	=
	F140 4' Table – 42" Counter High		X \$ 256.80	\$ 333.84	=
	F150 6' Table – 42" Counter High		X \$ 298.68	\$ 388.28	=
	F160 8' Table – 42" Counter High		X \$ 340.56	\$ 442.73	=
	F170 4th Side Table Drape - 30" High		X \$ 86.52	\$ 112.48	=
	F180 4th Side Table Drape - 40" High		X \$ 86.52	\$ 112.48	=
	Undraped Display Tables	F190 4' Table – 30" High		X \$ 132.60	\$ 172.38
F200 6' Table – 30" High			X \$ 161.88	\$ 210.44	=
F210 8' Table – 30" High			X \$ 192.60	\$ 250.38	=
F220 4' Table – 42" Counter High			X \$ 143.76	\$ 186.89	=
F230 6' Table – 42" Counter High			X \$ 170.28	\$ 221.36	=
F240 8' Table – 42" Counter High			X \$ 207.96	\$ 270.35	=
F80 30" Diameter Pedestal (Gray) 18" H			X \$ 287.52	\$ 373.78	=
F90 30" Diameter Pedestal (Gray) 30" H			X \$ 287.52	\$ 373.78	=
F100 30" Diameter Pedestal (Gray) 42" H			X \$ 287.52	\$ 373.78	=
Table Risers Covered White		F250 4' Long Riser		X \$ 91.26	\$ 118.64
	F260 6' Long Riser		X \$ 112.20	\$ 145.86	=
	F270 8' Long Riser		X \$ 135.66	\$ 176.36	=
Special Drape Products	Circle your color choice: Red Blue Teal Burgundy Hunter Green Plum Silver Black White Gold Expo Green				
	F280 Drape - 3' H		X \$ 19.79	\$ 25.72	=
	F290 Drape - 8' H		X \$ 27.90	\$ 36.27	=

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 6.25% \$

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)

	Item	Quantity	Discount Rate	Standard Rate	Total
Accessories	A10 Wastebasket	_____ x	\$ 40.20	\$ 52.26	= _____
	A20 Tripod Easels	_____ x	\$ 67.02	\$ 87.13	= _____
	A30 Chrome Stanchion	_____ x	\$ 50.22	\$ 65.29	= _____
	A40 Velour Rope 6' Black	_____ x	\$ 50.22	\$ 65.29	= _____
	A50 Coat Tree	_____ x	\$ 145.74	\$ 189.46	= _____
	A60 Chrome Bag Rack	_____ x	\$ 145.74	\$ 189.46	= _____
	A70 Literature Rack	_____ x	\$ 284.70	\$ 370.11	= _____
	A80 Garment Rack 5'	_____ x	\$ 156.30	\$ 203.19	= _____
	A90 2 Way Straight Arm Rack	_____ x	\$ 214.38	\$ 278.69	= _____
	A100 4 Way Slant Arm Rack	_____ x	\$ 240.06	\$ 312.08	= _____
	A106 Raffle Ticket Drum	_____ x	\$ 96.00	\$ 124.80	= _____
	A107 Fishbowl	_____ x	\$ 30.00	\$ 39.00	= _____
	A110 6' Tensabarrier	_____ x	\$ 227.76	\$ 296.09	= _____
	D130 1M Straight Shelf	_____ x	\$ 141.18	\$ 183.53	= _____
	D131 1M Angle Shelf	_____ x	\$ 141.18	\$ 183.53	= _____
	D210 Acrylic Holder*	_____ x	\$ 41.88	\$ 54.44	= _____
	D220 Arm Light*	_____ x	\$ 89.34	\$ 116.14	= _____
	*For use with Heritage Rentals Only				
	D250 Chrome Sign Holder	_____ x	\$ 247.02	\$ 321.13	= _____

Tackboard	D20 Tackboard Panels (4'x8') Vertical	_____ x	\$ 301.50	\$ 391.95	= _____
	D30 Tackboard Panels (4'x8') Horizontal	_____ x	\$ 301.50	\$ 391.95	= _____
	D31 Fabric Modular Panel 1 Meter x 8'	_____ x	\$ 736.92	\$ 958.00	= _____
	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 6.25% \$ _____

TOTAL DUE \$ _____

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Exhibiting Company _____

Contact Name _____ Booth# _____

Phone # _____ Email _____

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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 2022

Order online at: heritagesvs.com/ordering

Discount Deadline: 10/20/2022

	Item	Quantity	Discount Rate	Standard Rate	Total
Pegboard	D10 Pegboard Panels (4'x8')	_____ x	\$ 401.94	\$ 522.52	= _____
	D09 Pegboard 4" Single Hook	_____ x	\$ 11.13	\$ 14.47	= _____
	D11 Pegboard 6" Single Hook	_____ x	\$ 17.16	\$ 22.31	= _____
	D12 Pegboard 8" Single Hook	_____ x	\$ 20.04	\$ 26.05	= _____
Gondolas	D800 Single Sided 1M x 4' High	_____ x	\$ 890.37	\$ 1157.48	= _____
	D801 Double Sided 1M x 4' High	_____ x	\$ 1246.51	\$ 1620.47	= _____
	D802 Single Sided 1M x 8' High	_____ x	\$ 1246.51	\$ 1620.47	= _____
	D803 Double Sided 1M x 8' High	_____ x	\$ 1780.73	\$ 2314.95	= _____
Gridwall	D40 Gridwall 2'x8' Black *Legs & Connectors required below	_____ x	\$ 274.68	\$ 357.08	= _____
	D80 4" Gridwall Single Hook	_____ x	\$ 11.13	\$ 14.47	= _____
	D60 6" Gridwall Single Hook	_____ x	\$ 17.16	\$ 22.31	= _____
	D70 8" Gridwall Single Hook	_____ x	\$ 20.04	\$ 26.05	= _____
	D81 Grid Legs (Black)* *Legs & Connectors required below	_____ x	\$ 48.02	\$ 62.43	= _____
	D82 Grid Connectors*	_____ x	\$ 26.28	\$ 34.16	= _____
	D83 3-Ball Waterfall Arm	_____ x	\$ 40.71	\$ 52.92	= _____
	D84 5-Ball Waterfall Arm	_____ x	\$ 43.80	\$ 56.94	= _____
	D85 7-Ball Waterfall Arm	_____ x	\$ 47.71	\$ 62.03	= _____
Slatwall	D50 Slatwall 1 Meter x 8'	_____ x	\$ 368.46	\$ 479.00	= _____
	D120 Slatwall Waterfall Hooks	_____ x	\$ 60.30	\$ 78.39	= _____
	D121 Slatwall 8" Bracket	_____ x	\$ 20.04	\$ 26.05	= _____

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

SUBTOTAL \$ _____

TAX 6.25% \$ _____

TOTAL DUE \$ _____

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

Exhibiting Company _____

Contact Name _____ Booth# _____

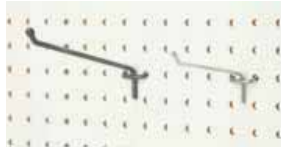
Phone # _____ Email _____

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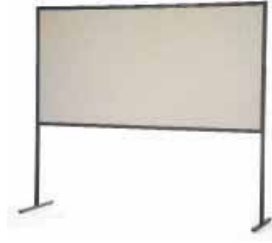
DISPLAYS



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



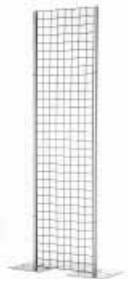
**Pegboard 6" Single
Hook**
D11



**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



EXHIBIT ACCESSORIES - COUNTERS & SHOWCASES RENTAL ORDER FORM

exhibitor.services@heritagesvs.com

1-800-360-4323

Fax 314-534-8050

SITC 2022

Order online at: heritagesvs.com/ordering

Discount Deadline: 10/20/2022

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
C_092	1 Meter Display Counter with Shelf 1M x 1/2M x 42" High with Sliding Door	_____ x	\$ 937.92	\$ 1219.30	= _____
C_084	2 Meter Display Counter with Shelf 2M x 1/2M x 42" High with Sliding Door	_____ x	\$ 956.32	\$ 1243.21	= _____
C_152	1 Meter Curved Counter with Shelf 1M x 1/2M x 42" High with Sliding Door	_____ x	\$ 1031.71	\$ 1341.23	= _____
C_053	1 Meter Radius Counter with Shelf 1M x 1/2M x 42" High with Sliding Door	_____ x	\$ 807.92	\$ 1050.30	= _____
C_179	1 Meter Display Cabinet with Shelf 1M x 1/2M x 42" High with 2 Swing Doors and built in locks	_____ x	\$ 937.92	\$ 1219.30	= _____
MD60	Counter Locks	_____ x	\$ 53.04	\$ 68.95	= _____

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	\$ 887.70	\$ 1154.01	= _____
D150	6' Full View Showcase	_____ x	\$ 954.66	\$ 1241.06	= _____
D160	4' Quarter View Showcase	_____ x	\$ 753.66	\$ 979.76	= _____
D170	6' Quarter View Showcase	_____ x	\$ 848.58	\$ 1103.15	= _____

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SUBTOTAL \$ _____
TAX 6.25% \$ _____
TOTAL DUE \$ _____

Exhibiting Company _____

Contact Name _____ Booth# _____

Phone # _____ Email _____

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CABINETS AND COUNTERS



Counter

C_092

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



Counter

C_084

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



Curved Counter

C_152

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



Radius Counter

C_053

1M x 1/2M x 42"
High



Cabinet

C_179

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



 **HERITAGE**

EVENTS

TRADESHOW

FURNISHINGS | 2021

Please click [here](#) to view Heritage's entire catalog of specialty furniture options

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Fax 314-534-8050

Order online at: heritagesvs.com/ordering

Discount Deadline:
10/20/2022

LATE ORDERS: Orders received within 14 days prior to show opening are subject to a 30% late order fee.

CANCELLATIONS: If cancelled up to 14 days prior to move-in, a 50% charge will be applied. No refunds will be made for cancellations received less than 14 days prior to Exhibitor move-in or at show site.

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		
30EBBB	30" Round Bar Table w/ Standard Black Base	30"RND 42"H	274.89	357.36		
30EBBC	30" Round Cafe Table w/ Standard Black Base	30"RND 29"H	248.71	323.32		
30EBHB	30" Round Bar Table w/ Hydraulic Base	30"RND 45"H	339.03	440.74		
30EBHC	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		

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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		

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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		
CHR002	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		

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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		
MTCPUL	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		

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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		
STECHEA	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

Exhibiting Company _____

Contact Name _____ Booth# _____

Phone # _____ Email _____

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exhibitor.services@heritagesvs.com

1-800-360-4323

Fax 314-534-8050

Order online at: heritagesvs.com/ordering

Discount Deadline:
10/20/2022

LATE ORDERS: Orders received within 14 days prior to show opening are subject to a 30% late order fee.

CANCELLATIONS: If cancelled up to 14 days prior to move-in, a 50% charge will be applied. No refunds will be made for cancellations received less than 14 days prior to Exhibitor move-in or at show site.

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		
VTB	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		
VTJ	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

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.



SPECIALTY FURNISHINGS ORDER FORM

SITC 2022

exhibitor.services@heritagesvs.com

1-800-360-4323

Fax 314-534-8050

Order online at: heritagesvs.com/ordering

Discount Deadline:
10/20/2022

LATE ORDERS: Orders received within 14 days prior to show opening are subject to a 30% late order fee.

CANCELLATIONS: If cancelled up to 14 days prior to move-in, a 50% charge will be applied. No refunds will be made for cancellations received less than 14 days prior to Exhibitor move-in or at show site.

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 \$ _____

6.25% Tax \$ _____

TOTAL DUE \$ _____

Exhibiting Company _____

Contact Name _____ Booth# _____

Phone # _____ Email _____

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Fax 314-534-8050

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Discount Deadline:
10/20/2022

Check the box to place your exhibit rental display order. Note: Graphics, 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 HERITAGE at exhibitor.services@heritagesvs.com.

**10' x 10'
Display**
☐
B001

Advanced Price: \$3,986.25

Standard Price: \$5,182.13

☐
B214

Advanced Price: \$3,986.25

Standard Price: \$5,182.13

☐
B362

Advanced Price: \$3,722.80

Standard Price: \$4,839.64

☐
B310

Advanced Price: \$2,658.40

Standard Price: \$3,455.92

**10' x 20'
Display**
☐
B002

Advanced Price: \$6,225.10

Standard Price: \$8,092.63

☐
B368

Advanced Price: \$8,648.30

Standard Price: \$11,242.79

☐
B004

Advanced Price: \$6,995.38

Standard Price: \$9,093.99

☐
B361

Advanced Price: \$7,168.20

Standard Price: \$9,318.66

**20' x 20'
Display**
☐
B333

Advanced Price: \$11,256.18

Standard Price: \$14,633.03

☐
B215

Advanced Price: \$10,290.90

Standard Price: \$13,378.17

☐
B437

Advanced Price: \$11,944.77

Standard Price: \$15,528.20

☐
B403

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.

☐

Check here if you would like a Heritage graphic designer to contact you about custom graphic requirements

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

SUBTOTAL \$ _____

TAX 6.25% \$ _____

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.

10' x 10' Exhibit Rental Displays

Booth graphics are NOT included in each space. 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. Please consult the sign service sheet, or contact your Heritage Design Consultant for pricing.

EXHIBITS

B001



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

INCLUDED: Three arm lights
10' x 10' carpet
Installation/Dismantle Labor
Complimentary consultation for booth alterations

B214



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

INCLUDED: Two arm lights
10' x 10' carpet
Installation/Dismantle Labor
Complimentary consultation for booth alterations

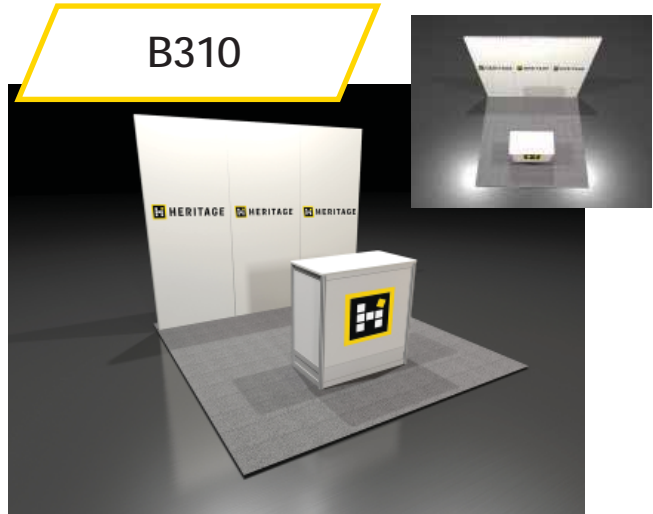
B362



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

INCLUDED Two arm lights
10' x 10' carpet
Installation/Dismantle Labor
Complimentary consultation for booth alterations
Monitor display sold separately

B310



Advanced Price \$2,658.40
Standard Price \$3,455.92

INCLUDED Three arm lights
10' x 10' carpet
Installation/Dismantle Labor
Complimentary consultation for booth alterations

10' x 20' Exhibit Rental Displays

Booth graphics are NOT included in each space. 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. Please consult the sign service sheet, or contact your Heritage Design Consultant for pricing.

EXHIBITS

B002



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

INCLUDED: Six arm lights
10' x 20' carpet
Installation/Dismantle Labor
Complimentary consultation for booth alterations

B368



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

INCLUDED: Six arm lights
10' x 20' carpet
Installation/Dismantle Labor
Complimentary consultation for booth alterations
Monitor and furnishings sold separately

B004



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

INCLUDED Six arm lights
10' x 20' carpet
Installation/Dismantle Labor
Complimentary consultation for booth alterations

B361



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

INCLUDED Four arm lights
10' x 20' carpet
Installation/Dismantle Labor
Complimentary consultation for booth alterations
Monitors sold separately

20' x 20' Exhibit Rental Displays

Booth graphics are NOT included in each space. 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. Please consult the sign service sheet, or contact your Heritage Design Consultant for pricing.

B333



Advanced Price \$11,256.18

Standard Price \$14,633.03

INCLUDED:

Eight arm lights
20' x 20' carpet
Installation/Dismantle Labor
Complimentary consultation for booth alterations

B215



Advanced Price \$10,290.90

Standard Price \$13,378.17

INCLUDED:

Eight arm lights
20' x 20' carpet
Installation/Dismantle Labor
Complimentary consultation for booth alterations

B437



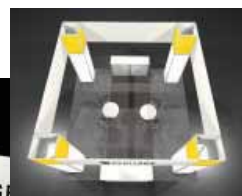
Advanced Price \$11,944.77

Standard Price \$15,528.20

INCLUDED

Eight arm lights
20' x 20' carpet
Installation/Dismantle Labor
Complimentary consultation for booth alterations
Monitor and furnishings sold separately

B403



Advanced Price \$16,927.38

Standard Price \$22,005.59

INCLUDED

Four corner columns and two counters back-lit
20' x 20' carpet
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

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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	\$257.10	\$514.20
	Special Handling Shipment	\$308.52	\$617.04
	Crated or Skidded after 11/1/2022 deadline date	\$321.38	\$642.76
	Special Handling Shipment after 11/1/2022 deadline date	\$372.80	\$745.60
	Show Site Shipment (200 lb Minimum)		
	Crated or Skidded Shipment	\$285.90	\$571.80
	Special Handling Shipment	\$343.08	\$686.16
	Uncrated or Pad Wrapped Shipment	\$400.26	\$800.52
	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 / Number of Pieces	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 2022

exhibitor.services@heritagesvs.com

1-800-360-4323

Fax: 314-534-8050

Discount Deadline:
10/20/2022

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 Boston Convention & Exhibition 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., Tuesday, November 8th, 2022. 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
BOSTON CONVENTION & EXHIBITION CENTER
415 SUMMER ST.
BOSTON, MA 02210

FOR: SITC 2022

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
- 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 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.



***Must arrive no later than
TUESDAY, NOVEMBER 1ST, 2022***

**ADVANCE SHIPMENT
TO WAREHOUSE**

TO: _____
EXHIBITOR NAME

BOOTH NUMBER: _____

HERITAGE
C/O TFORCE FREIGHT
80 CONCORD ST.
NORTH READING, MA 01864

FOR: **SITC 2022**



***Must arrive no later than
TUESDAY, NOVEMBER 1ST, 2022***

**ADVANCE SHIPMENT
TO WAREHOUSE**

TO: _____
EXHIBITOR NAME

BOOTH NUMBER: _____

HERITAGE
C/O TFORCE FREIGHT
80 CONCORD ST.
NORTH READING, MA 01864

FOR: **SITC 2022**



***Must arrive no later than
TUESDAY, NOVEMBER 1ST, 2022***

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TO WAREHOUSE**

TO: _____
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C/O TFORCE FREIGHT
80 CONCORD ST.
NORTH READING, MA 01864

FOR: **SITC 2022**



***Must arrive no later than
TUESDAY, NOVEMBER 1ST, 2022***

**ADVANCE SHIPMENT
TO WAREHOUSE**

TO: _____
EXHIBITOR NAME

BOOTH NUMBER: _____

HERITAGE
C/O TFORCE FREIGHT
80 CONCORD ST.
NORTH READING, MA 01864

FOR: **SITC 2022**



DO NOT DELAY!

**DIRECT SHIPMENT
TO SHOW SITE**

MUST NOT ARRIVE BEFORE: TUESDAY, NOV. 8TH

TO: _____
EXHIBITOR NAME

BOOTH NUMBER: _____

C/O HERITAGE
BOSTON CONVENTION & EXHIBITION CENTER
415 SUMMER ST.
BOSTON, MA 02210

FOR: **SITC 2022**



DO NOT DELAY!

**DIRECT SHIPMENT
TO SHOW SITE**

MUST NOT ARRIVE BEFORE: TUESDAY, NOV. 8TH

TO: _____
EXHIBITOR NAME

BOOTH NUMBER: _____

C/O HERITAGE
BOSTON CONVENTION & EXHIBITION CENTER
415 SUMMER ST.
BOSTON, MA 02210

FOR: **SITC 2022**



DO NOT DELAY!

**DIRECT SHIPMENT
TO SHOW SITE**

MUST NOT ARRIVE BEFORE: TUESDAY, NOV. 8TH

TO: _____
EXHIBITOR NAME

BOOTH NUMBER: _____

C/O HERITAGE
BOSTON CONVENTION & EXHIBITION CENTER
415 SUMMER ST.
BOSTON, MA 02210

FOR: **SITC 2022**



DO NOT DELAY!

**DIRECT SHIPMENT
TO SHOW SITE**

MUST NOT ARRIVE BEFORE: TUESDAY, NOV. 8TH

TO: _____
EXHIBITOR NAME

BOOTH NUMBER: _____

C/O HERITAGE
BOSTON CONVENTION & EXHIBITION CENTER
415 SUMMER ST.
BOSTON, MA 02210

FOR: **SITC 2022**

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:
10/20/2022**
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	\$226.30	\$282.88
Overtime	4:30 p.m. to 8:00 a.m. Monday through Friday, Saturday, Sunday	\$294.19	\$367.74
Double Time	Holidays	\$382.45	\$478.06

- 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 2022

exhibitor.services@heritagesvs.com

1-800-360-4323

Fax 314-534-8050

Order online at: heritagesvs.com/ordering

Discount Deadline:
10/20/2022

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.



SIGN SERVICE ORDER FORM

SITC 2022

exhibitor.services@heritagesvs.com

1-800-360-4323

Fax 314-534-8050

Discount Deadline:
10/20/2022

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>_____ W x _____ L = total sq. ft.</div> <div>feet feet</div> </div>	_____ x	\$14.00	\$21.00	= _____
	G100 Custom Sign - enter dimensions below <div> <div>_____ W x _____ L = total sq. ft.</div> <div>feet feet</div> </div>	_____ x	\$14.00	\$21.00	= _____
	<div> <div>Contact an exhibitor service team member for other custom graphic applications.</div> <div> <div>Method of Payment & Credit Card Authorization Form REQUIRED to be submitted with this form.</div> <div> <div>SUBTOTAL \$ _____</div> <div>TAX 6.25% \$ _____</div> <div>TOTAL DUE \$ _____</div> </div> </div> </div>				

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

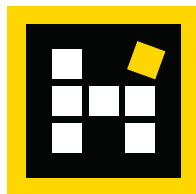
To Submit Artwork Files

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

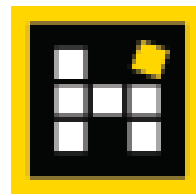
OR

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 2022

exhibitor.services@heritagesvs.com

1-800-360-4323

Fax 314-534-8050

Order online at: heritagesvs.com/ordering

Discount Deadline:
10/20/2022

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 _____	\$0.54 = _____	
	Vacuuming ONCE before initial opening of Exhibit	1 x _____	_____ x _____	\$0.54 = _____	
	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 _____	\$0.66 = _____	
	Cleaning and dusting of display background and furnishings ONCE before initial opening of Exhibit	1 x _____	_____ x _____	\$0.66 = _____	
	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	\$60.78 =	_____
	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.

SITC Annual Meeting & Associated Programs 2022

Boston Convention Center & Exhibition Center
November 8 - 12, 2022
Boston, MA


Event code: **SITC2022**

Order online: www.showlead.com/orders

E: leads@showcare.com | T: 1 (866) 267-2107

Complete package Best value options	Specifications	Early thru 10/14/22	Standard from 10/15/22	Qty	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 Plus (Mobile app)	1 License for Single Device	\$315	\$340	<input type="text"/>	<input type="text"/>
	2 Licenses for Multiple Devices	\$530	\$590	<input type="text"/>	<input type="text"/>
	3 Licenses for Multiple Devices	\$660	\$725	<input type="text"/>	<input type="text"/>
	5 Licenses for Multiple Devices	\$950	\$1000	<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"/>
Data reconciliation	Third party post-show solution	\$400	\$475	<input type="text"/>	<input type="text"/>

Company Name

Processing Fee

\$10

Order total
(payable in US funds)

Contact information

Contact name	<input type="text"/>		
Exhibiting company	<input type="text"/>		
Phone	<input type="text"/>	Address	<input type="text"/>
Email	<input type="text"/>		
City	<input type="text"/>	State & Country	<input type="text"/>
Zip	<input type="text"/>	Booth #	<input type="text"/>

Payment information

<input type="checkbox"/> MC	<input type="checkbox"/> VISA	<input type="checkbox"/> AMEX	<input type="checkbox"/> Check
Card no.	<input type="text"/>		
Name on card	<input type="text"/>		
Expiration date	<input type="text"/>		
Signature	<input type="text"/>		
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. 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.



1200 G St. NW, Suite 800
Washington, DC 20005

Lead management solutions

Custom sales qualifiers

Currently not available for Showlead Mobile Smartphone devices.

Please return forms by:

E: leads@showcare.com | F: 905-479-9743

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

Contact name

Booth #

Show name #

1.	<input type="text"/>
2.	<input type="text"/>
3.	<input type="text"/>
4.	<input type="text"/>
5.	<input type="text"/>
6.	<input type="text"/>
7.	<input type="text"/>
8.	<input type="text"/>
9.	<input type="text"/>
10.	<input type="text"/>
11.	<input type="text"/>
12.	<input type="text"/>
13.	<input type="text"/>
14.	<input type="text"/>
15.	<input type="text"/>

16.	<input type="text"/>
17.	<input type="text"/>
18.	<input type="text"/>
19.	<input type="text"/>
20.	<input type="text"/>
21.	<input type="text"/>
22.	<input type="text"/>
23.	<input type="text"/>
24.	<input type="text"/>
25.	<input type="text"/>
26.	<input type="text"/>
27.	<input type="text"/>
28.	<input type="text"/>
29.	<input type="text"/>
30.	<input type="text"/>

Exhibitor Ordering Guide

BOSTON CONVENTION & EXHIBITION CENTER

JANUARY 1, 2022 - DECEMBER 31, 2022

Prepared Exclusively for:

Society for Immunotherapy of Cancer Annual Meeting 2022

November 8 -12, 2022



Signature
BOSTON™

Remarkable experiences.
Imagination realized.™

TABLE OF CONTENTS

Introduction	1
General Information	2
Electrical Services	3
Telephone Services	6
Internet & Technical Services	8
Rigging Services	12
Plumbing Services	17
Security Services	20
Appendix – Service Order Forms	21
Appendix – Exhibitor Guidelines, Information and Regulations	30
Appendix – Levy Restaurants Sample Food and/or Beverage Distribution Request	41

Introduction

On behalf of the Massachusetts Convention Center Authority, welcome to Boston!

We are excited to have you exhibit at our state-of-the-art facilities and look forward to working together to help you achieve your most ambitious goals. We are proud to offer the service, technology, and resources that will help you bring your vision to life. Our Exhibitor Services Team is an invaluable resource to assist you with transforming your ideas into an unforgettable event for your guests.

World-class customer service has become our signature as a meetings destination, which is why we have given our meetings and conventions experience a new name: Signature Boston. Unique and personal, a signature represents a promise that defines who we are and what we stand for. It speaks to our unwavering commitment to making every event we host in our city a success beyond your expectations.

This Ordering Guide is designed to make planning and ordering easy for all exhibitors. Each service section contains the following:

- Description of Services & Equipment and Pricing;
- Installation & Connection Information;
- Terms & Conditions, and;
- Frequently Asked Questions.

In addition to the orderable services listed in this guide, the MCCA also offers the following services for you to take advantage of on-site:

- Exhibitor Service Desk with assigned Event Associate
- Internet Support Services
- Free Wireless Internet Service
- FedEx Business Center

If you have any unanswered questions, please contact Exhibitor Services at 1.617.954.2230 or exhibitorservices@SignatureBoston.com, and we will be happy to assist you!

General Information

ORDERING POLICIES & PROCEDURES

Pricing

Discount, Standard and On-Site rates are available for most services. To qualify for the discount rate, order requests and payment must be received 21 days prior to the show opening. Standard rates will apply to orders received after this discount cut-off date and be effective until the move-in begins. On-site rates will apply to orders received once move in has begun.

Ordering

Exhibitors are encouraged to submit orders online at our secure and easy-to-use website, www.SignatureBoston.com. Credit card payment is required for all online orders. Exhibitors who prefer to mail in their orders and pay by check will find our Service Order Forms in the Appendix of this guide. No telephone orders will be accepted.

Exhibitors should be aware of the following when placing orders:

- All payments must be in US currency;
- The date payment is received determines the applicable rate (see Pricing above);
- Incomplete order or payment information will delay processing;
- Booth number(s) must be identified on all order forms.

Payments

Payment for services must be received in advance. Service will be delivered only after payment is received. All outstanding charges must be paid before the close of the show. Please note that there will be no additional taxes added to service charges.

Refunds

Claims for refunds must be submitted by the exhibitor to Exhibitor Services prior to event close. Credit will not be given for services installed and not used. Refunds are issued in the same manner in which payment was received.

General Terms & Conditions

- All booth number changes must be communicated by the exhibitor to Exhibitor Services prior to exhibitor move-in. Additional charges may result, if services must be moved after initial set-up.
- All equipment and material furnished by the MCCA shall remain the property of the MCCA and shall be removed only by MCCA personnel.
- Standard wall outlets and other permanent building outlets (e.g., electrical, telephone, plumbing, etc.) are not part of the booth space and may not be used by anyone other than MCCA personnel or designated service provider.
- Service connections must be made by MCCA personnel or designated service provider.
- Connection services generally cover the installation of service to the booth area in the most convenient manner to the MCCA.
- All equipment must comply with state and local safety codes. MCCA will refuse connection to any equipment that constitutes a safety hazard.
- Unless otherwise directed, MCCA personnel are authorized to cut floor coverings to permit installation of services.

Electrical Services

The MCCA offers a variety of electrical services through our experienced in-house team of electricians.

SPECIAL CONNECTIONS (208 volt & 480 volt power)	DISCOUNT	STANDARD	ON-SITE
Unless otherwise indicated in parentheses (), all special power connections will be hard-wire connected. To order Three Phase 100 amp service and higher, please contact MCCA exhibitor services for availability.			
208v single phase 30 amp (nema l21-30p)	\$390.00	\$480.00	\$580.00
208v single phase 60 amp	\$740.00	\$915.00	\$1,100.00
208v single phase 100 amp	\$1,130.00	\$1,415.00	\$1,695.00
208v three phase 30 amp (nema l21-30p)	\$695.00	\$870.00	\$1,045.00
208v three phase 60 amp	\$1,055.00	\$1,315.00	\$1,585.00
Note: Any 100+ amp connection must be approved by MCCA Exhibitor Services. Please call 617.954.2230.			
208v three phase 100 amp	\$1,675.00	\$2,095.00	\$2,515.00
208v three phase 200 amp	\$3,195.00	\$3,990.00	\$4,795.00
208v three phase 400 amp	\$5,645.00	\$7,055.00	\$8,465.00
480v three phase 30 amp	\$1,065.00	\$1,325.00	\$1,595.00
480v three phase 60 amp	\$1,850.00	\$2,310.00	\$2,775.00
480v three phase 100 amp	\$3,410.00	\$4,265.00	\$5,120.00
480v three phase 200 amp	\$6,770.00	\$8,465.00	\$10,165.00

STANDARD CONNECTIONS (120 volt power)	DISCOUNT	STANDARD	ON-SITE
500 watt box One 5 amp circuit and one receptacle or plug point	\$140.00	\$170.00	\$200.00
1000 watt box One 10 amp circuit and two receptacles or plug points	\$180.00	\$220.00	\$265.00
2000 watt box One 20 amp circuit and a minimum of three receptacles or plug points	\$220.00	\$270.00	\$330.00
4000 watt box Two 20 amp circuits and a minimum of three receptacles or plug points	\$255.00	\$320.00	\$380.00

ADDITIONAL ELECTRICAL SERVICES & EQUIPMENT	DISCOUNT	STANDARD	ON-SITE
25' round extension cords 25' round, yellow extension cords for use in exhibit booths. Each cord has three, three-prong receptacles on the end. <i>*Please Note: These extension cords cannot be used to run underneath booth carpeting.</i>	\$40.00	\$45.00	\$55.00
6 Port Power Strip Purchase	\$30.00	\$30.00	\$35.00
24 hour power If booth equipment requires electricity 24 hrs a day (for example, a Refrigerator), then the exhibitor should order 24 hr power. In general, electrical service begins half an hour before the show and ends one hour after the show closes.	Add 50% to Initial Connection Rate		

OVERHEAD POWER

Overhead power is available upon approval by the MCCA:

- At the Boston Convention & Exhibition Center, overhead 120v electrical is limited due to the ceiling heights. Overhead service is available under the low mechanical roof on the East and West sides of the Halls.
- If an overhead sign, truss, banner or other rigged item requires overhead 120v power, the MCCA can provide this service in any area of the BCEC.
- If an overhead sign, truss, banner or other rigged item requires overhead 208v or 480v power, the MCCA can provide this service in limited areas of the BCEC. Please contact the MCCA Exhibitor Services team for availability.
- Overhead power must accompany a rigging order.

Installation & Distribution

- MCCA Electricians will provide the initial electrical power source.
- Electrical Service is brought from the nearest column or floor port into the booth. The electrical outlets or boxes are placed in the rear of the booth along the pipe & drape line.
- Electrical boxes are left accessible inside floor ports for island booths with no pipe and drape lines and no columns in their booth space.
- For 208V & 480V connections, we require floor plans so that we may provide the electrical service in a convenient location within the booth.
- Exhibitors are responsible for distributing their own 120V electrical cords and plugging in their booth equipment. Exhibitors may choose to:
 - » Hire labor from the General Service Contractor;
 - » Hire a third-party Installation & Dismantle (I&D) team to perform the distribution work;
 - » Bring their own company electrician to perform distribution and hardwire connections as long as he/she is a full time employee of the exhibiting company.

Terms & Conditions

- The MCCA is the exclusive provider of electrical service. All electrical equipment shall remain the property of the MCCA and may not be installed or removed by anyone other than MCCA personnel.
- All services listed include labor to install and remove said service. Rates do not include connecting of equipment, tracing of malfunctions, special wiring, or repairs. If an exhibitor requires additional electrical labor outside of the standard service, services will be billed at an hourly rate with a minimum of one hour. Labor rates are based on current wage and benefit rates and are subject to change without notice:
 - » Hourly Rate (All times) \$95.00
- The use of open clip sockets, duplex or triplex attachment plugs, latex or lamp cord is prohibited. All cords must be of the 3 wire grounded type and UL approved. Cords can be no smaller than 12 wire or 12 gauge. Any exposed non-current carrying metal parts of fixed equipment must be grounded.
- Electrical equipment must be properly tagged and wired with complete information as to type of current, voltage, phase, cycle, horsepower, etc.
- The MCCA cannot be responsible for voltage variations of the power company.

FREQUENTLY ASKED QUESTIONS

If the MCCA doesn't run my electrical cords, and I can't do it myself, who should I send my electrical layout plan to?

If you have booth floor plans that include electrical layouts, you should share that information with your preferred setup personnel. If you are working with a third-party exhibit company, they may run the cords for you. If you need to hire labor to run cords for you, the show's General Service Contractor can help you. Typically, the General Service Contractor will include an Electrical Cord Labor Form in the Exhibitor Kit. The MCCA is happy to keep any floor plans on file for reference. In fact, we recommend that you forward your electrical layouts to Exhibitor Services for all 208V and 480V connections so that we may place the initial drop in the most convenient location possible.

How do I know if I need a 208V or 480V connection?

Most exhibitors do not require special connections like a 208V or 480V connection. Many times, these types of electrical services are required for heavy equipment and/or specialized machinery. Kindly consult with the equipment manufacturer, name plate rating or installation technician for specific details. Exhibitors who bring their own distribution panels may need one of these special connections.

How do I know how much power I need to order?

When determining how much power to order for a booth, it is helpful to know how much total power is required for the equipment in your booth space. Below, we have outlined some standard electrical requirements (requirements may vary).

- Standard Laptop 250-550 watts
- Lead Retrieval 300-500 watts
- Standard Plasma TV 300-400 watts

Items like laptops, standard booth lights, and televisions may be grouped together on one circuit provided they do not exceed the overall limit of the circuit or the surge protection device. There is some equipment that requires its own circuit to run properly. For example, a microwave or refrigerator requires its own dedicated circuit, so a laptop and refrigerator should not use the same power source.

I am an International Exhibitor and my equipment requires a converter to step down from 220V to 208V. Can I rent a converter from the MCCA?

The MCCA does not rent or supply power conversion equipment. Exhibitors are required to bring their own to the show.

I can't find 208V or 480V overhead service listed on your online ordering site. How can I order this service?

208V & 480V overhead services are limited in our convention centers. All requests for such connections must be approved by an MCCA electrician; please contact MCCA Exhibitor Services for more information.

Telephone Services

The MCCA offers a variety of telephone services through our experienced in-house telephone technicians.

STANDARD TELEPHONE SERVICES	DISCOUNT	STANDARD	ON-SITE
Single-Line Phone Service Service includes one phone number and rental of one hard wired digital display phone. Equipment must be returned at the close of show.	\$305.00	\$375.00	\$460.00
Multi-Line Phone Service Service includes one phone number with multiple line appearances and rental of one hard wired digital display phone. Equipment must be returned at the close of show.	\$445.00	\$550.00	\$665.00
Vonage Single Line App Service Service includes one phone number, no handset. This is an app based service available by downloading the Vonage app on a personal mobile device. Available for iPhone and Android	\$185.00	\$230.00	\$275.00
Vonage Multi-Line App Service Service includes one phone number, no handset. This is an app based service available by downloading the Vonage app on a personal mobile device. Available for iPhone and Android	\$255.00	\$330.00	\$385.00

ADDITIONAL TELEPHONE SERVICES AND EQUIPMENT	DISCOUNT	STANDARD	ON-SITE
Call Forward (per phone line) Allows user to send calls to another phone.	\$55.00	\$70.00	\$85.00
Voicemail (per phone line) Allows user to setup a custom greeting and receive messages from incoming callers.	\$50.00	\$65.00	\$80.00
Call Waiting (per phone line)	\$50.00	\$65.00	\$80.00
Unreturned Device Fee Phone device delivered with service. Only charged if not returned post show.	\$170.00	\$170.00	\$170.00

INSTALLATION & CONNECTIONS

- MCCA technicians typically provide a line that is long enough to run anywhere in your booth. Exhibitors may have their preferred setup personnel run their phone cord(s) under the carpet to desired locations, or they may hire the General Service Contractor to do so.
- All telephone equipment can be picked up at the MCCA Exhibitor Services Desk.

Terms & Conditions

- The MCCA is the exclusive provider of all telephone services. All telephone equipment shall remain the property of the MCCA and may not be installed or removed by anyone other than MCCA personnel.
- All MCCA telephone equipment must be returned to the Exhibitor Service Desk prior to the close of the show. Failure to return MCCA phones will result in a replacement fee.
- All services listed include labor to install and remove said service. Rates do not include connecting of equipment, tracing of malfunctions, special wiring, or repairs. If an exhibitor requires additional telephone labor outside of the standard service, services will be billed at an hourly rate with a minimum of one hour. Labor rates are based on current wage and benefit rates and are subject to change without notice.

FREQUENTLY ASKED QUESTIONS

How do I know if I need a single-line or a multi-line service?

Single-line phones are just like most household phones. They can be used for fax lines, credit card machines, standard telephones, and even to dial-up internet service (although we do not recommend this method of internet connectivity). A Multi-Line Service includes one phone number with multiple line appearances and rental of one digital display phone.

How do I receive my phone number, dialing instructions, and phone equipment?

Please visit the MCCA Exhibitor Services desk onsite to pick up your equipment. At this time you will receive assigned phone numbers and dialing instructions. This information can also be provided ahead of time if requested through Exhibitor Services.

How can I place international calls on my phone line?

All phone lines will have the ability to place local, US and International calls.

Internet & Technical Services

The MCCA offers a variety of Internet and Technical services through our experienced in-house team of technicians.

Wired Internet Connections

Exhibitors who order wired internet drops are provided with one internet connection and assistance, as needed, from our internal IT Support Services staff. All MCCA Internet services include one initial line regardless of how many IPs are ordered with the service. To have more than one computer connected at one time, exhibitors may bring their own switch or hub device and cables, or they may purchase a switch from the MCCA. Exhibitors are asked to read through the following service descriptions closely to ensure that the purchased service level is sufficient to meet their bandwidth requirements during the entirety of the show. Below are basic guidelines for ordering wired Internet services.

All services are delivered DHCP. Public IP addresses are available upon request with all of our managed services listed below. Public IP addresses are not available with our Basic Service Package. Managed Services requesting public IP addresses require manual configuration to each machine.

Custom orders for bandwidth above listed service levels below can be ordered on a case-by-case basis through the MCCA's Exhibitor Services Department at **617-954-2230** or **exhibitorservices@signatureboston.com**.

MANAGED SERVICES Manually configured services require entry of IP addresses into the device before the device may access the internet.	DISCOUNT	STANDARD	ON-SITE
Basic Service Package The Basic Service Package includes a private VLAN and subnet. This level is sufficient if the main use is for a basic internet connection, such as for e-mail or internet browsing. The Basic Service package may not be fast enough for streaming video or multi-purpose use. Public IP addresses are not available with this service.	\$1,015.00	\$1,080.00	\$1,295.00
1.54 Mbps Managed Service The 1.54 Mbps Managed Service Package includes a private VLAN and subnet. This level is sufficient if the main use is for a basic internet connection, such as e-mail, internet browsing, or standard definition video streaming. It may not be fast enough for multi-purpose use. Public IP addresses available upon request.	\$2,055.00	\$2,435.00	\$2,915.00
3 Mbps Managed Service The 3 Mbps has more bandwidth than the 1.54 Mbps service and includes a private VLAN and subnet. Public IP addresses are available upon request. This level is sufficient for basic e-mail and web browsing, standard definition video streaming, or can accommodate multiple Internet connections.	\$5,000.00	\$5,740.00	\$6,885.00
6 Mbps Managed Service The 6 Mbps has more bandwidth than the 3 Mbps service and includes a private VLAN and subnet. Public IP addresses are available upon request. This level is sufficient for 4 standard definition video streams, or a single HD video stream, or can accommodate multiple Internet connections.	\$8,455.00	\$9,740.00	\$11,690.00
10 Mbps Managed Service The 10 Mbps service includes a private VLAN and subnet. Public IP addresses are available upon request. This level is sufficient for 6 standard definition video streams, a single HD video stream, or can accommodate multiple Internet connections.	\$11,315.00	\$12,990.00	\$15,585.00

15 Mbps Managed Service The 15 Mbps service includes a private VLAN and subnet. Public IP addresses are available upon request. This level is sufficient for 2 HD video streams, or a single 4K stream, or can accommodate multiple Internet connections.	\$16,670.00	\$19,160.00	\$22,990.00
20 Mbps Managed Service The 20 Mbps service includes a private VLAN and subnet. Public IP addresses are available upon request. This level is sufficient for 3 HD video streams, or a single 4K stream, or can accommodate multiple Internet connections.	\$22,145.00	\$25,470.00	\$30,565.00
25 Mbps Managed Service The 25 Mbps service includes a private VLAN and subnet. Public IP addresses are available upon request. This level is sufficient for 4 HD video streams, or a single 4K stream, or can accommodate multiple Internet connections.	\$27,510.00	\$31,660.00	\$37,995.00
30 Mbps Managed Service The 30 Mbps service includes a private VLAN and subnet. Public IP addresses are available upon request. This level is sufficient for 5 HD video streams, or up to two 4K video streams, or can accommodate multiple Internet connections.	\$32,740.00	\$37,670.00	\$45,200.00
35 Mbps Managed Service The 35 Mbps service includes a private VLAN and subnet. Public IP addresses are available upon request. This level is sufficient for 5 HD video streams, or up to two 4K video streams, or can accommodate multiple Internet connections.	\$38,105.00	\$43,840.00	\$52,605.00
40 Mbps Managed Service The 40 Mbps service includes a private VLAN and subnet. Public IP addresses are available upon request. This level is sufficient for 6 HD video streams, or up to two 4K video streams, or can accommodate multiple Internet connections.	\$43,100.00	\$49,575.00	\$59,490.00

ADDITIONAL INTERNET SERVICES & EQUIPMENT	DISCOUNT	STANDARD	ON-SITE
Copper Patch/ Booth to Booth Connection Copper Patch is a method of connecting computers or network equipment that may be in different locations in the facility. Copper patches can transmit data, audio, and video. This is not available with the shared service.	\$360.00	\$460.00	\$550.00
Fiber Patch/ Booth to Booth Connection Fiber Patch is a method of connecting computers or network equipment that may be in different locations in the facility. Fiber patches can transmit data, audio, and video.	\$510.00	\$630.00	\$760.00
Switch-8 Port This switch can connect up to 7 computers or devices together, giving all access to the internet service ordered.	\$105.00	\$150.00	\$180.00
Switch-24 Port This switch can connect up to 23 computers or devices together, giving all access to the internet service ordered.	\$375.00	\$485.00	\$580.00
25' CAT 5e Cable	\$48.00	\$61.00	\$71.00
50' CAT 5e Cable	\$66.00	\$87.00	\$102.00
100' CAT 5e Cable	\$105.00	\$130.00	\$155.00
Ethernet Cable Coupler	\$18.00	\$22.00	\$28.00

TECHNICAL SERVICES	DISCOUNT	STANDARD	ON-SITE
Cable TV Service Cable TV service is basic business cable service provided by Comcast Cable. Service is provided to booths from floor boxes or columns.	\$265.00	\$330.00	\$400.00
CATV Tuner (Only available at the BCEC) For TVs that are not cable-ready (including some plasmas), the CATV tuner interprets the signal and allows you to tune the signal. It functions similar to your cable box at home.	\$63.00	\$80.00	\$97.00
CATV Tap Box A distribution box which allows up to 16 CATV feeds from a single cable tap.	\$220.00	\$270.00	\$325.00

* For advanced Technical Service offerings, consult the online ordering site or contact MCCA Exhibitor Services.

INSTALLATION & CONNECTIONS

- MCCA technicians will provide one initial network cable.
- Internet Service is brought from the nearest column or floor port into the booth.
- All MCCA internet services come with one initial line regardless of how many IPs are ordered with the service. To have more than one computer connected at one time, exhibitors may bring their own routing device and cables or may purchase a switch and purchase cables from the MCCA.
- Exhibitors are required to distribute their own internet cables.
- Exhibitors may choose to:
 - » Hire labor from the General Service Contractor or;
 - » Hire a third-party Installation & Dismantle (I&D) team to perform the distribution work.

Terms & Conditions

- The MCCA is the exclusive provider of internet services.
- All services listed include labor to install and remove said service. Services do not include connecting of equipment, tracing of malfunctions, special wiring, or repairs. If an exhibitor requires additional internet labor outside of the standard service, services will be billed at an hourly rate with a minimum of one hour. Labor rates are based on current wage and benefit rates and are subject to change without notice:
 - » Tech Rep (All times) \$130.00
 - » Network Engineer (All times) \$155.00
- The MCCA will provide an Ethernet connection to a shared data network attachment for the use of Exhibitor's directors, officers, employees and guests during the official dates of specified show.
- Exhibitor will be responsible for providing all hardware, software and other equipment and facilities needed to connect to the Ethernet and to use network attachment.
- The network attachment provided by the MCCA may be used only by the Exhibitor's directors, officers, employees and guest, agents, or consultants. The MCCA network

will facilitate communications between the company's authorized users and entities reachable through the national internet.

- The Exhibitor will promote efficient use of provided networks to minimize and avoid unnecessary network traffic and interference with the work of other users on interconnected networks.
- Users of MCCA networks shall not disrupt any of the MCCA networks or any other MCCA associated networks.
- MCCA networks shall not be used to transmit any communication where the meaning of the message, or its transmission or distribution, would violate any applicable law or regulation or would be highly offensive to the recipient or recipients thereof. Mass distribution of any message, including advertising, may not be broadcast or otherwise sent on an intrusive basis to any user of the MCCA network or any directly or indirectly attached network. When requested by a user of the networks, product information and other commercial messages are permitted to be transmitted. Discussion of a product's relative advantages and disadvantages by users of the product and vendors' response to those who pose questions about their products may be made available over the MCCA networks. Interpretation application and possible modification shall be within the sole discretion of MCCA.
- MCCA does not make any express or implied warranty of any kind specifically. There is no express or implied warranty of merchantability or fitness for a particular purpose for the services to be provided. The protocol used on the MCCA network call for end to end verification of the accuracy of any message and such verification is the sole responsibility of the purchasing company. Similarly, these protocols provide for end to end verification of the receipt of all the data that is transmitted. MCCA will not be responsible for any loss of data from delays, non-deliveries, incorrect deliveries, service interruptions, including those caused by the negligence, errors or omissions of the MCCA, or other losses or damages. Use of information obtained via the services provided hereunder is at purchasing company's own risk. Exhibitor is responsible for (a) the accuracy and/or quality of the information obtained or data transmitted through the MCCA network and (b) assuring that each message purchasing company sends or receives has been received.

- MCCA shall not be liable to Exhibitor for any damage arising from any event that is out of the control of the MCCA. Neither shall the MCCA be liable to Exhibitor for indirect, special, incidental, exemplary, consequential or any other form of money damage, including, but not limited to, lost profits, or of the loss of data or information of any kind, however caused, and arising out of or in connection with the performance of MCCA, or the provision of services or performance hereunder, whether based in contract, tort, or any other legal theory, and whether or not MCCA has been made aware of the possibility of such damages.
- In no event shall liability exceed a refund of amounts actually paid to MCCA by Exhibitor for this network attachment.
- The network attachment shall be made available to Exhibitor by MCCA before the beginning through the end of the specified conference.
- The MCCA will provide a network attachment via an Ethernet connection at the Exhibitor's booth. At its own expense, the Exhibitor is responsible for providing the computer, attachment to Ethernet, electric power and all other hardware and software required to use the network attachment.

FREQUENTLY ASKED QUESTIONS

I ordered a Managed Service that required IP Addresses.

How and when do I receive this information?

When you are onsite and ready to configure your computers, please visit the Exhibitor Services desk to retrieve your IP Information.

Do you have wireless internet?

The MCCA offers free wireless internet service throughout meeting rooms, lobbies, and expo halls; just open your internet browser and look for the BCEC Wireless Network. This service is designed for casual users and not guaranteed. If you are relying on the internet to showcase your product or services we strongly recommend a wired internet connection for guaranteed service.

I see that you don't offer hubs for sale. What is the difference between a hub and a switch? Can I bring my own hub or switch?

The MCCA offers switch devices for sale instead of hubs because switches are known to provide better performance with a lower failure rate. Exhibitors are welcome to provide their own hub or switch for all internet services.

What is bandwidth and how do I know how much I need?

Bandwidth is the "size of the pipe" that data can traverse. The bigger the bandwidth, the faster data can be transferred. To find out how much bandwidth you require, please consult with a technical representative in your company or look for program specifications listed with any demonstrations or downloads you plan to run.

I need to access my company's network while I'm exhibiting at your facility. Which service will allow me to do this?

Exhibitors who need to connect remotely to their company's network using a VPN (Virtual Private Network) with authentication information like passwords, certificates, or "tokens" can do so with any of our services, however they should confirm with their IT department for the use of DHCP or public IP address requirements.

What is a VLAN?

A VLAN (Virtual Local Area Network) allows a network of computers to behave as if they are connected to the same service even though they may actually be physically located in different areas around the facility. One of the biggest advantages of a VLAN is that when a computer is physically moved to a different location, it can stay on the same VLAN without any hardware reconfiguration.

I ordered a switch and cables, how and when do I get them?

When you are ready for your switch and internet cables, please visit the Exhibitor Services Desk.

Rigging Services

The MCCA provides rigging and overhead lighting services through our service contractor, JCALPRO.

Planning Ahead for Rigging & Lighting Services

Diagrams and booth layouts are essential for planning rigging and lighting services. In order to ensure efficient delivery of required services, Exhibitors must submit rigging plots, drawing, blueprints, or engineers' certification with their orders. Diagrams must include the location, dimensions and weight, and the height from the floor to the top of the suspended item. Diagrams must also show booth outline with aisles or neighboring booths marked for reference and orientation.

PACKAGE RIGGING SOLUTIONS The MCCA offers package rigging solutions for exhibitors with basic and straight forward sign hanging needs. To qualify for the packages, exhibitors must be flexible with regards to days and times of load-in and take-down.	DISCOUNT	STANDARD	ON-SITE
Basic Rigging Package This package includes all lifts, labor, and rigging equipment (cables, pipes, and hardware) necessary to install and take down one sign/banner weighing less than 150lbs, measuring less than 20' in length, and less than 175 square feet. The package service is provided during standard service hours, Monday-Saturday 7am – 12am, except holidays. If service is required outside these times, then a Team Labor Hour must be ordered in addition to the package.	\$1,840.00	\$2,210.00	\$2,655.00
Electrical Rigging Package This package includes the Basic Rigging Package plus labor to connect electrical service to an Exhibitor sign/banner. Overhead electrical service for rotator, motor or lighted sign must be ordered separately. Please see Electrical services section for details.	\$2,130.00	\$2,560.00	\$3,070.00
Team Labor Hour Exhibitors may request rigging service on Sundays, holidays or outside the package service hours (Monday-Saturday 7am – 12am). In this case, a Team Labor Hour must be ordered for each rigging package ordered. In addition, when receiving a custom quote for rigging and lighting, team labor hours will be quoted for all labor hours required that are not covered by the Rigging Packages such as building of truss, focusing and attachment of lights, and lighting maintenance.	\$284.00	\$342.00	\$410.00

Custom Rigging & Lighting Solutions

The MCCA/JCALPRO also offers customized rigging and lighting solutions for Exhibitors with more complex or unique requirements. This option is best suited for Exhibitors with larger signs, multiple signs, and/or overhead lighting needs.

Custom Rigging and Lighting Solutions still require flexibility in load in and load out time. If you require a specific load in or load out day and/or time, hourly rates may apply (see Terms and Conditions – Page 15).

Custom Rigging & Lighting solutions may only be ordered with a pre-arranged quote.

Please contact JCALPRO at 1.617.954.2345 to initiate this process. Quotes will be issued in an easy-to-order format, and will typically include a base Rigging Package for labor charges and some combination of the following items as necessary.

** For Custom Rigging please contact JCALPRO at 617.954.2345, as these services are not available for online ordering.*

CUSTOM RIGGING SOLUTIONS	DISCOUNT	STANDARD	ON-SITE
Truss A truss is an aluminum structure used to create a lower “ceiling” to hang lighting or other suspended items. It is available in 5’, 8’, or 10’ sections which can be attached to create desired lengths or height.			
Truss 5’ Section – Silver 12”x12” Box	\$31.00	\$37.00	\$43.00
Truss 8’ Section – Silver 12”x12” Box	\$48.00	\$57.00	\$68.00
Truss 10’ Section – Silver 12”x12” Box	\$59.00	\$70.00	\$87.00
Truss 5’ Section – Black 12”x12” Box	\$42.00	\$50.00	\$59.00
Truss 8’ Section – Black 12”x12” Box	\$66.00	\$81.00	\$96.00
Truss 10’ Section – Black 12”x12” Box	\$84.00	\$100.00	\$119.00
Truss 5’ Section – Silver 20.5”x20.5” Box	\$53.00	\$63.00	\$77.00
Truss 8’ Section – Silver 20.5”x20.5” Box	\$87.00	\$103.00	\$122.00
Truss 10’ Section – Silver 20.5”x20.5” Box	\$107.00	\$128.00	\$154.00
Corner Block A corner block is an aluminum piece that attaches to truss to create a right angle.			
Corner Block – Silver 12”x12” Box	\$59.00	\$70.00	\$87.00
Corner Block – Black 12”x12” Box	\$77.00	\$93.00	\$111.00
Corner Block – Silver 20.5”x20.5” Box	\$84.00	\$100.00	\$119.00
Base Plate A base plate is used as a stand for ground supported truss or poles.	\$42.00	\$50.00	\$59.00
Rotator A rotator is a motor used to rotate a hanging sign.	\$177.00	\$214.00	\$257.00
Motor A motor is a motorized pulley that is rigged to the ceiling and attached to truss to achieve a desired height. Motors are also used to safely suspend heavier items that cannot be supported by cables alone. Motors are available in ¼ ton, ½ ton, and 1 ton capacities.	\$177.00	\$214.00	\$257.00

Cheeseboro - Silver A cheeseboro is a clamp used to attach two pieces of truss or pipe together.	\$7.00	\$8.00	\$10.00
Cheeseboro - Black A cheeseboro is a clamp used to attach two pieces of truss or pipe together.	\$9.00	\$12.00	\$15.00
Grapple A grapple is a connector that allows you to make a 90 degree connection between trusses.	\$13.00	\$16.00	\$19.00

LIGHTING FIXTURES A variety of lighting options are available to brighten exhibit space. While lights cannot be attached directly to our ceiling, lighting can be suspended above exhibit space by utilizing truss and motors.	DISCOUNT	STANDARD	ON-SITE
Source 4 Par (575 watt, 750 watt) This fixture is best used to create a wash effect or cover a larger area with light. It is available in 575 watt or 750 watt. Lenses are available in Very Narrow (VNSP), Narrow (NSP), Medium (MFL), Wide (WFL).	\$41.00	\$49.00	\$58.00
Source 4 Leko (575, 750 watt) This fixture is best used to create a spot light or to highlight specific spaces or objects. It is available in 575 watt or 750 watt. Lenses come in 19, 26, 36, 50 degrees to achieve the desired illumination from the light.	\$52.00	\$62.00	\$75.00
Par 64 (1000 watt) The Par 64 will deliver similar results as the S4Par, but there are no options for additional lenses. They are available in 1000 watts.	\$36.00	\$42.00	\$50.00

CUSTOM LIGHTING SOLUTIONS Lighting kits include a combination of Lekos, Source 4 Pars and Par 64s based on layout and design requirements. Price includes fixtures, fixture accessories and all necessary cables. Dimmer/control and labor are not included and must be ordered separately. Special Orders for larger kits are available upon request.	DISCOUNT	STANDARD	ON-SITE
Small Lighting Kit (4-6 lights)	\$220.00	\$265.00	\$315.00
Medium Lighting Kit (7-11 lights)	\$385.00	\$465.00	\$555.00
Large Lighting Kit (12-15 lights)	\$535.00	\$640.00	\$770.00
X-Large Lighting Kit (16-20 lights)	\$655.00	\$785.00	\$940.00

DIMMER RACKS & LIGHTING CONTROLS These items are optional with individual fixtures or small lighting kits, but mandatory with larger lighting kits. The dimmer rack is a large “outlet” that all lights plug into to create a central control location. A dimmer rack, depending upon size, can be placed in a booth or attached to the truss and kept in the air. The lighting console/control plugs into the dimmer rack to dim or control individual lights, groups of lights, or all lights at once. Electrical service is not included and must be ordered separately.	DISCOUNT	STANDARD	ON-SITE
Dimmer Control 1.2 x 4	\$95.00	\$115.00	\$140.00
Dimmer Control 2.4 x 12	\$175.00	\$215.00	\$255.00
Dimmer Control 2.4 x 24	\$380.00	\$455.00	\$550.00

Terms & Conditions

- JCALPRO is the exclusive rigging vendor at the Boston Convention & Exhibition Center (BCEC). If an exhibitor is exhibiting at the BCEC and requires rigging services for the booth, JCALPRO is the only vendor authorized to hang signs, banners, or lighting in the booth space.
- If an Exhibitor requires specific load-in/load-out dates and/or times, then a base rigging package may not be applicable. In this case, a special quote for required crew and lift equipment will be prepared using the following hourly labor and weekly lift rental rates:

HOURLY LABOR ITEMS	MON-SAT 7AM-12AM (EXCEPT HOLIDAYS)	SUNDAYS 7AM-5PM AND HOLIDAYS	SUNDAYS AFTER 5PM ALL DAYS 12AM-7AM
Crew Chief	\$104.00	\$156.00	\$208.00
Head Rigger	\$104.00	\$156.00	\$208.00
Rigger	\$93.00	\$139.00	\$185.00
Dept Head	\$79.00	\$119.00	\$158.00
Stagehand	\$74.00	\$111.00	\$148.00

WEEKLY LIFT RENTAL ITEMS	RATE
24'- 32' Scissor Lift	\$780.00
40'- 45' Boom Lift	\$988.00
60' Boom Lift	\$1,665.00

- All rigging must conform to the rules, regulations, and facility limitations of the MCCA and any show management regulations.
- All equipment, signs, products, etc. must be designed to suspend safely. Care must be taken to use only rated rigging hardware when designing, constructing or purchasing such items. Any equipment, signs, products etc. deemed to be unsafe for overhead suspension by MCCA/JCALPRO will be substituted or denied.
- The use of any type of tape/adhesive for attaching signs, banners, or decorations to the building walls or decorative surfaces is not permitted.
- All assembly of equipment, signs, products necessary prior to hanging, etc., will be the responsibility of the Exhibitor.
- Failure by Exhibitor to submit accurate diagrams prior to load-in will delay set-up and could incur additional cost.

FREQUENTLY ASKED QUESTIONS

How do I know if I qualify for the Basic Rigging Package Rate?

Find out the dimensions and weight of your sign. If your sign weighs less than 150 pounds and is less than 20' in length and less than 175 square feet and does not require electrical rigging, truss, or motors, you will qualify for the Basic Rigging Package. If your sign is motorized or needs electrical rigging (for example a rotating sign or a sign with lights), you qualify for the Electrical Rigging Package.

Can I order lighting to be suspended from the ceiling?

If you would like to order lights to brighten up your booth or illuminate specific objects, you will need to get a **quote** from JCALPRO. In most cases, lights cannot be attached to our ceilings. Instead we can provide you with truss, using motors, to create a lower "ceiling" and then hang lights from that truss. We will require a diagram showing your booth layout and exactly what you want illuminated in order to put together a quote.

Do I ship my sign to you to put it together?

No. Although JCALPRO provides labor to hang the sign, the General Service Contractor (GSC) handles all shipments. You may build your sign or hire the GSC to put it together for you. When the sign has arrived at the building and has been assembled, we will hang it for you. Be sure to keep this in mind when making your time and day requests for sign hanging.

Can I request load in and load out times?

Yes, the Rigging Order Form has a space for you to indicate your preferred up and down times. Please note that your preferred timing is not guaranteed; however, we do try our best to cater to your requests. If you absolutely need a specific install or take down time, additional charges will apply. If you do not provide a diagram or layout prior to load-in, then you may experience set-up delays and additional cost.

What type of diagrams should I send?

The most useful diagrams are on a proportioned grid to show the dimensions of the booth, the exact desired placement of hanging items, and orientation of the booths around yours. As a general rule, pictures from previous shows and pictures of the sign only are not as helpful as current diagrams of the entire booth space with the placement, height, and weight of the sign(s) or hanging item(s).

Plumbing Services

The MCCA offers a variety of plumbing services through our experienced in-house team of plumbers.

WATER AND DRAIN SERVICES	DISCOUNT	STANDARD	ON-SITE
Water – Individual Connection Water service is available at approximately 75 PSI with up to ¾" supply line. Water flows at five gallons per minute. Please note that this is cold water.	\$350.00	\$450.00	\$540.00
Additional Water Connections Clients requiring more than an individual water connection should order each additional connection as needed.	\$210.00	\$260.00	\$310.00
Drain – Individual Connection The MCCA can provide waste drain connections up to ¾" line size.	\$350.00	\$450.00	\$540.00
Additional Drain Connections Clients requiring more than an individual drain connection should order each additional connection as needed.	\$195.00	\$240.00	\$285.00
Fill and Drain 0-100 Gallons Clients that need equipment to be filled with water at the beginning of a show and emptied at the end of a show should order a Fill and Drain service. Please contact your MCCA Event Services Manager when equipment is ready to be filled.	\$185.00	\$225.00	\$270.00
Each Additional 500 Gallons	\$115.00	\$160.00	\$190.00

SINK RENTALS	DISCOUNT	STANDARD	ON-SITE
Cold Water Sink Rental Cold water sink rental includes a single-tub basin (20"L x 24"W x 34"H), one water connection, and one drain connection. Legs allow the units to sit 34" above the floor.	\$705.00	\$870.00	\$1,045.00
Small Hot & Cold Water Sink Rental Small Hot & Cold water sink rental includes a single-tub basin (20"L x 24"W x 34"H), a hot water heater (6 gallon capacity), dedicated power, two water connections, and one drain connection.	\$960.00	\$1,190.00	\$1,430.00
Large Hot & Cold Water Sink Rental Large Hot & Cold water sink rental includes a 3-tub basin (57"L x 24.5"W x 43"H), a hot water heater (6 gallon capacity), dedicated power, two water connections, and one drain connection. This service is available in specific areas of the exhibition hall. Please contact your MCCA Event Services Manager for more information.	\$1,190.00	\$1,495.00	\$1,795.00

COMPRESSED AIR AND GASSES	DISCOUNT	STANDARD	ON-SITE
Compressed Air – Individual Connection Compressed Air is delivered at approximately 110 psi and a dew point of 35 degrees F (medical instrument quality).	\$440.00	\$540.00	\$650.00
Additional Connection Clients who require more than an individual connection should order additional connections as needed.	\$225.00	\$280.00	\$335.00
Other Compressed Gases The MCCA provides a variety of bottled gases. The most commonly ordered gases are listed below. If other gases not listed are required, the client should contact their MCCA Event Services Manager. Flammable gases are not permitted in MCCA facilities.			
20 Lbs Dry or Liquid CO ₂	\$185.00	\$220.00	\$265.00
50 Lbs Dry or Liquid CO ₂	\$205.00	\$240.00	\$285.00
Dry Nitrogen 300 ft ³	\$245.00	\$295.00	\$355.00

INSTALLATION & CONNECTIONS

- Plumbing Service is brought from the nearest column or floor port into the booth.
- Air and Water connections are available in limited locations on the exhibit floor. Connection sizes and booth locations all factor into planning to supply air and water to exhibitors. Please provide a floor plan of the exhibit space indicating locations that require air or water service as well as connection requirements well in advance of exhibitor move-in.

Terms & Conditions

- The MCCA is the exclusive provider of all plumbing services. All plumbing equipment shall remain the property of the MCCA and may not be installed or removed by anyone other than MCCA Personnel.
- Exhibitors are not permitted to fill or drain their own equipment, use individual air compressors, or bring their own compressed gases from an outside vendor.
- All services listed include labor to install and remove said service. Rates do not include connecting of equipment, tracing of malfunctions, special wiring, or repairs. If an

exhibitor requires additional plumbing labor outside of the standard service, services will be billed at an hourly rate with a minimum of one hour. Labor rates are based on current wage and benefit rates and are subject to change without notice:

» Hourly Rate (All times) \$95.00

FREQUENTLY ASKED QUESTIONS

Do all water connections need a drain?

While most water connections do require a drain service, there are some cases where the drain is unnecessary. When the water provided is being consumed or evaporated, a drain is not needed. For example, exhibitors using water service for a coffee machine do not need to order a drain because the water is being consumed.

Will you provide the fittings and hoses for my water and drain connections?

To ensure that your booth's equipment runs properly we ask that you supply your own regulators, filters, and hoses.

When would I need to order a Fill and Drain Service?

Some of the most common reasons exhibitors order fill and drain are for items like fish tanks, pools, tubs for display, or running water displays. We use large hoses to fill vessels requiring water and then use existing drains in the floor to remove the water at the end of the show. Exhibitors are not permitted to bring their own water or use MCCA sinks to fill their own equipment.

My booth requires a sprinkler system. What plumbing service should I order?

If your booth requires a sprinkler system, you will need to order an individual water connection specifically for this purpose.

My exhibitor kit says I need to order a hand washing unit because I am planning to prepare food in my booth. Do you provide these units?

Levy Restaurants, our exclusive in-house catering company, can provide a hand washing unit that includes a small hand washing sink, paper towels, soap, and a discard bucket. Please consult your exhibitor kit for Levy Restaurants information or contact them directly at the BCEC (617.954.2382).

Do you allow Exhibitors to bring Helium balloons into your buildings?

No, unfortunately we do not allow exhibitors to bring helium balloons into the buildings.

Security Services

The MCCA is the “preferred” provider of security booth coverage for exhibitors. If your event designates another security vendor for booth coverage, you may choose to order through the event’s preferred provider as detailed in your exhibitor kit.

SECURITY GUARD (BOOTH)	DISCOUNT	STANDARD	ON-SITE
Per Hour Per Officer The MCCA offers uniformed public safety officers to cover shows and events. Officers are scheduled at a 4-hour minimum and are available from move-in to move-out, around the clock. Orders need to be placed 21 days in advance of the show/event opening in order to guarantee your requested coverage. Any orders received after the 21 day cut-off are subject to approval and are not guaranteed.	\$33.00	\$39.00	\$47.00
Per Hour Per Supervisor	\$44.00	\$53.00	\$64.00

FREQUENTLY ASKED QUESTIONS

When do you recommend ordering security for an exhibitor booth?

Our public safety department strongly suggests ordering security for booths planning to have VIP celebrity appearances, book signings etc., to monitor crowd control and escort as needed. Also, exhibitors with expensive or rare equipment in their booths may consider security for the overnight hours between show end and the next day’s show start.

Is there general overnight security in the exhibit hall?

The MCCA provides 24 hour security coverage for the facility; however, security coverage for the exhibit hall is determined by the show organizer and may vary from event to event.

APPENDIX — SERVICE ORDER FORMS

Request for Exhibitor Electrical Services	22
Request for Exhibitor Telephone Services	23
Request for Internet & Technical Services	24
Request for Rigging & Lighting Services	26
Request for Exhibitor Plumbing Services	28
Request for Exhibitor Security Services	29

APPENDIX —

Exhibitor Guidelines, Information and Regulations	30
Levy Restaurants Sample Food and/or Beverage Distribution Request	41



Exhibitor Order Form Electrical Services

Effective January 1, 2022

By submitting this order form, Exhibitor acknowledges and accepts all Policies, Terms & Conditions for service as set forth in the MCCA Exhibitor Ordering Guide available at <http://www.signatureboston.com/bcec/bcec-ordering-guide.aspx>.

To qualify for discount rate, request and payment must be received 21 days prior to show/event opening.

***Overhead electrical services must accompany a rigging order.**

Incomplete information will delay processing.

Event or Show:		Booth no. (s)			
Event or show date(s):		Exhibiting firm:			
Billing address:	City:	State:	Zip:	Country:	
Phone:		Email:			
Ordered by/title:		Show site contact:			
Date:		Contact phone:			

STANDARD ELECTRICAL CONNECTIONS: 120 VOLT

Description	Regular Service			Additional Services Available as Add-Ons						Total Due: \$
	QTY	Discount Rate	Standard Rate	QTY	24-Hour Service	QTY	Overhead Service*	QTY	Combined 24-hour & Overhead*	
500 Watt Box (5 amps)		\$140.00	\$170.00		+50% rate		\$170.00		\$255.00	
1000 Watt Box (10 amps)		\$180.00	\$220.00		+50% rate		\$220.00		\$330.00	
2000 Watt Box (20 amps)		\$220.00	\$270.00		+50% rate		\$270.00		\$405.00	
4000 Watt Box (20 amps x 2)		\$255.00	\$320.00		+50% rate		\$320.00		\$475.00	

STANDARD ELECTRICAL CONNECTIONS: 208 VOLT & 480 VOLT

Description	Regular Service			Additional Services Available as Add-Ons						Total Due: \$
	QTY	Discount Rate	Standard Rate	QTY	24-Hour Service	QTY	Overhead Service*	QTY	Combined 24-hour & Overhead*	
208V Single Phase 30 Amp		\$390.00	\$480.00		+50% rate		\$480.00		\$725.00	
208V Single Phase 60 Amp		\$740.00	\$915.00		+50% rate		\$915.00		\$1,375.00	
208V Single Phase 100 Amp		\$1,130.00	\$1,415.00		+50% rate		\$1,415.00		\$2,120.00	
208V Three Phase 30 Amp		\$695.00	\$870.00		+50% rate		\$870.00		\$1,305.00	
208V Three Phase 60 Amp		\$1,055.00	\$1,315.00		+50% rate		\$1,315.00		\$1,975.00	
208V Three Phase 100 Amp		\$1,675.00	\$2,095.00		+50% rate		\$2,095.00		\$3,145.00	
208V Three Phase 200 Amp		\$3,195.00	\$3,990.00		+50% rate		\$3,995.00		\$5,995.00	
208V Three Phase 400 Amp		\$5,645.00	\$7,055.00		+50% rate		\$7,055.00		\$10,585.00	
480V Three Phase 30 Amp		\$1,065.00	\$1,325.00		+50% rate		\$1,325.00		\$1,990.00	
480V Three Phase 60 Amp		\$1,850.00	\$2,310.00		+50% rate		\$2,310.00		\$3,465.00	
480V Three Phase 100 Amp		\$3,410.00	\$4,265.00		+50% rate		\$4,265.00		\$6,395.00	
480V Three Phase 200 Amp		\$6,770.00	\$8,465.00		+50% rate		\$8,465.00		\$12,400.00	
25' Round Extension Cord		\$40.00	\$45.00							
6 Port Power Strip Purchase			\$25.00							

Total Due: \$

SIGNATURE

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To pay with a check, send a check payable to Massachusetts Convention Center Authority and this form to:

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617.954.2230 EXHIBITORSERVICES@SIGNATUREBOSTON.COM TAX ID#: 042768982

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Exhibitor Order Form Telephone Services

Effective January 1, 2022

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To qualify for discount rate, request and payment must be received 21 days prior to show/event opening.

Incomplete information will delay processing.

Event or Show:		Booth no. (s)		
Event or show date(s):		Exhibiting firm:		
Billing address:	City:	State:	Zip:	Country:
Phone:		Email:		
Ordered by/title:		Show site contact:		
Date:		Contact phone:		

STANDARD TELEPHONE SERVICES	QTY	DISCOUNT RATE	STANDARD RATE	TOTAL DUE: \$
Single-Line Phone Service		\$305.00	\$375.00	
Multi-Line Phone Service		\$445.00	\$550.00	
Vonage Single Line App Service		\$185.00	\$230.00	
Vonage Multi-Line App Service		\$255.00	\$330.00	

ADDITIONAL TELEPHONE SERVICES & EQUIPMENT	QTY	DISCOUNT RATE	STANDARD RATE	TOTAL DUE: \$
Call Forward (per phone line)		\$55.00	\$70.00	
Voicemail (per phone line)		\$50.00	\$65.00	
Call Waiting (per phone line)		\$50.00	\$65.00	

Total Due: \$

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Exhibitor Order Form Internet & Technical Services

Effective January 1, 2022

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To qualify for discount rate, request and payment must be received 21 days prior to show/event opening.

Incomplete information will delay processing.

Event or Show:		Booth no. (s)		
Event or show date(s):		Exhibiting firm:		
Billing address:	City:	State:	Zip:	Country:
Phone:		Email:		
Ordered by/title:		Show site contact:		
Date:		Contact phone:		

WIRED INTERNET CONNECTIONS: MANUAL CONFIGURATION	QTY	DISCOUNT RATE	STANDARD RATE	TOTAL DUE: \$
Basic Service Package (includes a private VLAN and subnet, public IP addresses not available)		\$1,015.00	\$1,080.00	
1.54 Mbps Managed Service (includes a private VLAN and subnet, public IP addresses available upon request)		\$2,055.00	\$2,435.00	
3 Mbps Managed Service (includes a private VLAN and subnet, public IP addresses available upon request)		\$5,000.00	\$5,740.00	
6 Mbps Managed Service (includes a private VLAN and subnet, public IP addresses available upon request)		\$8,455.00	\$9,740.00	
10 Mbps Managed Service (includes a private VLAN and subnet, public IP addresses available upon request)		\$11,315.00	\$12,990.00	
15 Mbps Managed Service (includes a private VLAN and subnet, public IP addresses available upon request)		\$16,670.00	\$19,160.00	
20 Mbps Managed Service (includes a private VLAN and subnet, public IP addresses available upon request)		\$22,145.00	\$25,470.00	
25 Mbps Managed Service (includes a private VLAN and subnet, public IP addresses available upon request)		\$27,510.00	\$31,660.00	
30 Mbps Managed Service (includes a private VLAN and subnet, public IP addresses available upon request)		\$32,740.00	\$37,670.00	
35 Mbps Managed Service (includes a private VLAN and subnet, public IP addresses available upon request)		\$38,105.00	\$43,840.00	
40 Mbps Managed Service (includes a private VLAN and subnet, public IP addresses available upon request)		\$43,100.00	\$49,575.00	

CONTINUED ON PAGE 25

ADDITIONAL SERVICES & EQUIPMENT		QTY	DISCOUNT RATE	STANDARD RATE	TOTAL DUE: \$
Copper Patch / Booth to Booth Connection			\$360.00	\$460.00	
Fiber Patch/ Booth to Booth Connection			\$510.00	\$630.00	
Switch	8 port		\$105.00	\$150.00	
	24 port		\$375.00	\$485.00	
25' CAT 5e Cable			\$48.00	\$61.00	
50' CAT 5e Cable			\$66.00	\$87.00	
100' CAT 5e Cable			\$105.00	\$130.00	
Ethernet Cable Coupler			\$18.00	\$22.00	

TECHNICAL SERVICES		QTY	DISCOUNT RATE	STANDARD RATE	TOTAL DUE: \$
Cable TV Service			\$265.00	\$330.00	
CATV Tuner Rental (Only available at the BCEC)			\$63.00	\$80.00	
CATV Tap Box			\$220.00	\$270.00	
					Total Due: \$

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Exhibitor Order Form Rigging Services

Effective January 1, 2022

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To qualify for discount rate, request and payment must be received 21 days prior to show/event opening.

Incomplete information will delay processing.

Event or Show:		Booth no. (s)		
Event or show date(s):		Exhibiting firm:		
Billing address:	City:	State:	Zip:	Country:
Phone:		Email:		
Ordered by/title:		Show site contact:		
Date:		Contact phone:		

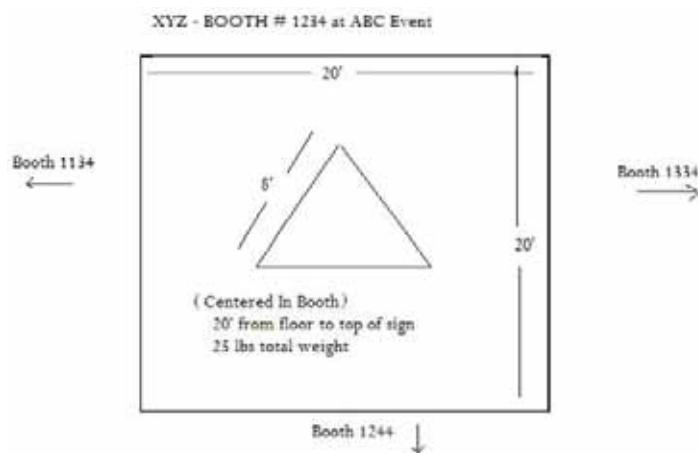
ITEM DESCRIPTION & INFORMATION					
**Description of Item (Sign, Banner, Truss, etc.)					
Quantity:	Size:	Weight:	Height desired from floor to top of suspended item:		
Do any items require Electrical service (circle one)? YES NO		Indicate Service Ordered on Electrical Form:			
Date When Your Item Will Be Ready for Hanging:		Preferred Move-Out Date:			
PACKAGE RIGGING SOLUTIONS					
Service Description	QTY	Discount Rate	Standard Rate	Total Due: \$	
Basic Rigging Package (Per Sign/Banner)		\$1,840.00	\$2,210.00		
Electrical Rigging Package (Per Sign/Banner)		\$2,130.00	\$2,560.00		
Team Labor Hour		\$284.00	\$342.00		
CUSTOM RIGGING SOLUTIONS - RIGGING EQUIPMENT RENTAL (REQUIRES QUOTE*)					
*For any of the services below, please contact JCALPRO at 617.954.2345.					
Equipment Description	QTY	Discount Rate	Standard Rate	Total Due: \$	
Silver 12" x 12" Box Truss	5' Section	\$31.00	\$37.00		
	8' Section	\$48.00	\$57.00		
	10' Section	\$59.00	\$70.00		
Black 12" x 12" Box Truss	5' Section	\$42.00	\$50.00		
	8' Section	\$66.00	\$81.00		
	10' Section	\$84.00	\$100.00		
Silver 20.5" x 20.5" Box Truss	5' Section	\$53.00	\$63.00		
	8' Section	\$87.00	\$103.00		
	10' Section	\$107.00	\$128.00		
Corner Block	Silver 12" x 12" box	\$59.00	\$70.00		
	Black 12" x 12" box	\$77.00	\$93.00		
	Silver 20.5" x 20.5" box	\$84.00	\$100.00		
Base Plate		\$42.00	\$50.00		
Rotator		\$177.00	\$214.00		
Motor		\$177.00	\$214.00		
Cheeseboro - Silver		\$7.00	\$8.00		
Cheeseboro - Black		\$9.00	\$12.00		
Grapple		\$13.00	\$16.00		

CONTINUED ON PAGE 27

CUSTOM LIGHTING SOLUTIONS – LIGHTING EQUIPMENT RENTAL (REQUIRES QUOTE*)

*For any of the services below, please contact JCALPRO at 617.954.2345.

Lighting Fixtures	QTY	Discount Rate	Standard Rate	Total Due: \$
Source 4 Par – (575 watt, 750 watt)		\$41.00	\$49.00	
Source 4 Leko – (575, 750 watt)		\$52.00	\$62.00	
Par 64 (1000 watt)		\$36.00	\$42.00	
Lighting Kits	QTY	Discount Rate	Standard Rate	Total Due: \$
Small Lighting Kit		\$220.00	\$265.00	
Medium Lighting Kit		\$385.00	\$465.00	
Large Lighting Kit		\$535.00	\$640.00	
X-Large Lighting Kit		\$655.00	\$785.00	
Dimmer Racks & Lighting Controls	QTY	Discount Rate	Standard Rate	Total Due: \$
Dimmer Control 1.2 x 4		\$95.00	\$115.00	
Dimmer Control 2.4 x 12		\$175.00	\$215.00	
Dimmer Control 2.4 x 24		\$380.00	\$455.00	
				Total Due: \$



We require diagrams and booth layouts for all rigging and lighting orders. See sample on left.

SIGNATURE _____

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Exhibitor Order Form Plumbing Services

Effective January 1, 2022

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Incomplete information will delay processing.

Event or Show:		Booth no. (s)			
Event or show date(s):		Exhibiting firm:			
Billing address:	City:	State:	Zip:	Country:	
Phone:		Email:			
Ordered by/title:		Show site contact:			
Date:		Contact phone:			

WATER AND DRAIN SERVICES

Service	Description	QTY	Size	Discount Rate	Standard Rate	Total Due: \$
Water Approx 75 PSI Up to ¾" line	Individual Connection			\$350.00	\$450.00	
	Additional Connection			\$210.00	\$260.00	
Drain Up to ¾" line	Individual Connection			\$350.00	\$450.00	
	Additional Connection			\$195.00	\$240.00	
Fill & Drain	0-100 Gallons			\$185.00	\$225.00	
	Each additional 500 gallons			\$115.00	\$160.00	

SINK RENTALS

Service	Description	QTY	Size	Discount Rate	Standard Rate	Total Due: \$
Cold Water Sink Rental	Includes: sink, one water and one drain connection			\$705.00	\$870.00	
Small Hot & Cold Water Sink Rental	Includes: sink, hot water heater (6 gallon cap.), dedicated power, 2 water and one drain connection			\$960.00	\$1,190.00	
Large Hot & Cold Water Sink Rental	Includes: 3-tub basin, hot water heater (6 gallon cap.), dedicated power, 2 water and one drain connection			\$1,190.00	\$1,495.00	

COMPRESSED AIR AND GASSES*

Service	Description	QTY	Size	Discount Rate	Standard Rate	Total Due: \$
Air Approx 110 PSI	Individual Connection			\$440.00	\$540.00	
	Additional Connection			\$225.00	\$280.00	
CO2	20 lb Cylinder (Dry or Liquid)			\$185.00	\$220.00	
	50 lb Cylinder (Dry or Liquid)			\$205.00	\$240.00	
Nitrogen	300 ft3 Tank (Dry)			\$245.00	\$295.00	

SIGNATURE _____

Total Due: \$

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Exhibitor Order Form Security Services

Effective January 1, 2022

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To qualify for discount rate, request and payment must be received 21 days prior to show/event opening.

Incomplete information will delay processing.

Event or Show:		Booth no. (s)		
Event or show date(s):		Exhibiting firm:		
Billing address:	City:	State:	Zip:	Country:
Phone:		Email:		
Ordered by/title:		Show site contact:		
Date:		Contact phone:		

SECURITY SERVICES						
Date	# Of Officers	Scheduled hrs. (4 hr. min.)	Total Man hrs.	Discount Rate (per man hrs.)	Standard Rate (per man hrs.)	Total Due: \$
				\$33.00	\$39.00	
				\$33.00	\$39.00	
				\$33.00	\$39.00	
				\$33.00	\$39.00	
				\$33.00	\$39.00	
				\$33.00	\$39.00	
				\$33.00	\$39.00	
				\$33.00	\$39.00	
				\$33.00	\$39.00	
				\$33.00	\$39.00	
				\$33.00	\$39.00	
				\$33.00	\$39.00	
			Total Man Hours:	Total Due: \$		

SIGNATURE _____

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Date Received:	Received by:	Check Number:	Discover/MC/Visa/Amex:

Exhibitor Guidelines, Information and Regulations

EXHIBITOR PARTICIPATION REGULATIONS

ACCESS CONTROL AND CREDENTIALING

Exhibitors accessing the BCEC – including exhibitors traveling to the BCEC, unloading exhibitor-related cargo and parking at the BCEC – must be credentialed by the BCEC Public Safety Department before entering the facility. Issued Exhibitor Credentials must be worn on the outermost garment (or on the right wrist if an ID band is issued) of the exhibitor (employees and contractors) at all times while inside the facility.

Exhibitors should check in with the General Service Contractor (GSC) Marshalling Lot Trailer, or go directly to the South Parking Lot if directed by the GSC or Licensee, before proceeding into the building at Southwest Badging. Upon request and as a requirement to be issued a MCCA ID, all employees and contractors working within an MCCA facility must identify themselves with a current and valid, government-issued photo identification (preferably a valid state-issued motor vehicle operator's license). Once positively identified by MCCA Public Safety, the exhibitor will be referred to the Licensee in order to register and receive event credentials.

ESCA identification badges are required for all General Service Contractors (GSC). Temporary MCCA credentials will not be issued to GSC employees and they will be turned away.

Lost/missing credentials must be reported to, and recorded by, MCCA Public Safety. The MCCA, in its sole discretion, reserves the right to revoke credentials for violations of law, facility policies and procedures, and/or injuries against persons or property, and/or when the revocation of those credentials is in the best interests of the MCCA.

AFFIXING TO THE FACILITY STRUCTURE

The MCCA does not allow exhibitors to:

- Rig cable/hanging devices or affix any materials to the ceiling, electrical buss ducts and conduits, sprinkler pipes, ventilation equipment, windows, columns or any other physical structure at the BCEC
- Cause or permit any nails, staples, hooks, tacks, screws, or the like to be driven into the facility structure (including, but not limited to, any wall, ceiling, column, stone, window, drape, painted, carpeted or concrete surfaces of the premises)
- Erect any decorations or use adhesive materials, including tape that can deface the walls, ceilings, floors, facilities and equipment contained on the premises
- Paint or permanently cover walls, floors, ceilings, or other areas of the facility or its furnishings or fixtures

BOOTH SET-UP AND DISMANTLE

The unpacking, assembling, dismantling and packing of displays and equipment may be done by full-time employees of an exhibiting company. Exhibitors are allowed to set-up and/or dismantle their own booths, provided that they use their own bona fide, full-time employees. It is acceptable for exhibitors to safely use power tools to set-up and/or dismantle their own booths.

No one under the age of 18 is permitted on the loading docks, in truck bays or in the loading dock yard. Additionally, no one under the age of 18 is permitted in the exhibit halls during move-in or move-out operations. The Licensee will determine age restrictions, if any, for hours when the exhibit hall is open for attendees.

BOOTH STAGING

1. In addition to equipment and furniture placed within a booth space, subject to show management limitations, exhibitors are allowed to stage the following items:
 - a. Boxed or loose product, materials or literature
 - b. Fiber cases used to ship pop-up displays
 - c. Personal items such as luggage, purses, briefcases or coats
2. The following restrictions must be observed when staging these additional items:
 - a. The amount of product, materials or literature that may be staged within a booth space must not exceed a one-day supply.
 - b. Items may be placed either in a display case, on a counter, on a shelving unit, in a closet, on a table, under a table or stacked neatly within the booth space.
 - c. Items that are stacked must not create a tripping hazard or hamper easy movement within the booth space.
 - d. Items may not be placed on or within six inches of floor ports, electrical wiring or cabling.
 - e. Pallets, empty crates, cartons and boxes may not be stored in the booth space.
 - f. Staging will not be allowed behind the back wall of the booth and behind the drape within the booth or exhibit area.

CABLING

No cables (telephone, Internet, electrical, audio, video, etc.) should be run in front of any doorways at any time. If cables must cross a doorway, cables must be flown — cable trays are not an acceptable substitute.

CANDLES

Candles are not permitted.

CAUTION TAPE

Use of 'Caution Tape' is prohibited. Yellow or red plastic tape with black stripes, or printed with 'Caution,' 'Do Not Enter' or other warning messages may only be placed by the MCCA to warn individuals of a hazardous condition. The MCCA prohibits the use of yellow or red plastic tape to restrict access to an event or exhibit display. Rope and stanchion is available from the General Service Contractor.

COOKING DEMONSTRATIONS

If cooking or heating appliances will be used, the MCCA prefers they are powered by electricity, use UL listed/approved equipment and be adequately ventilated.

An exhibitor may use butane for cooking purposes with prior approval of the MCCA Public Safety Department. Quantity inside the facility is limited to: two (2) 1-pound UL listed/approved non-refillable canisters per cooking device; one canister attached to the cooking device; and one spare canister. To prevent excessive amounts of butane within the facility, exhibitors may only use butane canisters purchased directly through the MCCA's exclusive food provider, Levy Restaurants.

Single-well cooking equipment (deep fryer type device) using combustible oils and solids shall:

1. Have lids available for immediate use
2. Be limited to 288 sq. in. (.19 sq. m) of cooking surface
3. Be placed in noncombustible surface materials
4. Be separated from each other by a minimum horizontal distance of 2 ft. (61 cm); multiple single-well cooking units may be placed together if the aggregate cooking surface does not exceed 288 sq. in. (.19 sq. m)
5. Be kept a minimum horizontal distance of 2 ft. (61 cm) from any combustible material

Exhibitor must provide a UL listed/approved fire extinguisher no less than 30 feet (9.15 meters) from the cooking device.

Exhibitor shall provide a 6 liter, Class K fire extinguisher for hazards where there is a potential for fires involving combustible cooking media (vegetable oils, animal oils or fats in cooking appliances) for each device.

Fire extinguishers must be mounted in a visible location and accessible at all times. All extinguishers shall be currently inspected and tagged by a licensed fire extinguisher company.

Open flames, cooking or other sources of heat are prohibited under any tent, canopy or tarp.

EXCLUSIVE SERVICES

The MCCA will be the exclusive provider of the following services: food & beverage, electrical, business center, telephone, Internet, rigging, the operation of ground-supported crank-ups, the operation and provision of lifts for theatrical purposes, plumbing, the use of the house sound system, and the supply of compressed airs and gases.

The MCCA is the preferred provider of security booth coverage for exhibitors. If your event designates another security vendor for booth coverage, you may choose to order through the event's preferred provider as detailed in your exhibitor kit.

EXHIBITOR PRODUCT

Exhibitors are prohibited from offering or selling any product(s) to any employee, agent, contractor or subcontractor working at the MCCA.

At the conclusion of the event, all products must be either:

- Removed from MCCA facilities by the exhibitor;
- Properly disposed of;
- Donated to a previously identified nonprofit organization; or
- Sold to an established business, with sales receipts supplied and produced on demand.

Any MCCA employee, agent, contractor or subcontractor working in MCCA facilities who is determined to be removing and/or accepting event-related product(s) is subject to immediate termination of employment or prohibition from working at all MCCA facilities.

All persons, vehicles, bags, containers, etc. are subject to search.

FIRE SAFETY REGULATIONS

Exhibits and decorative materials must meet the requirements of the Code of Massachusetts Regulations – 780 CMR EIGHT EDITION (Building Code). The Massachusetts Department of Public Safety (DPS) has jurisdiction over all safety matters of the MCCA. The DPS, in conjunction with the City of Boston Fire Department (BFD), provide guidance to the MCCA for a safe venue for all guests and employees at our facilities.

Prior to the show opening or at any time during the event, the MCCA Public Safety Department or other agency may inspect booths and other assembly areas to ensure these requirements are met. If they are not, adjustments can be costly – if a display is determined to be a hazard it may be ordered removed from the facility at the exhibitor's expense.

These requirements shall apply whether the event is open or closed to the public. The below topics are the minimum fire safety requirements for all events and are designed to provide an overview; the MCCA Public Safety Department reserves the right to make any final decision for life safety issues. Our sole effort is to ensure the success of your event and safeguard the safety and experience of all our visitors.

FIRE SAFETY LIMITATIONS

The following limitations apply to all exhibits located in the exhibition halls in the BCEC:

1. The following items are fire hazards and are prohibited for use in the BCEC:
 - a. Compressed flammable gases. Exception: Butane for cooking purposes with prior approval of the MCCA Public Safety Department (see Cooking Demonstrations)
 - b. Pyrotechnics, flammable/combustible liquids, hazardous chemicals/materials, blasting agents and explosives
 - c. Cut Christmas trees, cut evergreens or similar trees
 - d. Fireplace logs, charcoal and similar materials
 - e. Untreated mulch and Spanish moss or similar vegetation
 - f. Untreated hay or straw
2. Any interior finish, either permanent or temporary, will be required to meet the requirements of the Code of Massachusetts Regulations – 780 CMR EIGHT EDITION (Building Code).
3. The following rules apply regarding flame-retardant treatments:
 - a. All curtains, drapes, banners, decorations and acoustical material (including but not limited to cotton, hay, paper, straw, moss, split bamboo and wood chips) must be flame-retardant treated to the satisfaction of the Massachusetts Department of Public Safety. Material that cannot be treated for flame retardancy shall not be

used. The GSC or individual exhibitor must have on-site a copy of the Certificate of Flame Resistance for all floor covering, curtains and rigged signage. The use of carpet on walls, ceilings, seating products or as decorative material is prohibited.

- b. Combustible materials, an inch or more in thickness, glass or asbestos cloth may be used without flame-retardant treatment.
- c. The use of oilcloth, tarpaper, sisal paper, nylon, Orlon®, and certain other plastic materials that are not flame-retardant is prohibited.
4. Open flame devices may be permitted when they are a necessary part of the exhibit, with prior approval of the MCCA Public Safety Department. Devices must be isolated from attendees by either four (4) feet or a barrier; be placed on a non-combustible surface; be separated from other devices by five (5) horizontal feet; and have a 10 lb. ABC fire extinguisher present within the exhibit. Fire extinguishers must be mounted in a visible location and be accessible at all times. All extinguishers shall be currently inspected and tagged by a licensed fire extinguisher company.
5. The hanging or rigging of signs, displays or banners, etc. shall not interfere with the building fire sprinkler system.
6. Exhibitors are prohibited from covering displays with drop cloths, sheets, table cloths or other non-flame resistant material.
7. Storage of combustible materials in meeting rooms, ballrooms or service corridors is prohibited.
8. Exhibitors shall move, remove or arrange with the General Service Contractor to remove wooden pallets, shipping crates, cardboard boxes and other packing materials from the exhibit hall area as soon as possible. These items are not permitted in the exhibit halls during events. See Booth Staging.

EXHIBIT HALL LIFE SAFETY EQUIPMENT

Fire extinguishers are located on each of the support columns in the exhibit hall area and on the perimeter walls. All brackets are 40 inches (102 cm) from the floor. Support column fire extinguishers are primarily mounted on the northwest quadrant. Fire extinguishers on the support columns along the north end of Hall A, and those on the south side of the air walls, are mounted on the southwest quadrant. General Service Contractors (GSC) and exhibitors are required to

maintain a minimum unobstructed path of no less than 48 inches (122 cm), 24 inches (61 cm) on center for fire extinguishers.

Fire extinguishers shall not be removed or temporarily relocated by any exhibitor, the Licensee or the GSC. The GSC is responsible for ensuring that egress paths, emergency exits, fire extinguishers, fire pull stations, fire department value boxes, fire alarm flashers and AEDs are not obstructed or obscured from view at any time in the facility. Anyone found responsible for moving, removing or blocking fire safety equipment is subject to a fine.

FLAME-RETARDANT TREATED MATERIALS

The following rules apply regarding flame-retardant treatments:

1. All decorations, drapes, signs, banners, acoustical materials, hay, straw, moss, split bamboo, plastic cloth, and similar decorative materials shall be flame-retardant to the satisfaction of the Boston Fire Department and State Fire Marshal.
2. Combustible materials, 3/8 inch or more in thickness, glass or asbestos cloth may be used without flame-retardant treatment.
3. The use of oilcloth, tarpaper, sisal paper, nylon, Orlon®, and certain other plastic materials that are not flame-retardant, is prohibited.
4. Table coverings used in exhibit halls must be flame-retardant treated, unless they lie flat, and have an overhang of no more than six (6) inches.
5. All materials must be certified by the Boston Fire Department within six (6) months of the event. The Boston Fire Department does not accept certificates from other jurisdictions. Materials may be sent directly to the Boston Fire Department for testing.
6. The City of Boston Fire Code prohibits the use of:
 - Fabric attached to a ceiling or used to cover any portion of an exhibit
 - Carpet on ceilings, walls, seating products, or as decorative material

LASERS

The use of lasers for exhibit demonstrations or visual effects for entertainment must be approved by the Licensee and the MCCA Public Safety Department. All lasers must comply with Code of Massachusetts Regulations 105 CMR 120.000, and be registered and approved by the Massachusetts Department of Public Health. Regulations and applications are available from the Massachusetts Department of Public Health.

FOOD & BEVERAGE SAMPLES

The MCCA prohibits any food or beverages from being brought into the building, except by Levy Restaurants, the exclusive food & beverage service provider. The distribution of food and beverages, regardless of type and/or quantity, is the sole responsibility of Levy Restaurants.

Levy Restaurants is the official caterer for all food and beverage services within the BCEC. All arrangements for the service of food and/or beverages must be made through the catering office. Food and beverage sampling in conjunction with specific exhibits may be permitted, but only to the extent approved in writing, in advance, by a Levy Restaurants Catering Sales Manager.

In order to obtain authorization from your Catering Sales Manager to distribute food and beverage items, one of the following conditions must exist:

- (1) The party interested in distributing food and/or beverage must be the manufacturer of said product. The interested party must only distribute sample sizes (2 ounces of pre-packaged food items or 4 ounces of non-alcoholic beverages) of his/her product, and cannot participate in cash sales of said product during the show.

-OR-

- (2) The party interested in distributing food and/or beverage items must pay a fee, which is based on a percentage of retail pricing for the item and is subject to all applicable administrative fees and taxes, in order to waive its right to exclusivity under the MCCA/BCEC License Agreement.

If a party brings unauthorized food and/or beverage items into the BCEC and does not subsequently meet one of the conditions listed above, the party must immediately remove the unauthorized item(s) from their exhibit or meeting space.

Temporary Food Service Permit Application

The City of Boston Inspectional Services Division requires a temporary food service permit for any food & beverage served at the BCEC that is not sourced through Levy Restaurants. Permit fees begin at \$30.00 for a one-day permit, with \$5.00 for each additional day of sampling (example: a 3-day permit costs \$40.00).

GLITTER, CONFETTI, POPCORN AND OTHER MATERIALS

The use of glitter, confetti, sand, popcorn or simulated snow types of material is not permitted in the BCEC. Additionally, adhesive-backed decals may not be given away or utilized.

GRATUITIES POLICY

It is against the MCCA's policy for any employee or service contractor to accept gratuities or gifts from the Licensee and/or any exhibitors. Offering of tips and gratuities to personnel employed by the MCCA, or its contractors, agents or suppliers, is not necessary and strictly prohibited. If you are approached or solicited by any MCCA or service contractor personnel for gratuities, please report this violation to the Chief of Public Safety at 617.954.2222.

GUARDRAILS AND STAIRS

Any platforms exceeding 30" in height will require a Massachusetts State building code compliant guardrail system. The guardrail shall be 42" in height, with balusters or solid material such that a sphere with a four-inch (4") diameter cannot pass through any opening.

The guardrails shall not have an ornamental pattern that would provide a ladder effect. This includes a guardrail on stairs.

The guardrail system shall be capable of withstanding a load of 200 pounds (minimum).

Stair construction shall meet Massachusetts State building code for riser height of 7" maximum and a tread depth of 11" minimum. These stairs shall have a handrail that shall be continuous, without interruption by newel posts, other

structure elements or obstructions. Handrails shall not be less than 34" or more than 38". The handrail ends shall be returned to a wall or post. All stairway handrails shall have a circular cross section with an outside diameter of at least 1-1/4" and not greater than 2".

Stair width shall be a minimum of 36". Many multi-level displays are designed without risers, which is not permitted by the Massachusetts State building code as the stairway is part of a means of egress. The easiest way to address this issue with minimal cost is to secure a fitted piece of fire-rated plywood or sheet rock between the stringers against the back of the treads.

HAND-CARRY POLICY

The MCCA reserves the right to restrict all freight and package deliveries to the loading dock. MCCA Public Safety personnel will be on site to direct and assist exhibitors during move-in and move-out.

For the convenience and safety of exhibitors and patrons, all freight and material handling must enter and exit the facility through the loading dock. The Licensee and its exhibitors will be allowed to hand carry one item, one time, in or out of the facility without having to access the loading dock. (Hand-carried freight is defined as one item that can be easily carried by an individual, without the need for dollies or other mechanized equipment.)

No parking is allowed at the entrance of the facility, and the use of passenger elevators for movement of freight is not allowed. All packages are subject to inspection by facility personnel.

This policy is strictly enforced at The Westin Boston Waterfront Hotel skybridge as well.

LIGHTS

Only Underwriters Laboratories (UL) approved, clamp-on types of portable spotlights are allowed. All display lights must be turned off when the exhibitor leaves for the day. Only UL approved extension cords 12 gauge or greater, rated for 20 amp, are allowed. Note: Household extension cords are not permitted. These are generally 14 or 16 gauge and only rated at 15 amp.

MATERIAL HANDLING

Exhibitors are allowed to perform their own material handling, providing all of the following criteria are met:

- Exhibit personnel performing the work must be bona fide, full-time employees ("authorized personnel") of said company.
- Exhibitors may choose to off-load from a company-owned truck or rental vehicle, or from a car, van or truck owned by personnel of the company provided the vehicle is co-owned or rental vehicles must be less than 24 feet in length.
- Exhibitors may use only hand-operated equipment, which they have provided; two-wheeled hand trucks and four-wheeled flat trucks are permitted as well.
- At no time can vendors (A/V, furniture design firm, etc.) unload their items. An approved General Service Contractor (GSC) or the Exclusive Rigging Service Provider (ERSP) must be hired by the Licensee to unload/re-load and push in all vendors.

MEANS OF EGRESS

The travel distance within an exhibit booth or exhibit enclosure (including temporary office/meeting spaces) to an exit access aisle shall not exceed 50 feet (15 meters). There should be a minimum of two (2) separate exits from any point in the hall or room where the occupant load is less than 500 persons. Where occupant loads are between 500 and 999 persons, there shall be a minimum of three (3) separate exit doors. Where occupant loads are 1,000 persons or greater, there shall be a minimum of four (4) separate exit doors.

Exits must be so located and exit access arranged so that exits are readily accessible at all times. Where more than one exit is required, exits must be remotely located from each other and arranged and constructed to minimize any possibility that more than one may be blocked by a fire or other emergency condition.

Where exits are not immediately accessible from an open floor area, safe and continuous unobstructed passageways, aisles or corridors leading directly to every exit must be maintained and arranged, to provide access for each occupant to at least two exits by separate ways of travel. At no time should an exit door or exit access door be locked, blocked or obstructed in a manner that will confuse or slow the movement of any people within the area. This requirement will also be in effect during the "move in" and "move out" of events.

During certain events, the total occupancy of larger meeting rooms and the ballrooms meeting room(s) being used may not require all the exit capacity provided for that area. In these cases, a special review will be done on the request to close some of the exit doors. An explanation, along with detailed drawings showing these doors, must be submitted for approval. If approved, the doors and exit signs must be covered to prevent any confusion to the occupants.

MULTI-LEVEL BOOTHS AND CEILINGS/CANOPIES

Guidelines for Covered Exhibits With Less Than Three Hundred (300) Covered Square Feet

All materials used in the construction of covered exhibits and all decorative materials within the exhibit must be non-combustible or limited combustible (flame-retardant) materials. Certification of flame retardant treatment, along with samples of said materials, must be submitted, if requested by the MCCA Public Safety Department or the Massachusetts Department of Public Safety. It is strongly recommended that certifications of flame retardant treatments be available at show site to avoid on-site testing of materials.

Fabric must pass the NFPA-701 Code for flame spread and smoke development - Class A, Flame Spread less than or equal to 25, Smoke Developed less than or equal to 450. Canopies and tarps must be fire resistant and meet CPAI 84 (Canvas Products Association International) specifications. The original flame retardant compliance tag must be attached to tent, canopy or tarp.

The use of tents inside the Convention Center requires a special permit from the Massachusetts Department of Public Safety. Please contact the MCCA Public Safety Department at 617.954.2222 for assistance.

Exhibitor must install a single station and battery operated smoke detector on the interior of each covered exhibit or structure, including enclosed storage closets, regardless of the square footage. The detector must sound an audible alarm and be installed per the manufacturer's instructions.

Exhibitor must provide at least one (1) 10 lb. ABC, dry chemical fire extinguisher. Fire extinguishers must be mounted in a visible location and accessible at all times. All extinguishers shall be currently inspected and tagged by a licensed fire extinguisher company.

A single exhibit or group of exhibits with ceilings that do not require sprinklers shall be separated by a distance of not less than 10 feet (3050 mm) where the aggregate ceiling exceeds 300 square feet (28 square meters).

Open flame, cooking or other sources of heat are prohibited under any tent, canopy or tarp.

MOVE-IN PROCEDURES

All exhibitor move-in is restricted to the BCEC Loading Dock. No exhibitor will be allowed access with his or her move-in materials via any other entrance to the facility. Please note the hand carry rule within the Exhibitor Participation Rules/General Conditions Section of the Event Guide.

MULTI-LEVEL BOOTHS AND CEILINGS/CANOPIES

Guidelines for Multi-level Exhibits (regardless of the size) and Covered Exhibits With Larger Than Three Hundred (300) Covered Square Feet

Requests for construction of multi-level exhibits (regardless of the size) must be authorized by show management before being reviewed by the MCCA Engineering and Maintenance Division and MCCA Public Safety Department. To ensure the success of your exhibit, please read and comply with the following guidelines:

1. Plans should be submitted a minimum of 90 days before the move-in date of the event and must adhere to the following:
 - a. They must be scaled, signed and dated by a registered architect or professional engineer.
 - b. They must include the show name and dates.
 - c. They must include exhibitor's name and assigned booth number.
 - d. They must include directional information (i.e. indicate neighboring aisles and/or booth numbers).
 - e. They must indicate maximum exhibit height, within the booth. Height guidelines are established, per event, by show management.
 - f. They must include connection details for the elevated floor and stairs, and permitted loading for furnishings, storage units, work surfaces or occupants who will be permitted access to the upper level.
 - g. They must include a floor loading schedule that identifies the maximum safe floor loading, fixture loads (dead loads) and occupant loading (live loads), establishing what shall be the effective limits.
2. All materials used in the construction of multi-level and/or covered exhibits and all decorative materials within the exhibit must be non-combustible or limited combustible (flame-retardant) materials. If requested, certification of flame-retardant treatment, along with samples of said materials, must be submitted to the Massachusetts Department of Public Safety for testing. It is recommended that certifications of flame retardant treatments be available at show site.

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MULTI-LEVEL BOOTHS AND CEILINGS/CANOPIES**Guidelines for Multi-level Exhibits (regardless of the size) and Covered Exhibits With Larger Than Three Hundred (300) Covered Square Feet**

3. Exhibits with an enclosed room or occupied second story must post notice at the bottom of the stairway, indicating maximum permitted occupancy (or total permitted weight load of the second level).
4. If second level is to be occupied and greater than three hundred (300) square feet, or is designed to hold 10 or more persons, two (2) stairways are required, remote from each other. If second level is to be occupied and less than three hundred (300) square feet, one (1) set of stairs is permitted.
 - a. Stair construction shall meet Massachusetts State building code for riser height of 7" maximum and a tread depth of 11" minimum.
 - b. These stairs shall have a handrail that shall be continuous, without interruption by newel posts, other structure elements or obstructions.
 - c. Handrails shall not be less than 34" or more than 38". The handrail ends shall be returned to a wall or post. All stairway handrails shall have a circular cross-section with an outside diameter of at least 1-1/4" and not greater than 2".
 - d. Stair width shall be a minimum of 36". Many multi-level displays are designed without risers, which is not permitted by the Massachusetts State building code as the stairway is part of a means of egress.
5. Individual areas of upper decks or covered areas must be limited to dimensions that do not exceed one thousand (1,000) square feet.
6. Exhibitor must install a single station and battery-operated smoke detector on the interior of each covered exhibit or structure, regardless of the square footage. The detector must sound an audible alarm and be installed per the manufacturer's instructions.
7. Exhibitor must provide a portable, dry chemical fire extinguisher for each level or each covered exhibit or structure. At least one (1) 10 lb. ABC portable type fire extinguisher must be provided for each three hundred (300) square feet. Fire extinguishers must be mounted in a visible location and accessible at all times. All extinguishers shall be currently inspected and tagged by a licensed fire extinguisher company.

AUTOMATIC FIRE EXTINGUISHING SYSTEM

1. The following shall be protected by an automatic extinguishing system:
 - a. Any home or house constructed within the exhibit hall; and it must also include smoke/fire alarms and a 10 lb. ABC fire extinguisher on each level
 - b. The lowest level of a multi-level exhibit, regardless of size, and/or a single-story covered exhibit where the covered area exceeds 300 sq. ft. (27.9 sq. m), and/or any covering over a multi-level exhibit exceeding 300 sq. ft. (27.9 sq. m)

Exception: Exhibitors installing these approved flame retardant materials as coverings may avoid the need to install a fire extinguishing system:

- A flame retardant material with fusible seams that under low temperatures (176° F / 80° C) will split and open the canopy to allow smoke to rise, activate sprinklers and allow water through the opening
 - A flame retardant open mesh material with a minimum 70% opening
 - Ceilings that are constructed of open grate design or listed dropout ceilings in accordance with NFPA 13, Standard for the Installation of Sprinkler Systems, shall not be considered ceilings within the context of this section
 - Vehicles, boats and similar exhibited products having over 100 sq. ft. (9.3 sq. m) of roofed area shall be provided with smoke detectors (Single station and battery operated or portable smoke detectors meeting the requirements for Household Fire Warning Devices in NFPA 74 are acceptable.)
2. A temporary sprinkler system must be connected to the Convention Center's domestic water system. The MCCA maintains a list of approved, state-licensed fire sprinkler companies authorized to install temporary fire sprinkler systems. The vendor must submit a sprinkler coverage plan to the MCCA Engineering & Maintenance Department for approval.
 3. To order a plumbing connection for the sprinkler system before you arrive, click on the "Exhibitor Online Ordering" link from the main MCCA Webpage (www.massconvention.com).

4. Exhibitor must install at least one (1) single station and battery operated smoke detector on the interior of each covered exhibit or structure regardless of the square footage. The detector must have an audible alarm and be installed per the manufacturer's instructions.
5. Exhibitor must provide a portable, dry chemical fire extinguisher for each level or each covered exhibit or structure. At least one (1) 10 lb. ABC portable type fire extinguisher must be provided for each three hundred (300) square feet. Fire extinguishers must be mounted in a visible location, and be accessible at all times. All extinguishers shall be currently inspected and tagged by a licensed fire extinguisher company.

The Massachusetts Department of Public Safety does not permit the use of a fire watch ordered in lieu of a temporary fire sprinkler system as an alternative method for fire safety compliance.

PROTECT YOUR EXHIBIT AND MATERIALS

The MCCA is not liable for, nor does the MCCA carry any insurance on, exhibitor property or fixtures. Please bear in mind that all of your exhibit material and displays are your property. Therefore, it is important that you take every precaution to protect this material. Below are some suggestions toward this end:

1. Ship your materials with a qualified carrier and be sure to lock trunks/crates.
2. If cartons are used, be sure that they are securely taped or banded and under no circumstances marked with the name or type of articles contained therein.
3. Be sure to furnish your shipping company with an accurate account and complete bill of lading.
4. Do not leave your booth unattended during the set-up period.
5. Do not leave exhibit material under tables or displays.
6. Do not include exhibit material in containers to be stored with empties.
7. At the close of the exhibit, be sure to pack as quickly as possible and under no circumstances leave your space unattended during this period.

8. If at all possible, have one of your staff remain in your space with your shipment, until it is actually picked up by the drayage contractor's personnel.
9. Promptly report any missing items or suspicious person(s) to Public Safety.

SMOKING

The BCEC is a non-smoking facility. Smoking of any tobacco product or electronic cigarette ("e-cigarettes") is NOT allowed in the building at any time. Designated smoking areas are located outside the building.

SOLICITATIONS

No solicitations or collections are permitted in the BCEC.

VEHICLES AND OTHER MOTORIZED EQUIPMENT

Vehicles that are to be brought into the BCEC must be pre-approved. In some cases, vehicles will not be allowed in the building, and there are restricted areas that vehicles cannot enter. Keys to start the vehicle, as well as any deactivation codes for security features, must be left with the Public Safety Department.

Motorized vehicles are defined as any vehicle that is propelled by an internal combustion engine, such as, but not limited to: automobiles, trucks, buses, farm equipment, construction equipment, motorcycles, snow mobiles, aircraft, watercraft and lawnmowers.

Motorized vehicles shall:

1. Be equipped with a locking (or taped) gas cap to prevent the escape of vapors. Fuel tanks shall not have more than three (3) gallons of fuel, or 1/8 tank, whichever is less.
 - a. Exceptions:
 - i. Recreational vehicles (RVs) may have up to 1/4 tank of fuel
 - ii. Aircraft that is on standby status and is required to have a minimal fuel level as determined by the Federal Aviation Administration (FAA) such as MedFlight®
2. Have at least one (1) battery cable used to start the engine, disconnected and the end of the disconnected battery cable, taped. It is preferred that the positive or "hot" cable be disconnected.

3. Not be moved during exhibit hours. Vehicles may not be started or operated within the exhibit hall for the first 15 minutes after the exhibit hall closes to the public for the day or final closing of the event. No vehicle may be operated on the exhibit hall without a lead person walking in front of the vehicle warning people of vehicle movement.
4. Fueling or defueling of vehicles is prohibited.

MCCA Services

The BCEC is the exclusive provider of the following services: food & beverage, business center, coat check, electrical, telephone, Internet, plumbing and the supply of compressed airs and gases, the use of the house sound system, rigging, the operation of ground-supported crank-ups, and the operation and provision of lifts for theatrical purposes. Most of these services are available directly to an exhibitor and should be ordered through your Exhibitor Services Center. These exclusive services are subject to prices and conditions on appropriate order forms. Discounts may apply to some services by meeting the advance payment deadlines and conditions noted on the forms.

Exhibitors may order services through the Signature Boston Exhibitor Ordering Site at www.signatureboston.com. For more information, Exhibitor Services can be contacted at 617.954.2230 or exhibitorservices@signatureboston.com.

The MCCA is the preferred provider of security booth coverage for exhibitors. If your event designates another security vendor for booth coverage, you may choose to order through the event's preferred provider as detailed in your Exhibitor Kit.

ATMS

Guests will find ATMs on Level One in the North Lobby and the Wicked Good Market, and on Level o East.

AUDIO/VISUAL SERVICES

The BCEC offers in-house A/V services on a preferred basis, with a preferred audio/visual provider to help provide comprehensive event support and services. All types of audio and visual display devices, screens and computer interfaces are available, along with skilled operators. The BCEC features a digital audio system and extensive use of fiber optic cabling to distribute signals throughout the facility. The BCEC has a clear line of sight to all satellites and dedicated truck parking

spaces, complete with power and signal distribution. The preferred audio/visual provider is the exclusive provider for the use of the in-house sound systems. All other A/V companies must bring in a stand-alone speaker system.

BOOTH PACKAGES

Services cannot be resold or bundled as a package without prior written approval.

BUSINESS CENTER

The MCCA in-house vendor is the exclusive service provider of the Business Center. From simple documents to complex projects and on-going programs, the MCCA business center will provide document management solutions to meet your needs. The document solutions capabilities include: copying and digital printing, document production, supplies, computer services, electronic file submission, signage, custom printing services, document distribution, pack and ship options, express and ground service, fax service with delivery of incoming messages, and desktop/word processing.

SATELLITE SERVICES

The BCEC has a clear line of sight to all satellites and convenient parking spots for uplink and downlink trucks. Power and signal distribution is available at all truck locations. Please contact Exhibitor Services for more details and pricing.

Transportation

PUBLIC TRANSPORTATION

We strongly encourage you to promote public transportation as an efficient option for your attendees and exhibitors. Public transportation in the Boston area is provided by the Massachusetts Bay Transportation Authority (MBTA or "The T"). A number of excellent public transportation options are available for service to and from the BCEC. South Station, the premier regional transportation center, is a ten-minute walk from the front door of the BCEC. Services available at South Station include the MBTA's Red and Silver lines, Amtrak regional service, bus service, and commuter rail.

TAXI AND RIDESHARE INFORMATION

MMCCA staff will coordinate with the individual taxicab companies and the Boston Hackney Division for the needs of each event. Assigned staff will manage taxi service logistics. Level One, North Entrance at 415 Summer Street is the

required location for taxicab drop-off and pick-up. This taxi stand location will be separate from the other transportation operations for the event. MCCA Transportation staff will monitor the volume of taxis, and will request more from the taxicab companies as needed throughout the event.

Rideshare vehicles (such as Uber & Lyft, etc.) are only permitted to pick up and drop off at designated locations. These locations are event-specific, and will appear in the app when you open it to request a vehicle. Signs will be posted throughout the BCEC to direct you to the proper pick-up location.

PRIVATE CHARTER SERVICE

Any exhibitor wishing to pick up or drop off a private charter shuttle on-site must request a staging area from the MCCA Transportation Department. All requests must be made in advance by emailing MCCATransportationServices@signatureboston.com. Requests must include the name of the event, the date & time of the trip, name of the bus company, and number of vehicles being used.

Exhibitors may contract directly with the MCCA to provide charter services. Please email MCCATransportationServices@signatureboston.com to request a quote for services.

PARKING

The BCEC currently maintains 1,343 parking spaces in the South Parking Lot. There are also 200 parking spaces that are utilized for valet parking. Please keep in mind that there is no 24-hour parking or overnight parking at the BCEC. In-and-out privileges are only available to those who purchase Exhibitor Parking Passes (only offered for select events, please contact Exhibitor Services with any questions). Any vehicle left at the BCEC overnight is subject to tow at the owner's expense.

For larger events where the amount of parking available on-site is expected to be insufficient to meet the needs of a particular event, the MCCA Transportation Department will work with local parking lots and garages to create an overflow parking plan. Vehicles will be sent off-site, and attendees will be provided with either walking directions back to the BCEC or a shuttle depending on the distance of the parking lot from the BCEC.

Please note that during events where parking is expected to fill the MCCA will restrict parking on-site to single-spaced vehicles only. Exhibitors arriving with box trucks or vehicles with trailers in tow will be directed to park off-site, and will not be permitted into the South lot until the conclusion of the event.

PARKING ON LOADING DOCK

Exhibitor staff members parking on the loading dock and displaying their loading dock parking pass on the dashboard of the motor vehicle for the purpose of unloading cargo have a limit of 20 minutes in order to do so. Exhibitor staff remaining in the loading dock area beyond the 20-minute limit, and/or who do not properly display a valid loading dock parking pass, subject themselves to towing at the vehicle owner/operator's risk and expense.

ADA PARKING

There is an ADA area in the South Parking Lot, in the rear of the facility. Parking is available in these spaces for the same rate as standard self-parking. From there, there is a handicap-accessible sidewalk to Level Zero, where there is an entrance to the BCEC through the Southeast lobby.

Levy Restaurants BCEC Authorization Request

Sample Food and/or Beverage Distribution

Please complete this form to receive authorization to distribute food or beverages not purchased through Levy Restaurants. Levy Restaurants has exclusive food and beverage distribution rights within the Boston Convention & Exhibition Center (BCEC) and has the responsibility to the City of Boston to strictly regulate any food and beverage activity within the BCEC. Due to strict regulations, any vendor sampling product within the above mentioned parameters must submit a sampling form to Levy Restaurants for approval.

The Selling of Food and/or Beverage products by any other entity is strictly prohibited.

Sponsoring Organizations of expositions and trade shows, and/or their exhibitors, may distribute SAMPLE SIZE food and/or beverage products ONLY upon written authorization and adherence to ALL of the conditions outlined below.

GENERAL CONDITIONS - FOOD INDUSTRY RELATED SHOWS

1. Items dispensed are limited to products Manufactured, Processed or Distributed by exhibiting companies.
2. All items are limited to SAMPLE SIZE and must be dispensed/distributed in accordance to Local and State Health Codes:
 - a. Non-Alcoholic Beverages limited to maximum of 4 oz. Sample Size, served in biodegradable (or plastic) cups. No cans or bottles will be permitted.
 - b. Alcoholic beverage sampling is permitted only if you are the manufacturer or distributor of the beverage. Alcoholic beverages must be "sample" sizes (2 oz. for beer/wine, .25 oz for liquor) and can only be served by a licensed Levy Restaurants bartender.
 - c. Food items are limited to "bite size", not to exceed 2 oz. portions or a 2 oz. prepackaged samples.
 - d. All food/beverage items brought in are required by the Boston Health Department to have a temporary Health Permit. This includes prepackaged food samples, samples not intended for consumption on the show floor, and bottled water.
3. Vendors are responsible for all booth rental fees, electrical, plumbing, drayage and all other Levy Restaurants and/or BCEC services.

IF YOU DO NOT MEET THE CONDITIONS LISTED ABOVE, THE FOLLOWING POLICIES APPLY:

TAKE-AWAY ITEMS AND BUY-OUT FEES. Any Food and Beverage brought on premises without the written authorization from Levy Restaurants, the BCEC and [NAME Show] Management is strictly prohibited.

1. Take-away items will be assessed and approved on a case by case basis by Levy Restaurants. Take-away items are items that are distributed to attendees but are not intended for immediate consumption at the time of receipt. Requests for take-away items must be submitted no later than DATE.
2. Requests for all Food or Beverage Products brought on the premises for consumption at hosted banquet/ booth events or that do not fall within the Sampling parameters listed above may incur a Buy-out Fee by Levy Restaurants. An appropriate buy-out fee will be determined by Levy Restaurants on a case by case basis; however, the buy-out fee will be based on a percentage of the retail pricing for the food and/or beverage item and is subject to all applicable taxes and service charges.

UNUSED FOOD OR BEVERAGE PRODUCT that requires pick-up or shipment after the show/event is the responsibility of the Company that is sampling the product. Absolutely NO REFUNDS of Buy-out Fees will be given for Food or Beverage Product if not consumed during show/event.

FOOD AND BEVERAGE RELATED SERVICES including storage, delivery, or any other service required for Food and/or Beverage products brought from the outside are not the responsibility of and will NOT be provided by Levy Restaurants.

If these services are required the following charges will assessed:

1. \$150.00 for a small visi cooler, per day
2. \$300.00 for a large double visi cooler, per day
3. \$25.00 per drop off and per pick-up for steward
4. \$150.00 per day minimum for dry or refrigerated storage, per pallet
5. \$6.00 per 5 pound bag of ice

Both the refrigerator and cooler require stewarding labor to drop off and retrieve the equipment. A security deposit of \$250 per piece of equipment will also apply.

SHIPPING/RECEIVING Please note that only product you expect to be prepared by, stored by and delivered by Levy Restaurants should be shipped to Levy Restaurants. Please see the Shipping Label, fill it out and ensure it is used properly to ensure proper receiving of your product. You must contact Levy Restaurants prior to shipping items – items not expected will not be received. For all Food and Beverage not purchased through Levy Restaurants, all standard fees mentioned above will be charged where applicable, including 20% Administrative Fee and Applicable Sales Tax.

The Company named below acknowledges they have sole responsibility for the use, servicing or other disposition of such items in compliance with all applicable laws. Accordingly, the firm agrees to indemnify and forever hold harmless Levy Restaurants and the BCEC from all liabilities, damages, losses, costs or expenses resulting directly or indirectly from their use, serving or other disposition of such items.

Exhibiting firm must provide Levy Restaurants with a Certificate of Insurance showing evidence of Commercial General Liability with an each occurrence limit of \$1,000,000 and naming Levy Premium Foodservice Limited Partnership and Massachusetts Convention Center Authority as additional insured. Information must be received no later than close of business (5:00 PM EST) on _____

Event or Show:		Event or show date(s):		
Exhibiting firm:		Booth no. (s):		
Billing address:	City:	State:	Zip:	Country:
Phone:		Email:		
Ordered by/title:		Show site contact:		
Date:		Contact phone:		

PLEASE SPECIFY: ITEM / DISTRIBUTION PURPOSE / QUANTITY / PORTION SIZE / METHOD OF DISPENSING

Before returning this document, please sign the "Agreed" indicating you have read and you agree with all conditions.

Agreed _____ Approved _____ Date _____
Exhibiting Firm Levy Restaurants

PLEASE RETURN FORM TO LEVY RESTAURANTS BY _____ TO ENSURE CONFIRMATION AND APPROVAL.

For additional services and information, please contact: Levy Restaurants | Exhibitor Catering Sales Department
415 Summer Street | Boston MA 02210 | Tel. 617.954.2382 | Fax 617.954.2159

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.