

Society for Immunotherapy of Cancer

sitc 2024

NOV. 6-10 | HOUSTON

Service Manual

SITC 39TH ANNUAL MEETING & PRE-CONFERENCE PROGRAMS

NOVEMBER 6-10TH, 2024

GEORGE R. BROWN CONVENTION CENTER
HOUSTON, TEXAS

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



exhibitor.services@heritagesvs.com
1-800-360-4323
Fax 314-534-8050

GENERAL INFORMATION/QUICK FACTS	3-4	UNION JURISDICTION RULES	53
CREDIT CARD AUTHORIZATION FORM.....	5	EXHIBIT LABOR ORDER FORMS.....	54-55
ORDER SUMMARY FORM.....	6	HANGING SIGN ORDER FORMS	56-59
BOOTH GRID.....	7	SIGN SERVICE ORDER FORM.....	60
TERMS AND CONDITIONS	8	GRAPHIC SUBMISSION INFORMATION	61
EXHIBITOR APPOINTED CONTRACTORS (EAC)	9-12	BOOTH CLEANING ORDER FORM	62
THIRD PARTY AUTHORIZATION	13	INTERNET & ELECTRIC ORDER FORMS	63-65
CARPET AND FURNITURE ORDER FORMS	14-24	INTERNET/PHONE/ELECTRIC INFORMATION	66-78
CARPET ORDER FORMS	14-15	AUDIO/VISUAL ORDER FORMS	79-80
FURNITURE ORDER FORMS	16-18	BOOTH CATERING MENU & FORMS	81-90
ACCESSORIES ORDER FORMS.....	19-22	GRBCC DIRECTIONS & MAP	91-92
COUNTER AND SHOWCASE ORDER FORMS ..	23-24	MULTI-LEVEL EXHIBITS.....	93-95
SPECIALTY FURNITURE CATALOG.....	25-35	GRBCC RULES & REGULATIONS.....	96-108
SPECIALTY FURNITURE ORDER FORMS	26-35	EXHIBIT HALL FIRE REGULATIONS	109
EXHIBITOR RENTAL DISPLAY BOOTHS	36-39		
MATERIAL HANDLING INFORMATION.....	40-43		
MATERIAL HANDLING ORDER FORM.....	43		
FORKLIFT ORDER FORM.....	44		
PRIORITY RETURN/ACCESSIBLE STORAGE.....	45		
DIRECT SHIPMENTS INFORMATION	46		
HES LOGISTICS INFORMATION.....	47-50		
SHIPPING LABELS.....	51-52		
ADVANCE WAREHOUSE LABELS.....	51		
SHOW SITE LABELS	52		

exhibitor.services@heritagesvs.com
1-800-360-4323
Fax: 314-534-8050

Order online at: heritagesvs.com/ordering

Please contact us for assistance if needed

SITC 39TH ANNUAL MEETING**NOVEMBER 6-10TH, 2024****GEORGE R. BROWN CONVENTION CENTER****HOUSTON, TEXAS****Booth Equipment**

Each 10'x10' booth will be set with 8' high blue and white back drape, 3' high blue side dividers, and a 11" x 17" one-line identification sign.

Exhibit Hall Carpet

The exhibit area is not carpeted; however, the aisles will be carpeted Tuxedo (gray with black specks). To enhance the appearance of your booth, rental carpet is available through Heritage. Please refer to the enclosed carpet brochure and furniture/carpet order form.

Discount Price Deadline Date

In order to receive advance order discount rates listed on the price sheet, we must receive your order and payment by Friday, October 18th, 2024.

Shipments to Advance Warehouse Deadline Date

Heritage will begin receiving freight at the advance warehouse on Wednesday, October 9th, 2024. To avoid late fees, all shipments to the advanced warehouse must arrive no later than Wednesday, October 30th, 2024. Shipments will be received Monday through Friday between the hours of 10:00 a.m. and 4:00 p.m.

Show Schedule**Exhibitor Move-In**

Wednesday	November 6 th	10:00 AM	-	6:00 PM
Thursday	November 7 th	8:00 AM	-	4:00 PM

Exhibit Hours

Friday	November 8 th	9:00 AM	-	7:00 PM	Open
		12:15 PM	-	1:45 PM	Lunch
		5:30 PM	-	7:00 PM	Evening
Saturday	November 9 th	9:00 AM	-	8:30 PM	Open
		12:00 PM	-	1:30 PM	Lunch
		7:00 PM	-	8:30 PM	Evening

Exhibitor Move-Out

Sunday	November 10 th	8:00 AM	-	5:00 PM
Monday	November 11 th	7:00 AM	-	11:00 AM

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 8:00 AM, on Sunday, November 10th.
- All carriers must check-in no later than 9:00 AM, on Monday, November 11th. All exhibit materials must be removed from the exhibit hall floor by 11:00 AM, on Monday, November 11th. Heritage will begin redirecting all outbound freight not claimed by appointed freight carriers to the preferred show carrier at 9:00 AM.
- Please refer to the Outbound Shipments Form included in this packet for detailed information regarding outbound shipping procedures.

exhibitor.services@heritagesvs.com

1-800-360-4323

Fax: 314-534-8050

Order online at: heritagesvs.com/ordering

Please contact us for assistance if needed

SITC 39TH ANNUAL MEETING

NOVEMBER 6-10TH, 2024

GEORGE R. BROWN CONVENTION CENTER

HOUSTON, TEXAS

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

TForce Freight C/O Crane Cartage

13320 JFK Blvd.

Houston, TX 77039

FOR: SITC 2024

Heritage will accept exhibit materials beginning Wednesday, October 9th, 2024 at the warehouse address. Material arriving after Wednesday, October 30th, 2024 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

George R. Brown Convention Center

1001 Avenida De Las Americas

Houston, TX 77010

FOR: SITC 2024

Crated, boxed, or skidded materials will be accepted at show site beginning at 10:00 AM, Wednesday, November 6th, 2024 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!

**METHOD OF PAYMENT &
CREDIT CARD AUTHORIZATION FORM****Must be completed and submitted with any HERITAGE order forms**

Name of Convention SITC 2024 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.

exhibitor.services@heritagesvs.com

1-800-360-4323

Fax 314-534-8050

 Order online at: heritagesvs.com/ordering
Discount Deadline:
10/18/2024

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
<input type="checkbox"/> Method of Payment & Credit Card Authorization	Submit With First Order
<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"/> Forklift Equipment and Labor	\$
<input type="checkbox"/> Installation & Dismantle Labor	\$
<input type="checkbox"/> HES Shipping	\$
<input type="checkbox"/> Hanging Sign Labor	\$
<input type="checkbox"/> Signs	\$
<input type="checkbox"/> Cleaning Service	\$

TOTAL AMOUNT DUE **\$** _____

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

Exhibiting Company _____

Contact Name _____ Booth # _____

Phone # _____ Email _____

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

exhibitor.services@heritagesvs.com

1-800-360-4323

Fax 314-534-8050

Order online at: heritagesvs.com/ordering

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:
10/18/2024**

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.services@heritagesvs.com

1-800-360-4323

Fax 314-534-8050

Order online at: heritagesvs.com/ordering**Discount Deadline:
10/18/2024**

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

**HERITAGE
ORGANIZER
FACILITY**

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

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

The insurance form must list as the Certificate Holder:

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

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

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

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

**HERITAGE
ORGANIZER
FACILITY**

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

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

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

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

Each Accident \$1,000,000 Disease - Each Employee \$1,000,000 Disease - Policy Limit \$1,000,000

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

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

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

Name of EAC: _____ Booth Number: _____

By (print name): _____

Signature: _____ Date: _____

exhibitor.services@heritagesvs.com

1-800-360-4323

Fax 314-534-8050

Order online at: heritagesvs.com/ordering**Discount Deadline:
10/18/2024****Exhibitor Appointed Contractor (EAC)
Work Authorization Form**

Return completed EAC Requirement forms to Heritage via email to exhibitor.services@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:	<input type="checkbox"/> Installation & Dismantle	<input type="checkbox"/> Installation & Dismantle – Supervision Only
	<input type="checkbox"/> Photography	<input type="checkbox"/> Security
	<input type="checkbox"/> Personnel/Models	<input type="checkbox"/> Other (please specify): _____
Products:	<input type="checkbox"/> Flooring/Carpet Rental	<input type="checkbox"/> Audio/Visual – Rental/Production/Lighting
	<input type="checkbox"/> Furniture/Signs/Accessories	<input type="checkbox"/> Computer Rental
	<input type="checkbox"/> Floral	<input type="checkbox"/> Other (please specify): _____

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

**Note Other Products/Services Here:

Please Type or Print**EAC Information:**

EAC Company Name: _____

Address: _____ City/State/Zip _____

EAC Company Phone: _____ Fax Number: _____

EAC Contact Name: _____ EAC Contact Cell: _____

EAC Contact Email: _____

Product/Service Description: _____

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

Exhibitor Signature: _____ Date: _____

Exhibiting Company _____

Contact Name _____ Booth # _____

Phone # _____ Email _____

CERTIFICATE OF LIABILITY INSURANCE

SAMPLE

DATE (MM/DD/YYYY)

00/00/0000

PRODUCER (000) 000-0000

FAX

AGENTS NAME
AGENTS ADDRESS
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 #**
INSURED
YOUR COMPANY NAME
YOUR COMPANY ADDRESS

INSURER A:

INSURER B:

INSURER C:

EAC FOR:

INSURER D:

INSURER E:

COVERAGES

THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. AGGREGATE LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSL LTR	ADD'L INSRD	TYPES OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YY)	POLICY EXPIRATION DATE (MM/DD/YY)	LIMITS	
		TYPES OF INSURANCE <input type="checkbox"/> COMMERCIAL GENERAL LIABILITY CLAIMS MADE <input type="checkbox"/> OCCUR	POLICY #	EFF DATE	EXP DATE	EACH OCCURRENCE	\$1,000,000
						DAMAGE TO RENTED PREMISES (EA OCCURRENCE)	\$500,000
						MED EXP (Any one person)	\$5,000
						PERSONAL & ADV INJURY	\$1,000,000
						GENERAL AGGREGATE	\$2,000,000
						PRODUCTS-COMP-OP AGG	\$2,000,000
		GEN'L AGGREGATE LIMIT APLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC					
		AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> NON-OWNED AUTOS	POLICY #	EFF DATE	EXP DATE	COMBINED SINGLE LIMIT (ea accident)	\$1,000,000
						BODILY INJURY (per person)	\$
						BODILY INJURY (per accident)	\$
						PROPERTY DAMAGE (per accident)	\$
		<input type="checkbox"/> GARAGE LIABILITY <input type="checkbox"/> ANY AUTO	POLICY #	EFF DATE	EXP DATE	AUTO ONLY-EA ACCIDENT	\$
						OTHER THAN EA ACC	\$
						AUTO ONLY: ACC	\$
		EXCESS/UMBRELLA LIABILITY <input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS MADE <input type="checkbox"/> DEDUCTABLE <input type="checkbox"/> RETENTION \$10,000	POLICY #	EFF DATE	EXP DATE	EACH OCCURRENCE	\$1,000,000
						AGGREGATE	\$1,000,000
		WORKERS COMPENSATION AND EMPLOYERS LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? If yes, describe under SPECIAL PROVISIONS below	POLICY #	EFF DATE	EXP DATE	WC STATUTORY LIMITS	OTH-ER \$
						E.L. EACH ACCIDENT	\$1,000,000
						E.L. DISEASE-EA EMPLOYEE	\$1,000,000
						E.L. DISEASE- POLICY LIMIT	\$1,000,000

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

ADDITIONAL INSURED AS RESPECTS LIABILITY PER WRITTEN CONTRACT:
CERTIFICATE HOLDER

 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

exhibitor.services@heritagesvs.com

1-800-360-4323

Fax 314-534-8050

Order online at: heritagesvs.com/ordering**Discount Deadline:**
10/18/2024**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

Discount Deadline:
10/18/2024

Order online at: heritagesvs.com/ordering

	Item	Quantity	Discount Rate	Standard Rate	Total
Classic Expo Carpet 16 oz	C10 10' x 10'	_____ x _____	\$334.69	\$435.10	= _____
	C20 10' x 20'	_____ x _____	\$657.10	\$854.22	= _____
	C30 10' x 30'	_____ x _____	\$982.61	\$1,277.39	= _____
	C40 10' x 40'	_____ x _____	\$1,320.33	\$1,716.43	= _____

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. 100 sq. ft. min.	_____ x _____	\$5.68	\$7.38	= _____

Circle your color choice for CLASSIC EXPO carpet:

Red Blue Hunter Green Gray Black

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

Circle your color choice for PRESTIGE carpet:

Navy Hunter Green Red Black White
Charcoal Silver Cloud Beige Royal Teal

Item	Total Sq. Ft.	Discount Rate	Standard Rate	Total
C70 Carpet Padding _____ W x _____ L per sq. ft.	_____ x _____	\$2.77	\$3.60	= _____
C80 Visqueen Covering _____ W x _____ L per sq. ft.	_____ x _____	\$1.65	\$2.15	= _____

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 8.25% \$ _____
TOTAL DUE \$ _____

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

Exhibiting Company _____

Contact Name _____ Booth# _____

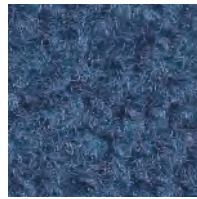
Phone # _____ Email _____

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

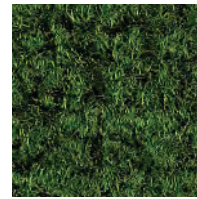
16 oz. Classic Expo



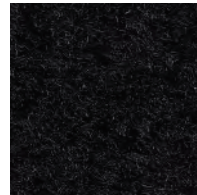
Red



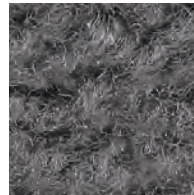
Blue



Hunter Green

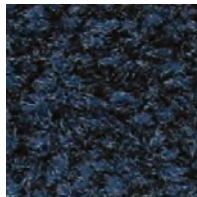


Black

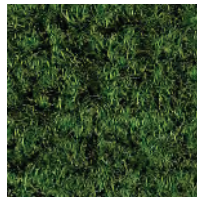


Gray

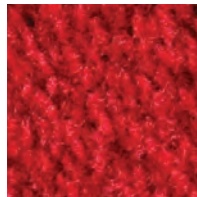
28 oz. Prestige Carpet



Navy



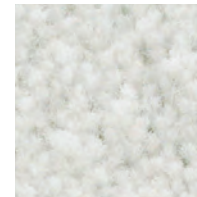
Hunter Green



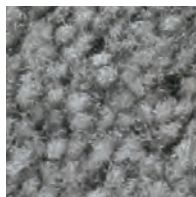
Red



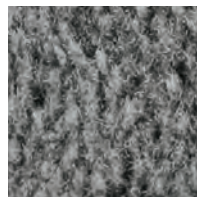
Black



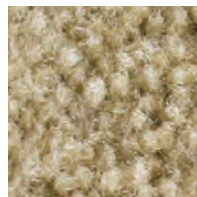
White



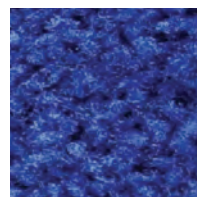
Silver Cloud



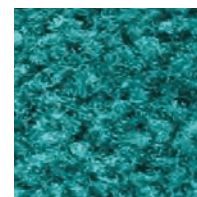
Charcoal



Beige



Royal



Teal

exhibitor.services@heritagesvs.com

1-800-360-4323

Fax 314-534-8050

Discount Deadline:
10/18/2024

Order online at: heritagesvs.com/ordering

	Item	Quantity	Discount Rate	Standard Rate	Total							
Furniture	F60 Plastic Side Chair (Gray)	x	\$ 95.35	\$ 123.96	=							
	F50 Padded Sled Base Chair (Gray)	x	\$ 124.45	\$ 161.79	=							
	F9 Padded Chair (Gray)	x	\$ 124.45	\$ 161.79	=							
	F10 Padded Arm Chair (Gray)	x	\$ 134.90	\$ 175.37	=							
	F20 Custom Padded Arm Chair (Gray)	x	\$ 159.35	\$ 207.16	=							
	F30 Padded High Stool (Gray)	x	\$ 152.35	\$ 198.06	=							
	F40 Custom Padded High Stool (Gray)	x	\$ 200.05	\$ 260.07	=							
	F75 Executive Chair (Black)	x	\$ 195.00	\$ 253.50	=							
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	\$ 172.15	\$ 223.80	=						
	F120	6' Table - 30" High	x	\$ 207.05	\$ 269.17	=						
	F130	8' Table - 30" High	x	\$ 241.90	\$ 314.47	=						
	F140	4' Table - 42" Counter High	x	\$ 214.00	\$ 278.20	=						
	F150	6' Table - 42" Counter High	x	\$ 248.90	\$ 323.57	=						
	F160	8' Table - 42" Counter High	x	\$ 283.80	\$ 368.94	=						
	F170	4th Side Table Drape - 30" High	x	\$ 72.10	\$ 93.73	=						
F180	4th Side Table Drape - 40" High	x	\$ 72.10	\$ 93.73	=							
Undraped Display Tables	F190	4' Table - 30" High	x	\$ 110.50	\$ 143.65	=						
	F200	6' Table - 30" High	x	\$ 134.90	\$ 175.37	=						
	F210	8' Table - 30" High	x	\$ 160.50	\$ 208.65	=						
	F220	4' Table - 42" Counter High	x	\$ 119.80	\$ 155.74	=						
	F230	6' Table - 42" Counter High	x	\$ 141.90	\$ 184.47	=						
	F240	8' Table - 42" Counter High	x	\$ 173.30	\$ 225.29	=						
	F80	30" Diameter Pedestal (Gray) 18" H	x	\$ 239.60	\$ 311.48	=						
	F90	30" Diameter Pedestal (Gray) 30" H	x	\$ 239.60	\$ 311.48	=						
	F100	30" Diameter Pedestal (Gray) 42" H	x	\$ 239.60	\$ 311.48	=						
Table Risers Covered White	F250	4' Long Riser	x	\$ 76.05	\$ 98.87	=						
	F260	6' Long Riser	x	\$ 93.50	\$ 121.55	=						
	F270	8' Long Riser	x	\$ 113.05	\$ 146.97	=						

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	\$ 18.41	\$ 23.93	=		
F290	Drape - 8' H						x	\$ 23.25	\$ 30.23	=		

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 8.25% \$ _____
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)

exhibitor.services@heritagesvs.com

1-800-360-4323

Fax 314-534-8050

SITC 2024

Order online at: heritagesvs.com/ordering

Discount Deadline: 10/18/2024

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

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

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

SUBTOTAL \$ _____
TAX 8.25% \$ _____
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.

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

exhibitor.services@heritagesvs.com

1-800-360-4323

Fax 314-534-8050

SITC 2024

Order online at: heritagesvs.com/ordering

Discount Deadline: 10/18/2024

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

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

SUBTOTAL \$ _____
TAX 8.25% \$ _____
TOTAL DUE \$ _____

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

Exhibiting Company _____

Contact Name _____ Booth# _____

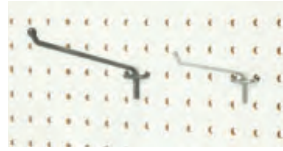
Phone # _____ Email _____

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

DISPLAYS



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



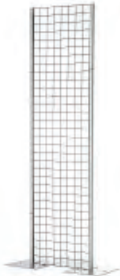
**Pegboard 6" Single
Hook**
D11



**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

exhibitor.services@heritagesvs.com

1-800-360-4323

Fax 314-534-8050

SITC 2024

Order online at: heritagesvs.com/ordering

Discount Deadline: 10/18/2024

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	\$ 781.60	\$ 1016.08	= _____
C_084 2 Meter Display Counter with Shelf 2M x 1/2M x 42" High with Sliding Door	_____ x	\$ 889.60	\$ 1156.48	= _____
C_152 1 Meter Curved Counter with Shelf 1M x 1/2M x 42" High with Sliding Door	_____ x	\$ 859.76	\$ 1117.69	= _____
C_053 1 Meter Radius Counter with Shelf 1M x 1/2M x 42" High with Sliding Door	_____ x	\$ 751.56	\$ 977.02	= _____
C_179 1 Meter Display Cabinet with Shelf 1M x 1/2M x 42" High with 2 Swing Doors and built in locks	_____ x	\$ 781.60	\$ 1016.08	= _____
MD60 Counter Locks	_____ x	\$ 44.20	\$ 57.46	= _____

Showcases

Item	Quantity	Discount Rate	Standard Rate	Total
D140 4' Full View Showcase	_____ x	\$ 739.75	\$ 961.68	= _____
D150 6' Full View Showcase	_____ x	\$ 795.55	\$ 1034.22	= _____
D160 4' Quarter View Showcase	_____ x	\$ 628.05	\$ 816.47	= _____
D170 6' Quarter View Showcase	_____ x	\$ 707.15	\$ 919.30	= _____

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.

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 8.25% \$ _____
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.

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



2024

TRADESHOW CATALOG



ESSENTIAL FURNISHINGS AND HELPFUL TIPS TO PLAN YOUR NEXT TRADESHOW EXHIBIT



**PLEASE CLICK HERE TO VIEW HERITAGE'S ENTIRE CATALOG
OF SPECIALTY FURNITURE OPTIONS**



exhibitor.services@heritagesvs.com

1-800-360-4323

Fax 314-534-8050

Order online at: heritagesvs.com/ordering

Discount Deadline:
10/18/2024

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:
30WHHC	30" Round Cafe Table w/ Hydraulic Base	30"RND 29"H	407.15	529.29		
30YBBB	30" Round Bar Table w/ Standard Black Base	30"RND 42"H	329.45	428.28		
30YSBC	30" Round Cafe Table w/ Standard Black Base	30"RND 29"H	329.45	428.28		
30YSHB	30" Round Bar Table w/ Hydraulic Base	30"RND 45"H	407.15	529.29		
30YSHC	30" Round Cafe Table w/ Hydraulic Base	30"RND 29"H	407.15	529.29		
36ATO	Atomic 36" Round Table	36"RND 30"H	362.08	470.71		
36BKHB	36" Round Bar Table w/ Hydraulic Base	36"RND 45"H	477.08	620.20		
36BKHC	36" Round Cafe Table w/ Hydraulic Base	36"RND 29"H	477.08	620.20		
36BKSB	36" Round Bar Table w/ Standard Black Base	36"RND 42"H	340.33	442.42		
36BKSC	36" Round Cafe Table w/ Standard Black Base	36"RND 29"H	340.33	442.42		
36GRHB	36" Round Bar Table w/ Hydraulic Base	36"RND 45"H	477.08	620.20		
36GRHC	36" Round Cafe Table w/ Hydraulic Base	36"RND 29"H	477.08	620.20		
36MTHB	36" Round Bar Table w/ Hydraulic Base	36"RND 45"H	477.08	620.20		
36MTHC	36" Round Cafe Table w/ Hydraulic Base	36"RND 29"H	477.08	620.20		
36WTHB	36" Round Bar Table w/ Hydraulic Base	36"RND 45"H	477.08	620.20		
36WTHC	36" Round Cafe Table w/ Hydraulic Base	36"RND 29"H	477.08	620.20		
42ATO	Atomic 42" Round Table	42"RND 30"H	362.08	470.71		
42BKCT	42" Round Table	42"RND 29"H	543.90	707.07		
ACEHBC	Ace High Back Chair	26"L 26"D 41.75-	374.51	486.87		
ACEMBC	Ace Mid Back Chair	26"L 26"D 33.25-	352.76	458.59		
ACHBCB	Ace High Back Chair	26"L 26"D 41.75-	374.51	486.87		
ACMBCB	Ace Mid Back Chair	26"L 26"D 33.25-	352.76	458.59		
ADCTBK	Adelaide Cocktail Table	48.875"L 25.375D	374.51	486.87		
ADCTBP	Adelaide Powered Cocktail Table	48.875"L 25.375D	520.59	676.77		
ADCTGL	Adelaide Cocktail Table	48.875"L 25.375D	374.51	486.87		
ADCTWH	Adelaide Cocktail Table	48.875"L 25.375D	374.51	486.87		
ADCTWP	Adelaide Powered Cocktail Table	48.875"L 25.375D	520.59	676.77		
ADETBK	Adelaide End Table	21.5"L 21.5"D 17.75"H	362.08	470.71		
ADETGL	Adelaide End Table	21.5"L 21.5"D 17.75"H	362.08	470.71		
ADETWH	Adelaide End Table	21.5"L 21.5"D 17.75"H	362.08	470.71		
ALC100	Alondra Cocktail Table	47"L 24"D 16"H	453.77	589.90		
ALC200	Alondra Cocktail Table	47"L 24"D 17"H	453.77	589.90		
ALE100	Alondra End Table	20"L 20"D 20"H	362.08	470.71		
ALE200	Alondra End Table	20"L 20"D 21"H	362.08	470.71		

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.

exhibitor.services@heritagesvs.com

1-800-360-4323

Fax 314-534-8050

Discount Deadline:
10/18/2024

Order online at: heritagesvs.com/ordering

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:
ATHCHA	Atherton Chair	27"L 31"D 30"H	784.77	1,020.20		
AURA	Aura Round Table	15"RND 22"H	203.57	264.65		
BC8	Madison Bookcase	36"L 12"D 72"H	635.59	826.26		
BCHWHT	Baja Chair	36"L 30.5"D 28"H	853.15	1,109.09		
BCW	Madrid Chair	30"L 30"D 31"H	784.77	1,020.20		
BKC10N	10' Table	120"L 48"D 29"H	1,249.42	1,624.24		
BKC10P	10' Table, Powered	120"L 48"D 29"H	1,589.74	2,066.66		
BKCT5N	5' Table	60"L 48"D 29"H	680.65	884.85		
BKCT5P	5' Table, Powered	60"L 48"D 29"H	770.78	1002.02		
BKCT8N	8' Table	96"L 48"D 29"H	1249.42	1624.24		
BKCT8P	8' Table, Powered	96"L 48"D 29"H	1,589.74	2,066.66		
BLDBBK	Blade Barstool	20.5"L 20"D 40.5"H	170.94	222.22		
BLDBRD	Blade Barstool	20.5"L 20"D 40.5"H	170.94	222.22		
BLDBSB	Blade Barstool	20.5"L 20"D 40.5"H	170.94	222.22		
BLDCBK	Blade Chair	20.5"L 19"D 30.5"H	111.89	145.45		
BLDCRD	Blade Chair	20.5"L 19"D 30.5"H	111.89	145.45		
BLDCSB	Blade Chair	20.5"L 19"D 30.5"H	111.89	145.45		
BLVWHT	Baja Loveseat	61"L 30.5"D 28"H	1,080.03	1,404.04		
BNMCOB	Brooklyn Meeting Chair, Oak Base	24.5"L 25.5"D 31.75"H	453.77	589.90		
BNMCOW	Brooklyn Meeting Chair	24.5"L 25.5"D	453.77	589.90		
BNMCSB	Brooklyn Meeting Chair, Black Swivel Base	24.5"L 25.5"D 31.75"H	453.77	589.90		
BNMCSW	Brooklyn Meeting Chair, Swivel	24.5"L 25.5"D	453.77	589.90		
BOWCHA	Bowery Chair	29.75"L 31"D 27.25"H	784.77	1,020.20		
BS001	Shark Barstool	22"L 19"D 34-44"H	407.15	529.29		
BS002	Zoey Barstool	15"L 16"D 30-34.75"H	374.51	486.87		
BSFWHT	Baja Sofa	86"L 30"D 28"H	1,296.04	1,684.85		
BSR	Syntax Barstool	23"L 19"D 43.25"H	293.71	381.82		
BSS	Banana Barstool	21"L 22"D 41"H	374.51	486.87		
BST	Banana Barstool	21"L 22"D 41"H	374.51	486.87		
BVLYBK	Beverly Bench Ottoman	60"L 20"D 18"H	489.51	636.36		
BVLYBN	Beverly Bench Ottoman	60"L 20"D 18"H	489.51	636.36		
BVLYGR	Beverly Bench Ottoman	60"L 20"D 18"H	489.51	636.36		
BVLYLN	Beverly Bench Ottoman	60"L 20"D 18"H	489.51	636.36		
BVLYOB	Beverly Bench Ottoman	60"L 20"D 18"H	489.51	636.36		
BVLYRD	Beverly Bench Ottoman	60"L 20"D 18"H	489.51	636.36		

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.

exhibitor.services@heritagesvs.com

1-800-360-4323

Fax 314-534-8050

Discount Deadline:
10/18/2024
Order online at: heritagesvs.com/ordering
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:
BVLYWH	Beverly Bench Ottoman	60"L 20"D 18"H	489.51	636.36		
BVSMBK	Beverly Small Bench Ottoman	30"L 20"D 18"H	408.70	531.31		
BVSMBL	Beverly Small Bench Ottoman	30"L 20"D 18"H	408.70	531.31		
BVSMBN	Beverly Small Bench Ottoman	30"L 20"D 18"H	408.70	531.31		
BVSMGN	Beverly Small Bench Ottoman	30"L 20"D 18"H	408.70	531.31		
BVSMGY	Beverly Small Bench Ottoman	30"L 20"D 18"H	408.70	531.31		
BVSMLN	Beverly Small Bench Ottoman	30"L 20"D 18"H	408.70	531.31		
BVSMLV	Beverly Small Bench Ottoman	30"L 20"D 18"H	408.70	531.31		
BVSMOR	Beverly Small Bench Ottoman	30"L 20"D 18"H	408.70	531.31		
BVSMRD	Beverly Small Bench Ottoman	30"L 20"D 18"H	408.70	531.31		
BVSMWH	Beverly Small Bench Ottoman	30"L 20"D 18"H	408.70	531.31		
BVSMYL	Beverly Small Bench Ottoman	30"L 20"D 18"H	408.70	531.31		
C10PWR	10' Table, Powered	120"L 48"D 29"H	1,589.74	2,066.66		
C1C	Geo Cocktail Table	50"L 22"D 16"H	374.51	486.87		
C1E	Silverado Cocktail Table	36"RND 17"H	374.51	486.87		
C1FWB	Geo Cocktail Table	47"L 24"D 17"H	374.51	486.87		
C5PWR	5' Table, Powered	48"L 26"D 18"H	770.78	1,002.02		
C8PWR	8' Table, Powered	48"L 26"D 18"H	1,589.74	2,066.66		
CB8	42" Round Madison Table	48"L 26"D 18"H	543.90	707.07		
CBSBAZ	Chelsea Barstool, Black Tower Base	48"L 26"D 18"H	261.07	339.39		
CBSBBK	Chelsea Barstool, Black Tower Base	18.5"L 22"D 46"H	261.07	339.39		
CBSBGY	Chelsea Barstool, Black Tower Base	18.5"L 22"D 46"H	261.07	339.39		
CBSBOR	Chelsea Barstool, Black Tower Base	18.5"L 22"D 46"H	261.07	339.39		
CBSBWL	Chelsea Barstool, Black Tower Base	18.5"L 22"D 46"H	261.07	339.39		
CBSBYL	Chelsea Barstool, Black Tower Base	18.5"L 22"D 46"H	261.07	339.39		
CCBTAZ	Chelsea Chair, Black Tower Base	18.5"L 22"D 34"H	192.70	250.50		
CCBTBK	Chelsea Chair, Black Tower Base	18.5"L 22"D 34"H	192.70	250.50		
CCBTGY	Chelsea Chair, Black Tower Base	18.5"L 22"D 34"H	192.70	250.50		
CCBTOR	Chelsea Chair, Black Tower Base	18.5"L 22"D 34"H	192.70	250.50		
CCBTWL	Chelsea Chair, Black Tower Base	18.5"L 22"D 34"H	192.70	250.50		
CCBTYL	Chelsea Chair, Black Tower Base	18.5"L 22"D 34"H	192.70	250.50		
CCSCAZ	Chelsea Chair, Black Swivel Base w/ Casters	18.5"L 22"D 34"H	192.70	250.50		
CCSCBK	Chelsea Chair, Black Swivel Base w/ Casters	18.5"L 22"D 34"H	192.70	250.50		
CCSCGY	Chelsea Chair, Black Swivel Base w/ Casters	18.5"L 22"D 34"H	192.70	250.50		

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.

exhibitor.services@heritagesvs.com

1-800-360-4323

Fax 314-534-8050

Discount Deadline:
10/18/2024

Order online at: heritagesvs.com/ordering

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:
CCSCOR	Chelsea Chair, Black Swivel Base w/ Casters	18.5"L 22"D 34"H	192.70	250.50		
CCSCWL	Chelsea Chair, Black Swivel Base w/ Casters	18.5"L 22"D 34"H	192.70	250.50		
CCSCYL	Chelsea Chair, Black Swivel Base w/ Casters	18.5"L 22"D 34"H	192.70	250.50		
CE1	Geo Table, Rounded Square	42"L 42"D 29"H	407.15	529.29		
CE2	Geo Table, Rectangle	60"L 36"D 29"H	680.65	884.85		
CF1	Geo Table, Rounded Square	42"L 42"D 29"H	407.15	529.29		
CF2	Geo Table, Rectangle	60"L 36"D 29"H	680.65	884.85		
CHR002	Allegro Chair	36"L 34.5"D 30"H	853.15	1,109.09		
CNTCHR	Century Chair	30"L 30"D 31"H	784.77	1,020.20		
COCHTP	Cordoba Chair	37"L 32"D 32.75"H	680.65	884.85		
COLVTP	Cordoba Loveseat	60.5"L 32"D 33"H	975.91	1,268.69		
CONF10	10' Table	120"L 48"D 29"H	1,249.42	1,624.24		
CONF42	42" Round Table	42"RND 29"H	543.90	707.07		
CONF5	5' Table	60"L 48"D 29"H	680.65	884.85		
CONF8	8' Table	96"L 60"D 29"H	1,249.42	1,624.24		
CS4	Syntax Chair	23"L 19"D 32.25"H	271.95	353.54		
CUBPOW	Wireless Charging Table, Powered	20"L 20"D 18"H	613.83	797.98		
CUPCHA	Cupertino Mid Back Chair	27"L 30.5"D 40-43"H	352.76	458.59		
DIVBAR	Clear Divider, Bar/Counter	48-70"L 12"D 31.5"H	271.95	353.54		
DIVFCR	Clear Divider, Freestanding Corner	39"L 39"D 72"H	904.43	1,175.76		
DIVFRE	Clear Divider, Freestanding	39"L 1.5"D 72"H	453.77	589.90		
DIVFST	Clear Divider, Sofa/Table	34"L 11"D 47-74"H	338.77	440.40		
DIVFWB	Divider, Freestanding Whiteboard	39"L 1.5"D 72"H	612.28	795.96		
DIVFWL	Clear Divider, Freestanding Wall	40"L 1.5"D 72"H	453.77	589.90		
DUET	Duet Stack Chair	21"L 23"D 33"H	111.89	145.45		
E1C	Geo End Table	24"L 24"D 20"H	293.71	381.82		
E1E	Silverado End Table	24"RND 22"H	293.71	381.82		
E1FWB	Geo End Table	20"L 20"D 21"H	293.71	381.82		
END01B	Endless Curved Ottoman	27"L 23"D 22"H	635.59	826.26		
END01W	Endless Curved Ottoman	27"L 23"D 22"H	635.59	826.26		
END02B	Endless Square Ottoman	60.5"L 37.5"D 15"H	556.33	723.23		
END02W	Endless Square Ottoman	60.5"L 37.5"D 15"H	556.33	723.23		
FAIRCW	Fairfax Chair	27"L 26"D 30"H	579.64	753.53		
FAIRSW	Fairfax Sofa	62"L 26"D 30"H	749.03	973.74		

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.

exhibitor.services@heritagesvs.com

1-800-360-4323

Fax 314-534-8050

Order online at: heritagesvs.com/ordering
**Discount Deadline:
10/18/2024**
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:
GENCHA	Genesis Chair	27.5"L 27.5"D 40"	261.07	339.39		
HDG4FT	Boxwood Hedge, 4'	46"L 9"D 47"H	794.09	1,032.32		
HDG7FT	Boxwood Hedge, 7'	36.5"L 12"D 84"H	1,249.42	1,624.24		
JD8	Madison Executive Desk	60"L 30"D 29"H	817.40	1,062.63		
KABSWH	Kamden Barstool	16.5"L 20"D 25"-33.5"	358.97	466.67		
KEYCHR	Key Largo Chair	35"L 35"D 34"H	579.64	753.53		
KEYLOV	Key Largo Loveseat	57"L 35"D 34"H	680.65	884.85		
KEYSOF	Key Largo Sofa	79"L 35"D 34"H	749.03	973.74		
LA14	Mason Table Lamp	16"RND 26"H	192.70	250.50		
LA15	Mason Floor Lamp	18"RND 55"H	362.08	470.71		
LABREA	La Brea Swivel Chair	35"L 27"D 40"H	680.65	884.85		
LENCHA	Lena Chair	27"L 25"D 31"H	680.65	884.85		
LMBAR	Laguna Barstool	18"L 20"D 47"H	261.07	339.39		
LMCHR	Laguna Chair	18"L 19"D 34"H	192.70	250.50		
LUBSCL	Lucent Barstool	22"L 22.5"D 45.5"H	374.51	486.87		
LUCHCL	Lucent Chair	19.5"L 19.75"D 32.5"H	293.71	381.82		
MADC05	Madison 5' Table	60"L 48"D 29"H	680.65	884.85		
MADC08	Madison 8' Table	96"L 60"D 29"H	1,249.42	1,624.24		
MADC10	Madison 10' Table	120"L 48"D 29"H	1,249.42	1,624.24		
MALGRN	Malba Chair	20"L 20"D 32"H	111.89	145.45		
MALGRY	Malba Chair	20"L 20"D 32"H	111.89	145.45		
MAR001	Marche Swivel Ottoman	17"RND 18"H	293.71	381.82		
MAR002	Marche Swivel Ottoman	17"RND 18"H	293.71	381.82		
MAR003	Marche Swivel Ottoman	17"RND 18"H	293.71	381.82		
MAR004	Marche Swivel Ottoman	17"RND 18"H	293.71	381.82		
MAR005	Marche Swivel Ottoman	17"RND 18"H	293.71	381.82		
MAR006	Marche Swivel Ottoman	17"RND 18"H	293.71	381.82		
MAR007	Marche Swivel Ottoman	17"RND 18"H	293.71	381.82		
MAR008	Marche Swivel Ottoman	17"RND 18"H	293.71	381.82		
MAR009	Marche Swivel Ottoman	17"RND 18"H	293.71	381.82		
MAR010	Marche Swivel Ottoman	17"RND 18"H	293.71	381.82		
MAR011	Marche Swivel Ottoman	17"RND 18"H	293.71	381.82		
MAR012	Marche Swivel Ottoman	17"RND 18"H	293.71	381.82		
MAR013	Marche Swivel Ottoman	17"RND 18"H	293.71	381.82		
MAR014	Marche Swivel Ottoman	17"RND 18"H	293.71	381.82		

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.

exhibitor.services@heritagesvs.com

1-800-360-4323

Fax 314-534-8050

Order online at: heritagesvs.com/ordering

Discount Deadline:
10/18/2024

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:
MAR015	Marche Swivel Ottoman	17"RND 18"H	293.71	381.82		
MAR016	Marche Swivel Ottoman	17"L 17"D 18"H	293.71	381.82		
MAR020	Marche Swivel Ottoman	17"RND 18"H	293.71	381.82		
MAR021	Marche Swivel Ottoman	17"RND 18"H	293.71	381.82		
MARBBE	Marina Barstool	21"L 17.5"D 41.5"H	374.51	486.87		
MARBBK	Marina Barstool	21"L 17.5"D 41.5"H	374.51	486.87		
MARBBR	Marina Barstool	21"L 17.5"D 41.5"H	374.51	486.87		
MARBRD	Marina Barstool	21"L 17.5"D 41.5"H	374.51	486.87		
MARBWH	Marina Barstool	21"L 17.5"D 41.5"H	374.51	486.87		
MARCBE	Marina Chair	17.5"L 19.5"D 35"H	225.33	292.93		
MARCBK	Marina Chair	17.5"L 19.5"D 35"H	225.33	292.93		
MARCBR	Marina Chair	17.5"L 19.5"D 35"H	225.33	292.93		
MARCRD	Marina Chair	17.5"L 19.5"D 35"H	225.33	292.93		
MARCWH	Marina Chair	17.5"L 19.5"D 35"H	225.33	292.93		
MESCTB	Mesa Cocktail Table	32.25"RND 17.25"H	374.51	486.87		
MESCTG	Mesa Cocktail Table	36"RND 17.25"H	374.51	486.87		
MESCTW	Mesa Cocktail Table	32.25"RND 17.25"H	374.51	486.87		
MESETB	Mesa End Table	20.5"RND 21.25"H	293.71	381.82		
MESETG	Mesa End Table	24"RND 21.25"H	293.71	381.82		
MESETW	Mesa End Table	20.5"RND 21.25"H	293.71	381.82		
MIRWHT	Miramar Divider, White	63"L 23"D 83"H	657.34	854.54		
MNCHCH	Munich Armless Chair	22.5"L 27"D 28.5"H	534.58	694.95		
MONCHA	Montreal Chair	30"L 23.25"D 30"H	853.15	1,109.09		
MONLOV	Montreal Loveseat	62"L 27.25"D 29.5"H	1,080.03	1,404.04		
MTBLPI	Midtown Bar, Lighted w/ Plug In	60"L 18"D 42"H	2,045.06	2,658.58		
MTBUUL	Midtown Bar, Unlighted	60"L 18"D 42"H	1,726.49	2,244.44		
MTCLPI	Midtown Powered Counter, Lighted w/ Plug In	60"L 18"D 42"H	2,045.06	2,658.58		
MTCPUL	Midtown Powered Counter, Unlighted	60"L 18"D 42"H	1,931.62	2,511.11		
NPLCHP	Naples Chair, Powered	36"L 30"D 33.25"H	1,056.72	1,373.74		
NPLCHR	Naples Chair	36"L 30"D 33.25"H	853.15	1,109.09		
NPLLOP	Naples Loveseat, Powered	62"L 30"D 33.25"H	1,306.91	1,698.99		
NPLLOV	Naples Loveseat	62"L 30"D 33.25"H	1,080.03	1,404.04		
NPLSOF	Naples Sofa	87"L 30"D 33.25"H	1,296.04	1,684.85		
NPLSOP	Naples Sofa, Powered	87"L 30"D 33.25"H	1,544.68	2,008.08		

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.

exhibitor.services@heritagesvs.com

1-800-360-4323

Fax 314-534-8050

Order online at: heritagesvs.com/ordering

Discount Deadline:
10/18/2024

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:
P30BWH	30" Bar Table, Powered	30" RND 42"H	999.22	1,298.99		
P30CWH	30" Cafe Table, Powered	30" RND 29"H	999.22	1,298.99		
PALSOF	Palm Beach Sofa	69"L 29"D 33"H	1,103.34	1,434.34		
PASCHR	Pasadena Chair	27"L 25"D 26"H	453.77	589.90		
PDL36B	Powered Locking Pedestal, 36"	24"L 24"D 36"H	725.72	943.43		
PDL36W	Powered Locking Pedestal, 36"	24"L 24"D 36"H	725.72	943.43		
PDL42B	Powered Locking Pedestal, 42"	24"L 24"D 42"H	853.15	1,109.09		
PDL42W	Powered Locking Pedestal, 42"	24"L 24"D 42"H	853.15	1,109.09		
PROGB	Pro Executive Guest Chair	25"L 24"D 45-48"H	317.02	412.12		
PSHCCS	Posh Shelving	25"L 24"D 45-48"H	520.59	676.77		
REGBEN	Regis Bench/Table	24"L 26"D 36"H	408.70	531.31		
REGOTT	Regis End Table	24"L 22"D 36.75-	362.08	470.71		
ROLLBL	Lift Barstool	47"L 15.5"D 16"H	293.71	381.82		
ROLLGY	Lift Barstool	15"RND 23-33.5"H	293.71	381.82		
ROLLRD	Lift Barstool	15"RND 23-33.5"H	293.71	381.82		
ROLLWH	Lift Barstool	15"RND 23-33.5"H	293.71	381.82		
RSTDIN	Rustique Chair w/ Arms	20"L 18"D 31"H	192.70	250.50		
RSTSQT	Rustique Square Metal Bar Table	23.75"L 23.75"D	430.46	559.60		
RSTSTL	Rustique Barstool	13"L 13"D 30"H	170.94	222.22		
SC10	Razor Armless Chair	15.5"L 23.5"D 30.5"H	111.89	145.45		
SC3	Brewer Chair	20"L 20"D 32"H	192.70	250.50		
SEDBBK	Sedona Side Table	15.75"L 15.75"D 24"H	203.57	264.65		
SEDBWD	Sedona Side Table	15.75"L 15.75"D 24"H	203.57	264.65		
SEDBWH	Sedona Side Table	15.75"L 15.75"D 24"H	203.57	264.65		
SFA002	Allegro Sofa	73"L 34.5"D 30"H	1,103.34	1,434.34		
STECHA	Sterling Chair	33"L 33.5"D 32"H	1,056.72	1,373.74		
STESOF	Sterling Sofa	82"L 33.5"D 32"H	1,544.68	2,008.08		
STNCH1	Stanchion w/ Retractable Belt	96"L 37"H	102.56	133.33		
STNSGN	Stanchion Sign Holder	10"L 13"H	88.58	115.15		
SWAN	Swanson Swivel Chair	28"L 25"D 30"H	534.58	694.95		
TAOBBK	Taos Side Table	48"L 26"D 18"H	203.57	264.65		
TAOBWD	Taos Side Table	27"L 23"D 22"H	203.57	264.65		
TAOBWH	Taos Side Table	48"L 26"D 18"H	203.57	264.65		
TASKST	Task Stool	27"L 23"D 22"H	225.33	292.93		
TCHGRY	Tech Tablet Chair	30.5"L 29"D 33.5"H	534.58	694.95		

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.

exhibitor.services@heritagesvs.com

1-800-360-4323

Fax 314-534-8050

Discount Deadline:
10/18/2024
Order online at: heritagesvs.com/ordering
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:
TRCHCO	Tech Chair, No Tablet	24"L 30.5"D 31.25"H	534.58	694.95		
VALCGN	Tech Desk, Powered	28"L 30.5"D 31"H	534.58	694.95		
VALCOT	3 Drawer File Cabinet on Castors	28"L 30.5"D 31"H	248.64	323.23		
VALVOT	Tech Desk, Powered w/ 3 Drawer File Cabinet	63"L 30.5"D 31"H	806.53	1,048.48		
TCHP	Timber Table	30.5"L 29"D 33.5"H	203.57	264.65		
TECH	Terrace Accent Chair	60"L 30"D 30"H	750.58	975.76		
TECH3	Valencia Chair	16"L 20"D 28"H	579.64	753.53		
TECH3B	Valencia Chair	60"L 30"D 30"H	579.64	753.53		
TMBTBL	Valencia Chair	16"RND 17"H	579.64	753.53		
VALCHA	Valencia Sofa	28"L 30.5"D 31"H	749.03	973.74		
VALSOF	Valencia Loveseat	63"L 30.5"D 31"H	749.03	973.74		
VIB01	Vibe Cube Ottoman	18"L 18"D 18"H	156.95	204.04		
VIB02	Vibe Cube Ottoman	18"L 18"D 18"H	156.95	204.04		
VIB04	Vibe Cube Ottoman	18"L 18"D 18"H	156.95	204.04		
VIB05	Vibe Cube Ottoman	18"L 18"D 18"H	156.95	204.04		
VIB08	Vibe Cube Ottoman	18"L 18"D 18"H	156.95	204.04		
VIB09	Vibe Cube Ottoman	18"L 18"D 18"H	156.95	204.04		
VIB10	Vibe Cube Ottoman	18"L 18"D 18"H	156.95	204.04		
VIB11	Vibe Cube Ottoman	18"L 18"D 18"H	156.95	204.04		
VIB12	Vibe Cube Ottoman	18"L 18"D 18"H	156.95	204.04		
VIB13	Vibe Cube Ottoman	18"L 18"D 18"H	156.95	204.04		
VIB14	Vibe Cube Ottoman	18"L 18"D 18"H	156.95	204.04		
VIB15	Vibe Cube Ottoman	18"L 18"D 18"H	156.95	204.04		
VIB16	Vibe Cube Ottoman	18"L 18"D 18"H	156.95	204.04		
VIB17	Vibe Cube Ottoman	18"L 18"D 18"H	156.95	204.04		
VIB21	Vibe Cube Ottoman	18"L 18"D 18"H	156.95	204.04		
VIB22	Vibe Cube Ottoman	18"L 18"D 18"H	156.95	204.04		
VILHUB	Village Charging Hub	12"L 12"D 28.25"H	408.70	531.31		
VNTBLK	Ventura Communal Bar Table, Powered	72.25"L 26.25"D 42"H	1,362.86	1,771.72		
VNTBMW	Ventura Communal Bar Table w/ Grommet Holes	72.25"L 26.25"D 42"H	1,056.72	1,373.74		
VNTBNP	Ventura Communal Bar Table	72.25"L 26.25"D 42"H	1,056.72	1,373.74		
VNTBWW	Ventura Communal Bar Table w/ Grommet Holes	72.25"L 26.25"D 42"H	1,056.72	1,373.74		
VNTCBK	Ventura Communal Cafe Table, Powered	72.25"L 26.25"D 30"H	1,112.66	1,446.46		
VNTCBN	Ventura Communal Cafe Table	72.25"L 26.25"D 30"H	794.09	1,032.32		
VNTCMN	Ventura Communal Cafe Table	72.25"L 26.25"D 30"H	794.09	1,032.32		

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.

exhibitor.services@heritagesvs.com

1-800-360-4323

Fax 314-534-8050

Order online at: heritagesvs.com/ordering
**Discount Deadline:
10/18/2024**
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:
VNTCMW	Ventura Communal Cafe Table w/ Grommet Holes	72.25"L 26.25"D 30"H	794.09	1,032.32		
VNTCWH	Ventura Communal Cafe Table, Powered	72.25"L 26.25"D 30"H	1,112.66	1,446.46		
VNTCWN	Ventura Communal Cafe Table	72.25"L 26.25"D 30"H	794.09	1,032.32		
VNTCWW	Ventura Communal Cafe Table w/ Grommet Holes	72.25"L 26.25"D 30"H	794.09	1,032.32		
VNTMNP	Ventura Communal Bar Table	72.25"L 26.25"D 42"H	1,056.72	1,373.74		
VNTWHT	Ventura Communal Bar Table, Powered	72.25"L 26.25"D 42"H	1,362.86	1,771.72		
VNTWNP	Ventura Communal Bar Table	72.25"L 26.25"D 42"H	1,056.72	1,373.74		
VTA	30" Round Madison Bar Table w/ Standard Black	30"RND 42"H	329.45	428.28		
VTB	30" Round Bar Table w/ Standard Black Base	30"RND 42"H	329.45	428.28		
VTJ	30" Round Bar Table w/ Standard Black Base	30"RND 42"H	329.45	428.28		
VTK	30" Round Bar Table w/ Standard Black Base	30"RND 42"H	329.45	428.28		
VTN	36" Round Bar Table w/ Standard Black Base	36"RND 42"H	340.33	442.42		
VTP	36"Round Bar Table w/ Standard Black Base	36"RND 42"H	340.33	442.42		
VTW	36" Round Bar Table w/ Standard Black Base	36"RND 42"H	340.33	442.42		
WD3	Work Table	48"L 24"D 30"H	421.13	547.47		
WENCHA	Wentworth Swivel Chair	31"L 24"D 31.5"H	534.58	694.95		
XBAR	Christopher Barstool	19"L 19"D 41"H	293.71	381.82		
XCHR	Christopher Chair	17"L 19"D 35"H	192.70	250.50		
ZENBAR	Zenith Barstool	19"L 20"D 44"H	261.07	339.39		
ZENCHR	Zenith Chair	18.25"L 22"D 32"H	192.70	250.50		
ZTA	30" Round Madison Cafe Table w/ Standard Black	30"RND 29"H	329.45	428.28		
ZTB	30" Round Cafe Table w/ Standard Black Base	30"RND 29"H	329.45	428.28		
ZTJ	30" Round Cafe Table w/ Standard Black Base	30"RND 29"H	329.45	428.28		
ZTK	30" Round Cafe Table w/ Standard Black Base	30"RND 29"H	329.45	428.28		
ZTN	36"Round Cafe Table w/ Standard Black Base	36"RND 29"H	340.33	442.42		
ZTP	36"Round Cafe Table w/ Standard Black Base	36"RND 29"H	340.33	442.42		
ZTQ	36"Round Cafe Table w/ Standard Black Base	36"RND 29"H	340.33	442.42		

SUBTOTAL \$ _____

8.25% Tax \$ _____

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.

exhibitor.services@heritagesvs.com

1-800-360-4323

Fax 314-534-8050

Order online at: heritagesvs.com/ordering
**Discount Deadline:
10/18/2024**

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: \$4,385.88
Standard Price: \$5,701.64

B214

 Advanced Price: \$4,385.88
Standard Price: \$5,701.64

B362

 Advanced Price: \$4,281.22
Standard Price: \$5,565.59

B310

 Advanced Price: \$3,057.16
Standard Price: \$3,974.31

**10' x 20'
Display**

B002

 Advanced Price: \$6,847.61
Standard Price: \$8,901.89

B368

 Advanced Price: \$9,513.13
Standard Price: \$12,367.07

B004

 Advanced Price: \$7,694.92
Standard Price: \$10,003.40

B361

 Advanced Price: \$8,243.43
Standard Price: \$10,716.46

**20' x 20'
Display**

B333

 Advanced Price: \$12,381.80
Standard Price: \$16,096.34

B215

 Advanced Price: \$11,319.98
Standard Price: \$14,715.97

B437

 Advanced Price: \$13,139.25
Standard Price: \$17,081.03

B403

 Advanced Price: \$19,466.49
Standard Price: \$25,306.43

Select Carpet

(included in the rental)

Circle your color choice:

Red Blue Hunter Green Gray Black

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 8.25% \$ _____

TOTAL DUE \$ _____

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

Exhibiting Company _____

Contact Name _____ Booth# _____

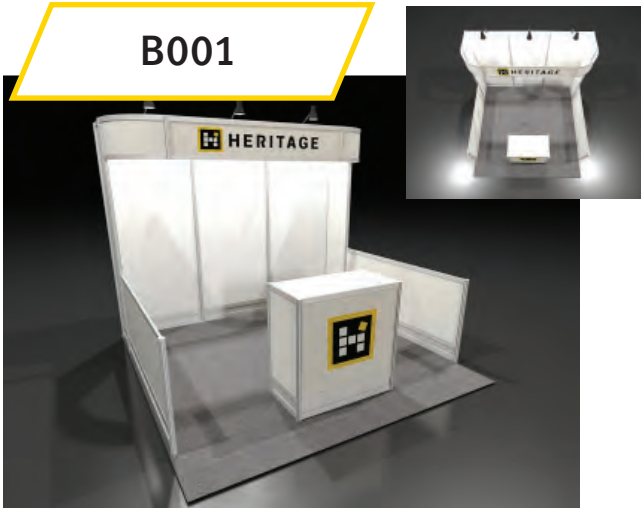
Phone # _____ Email _____

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.

B001



Advanced Price \$4,385.88
Standard Price \$5,701.64

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

B214



Advanced Price \$4,385.88
Standard Price \$5,701.64

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

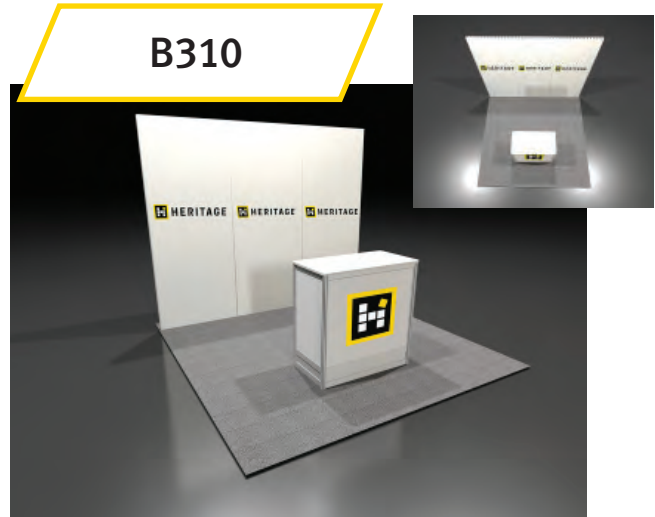
B362



Advanced Price \$4,281.22
Standard Price \$5,565.59

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

B310



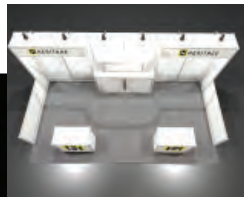
Advanced Price \$3,057.16
Standard Price \$3,974.31

- 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.

B002



Advanced Price \$6,847.61
Standard Price \$8,901.89

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

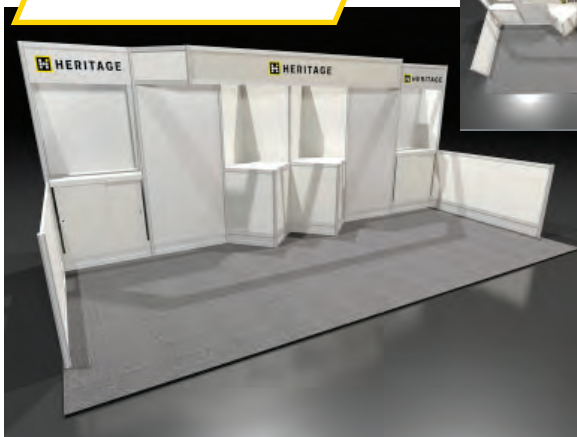
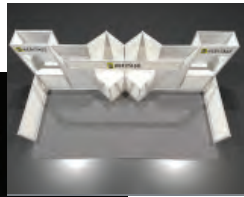
B368



Advanced Price \$9,513.13
Standard Price \$12,367.07

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

B004



Advanced Price \$7,694.92
Standard Price \$10,003.40

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

B361



Advanced Price \$8,243.43
Standard Price \$10,716.46

- 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.

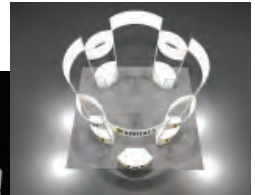
B333



Advanced Price \$12,381.80
Standard Price \$16,096.34

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

B215



Advanced Price \$11,319.98
Standard Price \$14,715.97

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

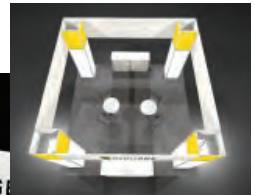
B437



Advanced Price \$13,139.25
Standard Price \$17,081.03

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

B403



Advanced Price \$19,466.49
Standard Price \$25,306.43

- INCLUDED** Four corner columns and two counters back-lit
 20' x 20' carpet
 Installation/Dismantle Labor
 Complimentary consultation for booth alterations
Furnishings sold separately

exhibitor.services@heritagesvs.com

1-800-360-4323

Fax 314-534-8050

Order online at: heritagesvs.com/ordering

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.

exhibitor.services@heritagesvs.com

1-800-360-4323

Fax 314-534-8050

Order online at: heritagesvs.com/ordering

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.

exhibitor.services@heritagesvs.com

1-800-360-4323

Fax 314-534-8050

Order online at: heritagesvs.com/ordering

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

exhibitor.services@heritagesvs.com

1-800-360-4323

Fax 314-534-8050

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

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

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

	Description	Price per CWT	200 lb Minimum
Rate Classifications	Warehouse Shipment (200 lb Minimum)		
	Crated or Skidded Shipment	\$235.68	\$471.36
	Special Handling Shipment	\$282.81	\$565.62
	Crated or Skidded after 10/30/2024 deadline date	\$294.60	\$589.20
	Special Handling Shipment after 10/30/2024 deadline date	\$353.51	\$707.02
	Show Site Shipment (200 lb Minimum)		
	Crated or Skidded Shipment	\$238.25	\$476.50
	Special Handling Shipment	\$285.90	\$571.80
	Uncrated or Pad Wrapped Shipment	\$333.55	\$667.10
	Small Package—Maximum Weight is 30 lbs per Shipment	\$55.00	\$55.00

*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)
<i>example: Special Handling</i>	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.

exhibitor.services@heritagesvs.com

1-800-360-4323

Fax 314-534-8050

**Discount Deadline:
10/18/2024**

Order online at: heritagesvs.com/ordering

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

Overtime: Monday-Friday, 4:30 p.m. – 8:00 a.m., All day Saturday, Sunday, and Holidays

- Show site rates will apply to all labor orders placed at show site.
- Start time guaranteed only at start of working day.
- When scheduling dismantle labor, be sure to allow sufficient time for empty containers to be returned to your booth.
- Union Holidays: New Year's Day, Martin Luther King Day, President's Day, Good Friday, Patriot's Day, Memorial Day, Independence Day, Labor Day, Columbus Day, Veterans Day, Thanksgiving Day, Christmas Day.
- Supervisor must check in at Service Desk to pick up labor.
- One hour minimum - labor thereafter is charged in half (1/2) hour increments.

	Item	Advance Rate	Show Site Rate
Forklift Labor	L301 <input type="checkbox"/> Forklift w/ Operator – up to 5,000 lbs – ST	\$360.68	\$468.88
	<input type="checkbox"/> Forklift w/ Operator – up to 5,000 lbs – OT	\$541.02	\$703.32
	L302 <input type="checkbox"/> Forklift w/ Operator – up to 10,000 lbs – ST	\$602.85	\$783.70
	<input type="checkbox"/> Forklift w/ Operator – up to 10,000 lbs – OT	\$904.27	\$1,175.55
	L303 <input type="checkbox"/> Forklift w/ Operator – 4-Stage – ST	\$602.85	\$783.70
	<input type="checkbox"/> Forklift w/ Operator – 4-Stage – OT	\$904.27	\$1,175.55
Rigging Labor	LR100 <input type="checkbox"/> Rigger – ST	\$156.34	\$203.24
	<input type="checkbox"/> Rigger – OT	\$234.51	\$304.86
Equipment	L304 <input type="checkbox"/> Forklift Cage	\$173.64	\$225.73
	L305 <input type="checkbox"/> Forklift Boom	\$173.64	\$225.73
	L306 <input type="checkbox"/> Pallet Jack	\$173.64	\$225.73
	<input type="checkbox"/> Check here if you need a Scissorlift for booth work		
Special Services	L307 <input type="checkbox"/> Straight Time Pallet Jack with Operator	\$293.90	\$382.07
	<input type="checkbox"/> Overtime Pallet Jack with Operator	\$440.85	\$573.10
	L308 <input type="checkbox"/> Scissor Lift with Operator – ST	\$586.36	\$762.26
	<input type="checkbox"/> Scissor Lift with Operator – OT	\$ 879.54	\$ 1,143.39
	L230 <input type="checkbox"/> Metal Banding – \$0.50 ln. ft.	\$120.26	\$156.33
	L240 <input type="checkbox"/> Shrinkwrap Pallet	\$103.05	\$133.96

Installation

Dismantle

Description	Date	Start Time	# of People/ Equipment	Approx Hours Per	Total Hours	Hourly Rate	Estimated Total Cost
_____	_____	_____	x	=	x	=	_____
_____	_____	_____	x	=	x	=	_____
Describe work to be done: _____							SUBTOTAL _____
_____	_____	_____	x	=	x	=	_____
_____	_____	_____	x	=	x	=	_____
Describe work to be done: _____							SUBTOTAL _____

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

FORKLIFT I/D _____
SPECIAL SERVICES _____
TOTAL DUE _____

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

Exhibiting Company _____

Contact Name _____ Booth# _____

Phone # _____ Email _____

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

exhibitor.services@heritagesvs.com

1-800-360-4323

Fax: 314-534-8050

Discount Deadline:
10/18/2024

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.



IMPORTANT NOTICE REGARDING DIRECT SHIPMENTS

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

NOTE: Direct shipments will only be received beginning at 10:00 a.m., Wednesday, November 6th, 2024. 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 GEORGE R. BROWN CONVENTION CENTER 1001 AVENIDA DE LAS AMERICAS HOUSTON, TX 77010
FOR: SITC 2024

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



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
WEDNESDAY, OCTOBER 30TH, 2024**

**Must arrive no later than
WEDNESDAY, OCTOBER 30TH, 2024**

**ADVANCE SHIPMENT
TO WAREHOUSE**

**ADVANCE SHIPMENT
TO WAREHOUSE**

TO: _____
EXHIBITOR NAME

TO: _____
EXHIBITOR NAME

BOOTH NUMBER: _____

BOOTH NUMBER: _____

HERITAGE
TFORCE FREIGHT C/O CRANE CARTAGE
13320 JFK BLVD.
HOUSTON, TX 77039

HERITAGE
TFORCE FREIGHT C/O CRANE CARTAGE
13320 JFK BLVD.
HOUSTON, TX 77039

FOR: **SITC 2024**

FOR: **SITC 2024**



**Must arrive no later than
WEDNESDAY, OCTOBER 30TH, 2024**

**Must arrive no later than
WEDNESDAY, OCTOBER 30TH, 2024**

**ADVANCE SHIPMENT
TO WAREHOUSE**

**ADVANCE SHIPMENT
TO WAREHOUSE**

TO: _____
EXHIBITOR NAME

TO: _____
EXHIBITOR NAME

BOOTH NUMBER: _____

BOOTH NUMBER: _____

HERITAGE
TFORCE FREIGHT C/O CRANE CARTAGE
13320 JFK BLVD.
HOUSTON, TX 77039

HERITAGE
TFORCE FREIGHT C/O CRANE CARTAGE
13320 JFK BLVD.
HOUSTON, TX 77039

FOR: **SITC 2024**

FOR: **SITC 2024**



DO NOT DELAY!

DO NOT DELAY!

**DIRECT SHIPMENT
TO SHOW SITE**

**DIRECT SHIPMENT
TO SHOW SITE**

MUST NOT ARRIVE BEFORE: WEDNESDAY, NOV. 6TH

MUST NOT ARRIVE BEFORE: WEDNESDAY, NOV. 6TH

TO: _____
EXHIBITOR NAME

TO: _____
EXHIBITOR NAME

BOOTH NUMBER: _____

BOOTH NUMBER: _____

C/O HERITAGE
GEORGE R. BROWN CONVENTION CENTER
1001 AVENIDA DE LAS AMERICAS
HOUSTON, TX 77010

C/O HERITAGE
GEORGE R. BROWN CONVENTION CENTER
1001 AVENIDA DE LAS AMERICAS
HOUSTON, TX 77010

FOR: **SITC 2024**

FOR: **SITC 2024**



DO NOT DELAY!

DO NOT DELAY!

**DIRECT SHIPMENT
TO SHOW SITE**

**DIRECT SHIPMENT
TO SHOW SITE**

MUST NOT ARRIVE BEFORE: WEDNESDAY, NOV. 6TH

MUST NOT ARRIVE BEFORE: WEDNESDAY, NOV. 6TH

TO: _____
EXHIBITOR NAME

TO: _____
EXHIBITOR NAME

BOOTH NUMBER: _____

BOOTH NUMBER: _____

C/O HERITAGE
GEORGE R. BROWN CONVENTION CENTER
1001 AVENIDA DE LAS AMERICAS
HOUSTON, TX 77010

C/O HERITAGE
GEORGE R. BROWN CONVENTION CENTER
1001 AVENIDA DE LAS AMERICAS
HOUSTON, TX 77010

FOR: **SITC 2024**

FOR: **SITC 2024**

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:
10/18/2024**
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	\$188.58	\$245.15
Overtime	6:00 a.m. to 8:00 a.m. and 4:30 p.m. to 6:30 p.m. Monday through Friday	\$282.87	\$367.73
Double Time	All other hours including Saturday, Sunday, and Holidays	\$377.16	\$490.30

- 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.

exhibitor.services@heritagesvs.com

1-800-360-4323

Fax 314-534-8050

Order online at: heritagesvs.com/ordering**Discount Deadline:
10/18/2024****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.

exhibitor.services@heritagesvs.com

1-800-360-4323

Fax 314-534-8050

Order online at: heritagesvs.com/ordering

STRUCTURAL INTEGRITY INFORMATION

THIS FORM MUST BE RETURNED FOR ALL SUSPENDED STRUCTURES

_____ the contracted exhibitor at SITC 2024 and (if applicable), the display house or EAC for the aforementioned exhibitor, do hereby certify and guarantee that the stress points for the hanging structure have been properly engineered and tested. We further certify that the structure can be hung safely and has been constructed to meet all applicable regulations and safety measures.

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

Exhibiting Company: _____ Booth #: _____

Authorized Signature: _____

Printed Name: _____ Date: _____

Email: _____

Display House/EAC (if applicable) _____

Authorized Signature: _____

Printed Name: _____ Date: _____

exhibitor.services@heritagesvs.com

1-800-360-4323

Fax 314-534-8050

 Order online at: heritagesvs.com/ordering

**PLEASE NOTE: SIGNS GREATER THAN 250 LBS
NEED TO BE APPROVED AND INSTALLED/
DISMANTLED BY STAGING SOLUTIONS**

**Discount Deadline:
10/18/2024**

HANGING SIGN LABOR AND EQUIPMENT
INSTRUCTIONS

- All ceiling rigging must conform to Show Management rules and regulations and facility limitations.
- All overhead hanging signs or banners must be assembled, installed and removed by Heritage. Exhibitors, display company and/or I&D representatives may supervise, but will not be allowed to assemble or install and remove the hanging sign.
- Please complete the enclosed Labor Order Form to assemble your hanging sign.
- All overhead electrical hanging signs must be certified for structural integrity and safety in order to be approved by the building. Complete the enclosed Structural Integrity Form. Hanging signs greater than 250 lbs. must be certified for structural integrity and safety in order to be approved by the convention facility.
- Set up instructions must be provided for signs needing assembly.
- Hanging anchor points must be pre-fabricated and ready for use.
- Electrical signs must be in working order and in accordance with the National Electrical Code. ELECTRICAL SERVICE requirements must be ordered in advance on the enclosed ELECTRICAL SERVICE Order Form.
- All Electrical Sign or Signs with Motor and/or Truss will need to be hung by the building.
- If any hang point supports over 250 lbs., notify Heritage immediately for special authorization.
- Overhead hanging signs are to be sent in separate containers directly to advance warehouse using the enclosed Hanging Sign Labels. This container MUST arrive no later than 10/30/2024. If these procedures are not followed, Heritage cannot guarantee the hanging of your sign.

Ship To:

HERITAGE
TFORCE FREIGHT C/O CRANE CARTAGE
13320 JFK BLVD.
HOUSTON, TX 77039
FOR: SITC 2024

EQUIPMENT AND LABOR RATES TO HANG SIGNS

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

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

Crew Size: Three (3) Laborers

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

Equipment With Crew

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

		STRAIGHT TIME	OVERTIME
Condor			
Condor with Crew	L331	\$969.19	\$1,453.79
Show Site Pricing		\$1,259.95	\$1,889.93
Assembly Crew/ Additional Labor			
Display Assembly Labor	L332	\$188.58	\$282.87
(Per Person/Per Hour)			
Show Site Pricing		\$245.15	\$367.73

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 NOTE: SIGNS GREATER THAN 250 LBS
NEED TO BE APPROVED AND INSTALLED/
DISMANTLED BY STAGING SOLUTIONS**

**Discount Deadline:
10/18/2024**

Sign Description, Size, & Weight

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

Type: Cloth Banner _____
 Metal or Wood _____
 Other _____

Shape: Square _____
 Triangle _____
 Rectangle _____
 Other _____

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

Does your sign require:
 Electricity? _____
 Assembly? _____

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

Placement Diagram

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

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

Installation Estimate

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

Dismantle Estimate

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

Estimated Sub-Total	_____
Tax	NA
Total	_____

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

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

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

Exhibiting Company _____

Contact Name _____ Booth# _____

Phone # _____ Email _____

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



RUSH! – HANGING SIGN

RUSH! – HANGING SIGN

**ADVANCE SHIPMENT
TO WAREHOUSE**

**ADVANCE SHIPMENT
TO WAREHOUSE**

TO: _____
EXHIBITOR NAME

TO: _____
EXHIBITOR NAME

BOOTH NUMBER: _____

BOOTH NUMBER: _____

HERITAGE
TFORCE FREIGHT C/O CRANE CARTAGE
13320 JFK BLVD.
HOUSTON, TX 77039

HERITAGE
TFORCE FREIGHT C/O CRANE CARTAGE
13320 JFK BLVD.
HOUSTON, TX 77039

FOR: **SITC 2024**

FOR: **SITC 2024**



RUSH! – HANGING SIGN

RUSH! – HANGING SIGN

**ADVANCE SHIPMENT
TO WAREHOUSE**

**ADVANCE SHIPMENT
TO WAREHOUSE**

TO: _____
EXHIBITOR NAME

TO: _____
EXHIBITOR NAME

BOOTH NUMBER: _____

BOOTH NUMBER: _____

HERITAGE
TFORCE FREIGHT C/O CRANE CARTAGE
13320 JFK BLVD.
HOUSTON, TX 77039

HERITAGE
TFORCE FREIGHT C/O CRANE CARTAGE
13320 JFK BLVD.
HOUSTON, TX 77039

FOR: **SITC 2024**

FOR: **SITC 2024**

exhibitor.services@heritagesvs.com

1-800-360-4323

Fax 314-534-8050

Discount Deadline:
10/18/2024

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	\$ 63.75	\$ 82.88	= _____
	G20 Standard Sign 7" x 44"	_____ x	\$ 74.25	\$ 96.53	= _____
	G30 Standard Sign 11" x 14"	_____ x	\$ 78.38	\$ 101.90	= _____
	G40 Standard Sign 14" x 22"	_____ x	\$ 95.63	\$ 124.32	= _____
	G60 Standard Sign 22" x 28"	_____ x	\$ 129.75	\$ 168.68	= _____
	G70 Standard Sign 28" x 44"	_____ x	\$ 216.75	\$ 281.78	= _____
	G80 Standard Sign 40" x 60"	_____ x	\$ 289.12	\$ 375.86	= _____
	G90 Easelback (up to 11" x 14" sign)	_____ x	\$ 39.75	\$ 51.68	= _____
	G91 Mini Hoffa Sign 24" x 80" with base	_____ x	\$ 369.15	\$ 479.90	= _____
	G92 Meter Board Sign 38" x 80" with base	_____ x	\$ 552.23	\$ 717.90	= _____

Custom Size Signs	Item	Total Sq. Ft.	Discount Rate	Standard Rate	Total
G100	Banner single sided - enter dimensions below _____ W x _____ L = total sq. ft. feet feet	_____ x	\$21.00	\$31.50	= _____
		min. order 9 sq. ft.			
G100	Custom Sign - enter dimensions below _____ W x _____ L = total sq. ft. feet feet	_____ x	\$21.00	\$31.50	= _____
		min. order 9 sq. ft.			
Contact an exhibitor service team member for other custom graphic applications.					
Method of Payment & Credit Card Authorization Form REQUIRED to be submitted with this form.					
				SUBTOTAL	\$ _____
				TAX 8.25%	\$ _____
				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.

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**Bleed is **ONLY** required on fabric prints - .5" all sidesVector 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.

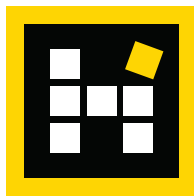
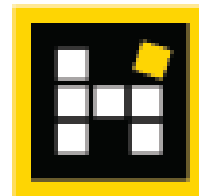
Click **HERE** for a sample graphic summary to download.**For Heritage
Designed
Graphics**Please supply vector logos - **.AI, .EPS or .PDF**High resolution photos - **10MB or higher recommended**

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

exhibitor.services@heritagesvs.com

1-800-360-4323

Fax 314-534-8050

Order online at: heritagesvs.com/ordering

Discount Deadline:

10/18/2024

Discount prices only apply to orders received with full payment by the discount deadline date listed on the general information page. All charges for equipment and/or services are payable in advance or when placing order at show site. Orders will not be processed without payment. For your convenience, MasterCard, American Express, Visa and Discover will be accepted.

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

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

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

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

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

Special Instructions: _____

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.

Exhibiting Company _____

Contact Name _____ Booth# _____

Phone # _____ Email _____

ON-SITE WIRELESS SERVICES

GEORGE R. BROWN CONVENTION CENTER

NEED WIRELESS CONNECTIVITY?

Smart City Networks offers on-site wireless services for both attendees and exhibitors. Our **Complimentary Internet** is offered free of charge and is available in all public spaces and meeting rooms. Our **Exhibitor Internet** is available facility-wide on a 5 GHz wireless network, at speeds of 3 Mbps up/down per device. Depending on where you are in the facility, you may see both SSIDs (network names), but only Exhibitor Internet is supported in all areas.

EXHIBITOR INTERNET

Exhibitor Internet is available throughout the facility. Each purchase is device specific.

1 day for \$79.99
3 days for \$227.97
5 days for \$359.95

HOW TO CONNECT TO EXHIBITOR INTERNET

1. Open Wi-Fi settings on your device and select "Exhibitor Internet".
2. First time users will be asked to create an account and select a purchase option.
3. Follow the on-screen instructions to get connected.

COMPLIMENTARY INTERNET

Complimentary Internet is a free service and is available for use in all public spaces and meeting rooms.

HOW TO CONNECT TO COMPLIMENTARY INTERNET

1. Open Wi-Fi settings on your device and select "ComplimentaryWiFi".
2. First time users will be asked to create an account and verify their email address to get connected.

For questions regarding on-site wireless services, please call Smart City Networks at 713-853-8900. To order any other services we provide, please visit us online at: orders.smartcitynetworks.com.



***INCENTIVE RATE APPLIES TO ORDERS RECEIVED WITH PAYMENT 14 DAYS PRIOR TO 1ST DAY OF SHOW MOVE-IN**



INTERNET SERVICE CONTRACT

GEORGE R. BROWN CONVENTION CENTER



© 2022 Smart City Networks. All Rights Reserved. Effective June 17, 2022 - December 31, 2023 - Y061722A

Exhibitor Company Name:		Booth/Room#:	Show Name:	
Billing Company Name:		Show Start Date:		Show End Date:
Billing Company Address:		INCENTIVE ORDER DEADLINE: 14 DAYS PRIOR TO 1ST DAY OF SHOW MOVE-IN		
City, State, Zip:		Country:	On-site Authorized Contact:	On-site Cell Number:
Contact Name:	Phone Number:	Contact Email:	Cell Number:	

BASIC INTERNET, NOT FOR STREAMING	QTY	INCENTIVE*	BASE	ON-SITE	TOTAL
--	-----	------------	------	---------	-------

Includes: 1 Private IP Address, Routers PROHIBITED and will not work					
1.5 Mbps Burstable To 3 Mbps (DHCP), <i>Intended for light Internet usage</i>		\$895	\$1,140	\$1,368	
Additional Device(s), Per Device Up to 4 [6 or more available online]		\$185	\$220	\$255	

DEDICATED INTERNET, FOR STREAMING, GAMING & WEBCAST	QTY	INCENTIVE*	BASE	ON-SITE	TOTAL
--	-----	------------	------	---------	-------

Includes: 5 Public IP Addresses, Routers SUPPORTED					
Dedicated 3 Mbps		\$3,495	\$4,370	\$5,244	
Dedicated 6 Mbps		\$5,900	\$7,375	\$8,850	
Dedicated 10 Mbps		\$7,850	\$9,810	\$11,772	
Dedicated 15 Mbps		\$11,700	\$14,630	\$17,556	
Dedicated 20 Mbps		\$15,500	\$19,380	\$23,256	
Upgrade to 29 Public Static IP Addresses		\$995	\$1,194	\$1,433	
<i>Higher bandwidth services available for uhd streaming</i>					

INTERNET EQUIPMENT & LABOR	QTY	INCENTIVE*	BASE	ON-SITE	TOTAL
----------------------------	-----	------------	------	---------	-------

Switch Rental – up to 24 ports		\$185	\$225	\$270	
Patch Cable (up to 100') – Cat5e		\$50	\$62	\$74	
Labor / Floor Work – four lines per hour		\$125	\$125	\$125	
Distance Fee for each Internet line delivered outside the facility		\$500	\$500	\$500	

WIRELESS INTERNET, Full products catalog available online
SPECIAL QUOTE, Attachment A or Statement of Work (if applicable)

I hereby acknowledge the above listed on-site authorized contact is permitted to make on-site changes to my order. I also acknowledge any change to my order could result in the credit card on file being charged. Upon execution of this document the Customer hereby authorizes Smart City Networks to provide services as requested herein, is authorized to request such services and acknowledges full and complete understanding of the Terms and Conditions .	SUBTOTAL	
	ESTIMATED 10% TAX/FEEES	
	GRAND TOTAL	

ACCEPTANCE OF TERMS AND CONDITIONS AND AUTHORIZATION OF ORDER

Printed Name: _____	Signature: _____	Date: _____/_____/_____
(X) _____	(X) _____	_____/_____/_____

PAYMENT IN FULL IS REQUIRED PRIOR TO THE EVENT

When your order is processed, you will receive an email with a link to Smart City Networks payment portal where you can **pay via credit card**.

Make checks payable to SMART CITY NETWORKS
 Send completed form(s) with payment to: 5795 W. Badura Avenue, Suite 110
 Las Vegas, NV 89118



You may reach us with questions at:
 Call (888) 446-6911 • Email: customerservice@smartcitynetworks.com
 Order online at: orders.smartcitynetworks.com
 Or fax order to (702) 943-6001



Customer Number: _____

***INCENTIVE RATE APPLIES TO ORDERS RECEIVED WITH PAYMENT 14 DAYS PRIOR TO 1ST DAY OF SHOW MOVE-IN**



ELECTRICAL SERVICE CONTRACT

GEORGE R. BROWN CONVENTION CENTER



© 2023 Smart City Networks. All Rights Reserved.

Effective June 30, 2023 - December 31, 2024 - V063023A

Exhibitor Company Name:		Booth/Room#:	Show Name:	
Billing Company Name:		Show Start Date:	Show End Date:	
Billing Company Address:		INCENTIVE ORDER DEADLINE: 14 DAYS PRIOR TO 1ST DAY OF SHOW MOVE-IN		
City, State, Zip:		Country:	On-site Authorized Contact:	On-site Cell Number:
Contact Name:	Phone Number:	Contact Email:	Cell Number:	

ELECTRICAL SERVICES					
Includes Labor and Material for Floorplan Location - up to 100 AMPS					
	QTY	AMPS	INCENTIVE*	STANDARD	TOTAL
120V		15	\$171	\$223	\$
		20	\$204	\$265	\$
		30	N/A	N/A	\$
		60	N/A	N/A	\$
		100	N/A	N/A	\$
		150	N/A	N/A	\$
		200	N/A	N/A	\$
208V 1 PHASE		20	\$306	\$398	\$
		30	\$415	\$539	\$
		60	\$631	\$821	\$
		100	\$935	\$1,216	\$
		150	\$1,377	\$1,789	\$
		200	\$1,642	\$2,134	\$
208V 3 PHASE		20	\$414	\$538	\$
		30	\$547	\$712	\$
		60	\$935	\$1,216	\$
		100	\$1,425	\$1,853	\$
		150	\$1,993	\$2,591	\$
		200	\$2,646	\$3,440	\$
480V 3 PHASE		20	\$759	\$987	\$
		30	\$971	\$1,262	\$
		60	\$2,161	\$2,809	\$
		100	\$3,418	\$4,444	\$
		150	\$5,037	\$6,548	\$
		200	\$6,636	\$8,626	\$
TOTAL					

Power strips, extension cords & NEMA plugs available for an additional fee.

DUPLEX OUTLETS (120 VOLTS UP TO 2000 WATTS)					
Includes Labor and Material for each service indicated on the Floorplan					
	QTY	WATTS	INCENTIVE*	STANDARD	TOTAL
		500	\$121	\$158	\$
		1000	\$146	\$190	\$
		1500	\$159	\$206	\$
		2000	\$171	\$223	\$
TOTAL					

A separate outlet must be ordered for each location. Additional labor and material apply to connect and disconnect service to equipment.

FLOOD LIGHTS ON A 6FT OR 8FT POLE					
Includes Electrical Services and Labor					
	QTY	CONFIGURATION	INCENTIVE*	STANDARD	TOTAL
		150 Watt - 1 light	\$65	\$88	\$
		150 Watt - 2 light	\$70	\$95	\$
		300 Watt - 1 light	\$80	\$108	\$
		300 Watt - 2 light	\$85	\$115	\$
TOTAL					

SUBTOTAL	\$
12% ESTIMATED TAX	\$
GRAND TOTAL	\$

PAYMENT IN FULL IS REQUIRED WITH YOUR ORDER BY SHOW MOVE-IN.
IMPORTANT: Orders will be canceled if payment has not been received by the show move-in. All orders that have been canceled and then replaced will not receive discount pricing.

I hereby acknowledge the above listed on-site authorized contact is permitted to make on-site changes to my order. I also acknowledge any change to my order could result in the credit card on file being charged. Upon execution of this document the Customer hereby authorizes Smart City Networks to provide services as requested herein, is authorized to request such services and acknowledges full and complete understanding of the [Terms and Conditions](#).

ACCEPTANCE OF TERMS AND CONDITIONS AND AUTHORIZATION OF ORDER

Printed Name:	Signature:	Date:
(X) _____	(X) _____	____/____/____

When your order is processed, you will receive an email with a link to Smart City Networks payment portal where you can **PAY VIA CREDIT CARD.**

Make checks payable to SMART CITY ELECTRIC, INC.
 Send completed orders 5795 W. Badura Ave, Ste 110
 with payment to: Las Vegas NV 89118



You may reach us with questions at:
 Call (888) 446-6911 • Email: customerservice@smartcitynetworks.com
 Order online at: orders.smartcitynetworks.com
 Or fax order to (702) 943-6001



Customer Number: _____

INTERNET | TELEPHONE | ELECTRIC | PLUMBING



GEORGE R. BROWN

CONVENTION CENTER

EXHIBITOR ORDERING GUIDE

YOUR ROADMAP TO
A SUCCESSFUL EVENT



Where
TECHNOLOGY
Meets **HOSPITALITY**

EXPERTISE

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

FIRST CLASS CUSTOMER SERVICE

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

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

KNOWLEDGEABLE TECHNICAL SUPPORT

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

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

REDUNDANCY OF EQUIPMENT

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

24/7 NETWORK MONITORING

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





Is the exclusive provider of the following services:

INTERNET



TELEPHONE



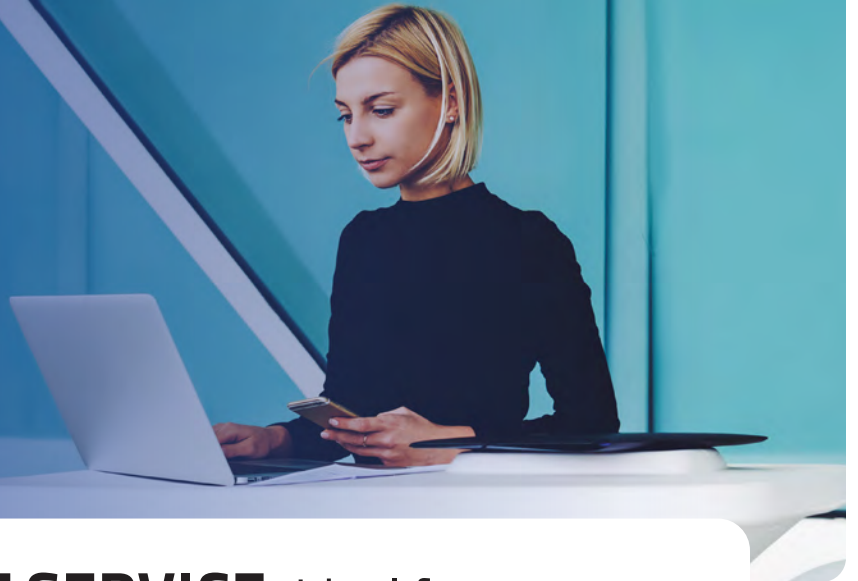
ELECTRICAL



PLUMBING



Need just a **BASIC** CONNECTION?



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

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

* **NOT FOR STREAMING**

** **ORDER 14 DAYS PRIOR TO FIRST DAY OF MOVE-IN TO GET THE INCENTIVE RATE!**

Basic Internet Includes:

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

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

ORDER NOW >



Order online at:
orders.smartcitynetworks.com
or call 888.446.6911

What if it's

MISSION CRITICAL?

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

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

***ORDER 14 DAYS PRIOR TO FIRST DAY OF MOVE-IN TO GET THE INCENTIVE RATE!**

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

Dedicated Services Include:

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

ORDER NOW 



Order online at:
orders.smartcitynetworks.com
or call 888.446.6911

NEED WIRELESS CONNECTIVITY?



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

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

* **NOT FOR STREAMING.**

** **ORDER 14 DAYS PRIOR TO FIRST DAY OF MOVE-IN TO GET THE INCENTIVE RATE!**

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

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

ORDER NOW >



Order online at:
orders.smartcitynetworks.com
 or call 888.446.6911

orders.smartcitynetworks.com/wifi-splash-page-design

WILL YOUR BOOTH DEMO BRING OUT THE MASSES?

Our **PREMIUM HOTSPOT** combines **HIGH BANDWIDTH WIRELESS** with greater flexibility and customization options that generate smoother product demos, quicker remote connectivity and superior video streaming quality.

PREMIUM HOTSPOTS ARE NOT RATE LIMITED PER DEVICE

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

***ORDER 14 DAYS PRIOR TO FIRST DAY OF MOVE-IN TO GET THE INCENTIVE RATE!**

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

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

ORDER NOW 



Order online at:
orders.smartcitynetworks.com
 or call 888.446.6911

orders.smartcitynetworks.com/wifi-splash-page-design

NEED TELEPHONE OR CONFERENCE SERVICES?

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

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

*** ORDER 14 DAYS PRIOR TO FIRST DAY OF MOVE-IN TO GET THE INCENTIVE RATE!**

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

Telephone Service Information:

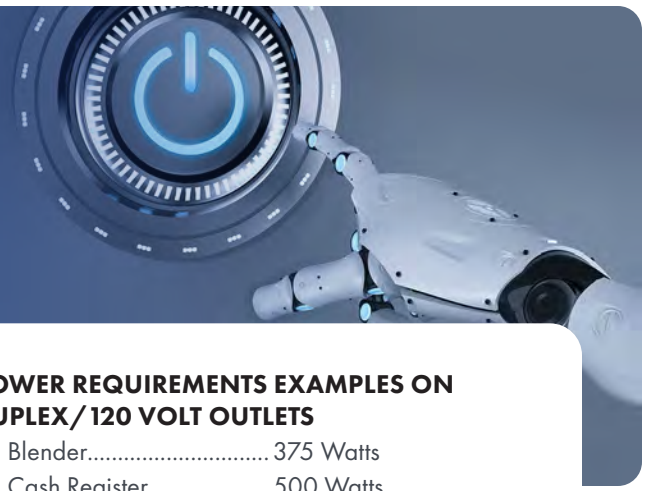
- Multi Line telephones include (1) Main number and (1) rollover line
- Polycom speakerphones require power source, **electrical** services may need to be ordered separately
- Domestic Long Distance is included
- International calling is billed separately

ORDER NOW 



Order online at:
orders.smartcitynetworks.com
or call 888.446.6911

READY TO POWER UP YOUR EXPERIENCE?



DUPLEX OUTLETS	INCENTIVE *	BASE
500 Watts	\$121	\$158
1000 Watts	\$146	\$190
1500 Watts	\$159	\$206
2000 Watts	\$171	\$223
120 VOLT SERVICES	INCENTIVE *	BASE
15 AMP Service	\$171	\$223
20 AMP Service	\$204	\$265
208 VOLT SERVICES	INCENTIVE *	BASE
20 AMP, Single Phase	\$306	\$398
30 AMP, Single Phase	\$415	\$539
60 AMP, Single Phase	\$631	\$821
100 AMP, Single Phase	\$935	\$1,216
150 AMP, Single Phase	\$1,377	\$1,789
200 AMP, Single Phase	\$1,642	\$2,134
208 VOLT SERVICES	INCENTIVE *	BASE
20 AMP, Three Phase	\$414	\$538
30 AMP, Three Phase	\$547	\$712
60 AMP, Three Phase	\$935	\$1,216
100 AMP, Three Phase	\$1,425	\$1,853
150 AMP, Three Phase	\$1,993	\$2,591
200 AMP, Three Phase	\$2,646	\$3,440
408 VOLT SERVICES	INCENTIVE *	BASE
20 AMP, Three Phase	\$759	\$987
30 AMP, Three Phase	\$971	\$1,262
60 AMP, Three Phase	\$2,161	\$2,809
100 AMP, Three Phase	\$3,418	\$4,444
150 AMP, Three Phase	\$5,037	\$6,548
200 AMP, Three Phase	\$6,636	\$8,626

POWER REQUIREMENTS EXAMPLES ON DUPLEX/ 120 VOLT OUTLETS

Blender.....	375 Watts
Cash Register.....	500 Watts
Coffee Pot, Standard	600-1000 Watts
Coffee Pot, Large	1500-2000 Watts
Computer, Laptop	300-500 Watts
Computer, Desktop	500-750 Watts
Computer Monitor, Reg... ..	200 Watts
Computer Monitor, Flat... ..	250-500 Watts
Crock Pot	1000-1500 Watts
Hotplate, Single Element.	1000 Watts
Hotplate, Dual Element....	2000 Watts
Lighting, Halogen.....	100-500 Watts, Per Bulb
Lighting, Conventional.....	60-250 Watts, Per Bulb
Popcorn Maker, Small.....	1000 Watts
Popcorn Maker, Large.....	1500-2000 Watts
Printer, Ink Jet.....	750-1000 Watts
Printer, Laser	1500-2000 Watts
Toaster.....	1500 Watts
TV, Standard.....	200-500 Watts
TV, LCD	500-1000 Watts
TV, Plasma	1000-1500 Watts

*** ORDER 14 DAYS PRIOR TO FIRST DAY OF MOVE-IN TO GET THE INCENTIVE RATE!**

TIPS:

- Rates include bringing services (up to 100 AMPS) to the rear of standard booth or to the nearest floor port inside an island booth. There are additional charges for services greater than 100 AMPS.
- All other work performed within a booth to place services in other locations will be charged on a time and material basis. A connect and disconnect fee will be incurred for all connected service, whether connected direct or otherwise.
- Generators are not permitted.

ORDER NOW 

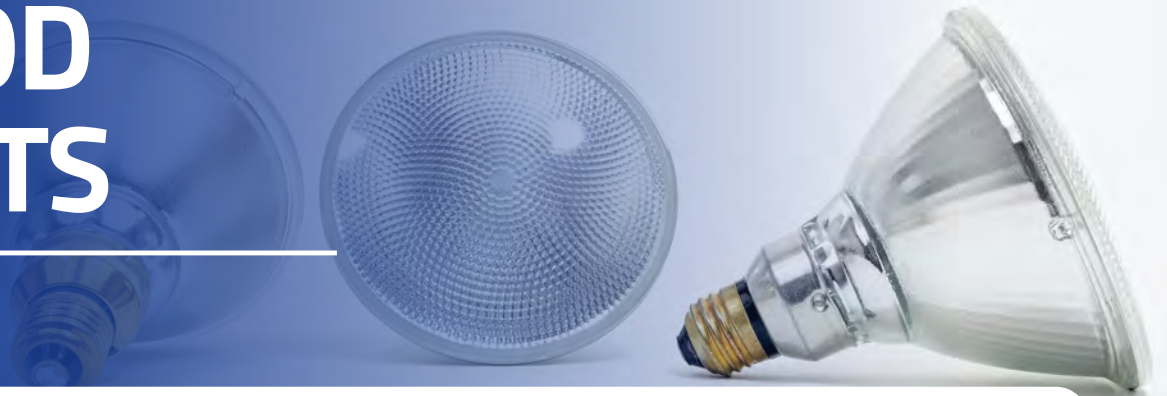


Order online at:
orders.smartcitynetworks.com
 or call 888.446.6911

© 2023 SMART CITY NETWORKS. ALL RIGHTS RESERVED. EFFECTIVE SEPTEMBER 15, 2023 - DECEMBER 31, 2024 V09152023



FLOOD LIGHTS



Our **ELECTRICAL SERVICES** provide **FLOOD LIGHTS** to meet your booth lighting enhancement needs.

FLOOD LIGHTS	INCENTIVE*	BASE
150 Watt, Single Light	\$65	\$88
150 Watt, Double Light	\$70	\$95
300 Watt, Single Light	\$80	\$108
300 Watt, Double Light	\$85	\$115

Flood Lights are on a 6ft - 8ft pole and include power.

***ORDER 14 DAYS PRIOR TO FIRST DAY OF MOVE-IN TO GET THE INCENTIVE RATE!**

ORDER NOW >



Order online at:
orders.smartcitynetworks.com
or call 888.446.6911



ARE PLUMBING SERVICES AVAILABLE?



Our **PLUMBING SERVICES** provide **WATER SERVICES** for sinks, pools or spas.

WATER	INCENTIVE*	BASE
3/4" Service Outlet, First Connection	\$161	\$207
3/4" Service Outlet, Additional Connection	\$104	\$129
<i>Direct tie in to equipment only. Water heater rental required for hot water call for quote.</i>		
DRAINAGE	INCENTIVE*	BASE
3" Drain line, First Connection	\$144	\$190
3" Drain line, Additional Connection	\$104	\$138
<i>Direct tie in to equipment only.</i>		
<i>Grease trap not included. If needed please call for quote.</i>		
FILL AND DRAIN	INCENTIVE	BASE
1-15 Gallons	\$69	\$90
16-70 Gallons	\$86	\$115
71-100 Gallons	\$115	\$144
101-200 Gallons	\$173	\$207
201-300 Gallons	\$201	\$230
301-400 Gallons	\$242	\$288
401-500 Gallons	\$276	\$316
501-1000 Gallons	\$575	\$633
Additional 500 Gallons	\$109	\$121
<i>Fill and Drain one time only, labor charges apply for additional fills.</i>		

***ORDER 14 DAYS PRIOR TO FIRST DAY OF MOVE-IN TO GET THE INCENTIVE RATE!**

TIPS:

- Water services come from floor pockets
- If hot water is needed, rental of hot water heater is required

ORDER NOW 



Order online at:
orders.smartcitynetworks.com
 or call **888.446.6911**

© 2023 SMART CITY NETWORKS. ALL RIGHTS RESERVED. EFFECTIVE SEPTEMBER 15, 2023 - DECEMBER 31, 2024 V09152023



DO WE OFFER COMPRESSED AIR?

Our **PLUMBING SERVICES** provide reliable **COMPRESSED AIR** for Robotics, Pneumatic Tools and Machinery.

COMPRESSED AIR [90-100 PSI]	INCENTIVE*	BASE
1/4" Compressed Air, First Connection	\$25	\$311
1/4" Compressed Air, Additional Connection	\$127	\$158

For any compressed air special requirements please call for quote.

***ORDER 14 DAYS PRIOR TO FIRST DAY OF MOVE-IN TO GET THE INCENTIVE RATE!**

- Labor and Material not included with any plumbing services
- 1/4" Milton #715 Female Coupler

ORDER NOW >



Order online at:
orders.smartcitynetworks.com
or call 888.446.6911



FAQ

Frequently Asked Questions

DOES SMART CITY NETWORKS PROVIDE COMPLIMENTARY WI-FI?

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

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

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

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

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

WHAT MUST BE IDENTIFIED ON MY FLOORPLANS?

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

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



Order online at:
orders.smartcitynetworks.com
or call 888.446.6911

DO YOU OFFER INCENTIVE RATES?

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

WHY ARE ROUTERS NOT ALLOWED ON A SHARED NETWORK?

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

CAN I PROVIDE MY OWN SWITCH AND/OR CABLING?

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

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

HOW MUCH BANDWIDTH DO I NEED?

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

WHAT DOES SD, HD, AND UHD STAND FOR?

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

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

EXHIBIT A/V ORDER FORM @ SSGRB

SITC 2024

Show Start

Show End

Company

Name

Phone

Email

Address

Delivery Information

Booth Name

Booth #

Install Date

Onsite Contact

Requested Install Time AM / PM

Email

Phone

Notes

Equipment Information

*All orders received within two weeks of exhibitor install will be subject to a 25% service charge on equipment. Totals are calculated based on 3 days of use, and for the full run of show.

Monitors

Type	QTY	Rate	Total
24" HD Monitor			
32" HD Monitor			
43" HD Monitor			
55" HD Monitor			
65" HD Monitor			
75" HD Monitor			
90" HD Monitor			

Touch Monitors

Type	QTY	Rate	Total
24" HD Multi-Touch Monitor			
32" HD Multi-Touch Monitor			
40" HD Multi-Touch Monitor			
55" HD Multi-Touch Monitor			
65" HD Multi-Touch Monitor			

Monitor Stands

Type	QTY	Rate	Total
Monitor Stand			
Mounting Bracket (Included With Monitor Rental)			

Computers

Type	QTY	Rate	Total
Standard Laptop			
MacBook Pro Laptop			
All in One Touch Computer			
iMac 27"			
iPad Pro 12.9"			
Color Printer			

Equipment Total

Submit Orders to:

Staging Solutions
GRBexhibit@stagingolutions.com

The equipment listed is most commonly requested, please contact your sales person for any specific requests. Early order rates end 14 days out before the first day of exhibitor move in. Please note, both pages must be filled and submitted as part of request.

Labor and Handling will be calculated upon receipt of equipment order and your Exhibitor Service representative will reach out to you with any questions.



HOUSTON
**INSPIRED
CATERING**

EXHIBITOR
MENU



CAPPUCCINO EXPRESS

In Booth Barista

Drive attendees to your booth with the smells of Cappuccino Express premium coffee drinks.

1775.00 PER DAY

**Includes 250 (8 oz.) cups minimum per day, no carry over to following days. Includes espresso, cappuccino, lattes and americano.*

Additional Cups **5.50 EA**

Additional Flavors **195.00 PER DAY**

(Mocha, Hazelnut & Vanilla)

Alternative/Dairy-Free Milk **100.00 PER DAY**

One-Time Set Up Fee **240.00**

Cart or tabletop models available. Dimenions and electrical requirements provided upon request.

**Requires attendant.*

Attendant

*300.00 per four-hour shift
+35.00 each additional hour*

Delivery / Refresh Fee

35.00 per trip

Menu Items & Pricing

*Subject to change
Additional fees may apply*

● Vegetarian ● Vegan ● Avoiding Gluten

BREAKFAST TACOS & SANDWICHES

Served for a minimum of 25 guests.

Breakfast Tacos Choice of one - bacon, barbacoa or homestyle hash potatoes with scrambled eggs and shredded cheddar in flour tortillas served with pico de gallo and salsa verde. **6.00 EA**

Buttermilk Biscuit Sandwich Choice of sausage or bacon, with egg & cheese. **8.50 EA**

BREAKFAST PASTRIES

Priced per dozen, minimum of one dozen required.

Assorted Danishes **60.00 DZ ●**

Assorted Muffins **60.00 DZ ●**

Assorted Breakfast Pastries **60.00 DZ ●**

FRESH POPCORN *Machine Rental*

Draw in guests to your booth by popping fresh popcorn at your booth with our popcorn machine rental option. **250.00 PER DAY**

Popcorn Packs **20.00 EA**
(Paper Bags, Corn Kernels, Butter & Salt)
**Each pack serves 10 people.*

Additional Popcorn Salt Flavors
50.00 PER DAY

Dimensions and electrical requirements provided upon request.
**Requires attendant.*

BY THE POUND

Minimum of 3 pounds required. 1 pound serves approximately 12 people.

Potato Chips & Choice of Dip **55.00 LB** ●●
(Caramelized Onion Dip, Poblano Ranch Dip, Bleu Cheese Dip)

Fresh Fried Tortilla Chips and Salsa Verde & Roja **52.50 LB** ●●●

Trail Mix **23.00 LB**

Mini Pretzels **19.00 LB**

Goldfish Crackers **19.00 LB**

Mixed Nuts **35.00 LB** ●●●

A LA CARTE

Assorted Whole Fruit **48.00 DZ** ●●●

Assorted Granola Bars **48.00 DZ**

King Size Candy Bars **54.00 DZ**

Bagged Chips **48.00 DZ**

Assorted Bags of Snacks **48.00 DZ**

Chef's Selection Assorted Cookies
53.25 DZ ●

Brownies **53.50 DZ** ●

Cupcakes **56.75 DZ** ●

(Chocolate Devil's Food Cake with Vanilla Coffee Porter Frosting, Red Velvet with Margarita Cream Cheese Frosting, Vanilla Bean with Cajeta Caramel Frosting) **Choice of one flavor per dozen.*

Fresh Cut Fruit Cups **102.00 DZ** ●●●
(Seasonal Melons & Berries)

Attendant

300.00 per four-hour shift
+35.00 each additional hour

Delivery / Refresh Fee

35.00 per trip

Menu Items & Pricing

Subject to change
Additional fees may apply

● Vegetarian ● Vegan ● Avoiding Gluten

* **OUR SIGNATURE***Bavarian Pretzels*

Choose between our salted traditional pretzel and our sweet coated pretzel. **9.00 EACH** ●

Pretzels come with choice of the dips featured below.

Salted Traditional Bavarian Pretzel -

Includes choice of two dips per order from the following selection:

(Creole Mustard, White Chile Con Queso, Spicy Tomato & Bacon Jam or Sun Dried Tomato & White Truffle Aioli)

Sweet Coated Bavarian Pretzel - **Includes choice of one dip per order from the following selection:**

(Cream Cheese-Vanilla Bean, Chocolate Fudge or Salted Bourbon Caramel)

LOCAL CHEESE DISPLAY

Chef's selections of local cheeses and local honey, fresh berries, dried fruit garnish, breads and crackers.

16.00 PP

HUMMUS TRIO

Traditional, roasted bell pepper and kalamata olive hummus'. Served with crispy carrots, cucumbers, celery, crackers, and bagel chips. ●●

12.00 PP

FRESH CRUDITE SHOOTERS

Chef's colorful selection of the freshest market vegetables. Served with choice of dip.

(Buttermilk Ranch Dip ●●, Traditional Hummus ●●● or Fresh Basil Pesto ●●)

12.00 PP

BITES

50 piece minimum; includes disposable plates, napkins and cutlery if required.

* **Tandoori Chicken Satay** with mango salsa. **8.50 EA** ●

* **Chicken Quesadilla** with avocado crema. **7.75 EA**

* **Beef Satay** with thai peanut sauce. **9.50 EA** ●

* **Texas Brisket Slider** **9.00 EA**

* **Pulled Pork Biscuit** **8.50 EA**

* **Pork Potsticker** with soy and sweet chili. **7.75 EA**

* **Crab Cake** with lemon aioli. **11.00 EA**

Seared Sesame Tuna Wonton with seaweed salad and wasabi cream. **10.00 EA**

* **Vegetable Fried Spring Roll** with sweet soy. **7.75 EA**

Delivery / Refresh Fee

35.00 per trip

***Items Served Warm**

Electricity might be required by client to power heat lamps

● Vegetarian ● Vegan ● Avoiding Gluten

CHEF'S BEST *Boxed Lunches*

Choose from a lineup of chef favorites to build creative lunches featuring mouthwatering gourmet sandwiches or crisp farm-fresh salads with crunchy sides and sweet treats. **31.00 PP**

Box lunches include the choices below.

Drinks sold separately.

Gourmet Sandwich OR Salad - Choose one
Sides - Whole Fruit ●●● & Kettle Chips ●
Dessert - Chocolate Chip Cookie ●

GOURMET SANDWICHES

Woodlands Turkey with shaved smoked turkey, gouda cheese, vidalia onion and peach chutney on a honey wheat roll.

Grilled Chicken with braised spinach, roasted tomato and avocado aioli on ciabatta.

Roast Beef with gruyère, horseradish and arugula on black pepper challah roll.

Smoked Ham with swiss cheese and mustard butter on pretzel bun.

ZLT Flatbread with zucchini, sundried tomato pesto and pepper jack cheese. ●

Fajita Wrap with grilled pineapple, cumin marinated chicken, grilled peppers, onions, spicy aioli and chihuahua cheese on a sundried tomato wrap.

GOURMET SALADS

Chicken Caesar Salad with cut romaine hearts, herb marinated grilled chicken, shaved asiago cheese and croutons served with caesar dressing.

Vegetable Cobb Salad with mixed greens, cucumber, tomato, feta cheese, boiled egg, diced red onions and roasted peppers served with a balsamic vinaigrette. ●

ADD A DRINK

Assorted Soft Drinks - 12 oz. (Coke, Diet Coke, Sprite, Coke Zero) **4.00 each**

Bottled Water - 12 oz. (Dasani) **4.00 each**

DISPLAY TRAYS

Served for a minimum of 25 guests. Includes plates, napkins and cutlery.

Deli Platter Includes assorted deli meats & cheeses, assorted sliced breads & rolls, potato salad, lettuce, tomatoes, onions, pickles, condiments and assorted cookies. **500.00 EA** (Serves 25)

Assorted Mini Sandwiches Served with condiments. Choose from:

Turkey & Provolone 6.00 EA

Ham & Swiss 6.00 EA

Roast Beef 6.00 EA

Menu Items & Pricing

Subject to change

Additional fees may apply

● Vegetarian ● Vegan ● Avoiding Gluten

PREMIUM / IMPORT / LOCAL BEER

- Corona Extra
- St. Arnold's Art Car
- Blue Moon Belgian White
- Shiner Bock
- Karbach Love Street
- Seasonal Selection

240.00 PER CASE, PER SELECTION
(24 per case)

DOMESTIC BEER

- Bud Light
- Michelob Ultra

240.00 PER CASE, PER SELECTION
(24 per case)

BEER KEGS

475.00 & UP
(Priced per keg. Not charged on consumption. Cannot be cancelled once ordered. Client to supply- 120 V20 amp power)

WINE BY THE BOTTLE

- Chardonnay
- Cabernet Sauvignon
- Sparkling - Brut
- Sparkling - Brut Rosé

56.00 PER BOTTLE

COCKTAILS

Minimum of 50 drinks, billed on consumption after.

- Tito's Vodka
- Bombay Sapphire
- Bacardi Superior
- Hornitos
- Crown Royale
- Jack Daniel's
- Dewars White Label

10.00 PER DRINK

ALCOHOL POLICY & DETAILS

Alcohol MUST be served by a Houston Inspired Catering TABC Certified Bartender.

Drinks are served in biodegradable/disposable cups. No glass is permitted in exhibit halls.

Bar front not included. HIC will expect to set up on existing counter/table space unless a bar front is rented. Additional 150.00 rental fee will apply if requested.

Bartender
*300.00 per four-hour shift
+35.00 each additional hour*

Delivery / Refresh Fee
35.00 per trip

Menu Items & Pricing
*Subject to change
Additional fees may apply*

TEXAS BEER

Package

Experience the taste of Houston with beer offerings from local breweries.

1080.00++ Serves 120 people

Package features the beers below.

Karbach Lovestreet

Karbach Rotation

St.Arnold's Amber

St.Arnold's Rotation

Shiner Bock

MIMOSA PACKAGE

House Champagne, Orange Juice, Cranberry Juice, Pineapple Juice and Disposable Flutes.

450.00++ Serves 50 people

BLOODY MARY PACKAGE

Tito's Handmade Vodka, Zing Zang Original, Bloody Revolution Habanero, Bloody Mary Mix, Tobasco Sauce, Worcestershire Sauce, Salt Rimmer, Tajin Rimmer, Olives, Limes and Celery Sticks.

1000.00++ Serves 100 people

MARGARITA PACKAGE

Hornitos, Margarita Mix, Strawberry, Mango, Salt Rimmer, Sugar Rimmer, Tajin Rimmer and Lime Garnish.

1000.00++ Serves 100 people

ALCOHOL POLICY & DETAILS

Alcohol MUST be served by a Houston Inspired Catering TABC Certified Bartender.

Drinks are served in biodegradable/disposable cups. No glass is permitted in exhibit halls.

Bar front not included. HIC will expect to set up on existing counter/table space unless a bar front is rented. Additional 150.00 rental fee will apply if requested.

Bartender

300.00 per four-hour shift

+35.00 each additional hour

Delivery / Refresh Fee

35.00 per trip

Menu Items & Pricing

Subject to change

Additional fees may apply

OUR SIGNATURE
Fruit Infused Waters

Our bright refreshing fruit waters showcase unexpectedly delicious flavor combinations that are sure to impress your guests. **65.00 PER GALLON**

Choose between the flavor combinations below.

Strawberry Jalapeño

Cucumber Lemon

Minted Watermelon

***minimum of (3) gallons per flavor suggested*

COFFEE AND TEA

GRB Proprietary Coffee Blend
(Regular or Decaf) Assorted Hot Teas

75.00 PER GALLON, PER SELECTION

**ASSORTED SOFT DRINKS
(12 OZ.)**

Coke, Diet Coke, Sprite, Coke Zero
96.00 PER CASE, PER SELECTION
(24 per case)

BOTTLED WATER (12 OZ.) Dasani

96.00 PER CASE
(24 per case)

**LOGO BOTTLED WATER BUYOUT
FEE**

Please contact your Sales Manager for pricing and approval.

PRICE VARIES

**KEURIG COFFEE MACHINE
RENTAL**

Limited quantities available.
Includes: water, creamers, sugar/sweetner, stirrers, napkins & disposable cups.
Client to supply: 120v15 amp power

125.00 PER DAY

**ASSORTED COFFEE OR TEA
K-CUPS**

4.50 EACH (Charged on consumption)

**MINUTE MAID ASSORTED
JUICES (10 OZ.)**

Apple, Orange and Cranberry
108.00 PER CASE, PER SELECTION
(24 per case)

UNSWEET ICED TEA
75.00 PER GALLON

LEMONADE
75.00 PER GALLON

WATER COOLER RENTAL

Client to supply: 120v15 amp power
105.00 PER DAY

5 GALLON WATER JUG
50.00 EACH

16 LB BAG OF ICE
22.00 EACH

Delivery / Refresh Fee
35.00 per trip

Menu Items & Pricing
Subject to change
Additional fees may apply



GENERAL INFORMATION

Houston Inspired Catering is the exclusive caterer for the George R. Brown Convention Center. Absolutely no food or beverage is allowed into the GRB Convention Center without prior written approval from a Houston Inspired Catering representative. THIS INCLUDES BOTTLED WATER.

- **Charges & Fees:** All prices are subject to a (++) charge, which represents a 22% Administrative Fee, Texas State Sales Tax 8.25% and Texas MB Tax (alcohol) 8.25% (as applicable).
- **Service Contractor:** HIC does not supply any kind of tables (this includes bar fronts & buffet tables), chairs, equipment, trash removal or electricity for your booth. You must order through your service contractor. For F&B services, HIC can set up on existing tables/counters or you can rent a bar front or table from HIC. Ask your sales manager for pricing.
- **Pricing:** Exhibitor catering is not charged on consumption. Menu items and prices are subject to change without notice.
- **Delivery Fee:** A \$35.00 Delivery/Refresh Fee will apply for each food and beverage delivery.
- **Order Deadline:** All orders must be received a minimum of 21 days prior to the show start date. Any order received within 21 days may incur a 25% Late Fee.
- **Special Order Items:** (e.g., logo cookies, kegs, etc.) cannot be canceled once confirmed.
 - A specialty item refers to any food/beverage item or brand that is not on our most current menu. Requests for specialty items are not guaranteed for approval and all requests must be received by HIC a minimum of (30) days prior to the start of the show. Additionally, specialty order items are not eligible for re-order when you are on-site. Any substitutions/on-site requests will be limited to what is available in inventory and will be subject to applicable fees.
- **Payment Policy:** All food and beverage orders require 100% payment in advance. We accept American Express, Mastercard, VISA, Discover, check or wire transfer on initial orders. Client **MUST** have a credit card on-file for any additional services ordered on-site during the show.
- **Changes/Cancellations:** Changes/Cancellations must be submitted in writing no later than (14) business days prior to start of event in order to receive a refund. Full charges will be applied to changes/cancellations of any menu items received within (14) days
- **Food Sampling:** If sampling is requested, please contact Sales Manager for proper forms and information regarding policies.
- **Alcoholic Beverages:** All alcoholic beverages **MUST** be purchased and served through HIC.
 - Bartenders will refuse alcoholic beverages to all persons unable to offer proper identification confirming that they are at least twenty-one (21) years of age, or a person who in Houston Inspired Catering's sole judgment appear to be intoxicated.
 - Alcohol is not charged on consumption and any remaining will be forfeited unless you have pre-ordered/paid for an HIC bartender for a following day during the show.
 - Any alcohol must be consumed on-site and is not allowed to be taken off premise per TABC laws.
 - Alcohol is not allowed to be brought in from outside under any circumstances. This includes alcohol being used for display purposes & mini bottles for giveaway/promotions.

CONTACT INFORMATION

George R. Brown Convention Center
1001 Avenida De Las Americas, Houston, TX 77010

Catering Sales Manager **Renee Surette**
Email rsurette@levyrestaurants.com
Phone **713-853-8175**

Please turn in your completed **Exhibitor Catering Service Order Form** to your designated Houston Inspired Catering Sales Manager. They will gladly answer any questions you might have.



ORDER FORM

Show Name _____ Date Order Was Placed _____

Booth Number _____ Booth Name _____

Company Name (Bill To) _____ Phone Number _____

Street Address _____ City, State, Zip _____

Contact Name _____ E-Mail Address _____

On-Site Contact (1) _____ Cellphone Number _____

On-Site Contact (2) _____ Cellphone Number _____

On-Site Contact (3) _____ Cellphone Number _____

Delivery Date	Start Time	End Time*	Description	Quantity	Price
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

*End Time is only applicable to running services that have an attendant. With no attendant, all services are dropped off at the start time listed on the form.

All items are subject to taxes and applicable fees. Final order total will be shown on event orders/BEO's.

By completing this form you are authorizing that you have **read and agree** to the terms contained within this **Exhibitor Catering Service Contract & Order Form**. All policies, procedures and cancelations will be upheld by **Houston Inspired Catering**.

On-Site Contact/Authorized Signatures for Event _____
(Printed Name) (Signature)



I-45 SOUTH

Coming from Dallas, Conroe, The Woodlands, Bush Intercontinental Airport

Take I-45 South > to I-10 East > to US-59 South (exit #770A) > exit Downtown Destinations-Hamilton Street > right on Capitol Street > left on Avenida de las Americas

I-45 NORTH

Coming from Galveston, NASA, Clear Lake, Houston Hobby Airport

Take I-45 North > exit Downtown Destinations (exit #45) > exit Pease Street > right on Chartres Street > left on Capitol > left on Avenida de las Americas

US-59 SOUTH

Coming from Kingwood, Humble, Bush Intercontinental Airport

Take US-59 South > exit Downtown Destinations-Jackson Street > left on Franklin Street > right on Hamilton Street > right on Capitol Street > left on Avenida de las Americas

US-59 NORTH

Coming from the Galleria, Missouri City, First Colony, Sugar Land

Take US-59 North > exit Downtown Destinations-Polk Street > continue on Chartres Street > left on Capitol > left on Avenida de las Americas

I-10 WEST

Coming from Baytown, Channelview, New Orleans

Take I-10 West > to US-59 South (exit #770A) > exit Downtown Destinations-Hamilton Street > right on Capitol Street > left on Avenida de las Americas

I-10 EAST

Coming from Katy, San Antonio

Take I-10 East > to 59 South (exit #770A) > exit Downtown Destinations-Hamilton Street > right on Capitol Street > left on Avenida de las Americas

SH-288 NORTH

Coming from Pearland, South Loop, Reliant Park

Take SH-288 North > to US-59 North > exit Downtown Destinations-Polk Street > continue on Chartres Street > left on Capitol > left on Avenida de las Americas

SH-290 EAST

Coming from Austin, Copperfield

Take SH-290 East > to Loop 610 South > to I-10 East > to US-59 South (exit #770A) > exit Downtown Destinations-Hamilton Street > right on Capitol Street > left on Avenida de las Americas

Loading Docks for Exhibit Hall A, B, C, D & E

Take Avenida de las Americas South > left on Polk Street > left on Chartres > Docks are accessed from Chartres Street be on the left at Walker Street

3rd Level Ramp for Exhibit Halls A3 & B3, Ballroom & General Assembly

Take Avenida de las Americas South > left on Polk Street > left on Chartres > ramp is accessed from Chartres Street on the left before Texas Avenue

★ First Level loading docks entry gate is accessed on Chartres Street at Walker Street

★ Third Level Ramp is accessed from Chartres Street before Texas Avenue



- Surface Parking
- Parking Garage
- Hotel/Point of Interest
- Park
- Light Rail



Multi-Level Exhibits

Multi-Level Exhibit drawings must be submitted for plan review by the Fire Marshal and must meet the following requirements:

1. Meet or exceed the requirements of NFPA 101 Life Safety Code 2000 ed.
2. Drawings must bear a current registered design professional's stamp (Architect, Structural Engineer, Fire Protection Engineer, etc.). Expired licenses are unacceptable. The professional stamp shall include the state of certification, name of the design professional; his/her license number, signature, registered Engineering firm name and firm number.
3. Measurements must be in inches/feet (not metric).
4. Multi-deck structures exceeding 300 sq. ft of net floor area must have two (2) remote exit stairs; occupant load factor is 15 net sq. ft per person per table 7.3.1.2 of NFPA 101 Life Safety Code, 2000 edition.
5. Stairway widths shall be:
 - a. A minimum of 36 inches where the occupant load of the upper level is less than 50.
 - b. A minimum of 44 inches where the occupant load of the upper level is 50 or more.
 - c. Occupant loads shall be stated on the plan.
6. Handrails shall not be less than 34 inches and not more than 38 inches above the surface of the tread.
7. Handrails are required on both sides. A sign must be placed at the bottom of the stairs stating "Please Use Caution and Hold the Handrail".
8. Spiral stairways shall be permitted in accordance with section 7.2.2.2.3.3 of NFPA 101, 2000 ed., such that:
 - a. Occupant load does not serve more than 3.
 - b. Clear width of stairs is not less than 26 inches.
 - c. Handrails shall be provided on both sides.
9. Guards shall:
 - a. Not be less than 42 inches high.

- b. Open guards shall have intermediate rails or an ornamental pattern to prevent a 4 inch diameter sphere to pass through any opening up to a height of 34 inches.
- 10. Battery-operated smoke detectors shall be installed on a smooth surface under the first level ceiling and spaced no more than 30 feet apart if applicable and installed on the upper floor level with a covered ceiling.
- 11. Hard covered ceilings shall have a smoke detector installed and if fabric/textile is used to cover the upper deck area, it must be flame resistant. Certificate must be submitted with plan.
- 12. One portable fire extinguisher, minimum 2A:10BC with current inspection tag by a licensed company shall be provided at each level of the exhibit.
- 13. Any stationary units (container or other units) using the upper areas as a deck must submit plans.



Exhibitor Guidelines

1. All move-in and move-out of exhibits must be done only through designated loading docks, freight doors, and freight elevators. The main lobbies, escalators, and passenger elevators are not to be used for this purpose. Exhibitors should verify show security arrangements and times for move-in and move-out with Show Management.²
2. Parking at the loading docks, the third level ramp, except for loading and unloading, is prohibited. Parking, loading, and unloading on Avenida de las Americas in front of the building, is strictly prohibited. Vehicles in violation of this policy will be towed at the owner's expense.
3. All food, alcohol, non-alcoholic beverages, and concessions are operated and controlled exclusively by the George R. Brown Convention Center. Exhibitors must contact Levy for all sampling and catering requests at GRBExhibitorCatering@Levyrestaurants.com. Levy will provide all necessary information and required forms.
4. All decorations, signs, and banners, may not be taped, nailed, or otherwise attached to any ceiling, window, painted surface, or wall of the facility. Both the Show Manager and the Convention Services Manager must approve the location and method of installation of any special decorations or signs. The use of helium and helium balloons is prohibited in the facility. Adhesive-backed decals are not permitted to be distributed or used inside the facility, or in the immediate vicinity.
5. Only facility electricians, plumbers, telephone technicians, and engineers may access the utility floor pockets. Exhibitors are not permitted to use water from restroom faucets or janitorial closets for exhibit purposes. To order any of these services, please contact Smart City at 713-853-8900.
6. Fire Prevention Permits are required for vehicles on display, cooking, tents, and multilevel booths; for more information please contact Show Management or the GRB Convention Services Department at 713-853-8000.
7. In addition to Fire Prevention Permits, the Houston Fire Code requires any vehicle displayed inside the facility must have the battery cables disconnected. The gas tank must also be taped shut or have a lockable gas cap and may contain no more than ¼ a tank of fuel before entering the GRB. All exhibit vehicle keys must be in the possession of the Show Manager in case of emergency. An HFD Vehicle Permit is required, please contact Convention Event Services at 713-853-8000 for details.
8. All exit doors must have 10' clearance. All display materials in the booth must be fireproof. The use of hay for display purposes is strictly prohibited. All other Houston Fire Code regulations must be adhered to.
9. No animals or pets are permitted in the facility except as an approved exhibit, activity, or performance requiring the use of animals. Service animals are permitted.

Please note: These are Exhibitor Guidelines *only*. The George R. Brown Convention Center has the right to alter and/or amend these guidelines at any time. Please refer to the GRB Rules & Regulations for the complete guidelines of the GRB.



GRB Rules & Regulations

As Adopted December 2019

Contents

- Definitions**3
- Required Licensee-Contracted Services**3
 - First Aid.....3
 - Security4
- Facility-Exclusive Services**5
 - Food and Beverage5
 - Telecommunications and Temporary Utilities5
 - Facility-Affixed Audio Visual6
 - Booth Cleaning6
- Event Support Documents**6
 - Floor Plans.....6
 - Permits.....6
 - Vehicle Display Permits and Guidelines6
- Set Up, Installation, and Tear Down**.....7
 - Move-in and Move-out7
 - Rigging and Hanging7
 - Rigging and Hanging Permissions8
 - Non-Premise Signage9
 - Damage Prevention9
 - Cleaning.....10
 - Keys.....11
 - Wireless Frequencies11
- Ticket Surcharge Procedures**11
- Fire and Safety**12
 - Fire Regulations.....12
 - Concealed and Open Carry Handguns.....13
- Facility Policies**.....13
 - Smoking and Tobacco13
 - Animals/Pets.....13
 - Public Art Displays.....13
- Residual Matters**13

The Licensee is responsible for compliance with these Rules and Regulations and should instruct its employees, contractors, agents and attendees accordingly to eliminate problems before they arise.

Definitions

President: The CEO of Houston First Corporation or any person designated by the CEO to perform any of his or her functions.

Event: The function or activity for which the Facility will be used and occupied, as described in the License Agreement.

Facility: George R. Brown Convention Center, 1001 Avenida de las Americas, Houston, Texas 77010.

General Manager: The person in charge of overseeing day-to-day operations at the Facility, including events, maintenance, repairs and capital projects. This person has authority to act for the President in his or her absence.

Licensee: An approved applicant who has entered into a License Agreement with Houston First Corporation for use of the Facility.

License Period: The period of time the Licensee has use of the Premises, including move-in, Event and move-out days as defined in the License Agreement.

Premises: That portion of the Facility to be used for the Event, as defined in the License Agreement.

Required Licensee-Contracted Services

First Aid

Certified first aid personnel (such as emergency medical technicians or nurses) are required at events with an estimated attendance of five hundred (500) or more people or more than thirty thousand (30,000) gross square footage of licensed spaced. Licensee shall be responsible for the cost of providing certified first aid personnel. See table below for requirements:

1 EMT	Projected Daily Attendance 500-3,999 or 30,000 -300,000 sq ft	<i>Whichever is greater</i>
2 EMT*	Projected Daily Attendance 4,000-9,999 or 300,001-650,000 sq ft	<i>Whichever is greater</i>
3+ EMT	Projected Daily Attendance 10,000+ or 650,001+ sq ft	<i>Whichever is greater</i>

**In the case an event has 200,000 sq ft of exhibit space and 75,000 sq ft of meeting room space then a second EMT is required.*

Certified first aid personnel (such as emergency medical technicians or nurses) are required at events with an estimated attendance of five hundred (500) or more people. The Licensee shall be responsible for the cost of providing certified first aid personnel.

A minimum of one (1) certified first aid provider must be present in the Premises during each Event day, beginning thirty (30) minutes prior to the Event opening to attendees and continuing until one hour after the Event is closed to attendees.

At least one (1) certified first aid provider must be present in the Premises during move-in and move-out activities, such as the loading/unloading of freight or exhibits, or the use of equipment such as forklifts, boom lifts, scissor lifts or pallet jacks.

For certain events, such as concerts and sports competitions, additional emergency medical services (such as a certified paramedic) may apply.

A schedule of the number and postings of first aid personnel shall be submitted in writing to the Convention Services Manager at least thirty (30) calendar days prior to the first day of the License Period. All such first aid arrangements are subject to the approval of the General Manager.

The Licensee assumes sole responsibility for the qualifications and actions of all first aid personnel.

The licensee shall notify the Convention Services Manager immediately in the event of an accident, injury or any other incident requiring first aid. The Licensee or its first aid personnel shall promptly complete an incident form and submit to the Convention Services Manager.

Security

Licensed security guards are required at events with an estimated attendance of five hundred (500) or more people. The Licensee shall be solely responsible for providing security in the Premises, including crowd and traffic control and at any loading docks, driveways or other areas used during the License Period at its sole cost and expense.

If the Premises includes an exhibit hall, event security coverage must commence at the first minute of move-in and continue through move-out's completion.

If the Premises includes an exhibit hall, then a minimum of two (2) security guards must be present during each Event day beginning thirty (30) minutes prior to the Event opening to attendees and continuing until one (1) hour after the Event is closed to attendees. One security guard shall be posted to monitor ingress and egress and the other shall be assigned to rove the Premises.

If the Premises does not include an exhibit hall, then a minimum of one (1) security guard must be present during each Event day beginning thirty (30) minutes prior to the Event opening to attendees and continues until one (1) hour after the Event is closed to attendees.

At least one (1) security guard must be posted at any open freight door during move-in and move-out. No freight or personnel doors(s) will be opened until event-security personnel have been posted.

At least one (1) security guard must be present in the Premises during move-in and move-out activities, such as the loading/unloading of freight or exhibits, or the use of equipment such as forklifts, boom lifts, scissor lifts or pallet jacks.

A schedule of the number and location of security guards shall be submitted in writing to the Convention Services Manager at least thirty (30) calendar days prior to the first day of the License Period. All security arrangements are subject to the approval of the General Manager.

The Licensee assumes sole responsibility for the qualifications and actions of all security personnel.

The Licensee shall, at all times, conduct its activities with full regard for public safety and observe and abide by all applicable rules, including without limitation all emergency procedures, regulations and requests of the General Manager or duly authorized governmental agency responsible for public safety.

The Licensee shall ensure that its employees, agents, exhibitors, contractors and subcontractors wear a clearly visible identification badge provided by the Licensee or their respective employer at all times. Badges must include the name of the wearer and the name of his or her employer.

Facility-Exclusive Services

Food and Beverage

The in-house provider, Levy Convention Centers/Houston Inspired Catering, exclusively offers food, beverage and catering services at the Facility. Sampling requires the advanced permission of the exclusive food and beverage provider and must be requested at least thirty (30) calendar days prior to the first day of the License Period.

Telecommunications and Temporary Utilities

Telecommunications, including voice, data and network services, are exclusively offered by in-house provider Smart City Networks.

Temporary utilities, including electrical, compressed air, water and drainage services, are an exclusive service at the Facility.

Facility-Affixed Audio Visual

Facility-affixed audio, lighting and structural rigging are controlled exclusively by the in-house audio-visual contractor, Staging Solutions.

Water-based fog or smoke machines are available exclusively through the in-house provider. Devices acquired through outside providers will not be permitted for use within the facility.

Booth Cleaning

Exhibit booth cleaning is an exclusive service at the Facility.

For more information on exclusive services, including rates and order forms, please visit the Facility website at www.GRBHouston.com or consult your Convention Services Manager.

Event Support Documents

Floor Plans

For any Event featuring exhibit space, such as conventions and trade shows, floor plans must be submitted to the Convention Services Manager no later than ninety (90) days prior to the first day of the License Period. Floor plans for all other Events must be submitted to the Convention Services manager no later than thirty (30) calendar days prior to the first day of the License Period.

Floor plans shall allow adequate aisle and cross-aisle space and shall not prevent access to fire exits, fire hoses, concession areas, offices or meeting rooms. All floor plans should include any registration and pre-function areas.

Any floor plan, if different from the plan originally submitted, shall be submitted for re-approval to the Convention Services Manager no less than fifteen (15) calendar days prior to the first day of the License Period.

Permits

Certain events, exhibits, displays and activities require licenses and/or permits, including, but not limited to, the following: cooking, food and beverage sampling, liquid or gas fueled vehicles, pyrotechnics, lasers, antique dealing, sales and use tax, tents or canopies.

The Licensee is solely responsible for applying for and obtaining any required license or permit.

Vehicle Display Permits and Guidelines

All vehicle displays require a permit from the Houston Fire Department. If fifteen (15) or more vehicles will be displayed, then standby personnel shall be required for a fire watch. All costs incurred, including an hourly fee and permit, shall be the sole responsibility of the Licensee. (Please consult your Convention Services Manager for further details).

The battery must be disconnected while any vehicle is on display.

Fuel in the tanks of display vehicles shall not exceed one quarter ($\frac{1}{4}$) of their capacity or five (5) gallons of fuel, whichever is less.

All display vehicle gas caps shall be taped or locked.

Non-flammable protective covering must be placed under display vehicles to prevent stains.

Duplicate keys for vehicles on display must be provided to show management and/or to show security for use in the event of an emergency. Keys shall be kept in the Premises during the entire License Period.

Set Up, Installation, and Tear Down

Move-in and Move-out

The Licensee is responsible for coordinating all move-in and move-out activities, schedules and logistics with the Convention Services Manager. All labor costs, expenses and requirements for move-in, move-out and set-up shall be the sole responsibility of the Licensee.

The Licensee is responsible for handling, storing and securing all freight, including crates and packing material. Crates shall only be stored in areas approved in advance by the General Manager. The Facility does not allow or accept freight shipments for the Licensee, its contractors, exhibitors or speakers prior to the License Period. The Facility shall not be held liable for any damages, losses or security surveillance for storage of crates.

All move-in and move-out of exhibits must be through designated loading docks, freight doors and freight elevators. The main lobbies, side doors, escalators and passenger elevators are not to be used for such purposes.

No forklifts, trailers, or other vehicles or equipment shall be stored or left before or after the License Period without prior written authorization from the General Manager.

Rigging and Hanging

Rigging and hanging requests must be submitted for approval at least thirty (30) calendar days prior to the first day of the License Period to the Facility audio-visual contractor, who will determine if the requests are within the architectural guidelines of the Facility.

The General Manager reserves the right to refuse permission, remove, delay or terminate any rigging or hanging for safety reasons or to prevent damage to the Facility.

Rigging and Hanging Permissions

The following table contains a summary of who may provide installation of certain materials:

Type of Material	Definition	Who May Hang or Attach
Banner, drape or screen masking	Soft material articles with no framing and no rigid support system. Total weight is 250 lbs or less. Materials used must meet fire code regulations. Drapes taller than 17 ft must be double sandbagged at the base.	Licensee's decorating service contractor or other Licensee- designated and Facility-approved company.
Sign: • 250 lbs or less • No electrical	Rigid or hard material with frame and/or support system. Purpose is to display words, pictures, graphics, etc., not to include projected images.	Licensee's decorating service contractor or other Licensee- designated and Facility-approved company.
Sign: • 250 lbs or more • With or without electrical		A Licensee-designated company but with approval of labor, location and weight by Facility only.
Equipment support system	Facility structure utilized to support lighting, sound, winch motors, screens, scenery, backdrops, etc.	Facility contractor shall have the exclusive right to establish each Point*. Everything below the Point may be handled by Licensee's designated company, but all labor, locations, weight, etc. must be approved by the Facility Manager.
Exhibit support system	Structures, cable, lines, etc. utilized to guide and support any part of an exhibit booth or stage setting	Facility contractor shall have the exclusive right to establish each Point*. Everything below the Point may be handled by Licensee's designated company, but all labor, locations, weight, etc. must be approved by the Facility Manager.

**A "Point" is defined as the steel cabling used to wrap or to be affixed around the structural beams of the Facility. The audio-visual contractor at the Facility shall have the exclusive right to supply the steel cabling, in addition to the right to supply the labor to wrap the cables around structural beams and connect those cables.*

Non-Premise Signage

Sponsorship and commercial signage is prohibited on the exterior of the Facility.

Rates are assigned to all exhibitor or sponsor advertising signs, banners or decals that are hung or displayed in any non-licensed area of the Facility for which the Licensee receives a commission or any other benefit. Such advertising and signage is only allowed in designated areas which can be found on the Sponsorship Request Form. Licensee can obtain this form from their Convention Services Manager.

A plan for all non-commercial Licensee signage, including banners, free standing signage, decals, directional, etc., must be submitted to the Convention Services Manager at least thirty (30) calendar days prior to the Licensee Period for approval.

Damage Prevention

Vehicles, boom lifts, scissor lifts, pallet jacks and similar equipment are prohibited on carpeted areas of the Facility unless approved in advance and in writing by the Convention Services Manager. If approved, Masonite® floor covering shall be used at all times. The Licensee may request use of Masonite® in inventory at the Facility during the License Period, providing that setup and removal are the sole responsibility of the Licensee.

Golf carts, Cushman® utility vehicles, Segway® vehicles and similar transportation devices are expressly prohibited in carpeted areas of the Facility unless approved, in advance and in writing, by the Convention Services Manager.

All platform trucks, dollies and carts used on permanently carpeted areas shall have tires and wheels of a type approved by the Convention Services Manager and shall meet the following requirements:

- Wheels of at least six inches (6") in diameter
- Thread width of at least two and one-half inches (2 ½")
- Non-skid tires only

Forklifts are strictly prohibited in all areas except in the exhibit halls.

Complete protection of the terrazzo floor in the Grand Lobby is required before moving or placing equipment. Terrazzo floor must be protected by plywood. The Licensee may request use of plywood in inventory at the Facility during the License Period, providing that setup and removal are the sole responsibility of the Licensee.

Complete protection of the pavers along Avenida is required before moving or placing equipment. Pavers must be protected by plywood. Convention Services Manager will provide the weight load limit. The Licensee may request use of the plywood in inventory at the Facility during the License Period, providing that setup and removal are the sole responsibility of the Licensee.

No locks and/or chains will be placed on any door of the Facility for any reason.

Under no circumstances should any exterior door be propped open or any automatic closing device, panic hardware or mullion be removed from any door of the Facility. Use or distribution of adhesive-backed decals is prohibited at the Facility.

Only tapes pre-approved by the Convention Services Manager shall be used in the Facility (e.g., Shurtape® PC 618 cloth tape or Shurtape® DF 642 double-faced cloth tape). No tape of any kind shall be permitted on any permanently carpeted or painted areas or be affixed to any permanent feature of the Facility.

The Licensee shall be charged \$1,000.00 per exhibit hall if tape, residue marks and booth number stickers are not removed from the Premises before the end of the License Period.

No holes may be drilled, cored or punched into walls, floors, equipment or any other part of the Facility. Use of the nails and tacks on Facility walls is expressly prohibited. Painting or finishing of signs, displays or other objects is prohibited at the Facility.

Drip pans and scrap buckets should be provided for operating machinery to prevent lubricants, paint, etc. from staining the floor and/or causing a safety hazard.

Any display containing soil, sand or similar materials shall use a protective floor covering such as heavy plastic. Curbing material shall be used to prevent spills and seepage. Helium balloons are prohibited within the Facility.

The furniture located in the second level show offices and conference rooms shall not be moved without the prior approval of the General Manager.

The public furniture on the first, second and third levels shall not be moved without the prior approval of the General Manager. When approved a fee will be associated. See your Convention Services Manager for more information.

Hazardous materials, including biohazards, are strictly prohibited at the Facility unless approved in advance and in writing by the General Manager. The Licensee shall be solely responsible for the proper care, handling, removal and disposal of all hazardous materials.

Cleaning

Facility staff will clean the common areas, including lobbies, hallways, aisle carpeting, restrooms, meeting rooms, association offices and registration areas, at no charge.

Facility staff will provide light trash removal during move-in and move-out. The Licensee shall be responsible for removing all bulk trash, crates, pallets, packing material and any other trash not easily removed by a vacuum cleaner or push broom.

The Licensee shall be held responsible for any cleaning costs incurred due to residue, oil, grease or an unusual amount of dirt or debris. Use of confetti or glitter will result in additional cleaning costs.

In addition to any labor costs, the Licensee shall be liable for any costs associated with environmental cleanup and/or disposal.

Keys

Requests for keys must be submitted to the Convention Services Manager and any keys issued shall be returned before the end of the License Period.

Licensee shall be charged one hundred dollars (\$100.00) for each key not returned to the Convention Services Manager by the expiration of the License Period and a twenty five dollar (\$25.00) charge for re-keying each appropriate lock.

Wireless Frequencies

Licensees using wireless devices to support their event should make efforts to avoid the following frequencies to prevent interference: 204.200, 204.550, 204.900, 205.250, 554.125, 554.350, 554.575, 554.800.

Ticket Surcharge Procedures

Licensee shall submit all Tickets collected to the Convention Services Manager no later than one hour after the Event is closed to attendees for the day. Facility staff will then prepare a ticket manifest listing the quantity and price of Tickets collected and present it to the Licensee's designee the next day for verification.

Licensee shall not reserve more than two hundred fifty (250) complimentary Tickets for the Event and shall ensure that all such tickets are clearly marked "Complimentary" and collected upon admission to the Event.

Licensee shall allow access to its box office records, ticket receipts and all other documents reasonably required to verify the accounting of the surcharge. The Licensee shall permit the City or its designated entity to audit the Licensee's box office records, ticket receipts and all other documents related to ticket sales to verify the accounting of the ticket sales and surcharge up to one (1) year after the Event.

If an Event is canceled, then the Licensee shall promptly issue refunds for all Tickets sold.

The term "Ticket" includes all forms of entry control utilized to impose a fee of any sort for admission to an Event, with the exception of Registration Fees and entry charged for seated meal functions.

The term "Registration Fee" is defined as a formal or official enrollment charge for an event usually purchased in advance for events closed to the public and restricted to an identified profession or members of an organization. Registration is not classified as a Ticket, but in the event of a dispute, the Director shall make the final determination in his or her sole discretion.

Fire and Safety

Fire Regulations

Flammable or volatile materials are prohibited within the Facility unless approved, in advance and in writing, by the fire marshal and the General Manager.

Use of flammable compressed gas cylinders is strictly controlled within the Facility and generally prohibited. Non-flammable compressed gas cylinders must be secured to prevent toppling.

All decorations, drapes, signs, banners, table coverings and skirts, carpeting or similar decorative materials used shall be flame retardant to the satisfaction of the fire marshal and are subject to inspection and flame testing by the fire marshal.

The Licensee, its employees, agents, exhibitors, contractors and all other personnel shall comply with all federal, state and local fire codes which apply to places of public assembly.

No portion of the entrances, exits, corridors, passageways, halls, lobbies, stairways, escalators, aisles, driveways, sidewalks, ramps or other common areas shall be obstructed or used for any other purpose than ingress and egress. All doors shall have a clearance of at least ten feet (10') on both sides with no physical obstructions. All exit doors shall remain unlocked during the Event.

Blocking of the entrance/exit doors of the restaurants on the first level is strictly prohibited.

Access to fire detection and suppression systems, heating, ventilation and air-conditioning vents, lighting fixtures and controls shall not be covered or obstructed at any time for any reason. Exit signs and fire hose cabinets must remain visible and unobstructed at all times.

The Licensee shall not admit to the Premises a number of persons in excess of the maximum occupancy established and approved by the fire marshal.

Certain events, exhibits, displays or activities require standby personnel for a fire watch. All such costs incurred, including an hourly fee and permit, shall be the sole responsibility of the Licensee. (Please consult you Convention Services Manager for further details.)

Concealed and Open Carry Handguns

Possession of Firearms is forbidden in the Facility with the exception of the following: (i) licensed peace officers and licensed honorably retired peace officers, (ii) exhibitors and patrons during duly licensed gun shows and (iii) individuals licensed by the State of Texas to carry concealed handguns.

Licensee has the ability to restrict open carry in the Premises during the License Period by posting the appropriate signage at all the entrances of the contracted space. The Licensee and their contracted security personnel are solely responsible for controlling access. Contact your Convention Services Manager for necessary verbiage and requirements.

Facility Policies

Smoking and Tobacco

In accordance with City of Houston Ordinance No. 2006-1054, smoking is prohibited at the Facility, with the exception of certain enclosed meeting areas designated by the General Manager, when used for private, invitation-only functions.

The distribution or sale of tobacco products is strictly prohibited in the Facility.

Animals/Pets

With the exception of service animals and animals participating in dog or cat shows, animals shall not be allowed in the Facility unless approved in advance and in writing by the General Manager. The General Manager must receive all request to bring animals into the Facility no later than thirty (30) calendar days prior to the first day of the License Period.

Public Art Displays

The Facility is proud to promote Houston Artists and cultural interests. There are several installations throughout the Facility and parking garages. Artwork will not be removed, covered or tampered with in any way. For more information on locations of art displays contact your Convention Services Manager.

Residual Matters

The President reserves the right to alter and/or amend these Rules and Regulations at any time and shall have sole authority to make decisions concerning any issue not addressed herein.

For every Event, the General Manager has the final determination as to whether the Facility is properly prepared, in accordance with these Rules and Regulations, for the doors to be opened to Event attendees.

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.