

**Dear Exhibitor:**

Your company is exhibiting at the event below.

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



# LOGISTICS OFFICER ASSOCIATION SYMPOSIUM 2018

OCTOBER 9 – 12, 2018

COX CONVENTION CENTER  
OKLAHOMA CITY, OKLAHOMA



## General Information

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### Booth Equipment

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

Note: Any electric, internet or AV needed for your booth will need to be ordered through Cox Convention Center using the forms included in this kit. For any question regarding electric, internet, or AV, please reach out to Sandy Cole at [scole@coxconventioncenter.com](mailto:scole@coxconventioncenter.com) or 405-602-8508.

### Exhibit Hall Carpet

The exhibit area is carpeted in Tuxedo (gray with black specks). To enhance the appearance of your booth, rental carpet is available through Heritage Trade Show Services. Please refer to the enclosed carpet brochure and furniture/carpet order form.

### Discount Price Deadline Date

In order to receive advance order discount rates listed on the price sheet, we must receive your order and payment by Thursday, September 20<sup>th</sup>, 2018.

### Shipments to Advance Warehouse Deadline Date

Heritage will begin receiving freight at the advance warehouse on Friday, September 7<sup>th</sup>, 2018. To avoid late fees all shipments to the advanced warehouse must arrive no later than Tuesday, October 2<sup>nd</sup>, 2018.

## Show Schedule

### Exhibitor Move-In

Tuesday	October 9 <sup>th</sup>	10:00 a.m.	-	5:00 p.m.
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### Exhibit Hours

Tuesday	October 9 <sup>th</sup>	5:00 p.m.	-	7:00 p.m.	Welcome Reception
Wednesday	October 10 <sup>th</sup>	7:00 a.m.	-	7:30 p.m.	
Thursday	October 11 <sup>th</sup>	7:00 a.m.	-	3:45 p.m.	

### Exhibitor Move-Out

Friday	October 12 <sup>th</sup>	3:45 p.m.	-	9:00 p.m.
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- Empty crates and containers will begin being returned at 3:45 p.m., Friday, October 12<sup>th</sup>.
- All carriers must check-in no later than 6:30 p.m. on Friday, October 12<sup>th</sup>. Heritage will begin redirecting all outbound freight not claimed by appointed freight carriers to the preferred show carrier at 6:30 p.m.
- Please refer to the Outbound Shipments Form included in this packet for detailed information regarding outbound shipping procedures.

## General Information

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### Shipping Information

Warehouse Shipping Information:

Exhibitor Company Name and Booth Number  
Heritage Trade Show Services  
UPS Freight  
9124 W. Reno Ave.  
Oklahoma City, OK 73127

FOR: LOA 2018

Heritage will accept exhibit materials beginning Friday, September 7<sup>th</sup>, 2018 at the above address. Material arriving after Tuesday, October 2<sup>nd</sup>, 2018 will be received at the warehouse with an additional after deadline charge.

Show Site Shipping Address:

Exhibitor Company Name and Booth Number  
C/O Heritage Trade Show Services  
Cox Convention Center  
1 Myriad Gardens  
Oklahoma City, OK 73102

FOR: LOA 2018

Freight will be accepted at show site beginning Tuesday, October 9<sup>th</sup>, 2018. See the Material Handling Instructions within this kit for additional information.

### Service Center Hours

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

### Assistance

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

## We Appreciate Your Business



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

## METHOD OF PAYMENT & CREDIT CARD AUTHORIZATION

NAME OF CONVENTION **LOA 2018** BOOTH # \_\_\_\_\_

EXHIBITING COMPANY \_\_\_\_\_ PHONE # \_\_\_\_\_ FAX # \_\_\_\_\_

ADDRESS \_\_\_\_\_ CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

CONTACT EMAIL \_\_\_\_\_

PRINT NAME \_\_\_\_\_ SIGNATURE \_\_\_\_\_

**CREDIT CARD PAYMENT**

CARD HOLDER'S NAME *(Please print)* \_\_\_\_\_

CARD HOLDER'S SIGNATURE \_\_\_\_\_

CREDIT CARD BILLING ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

CREDIT CARD NUMBER \_\_\_\_\_ V-CODE \_\_\_\_ / \_\_\_\_ / \_\_\_\_ EXP DATE \_\_\_\_ / \_\_\_\_

Charge to: \_\_\_\_\_ American Express \_\_\_\_\_ MasterCard \_\_\_\_\_ Visa \_\_\_\_\_ Discover

If for any reason the submitted credit card or check is declined or returned, a \$50.00 processing fee will be added to the final invoice. For your convenience, we will also process your card for payment of any additional charges incurred at show site. We will automatically provide this service unless informed otherwise by you.

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

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

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

**TOTAL AMOUNT DUE \$** \_\_\_\_\_

**Please note:** In some instances equipment or services listed above may be handled by other contractors. Payment should be made directly to those contractors and not listed as part of the total due Heritage.

All orders received at the Exhibitor Service Desk will be charged at standard rates. All outstanding balances must be paid by the close of the show. Adjustments to your invoice will not be made after the close of the show. Heritage requires that you provide a credit card authorization form if you require material handling, sign hanging or labor services. For your convenience, we will use this authorization to charge your credit card account for your advance orders, and any additional amounts incurred as a result of show site orders placed by your representative. These charges may include all Heritage companies, including but not limited to HES Logistics, Inc., or any charges which Heritage may be obligated to pay on behalf of Exhibitor, including without limitation, any shipping charges. By submitting this form or ordering materials or services from Heritage, you agree to be bound by all terms & conditions included in your service manual.

Remit To:



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

# FURNITURE/CARPET RENTAL ORDER FORM

Discount prices only apply to orders received with full payment by the discount deadline date listed on the general information page. All charges for equipment and/or services are payable in advance or when placing order at show site. Orders will not be processed without payment. For your convenience, MasterCard, American Express, Visa and Discover will be accepted. Fax orders will be accepted with enclosed credit card authorization form only. Charges for rental items listed below are for the duration of the show, and include delivery and removal. Cancellation of equipment delivered will be subject to a 100% cancellation charge for labor involved. Orders received after the deadline are subject to availability.

ITEM #	QTY	DISCOUNT RATES	STANDARD RATES	AMOUNT
<b>FURNITURE</b>				
F60	_____	Plastic Side Chair (White).....	54.55	70.90 _____
F50	_____	Padded Sled Base Chair (Gray).....	71.15	92.50 _____
F9	_____	Padded Chair (Gray) .....	71.15	92.50 _____
F10	_____	Padded Arm Chair (Gray) .....	77.15	100.30 _____
F20	_____	Custom Padded Arm Chair .....	91.10	118.45 _____
F30	_____	Padded High Stool (Gray).....	87.10	113.25 _____
F40	_____	Custom Padded High Stool.....	114.40	148.70 _____
F75	_____	Executive Chair .....	195.00	253.50 _____
	_____	30" Diameter Pedestal Table (Gray) .....	137.00	178.10 _____
	F80	<input type="checkbox"/> 18" High		
	F90	<input type="checkbox"/> 30" High		
	F100	<input type="checkbox"/> 42" High		

ITEM #	QTY	DISCOUNT RATES	STANDARD RATES	AMOUNT
<b>SPECIAL DRAPE BACKGROUNDS</b>				
F280	_____	3' H. Background/per ft. ....	13.30	17.30 _____
F290	_____	8' H. Background/per ft. ....	14.65	19.00 _____

**COLORS:**  SILVER  BLACK  WHITE  BLUE  
 \*Show colors will be given when color is not selected.

ITEM #	QTY	DISCOUNT RATES	STANDARD RATES	AMOUNT
<b>DRAPED DISPLAY TABLE</b>				
F110	_____	4' Table - 30" high .....	123.40	160.40 _____
F120	_____	6' Table - 30" high .....	143.35	186.35 _____
F130	_____	8' Table - 30" high .....	163.30	212.30 _____
F140	_____	4' Table - 42" Counter high.....	147.35	191.55 _____
F150	_____	6' Table - 42" Counter high.....	167.30	217.50 _____
F160	_____	8' Table - 42" Counter high.....	187.25	243.45 _____

**COLORS:**  SILVER  BLACK  WHITE  BLUE

ITEM #	QTY	DISCOUNT RATES	STANDARD RATES	AMOUNT
<b>TABLE RISERS COVERED WHITE</b> (Riser Dimension: 10" Wide x 8" high)				
F260	_____	6' Long riser .....	53.45	69.50 _____
F270	_____	8' Long riser .....	64.65	84.05 _____

**8.625% Tax** \_\_\_\_\_

**TOTAL ORDER** \_\_\_\_\_

NAME OF CONVENTION LOA 2018 \_\_\_\_\_ BOOTH # \_\_\_\_\_

EXHIBITING COMPANY \_\_\_\_\_ PHONE # \_\_\_\_\_ FAX # \_\_\_\_\_

ADDRESS \_\_\_\_\_ CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

EMAIL ORDER CONFIRMATION & INVOICE TO \_\_\_\_\_

CONTACT NAME \_\_\_\_\_ DATE \_\_\_\_\_

(Print & Sign)

# Chairs/Carpet

## Chairs

### Furniture

F60 Plastic Side Chair, White  
F50 Padded Sled Base Chair, Gray  
F9 Padded Chair, Gray  
F10 Padded Arm Chair, Gray  
F30 Padded High Stool, Gray  
F20 Padded Arm Chair, Custom  
F40 Padded High Stool, Custom  
F75 Executive Chair



F60



F50



F9



F10



F30



F20



F40



F75

# Display Tables

## Pedestal Tables

F80 Pedestal Table 30" x 18" h

F90 Pedestal Table 30" x 30" h

F100 Pedestal Table 30" x 42" h

## Draped Display Tables

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

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

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



F80



F90



F100



F110  
F140



F120  
F150



F130  
F160



Silver



Blue



White



Black

Remit To:



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

# CARPET RENTAL ORDER FORM

**8.625% SALES TAX WILL BE ADDED TO ALL ORDERS**

Discount prices on apply to orders with full payment by the discount date listed on the general info page. All charges for equipment and/or services are payable in advance or when placing order at show site. Orders will not be processed without payment. For your convenience, MasterCard, American Express, Visa and Discover will be accepted. Fax orders will be accepted with enclosed credit card authorization form only. Charges for rental items listed below are for the duration of the show, and include delivery and removal. Cancellation of equipment delivered will be subject to a 100% cancellation charge for labor involved. Orders received after the deadline are subject to availability.

## STANDARD CARPET - 13 OZ.

Choose Color:

- Black
- Blue
- Gray



Qty.	Product	Discount	Standard	Total
	9' x 10'	\$220.50	\$286.65	\$
	9' x 20'	\$432.85	\$562.75	\$
	9' x 30'	\$647.30	\$841.50	\$
	9' x 40'	\$869.80	\$1,130.75	\$
	9' x Custom	\$220.50	\$286.65	\$

**Area Carpet** - 100 sq. ft. minimum required  
 Booth size: \_\_\_\_\_ x \_\_\_\_\_ = \_\_\_\_\_ Sq.Ft.

Sq. Ft.	Product	Discount	Standard	Total
	Area Carpet	\$3.70	\$4.85	\$

## CUSTOM CARPET - 28 OZ.

Choose Color:

- Charcoal
- Navy
- Hunter Green
- Red
- Black
- Silver Cloud
- Burgundy
- Beige
- Imperial Blue
- Teal



Minimum of 100 sq. ft. required for all prestige carpet orders.

Booth size: \_\_\_\_\_ X \_\_\_\_\_ = \_\_\_\_\_ Sq. Ft.

Sq. Ft.	Product	Discount	Standard	Total
	Custom	\$6.50	\$8.45	\$

## PADDING & VISQUEEN

Booth Size	Product	Advance	Discount	Total
X	Carpet Padding/Per Sq. Ft.	\$1.80	\$2.35	\$
X	Visqueen Covering/Per Sq. Ft.	\$1.10	\$1.40	\$

Name of Convention LOA 2018 Booth # \_\_\_\_\_

Exhibiting Company \_\_\_\_\_

Phone # \_\_\_\_\_ Fax # \_\_\_\_\_

Address \_\_\_\_\_

Email Order Confirmation & Invoice To \_\_\_\_\_

Contact Name \_\_\_\_\_ Date \_\_\_\_\_

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



Remit To:



620 Shenandoah Avenue | St. Louis, MO 63104

Phone 314-534-8500 | Fax 314.534.8050

Exhibitor.Services@HeritageSVS.com

ACCESSORIES/DISPLAY RENTAL ORDER FORM

Discount prices only apply to orders received with full payment by the discount deadline date listed on the general information page. All charges for equipment and/or services are payable in advance or when placing order at show site. Orders will not be processed without payment. For your convenience, MasterCard, American Express, Visa and Discover will be accepted. Fax / Email orders will only be accepted with enclosed credit card authorization form. Charges for rental items listed below are for the duration of the show, and include delivery and removal. Cancellation of equipment delivered will be subject to a 100% cancellation charge for labor involved. Orders received after deadline are subject to availability.

Table with columns: ITEM #, QTY, DISCOUNT RATES, STANDARD RATES, AMOUNT. Sections include ACCESSORIES, DISPLAY CABINETS AND COUNTERS, and DISPLAY. Includes checkboxes for fabric colors and counter locks.

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

8.625% Tax
TOTAL ORDER

NAME OF CONVENTION LOA 2018 BOOTH #
EXHIBITING COMPANY PHONE # FAX #
ADDRESS CITY STATE ZIP
EMAIL ORDER CONFIRMATION & INVOICE TO
CONTACT NAME DATE

# Accessories



A10



D250



A30



A40



A20



A70



A80



A60



A100



A90



A110



A106



A107

## Accessories:

A10 Wastebasket  
 A20 Tripod Easel  
 D250 Chrome Sign Holder  
 A30 Chrome Stanchion  
 A40 Velour Rope 6' Black  
 A50 Coat Tree  
 A60 Chrome Bag Rack

A70 Literature Rack  
 A80 Garment Rack 5'  
 A90 2 Way Straight Arm Rack  
 A100 4 Way Slant Arm Rack  
 A110 6' Tensabarrier  
 A106 Raffle Ticket Drum  
 A107 Fishbowl

# Display

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



TRADE SHOW FURNISHINGS

# Product Guide



**Featuring:**

- POWERED Collections
- Modular Seating
- Executive Seating
- Communal Tables
- Barstools




# Power Up In Style.

Denotes Powered Products



ROMA   
CHRPWR Chair, Powered  
(white vinyl) 37"L 31"D 33"H



ROMA   
SFAPWR Sofa, Powered  
(white vinyl) 78"L 31"D 33"H



## Powered Seating

Empower attendees at your next show with functional charging furniture from CORT and make searching for wall outlets history. From soft seating and tables to pedestals and lamps, our complete charging collection lets you Power Up the Possibilities. Charging adapters are available to rent for all powered products.



# Powered Seating



**Please Note:** Client is responsible for providing labor and an electrical power source to the furniture. One 110V power source is required for each charging panel. Two charging units can be daisy chained together. 10A max per charging panel.

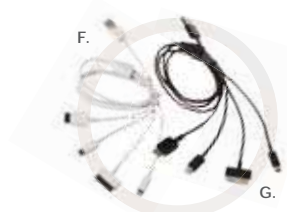


**A) NPLCHP**  
**Naples Chair, Powered**  
 (black vinyl)  
 36"L 30"D 33.25"H

**B) NPLSOP**  
**Naples Sofa, Powered**  
 (black vinyl)  
 87"L 30"D 33.25"H

**C) NPLLOP**  
**Naples Loveseat, Powered**  
 (black vinyl)  
 62"L 30"D 33.25"H

# Powered Tables



## Ventura Powered Tables

**A) VNTWHT Bar**  
 (white top)  
 72.25"L 26.25"D 42"H

**B) VNTBLK Bar**  
 (black top)  
 72.25"L 26.25"D 42"H

**G30 Powered Tables**  
 (white top)  
**C) G30DWP Café**  
 72"L 26"D 30"H

**Sydney Powered Cocktail Tables**  
**D) C1WP**  
 (white, brushed steel)  
 48"L 26"D 18"H

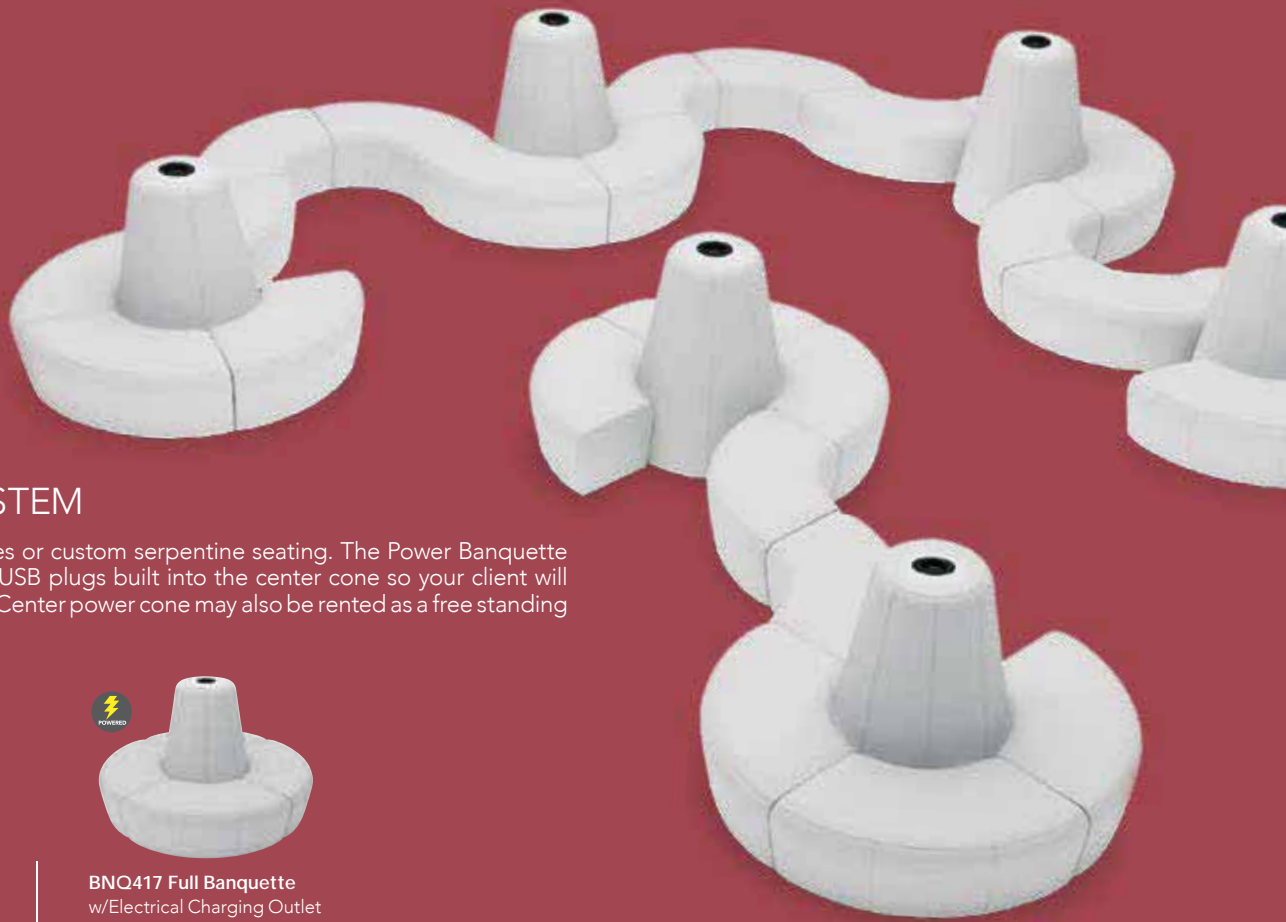
**E) C1YP**  
 (black, brushed steel)  
 48"L 26"D 18"H

**Charging Adapters**  
**F) ADAPTW** (white)  
**G) ADPTB** (black)

Charging adapters are available to rent for all powered products.

# Powered Banquettes.

Denotes Powered Products



## MODULAR SYSTEM

Create round banquettes or custom serpentine seating. The Power Banquette system has 3 AC and 2 USB plugs built into the center cone so your client will never be left powerless. Center power cone may also be rented as a free standing charging station.



**BNQTL7 Center Cone**  
w/Electrical Charging Outlet  
(white vinyl)  
38" RND 51"H



**BNO417 Full Banquette**  
w/Electrical Charging Outlet  
(white vinyl)  
72" RND 51"H



**BNQR17 Ottoman Ring**  
(4 ottoman seats)  
(white vinyl)  
72" RND 18"H



**BNO7 Quarter Curve Ottoman**  
(white vinyl)  
53"L 22"D 18"H




**WHT12 Half Bench Ottoman**  
(white vinyl)  
39"L 22"D 18"H



Detail of Electrical  
Charging Outlet

# Powered Pedestals

 Denotes AC and USB charging outlets

**Please Note:** Client is responsible for providing labor and an electrical power source to the furniture. One 110V power source is required for each charging panel. Two charging units can be daisy chained together. 10A max per charging panel.

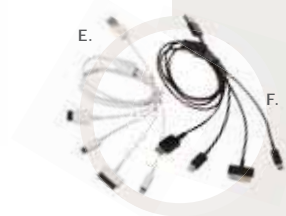


A. | B. 



C. | D. 

(The flip top electrical units rotate 180 degrees, allowing devices to be charged from inside the locked cabinet or on the surface)



E.

F.

## Powered Locking Pedestal


- A) PDL36W (white)  
24" L 24" D 36" H
- B) PDL42W (white)  
24" L 24" D 42" H
- C) PDL36B (black)  
24" L 24" D 36" H
- D) PDL42B (black)  
24" L 24" D 42" H

## Charging Adapters

- E) ADAPTW (white)
- F) ADAPT B (black)

Charging adapters are available to rent for all powered products.

# Powered Tech Desk

 Denotes AC and USB charging outlets

## A) TECH3B Tech Desk, Powered w/3 Drawer File Cabinet

(black metal, laminate)  
60" L 30" D 30" H

## B) TECH Tech Desk, Powered

(black metal, laminate)  
60" L 30" D 30" H

## C) TECH3 3 Drawer File Cabinet on Castors

(black metal, laminate)  
16" L 20" D 28" H

## Charging Adapter

- D) ADAPT B (black)

Charging adapters are available to rent for all powered products.



A. 

POWERED DETAIL



B. 



C.



D.



# Soft Seating

Create Engaging Booth Environments

## HOPI

(gray linen)  
HOPCH, Chair  
21"L 25"D 34"H  
HOPLV, Loveseat  
48"L 25"D 34"H

## PEDESTAL

PDL42W  
Powered Locking  
(white)  
24"L 24"D 42"H

## CAFÉ TABLE

30WHHC  
Hydraulic Chrome Base  
(laminated white top)  
30" Round 29"H

## REGIS

REGOTT End Table  
(brushed metal)  
16"L 15.5"D 16.5"H

## MARCHE

MAR010 Swivel Ottoman  
(blue fabric)  
17" RND 18"H



# Soft Seating Collections

Available in Power 

A.



B.



## BAJA

A) BCHWHT Chair  
(white vinyl)  
36"L 30.5"D 28"H

B) BLVWHT Loveseat  
(white vinyl)  
61"L 30.5"D 28"H

A.



B.



## FAIRFAX

A) FAIRSW Sofa  
(white vinyl, brushed metal)  
62"L 26"D 30"H

B) FAIRCW Chair  
(white vinyl, brushed metal)  
27"L 26"D 30"H

A.



B.



C.



## NAPLES

A) NPLCHR Chair  
(black vinyl)  
36"L 30"D 33.25"H  
NPLCHP (Powered)

B) NPLSOF Sofa  
(black vinyl)  
87"L 30"D 33.25"H  
NPLSOP (Powered)

C) NPLLOV Loveseat  
(black vinyl)  
62"L 30"D 33.25"H  
NPLLOP (Powered)

# Munich Collection

Modular Seating to Design Custom Exhibits



## MUNICH

MNCHSC Sectional 3pc.  
(gray fabric)  
93.5" L 27" D 28.5" H

## SILVERADO

C1E Cocktail Table  
(glass, chrome)  
36" Round 17" H



MNCHCH Munich Armless Chair  
(gray fabric)  
22.5" L 27" D 28.5" H



MNCHCC Munich Corner Chair  
(gray fabric)  
26" L 27" D 28.5" H

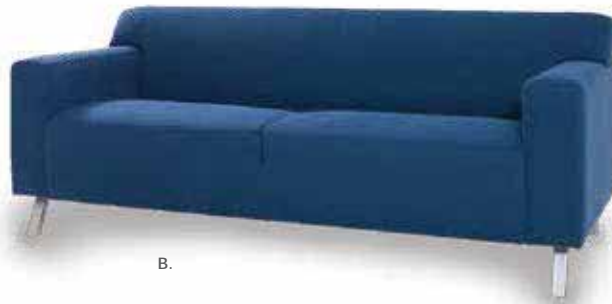


MNCHLV Munich Armless Loveseat  
(gray fabric)  
45" L 27" D 28.5" H

# Soft Seating Collections



A.



B.



A.



B.



C.



A.



B.



C.



A.

B.

C.

## ALLEGRO

- A) CHR002 Chair (blue fabric)  
36"L 34.5"D 30"H
- B) SFA002 Sofa (blue fabric)  
73"L 34.5"D 30"H

## TANGIERS

- A) TANSOF Sofa (beige textured)  
78"L 37"D 36"H
- B) TANCHR Chair (beige textured)  
34"L 37"D 36"H
- C) TANLOV Loveseat (beige textured)  
57.5"L 37"D 37"H

## KEY LARGO

- A) KEYCHR Chair (black fabric)  
35"L 35"D 34"H
- B) KEYLOV Loveseat (black fabric)  
57"L 35"D 34"H
- C) KEYSOF Sofa (black fabric)  
79"L 35"D 34"H

## SOUTH BEACH

- A) SO1 Sofa (platinum suede)  
69"L 29"D 33"H
- B) OTS Ottoman (platinum suede)  
25"L 31"D 18"H
- C) SO2 Sofa Sectional 3pc. (platinum suede)  
152"L 40"D 33"H

# Accent Chairs

## KEY WEST

OCB Chair  
(black)  
31"L 31"D 31"H

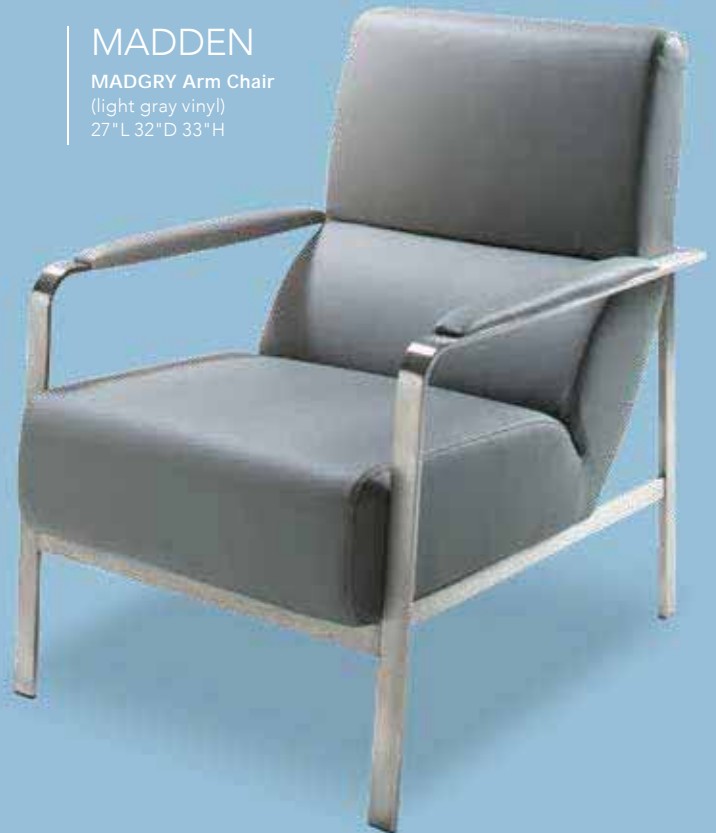


## SWANSON

SWAN Swivel Chair  
(white vinyl)  
28"L 25"D 30"H

## MADDEN

MADGRY Arm Chair  
(light gray vinyl)  
27"L 32"D 33"H



# Accent Chairs



A.



B.



C.

**A) BCW  
Madrid Chair**  
(white vinyl)  
30"L 30"D 31"H

**B) OCH  
Madrid Chair**  
(black vinyl)  
30"L 30"D 31"H

**C) FAIRCW Chair**  
(white vinyl, brushed metal)  
27"L 26"D 30"H

**D) LABREA  
La Brea Swivel Chair**  
(charcoal gray, fabric)  
35"L 27"D 40"H

**E) MNCHCH  
Munich Armless Chair**  
(gray fabric)  
22.5"L 27"D 28.5"H

**F) HOPCH, Chair**  
(gray linen)  
21"L 25"D 34"H



D.



E.



F.

# Meeting & Stage Chairs



A.



B.



C.

**Meeting Chair**  
25.5"L 23.5"D 34"H  
**A) OCMESP** (espresso vinyl)  
**B) OCMTAU** (taupe fabric)  
**C) OCMWHT** (white vinyl)

## ZENITH

A) ZENCHR Chair  
(white, chrome)  
18.25"L 22"D 32"H

B) 30MAHC  
Madison Hydraulic  
Café Table  
(chrome base, gray  
acajou top)  
30"RND 29"H



## LAGUNA

C) LMCHR Chair  
(maple, chrome)  
18"L 19"D 34"H

D) 30WHHC  
Round Café Table  
(white laminate top,  
chrome hydraulic base)  
30" Round 29"H



## MALBA

MALGRY Chair  
(gray)  
20"L 20"D 32"H



## MALBA

MALGRN Chair  
(green)  
20"L 20"D 32"H



# Group Seating

# Styles & Shapes



A.



B.



C.



D.



E.



F.



G.



H.

## Berlin Chair

18"L 22"D 32"H

A) CS8 (black, white)

B) CS9 (red, white)

## C) CS4

Syntax Chair

(black, chrome)

23"L 19"D 32.25"H

## D) XCHR

Christopher Chair

(white vinyl, chrome)

17"L 19"D 35"H

## E) CH002

Wendy Chair

(clear acrylic)

15"L 20"D 36"H

## F) SC10

Razor Armless Chair

(white)

15.38"L 15.5"D 30.5"H

## G) SC3

Brewer Chair

(onyx, black)

20"L 20"D 32"H

## H) XC6

Altura Guest Chair

(black crepe)

25"L 20"D 34"H

## Mix & Match

Create the ultimate seating configuration. Choose from a variety of shapes and sizes to design the perfect look.

I) RSTDIN Rustique Chair w/arms (gunmetal) 20"L 18"D 31"H

J) DUET Duet Chair (black, chrome) 21"L 23"D 33"H







# Ottomans

## VIBE CUBE

18"L 18"D 18"H

- A) VIB09 (white vinyl)
- B) VIB10 (black vinyl)
- C) VIB11 (steel blue vinyl)
- D) VIB13 (purple vinyl)
- E) VIB12 (silver vinyl)
- F) VIB07 (beige vinyl)
- G) VIB04 (red vinyl)
- H) VIB06 (gold/bronze vinyl)
- I) VIB01 (green vinyl)
- J) VIB03 (pink vinyl)
- K) VIB05 (yellow vinyl)
- L) VIB02 (blue vinyl)
- M) VIB08 (orange vinyl)

# Styles & Shapes



**Beverly Bench**  
60"L 20"D 18"H  
A) BVLYWH (white vinyl)  
B) BVLYBK (black vinyl)  
C) BVLYGR (gray fabric)  
D) BVLYRD (red fabric)  
E) BVLYOB (ocean blue fabric)  
F) BVLYLN (linen fabric)  
G) BVLYBN (brown fabric)

H) WHT12 Half Bench  
(white vinyl)  
39"L 22"D 18"H

**ENDLESS Square**  
34"L 34"D 15"H  
I) END02B (black)  
J) END02W (white)  
**ENDLESS Curved**  
60.5"L 37.5"D 15"H  
K) END01B (black)  
L) END01W (white)

M) BNQ7 Quarter Curve  
(white vinyl)  
53"L 22"D 18"H  
N) BNQR17 Ring  
(4 ottoman seats)  
(white vinyl)  
72"RND 18"H

O) SAL Sally Stool  
(white)  
12" Round 17"H  
P) CUBL20 Edge  
**LED Cube**  
(white plastic)  
20"L 20"D 20"H  
A/C power only

Q) REGBEN  
**Regis Bench**  
(brushed metal)  
47"L 15.5"D 16"H

# Marche Swivel



**Marche Swivel Ottomans**  
17"RND 18"H  
A) MAR001 (white vinyl)  
B) MAR005 (red fabric)  
C) MAR009  
(pear yellow fabric)  
D) MAR007 (plum fabric)  
E) MAR010 (blue fabric)  
F) MAR002 (gray fabric)  
G) MAR006  
(rose quartz fabric)  
H) MAR003 (linen fabric)  
I) MAR004  
(raspberry fabric)  
J) MAR008  
(meadow green fabric)

# Accent Tables

## ALONDRA

Cocktail Table

47"L 24"D 16"H

A) ALC100 (glass, chrome)

B) ALC200 (wood, chrome)

A.



B.



C.



D.



## ALONDRA

End Table

20"L 20"D 20"H

C) ALE100 (glass, chrome)

D) ALE200 (wood, chrome)

## GEO

Cocktail Table

50"L 22"D 16"H

A) C1C (glass, chrome)

B) C1FWB (wood, black)

A.



B.



C.



D.



## GEO

End Table

26"L 26"D 20"H

C) E1C (glass, chrome)

D) E1FWB (wood, black)

# Styles & Shapes

Available in Power 



## SYDNEY

(brushed steel)  
**Cocktail Tables**  
 48"L 26"D 18"H  
**A) C1W** (white)  
**C1WP** (Powered)  
**B) C1Y** (black)  
**C1YP** (Powered)

**End Tables**  
 27"L 23"D 22"H  
**C) E1W** (white)  
**D) E1Y** (black)

## REGIS

(brushed metal)  
**E) REGBEN** Bench Table  
 47"L 15.5"D 16"H  
**F) REGOTT** End Table  
 16"L 15.5"D 16.5"H

## SILVERADO

(glass, chrome)  
**G) E1E** End Table  
 24" Round 22"H  
**H) C1E** Cocktail Table  
 36" Round 17"H

## OLIVER

(walnut finish)  
**I) EOLI** End Table  
 22" Round 22"H  
**J) COLI** Cocktail Table  
 47"L 27"D 19"H

## RUSTIC

(wood)  
**K) ETBL** E-Table  
 21"L 15.5"D 27.5"H  
**L) TMBTBL** Timber Table  
 16" Round 17"H

**M) AURA**  
**Aura** Round Table  
 (white metal)  
 15" Round 22"H

**N) CUBTBL** Edge LED  
**Cube** Table  
 (plexi top, white plastic)  
 20"L 20"D 20"H  
 A/C power only

# Café Tables



A) 30MAHC Madison Hydraulic Café Table  
(chrome base, gray acajou top)  
30" RND 29"H

B) MALGRN Malba Chair  
(green)  
20"L 20"D 32"H



30" Round Café Tables  
Standard Black Base

30" Round 29"H

A) ZTH (liquid steel blue top)

B) ZTB (red top)

Hydraulic Chrome Base

30" Round 29"H

C) 30WHHC (white laminate top)

D) 30STHC (silver textured)

E) CS4 Syntax Chair

(black, chrome)

23"L 19"D 32.25"H

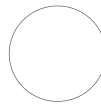


# Customize And Create

Choose your base, black or chrome, then pick a color that suits your design.



MAPLE



WHITE LAMINATE



SILVER TEXTURED



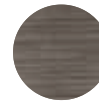
GRAPHITE NEBULA



LIQUID STEEL BLUE



RED



MADISON/GRAY ACAJOU



A.



B. | G.



C. | H.



D. | F.



E.



I.



J. | N.



K. | O.



L.



M.

## Café Tables

Standard Black Base

30" Round 29"H

A) ZTG (silver textured)

B) ZTJ (graphite nebula)

C) ZTK (maple)

D) 30WH29 (white laminate)

E) ZTA (Madison/gray acajou)

36" Round 29"H

F) ZTO (white laminate)

G) ZTN (graphite nebula)

H) ZTP (maple)

## Café Tables

Hydraulic Chrome Base

30" Round 29"H

I) 30SBHC (liquid steel blue)

J) 30GRHC (graphite nebula)

K) 30MTHC (maple)

L) 30BRHC (red)

36" Round 29"H

M) 36WTHC (white laminate)

N) 36GRHC (graphite nebula)

O) 36MTHC (maple)

# Mix & Match

Create the ultimate look. Choose from a wide variety of colorful Group Seating for the perfect style.

A) ZENCHR Zenith Chair (white, chrome) 18.25"L 22"D 32"H

B) DUET Duet Chair (black, chrome) 21"L 23"D 33"H



# Bar Tables



**A) 30WHHB**  
30" Round Bar Table  
(white laminate top, chrome hydraulic base)  
30" RND 45"H  
**B) APS12**  
Apex Barstools  
(blue ultra suede)  
21"L 21"D 33"H

**C) 30SBHB**  
30" Round Bar Table  
(liquid steel blue top, chrome hydraulic base)  
30" RND 45"H

**D) LMBAR**  
Laguna Barstool (maple, chrome)  
18"L 20"D 47"H



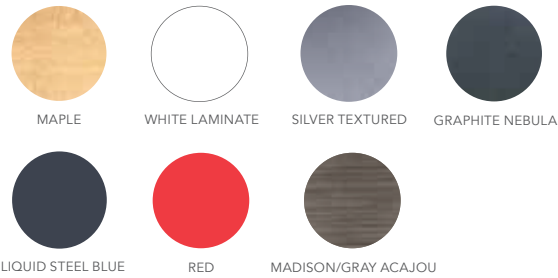
**E) RSTSQT**  
Rustique Square Metal Bar Table  
(gunmetal)  
23.75"L 23.75"D 41.25"H

**F) RSTSTL**  
Rustique Barstool  
(gunmetal)  
13"L 13"D 30"H



# Customize And Create

Choose your base, black or chrome, then pick a color that suits your design.



## Bar Tables

Standard Black Base  
30" Round 42"H  
A) VTJ (graphite nebula)  
B) VTK (maple)  
C) VTG (silver textured)  
D) VTB (red)  
E) 30WH42 (white laminate)  
F) VTH (liquid steel blue)  
G) VTA (Madison/  
gray acajou)

36" Round 42"H  
H) VTW (white laminate)  
I) VTN (graphite nebula)  
J) VTP (maple)

## Bar Tables

Hydraulic Chrome Base  
30" Round 45"H  
K) 30GRHB (graphite nebula)  
L) 30MTHB (maple)  
M) 30STHB (silver textured)  
N) 30BRHB (red)

36" Round 45"H  
O) 36WTHB (white laminate)  
P) 36GRHB (graphite nebula)  
Q) 36MTHB (maple)



## Style & Design

Create the right look. Choose from a wide variety of Bar Table heights and colors for the perfect look.

- R) 30MAHB 30" Round Bar Table w/Hydraulic Chrome Base (Madison/gray acajou) 30" RND 45"H
- S) ZENBAR Zenith Barstool (white, chrome) 19"L 20"D 44"H





# Barstools



## LIFT BARSTOOLS

- 15" Round 23–33.5"H
- A) ROLLWH (white vinyl)
- B) ROLLRD (red vinyl)
- C) ROLLBL (black vinyl)
- D) ROLLGY (gray vinyl)

# Styles & Shapes



A.



B.



C.



D.



E.



F.



G.



H.



I.



J.



K.



L.



M.



N.

## Apex Barstools

- 21"L 21"D 33"H  
**A) APS08** (black vinyl)  
**B) APS59** (red vinyl)  
**C) APS75** (white vinyl)  
**D) APS12** (blue ultra suede)

## Zoey Barstools

- 15"L 16"D 30-34.75"H  
**E) BS002** (white, chrome)  
**F) BS003** (black, chrome)

## Banana Barstools

- 21"L 22"D 41.75  
**G) BSS** (black, chrome)  
**H) BST** (white, chrome)

## Oslo Barstools

- 17"L 20"D 45"H  
**I) BSD** (blue)  
**J) BSC** (white)

## K) XBAR Christopher Barstool

- (white vinyl, chrome)  
 19"L 15"D 41"H

## L) BS001 Shark Barstool

- (white, chrome)  
 22"L 19"D 34-44"H

## M) BSR Syntax Barstool

- (black, chrome)  
 23"L 19"D 43.25"H

## N) RSTSTL Rustique Barstool

- (gunmetal)  
 13"L 13"D 30"H

# Mix & Match

Create the ultimate look. Choose from a wide variety of select Bar Seating for the perfect style.

- O) ZENBAR Zenith Barstool** (white, chrome) 19"L 20"D 44"H  
**P) LMBAR Laguna Barstool** (maple, chrome) 18"L 20"D 47"H



# Conference Tables



PWRUSB

Powered Conference Table Module  
(black) 5"L 2.25"D 2"H

Includes 2 AC and 2 USB outlets. Available for all conference tables except the Geo, Merlin, Atomic and Work Tables.



42" Round Conference Table

42"RND 29"H

A) CONF42 (white laminate)

B) CB1 (graphite nebula)

C) CB8 (Madison/gray acajou)



## MADISON

(Madison/gray acajou)

D) MADC05 5' Table

60"L 48"D 29"H

E) MADC08 8' Table

96"L 60"D 29"H

F) MADC10 10' Table

120"L 48"D 29"H



# Styles & Shapes

A.



I.



**Atomic Round Tables**  
(glass, chrome)  
A) 42ATO 42"RND 30"H  
(not shown)  
36ATO 36"RND 30"H

C.



D.



**Geo Rounded Square Tables**  
42"L 36"D 29"H  
C) CE1 (glass, chrome)  
D) CF1 (glass, black)

J.



**Geo Rectangular Tables**  
60"L 36"D 29"H  
E) CF2 (glass, black)  
D) CE2 (glass, chrome)

E.



F.



G) MERLIN Merlin  
Multi Use Table  
(gray laminate, black)  
46"L 29"D 30"H  
H) WD3 Work Table  
(white laminate, white)  
48"L 24"D 30"H

K. | L.



**Conference Tables**  
(graphite nebula)  
I) CB3 8'  
96"L 48"D 29"H  
J) CB2 6'  
72"L 42"D 29"H

M.



**Conference Tables**  
(granite)  
K) C508GR 8'  
96"L 44"D 29"H  
L) CT10GR 10'  
120"L 46"D 29"H  
M) CT06GR 6'  
72"L 36"D 29"H

G.



H.



## Mix & Match

N) PROEXB Pro Executive High Back Chair (black vinyl) 25"L 24"D 48"H Adjustable.  
O) PROMID Pro Executive Mid Back Chair (white vinyl) 24"L 22"D 40"H Adjustable.



# Executive Seating



## Pro Executive High Back Chair

25"L 24"D 48"H Adjustable.  
A) PROEXE (white classic vinyl)  
B) PROEXB (black vinyl)



**PROMDB Pro Executive Mid Back Chair**  
(black vinyl)  
24"L 22"D 40"H Adjustable



**PROMID Pro Executive Mid White Chair**  
(white vinyl)  
24"L 22"D 40"H Adjustable




**PROGB Pro Executive Guest Chair**  
(black vinyl)  
24"L 22"D 36"H




**SY1 Altura Steno Chair**  
(black crepe)  
25"L 26"D 21"H

# Communal and Powered Tables

Denotes AC and USB charging outlets 



Charging adapters are available to rent for all Powered Table Products.

Ventura Powered Bar Tables 

(silver frame)  
72.25"L 26.25"D 42"H

A) VNTBLK (black top)  
VNTWHT (white top)

Ventura Communal Bar Tables  
(silver frame)

72.25"L 26.25"D 42"H

Maple Top  
B) VNTMNP (solid)  
VNTBMW (grommets)

White Top  
C) VNTBWW (grommets)  
VNTWNP (solid)

Black Top  
VNTBNP (solid)

G30 Powered Café Tables 

72"L 26"D 30"H.

A) G30DWP  
(silver frame, white top)

G30 Communal Café Tables  
(silver frame)

72"L 26"D 30"

Maple Top  
B) G30DMS (solid)  
C) G30DMW (grommets)

White Top  
D) G30DWS (solid)  
E) G30DWW (grommets)

## Ventura BAR TABLES

Choose from Powered, Solid or Grommet Hole Table Tops.



A. 



B.

C.

### Table Top Options

Colors not available in all table options.  
Please check options listed to the right.



## G30 CAFÉ TABLES



A. 



B.

C.

D.

E.

# Office Essentials

## MADISON

A) JD8 Madison Executive Desk

(gray acajou) 60"L 30"D 29"H

B) CR8 Madison Credenza

(gray acajou) 60"L 20"D 29"H

C) PROMDB Pro Executive  
Mid Back Chair

(black vinyl)

24"L 22"D 40"H Adjustable

D) PROEXE Pro Executive


High Back Chair

(white classic vinyl)

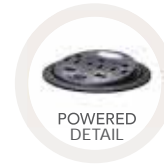
25"L 24"D 48"H Adjustable



## TECH COLLECTION

 Denotes AC and USB charging outlets

A. 



- A) **TECH3B Tech Desk, Powered, w/3 Drawer File Cabinet**  
(black metal, laminate)  
60"L 30"D 30"H
- B) **TECH Tech Desk, Powered**  
(black metal, laminate)  
60"L 30"D 30"H
- C) **TECH3 3 Drawer File Cabinet on Castors**  
(black metal, laminate)  
16"L 20"D 28"H

Charging Adapters  
D) ADAPT B (black)

B. 



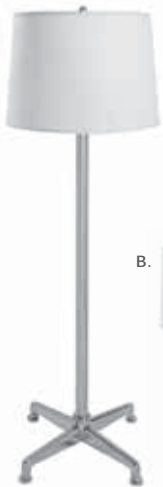
C.



Charging adapters are available to rent for all powered products.

## LIGHTING & PRODUCT DISPLAY

A.



B.



C.



D.



### ACCENT LAMPS

MASON LAMPS  
(brushed silver)

- A) **LA15 Floor Lamp**  
18" Round 55"H
- B) **LA14 Table Lamp**  
16" Round 26"H

### SHELVING

C) **PSHCCS Posh Shelving**  
(Chrome, Acrylic)  
36"L 18"D 72"H

D) **BC8 Madison Bookcase**  
(gray acajou)  
36"L 12"D 72"H



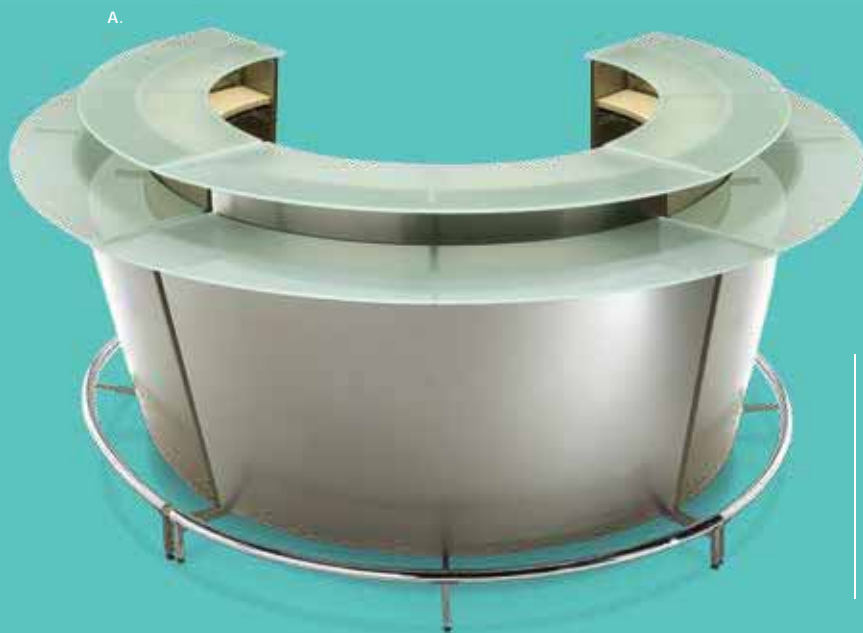
# Show Essentials

## REFRIGERATORS



**C) R1R Large**  
(White, 14.0 cubic feet)  
28"L 28"D 64"H

**D) R1Q Small**  
(White, 4.0 cubic feet)  
20"L 22"D 33"H



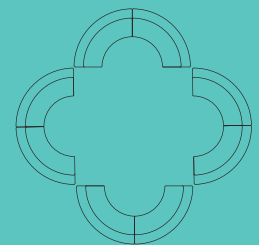
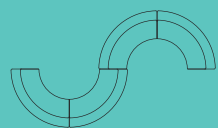
## MARTINI BAR

**A) BRC Martini Bar Circle**  
Comprised of three BR1 Martini Bars  
100"L 100"D 45"H

**B) BR1 Martini Bar**  
(gray metal, frosted glass top)  
67"L 22"D 45"H



### Suggested Uses of Martini Bar



## LIGHTED PRODUCTS

LED light available in white, red, green, blue and rolling color.



A.



B.

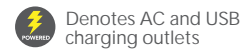
### A) CUBL20 Edge LED Cube Ottoman

(white plastic)  
20"L 20"D 20"H  
A/C power only

### B) CUBTBL Edge LED Cube Table

(plexi top, white plastic)  
20"L 20"D 20"H  
A/C power only

## MOBILE TABLET STANDS & ACCESSORIES



### TABLET STANDS

A) TBSTND (black)  
14"L 13"D 44.5"H

B) TBSTDW (white)  
14"L 13"D 44.5"H

### ACCESSORIES

C) TBBCHR Brochure Holder (black)  
8.625"L 1.1"D 11.325"H

D) TBSHLF Charging Shelf (black)  
14.85"L 7.17"D 1"H

E) TBPNTR Wireless Printer Holder (black)  
3.3"L 1.9"D 5.28"H



SELECTION



DESIGN

TRUSTED



SOLUTIONS



MODERN



SERVICE

**Nationwide Service**

24 hours a day, 7 days a week, 365 days a year

CORT Trade Show Furnishings is proud to offer this collection of the highest quality, design-oriented furnishings. Our nationwide distribution and professional staff is dedicated to the success of your exhibit. Make CORT Trade Show Furnishings your furniture solution.



DELIVERY INFORMATION			
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Venue:			

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 St. Louis, MO 63104  
 Email: Exhibitor.Services@HeritageSVS.com  
 Phone: 314-534-8500  
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ORDER INFORMATION	
Exhibiting Co:	
Address:	
City, State, Zip:	
Phone:	
Fax:	
Contact:	
Email:	
Authorized By:	

PRICING & PAYMENT INFORMATION	
Advance Price Deadline Date:	
Sales Tax Rate:	
Order Total from Pages 1 and 2:	\$
<p><b>PLEASE INCLUDE THE HERITAGE METHOD OF PAYMENT FORM WHEN YOU SUBMIT YOUR ORDER FORMS.</b></p>	

**LATE ORDERS:** Orders received within 7 days prior to show opening are subject to a 30% late order fee.

**CANCELLATIONS:** If cancelled within 14 days prior to move-in, a 50% charge will be applied. Cancellations made after move-in begins receive no refund.

CODE	QTY	ITEM	ADVANCE	STANDARD	TOTAL:	CODE	QTY	ITEM	ADVANCE	STANDARD	TOTAL:
30BRHB.		30" Round Bar Table - Red Top w/ Hydraulic Base	\$ 324.80	\$ 422.24		DUET.		Duet Stack Chair	\$ 77.00	\$ 100.10	
30BRHC.		30" Round Café Table - Brushed Red Top w/ Hydraulic Chrome Base	\$ 323.40	\$ 420.42		BS001.		Shark Barstool	\$ 344.40	\$ 447.72	
30GRHB.		30" Round Bar Table - Graphite Nebula Top w/ Hydraulic Base	\$ 324.80	\$ 422.24		BS002.		Zoey Barstool	\$ 316.40	\$ 411.32	
30GRHC.		30" Round Café Table - Graphite Nebula Top w/ Hydraulic Chrome Base	\$ 323.40	\$ 420.42		BS003.		Zoey Barstool (Black)	\$ 316.40	\$ 411.32	
30MAHB.		30" Round Bar Table - Madison Gray Acajou Top w/ Hydraulic Chrome Base	\$ 315.00	\$ 409.50		BSC.		White Oslo Barstool	\$ 284.20	\$ 369.46	
30MAHC.		30" Round Café Table - Madison Gray Acajou Top w/ Hydraulic Chrome Base	\$ 315.00	\$ 409.50		BSD.		Blue Oslo Barstool	\$ 284.20	\$ 369.46	
30MTHB.		30" Round Bar Table - Maple Top w/ Hydraulic Chrome Base	\$ 323.40	\$ 420.42		BSR.		Syntax Barstool, Black/Chrome	\$ 236.60	\$ 307.58	
30MTHC.		30" Round Café Table - Maple Top w/ Hydraulic Chrome Base	\$ 324.80	\$ 422.24		BSS.		Black Banana Barstool	\$ 267.40	\$ 347.62	
30SBHB.		30" Round Bar Table - Liquid Steel Blue Top w/ Hydraulic Base	\$ 359.80	\$ 467.74		BST.		White Banana Barstool	\$ 267.40	\$ 347.62	
30SBHC.		30" Round Café Table - Liquid Steel Blue Top w/ Hydraulic Chrome Base	\$ 324.80	\$ 422.24		BVLYBK		Beverly Bench Ottoman Black	\$ 409.05	\$ 531.77	
30STHB.		30" Round Bar Table - Silver Textured Top w/ Hydraulic Base	\$ 323.40	\$ 420.42		BVLYBN		Beverly Bench Ottoman Brown	\$ 409.05	\$ 531.77	
30STHC.		30" Round Café Table - Silver Textured Top w/ Hydraulic Chrome Base	\$ 352.80	\$ 458.64		BVLYGR		Beverly Bench Ottoman Gray	\$ 409.05	\$ 531.77	
30WH29		30" Round Café Table w/ Standard Black Base	\$ 241.65	\$ 314.15		BVLYLN		Beverly Bench Ottoman Linen	\$ 409.05	\$ 531.77	
30WH42		30" Round Bar Table w/ Standard Black Base	\$ 264.60	\$ 343.98		BVLYOB		Beverly Bench Ottoman Ocean Blue	\$ 409.05	\$ 531.77	
30WHHB.		30" Round Bar Table w/ Hydraulic Base	\$ 329.40	\$ 428.22		BVLYRD		Beverly Bench Ottoman Red	\$ 409.05	\$ 531.77	
30WHHC.		30" Round Café Table w/ Hydraulic Base	\$ 329.40	\$ 428.22		BVLYWH		Beverly Bench Ottoman White	\$ 409.05	\$ 531.77	
36ATO		Atomic 36" Round Table	\$ 322.65	\$ 419.45		C1C.		Chrome Geo Cocktail Table with Glass	\$ 273.00	\$ 354.90	
36GRHB.		36" Round Bar Table - Graphite Nebula Top w/ Hydraulic Base	\$ 355.60	\$ 462.28		C1E.		Silverado Cocktail Table with Glass	\$ 303.80	\$ 394.94	
36GRHC.		36" Round Café Table - Graphite Nebula Top w/ Hydraulic Chrome Base	\$ 352.80	\$ 458.64		C1FWB.		Geo Cocktail Table, Wood/Black	\$ 308.00	\$ 400.40	
36MTHB.		36" Round Bar Table - Maple Top w/ Hydraulic Base	\$ 355.60	\$ 462.28		C1W.		White Sydney Cocktail Table	\$ 305.20	\$ 396.76	
36MTHC.		36" Round Café Table - Maple Top w/ Hydraulic Chrome Base	\$ 352.80	\$ 458.64		C1WP.		White Sydney Cocktail Table, Powered	\$ 386.40	\$ 502.32	
36WTHB.		36" Round Bar Table - White Laminate Top w/ Hydraulic Base	\$ 355.60	\$ 462.28		C1Y.		Black Sydney Cocktail Table	\$ 305.20	\$ 396.76	
36WTHC.		36" Round Café Table - White Laminate Top w/ Hydraulic Base	\$ 355.60	\$ 462.28		C1YP.		Black Sydney Cocktail Table, Powered	\$ 386.40	\$ 502.32	
42ATO		Atomic 42" Round Table	\$ 322.65	\$ 419.45		C508GR.		8" Table	\$ 586.60	\$ 762.58	
ADAPT.B.		Charging Adapter (Black)	\$ 25.20	\$ 32.76		CB1.		42" Round Graphite Conference Table	\$ 415.80	\$ 540.54	
ADAPT.W.		Charging Adapter (White)	\$ 351.40	\$ 456.82		CB2.		6" Graphite Conference Table	\$ 497.00	\$ 646.10	
ALC100.		Alondra Cocktail Table, Glass/Chrome	\$ 351.40	\$ 456.82		CB3.		8" Graphite Conference Table	\$ 586.60	\$ 762.58	
ALC200.		Alondra Cocktail Table, Wood/Chrome	\$ 253.40	\$ 329.42		CB8.		42" Round Conference Table, Madison Gray Acajou	\$ 180.04	\$ 234.05	
ALE100.		Alondra End Table, Glass/Chrome	\$ 253.40	\$ 329.42		CCE.		Ice Chair	\$ 238.00	\$ 309.40	
ALE200.		Alondra End Table, Wood/Chrome	\$ 240.80	\$ 313.04		CE1.		Square Round Chrome Geo Conference Table	\$ 344.40	\$ 447.72	
APS08.		Black Vinyl Apex Barstool	\$ 240.80	\$ 313.04		CE2.		Chrome Geo Conference Table	\$ 488.60	\$ 635.18	
APS59.		Red Vinyl Apex Barstool	\$ 240.80	\$ 313.04		CF1.		Square Round Black Geo Conference Table	\$ 344.40	\$ 447.72	
APS75.		White Vinyl Apex Barstool	\$ 240.80	\$ 313.04		CF2.		Black Geo Conference Table	\$ 488.60	\$ 635.18	
AURA.		Aura Round Table	\$ 156.80	\$ 203.84		CH002.		Wendy Chair	\$ 124.60	\$ 161.98	
BC8.		Madison Bookcase, Gray Acajou	\$ 460.60	\$ 598.78		CHR002.		Allegro Chair	\$ 530.60	\$ 689.78	
BCHWHT		Baja Chair	\$ 569.70	\$ 740.61		CHRPWR.		Roma Chair, Powered	\$ 681.80	\$ 886.34	
BCW.		White Madrid Chair	\$ 698.60	\$ 908.18		COLJ.		Oliver Cocktail Table	\$ 259.00	\$ 336.70	
BLVWHT		Baja Loveseat	\$ 834.30	\$ 1,084.59		CONF42.		42" Round Table	\$ 415.80	\$ 540.54	
BNQ417.		Full Banquet, Powered, White Vinyl	\$ 2,412.20	\$ 3,135.86		CR8.		Madison Credenza, Gray Acajou	\$ 539.00	\$ 700.70	
BNQ7.		Quarter Curve Ottoman, White Vinyl	\$ 518.00	\$ 673.40		CS4.		Syntax Chair, Black/Chrome	\$ 217.00	\$ 282.10	
BNQR17.		Ottoman Ring, White Vinyl	\$ 1,855.00	\$ 2,411.50		CS8.		Black Berlin Stacking Chair	\$ 133.00	\$ 172.90	
BNQTL7.		Center Cone, Powered, White Vinyl	\$ 760.20	\$ 988.26		CS9.		Red Berlin Stacking Chair	\$ 133.00	\$ 172.90	
BR1.		Martini Bar	\$ 1,415.40	\$ 1,840.02		CT06GR.		6 Foot Rectangle Granite Conference Table	\$ 509.60	\$ 662.48	
BRC.		Martini Bar Circle	\$ 4,075.40	\$ 5,298.02		OTS.		South Beach Wedge Ottoman	\$ 343.00	\$ 445.90	
CT10GR.		10' Rectangle Granite Conference Table	\$ 880.60	\$ 1,144.78		PDL36B.		Powered Locking Pedestal, 36" (Black)	\$ 544.60	\$ 707.98	
CUBL20.		Edge LED Cube Ottoman	\$ 207.20	\$ 269.36		PDL36W.		Powered Locking Pedestal, 36" (White)	\$ 544.60	\$ 707.98	
CUBTBL.		Edge LED Cube Table	\$ 208.60	\$ 271.18		PDL42B.		Powered Locking Pedestal, 42" (Black)	\$ 648.20	\$ 842.66	



Remit To:



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

# MODULAR RENTAL DISPLAY ORDER FORM

**Cancellation:** No refunds if cancelled after the deadline.

**Late Request:** Request after deadline will be filled as available at the standard rate.

### Choose Your Exhibit – Check One

<input type="checkbox"/> <b>MD01 DISPLAY ONE: 10' STANDARD DISPLAY</b> <b>Package Includes:</b> Installation and dismantling labor 1 Header One 10' x 10' Standard Carpet One 1 meter counter Three Arm Lights	<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <th style="text-align: center;">ADVANCED RATE</th> <th style="text-align: center;">STANDARD RATE</th> </tr> <tr> <td style="text-align: center;">\$1,901.80</td> <td style="text-align: center;">\$2,472.35</td> </tr> </table>	ADVANCED RATE	STANDARD RATE	\$1,901.80	\$2,472.35		<input type="checkbox"/> <b>MD02 DISPLAY TWO: 20' STANDARD DISPLAY</b> <b>Package Includes:</b> Installation and dismantling labor One 10' x 20' Standard carpet 2 Headers One 2 meter counter Two 1 meter counters 6 Halogen Lights	<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <th style="text-align: center;">ADVANCED RATE</th> <th style="text-align: center;">STANDARD RATE</th> </tr> <tr> <td style="text-align: center;">\$4,354.90</td> <td style="text-align: center;">\$5,661.35</td> </tr> </table>	ADVANCED RATE	STANDARD RATE	\$4,354.90	\$5,661.35	
ADVANCED RATE	STANDARD RATE												
\$1,901.80	\$2,472.35												
ADVANCED RATE	STANDARD RATE												
\$4,354.90	\$5,661.35												
<input type="checkbox"/> <b>MD03 DISPLAY THREE: 20' DELUXE DISPLAY</b> <b>Package Includes:</b> Installation and dismantling labor One 10' x 20' Standard Carpet 2 Headers One 1.5 meter counter Four shelves 5 Halogen Lights	<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <th style="text-align: center;">ADVANCED RATE</th> <th style="text-align: center;">STANDARD RATE</th> </tr> <tr> <td style="text-align: center;">\$4,685.65</td> <td style="text-align: center;">\$6,091.30</td> </tr> </table>	ADVANCED RATE	STANDARD RATE	\$4,685.65	\$6,091.30		<input type="checkbox"/> <b>MD04 DISPLAY FOUR: 20' DELUXE DISPLAY</b> <b>Package Includes:</b> Installation and dismantling labor One 10' x 20' Standard carpet 1 Header 4 Counters 5 Halogen Lights	<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <th style="text-align: center;">ADVANCED RATE</th> <th style="text-align: center;">STANDARD RATE</th> </tr> <tr> <td style="text-align: center;">\$5,099.05</td> <td style="text-align: center;">\$6,628.80</td> </tr> </table>	ADVANCED RATE	STANDARD RATE	\$5,099.05	\$6,628.80	
ADVANCED RATE	STANDARD RATE												
\$4,685.65	\$6,091.30												
ADVANCED RATE	STANDARD RATE												
\$5,099.05	\$6,628.80												
<input type="checkbox"/> <b>MD05 DISPLAY FIVE: 20 X 20 ISLAND DISPLAY</b> <b>Package Includes:</b> Installation and dismantling labor One 20' x 20' Standard carpet 2 Headers 4 Counters	<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <th style="text-align: center;">ADVANCED RATE</th> <th style="text-align: center;">STANDARD RATE</th> </tr> <tr> <td style="text-align: center;">\$8,406.55</td> <td style="text-align: center;">\$10,928.55</td> </tr> </table>	ADVANCED RATE	STANDARD RATE	\$8,406.55	\$10,928.55		<input type="checkbox"/> <b>MD06 DISPLAY SIX: 20 X 20 ISLAND DISPLAY</b> <b>Package Includes:</b> Installation and dismantling labor One 20' x 20' Standard carpet 4 Headers 4 Counters	<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <th style="text-align: center;">ADVANCED RATE</th> <th style="text-align: center;">STANDARD RATE</th> </tr> <tr> <td style="text-align: center;">\$9,095.65</td> <td style="text-align: center;">\$11,824.30</td> </tr> </table>	ADVANCED RATE	STANDARD RATE	\$9,095.65	\$11,824.30	
ADVANCED RATE	STANDARD RATE												
\$8,406.55	\$10,928.55												
ADVANCED RATE	STANDARD RATE												
\$9,095.65	\$11,824.30												
<p style="text-align: center;"><b>Circle your carpet color:</b></p> <p style="text-align: center;">Black    Blue    Burgundy    Gray    Red</p>			<p><b>Choose Your Panels</b> Standard and Optional Panel Choices</p> <table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td style="width:70%; padding: 5px;"> <input type="checkbox"/> White Hardwall  <input type="checkbox"/> Black/Gray Velcro – Circle: Black or Gray  <input type="checkbox"/> Opt. Color Hardwall (per panel) - Specify                 </td> <td style="width:15%; text-align: center; padding: 5px;"> <b>Advanced Rates:</b>                      Included                      Included                      \$70.00 ea.                 </td> <td style="width:15%; text-align: center; padding: 5px;"> <b>Advanced Rates:</b>                      Included                      Included                      \$91.00 ea.                 </td> </tr> </table>			<input type="checkbox"/> White Hardwall <input type="checkbox"/> Black/Gray Velcro – Circle: Black or Gray <input type="checkbox"/> Opt. Color Hardwall (per panel) - Specify	<b>Advanced Rates:</b> Included Included \$70.00 ea.	<b>Advanced Rates:</b> Included Included \$91.00 ea.					
<input type="checkbox"/> White Hardwall <input type="checkbox"/> Black/Gray Velcro – Circle: Black or Gray <input type="checkbox"/> Opt. Color Hardwall (per panel) - Specify	<b>Advanced Rates:</b> Included Included \$70.00 ea.	<b>Advanced Rates:</b> Included Included \$91.00 ea.											

**Indicate Your Header Sign Copy**

Your company name will be printed in block lettering on the White Header sign.

Check which color lettering you would like  Black  Blue  Red

Please indicate here if you would like us to assist you with logo identification or other customized graphics.

**• Remember to order the following items, they are NOT included in booth package; • Furniture • Electrical Service • Custom Logo • Floral • Cleaning Service**

Yes, I have completed and enclosed the Payment Form    Sub. Total \_\_\_\_\_

8.625% Tax \_\_\_\_\_

**TOTAL ORDER** \_\_\_\_\_

NAME OF CONVENTION LOA 2018 \_\_\_\_\_ BOOTH # \_\_\_\_\_

EXHIBITING COMPANY \_\_\_\_\_ PHONE # \_\_\_\_\_ FAX # \_\_\_\_\_

ADDRESS \_\_\_\_\_ CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

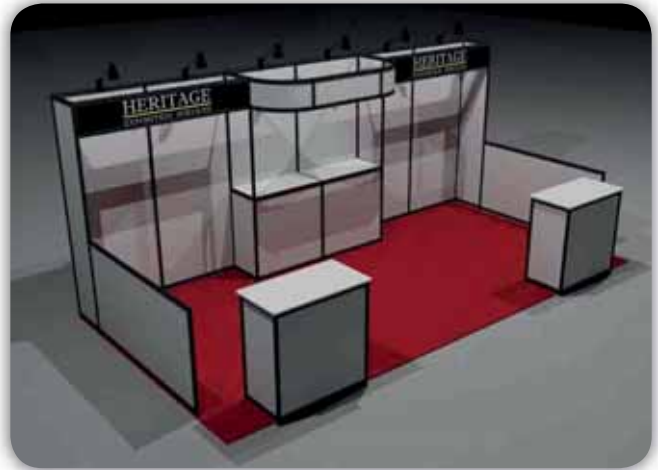
EMAIL ORDER CONFIRMATION & INVOICE TO \_\_\_\_\_

CONTACT NAME \_\_\_\_\_ DATE \_\_\_\_\_

# Modular Displays



MD01 Modular Hardwall Display Package 1



MD02 Modular Hardwall Display Package 2



MD03 Modular Hardwall Display Package 3



MD04 Modular Hardwall Display Package 4



MD05 Modular Hardwall Display Package 5



MD06 Modular Hardwall Display Package 6

Remit To:



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

MATERIAL HANDLING INFORMATION

Heritage shall not be liable for piece count or condition of any shipments received without individual carrier receipts or freight bills from carriers such as UPS, Federal Express, Express Mail, Parcel Post, private vehicles, etc, due to their delivery procedures.

A. MATERIAL HANDLING FOR DELIVERIES TO WAREHOUSE

Heritage Trade Show Services will start receiving crated, boxed or skidded materials 30 days prior to show move-in. Shipments will be received Monday through Friday between the hours of 10:00 a.m. and 4:00 p.m. For uncrated and loose shipments, please refer to shipments to show site below. Shipments must be sent with freight charges prepaid. Collect shipments will not be accepted. A 200 lb. minimum will apply for each shipment received. Rates below include receipt of your freight; delivery to the booth; storage and return of empty crates; and reloading.

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

EXHIBITOR COMPANY NAME
HERITAGE TRADE SHOW SERVICES
UPS FREIGHT
9124 W. RENO AVE.
OKLAHOMA CITY, OK 73127
FOR: LOA 2018

BOOTH NO.
TOTAL PIECES
APPROX. WT.

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

RATES FOR DELIVERIES TO WAREHOUSE Deadline Date: Tuesday, October 2nd, 2018 To Avoid Late Fees

Table with 4 columns: Description, Rate per 100 lbs., Min Charge. Rows I-IV detailing packaged shipment rates to the advance warehouse.

B. MATERIAL HANDLING FOR DELIVERIES TO SHOWSITE

Heritage Trade Show Services will receive and unload shipments at show site only during scheduled exhibitor move-in times. Do not ship to show site at any other times, as the facility has no provisions to accept advance shipments. Shipments must be sent with freight charges prepaid. Collect shipments will not be accepted. A 200 lb. minimum will apply for each shipment received. Rates below include receipt of your freight; delivery to the booth; storage and return of empty crates; and reloading.

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

EXHIBITOR COMPANY NAME
C/O HERITAGE TRADE SHOW SERVICES
COX CONVENTION CENTER
1 MYRIAD GARDENS
OKLAHOMA CITY, OK 73102
FOR: LOA 2018

BOOTH NO.
TOTAL PIECES
APPROX. WT.

RATES FOR DELIVERIES TO SHOWSITE

Table with 4 columns: Description, Rate per 100 lbs., Min Charge. Rows VI-VIII detailing packaged and loose shipment rates to the show site.

The per cwt. (100 lb.) rates listed above are based on inbound weight only, rounded up to the next 100 lbs. Services include receiving, unloading, delivery to booth, storage and return of empty containers, moving materials to the dock and reloading on designated outbound carrier.

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

CONTINUED ON NEXT PAGE



### C. INBOUND SHIPMENTS

All shipments must have a bill-of-lading or delivery receipt showing number of pieces, true weight (via certified scale ticket), and description of merchandise. If shipments arrive without weight on bill-of-lading and weight is unobtainable, Heritage will estimate the weight. If actual scale weights are not submitted prior to move-out the estimated weight will be final and binding. All shipments received are subject to reweigh. Copies of bills-of-lading, with the name of the carrier, should be forwarded to HERITAGE TRADE SHOW SERVICES as soon as shipments are made. This will assist in tracing, if required. Shipments received at the warehouse after scheduled exhibitor set-up or shipments received at show site after exhibitor move-in times, are subject to surcharges to cover additional trucking or labor and will be billed accordingly.

### D. EMPTY CONTAINER LABELS

Empty container labels will be available at the service desk for all exhibitors using Heritage material handling services. Affixing the labels is the sole responsibility of the exhibitor or his representative. All previous labels should be removed or obliterated. Heritage assumes no responsibility for removal of containers with old empty labels, improper information on empty labels or valuables stored in containers removed for storage.

### E. ADDITIONAL AVAILABLE SERVICES

All per 100 lb. Rates quoted in the foregoing do not include any Blocking, Spotting, or Bracing in booth, or Local pickups for deliveries. For such services, the following rates apply:

	STRAIGHT TIME	OVERTIME
Forklift with Operator (Up to 4,000 lb. Capacity)	\$ 195.00 per hr.	\$ 295.00 per hr. (One Hour Minimum)
Material Handler	\$ 103.35 per hr.	\$ 155.03 per hr. (One Hour Minimum)
Local Pickups & Deliveries	\$ 245.80 per hr.	\$ 368.70 per hr. (One Hour Minimum)

### F. SPECIAL SERVICES

Metal banding will be available for securing outbound shipments at a rate of \$.50 per foot, plus labor (One Hour Minimum). Shrink wrap of a pallet will be charged at \$50.00 per pallet. Mobile equipment will be moved into and out of the exhibit facility at \$150.00 per round trip unless otherwise noted in this kit.

### G. OUTBOUND SHIPMENTS

Exhibitors are responsible for labeling their exhibit materials and providing outbound shipping information. To assist you with these arrangements, Heritage will have a Service Desk in the exhibit hall with labels, bills-of-lading and available shipping information. When materials are labeled, packed and ready to be shipped, completed bills-of-lading should be turned in at the Service Desk. Pick ups for local deliveries or small package shipments, i.e., UPS and Parcel Post should be dealt with in the same manner as all other outbound shipments. In order to expedite removal of materials, Heritage reserves the right to change designated carriers, if such carriers fail to pickup or refuse to accept shipments. Where no disposition is made, materials will be returned to the warehouse awaiting shipping instructions.

### H. RETURNED SHIPMENTS TO HERITAGE WAREHOUSE

Where no disposition has been made for outbound shipments or later scheduled pickups are necessary; Heritage will return exhibit materials to the warehouse and load on outbound carriers at the rate of \$30.00 per 100 lbs. or fraction thereof for each shipment returned. Minimum charge: \$300.00.

### I. LIMITS OF LIABILITY AND RESPONSIBILITY

1. Heritage Trade Show Services shall not be responsible for loss, theft, or disappearance of exhibitor's materials after same has been delivered to exhibitor's booth and shall not be responsible for damage to uncrated materials, materials improperly packed, or concealed damage.
2. Heritage Trade Show Services shall not be responsible for loss, theft, or disappearance of materials before they are picked up from exhibitor's booth for reloading after the Show. Bills-of lading covering outgoing shipments, which are furnished by Heritage Trade Show Services to exhibitors, will be checked at time of actual pickup from the booth and corrections made where discrepancies occur.
3. Heritage Trade Show Services liability shall be limited to the physical loss of or damage to the specific article which is lost or damaged, and in any event Heritage Trade Show Services' maximum liability shall be limited to \$.30 per pound per article with a maximum liability of \$50.00 per item, or \$1,000.00 per shipment, whichever is less.
4. Heritage Trade Show Services shall not be liable to any extent whatsoever for any actual, potential, or assumed loss of profits or revenues, or for any collateral costs, which may result from any loss or damage to an exhibitor's materials which may make it impossible or impractical to exhibit same.

---

#### AUTHORITY TO HANDLE

All terms and conditions herein stated are understood and accepted.

NAME OF CONVENTION LOA 2018 BOOTH # \_\_\_\_\_

EXHIBITING COMPANY \_\_\_\_\_ PHONE # \_\_\_\_\_ FAX # \_\_\_\_\_

ADDRESS \_\_\_\_\_ CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

EMAIL ORDER CONFIRMATION & INVOICE TO \_\_\_\_\_

CONTACT NAME \_\_\_\_\_ DATE \_\_\_\_\_

(Print & Sign)

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

Remit To:



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

PRIORITY RETURN/
ACCESSIBLE STORAGE FORM

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

Priority Empty Container Return

This service provides for the priority return of your empties to your booth after the close of the show. This service must be ordered prior to the removal of your empties. If you would like this service, please fill out the information below and return to Heritage Trade Show Services, Inc..

Priority Empty Container Return.....\$100.00 per container
Estimated Number of Pieces.....

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

ACCESSIBLE STORAGE

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

Accessible Storage Rate: \$100.00 base charge, plus labor charges per delivery (one hour minimum)

Labor Rates:

Straight Time: (one hour minimum per man).....\$103.35
8:00 a.m. - 4:30 p.m. Monday - Friday
Over Time: (one hour minimum per man).....\$155.03

YES, I wish to reserve space for accessible storage, I plan on storing \_\_\_\_\_pallets/boxes/crates/cases
(# of pieces) (circle one)

Deliveries

To have items placed in or removed from accessible storage, please notify the Heritage Service Desk.

ALL GOODS STORED WITH HERITAGE ARE STORED AT YOUR OWN RISK. We shall not be liable for any injury, damage, loss, theft, or destruction, including, but not limited to damage from atmospheric conditions or rust, negligence (whether caused by ourselves or by servants, agents, employees or others), failures to act breach of contract, breach of warranty, water condensation, fire, floods, acts of God or any act beyond our sole control. We are not liable for any direct, consequential, or incidental damages nor for loss of profit or loss due to failures to obtain or turnover goods at any particular time or place whatsoever, however such loss may be incurred. We are not liable for or chargeable with any loss of sales, income, resale, commissions, or brokerage, nor for any freight or demurrage.

NAME OF CONVENTION LOA 2018 BOOTH #

EXHIBITIING COMPANY PHONE # FAX #

ADDRESS CITY STATE ZIP

EMAIL ORDER CONFIRMATION & INVOICE TO

CONTACT NAME DATE

# HERITAGE

Trade Show Services

**DO NOT DELAY!**

**ADVANCE SHIPMENT  
TO WAREHOUSE**

TO: \_\_\_\_\_

EXHIBITOR NAME

BOOTH NUMBER: \_\_\_\_\_

HERITAGE TRADE SHOW SERVICES  
UPS FREIGHT  
9124 W. RENO AVE.  
OKLAHOMA CITY, OK 73127

FOR: LOA 2018

# HERITAGE

Trade Show Services

**DO NOT DELAY!**

**ADVANCE SHIPMENT  
TO WAREHOUSE**

TO: \_\_\_\_\_

EXHIBITOR NAME

BOOTH NUMBER: \_\_\_\_\_

HERITAGE TRADE SHOW SERVICES  
UPS FREIGHT  
9124 W. RENO AVE.  
OKLAHOMA CITY, OK 73127

FOR: LOA 2018

# HERITAGE

Trade Show Services

**DO NOT DELAY!**

**ADVANCE SHIPMENT  
TO WAREHOUSE**

TO: \_\_\_\_\_

EXHIBITOR NAME

BOOTH NUMBER: \_\_\_\_\_

HERITAGE TRADE SHOW SERVICES  
UPS FREIGHT  
9124 W. RENO AVE.  
OKLAHOMA CITY, OK 73127

FOR: LOA 2018

# HERITAGE

Trade Show Services

**DO NOT DELAY**

**ADVANCE SHIPMENT  
TO WAREHOUSE**

TO: \_\_\_\_\_

EXHIBITOR NAME

BOOTH NUMBER: \_\_\_\_\_

HERITAGE TRADE SHOW SERVICES  
UPS FREIGHT  
9124 W. RENO AVE.  
OKLAHOMA CITY, OK 73127

FOR: LOA 2018



## IMPORTANT NOTICE REGARDING DIRECT SHIPMENTS

Please be aware that the Cox 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 2:00 p.m., Tuesday, October 9<sup>th</sup>, 2018. Any materials sent to the venue prior to this date may be returned to sender and/or may be turned over to Heritage Trade Show Services and will be billed according to the Show's Shipping & Receiving Rates, and will be subject to venue assessed fees.

<p>EXHIBITOR COMPANY NAME _____</p> <p>BOOTH NUMBER _____</p> <p>C/O HERITAGE TRADE SHOW SERVICES COX CONVENTION CENTER 1 MYRIAD GARDENS OKLAHOMA CITY, OK 73102</p> <p>FOR: LOA 2018</p>
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All shipments should be accompanied with a Bill of Lading or Packing List indicating the total weight of shipment and piece count.

See the enclosed Shipping Information/Material Handling Order Form for detailed service descriptions, rates and limits of liability.

**WE APPRECIATE YOUR COOPERATION.  
HERITAGE TRADE SHOW SERVICES**

# HERITAGE

Trade Show Services

DO NOT DELAY

DIRECT SHIPMENT TO  
SHOW SITE

MUST NOT ARRIVE BEFORE  
TUESDAY, OCTOBER 9<sup>TH</sup>, 2018

TO: \_\_\_\_\_  
EXHIBITOR NAME

BOOTH NUMBER: \_\_\_\_\_

C/O HERITAGE TRADE SHOW SERVICES  
COX CONVENTION CENTER  
1 MYRIAD GARDENS  
OKLAHOMA CITY, OK 73102  
FOR: LOA 2018

# HERITAGE

Trade Show Services

DO NOT DELAY

DIRECT SHIPMENT TO  
SHOW SITE

MUST NOT ARRIVE BEFORE  
TUESDAY, OCTOBER 9<sup>TH</sup>, 2018

TO: \_\_\_\_\_  
EXHIBITOR NAME

BOOTH NUMBER: \_\_\_\_\_

C/O HERITAGE TRADE SHOW SERVICES  
COX CONVENTION CENTER  
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COX CONVENTION CENTER  
1 MYRIAD GARDENS  
OKLAHOMA CITY, OK 73102  
FOR: LOA 2018



## NEED A RELIABLE CARRIER TO TRANSPORT YOUR FREIGHT?

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

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

Show Name \_\_\_\_\_

Booth Name \_\_\_\_\_

Booth Number (if known) \_\_\_\_\_

### **Pickup Information**

Company Name \_\_\_\_\_

Address \_\_\_\_\_

Suite \_\_\_\_\_

City, ST Zip \_\_\_\_\_

Contact Name \_\_\_\_\_

Contact Number \_\_\_\_\_

(for the driver to call, if needed)

Pickup Hours \_\_\_\_\_

Pickup Date \_\_\_\_\_

(call HES Logistics to discuss, if needed)

### **Description of Pieces & Loading Area**

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

\_\_\_\_\_

Is there a loading dock at the pickup address? \_\_\_\_\_ If not, please describe pickup area and / or additional instructions for the driver: \_\_\_\_\_

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

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

Phone: 1-866-493-1675 Fax: 1-314-534-8050 Email: [exhibitfreight@heslogistics.com](mailto:exhibitfreight@heslogistics.com)

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

BENEFITS INCLUDED

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

## **IMPORTANT INFORMATION REGARDING OUTBOUND SHIPMENTS**

To ensure that your outbound shipment is handled according to your instructions, please be advised of the following:

- **CONTACT YOUR CARRIER TO SCHEDULE PICK UP OF YOUR SHIPMENT.** You must call your carrier, unless you are using the show recommended carrier. Carriers, including FED EX and UPS, will not pick up your shipment unless you have made arrangements with them. In the event your selected carrier fails to show on final move-out day, your shipment will be rerouted to Heritage's show carrier.
- **PACK AND LABEL YOUR MATERIALS.** Banding, shrink wrap and shipping labels are available at the Heritage Service Desk.
- **COMPLETE AND TURN IN A HERITAGE BILL OF LADING FOR EACH OUTBOUND SHIPMENT.** Bill of lading may be obtained from the Heritage Service Desk. Complete a bill of lading for each shipment/destination. Turn in all completed bill of lading to the Heritage Service Desk once your shipments are ready to be loaded out.
- For your convenience, show recommended carriers are available to handle outbound transportation.

**Thank you and we hope you have a great show!**



## UNION JURISDICTION RULES

Since Work Rules and Union Jurisdictions vary from city to city, we apprise you of the following statements to help you in understanding the Union Requirements 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.

### NOTE:

- 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. 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.



Remit To:



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

EXHIBITOR APPOINTED CONTRACTOR
THIRD PARTY AUTHORIZATION

EXHIBITOR APPOINTED CONTRACTOR

If your company plans to use a firm who is not the official service contractor as designated by Show Management, please complete this form and return to the address above.

NOTE: If you require material handling, sign hanging or exhibit labor, Heritage requires a completed credit card authorization form on file in order to provide these services.

EXHIBITOR APPOINTED CONTRACTOR

\_\_\_\_\_

ADDRESS

\_\_\_\_\_
\_\_\_\_\_

CONTACT PERSON \_\_\_\_\_

PHONE \_\_\_\_\_

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

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

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

It is the responsibility of the exhibitor to assure that each representative of an Exhibitor Appointed Contractor abides by the official rules and regulations of this event.

THIRD PARTY AUTHORIZATION

FOR USE OF AN EXHIBITOR APPOINTED CONTRACTOR: We understand and agree that we, the exhibiting firm, are ultimately responsible for payment of charges. In the event that the named third party does not discharge payment of the invoice prior to the last day of the show, charges will revert to the exhibiting company. The items checked below are to be invoiced to the third party:

- ALL SERVICES
BOOTH CLEANING
I & D LABOR
MATERIAL HANDLING/IN & OUT
RENTAL FURNITURE & CARPET
SIGNS
OTHER (Please specify)

THIRD PARTY AGENT:

CREDIT CARD ACCOUNT NO. \_\_\_\_\_

EXPIRATION DATE \_\_\_/\_\_\_/\_\_\_ VERIFICATION CODE \_\_\_/\_\_\_/\_\_\_/\_\_\_

PERSONAL CREDIT CARD COMPANY CREDIT CARD

CARDHOLDER'S NAME \_\_\_\_\_

AUTHORIZED SIGNATURE \_\_\_\_\_

PRINT NAME \_\_\_\_\_

COMPANY NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY/STATE/ZIP \_\_\_\_\_

PHONE \_\_\_\_\_ FAX \_\_\_\_\_

We have read, understand and agree to all terms as described above and have advised our show site representative accordingly.

Exhibitor Signature: \_\_\_\_\_ Print Name: \_\_\_\_\_ Date: \_\_\_\_\_

(Please Print) NAME OF CONVENTION LOA 2018 BOOTH # \_\_\_\_\_

EXHIBITING COMPANY \_\_\_\_\_ PHONE # \_\_\_\_\_ FAX # \_\_\_\_\_

ADDRESS \_\_\_\_\_ CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

EMAIL ORDER CONFIRMATION & INVOICE TO \_\_\_\_\_

CONTACT NAME \_\_\_\_\_ DATE \_\_\_\_\_

(Print & Sign)

Remit To:



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

**EXHIBIT LABOR ORDER FORM**  
**DISPLAY LABOR FOR INSTALLATION & DISMANTLE OF EXHIBITS**

The enclosed credit card authorization form must be completed and returned when ordering Exhibit Labor. For your convenience, MasterCard, American Express, Visa and Discover will be accepted.

**RATES:**

**STRAIGHT TIME** (One hour minimum per man).....**\$103.35 PER HOUR**  
8:00 A.M. to 4:30 P.M. Monday through Friday  
**OVERTIME** (One hour minimum per man) .....**\$155.03 PER HOUR**  
After 4:30 P.M. to 8:00 A.M. Monday – Friday and all hours on Saturday and Sunday

Starting time can be guaranteed only in those instances where men are requested for the start of the working day, which is 8:00 a.m. The minimum charge for one hour per man will apply and time will commence in accordance with exhibitor's request. Failure to call for labor at requested time will result in a one hour charge per man requested unless 48 hour advance notice is provided. Individual workmen's interpretations of plans diagrams, photos, and their speed of installation and dismantling cannot be guaranteed to conform to your estimate or past experience.

**INSTALLATION**

**ERECT EXHIBIT UNDER HERITAGE SUPERVISION**

Heritage will supervise the installation of your exhibit, however, specific instruction, blueprints, etc., should be provided to facilitate an economical, correct installation. A supervision charge of 30%, minimum charge \$45.00, will be added to your labor invoice. **The next page must also be filled out if your exhibit will be assembled by Heritage.**

No of men \_\_\_\_\_ Estimated hours each man \_\_\_\_\_ Total hrs \_\_\_\_\_ X rate ST/OT \_\_\_\_\_ + 30% \_\_\_\_\_ = \_\_\_\_\_  
Please complete the reverse side of this form

**FURNISH LABOR TO ERECT EXHIBIT UNDER EXHIBITOR'S SUPERVISION**

Have \_\_\_\_\_ (No.) of men available as close as possible to \_\_\_\_\_ (A.M.-P.M.) on \_\_\_\_\_ (Day) \_\_\_\_\_ (Date) to erect exhibit under exhibitor's supervision. Exhibitor must check in at service desk to obtain labor.

No. of men \_\_\_\_\_ Estimated hrs each man \_\_\_\_\_ Total hrs \_\_\_\_\_ X rate ST/OT \_\_\_\_\_ = \_\_\_\_\_

**DISMANTLE**

**DISMANTLE EXHIBIT UNDER HERITAGE SUPERVISION**

Heritage will supervise the dismantling of your exhibit, when crates are returned. Make sure complete outbound shipping

information has been given to the freight service desk. A supervision charge of 30%, minimum charge \$45.00, will be added to your labor invoice. **The next page must also be filled out if your exhibit will be disassembled by Heritage.**

No of men \_\_\_\_\_ Estimated hours each man \_\_\_\_\_ Total hrs \_\_\_\_\_ X rate ST/OT \_\_\_\_\_ + 30% \_\_\_\_\_ = \_\_\_\_\_  
Please complete the reverse side of this form

**FURNISH LABOR TO DISMANTLE EXHIBIT UNDER EXHIBITOR'S SUPERVISION**

Have \_\_\_\_\_ (No.) of men available as close as possible to \_\_\_\_\_ (A.M.-P.M.) on \_\_\_\_\_ (Day) \_\_\_\_\_ (Date) to dismantle exhibit under exhibitor's supervision. Exhibitor must check in at service desk to obtain labor.

No. of men \_\_\_\_\_ Estimated hrs each man \_\_\_\_\_ Total hrs \_\_\_\_\_ X rate ST/OT \_\_\_\_\_ = \_\_\_\_\_

**ESTIMATED TOTAL** \_\_\_\_\_

NAME OF CONVENTION LOA 2018 BOOTH # \_\_\_\_\_

EXHIBITING COMPANY \_\_\_\_\_ PHONE # \_\_\_\_\_ FAX # \_\_\_\_\_

ADDRESS \_\_\_\_\_ CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

EMAIL ORDER CONFIRMATION & INVOICE TO \_\_\_\_\_

CONTACT NAME \_\_\_\_\_ DATE \_\_\_\_\_

(Print & Sign)

(CONTINUED ON NEXT PAGE)

COMPANY NAME \_\_\_\_\_  
BOOTH # \_\_\_\_\_

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

### INBOUND SHIPPING INFORMATION

Carrier \_\_\_\_\_ Carrier Phone Number \_\_\_\_\_  
Shipped to: Warehouse \_\_\_\_\_ Show Site \_\_\_\_\_ From: City/State \_\_\_\_\_ Date \_\_\_\_\_  
Total No. of: Crates \_\_\_\_\_ Cartons \_\_\_\_\_ Fiber Cases \_\_\_\_\_ Other (Specify) \_\_\_\_\_

### SET-UP INFORMATION

Set up Plan/Photo: Attached \_\_\_\_\_ To Be Sent With Exhibit \_\_\_\_\_ In Crate No. \_\_\_\_\_  
Carpet: With Exhibit \_\_\_\_\_ Rented From Heritage \_\_\_\_\_ Color \_\_\_\_\_ Size \_\_\_\_\_  
Electrical Placement: Drawing Attached \_\_\_\_\_ Drawing With Exhibit \_\_\_\_\_ Electrical Under Carpet \_\_\_\_\_  
Comments: \_\_\_\_\_  
Graphics: With Exhibit \_\_\_\_\_ Shipped Separately \_\_\_\_\_  
Comments: \_\_\_\_\_  
Special Tools/Hardware Required: \_\_\_\_\_

### OUTBOUND SHIPPING INFORMATION:

Ship To: \_\_\_\_\_  
Method:  Common Carrier  Air Freight  Van Line  Other (Specify) \_\_\_\_\_  
Carrier: (If Known) \_\_\_\_\_  
Freight Charges:  Prepaid  Bill To: \_\_\_\_\_  
 Collect \_\_\_\_\_

**Please note:** Heritage will not be responsible for product or literature that is not properly packed and labeled by exhibitor personnel, nor for concealed damage which may occur during shipping.

### SPECIAL INSTRUCTIONS/COMMENTS:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### PLEASE PROVIDE AN EMERGENCY CONTACT:

Name \_\_\_\_\_ Phone No. \_\_\_\_\_

Remit To:



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

# SIGN & BANNER HANGING ORDER FORM

The enclosed Credit Card Authorization form must be completed and returned when ordering Sign & Banner Hanging. For your convenience, MasterCard, American Express, Visa and Discover will be accepted. **IMPORTANT:** Please contact Heritage Trade Show Services directly to confirm your sign hanging requirements to ensure the feasibility of hanging above your exhibit space.

## INSTRUCTIONS & CONDITIONS

1. All truss/ hanging signs, in accordance with your show contract, must be approved in advance by Show Management for design, copy and placement in the display area.
2. All signs must be hung by Heritage Trade Show Services - the official service contractor. According to the rules and regulations of the facility no other firm will be allowed to bring high-lift or boom equipment onto the show floor during the installation or dismantle of the show.
3. All signs must have rigging points, except for cloth banners, which must have grommets or pockets.
4. Electrical signs must be in good working order and conform to the National Electric Code. Complete the Electrical Services request form for power requirements.
5. All signs suspended from the ceiling of the facility must be in Heritage Trade Show Services possession on the first day of contractor's move-in. All signs must be marked appropriately, and either shipped to HES warehouse or shipped directly to the facility in the back of your truck to allow immediate access. Exhibitor is responsible for arrangements of collecting signage at the close of the show.
6. If assembly is required, set-up instructions must be sent along with Exhibit Labor Order Form enclosed. One (1) hour minimum applies. Heritage Trade Show Services will be responsible for preassembly of all signs.
7. If you require this service, return this form at least 10 days prior to show opening, attaching sketch or printed illustration.
8. Heritage Trade Show Services is not responsible for, liable for, and will not hang any signage constructed in a manner it deems unsafe. Exhibitor indemnifies, holds harmless and waives all claims against Heritage Trade Show Services and the exposition facility concerning all overhead signage. Include engineer stamped assembly and hanging instructions with the order.
9. All trusses and hoists must be from a recognized manufacturer and must be in good working order and manufacturer load specifications must be at show site prior to rigging and hoist maintenance records available to Heritage.
10. If you require a sign to be hung please contact Ryan Yemm at [Ryan.Yemm@HeritageSVS.com](mailto:Ryan.Yemm@HeritageSVS.com) and please provide diagrams and specs of the sign.

RATES: (Hourly)

Boom/Lift and 3 man rigging crew  
Additional rigger

	STRAIGHT TIME	OVERTIME
	\$650.00	\$850.00
	\$157.15	\$253.73

**Materials**  
Cables, clamps, etc. are additional and will be charged accordingly

**One Hour Minimum Charge Installation, One Hour Minimum Charge Dismantle.** All labor before 8:00 a.m. and after 4:30 p.m. weekdays and all hours on Saturday will be charged overtime rate. Additional sign hangers will be utilized as required for safety.

### Installation

Supervision: Install with HES Supervision \_\_\_\_\_ Exhibitor Supervision \_\_\_\_\_ Arrival Date and Time: \_\_\_\_\_  
Name of Exhibitor Supervisor \_\_\_\_\_

ESTIMATED CHARGES: Estimated number of hours \_\_\_\_\_ x hourly rate \_\_\_\_\_ = \$ \_\_\_\_\_

### Dismantle

Supervision: Dismantle with HES Supervision \_\_\_\_\_ Exhibitor Supervision \_\_\_\_\_ Arrival Date and Time: \_\_\_\_\_  
Name of Exhibitor Supervisor \_\_\_\_\_

ESTIMATED CHARGES: Estimated number of hours \_\_\_\_\_ x hourly rate \_\_\_\_\_ = \$ \_\_\_\_\_

Sign Type: Metal \_\_\_\_\_ Wood \_\_\_\_\_ Cloth Banner \_\_\_\_\_ Other \_\_\_\_\_ Please explain: \_\_\_\_\_  
Sign Shape: Rectangle \_\_\_\_\_ Square \_\_\_\_\_ Circle \_\_\_\_\_ Triangle \_\_\_\_\_ Please explain: \_\_\_\_\_  
Size: Height \_\_\_\_\_ Width \_\_\_\_\_ Length \_\_\_\_\_ Weight \_\_\_\_\_  
Electrical Required: Yes \_\_\_\_\_ No \_\_\_\_\_ (Complete Electrical Service Form) Assembly required: Yes \_\_\_\_\_ No \_\_\_\_\_  
Feet from: Left \_\_\_\_\_ Right \_\_\_\_\_ Rear \_\_\_\_\_ Number of feet from floor to bottom of sign: \_\_\_\_\_

NAME OF CONVENTION **LOA 2018** \_\_\_\_\_ BOOTH # \_\_\_\_\_

EXHIBITING COMPANY \_\_\_\_\_ PHONE # \_\_\_\_\_ FAX # \_\_\_\_\_

ADDRESS \_\_\_\_\_ CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

EMAIL ORDER CONFIRMATION & INVOICE TO \_\_\_\_\_

CONTACT NAME \_\_\_\_\_ DATE \_\_\_\_\_

(Print & Sign)

Remit To:



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

# STRUCTURAL INTEGRITY FORM FOR HANGING STRUCTURES

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

\_\_\_\_\_, the contracted exhibitor at The 2018 LOA Symposium and (if applicable), the display house or builder for the aforementioned exhibitor, do hereby certify and guarantee that the stress points for the hanging structure have been properly engineered and tested. We further certify that the structure can be hung safely and has been constructed to meet all applicable regulations and safety measures.

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

Exhibiting Company: \_\_\_\_\_ Booth #: \_\_\_\_\_

Authorized Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_ Date: \_\_\_\_\_

Email: \_\_\_\_\_

Display House/Builder (if applicable) \_\_\_\_\_

Authorized Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_ Date: \_\_\_\_\_

Remit To:



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

# BOOTH CLEANING SERVICE ORDER FORM

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

INDIVIDUAL CLEANING FOR YOUR BOOTH MAY BE ORDERED BY CHECKING BELOW THE SERVICES DESIRED.  
CHARGES BASED UPON GROSS EXHIBIT BOOTH AREA. (100 SQ. FT. MINIMUM)

### CARPET CLEANING

### RATES

Vacuuming before initial opening of Exhibit and daily thereafter, including emptying of waste baskets nightly 40¢ per sq. ft. per day

Vacuuming ONCE before initial opening of Exhibit 40¢ per sq. ft.

TOTAL SQ FT \_\_\_\_\_ X RATE PER SQ FT \_\_\_\_\_ = DAILY COST \_\_\_\_\_ X NO. OF DAYS \_\_\_\_\_ = TOTAL \$ \_\_\_\_\_

### EXHIBIT CLEANING

Cleaning and dusting of display background and furnishings before initial opening of Exhibit and DAILY thereafter 45¢ per sq. ft. per day

Cleaning and dusting of display background and furnishings ONCE before initial opening of exhibits 45¢ per sq. ft.

TOTAL SQ FT \_\_\_\_\_ X RATE PER SQ FT \_\_\_\_\_ = DAILY COST \_\_\_\_\_ X NO. OF DAYS \_\_\_\_\_ = TOTAL \$ \_\_\_\_\_

### PORTER SERVICE

Includes emptying of wastebaskets and policing of your exhibit at \$47.15 per hour  
two-hour intervals during show hours (4 hour minimum per day)

TOTAL HOURS \_\_\_\_\_ X RATE PER HOUR \$ \_\_\_\_\_ = DAILY COST \_\_\_\_\_ X NO. OF DAYS \_\_\_\_\_ = TOTAL \$ \_\_\_\_\_

REQUESTED TIME(S) FOR PORTER SERVICE: \_\_\_\_\_

Special Instructions : \_\_\_\_\_

TOTAL ORDER AMOUNT \$ \_\_\_\_\_

NAME OF CONVENTION LOA 2018 \_\_\_\_\_ BOOTH # \_\_\_\_\_

EXHIBITING COMPANY \_\_\_\_\_ PHONE # \_\_\_\_\_ FAX # \_\_\_\_\_

ADDRESS \_\_\_\_\_ CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

EMAIL ORDER CONFIRMATION & INVOICE TO \_\_\_\_\_

CONTACT NAME \_\_\_\_\_ DATE \_\_\_\_\_

(Print & Sign)

Remit To:



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

# SIGN SERVICE ORDER FORM

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

### STANDARD SIZE SIGNS

QTY	DISCOUNT PRICE	STANDARD PRICE	TOTAL
7"X11" ____@	41.25	53.65 = \$	_____
7"X44" ____@	48.75	63.40 = \$	_____
11"X14" ____@	48.75	63.40 = \$	_____
14"X22" ____@	56.25	73.15 = \$	_____
14"X44" ____@	66.75	86.80 = \$	_____
22"X28" ____@	66.75	86.80 = \$	_____
28"X44" ____@	90.00	117.00 = \$	_____
40"X60" ____@	139.50	181.35 = \$	_____
Easel			
Back ____@	7.50	9.75 = \$	_____
Sentra ____X____@	16.50 sq.ft. 24.75 sq. ft =		\$ _____

### DIGITAL GRAPHICS

Heritage has the capabilities to provide you with the finest digital graphic reproduction available. Capabilities include four-color, photo-quality, high resolution digital printing in virtually any size for banners, signage, exhibit graphics and more.

\_\_\_\_\_ L X \_\_\_\_\_ W = sq. ft.  
sq. ft. \_\_\_\_\_ x \$12.75 = \$ \_\_\_\_\_

- \$12.75 per sq. ft. (standard price \$16.55)
- Minimum order 9 sq. ft. (1296 sq. in.)
- Double sq. ft. for double-sided graphics
- Round sq. ft. to next whole increment
- File conversion, retouching, cloning or color correcting may incur additional labor charges

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

### INDICATE YOUR SIGN COPY HERE

\*Please feel free to attach additional sign copy on separate page.

Vertical  Horizontal  Easel Back

Color of Background \_\_\_\_\_

Color of Lettering \_\_\_\_\_

**Note: File conversion, retouching, cloning or color correcting may incur additional labor charges.**

### SETUP/COMPUTER LABOR

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

8.625% TAX \_\_\_\_\_  
TOTAL \_\_\_\_\_

(PLEASE PRINT)

NAME OF CONVENTION LOA 2018 BOOTH # \_\_\_\_\_

EXHIBITING COMPANY \_\_\_\_\_ PHONE # \_\_\_\_\_ FAX # \_\_\_\_\_

ADDRESS \_\_\_\_\_ CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

EMAIL ORDER CONFIRMATION & INVOICE TO \_\_\_\_\_

CONTACT NAME \_\_\_\_\_ DATE \_\_\_\_\_

(Print & Sign)







# ELECTRICAL SERVICE ORDER FORM



## PAYMENT FORM MUST ACCOMPANY THIS ORDER

**Deadline** In order to receive advance rates, orders must be received with payment in full, a minimum of 14 days prior to the first move in date. Orders received after that date or without payment are required to pay standard rates. Please refer to the Show Facts form for specified date.

**Terms and Conditions**

- ADVANCE ORDERS SHALL RECEIVE PRIORITY SERVICE.
- All exhibitors are required to check in at the Service Desk at the time of move in before service can be turned on.
- A standard electrical outlet consists of one single female plug. Service does not include adapters or special wiring.
- Wall, column and permanent building outlets are not part of the booth space and are not to be used by exhibitors. Unauthorized use of electrical services will be terminated or exhibitor must pay electrical service charges.
- Under no circumstances shall anyone other than Cox Convention Center employee make connections or disconnections.
- Electrical service will be provided to the booth in a location and manner that is safest and most convenient.
- Exhibitors are not permitted to share electrical service. All orders must be placed individually.
- All floor orders or changes must be made at the Service Desk. Convention Center staff are not permitted to take orders directly from exhibitors.
- The Electrical Supervisor is obligated to refuse connection when wiring is not in compliance with federal, state and local safety codes.
- All furnished materials and equipment remains the property of the Cox Convention Center or its assigned agent. All materials that are removed from the premises or damaged will be billed accordingly.
- Equipment problems must be reported immediately to the Service Desk.
- Claims will not be considered unless filed by the exhibitor prior to the close of the show.
- No credit will be issued for outlets installed but not used.

**Labor** Labor is based on a rate of \$45 per hour. A minimum of half hour labor charge is included in the prices for all 208, 1 phase and 3 phase. Please note: All equipment must be outfitted with a fusible switch. Materials not included.

**120 Volt Single Phase Service** Please note: Only one outlet is provided per order. Exhibitor must provide multi-plug strips or extension cords.

Quantity	Service	Advance Rate	Standard Rate	Total
_____	20 AMPS (up to 2000 watts)	59.00	66.00	_____
_____	Blown Fuses		3.00 Minimum	_____

**Overloaded Circuits** will be required to upgrade to the next amperage and will charge a blown fuse fee plus the difference in the upgrade fee.

**208 Volt Single Phase Service (1 outlet)**

**208 Volt Three Phase Service (1 outlet)**

Quantity	Service	Advance Rate	Standard Rate	Total	Quantity	Service	Advance Rate	Standard Rate	Total
_____	20 AMPS	95.50	103.50	_____	_____	20 AMPS	107.50	118.50	_____
_____	30 AMPS	125.50	135.50	_____	_____	30 AMPS	151.50	162.50	_____
_____	40 AMPS	157.50	166.50	_____	_____	40 AMPS	195.50	206.50	_____
_____	50 AMPS	188.50	197.50	_____	_____	50 AMPS	238.50	250.50	_____

Please note: Rates are guaranteed through December 31, 2018.

**Special Requirements** For connections other than those listed, prior arrangements must be made with the Electrical Supervisor by calling the Cox Convention Center at (405) 602-8500. If special electrical plugs are required, exhibitor is responsible for furnishing the associated wiring schematics and required connectors. Exhibitor is responsible for labor and materials associated with connecting and disconnecting.

Please provide specific requirements in space below. List device, amperage, volts and phase.

1. \_\_\_\_\_
2. \_\_\_\_\_

Comments \_\_\_\_\_

Show name: \_\_\_\_\_

Date: \_\_\_\_\_

Company name: \_\_\_\_\_

Booth #: \_\_\_\_\_

Authorized by: \_\_\_\_\_

Phone#: \_\_\_\_\_



# INTERNET SERVICE REQUEST FORM



**PAYMENT FORM MUST ACCOMPANY THIS ORDER**

### Internet Access

- 1 3Mbps - 25Mbps Access  
Burstable to 100Mbps
- 2 Fiber-optic Based-  
Reliability and quality
- 3 Tier 1 Internet Access-  
Most direct route to Internet
- 4 Constant Connection-  
No dial-up busy signals
- 5 Installation-  
Quick and easy

### Make Your Tradeshow Sizzle!

Our high-speed fiber-optic based Internet service provided by Cox Business Services can make your tradeshow presentations sizzle with pictures, sound and streaming video across the Internet. Real time access to your files and information means rapid lead responses, lead tracking and information for exhibitors and attendees.

### Static IP Addresses

One dynamic (DHCP) IP address provided for each connect. Additional IP addresses and static IP addresses are available at an additional charge.

### CAT5 10baseT/RJ45 Connection

Industry standard connection to computer NIC cards.

**Deadline** In order to receive advance rates, orders must be received with payment a minimum of 14 days prior to the first move in date. Orders received after that date or without payment are required to pay standard rates. Please refer to the Show Facts form for specified date.

### Terms and Conditions

- ADVANCED ORDERS SHALL RECEIVE PRIORITY SERVICE.
- All material and equipment furnished by the Cox Convention Center shall remain the property of the Cox Convention Center.
- Credit will not be given for service installed and not used.
- Payment in full must be rendered prior to installation.
- Claims will not be considered unless filed by the exhibitor prior to the close of the show.
- The internet is a shared environment and as such actual speed will vary.
- The Cox Convention Center is not responsible for networking exhibitor computers or setting up IP addresses.
- Wireless networks are strictly forbidden within the Cox Convention Center without prior written approval from SMG.

### Service Requested

<u>Quantity</u>	<u>Service</u>	<u>Advance Rate</u>	<u>Standard Rate</u>	<u>Total</u>
_____	Standard Internet	200.00	300.00	_____
_____	Wireless Internet	100.00	100.00	_____
_____	Additional IP Addresses		100.00	_____
_____	Dry line hook-up (Floor Connection/Vendor other than Cox)		200.00	_____

Please note: Rates are guaranteed through December 31, 2018.

**Labor** Labor is based on a rate of \$45 per hour and billed in half hour increments. Services are provided in the most convenient manner for the Convention Center technicians. Special placement, connections, and/or changes after the initial installation and orders requested in non-service areas are subject to additional labor and/or material charges.

### Connection Placement

In the space provided, please place an "X" to indicate where you would like the connection to be placed in the booth.

Back of Booth



Front Aisle

Show name: \_\_\_\_\_

Date: \_\_\_\_\_

Company name: \_\_\_\_\_

Booth #: \_\_\_\_\_

Authorized by: \_\_\_\_\_

Phone#: \_\_\_\_\_



# PLUMBING SERVICE REQUEST FORM



**PAYMENT FORM MUST ACCOMPANY THIS ORDER**

ALL ORDERS MUST BE RECEIVED A MINIMUM OF 14 DAYS IN ADVANCE TO INSURE EQUIPMENT AVAILABILITY.

### Service Requested

<u>Quantity</u>	<u>Service</u>	<u>Standard Rate</u>	<u>Total</u>
_____	Water line to booth	125.00	_____
_____	Additional line(s)	75.00	_____
_____	Drain line to booth	50.00	_____
_____	Labor for connecting equipment (half hour minimum)	50.00 per hour	_____

Please note: Rates are guaranteed through December 31, 2018.

Check if booth will have an ice machine. \_\_\_\_\_

Any work or materials not listed under the unite price schedule above will be subject to the availability of time and materials. Changes made after the initial setup will be subject to additional labor charges.

### Connection Placement

In the space provided, please place an "X" to indicate where you would like the water drop to be placed in the booth.

Back of Booth



Front Aisle

Show name: \_\_\_\_\_

Date: \_\_\_\_\_

Company name: \_\_\_\_\_

Booth #: \_\_\_\_\_

Authorized by: \_\_\_\_\_

Phone#: \_\_\_\_\_



# TELEPHONE SERVICE ORDER FORM



**PAYMENT FORM MUST ACCOMPANY THIS ORDER**

### Standard Phone Service

- Phone line installation includes one touch-tone line.
- All phone lines are configured for 'Dial 9' calling for local or toll-free numbers.
- Long distance calls may be made using a credit card.

### Deadline

In order to receive advance rates, orders must be received with payment a minimum of 14 days prior to the first move in date. Orders received after that date or without payment are required to pay standard rates. Please refer to the Show Facts form for deadline date.

### Terms and Conditions

- ADVANCED ORDERS SHALL RECEIVE PRIORITY SERVICE.
- Payment in full must be rendered prior to installation.
- Credit will not be given for service installed and not used.
- Prices are based on current wage rates and are subject to change without notice.
- All material and equipment furnished by the Cox Convention Center shall remain the property of the Cox Convention Center.
- Equipment problems must be reported immediately at the Service Desk.
- Claims will not be considered unless filed by the exhibitor prior to the close of the show.

### Labor

Labor is based on a rate of \$45 per hour and billed in half hour increments. Rates quoted for phone service includes installation of the line in the most convenient manner. Special placement, connections, and/or changes after the initial installation will require additional labor and material charges. Rates are also subject to additional labor charges for orders requested in non-service areas.

### Return Policy

It is the exhibitor's responsibility to return equipment to the Service Desk within one hour of the show closing.

### Service Requested

<u>Quantity</u>	<u>Service</u>	<u>Advance Rate</u>	<u>Standard Rate</u>	<u>Total</u>
_____	Phone Line (Local Service Only)	125.00	200.00	_____
_____	Phone Line with Telephone	125.00	200.00	_____
_____	Phone Line (Local/LongDistance)	175.00	250.00	_____

Please note: Rates are guaranteed through December 31, 2018.

Show name: \_\_\_\_\_

Date: \_\_\_\_\_

Company name: \_\_\_\_\_

Booth #: \_\_\_\_\_

Authorized by: \_\_\_\_\_

Phone#: \_\_\_\_\_

# LEAD RETRIEVAL

*Don't Miss a Single Lead*



## EASY AND POWERFUL

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Rent a device or Download the app to start collecting qualified leads. The system allows the user to take notes, photos, and enter qualifiers for each lead. Each device synchronizes in real time and leads are available 24/7 within the company portal. Access to the portal is provided from each device and to the person listed at the time of purchase.

## PRICE

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### Download app on your device

First app download	\$150
Each additional app download	\$75

### Rent Device/Hardware and Software

Rent device/hardware	\$395 per device
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### Use Your Own In-House Scanning Solution

SDK Integration	\$395
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## ORDERING IS SIMPLE

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<https://tools.eventpower.com/scan/18LOA>

## HELP

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Lead\_Retrieval@eventPower.com | 703-997-6755

## Exhibit Hall Fire Regulations

The information contained in this brief outline does not by any means cover completely the ordinances and regulations contained in the local Fire Prevention Code.

The following are basic rules governing concessions, exhibits, and shows in any building open to the public:

1. All curtains, drapes and decorations must be constructed of flameproof material, or treated with an approved flameproofing solution. (Treatment shall be renewed as often as may be necessary to maintain the flameproofing effect.)
2. No combustible materials, merchandise or signs shall be attached to, hung from, or draped over flameproofed side and rear divider draperies of booths or attached to table skirting facing aisles, unless flameproofed.
3. All exits, hallways and aisles leading from buildings or tents are to be kept clear and unobstructed at all times.
4. No exit door shall be locked, bolted or otherwise fastened or obstructed at any time an exhibit building is open to the public. Moreover, it shall be unlawful to obstruct, or reduce in any manner, the clear width of any doorway, hallway, passageway or other means of egress. Additionally, all required exits shall be so located as to be discernible and accessible with unobstructed access thereto.
5. Access through turnstiles, gates, rails or similar devices shall not be permitted unless such a device is equipped to swing readily in the direction of exit travel under a total force of not more than 15 pounds and/or prior approval of the Fire Marshal.
6. All sawdust, shavings, hay and straw shall be flameproofed, stored and maintained in a manner approved by the Fire Marshal.
7. Automobiles, trucks, tractors, machinery and other motor vehicles utilizing flammable fuels, which are placed on display inside any building shall have no more than two (2) gallons of fuel in the tank; all fuel tanks shall be locked or effectively sealed and battery cables shall be disconnected from the ignition system. Ignition keys for vehicles on display shall be kept by a responsible person at the display location for removal of such vehicles from the building in the event of an emergency.
8. There shall not be any gasoline powered forklifts or carts allowed in a place of assembly. Exceptions: Propane or electric vehicles are allowed.
9. The use of liquefied petroleum gases inside buildings, tents or other areas is strictly prohibited, except for demonstration purposes when approved by the Fire Marshal. Maximum LPG allowed for exhibition purposes is a six (6) pound cylinder.
10. "No Smoking by Order of Fire Marshal" signs shall be posted and maintained in areas designated by the Fire Marshal.
11. Provide for daily removal and disposal of trash and rubbish from buildings and tents.
12. All electrical wiring shall be installed in a manner approved by the City Chief Electrical Inspector.
13. Provide and maintain approved fire extinguishing equipment in all areas as designated by the Fire Marshal.
14. All standpipe and hose cabinets shall be kept clear and unobstructed at all times.
15. All appliances fired by natural gas shall be approved by the City Chief Mechanical Inspector and Fire Marshal before being used.
16. The use of welding and cutting equipment for demonstration purposes must be by permit from the Fire Marshal.
17. Cylinders of compressed gases are prohibited unless approved by the Fire Marshal, and shall be secured in a vertical or horizontal positions depending on the tank use and design.
18. The operator or the person in charge of operation or use of any place of assembly or education shall check egress facilities before such building is occupied for any use. If such inspection reveals that any element of the required means of egress is obstructed, inaccessible, locked, fastened or otherwise unsuited for immediate use, admittance to the building shall not be permitted until necessary corrective action has been completed.

--over--

19. There shall not be any obstructions blocking exit doors from the outside of any building such as autos parked in doorways or barricades across sidewalks.
20. No curtains, drapes or decorations shall be hung in such a manner as to cover any exit signs.
21. No vehicles shall be parked in fire lanes outside of buildings.
22. No flammable liquids shall be used or admitted inside of buildings except by approval of the Fire Marshal.
23. Artificial lighting such as lanterns and candles are prohibited.
24. The use of all gas-fired heating units, either portable or stationary, shall meet the approval of the City Chief Mechanical Inspector and the Fire Marshal. The use of the so-called "salamander" stove is strictly prohibited.
25. All cooking appliances shall be equipped with ventilating hoods and equipment as deemed necessary by the Fire Marshal, but in any instance such equipment shall be installed in accordance with provision of the City Building and Fire Codes.  
  
However, countertop fryers not exceeding 15 lbs. of oil may be used without the necessary ventilating hood and surface protection requirements. Additionally, the exhibitor shall be allowed no more than one (1) fryer per booth and shall provide two (2) ten (10) pound B.C. extinguishers, positioned on both sides of said fryers.  
  
All cooking appliances shall be listed by a National Testing Agency: i.e. Underwriters Laboratory or Factory Mutual.
26. Booth and seating plans must be approved by the Fire Marshal. Submit plans to the Fire Marshal no later than 15 days before set-up date.
27. There shall not be any ticket booths, tables or any other display setup in the lobby without the prior approval of the Fire Marshal.
28. All aisles shall be maintained at a minimum of ten (10) feet clearance.
29. All covered structures in excess of ninety (90) square feet in area shall be protected by an automatic fire detection system approved by the Fire Marshal.
30. All floor plans submitted shall be totally representative of the halls, rooms and/or areas in which the events are held in, such as the location of manual pull stations, fire hose standpipe closets, exits, aisles and man doors in air walls, etc.