

**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 2019

OCTOBER 8 – 11, 2019

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.

### 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.

Note: Any Electric, Internet, or AV needed for your booth will need to be ordered using the Cox Convention Center online ordering website [www.coxconventioncenter.com](http://www.coxconventioncenter.com). For any questions regarding Electric, Internet, or AV, please reach out to Katelyn Kieke at [exhibitorservices@coxconventioncenter.com](mailto:exhibitorservices@coxconventioncenter.com).

### 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 19<sup>th</sup>, 2019.

### Shipments to Advance Warehouse Deadline Date

Heritage will begin receiving freight at the advance warehouse on Tuesday, September 10<sup>th</sup>, 2019. To avoid late fees all shipments to the advanced warehouse must arrive no later than Tuesday, October 1<sup>st</sup>, 2019.

## Show Schedule

### Exhibitor Move-In

Tuesday	October 8 <sup>th</sup>	10:00 a.m. - 5:00 p.m.
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### Exhibit Hours

Tuesday	October 8 <sup>th</sup>	6:00 p.m. - 7:30 p.m.
Wednesday	October 9 <sup>th</sup>	7:00 a.m. - 7:00 p.m.
Thursday	October 10 <sup>th</sup>	7:00 a.m. - 1:15 p.m.

### Exhibitor Move-Out

Thursday	October 10 <sup>th</sup>	1:30 p.m. - 7:00 p.m.
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- Empty crates and containers will begin being returned at 1:30 p.m., Thursday, October 10<sup>th</sup>.
- All carriers must check-in no later than 4:30 p.m. on Thursday, October 10<sup>th</sup>. Heritage will begin redirecting all outbound freight not claimed by appointed freight carriers to the preferred show carrier at 4:30 p.m.
- Please refer to the Outbound Shipments Form included in this packet for detailed information regarding outbound shipping procedures.

(Continued on next page)

## General Information

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### Shipping Information

Warehouse Shipping Information:

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

FOR: LOA 2019

Heritage will accept exhibit materials beginning Tuesday, September 10<sup>th</sup>, 2019 at the above address. Material arriving after Tuesday, October 1<sup>st</sup>, 2019 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 2019

Freight will be accepted at show site beginning Tuesday, October 8<sup>th</sup>, 2019. 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 2019** \_\_\_\_\_ 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 .....	\$ _____
SIGN AND BANNER HANGING .....	\$ _____
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	ITEM #	QTY	DISCOUNT RATES	STANDARD RATES	AMOUNT		
<b>FURNITURE</b>					<b>DRAPED DISPLAY TABLE</b>						
F60		Plastic Side Chair (Gray).....	62.70	81.50	F110		4' Table - 30" high.....	113.20	147.15		
F50		Padded Sled Base Chair (Gray).....	81.85	106.40	F120		6' Table - 30" high.....	136.15	176.95		
F9		Padded Chair (Gray).....	81.85	106.40	F130		8' Table - 30" high.....	159.05	206.80		
F10		Padded Arm Chair (Gray).....	88.70	115.35	F140		4' Table - 42" Counter high.....	140.70	182.95		
F20		Custom Padded Arm Chair.....	104.75	136.20	F150		6' Table - 42" Counter high.....	163.65	212.75		
F30		Padded High Stool (Gray).....	100.20	130.25	F160		8' Table - 42" Counter high.....	186.60	242.60		
F40		Custom Padded High Stool.....	131.55	171.00	F170		4th side table drape.....	47.40	61.65		
F75		Executive Chair.....	195.00	253.50							
<b>TABLE RISERS COVERED WHITE (Riser Dimension: 10" Wide x 8" high)</b>					<b>COLORS:</b> <input type="checkbox"/> RED <input type="checkbox"/> BLUE <input type="checkbox"/> TEAL <input type="checkbox"/> BURGUNDY <input type="checkbox"/> HUNTER GREEN <input type="checkbox"/> PLUM <input type="checkbox"/> GRAY <input type="checkbox"/> BLACK <input type="checkbox"/> WHITE <input type="checkbox"/> GOLD <input type="checkbox"/> EXPO GREEN						
F260		6' Long riser.....	61.50	79.65	<b>UNDRAPED DISPLAY TABLE</b>						
F270		8' Long riser.....	74.35	76.65	F190		4' Table - 30" high.....	72.65	94.45		
<b>SPECIAL DRAPE BACKGROUNDS</b>					F200		6' Table - 30" high.....	88.70	115.35		
F280		3' H. Background/per ft.....	15.30	19.90	F210		8' Table - 30" high.....	105.55	137.20		
F290		8' H. Background/per ft.....	16.80	21.85	F220		4' Table - 42" Counter high.....	78.75	102.40		
<b>COLORS:</b> <input type="checkbox"/> RED <input type="checkbox"/> BLUE <input type="checkbox"/> TEAL <input type="checkbox"/> BURGUNDY <input type="checkbox"/> HUNTER GREEN <input type="checkbox"/> PLUM <input type="checkbox"/> GRAY <input type="checkbox"/> BLACK <input type="checkbox"/> WHITE <input type="checkbox"/> GOLD <input type="checkbox"/> EXPO GREEN *Show colors will be given when color is not selected.					F230		6' Table - 42" Counter high.....	93.30	121.30		
					F240		8' Table - 42" Counter high.....	113.95	148.15		
							30" Diameter Pedestal Table (Gray)....	157.55	204.80		
					F80		18" High	F90	30" High	F100	42" High
					<b>8.625% Tax</b> _____						
					<b>TOTAL ORDER</b> _____						

NAME OF CONVENTION LOA 2019 BOOTH # \_\_\_\_\_

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

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

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

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

# Chairs

## Chairs

### Furniture

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



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"

## Undraped Display Tables

F190 4' x 2' x 30"      F220 4' x 2' x 42"  
 F200 6' x 2' x 30"      F230 6' x 2' x 42"  
 F210 8' x 2' x 30"      F240 8' x 2' x 42"



F80



F90



F100



F190  
F220



F110  
F140



Red



Teal



Burgundy



Gray



Plum



White



Hunter  
Green



Expo  
Green



Gold



Blue



Black



F200  
F230



F120  
F150



F210  
F240



F130  
F160

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

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.

### CLASSIC EXPO CARPET - 16oz

Choose Color:

- |                                       |  |                                  |  |
|---------------------------------------|--|----------------------------------|--|
| <input type="checkbox"/> Red          |  | <input type="checkbox"/> Cayenne |  |
| <input type="checkbox"/> Blue         |  | <input type="checkbox"/> Gray    |  |
| <input type="checkbox"/> Hunter Green |  | <input type="checkbox"/> Black   |  |
| <input type="checkbox"/> Burgundy     |  | <input type="checkbox"/> Tuxedo  |  |
| <input type="checkbox"/> Blue Jay     |  |                                  |  |

Qty.	Product	Advance	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 is required for all booths larger than 30' or for booths configured as islands or peninsulas.

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

\*A 8.625% Sales Tax Will Be Added To All Carpet Orders\*

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

### PRESTIGE CARPET - 28oz

Choose Color:

- |                                       |  |                                       |  |
|---------------------------------------|--|---------------------------------------|--|
| <input type="checkbox"/> Charcoal     |  | <input type="checkbox"/> Silver Cloud |  |
| <input type="checkbox"/> Navy         |  | <input type="checkbox"/> Burgundy     |  |
| <input type="checkbox"/> Hunter Green |  | <input type="checkbox"/> Beige        |  |
| <input type="checkbox"/> Red          |  | <input type="checkbox"/> Royal        |  |
| <input type="checkbox"/> Black        |  | <input type="checkbox"/> Teal         |  |
| <input type="checkbox"/> Tuxedo       |  | <input type="checkbox"/> Blue Jay     |  |
| <input type="checkbox"/> Cayenne      |  | <input type="checkbox"/> White        |  |

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

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

Sq. Ft.	Product	Advance	Standard	Total
	Prestige	\$6.50	\$8.45	\$

\*A 8.625% Sales Tax Will Be Added To All Carpet Orders\*

### PADDING & VISQUEEN

Product	Booth Size	Sq. Ft.	Advance	Standard	Total	
Carpet Padding/Per Sq. Ft.	<input type="checkbox"/> X <input type="checkbox"/>	=	X	\$1.80	\$2.35	\$
Visqueen Covering/Per Sq. Ft.	<input type="checkbox"/> X <input type="checkbox"/>	=	X	\$1.10	\$1.40	\$

\*A 8.625% Sales Tax Will Be Added To All Carpet Orders\*

Name of Convention **LOA 2019** \_\_\_\_\_ 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**

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ITEM #	QTY	DISCOUNT RATES	STANDARD RATES	AMOUNT	ITEM #	QTY	DISCOUNT RATES	STANDARD RATES	AMOUNT
<b>ACCESSORIES</b>					<b>DISPLAY</b>				
A10	_____	Wastebasket	22.00	28.65	D10	_____	Pegboard Panels (4'x8')	220.00	286.30
A20	_____	Tripod Easels	36.70	47.70	D11	_____	Pegboard 6" Single Hook	11.00	14.30
D250	_____	Chrome Sign Holder	135.35	175.95	D12	_____	Pegboard 8" Single Hook	12.85	16.70
A30	_____	Chrome Stanchion	27.55	35.80	D20	_____	Tackboard Panels (4'x8')	165.20	214.75
A40	_____	Velour Rope 6' Black	27.55	35.80	<input type="checkbox"/> Horiz. <input type="checkbox"/> Vert.				
A50	_____	Coat Tree	79.85	103.80	D31	_____	Fabric Impact Panel 1 Meter x 8'	403.80	524.94
A60	_____	Chrome Bag Rack	79.85	103.80	D40	_____	Gridwall 2'x8' Black	150.50	195.65
A70	_____	Literature Rack	156.00	202.80	D60	_____	Gridwall 6" Single Hook	11.60	14.30
A80	_____	Garment Rack 5'	85.65	111.35	D70	_____	Gridwall 8" Single Hook	12.85	16.70
A90	_____	2 Way Straight Arm Rack	117.45	152.70	D50	_____	Slatwall 1 Meter x 8'	201.90	262.45
A100	_____	4 Way Slant Arm Rack	131.55	171.00	D120	_____	Slatwall Waterwalls Hooks	33.05	42.95
A106	_____	Raffle Ticket Drum	80.00	104.00	D121	_____	Slatwall 8" Bracket	12.85	16.70
A107	_____	Fishbowl	25.00	32.50	D130	_____	Shelf 1 meter wide	55.05	71.60
A110	_____	6' Tensabarrier	124.80	162.25	D210	_____	Acrylic Holder	22.95	29.85
<b>DISPLAY CABINETS AND COUNTERS</b>					D220	_____	Arm Light	48.95	63.65
<input type="checkbox"/> Black Fabric <input type="checkbox"/> Gray Fabric <input type="checkbox"/> White PVC					D140	_____	4' Full View Showcase	486.40	632.30
MD20	_____	Counter 1M x 1/2M x 42" High, W/Shelf	513.90	668.10	D150	_____	6' Full View Showcase	523.10	680.00
		<input type="checkbox"/> Counter Lock	29.50	37.80	D160	_____	4' Quarter View Showcase	412.95	536.85
MD21	_____	Counter 2M x 1/2M x 42" High, W/Shelf	718.85	934.55	D170	_____	6' Quarter View Showcase	464.95	604.45
		<input type="checkbox"/> 2 Counter Locks	59.00	65.60					
MD22	_____	Curved Counter 1M x 1/2M x 42" High W/Shelf	565.29	734.91	Looking for something else? Please contact us at Exhibitor.Services@HeritageSVS.com for assistance.				
		<input type="checkbox"/> Counter Lock	29.50	37.80	<b>8.625% Tax</b> _____				
MD23	_____	Radius Counter 1M x 1/2M x 42" High	678.35	881.85	<b>TOTAL ORDER</b> _____				
MD30	_____	Cabinet 1M x 1/2M x 42" (White Only/ Comes With Lock & Shelf)	616.68	801.68					

NAME OF CONVENTION LOA 2019 BOOTH # \_\_\_\_\_

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

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

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

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

(Print & Sign)

# 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>

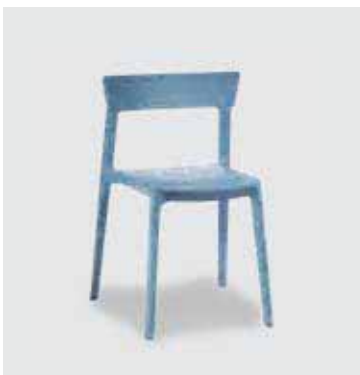
TRADE SHOW FURNISHINGS 2019

# Product Guide




## FEATURING:

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



# ROMA

10'x20' Powered Chair & Sofa Booth

 Denotes AC and USB charging outlets



10'x10' Fairfax & La Brea Booth



10'x20' Hopi Lounge & Zenith Café Booth

**DELIVERING TRADE SHOW SOLUTIONS YOU CAN COUNT ON.**

Your inspiration deserves great execution with modern furnishings from CORT. Rest assured, you have an experienced partner to help you create unique selling environments that will excite your clients and bring your brand to life.





10'x10' Munich Sectional Booth



10'x20' Malba Café & Bench Theater Booth



# Power Up In Style.

Denotes Powered Products



POWERED  
DETAIL

**HEDGE**  
HDG4FT  
Boxwood Hedge, 4'  
46" L 9" D 47" H

**ROMA**



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

**ROMA**



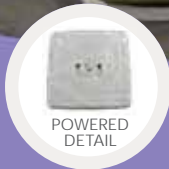
**SFAPWR Sofa, Powered**  
(white vinyl) 78" L 31" D 33" H



**WIRELESS  
CHARGING TABLE,  
POWERED**

**CUBPOW**

(white, ac plug-in)  
20" L 20" D 18" H



POWERED  
DETAIL

## 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.

# 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

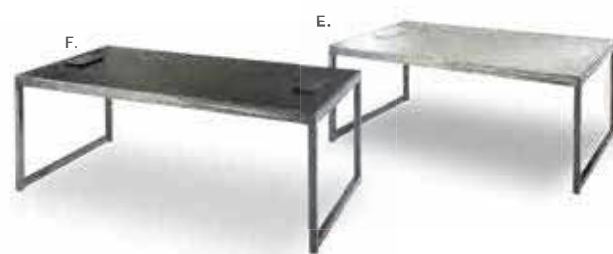
**B) NPLSOP**  
**Naples Sofa, Powered**  
 (black vinyl)  
 87" L 30" D 33.25" H

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

# Powered Tables



**Ventura**  
**POWERED**  
**TABLES**



**Ventura Powered Bar Tables**  
 72.25" L 26.25" D 42" H  
 (silver frame)  
**A) VNTWHT** (white top)  
**B) VNTBLK** (black top)

**Ventura Powered Café Tables**  
 72.25" L 26.25" D 30" H  
 (silver frame)  
**C) VNTCBK** (black top)  
**D) VNTCWH** (white top)

**Sydney Powered Cocktail Tables**  
 48" L 26" D 18" H  
 (brushed steel)  
**E) C1WP** (white)  
**F) C1YP** (black)

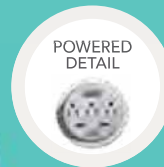
# Powered Banquettes.

Denotes Powered Products



## MODULAR SYSTEM

Create round banquettes or custom serpentine seating. The Power Banquette system has three AC and two 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.



Detail of Electrical Charging Outlet



**BNQ417 Full Banquette**  
w/ Electrical Charging Outlet  
(white vinyl)  
72" RND 51" H



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



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




**BNQ7 Quarter Curve Ottoman**  
(white vinyl)  
53" L 22" D 18" H



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

# Powered Pedestals

 Denotes AC and USB charging outlets



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

(Mobile devices must be compatible with Qi wireless charging pad.)

## 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

## Wireless Charging Table, Powered

- E) CUBPOW  
(white, AC plug-in)  
20"L 20"D 18"H

**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.

# 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



# 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



## HEDGE

HDG7FT  
Boxwood Hedge, 7'  
36.5"L 12"D 84"H

## PEDESTAL

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

## CAFÉ TABLE

30WVHC  
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



10'x20' Hopi Lounge & Zenith Café Booth

# Soft Seating Collections

Available in Power 

A.



B.



C.



## BAJA

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

**B) BSFWHT Sofa**  
(white vinyl)  
86" L 28" D 30" H

**C) 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)



Denotes Powered Products



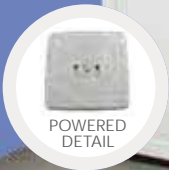
# Munich Collection

## Modular Seating to Design Custom Exhibits

HDG4FT  
Boxwood Hedge, 4'  
46" L 9" D 47" H

### MUNICH

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



POWERED  
DETAIL



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



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

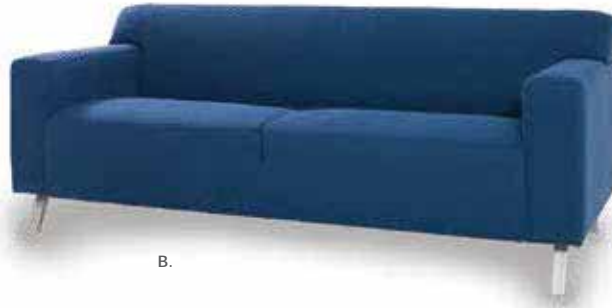


MNCHCH Munich Armless Chair  
(gray fabric)  
22.5" L 27" D 28.5" H

# 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

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

# Accent Chairs



## SWANSON

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

## KEY WEST

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



## LA BREA

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



## WENTWORTH

**WENCHA Chair**  
(brown vinyl)  
32.1" L 26" D 31.5" H



## AURA

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



# Accent Chairs



A.



B.



C.



D.



E.



F.

## Madrid Chair

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

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

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

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

**E) HOPCH**  
**Hopi Chair**  
(gray linen)  
21" L 25" D 34" H

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

# Meeting & Stage Chairs



A.



B.



C.



D.



E.



F.

## Marina Chair

17.5" L 19.5" D 35" H

**A) MARCBK** (black vinyl)  
**B) MARCBR** (brown fabric)  
**C) MARCWH** (white vinyl)

## Meeting Chair

25.5" L 23.5" D 34" H

**D) OCMESP** (espresso vinyl)  
**E) OCMTAU** (taupe fabric)  
**F) OCMWHT** (white vinyl)



# Group Seating

## 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



A.



B.

## MALBA

20" L 20" D 32" H

A) MALGRY Chair (gray)  
B) MALGRN Chair (green)

## MARINA

17.5" L 19.5" D 35" H

A) MARCWH (white vinyl)  
B) MARCBK (black vinyl)  
C) MARCBR (brown fabric)  
D) MARCBE (ocean blue fabric)  
E) MARCRD (red fabric)

A.



B.



C.



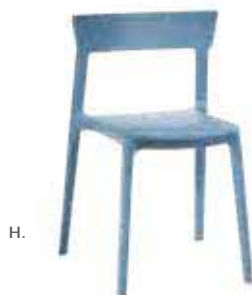
D.



E.



# Styles & Shapes



**A) CS8  
Berlin Chair**  
(black, white)  
18" L 22" D 32" H

**B) CS4  
Syntax Chair**  
(black, chrome)  
23" L 19" D 32.25" H

**C) XCHR  
Christopher Chair**  
(white vinyl, chrome)  
17" L 19" D 35" H

**D) SC3  
Brewer Chair**  
(onyx, black)  
20" L 20" D 32" H

**E) XC6  
Altura Guest Chair**  
(black crepe)  
25" L 20" D 34" H

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

**G) SC10  
Razor Armless Chair**  
(white)  
15.38" L 15.5" D 30.5" H

**H) BLDCSB  
Blade Chair**  
(sky blue)  
20.5" L 19" D 30.5" H

**I) BLDCRD  
Blade Chair**  
(red)  
20.5" L 19" D 30.5" H

## Mix & Match

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

- J) LUCHCL Lucent Chair (frosted, acrylic) 19.5" L 19.75" D 32.5" H
- K) 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



C.



F.



I.



L.



O.



A.



D.



G.



J.



M.



P.



B.



E.



H.



K.



N.



Q.

## 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)

19" L 19" D 19" H

A/C power only

## Q) REGBEN

### Regis Bench

(brushed metal)

47" L 15.5" D 16" H

# Marche Swivel



A.



B.



C.



D.



E.



F.



G.



H.



I.



J.



K.

## 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)

K) MAR011

(orange 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 Cocktail Tables**  
(brushed steel)  
48" L 26" D 18" H  
A) C1W (white)  
C1WP (Powered)  
B) C1Y (black)  
C1YP (Powered)  
C) SYDBEC (blue)  
D) SYDWDC (wood)

**Sydney End Tables**  
27" L 23" D 22" H  
E) E1W (white)  
F) E1Y (black)  
G) SYDBEE (blue)  
H) SYDWDE (wood)

**Regis Tables**  
(brushed metal)  
I) REGBEN Bench Table  
47" L 15.5" D 16" H  
J) REGOTT End Table  
16" L 15.5" D 16.5" H

**Silverado Tables**  
(glass, chrome)  
K) E1E End Table  
24" Round 22" H  
L) C1E Cocktail Table  
36" Round 17" H

**Oliver Tables**  
(walnut finish)  
M) EOLI End Table  
22" Round 22" H  
N) COLI Cocktail Table  
47" L 27" D 19" H

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

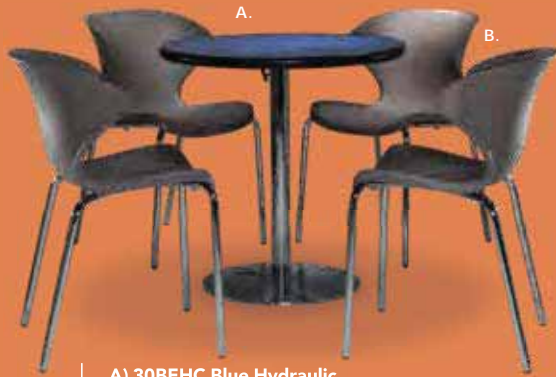
**Aura Round Table**  
Q) AURA  
(white metal)  
15" Round 22" H

**Edge LED Cube Table**  
R) CUBTBL  
(plexi top, white plastic)  
19" L 19" D 19" H  
A/C power only

**Wireless Charging Table, Powered**  
S) CUBPOW  
(white, AC plug-In)  
20" L 20" D 18" H

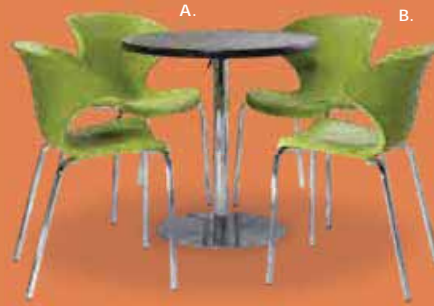


# Café Tables



**A) 30BEHC Blue Hydraulic Café Table**  
(chrome base, blue top)  
30" RND 29" H

**B) MALGRY Malba Chair**  
(gray)  
20" L 20" D 32" H



**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



**LUCHCL Lucent Chair**  
(frosted, acrylic)  
19.5" L 19.75" D 32.5" H

**30" Round Café Tables**  
**Standard Black Base**  
30" RND 29" H  
**A) 30WDBC** (wood top)  
**B) ZTB** (red top)

**Hydraulic Chrome Base**  
30" RND 29" H  
**C) 30WHHC** (white top)  
**D) 30STHC** (silver textured)

**E) CS4 Syntax Chair**  
(black, chrome)  
23" L 19" D 32.25" H

**HDG7FT**  
**Boxwood Hedge, 7'**  
36.5" L 12" D 84" H



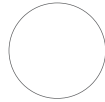
**E.**

# Customize and Create

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



MAPLE



WHITE LAMINATE



SILVER TEXTURED



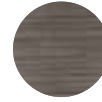
GRAPHITE NEBULA



BLUE LAMINATE



RED



MADISON/GRAY ACAJOU



WOOD LAMINATE

## Café Tables

Standard Black Base  
30" RND 29"H

- A) ZTG (silver textured)
- B) ZTJ (graphite nebula)
- C) ZTK (maple)
- D) 30WH29 (white)
- E) ZTA (Madison/gray acajou)
- F) 30BEBC (blue)
- G) 30WDDB (wood)

36" RND 29"H

- H) ZTQ (white)
- I) ZTN (graphite nebula)
- J) ZTP (maple)

## Café Tables

Hydraulic Chrome Base  
30" RND 29"H

- K) 30GRHC (graphite nebula)
- L) 30MTHC (maple)
- M) 30BRHC (red)
- N) 30BEHC (blue)
- O) 30WDHC (wood)

36" RND 29"H

- P) 36WTHC (white)
- Q) 36GRHC (graphite nebula)
- R) 36MTHC (maple)



# Mix & Match

Create the ultimate look. Choose from a wide variety of colorful group seating options for the perfect style.

- S) ZENCHR Zenith Chair (white, chrome) 18.25" L 22" D 32" H
- T) BLDCRD Blade Chair (red) 20.5" L 19" D 30.5" H





# Bar Tables



**A) 30WHHB**  
**30" Round Bar Table**  
(white top, chrome hydraulic base)  
30" RND 45"H

**B) APS12**  
**Apex Barstool**  
(blue ultra suede)  
21"L 21"D 33"H

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

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



**HDG4FT**  
**Boxwood Hedge, 4'**  
46"L 9"D 47"H



**E) 30BEHB**  
**30" Round Bar Table**  
(blue top, chrome hydraulic base)  
30" RND 45"H

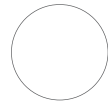
**F) LMBAR**  
**Laguna Barstool**  
(maple, chrome)  
18"L 20"D 47"H

# Customize and Create

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



MAPLE



WHITE LAMINATE



SILVER TEXTURED



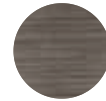
GRAPHITE NEBULA



BLUE LAMINATE



RED



MADISON/GRAY ACAJOU



WOOD LAMINATE

## Bar Tables

Standard Black Base  
30" RND 42"H

- A) VTJ (graphite nebula)
- B) VTK (maple)
- C) VTG (silver textured)
- D) VTB (red)
- E) 30WH42 (white)
- F) VTA (Madison/gray acajou)
- G) 30BEBB (blue)
- H) 30WDBB (wood)

36" RND 42"H

- I) VTW (white)
- J) VTN (graphite nebula)
- K) VTP (maple)

## Bar Tables

Hydraulic Chrome Base  
30" RND 45"H

- L) 30GRHB (graphite nebula)
- M) 30MTHB (maple)
- N) 30STHB (silver textured)
- O) 30BRHB (red)
- P) 30BEHB (blue)
- Q) 30WDHB (wood)

36" RND 45"H

- R) 36WTHB (white)
- S) 36GRHB (graphite nebula)
- T) 36MTHB (maple)



A. | J.



B. | K.



C.



D.



E. | I.



F.



G.



H.



L. | S.



M. | T.



N.



O.



P.



Q.



R.

# Style & Design

Choose from a wide variety of table tops and colors for the perfect look.

U) 30MAHB 30" Round Bar Table w/ Hydraulic Chrome Base (Madison/gray acajou) 30" RND 45"H

V) 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" H

G) BSS (black, chrome)

H) BST (white, chrome)

## I) BSC Oslo Barstool

(white)

17" L 20" D 45" H

## J) XBAR Christopher Barstool

(white vinyl, chrome)

19" L 15" D 41" H

## K) BS001 Shark Barstool

(white, chrome)

22" L 19" D 34-44" H

## L) BSR Syntax Barstool

(black, chrome)

23" L 19" D 43.25" H

## M) ZENBAR Zenith Barstool

(white, chrome)

19" L 20" D 44" H

## N) RSTSTL Rustique Barstool

(gunmetal)

13" L 13" D 30" H



O.



P.



Q.



R.

O) LUBSCL Lucent Barstool (frosted, acrylic) 22" L 22.5" D 45.5" H

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

Q) BLDBRD Blade Barstool (red) 20.5" L 20.125" D 40.5" H

R) BLDBSB Blade Barstool (sky blue) 20.5" L 20.125" D 40.5" H

# Conference Tables



## PWRUSB

### Powered Conference Table Module

(black) 5"L 2.25"D 2"H

Includes two AC and two 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. | B.



I.



## Atomic Round Tables

(glass, chrome)

A) 42ATO 42" RND 30"H

B) 36ATO 36" RND 30"H

## Geo Rounded Square Tables

42"L 42"D 29"H

C) CE1 (glass, chrome)

D) CF1 (glass, black)

## Geo Rectangular Tables

60"L 36"D 29"H

E) CF2 (glass, black)

F) CE2 (glass, chrome)

## 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

C.



D.



J.



K. | L.



## Conference Tables

(graphite nebula)

I) CB3 8'

96"L 48"D 29"H

J) CB2 6'

72"L 42"D 29"H

## 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

E.



F.



M.



G.



H.



# Mix & Match

N) PROEXB Pro Executive High Back Chair (black vinyl) 25"L 24"D 48"H Adjustable.

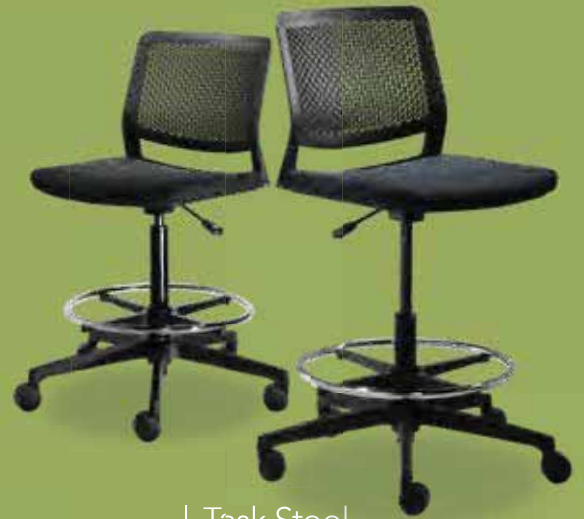
O) PROMID Pro Executive Mid Back Chair (white vinyl) 24"L 22"D 40"H Adjustable.



# Executive Seating

## Pro Executive High Back Chair

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



## Task Stool

**TASKST**  
(black fabric)  
27.5" L 27.5" D 32.75" - 40.25" H  
Adjustable height

## Pro Executive Guest Chair

24" L 22" D 36" H  
PROGB (black vinyl)




## Pro Executive Mid Back Chair

24" L 22" D 40" H  
A) PROMID (white vinyl)  
B) PROMDB (black vinyl)  
Adjustable height



# Communal and Powered Tables

Denotes AC and USB charging outlets 

## Ventura BAR TABLES

Choose from Powered, Solid or Grommet Hole Table Tops.



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

A. 



POWERED  
DETAIL



B.

C.



Table Top Options

BLACK

WHITE

MAPLE

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

## Ventura CAFÉ TABLES



A. 



POWERED  
DETAIL



C.



D.



B.

E.

### 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)

### Ventura Powered Café Tables

(silver frame)  
72.25" L 26.25" D 30" H

A) VNTCBK (black top)  
B) VNTCWH (white top)

### Ventura Communal Café Tables (silver frame)

72.25" L 26.25" D 30" H

Maple Top  
C) VNTCMN (solid)  
VNTCMW (grommets)

White Top  
D) VNTCWW (grommets)  
VNTCWN (solid)

Black Top  
E) VNTCBN (solid)

# 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) TASKST Task Stool

(black fabric)

27.5" L 27.5" D 32.75" - 40.25" H Adjustable

### D) PROEXE Pro Executive


High Back Chair

(white classic vinyl)

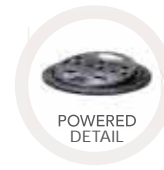
25" L 24" D 48" H Adjustable



## TECH POWERED DESK

 Denotes AC and USB charging outlets

A. 



B. 



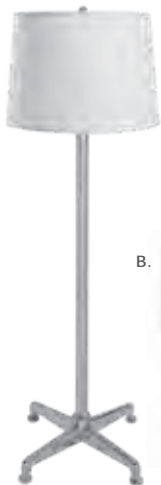
C.



- 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

## LIGHTING & PRODUCT DISPLAY

A.



B.



C.



D.



### ACCENT LAMPS


- Mason Lamps**  
(brushed silver)
- A) LA15 Floor Lamp**  
18" RND 55" H
  - B) LA14 Table Lamp**  
16" RND 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

 Denotes AC and USB charging outlets



## Midtown Powered Counter

Metallic pewter gray curved counter with taupe-colored glass top features two AC & three USB charging outlets, locking storage cabinet and two shelves.

HDG7FT  
Boxwood Hedge, 7'  
36.5"L 12"D 84"H



POWERED  
DETAIL

Midtown Powered Counter  
60"L 18" D 42" H  
(pewter/glass)  
MTCPU (unlighted)  
MTCLPI (lighted with plug-in)



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



(back)

# Midtown Bar

Metallic pewter gray curved bar with taupe-colored glass top features locking cabinet for storage and two shelves.



**Midtown Bar**  
60" L 18" D 42" H  
(pewter/glass)

**A) MTBUUL**  
(unlighted)

**B) MTBLPI**  
(lighted with plug-in)

**Apex Barstool**  
**C) APS12**  
(blue ultra suede)  
21" L 21" D 33" H

## LIGHTED & GREENERY PRODUCTS



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




**A) CUBL20 Edge**  
**LED Cube Ottoman**  
(white plastic)  
19" L 19" D 19" H

A/C power only  
**B) CUBTBL Edge LED**  
**Cube Table**  
(plexi top, white plastic)

19" L 19" D 19" H  
A/C power only

**C) HDG7FT**  
**Boxwood Hedge, 7'**  
36.5" L 12" D 84" H

**D) HDG4FT**  
**Boxwood Hedge, 4'**  
46" L 9" D 47" H

<b>Specialty Furnishings Order Form</b>			<b>Please email or fax all pages to:</b> Heritage Trade Show Services 620 Shenandoah Ave. St. Louis, MO 63104 <b>Email:</b> Exhibitor.Services@HeritageSVS.com <b>Phone:</b> 314-534-8500 <b>Fax:</b> 314-534-8050
<b>Show Name:</b>			
<b>Contractor:</b>	Heritage Trade Show Services		
<b>Booth Number:</b>			
<b>Venue:</b>			
<b>Show Date:</b>			

ORDER INFORMATION		PRICING & PAYMENT INFORMATION	
<b>Exhibiting Co:</b>		<b>Advance Price Deadline Date:</b>	
<b>Address:</b>		<b>Sales Tax Rate:</b>	
<b>City, State, Zip:</b>		<b>Order Total:</b>	\$
<b>Phone:</b>		<b>PLEASE INCLUDE THE HERITAGE METHOD OF PAYMENT FORM WHEN YOU SUBMIT YOUR ORDER FORMS.</b>	
<b>Fax:</b>			
<b>Contact:</b>			
<b>Email:</b>			
<b>Authorized By:</b>			

**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.

Item #:	Description:	Dimensions:	Advance Price:	Standard Price:	QTY:	Total:
30WDHB	30" Round Bar Table w/ Hydraulic Base	30"RND 45"H	\$350.63	\$455.81		
30WDHC	30" Round Café Table w/ Hydraulic Base	30"RND 29"H	\$350.63	\$455.81		
30WH29	30" Round Café Table w/ Standard Black Base	30"RND 29"H	\$259.46	\$337.30		
30WH42	30" Round Bar Table w/ Standard Black Base	30"RND 42"H	\$287.51	\$373.77		
30WHHB	30" Round Bar Table w/ Hydraulic Base	30"RND 45"H	\$350.63	\$455.81		
30WHHC	30" Round Café Table w/ Hydraulic Base	30"RND 29"H	\$350.63	\$455.81		
36ATO	Atomic 36" Round Table	36"RND 30"H	\$350.63	\$455.81		
36GRHB	36" Round Bar Table w/ Hydraulic Base	36"RND 45"H	\$378.68	\$492.28		
36GRHC	36" Round Café Table w/ Hydraulic Base	36"RND 29"H	\$378.68	\$492.28		
36MTHB	36" Round Bar Table w/ Hydraulic Base	36"RND 45"H	\$378.68	\$492.28		
36MTHC	36" Round Café Table w/ Hydraulic Base	36"RND 29"H	\$378.68	\$492.28		
36WTHB	36" Round Bar Table w/ Hydraulic Base	36"RND 45"H	\$378.68	\$492.28		
36WTHC	36" Round Café Table w/ Hydraulic Base	36"RND 29"H	\$378.68	\$492.28		
42ATO	Atomic 42" Round Table	42"RND 30"H	\$350.63	\$455.81		
ALC100	Alondra Cocktail Table	47"L 24"D 16"H	\$378.68	\$492.28		
ALC200	Alondra Cocktail Table	47"L 24"D 17"H	\$378.68	\$492.28		
ALE100	Alondra End Table	20"L 20"D 20"H	\$273.49	\$355.53		
ALE200	Alondra End Table	20"L 20"D 21"H	\$273.49	\$355.53		
APS08	Apex Barstool	21"L 21"D 33"H	\$259.46	\$337.30		
APS12	Apex Barstool	21"L 21"D 33"H	\$259.46	\$337.30		
APS59	Apex Barstool	21"L 21"D 33"H	\$259.46	\$337.30		
APS75	Apex Barstool	21"L 21"D 33"H	\$259.46	\$337.30		
AURA	Aura Round Table	15"RND 22"H	\$168.30	\$218.79		
BC8	Madison Bookcase	36"L 12"D 72"H	\$489.47	\$636.31		
BCHWHT	Baja Chair	36"L 30.5"D 28"H	\$610.09	\$793.11		
BCW	Madrid Chair	30"L 30"D 31"H	\$741.92	\$964.50		
BLDBRD	Blade Barstool	20.5"L 20.125"D 40.5"H	\$147.26	\$191.44		
BLDBSB	Blade Barstool	20.5"L 20.125"D 40.5"H	\$147.26	\$191.44		
BLDCRD	Blade Chair	20.5"L 19"D 30.5"H	\$77.14	\$100.28		
BLDCSB	Blade Chair	20.5"L 19"D 30.5"H	\$77.14	\$100.28		
BLVWHT	Baja Loveseat	61"L 30.5"D 28"H	\$897.60	\$1,166.88		
BNQ417	Full Banquette w/ Electrical Charging Outlet *CA117	72"RND 51"H	\$1,395.49	\$1,814.13		
BNQ7	Quarter Curve Ottoman *CA117	53"L 22"D 18"H	\$553.99	\$720.18		
BNQR17	Ottoman Ring *CA117	72"RND 18"H	\$1,683.00	\$2,187.90		
BNQTL7	Center Cone w/ Electrical Charging Outlet *CA117	38"RND 51"H	\$806.44	\$1,048.37		
BS001	Shark Barstool	22"L 19"D 34-44"H	\$371.66	\$483.16		
BS002	Zoey Barstool	15"L 16"D 30-34.75"H	\$336.60	\$437.58		
BS003	Zoey Barstool	15"L 16"D 30-34.75"H	\$336.60	\$437.58		
BSC	Oslo Barstool	17"L 20"D 45"H	\$301.54	\$392.00		
BSFWHT	Baja Sofa	86"L 28"D 30"H	\$974.74	\$1,267.16		
BSR	Syntax Barstool	23"L 19"D 43.25"H	\$251.05	\$326.36		
BSS	Banana Barstool	21"L 22"D 41.75"H	\$287.51	\$373.77		
BST	Banana Barstool	21"L 22"D 41.75"H	\$287.51	\$373.77		
BVLYBK	Beverly Bench Ottoman	60"L 20"D 18"H	\$441.79	\$574.32		
BVLYBN	Beverly Bench Ottoman	60"L 20"D 18"H	\$441.79	\$574.32		
BVLYGR	Beverly Bench Ottoman	60"L 20"D 18"H	\$441.79	\$574.32		

Item #:	Description:	Dimensions:	Advance Price:	Standard Price:	QTY:	Total:
BVLYLN	Beverly Bench Ottoman	60"L 20"D 18"H	\$441.79	\$574.32		
BVLYOB	Beverly Bench Ottoman	60"L 20"D 18"H	\$441.79	\$574.32		
BVLYRD	Beverly Bench Ottoman	60"L 20"D 18"H	\$441.79	\$574.32		
BVLYWH	Beverly Bench Ottoman	60"L 20"D 18"H	\$441.79	\$574.32		
C1C	Geo Cocktail Table	50"L 22"D 16"H	\$321.17	\$417.52		
C1E	Silverado Cocktail Table	36"RND 17"H	\$329.59	\$428.46		
C1FWB	Geo Cocktail Table	47"L 24"D 17"H	\$321.17	\$417.52		
C1W	Sydney Cocktail Table	48"L 26"D 18"H	\$329.59	\$428.46		
C1WP	Sydney Powered Cocktail Table	48"L 26"D 18"H	\$413.74	\$537.86		
C1Y	Sydney Cocktail Table	48"L 26"D 18"H	\$329.59	\$428.46		
C1YP	Sydney Powered Cocktail Table	48"L 26"D 18"H	\$413.74	\$537.86		
C508GR	8' Table	96"L 44"D 29"H	\$624.11	\$811.35		
CB1	42" Round Table	42"RND 29"H	\$441.79	\$574.32		
CB2	6' Conference Table	72"L 42"D 29"H	\$532.95	\$692.84		
CB3	8' Conference Table	96"L 48"D 29"H	\$624.11	\$811.35		
CB8	42" Round Madison Conference Table	42"RND 29"H	\$441.79	\$574.32		
CE1	Geo Table, Rounded Square	42"L 42"D 29"H	\$371.66	\$483.16		
CE2	Geo Table, Rectangle	60"L 36"D 29"H	\$518.93	\$674.60		
CF1	Geo Table, Rounded Square	42"L 42"D 29"H	\$371.66	\$483.16		
CF2	Geo Table, Rectangle	60"L 36"D 29"H	\$518.93	\$674.60		
CHR002	Allegro Chair	36"L 34.5"D 30"H	\$568.01	\$738.42		
CHRPWR	Roma Chair, Powered	37"L 31"D 33"H	\$722.29	\$938.97		
COLI	Oliver Cocktail Table	47"L 27"D 19"H	\$280.50	\$364.65		
CONF42	42" Round Table	42"RND 29"H	\$441.79	\$574.32		
CR8	Madison Credenza	60"L 20"D 29"H	\$573.62	\$745.71		
CS4	Syntax Chair	23"L 19"D 32.25"H	\$231.41	\$300.84		
CS8	Berlin Chair	18"L 22"D 32"H	\$147.26	\$191.44		
CT06GR	6' Table	72"L 36"D 29"H	\$546.98	\$711.07		
CT10GR	10' Table	120"L 46"D 29"H	\$939.68	\$1,221.58		
CUBL20	Edge LED Cube Ottoman	20"L 20"D 20"H	\$208.97	\$271.66		
CUBPOW	Wireless Charging Table, Powered	20"L 20"D 18"H	\$497.89	\$647.25		
CUBTBL	Edge LED Cube Table	20"L 20"D 20"H	\$208.97	\$271.66		
DUET	Duet Stack Chair	21"L 23"D 33"H	\$84.15	\$109.40		
E1C	Geo End Table	26"L 26"D 20"H	\$287.51	\$373.77		
E1E	Silverado End Table	24"RND 22"H	\$301.54	\$392.00		
E1FWB	Geo End Table	20"L 20"D 21"H	\$287.51	\$373.77		
E1W	Sydney End Table	27"L 23"D 22"H	\$287.51	\$373.77		
E1Y	Sydney End Table	27"L 23"D 22"H	\$287.51	\$373.77		
END01B	Endless Curved Ottoman	60.5"L 37.5"D 15"H	\$483.86	\$629.02		
END01W	Endless Curved Ottoman	60.5"L 37.5"D 15"H	\$483.86	\$629.02		
END02B	Endless Square Ottoman	34"L 34"D 15"H	\$413.74	\$537.86		
END02W	Endless Square Ottoman	34"L 34"D 15"H	\$413.74	\$537.86		
EOLI	Oliver End Table	22"RND 22"H	\$238.43	\$309.95		
ETBL	E Table	21"L 15.5"D 27.5"H	\$210.38	\$273.49		
FAIRCW	Fairfax Chair	27"L 26"D 30"H	\$399.71	\$519.63		
FAIRSW	Fairfax Sofa	62"L 26"D 30"H	\$561.00	\$729.30		
HDG4FT	Boxwood Hedge, 4'	46"L 9"D 47"H	\$503.50	\$654.55		
HDG7FT	Boxwood Hedge, 7'	36.5"L 12"D 84"H	\$826.07	\$1,073.89		
HOPCH	Hopi Chair	21"L 25"D 34"H	\$265.07	\$344.59		
HOPLV	Hopi Loveseat	48"L 25"D 34"H	\$405.32	\$526.92		
JD8	Madison Executive Desk	60"L 30"D 29"H	\$657.77	\$855.10		
KEYCHR	Key Largo Chair	35"L 35"D 34"H	\$357.64	\$464.93		
KEYLOV	Key Largo Loveseat	57"L 35"D 34"H	\$419.35	\$545.15		
KEYSOF	Key Largo Sofa	79"L 35"D 34"H	\$553.99	\$720.18		
LA14	Mason Table Lamp	16"RND 26"H	\$168.30	\$218.79		
LA15	Mason Floor Lamp	18"RND 55"H	\$252.45	\$328.19		
LABREA	La Brea Swivel Chair	35"L 27"D 40"H	\$476.85	\$619.91		
LMBAR	Laguna Barstool	18"L 20"D 47"H	\$203.36	\$264.37		
LMCHR	Laguna Chair	18"L 19"D 34"H	\$161.29	\$209.67		
LUBSCL	Lucent Barstool	22"L 22.5"D 45.5"H	\$293.12	\$381.06		
LUCHCL	Lucent Chair	19.5"L 19.75"D 32.5"H	\$203.36	\$264.37		
MADC05	Madison 5' Table	60"L 48"D 29"H	\$525.94	\$683.72		
MADC08	Madison 8' Table	96"L 60"D 29"H	\$1,044.86	\$1,358.32		
MADC10	Madison 10' Table	120"L 48"D 29"H	\$1,044.86	\$1,358.32		
MALGRN	Malba Chair	20"L 20"D 32"H	\$124.82	\$162.27		
MALGRY	Malba Chair	20"L 20"D 32"H	\$124.82	\$162.27		



Item #:	Description:	Dimensions:	Advance Price:	Standard Price:	QTY:	Total:
MAR001	Marche Swivel Ottoman	17"RND 18"H	\$217.39	\$282.60		
MAR002	Marche Swivel Ottoman	17"RND 18"H	\$217.39	\$282.60		
MAR003	Marche Swivel Ottoman	17"RND 18"H	\$217.39	\$282.60		
MAR004	Marche Swivel Ottoman	17"RND 18"H	\$217.39	\$282.60		
MAR005	Marche Swivel Ottoman	17"RND 18"H	\$217.39	\$282.60		
MAR006	Marche Swivel Ottoman	17"RND 18"H	\$217.39	\$282.60		
MAR007	Marche Swivel Ottoman	17"RND 18"H	\$217.39	\$282.60		
MAR008	Marche Swivel Ottoman	17"RND 18"H	\$217.39	\$282.60		
MAR009	Marche Swivel Ottoman	17"RND 18"H	\$217.39	\$282.60		
MAR010	Marche Swivel Ottoman	17"RND 18"H	\$217.39	\$282.60		
MAR011	Marche Swivel Ottoman	17"L 17"D 18"H	\$217.39	\$282.60		
MARCBE	Marina Chair	17.5"L 19.5"D 35"H	\$166.90	\$216.97		
MARCBK	Marina Chair	17.5"L 19.5"D 35"H	\$166.90	\$216.97		
MARCBR	Marina Chair	17.5"L 19.5"D 35"H	\$166.90	\$216.97		
MARCRD	Marina Chair	17.5"L 19.5"D 35"H	\$166.90	\$216.97		
MARCWH	Marina Chair	17.5"L 19.5"D 35"H	\$166.90	\$216.97		
MERLIN	Merlin Multi Use Table	46"L 29"D 30"H	\$399.71	\$519.63		
MNCHCC	Munich Corner Chair	26"L 27"D 28.5"H	\$617.10	\$802.23		
MNCHCH	Munich Armless Chair	22.5"L 27"D 28.5"H	\$511.91	\$665.49		
MNCHLV	Munich Armless Loveseat	45"L 27"D 28.5"H	\$904.61	\$1,176.00		
MNCHSC	Munich Sectional, 3 Pc.	93.5"L 27"D 28.5"H	\$2,019.60	\$2,625.48		
MTBLPI	Midtown Bar, Lighted w/ Plug In	60"L 18"D 42"H	\$1,704.04	\$2,215.25		
MTBUUL	Midtown Bar, Unlighted	60"L 18"D 42"H	\$1,597.45	\$2,076.68		
MTCLPI	Midtown Powered Counter, Lighted w/ Plug In	60"L 18"D 42"H	\$1,704.04	\$2,215.25		
MTCPUL	Midtown Powered Counter, Unlighted	60"L 18"D 42"H	\$1,605.86	\$2,087.62		
NPLCHP	Naples Chair, Powered	36"L 30"D 33.25"H	\$715.28	\$929.86		
NPLCHR	Naples Chair	36"L 30"D 33.25"H	\$671.80	\$873.34		
NPLLOP	Naples Loveseat, Powered	62"L 30"D 33.25"H	\$932.66	\$1,212.46		
NPLLOV	Naples Loveseat	62"L 30"D 33.25"H	\$806.44	\$1,048.37		
NPLSOF	Naples Sofa	87"L 30"D 33.25"H	\$967.73	\$1,258.04		
NPLSOP	Naples Sofa, Powered	87"L 30"D 33.25"H	\$1,134.62	\$1,475.01		
OCB	Key West Chair	31"L 31"D 31"H	\$461.42	\$599.85		
OCH	Madrid Chair	30"L 30"D 31"H	\$741.92	\$964.50		
OCMESP	Meeting Chair	25.5"L 23.5"D 34"H	\$322.58	\$419.35		
OCMTAU	Meeting Chair	25.5"L 23.5"D 34"H	\$322.58	\$419.35		
OCMWHT	Meeting Chair	25.5"L 23.5"D 34"H	\$322.58	\$419.35		
OTS	South Beach Wedge Ottoman	25"L 31"D 18"H	\$364.65	\$474.05		
PDL36B	Powered Locking Pedestal, 36"	24"L 24"D 36"H	\$582.04	\$756.65		
PDL36W	Powered Locking Pedestal, 36"	24"L 24"D 36"H	\$582.04	\$756.65		
PDL42B	Powered Locking Pedestal, 42"	24"L 24"D 42"H	\$694.24	\$902.51		
PDL42W	Powered Locking Pedestal, 42"	24"L 24"D 42"H	\$694.24	\$902.51		
PROEXB	Pro Executive High Back Chair	25"L 24"D 48"H	\$420.75	\$546.98		
PROEXE	Pro Executive High Back Chair	25"L 24"D 48"H	\$420.75	\$546.98		
PROGB	Pro Executive Guest Chair	24"L 26"D 36"H	\$294.53	\$382.88		
PROMDB	Pro Executive Mid Back Chair	24"L 22"D 40"H	\$273.49	\$355.53		
PROMID	Pro Executive Mid Back Chair	24"L 22"D 40"H	\$273.49	\$355.53		
PSHCCS	Posh Shelving	36"L 18"D 72"H	\$559.60	\$727.48		
PWRUSB	Powered Conference Table Module	5"L 2.25"D 2"H	\$91.16	\$118.51		
REGBEN	Regis Bench/Table	47"L 15.5"D 16"H	\$336.60	\$437.58		
REGOTT	Regis End Table	16"L 15.5"D 16.5"H	\$237.02	\$308.13		
ROLLBL	Lift Barstool	15"RND 23-33.5"H	\$245.44	\$319.07		
ROLLGY	Lift Barstool	15"RND 23-33.5"H	\$245.44	\$319.07		
ROLLRD	Lift Barstool	15"RND 23-33.5"H	\$245.44	\$319.07		
ROLLWH	Lift Barstool	15"RND 23-33.5"H	\$245.44	\$319.07		
RSTDIN	Rustique Chair w/ arms	20"L 18"D 31"H	\$166.90	\$216.97		
RSTSQT	Rustique Square Metal Bar Table	23.75"L 23.75"D 41.25"H	\$301.54	\$392.00		
RSTSTL	Rustique Barstool	13"L 13"D 30"H	\$152.87	\$198.73		
SAL	Sally Stool/Ottoman	12"RND 17"H	\$112.20	\$145.86		
SC10	Razor Armless Chair	15.38"L 15.5"D 30.5"H	\$96.77	\$125.80		
SC3	Brewer Chair	20"L 20"D 32"H	\$194.95	\$253.43		
SFA002	Allegro Sofa	73"L 34.5"D 30"H	\$806.44	\$1,048.37		
SFAPWR	Roma Sofa, Powered	78"L 31"D 33"H	\$1,157.06	\$1,504.18		
SO1	South Beach Sofa	69"L 29"D 33"H	\$771.38	\$1,002.79		
SO2	South Beach Sectional	152"L 40"D 33"H	\$1,830.26	\$2,379.34		
SWAN	Swanson Swivel Chair	28"L 25"D 30"H	\$413.74	\$537.86		
SYDBEC	Sydney Cocktail Table	48"L 26"D 18"H	\$329.59	\$428.46		



Item #:	Description:	Dimensions:	Advance Price:	Standard Price:	QTY:	Total:
SYDBEE	Sydney End Table	27"L 23"D 22"H	\$287.51	\$373.77		
SYDWDC	Sydney Cocktail Table	48"L 26"D 18"H	\$329.59	\$428.46		
SYDWDE	Sydney End Table	27"L 23"D 22"H	\$287.51	\$373.77		
TANCHR	Tangiers Chair	34"L 37"D 36"H	\$469.84	\$610.79		
TANLOV	Tangiers Loveseat	57.5"L 37"D 37"H	\$750.34	\$975.44		
TANSOF	Tangiers Sofa	78"L 37"D 36"H	\$876.56	\$1,139.53		
TASKST	Task Stool	27.5"L 27.5"D 32.75"-40.25"H	\$166.90	\$216.97		
TECH	Tech Desk, Powered	60"L 30"D 30"H	\$525.94	\$683.72		
TECH3	3 Drawer File Cabinet on Castors	16"L 20"D 28"H	\$168.30	\$218.79		
TECH3B	Tech Desk, Powered w/ 3 Drawer File Cabinet	60"L 30"D 30"H	\$643.75	\$836.87		
TMBTBL	Timber Table	16"RND 17"H	\$203.36	\$264.37		
VIB01	Vibe Cube Ottoman	18"L 18"D 18"H	\$161.29	\$209.67		
VIB02	Vibe Cube Ottoman	18"L 18"D 18"H	\$161.29	\$209.67		
VIB03	Vibe Cube Ottoman	18"L 18"D 18"H	\$161.29	\$209.67		
VIB04	Vibe Cube Ottoman	18"L 18"D 18"H	\$161.29	\$209.67		
VIB05	Vibe Cube Ottoman	18"L 18"D 18"H	\$161.29	\$209.67		
VIB06	Vibe Cube Ottoman	18"L 18"D 18"H	\$161.29	\$209.67		
VIB07	Vibe Cube Ottoman	18"L 18"D 18"H	\$161.29	\$209.67		
VIB08	Vibe Cube Ottoman	18"L 18"D 18"H	\$161.29	\$209.67		
VIB09	Vibe Cube Ottoman	18"L 18"D 18"H	\$161.29	\$209.67		
VIB10	Vibe Cube Ottoman	18"L 18"D 18"H	\$161.29	\$209.67		
VIB11	Vibe Cube Ottoman	18"L 18"D 18"H	\$161.29	\$209.67		
VIB12	Vibe Cube Ottoman	18"L 18"D 18"H	\$161.29	\$209.67		
VIB13	Vibe Cube Ottoman	18"L 18"D 18"H	\$161.29	\$209.67		
VNTBLK	Ventura Communal Bar Table, Powered	72.25"L 26.25"D 42"H	\$862.54	\$1,121.30		
VNTBMW	Ventura Communal Bar Table w/ Grommet Holes	72.25"L 26.25"D 42"H	\$743.33	\$966.32		
VNTBNP	Ventura Communal Bar Table	72.25"L 26.25"D 42"H	\$743.33	\$966.32		
VNTBWW	Ventura Communal Bar Table w/ Grommet Holes	72.25"L 26.25"D 42"H	\$743.33	\$966.32		
VNTCBK	Ventura Communal Café Table, Powered	72.25"L 26.25"D 30"H	\$666.19	\$866.04		
VNTCBN	Ventura Communal Café Table	72.25"L 26.25"D 30"H	\$587.65	\$763.94		
VNTCMN	Ventura Communal Café Table	72.25"L 26.25"D 30"H	\$587.65	\$763.94		
VNTCMW	Ventura Communal Café Table w/ Grommet Holes	72.25"L 26.25"D 30"H	\$587.65	\$763.94		
VNTCWH	Ventura Communal Café Table, Powered	72.25"L 26.25"D 30"H	\$666.19	\$866.04		
VNTCWN	Ventura Communal Café Table	72.25"L 26.25"D 30"H	\$587.65	\$763.94		
VNTCWW	Ventura Communal Café Table w/ Grommet Holes	72.25"L 26.25"D 30"H	\$587.65	\$763.94		
VNTMNP	Ventura Communal Bar Table	72.25"L 26.25"D 42"H	\$743.33	\$966.32		
VNTWHT	Ventura Communal Bar Table, Powered	72.25"L 26.25"D 42"H	\$862.54	\$1,121.30		
VNTWNP	Ventura Communal Bar Table	72.25"L 26.25"D 42"H	\$743.33	\$966.32		
VTA	30" Round Madison Bar Table w/ Standard Black Base	30"RND 42"H	\$280.50	\$364.65		
VTB	30" Round Bar Table w/ Standard Black Base	30"RND 42"H	\$287.51	\$373.77		
VTG	30" Round Bar Table w/ Standard Black Base	30"RND 42"H	\$287.51	\$373.77		
VTJ	30" Round Bar Table w/ Standard Black Base	30"RND 42"H	\$287.51	\$373.77		
VTK	30" Round Bar Table w/ Standard Black Base	30"RND 42"H	\$287.51	\$373.77		
VTN	36" Round Bar Table w/ Standard Black Base	36"RND 42"H	\$308.55	\$401.12		
VTP	36" Round Bar Table w/ Standard Black Base	36"RND 42"H	\$308.55	\$401.12		
VTW	36" Round Bar Table w/ Standard Black Base	36"RND 42"H	\$308.55	\$401.12		
WD3	Work Table	48"L 24"D 30"H	\$385.69	\$501.39		
WENCH	Wentworth Chair	32"L 26"D 31.5"H	\$371.66	\$483.16		
WHT12	Half Bench Ottoman	39"L 22"D 18"H	\$419.35	\$545.15		
XBAR	Christopher Barstool	19"L 15"D 41"H	\$224.40	\$291.72		
XC6	Altura Guest Chair	25"L 20"D 34"H	\$357.64	\$464.93		
XCHR	Christopher Chair	17"L 19"D 35"H	\$126.23	\$164.09		
ZENBAR	Zenith Barstool	19"L 20"D 44"H	\$210.38	\$273.49		
ZENCHR	Zenith Chair	18.25"L 22"D 32"H	\$189.34	\$246.14		
ZTA	30" Round Madison Café Table w/ Standard Black Base	30"RND 29"H	\$251.05	\$326.36		
ZTB	30" Round Café Table w/ Standard Black Base	30"RND 29"H	\$259.46	\$337.30		
ZTG	30" Round Café Table w/ Standard Black Base	30"RND 29"H	\$259.46	\$337.30		
ZTJ	30" Round Café Table w/ Standard Black Base	30"RND 29"H	\$259.46	\$337.30		
ZTK	30" Round Café Table w/ Standard Black Base	30"RND 29"H	\$259.46	\$337.30		
ZTN	36" Round Café Table w/ Standard Black Base	36"RND 29"H	\$279.10	\$362.83		
ZTP	36" Round Café Table w/ Standard Black Base	36"RND 29"H	\$279.10	\$362.83		
ZTQ	36" Round Café Table w/ Standard Black Base	36"RND 29"H	\$279.10	\$362.83		

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;">\$1,996.90</td> <td style="text-align: center;">\$2,595.95</td> </tr> </table>	ADVANCED RATE	STANDARD RATE	\$1,996.90	\$2,595.95		<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;">\$4,572.60</td> <td style="text-align: center;">\$5,944.40</td> </tr> </table>	ADVANCED RATE	STANDARD RATE	\$4,572.60	\$5,944.40	
ADVANCED RATE	STANDARD RATE												
\$1,996.90	\$2,595.95												
ADVANCED RATE	STANDARD RATE												
\$4,572.60	\$5,944.40												
<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;">\$4,919.90</td> <td style="text-align: center;">\$6,395.90</td> </tr> </table>	ADVANCED RATE	STANDARD RATE	\$4,919.90	\$6,395.90		<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;">\$5,354.00</td> <td style="text-align: center;">\$6,960.20</td> </tr> </table>	ADVANCED RATE	STANDARD RATE	\$5,354.00	\$6,960.20	
ADVANCED RATE	STANDARD RATE												
\$4,919.90	\$6,395.90												
ADVANCED RATE	STANDARD RATE												
\$5,354.00	\$6,960.20												
<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;">\$8,826.90</td> <td style="text-align: center;">\$11,474.95</td> </tr> </table>	ADVANCED RATE	STANDARD RATE	\$8,826.90	\$11,474.95		<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;">\$9,550.40</td> <td style="text-align: center;">\$12,415.55</td> </tr> </table>	ADVANCED RATE	STANDARD RATE	\$9,550.40	\$12,415.55	
ADVANCED RATE	STANDARD RATE												
\$8,826.90	\$11,474.95												
ADVANCED RATE	STANDARD RATE												
\$9,550.40	\$12,415.55												
<p><b>Circle your carpet color:</b></p> <p>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 2019 \_\_\_\_\_ BOOTH # \_\_\_\_\_

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

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

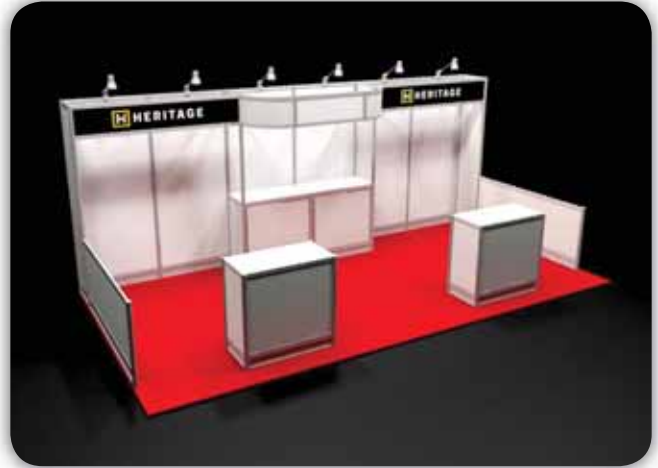
EMAIL ORDER CONFIRMATION & INVOICE TO \_\_\_\_\_

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

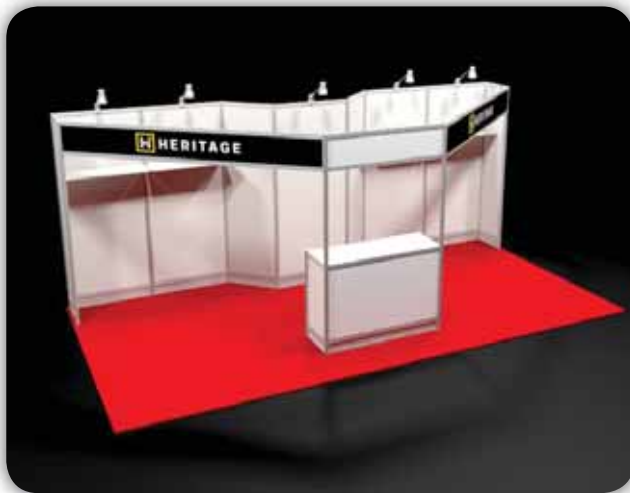
# Modular Displays



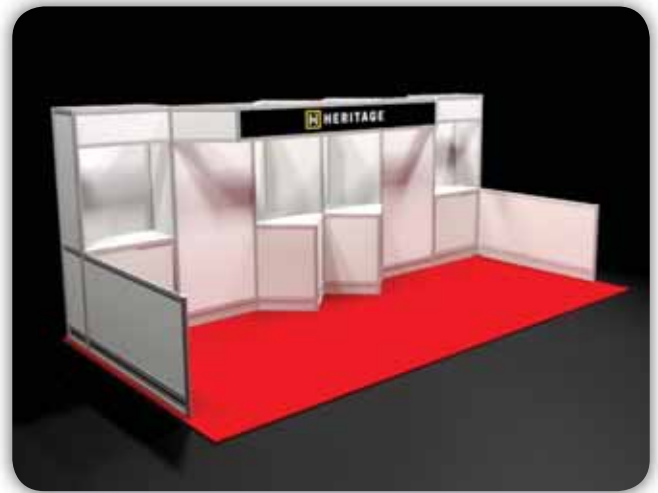
MDO1 Modular Hardwall Display Package 1



MDO2 Modular Hardwall Display Package 2



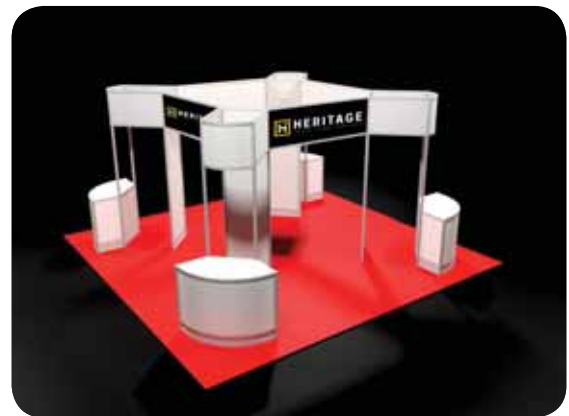
MDO3 Modular Hardwall Display Package 3



MDO4 Modular Hardwall Display Package 4



MDO5 Modular Hardwall Display Package 5



MDO6 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
C/O UPS FREIGHT
9124 W. RENO AVE.
OKLAHOMA CITY, OK 73127
FOR: LOA 2019

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 1st, 2019 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 2019

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.

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#### AUTHORITY TO HANDLE

All terms and conditions herein stated are understood and accepted.

NAME OF CONVENTION LOA 2019 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 2019 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 2019

# HERITAGE

Trade Show Services

**DO NOT DELAY!**

**ADVANCE SHIPMENT  
TO WAREHOUSE**

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

EXHIBITOR NAME

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

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UPS FREIGHT  
9124 W. RENO AVE.  
OKLAHOMA CITY, OK 73127

FOR: LOA 2019

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FOR: LOA 2019

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**DO NOT DELAY**

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

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

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

FOR: LOA 2019



## 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 10:00 a.m., Tuesday, October 8<sup>th</sup>, 2019. 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 2019</p>
---

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 8<sup>TH</sup>, 2019

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

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

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

FOR: LOA 2019

# HERITAGE

Trade Show Services

DO NOT DELAY

DIRECT SHIPMENT TO  
SHOW SITE

MUST NOT ARRIVE BEFORE  
TUESDAY, OCTOBER 8<sup>TH</sup>, 2019

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

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

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

FOR: LOA 2019

# HERITAGE

Trade Show Services

DO NOT DELAY

DIRECT SHIPMENT TO  
SHOW SITE

MUST NOT ARRIVE BEFORE  
TUESDAY, OCTOBER 8<sup>TH</sup>, 2019

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

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

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

FOR: LOA 2019

# HERITAGE

Trade Show Services

DO NOT DELAY

DIRECT SHIPMENT TO  
SHOW SITE

MUST NOT ARRIVE BEFORE  
TUESDAY, OCTOBER 8<sup>TH</sup>, 2019

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

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

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

FOR: LOA 2019



## 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.**

**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. This must include a copy of your Worker's Compensation insurance.
All personnel must be properly badged for the show.
Labor must conform to local labor jurisdiction as outlined under the appropriate section of this service manual.

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

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

THIRD PARTY AUTHORIZATION

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

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

THIRD PARTY AGENT:

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

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

PERSONAL CREDIT CARD COMPANY CREDIT CARD

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

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

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

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

ADDRESS \_\_\_\_\_

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

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

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 2019 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 2019 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 Exhibitor Services at [Exhibitor.Services@heritagesvs.com](mailto:Exhibitor.Services@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 2019 \_\_\_\_\_ 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 2019 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 45¢ per sq. ft. per day

Vacuuming ONCE before initial opening of Exhibit 45¢ 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 55¢ per sq. ft. per day

Cleaning and dusting of display background and furnishings ONCE before initial opening of exhibits 55¢ 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 \$50.65 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 2019 \_\_\_\_\_ 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" ____@	42.50	63.75 = \$	_____
7"X44" ____@	49.50	74.25 = \$	_____
11"X14" ____@	52.25	78.50 = \$	_____
14"X22" ____@	63.75	95.50 = \$	_____
14"X44" ____@	86.25	129.00 = \$	_____
22"X28" ____@	86.25	129.00 = \$	_____
28"X44" ____@	144.50	216.75 = \$	_____
40"X60" ____@	192.75	289.00 = \$	_____
Easel			
Back ____@	26.50	40.00 = \$	_____
Sentra ____X____@	14.00 sq.ft.	21.00 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 \$14.00 = \$ \_\_\_\_\_

- \$14.00 per sq. ft. (standard price \$21.00)
- Minimum order 9 sq. ft. (1296 sq. in.)
- Double sq. ft. for double-sided graphics
- Round sq. ft. to next whole increment
- File conversion, retouching, cloning or color correcting may incur additional labor charges

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

### 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 2019 BOOTH # \_\_\_\_\_

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

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

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

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

(Print & Sign)

# 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	\$95
Each additional app download	\$50

### Rent Device/Hardware and Software

Rent device/hardware	\$195 per device
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## ORDERING IS SIMPLE

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<https://scan.eventpower.com/19LOA>

## HELP

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Questions using this app, contact [lead\\_retrieval@eventPower.com](mailto:lead_retrieval@eventPower.com) any time. While on-site, visit the Registration desk.





## How to Register for Cox Convention Center Online Ordering

- Go to [www.coxconventioncenter.com/](http://www.coxconventioncenter.com/)
- Click on “Client & Exhibitor Services” at the top of the page.
- Click the “Online Ordering” link located below the “Make Yourself At Home” title. You will be taken to the login page of our online storefront.
- Alternatively, you can go directly to the login page by entering <https://coxconventioncenter.boomerecommerce.com/Pages/Security/Login.aspx?ReturnUrl=%2f> into your address bar.
- If you have any questions or need any help ordering your services, please contact us at [exhibitorservices@coxconventioncenter.com](mailto:exhibitorservices@coxconventioncenter.com)

### New Users:

- Click on the “Register Now” button.
- A page loads allowing you to search for your company. Perform a search to see if your company exists in our system. Enter a few characters of your company’s name into the “Your Company Name” search box and click the “Search” button.
- If your company exists, you will see it in the grid below. Click the checkbox next to your company’s name, then click the “Next” button.
- If you don’t see your company, click on the “Create a New Company” button and enter your company’s information.
- Next, a “Create a New Contact” page appears. Fill in all the fields on the form.
  - o The email address you put here will become your username on our store.
- Click the “Register” button.
- You will now be sent a temporary password via email. Click the link to return to the login page.
- It may take a minute or two to receive the email containing your temporary password. You’ll need this in order to log in.
- Once you receive your temporary password, go back to the login page and enter your email address and temporary password. Click the “Log in” button.
- You’ll be brought to a screen where you can assign a permanent password. First, enter your temporary password into the “Old Password” box. Then, assign a new password in the “New Password” box and re-enter it in the “Confirm Password” box.
- Click the “Set Password” button.

### Existing Users:

- If you have previously placed orders with us, enter your login name (your email address previously provided) and your password in the box on the right-hand side of the page.
- If you have forgotten your password, click “Forgot Password” in the box to receive a new temporary password.



## How to Place a New Order

- Once you have logged in, search for the event you are associated with in the list of upcoming events.
- Use the filters at the top of the page to narrow down the results if necessary.
- If you cannot find your event at all, email us at [exhibitorservices@coxconventioncenter.com](mailto:exhibitorservices@coxconventioncenter.com) so we can add your event to the list.
- Select the event by clicking on it in the results.
- You are now in the storefront's homepage of the event and can begin shopping.
- Use the left-hand navigation menu ("See All Departments") to browse through the departments and shop for products.
- When you click on a department (Electrical Service, Internet Service, Telephone Service, or Plumbing Service), a list of available products and their associated prices will appear. Find the product(s) you need and click the corresponding "Add to Cart" button(s).
- When you click "Add to Cart", you will be taken to a page where you can specify the quantity of the product you need and add any special instructions. Read the associated terms and conditions, then click the checkbox next to "I agree to the above terms and conditions" and click "Add to Cart".
- To continue shopping, use the drop down menu under "Shop Departments" on the left-hand side of the screen.
- When you are ready to check out, click on the "x item(s) in your cart" button located in the upper right-hand corner of the screen.
- On the following screen, you can review everything in your cart. If you want to remove an item from your cart, click on the red X to the left of the product name. If you want to keep shopping, click the "Keep Shopping" button in the upper left-hand corner of the screen. Otherwise, if everything looks correct, click the "Secure Checkout" button in the upper right-hand corner of the screen.
- Fill in all the fields on the "Customer Detail" page, then click "Next".
- On the "Acceptance" page, please read through our terms and conditions. Then click the checkbox next to "I Accept the Terms and Conditions" at the bottom of the page and click "Next".
- Your balance due is shown at the top of the "Payment" page. Make sure this amount is entered in the "Payment Amount" box, then select a payment method from the "Payment Method" drop down box and fill in all the fields. Once this has been completed, click "Apply Payment".
  - o If you are using multiple forms of payment, simply enter an amount for each method of payment. Make sure the sum of these payments matches your total balance due.
- After entering your payment(s), click "Next" to continue.
- Review your order and submit.



## Pricing of Service

- 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 for specified dates.
- **Day of rates will go into effect on July 1, 2019**
- Rates are guaranteed through December 31, 2019

## Electrical Service

120 Volt Single Phase Service			
Service	Advance Rate	Standard Rate	Day of Rate
20 AMPS (up to 2000 watts)	\$ 59.00	\$ 66.00	\$ 79.00
Blown Fuses		\$ 3.00	
208 Volt Single Phase Service (1 outlet)			
Service	Advance Rate	Standard Rate	Day of Rate
20 AMPS	\$ 95.50	\$ 103.50	\$ 116.50
30 AMPS	\$ 125.50	\$ 135.50	\$ 148.50
40 AMPS	\$ 157.50	\$ 166.50	\$ 179.50
50 AMPS	\$ 188.50	\$ 197.50	\$ 210.50
208 Volt Three Phase Service (1 outlet)			
Service	Advance Rate	Standard Rate	Day of Rate
20 AMPS	\$ 107.50	\$ 118.50	\$ 131.50
30 AMPS	\$ 151.50	\$ 162.50	\$ 175.50
40 AMPS	\$ 195.50	\$ 206.50	\$ 219.50
50 AMPS	\$ 238.50	\$ 250.50	\$ 263.50

## Internet Service

Service	Advance Rate	Standard Rate	Day of Rate
Standard Internet	\$ 200.00	\$ 300.00	\$ 350.00
Wireless Internet	\$ 100.00	\$ 100.00	\$ 150.00
Additional IP Addresses		\$ 100.00	\$ 150.00
Dry line hook-up (Floor Connection/Vendor other than COX)		\$ 200.00	\$ 250.00

## Phone Service

Service	Advance Rate	Standard Rate	Day of Rate
Phone Line (Local Service Only)	\$ 125.00	\$ 200.00	\$ 250.00
Phone Line With Telephone	\$ 125.00	\$ 200.00	\$ 250.00
Phone Line (Local/Long Distance)	\$ 175.00	\$ 250.00	\$ 300.00
Dry line hook-up (Floor Connection/Vendor other than COX)		\$ 200.00	\$ 250.00

## Plumbing Service

Service	Advance Rate	Standard Rate	Day of Rate
Water line to booth	\$ -	\$ 125.00	\$ 150.00
Additional Line(s)	\$ -	\$ 75.00	
Drain line to booth	\$ -	\$ 50.00	
Labor for connecting Equipment half hour minimum		\$50.00 per hour	



## Terms and Conditions

### Internet

- 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.
- Provided WiFi service is 5ghz *only*; 2.4ghz is *not* supported.

### Telecommunications

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

### Plumbing

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

### Electric

- 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.
- Only one outlet is provided per order. Exhibitor must provide multi-plug strips or extension cords.



## 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.

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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.