



## Service Manual

# AAGL 2025 54<sup>TH</sup> GLOBAL CONGRESS ON MIGS

NOVEMBER 8-11<sup>TH</sup>, 2025

VANCOUVER CONVENTION CENTRE  
VANCOUVER, BRITISH COLUMBIA

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



[exhibitor.services@heritagesvs.com](mailto:exhibitor.services@heritagesvs.com)

1-800-360-4323

Fax 314-534-8050

exhibitor.services@heritagesvs.com

1-800-360-4323

Fax: 314-534-8050

**Order online at: [heritagesvs.com/ordering](https://heritagesvs.com/ordering)**

Please contact us for assistance if needed

## AAGL 2025 GLOBAL CONGRESS ON MIGS

**NOVEMBER 8-11<sup>TH</sup>, 2025**

**VANCOUVER CONVENTION CENTRE**

**VANCOUVER, BRITISH COLUMBIA**

### Booth Equipment

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

### Exhibit Hall Carpet

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

### Discount Price Deadline Dates

In order to receive advance order discount rates listed on the price sheet, we must receive your order and payment by the following dates below.

Custom Heritage Rentals – Thursday, October 9<sup>th</sup>, 2025

Carpet, Furniture and Accessories – Monday, October 20<sup>th</sup>, 2025

### Shipments to Advance Warehouse Deadline Date

Heritage will begin receiving freight at the advance warehouse on Thursday, October 9<sup>th</sup>, 2025. To avoid late fees, all shipments to the advanced warehouse must arrive no later than Thursday, October 30<sup>th</sup>, 2025. Shipments will be received Monday through Friday between the hours of 10:00 a.m. and 4:00 p.m.

### Customs Forms Regarding Inbound and Outbound Freight

For your convenience, ConsultExpo has provided the necessary customs forms in order to facilitate the inbound and outbound shipping of all exhibitor freight. Please refer to their forms on pages 38-42 and work with them directly to simplify this process.

## Show Schedule

### Exhibitor Move-In

Thursday	November 6 <sup>th</sup>	1:00 PM	-	5:00 PM	Large Exhibits – 20' x 20' and up
Friday	November 7 <sup>th</sup>	8:00 AM	-	5:00 PM	All Exhibits
Saturday	November 8 <sup>th</sup>	8:00 AM	-	5:00 PM	All Exhibits
Sunday	November 9 <sup>th</sup>	8:00 AM	-	2:00 PM	All Exhibits

### Exhibit Hours

Sunday	November 9 <sup>th</sup>	5:00 PM	-	7:00 PM	Welcome Reception
Mon. – Tues.	November 10-11 <sup>th</sup>	8:00 AM	-	2:00 PM	Exhibit Hall Hours
		8:00 AM	-	9:30 AM	Breakfast in Exhibit Hall
		8:30 AM	-	9:15 AM	Experience Theaters
		12:30 PM	-	1:15 PM	Experience Theaters
		12:00 PM	-	2:00 PM	Lunch in Exhibit Hall

### Exhibitor Move-Out

Tuesday	November 11 <sup>th</sup>	2:00 PM	-	8:00 PM
Wednesday	November 12 <sup>th</sup>	8:00 AM	-	11:00 AM

### Dismantle and Move-Out Information

- Heritage will begin returning empty crates and containers as soon as the aisle carpet is removed from the aisles. This will begin at 2:00 PM, on Tuesday, November 10<sup>th</sup>.
- All carriers must check-in no later than 9:30 AM, on Wednesday, November 11<sup>th</sup>. All exhibit materials must be removed from the exhibit hall floor by 11:00 AM, on Wednesday, November 11<sup>th</sup>. Heritage will begin redirecting all outbound freight not claimed by appointed freight carriers to the preferred show carrier at 9:30 AM.
- Please refer to the Outbound Shipments Form included in this packet for detailed information regarding outbound shipping procedures.



## GENERAL INFORMATION/QUICK FACTS

exhibitor.services@heritagesvs.com  
1-800-360-4323

Fax: 314-534-8050

**Order online at: [heritagesvs.com/ordering](https://heritagesvs.com/ordering)**

Please contact us for assistance if needed

### AAGL 2025 GLOBAL CONGRESS ON MIGS

**NOVEMBER 8-11<sup>TH</sup>, 2025**

**VANCOUVER CONVENTION CENTRE**

**VANCOUVER, BRITISH COLUMBIA**

#### Post Show Paperwork and Labels

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

#### HES Freight Logistics

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

#### Ordering Online

Go To: [heritagesvs.com/ordering](https://heritagesvs.com/ordering)

### Warehouse Shipping Information:

Exhibitor Company Name and Booth Number

Aerostream

C/O HERITAGE

18391 McCartney Way

Richmond, BC V6W 0A1

FOR: AAGL 2025 Global Congress on MIGS

Heritage will accept exhibit materials beginning Thursday, October 9<sup>th</sup>, 2025 at the warehouse address. Material arriving after Thursday, October 30<sup>th</sup>, 2025 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

Vancouver Convention Centre - West

Via Waterfront Road Truck Route

1055 Canada Place

Vancouver, BC V6C 0C3

FOR: AAGL 2025 Global Congress on MIGS

Crated, boxed, or skidded materials will be accepted at show site beginning at 1:00 PM, Thursday, November 6<sup>th</sup>, 2025 at the show site address. Shipments arriving before this date may be refused by the facility and may be subjected to additional venue handling fees.

#### Service Center Hours

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

#### Excessive Trash, Furniture, and Booth Abandonment

Excessive materials left in booths and meeting rooms at the end of published exhibitor move-out, that are not labeled for an outbound shipment will be considered trash. The exhibitor will be charged for the removal and disposal of these items. Charges may include installation and dismantle labor, forklift labor, and/or dumpster fees. Excessive trash to include, items such as: carpet, padding, furniture, shelving, booth structure, crates and/or pallets.

**We Appreciate Your Business!**



# METHOD OF PAYMENT & CREDIT CARD AUTHORIZATION FORM

exhibitor.services@heritagesvs.com

1-800-360-4323

Fax 314-534-8050

**Order online at: [heritagesvs.com/ordering](http://heritagesvs.com/ordering)**

***Must be completed and submitted with any HERITAGE order forms***

Name of Convention **AAGL 2025 GLOBAL CONGRESS ON MIGS** Booth# \_\_\_\_\_  
Exhibiting Company \_\_\_\_\_  
Phone # \_\_\_\_\_ Fax # \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_  
Contact Email \_\_\_\_\_  
Print Name \_\_\_\_\_ Signature \_\_\_\_\_

## Credit Card Payment

Cardholder's Name (Please print) \_\_\_\_\_  
Credit Card Billing Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_  
Credit Card # \_\_\_\_\_ V-Code \_\_\_\_\_ EXP \_\_\_\_\_  
Charge to: ☐ American Express ☐ MasterCard ☐ Visa ☐ Discover

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

### CARD HOLDER'S SIGNATURE

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

## Company Check

Make Check Payable to: HERITAGE  
620 Shenandoah Ave  
St. Louis, MO 63104  
Attn: Exhibitor Services  
Please include a copy of this order form with your check.

## Bank Wire Transfer

Enterprise Bank and Trust  
St. Louis, MO 63127  
ABA# 081006162  
ACCT# 0040520 HERITAGE  
Swift Code - Entrus44

Please reference name of show & booth number to credit your account. Customers are responsible for any bank processing fees. Please add \$25.00 to your invoice total for each wire to cover inbound bank processing fees.

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

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

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





exhibitor.services@heritagesvs.com

1-800-360-4323

Fax 314-534-8050

Order online at: [heritagesvs.com/ordering](http://heritagesvs.com/ordering)

# ORDER SUMMARY FORM

## AAGL 2025 GLOBAL CONGRESS ON MIGS

**Customs Discount Deadline:**

**10/9/2025**

**Discount Deadline:**

**10/20/2025**

### Order Services Early and **SAVE!**

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

#### Heritage Order Forms

#### Order Total

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

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

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

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

Contact Name \_\_\_\_\_ Booth # \_\_\_\_\_

Phone # \_\_\_\_\_ Email \_\_\_\_\_

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

**SAVE TIME AND MONEY!**

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

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

**Booth #**
**Left Booth #**
**Right Booth #**
**Booth #**

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

Contact Name \_\_\_\_\_ Booth# \_\_\_\_\_

Phone # \_\_\_\_\_ Email \_\_\_\_\_

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

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

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

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

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

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

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

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

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

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

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

or any individual or company under the control directly or indirectly of the EXHIBITOR at the show.

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

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

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

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

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

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

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

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

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

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

**Discount Deadline:**  
**10/20/2025**

Exhibiting Company \_\_\_\_\_ Booth Number \_\_\_\_\_

**EAC Information:**

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

Billing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Country: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Email Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

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

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

**Official Show Contractors:**

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

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

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

**The contractor hired by the exhibitor must**

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

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

**INCOMPLETE OR UNSIGNED FORMS WILL NOT BE ACCEPTED.**

Signature of Exhibitor: \_\_\_\_\_ Date: \_\_\_\_\_

Service to be Performed: \_\_\_\_\_

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

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

Contact Name \_\_\_\_\_ Booth # \_\_\_\_\_

Phone # \_\_\_\_\_ Email \_\_\_\_\_



# EXHIBITOR APPOINTED CONTRACTORS (EAC) AAGL 2025 GLOBAL CONGRESS ON MIGS

exhibitor.services@heritagesvs.com

1-800-360-4323

Fax 314-534-8050

Order online at: [heritagesvs.com/ordering](https://heritagesvs.com/ordering)

**Discount Deadline:**  
**10/20/2025**

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

**HERITAGE  
ORGANIZER  
FACILITY**

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

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

The insurance form must list as the Certificate Holder:

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

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

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

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

**HERITAGE  
ORGANIZER  
FACILITY**

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

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

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

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

Each Accident \$1,000,000

Disease - Each Employee \$1,000,000

Disease - Policy Limit \$1,000,000

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

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

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

Name of EAC: \_\_\_\_\_ Booth Number: \_\_\_\_\_

By (print name): \_\_\_\_\_

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



# EXHIBITOR APPOINTED CONTRACTORS (EAC) AAGL 2025 GLOBAL CONGRESS ON MIGS

exhibitor.services@heritagesvs.com

1-800-360-4323

Fax 314-534-8050

Order online at: [heritagesvs.com/ordering](http://heritagesvs.com/ordering)

**Discount Deadline:**  
**10/20/2025**

## Exhibitor Appointed Contractor (EAC) Work Authorization Form

Return completed EAC Requirement forms to Heritage via email to [exhibitor.services@heritagesvs.com](mailto:exhibitor.services@heritagesvs.com) no later than 30 days prior to the show start date. **Please forward a copy of the Certificate of Liability Insurance sample to your EAC.**

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

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

Electrical   Booth Cleaning   Plumbing   Material Handling   Telecommunications   Hanging Signs   Rigging

Services:

☐  
☐  
☐

Installation & Dismantle

Photography

Personnel/Models

☐  
☐  
☐

Installation & Dismantle – Supervision Only

Security

Other (please specify): \_\_\_\_\_

Products:

☐  
☐  
☐

Flooring/Carpet Rental

Furniture/Signs/Accessories

Floral

☐  
☐  
☐

Audio/Visual – Rental/Production/Lighting

Computer Rental

Other (please specify): \_\_\_\_\_

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

**\*\*Note Other Products/Services Here:**

**Please Type or Print**

### EAC Information:

EAC Company Name: \_\_\_\_\_

Address: \_\_\_\_\_ City/State/Zip \_\_\_\_\_

EAC Company Phone: \_\_\_\_\_ Fax Number: \_\_\_\_\_

EAC Contact Name: \_\_\_\_\_ EAC Contact Cell: \_\_\_\_\_

EAC Contact Email: \_\_\_\_\_

Product/Service Description: \_\_\_\_\_

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

Exhibitor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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

Contact Name \_\_\_\_\_ Booth # \_\_\_\_\_

Phone # \_\_\_\_\_ Email \_\_\_\_\_

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

CERTIFICATE HOLDER

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

CANCELLATION





exhibitor.services@heritagesvs.com

1-800-360-4323

Fax 314-534-8050

Order online at: [heritagesvs.com/ordering](http://heritagesvs.com/ordering)

## THIRD PARTY AUTHORIZATION AAGL 2025 GLOBAL CONGRESS ON MIGS

**Discount Deadline:**  
**10/20/2025**

### THIRD PARTY AUTHORIZATION

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

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

### THIRD PARTY AGENT:

CREDIT CARD NUMBER \_\_\_\_\_

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

☐ VISA ☐ AMERICAN EXPRESS ☐ MASTERCARD ☐ DISCOVER

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

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

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

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

ADDRESS \_\_\_\_\_

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

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

EMAIL \_\_\_\_\_

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

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

(Please Print)

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

Contact Name \_\_\_\_\_ Booth# \_\_\_\_\_

Phone # \_\_\_\_\_ Email \_\_\_\_\_

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



# CARPET RENTAL ORDER FORM

## AAGL 2025 GLOBAL CONGRESS ON MIGS

exhibitor.services@heritagesvs.com

1-800-360-4323

Fax 314-534-8050

Order online at: [heritagesvs.com/ordering](https://heritagesvs.com/ordering)

**Prestige Carpet Order Deadline: Discount Deadline:**  
**9/19/2025 10/20/2025**

Classic Expo  
Carpet  
16 oz

Item	Quantity	Discount Rate	Standard Rate	Total
<b>C10</b> 10' x 10'	x	\$383.37	\$498.39	=
<b>C20</b> 10' x 20'	x	\$752.67	\$978.48	=
<b>C30</b> 10' x 30'	x	\$1,125.53	\$1,463.19	=
<b>C40</b> 10' x 40'	x	\$1,512.38	\$1,966.09	=

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

Item	Total Sq. Ft.	Discount Rate	Standard Rate	Total
<b>C60</b> Area Carpet Classic _____ W x _____ L per sq. ft. _____ x \$6.50 \$8.45 = _____ 100 sq. ft. min.				

**Circle your color choice for CLASSIC EXPO carpet:**

Red Blue Granite Black Blue Jay Tuxedo

Prestige  
Carpet  
28 oz

Item	Total Sq. Ft.	Discount Rate	Standard Rate	Total
<b>C90</b> Area Carpet Prestige _____ W x _____ L per sq. ft. _____ x \$6.83 \$8.87 = _____ 100 sq. ft. min.				

**Circle your color choice for PRESTIGE carpet:**

Navy Black White Charcoal Silver Cloud

**PLEASE NOTE: ANY ORDERS FOR PRESTIGE CARPET MUST BE PLACED BY FRIDAY, SEPTEMBER 19<sup>TH</sup>**

Padding and  
Visqueen

Item	Total Sq. Ft.	Discount Rate	Standard Rate	Total
<b>C70</b> Carpet Padding _____ W x _____ L per sq. ft. _____ x \$3.18 \$4.13 = _____				
<b>C80</b> Visqueen Covering _____ W x _____ L per sq. ft. _____ x \$1.89 \$2.46 = _____				

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

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

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

**SUBTOTAL** \$ \_\_\_\_\_  
**TAX 12%** \$ \_\_\_\_\_  
**TOTAL DUE** \$ \_\_\_\_\_

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

Contact Name \_\_\_\_\_ Booth# \_\_\_\_\_

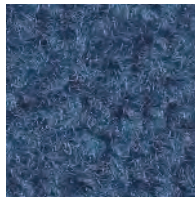
Phone # \_\_\_\_\_ Email \_\_\_\_\_

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

## 16 oz. Classic Expo



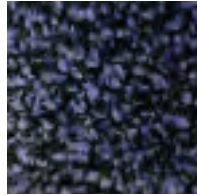
Red



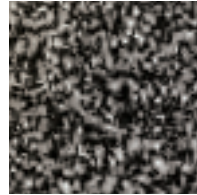
Blue



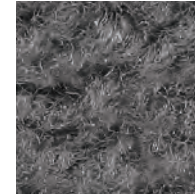
Black



Blue Jay



Tuxedo

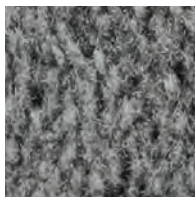


Granite

## 28 oz. Prestige Carpet



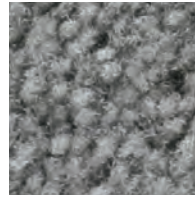
Navy



Charcoal



Black



Silver Cloud



White



# FURNITURE RENTAL ORDER FORM

## AAGL 2025 GLOBAL CONGRESS ON MIGS

exhibitor.services@heritagesvs.com

1-800-360-4323

Fax 314-534-8050

Order online at: [heritagesvs.com/ordering](https://heritagesvs.com/ordering)

**Discount Deadline:**  
**10/20/2025**

	Item	Quantity	Discount Rate	Standard Rate	Total
Furniture	F60 Plastic Folding Chair (Gray)	<input type="text"/>	x \$ 144.17	\$ 187.42	= <input type="text"/>
	F50 Padded Sled Base Chair (Gray)	<input type="text"/>	x \$ 188.17	\$ 244.62	= <input type="text"/>
	F10 Padded Arm Chair (Gray)	<input type="text"/>	x \$ 203.97	\$ 265.16	= <input type="text"/>
	F40 Custom Padded High Stool (Gray)	<input type="text"/>	x \$ 302.48	\$ 393.22	= <input type="text"/>

### Draped Display Tables

		Circle your color choice:						
		Red	Blue	Burgundy	Hunter Green	Silver	Black	White
F110	4' Table – 30" High	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
F120	6' Table – 30" High	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
F140	4' Table – 42" Counter High	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
F150	6' Table – 42" Counter High	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
F170	4th Side Table Drape - 30" High	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
F180	4th Side Table Drape - 40" High	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

### Undraped Display Tables

F190	4' Table – 30" High	<input type="text"/>	x \$ 167.08	\$ 217.20	= <input type="text"/>
F200	6' Table – 30" High	<input type="text"/>	x \$ 203.97	\$ 265.16	= <input type="text"/>
F220	4' Table – 42" Counter High	<input type="text"/>	x \$ 181.14	\$ 235.48	= <input type="text"/>
F230	6' Table – 42" Counter High	<input type="text"/>	x \$ 214.55	\$ 278.92	= <input type="text"/>
F80	30" Diameter Pedestal (Gray) 18" H	<input type="text"/>	x \$ 362.28	\$ 470.96	= <input type="text"/>
F90	30" Diameter Pedestal (Gray) 30" H	<input type="text"/>	x \$ 362.28	\$ 470.96	= <input type="text"/>
F100	30" Diameter Pedestal (Gray) 42" H	<input type="text"/>	x \$ 362.28	\$ 470.96	= <input type="text"/>

### Special Drape Products

		Circle your color choice:						
		Red	Blue	Burgundy	Green	Silver	Black	White
F280	Drape - 3' H	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
F290	Drape - 8' H	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

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

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

**SUBTOTAL** \$

**TAX 12%** \$

**TOTAL DUE** \$

Exhibiting Company

Contact Name  Booth#

Phone #  Email

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

# Chairs



**Plastic Folding Chair**  
F60  
(Gray)



**Padded Sled Base Chair**  
F50  
(Gray)



**Custom Padded High Stool**  
F40  
(Gray)



**Padded Arm Chair**  
F10  
(Gray)

# Skirted Tables



**4' Display Table**  
F110  
30" High



**4' Display Table**  
F140  
42" Counter High



**6' Display Table**  
F120  
30" Counter High



**6' Display Table**  
F150  
42" High

## Table Skirt and Drape Color Options



Red



Hunter Green



White



Blue



Burgundy



Black

# Undraped Display Tables



**4' Display Table**  
F190  
30" High



**4' Display Table**  
F220  
42" Counter High



**6' Display Table**  
F200  
30" High



**6' Display Table**  
F230  
42" Counter High



**30" Diameter Pedestal**  
F80  
18" H (Gray)



**30" Diameter Pedestal**  
F90  
30" H (Gray)



**30" Diameter Pedestal**  
F100  
42" H (Gray)



exhibitor.services@heritagesvs.com

1-800-360-4323

Fax 314-534-8050

Order online at: [heritagesvs.com/ordering](http://heritagesvs.com/ordering)

## ACCESSORIES RENTAL ORDER FORM

**AAGL 2025 GLOBAL CONGRESS ON MIGS**

**Discount Deadline: 10/20/2025**

	Item	Quantity	Discount Rate	Standard Rate	Total
Accessories	<b>A10</b> Wastebasket	_____ x	\$ 50.65	\$ 65.85	= _____
	<b>A20</b> Tripod Easels	_____ x	\$ 84.45	\$ 109.78	= _____
	<b>A30</b> Chrome Stanchion	_____ x	\$ 63.28	\$ 82.26	= _____
	<b>A60</b> Chrome Bag Rack	_____ x	\$ 183.63	\$ 238.72	= _____
	<b>A70</b> Literature Rack	_____ x	\$ 183.63	\$ 238.72	= _____
	<b>A80</b> Garment Rack 5'	_____ x	\$ 358.72	\$ 466.34	= _____
	<b>A107</b> Fishbowl	_____ x	\$ 37.80	\$ 49.14	= _____
	<b>A110</b> 6' Tensabarrier	_____ x	\$ 196.94	\$ 256.02	= _____
	<b>D250</b> Chrome Sign Holder	_____ x	\$ 286.98	\$ 373.07	= _____
Tackboard	<b>D20</b> Tackboard Panels (4'x8') Vertical	_____ x	\$ 379.89	\$ 493.86	= _____
	<b>D30</b> Tackboard Panels (4'x8') Horizontal	_____ x	\$ 379.89	\$ 493.86	= _____
Slatwall	<b>D50</b> Slatwall 1 Meter x 8'	_____ x	\$ 464.26	\$ 603.54	= _____

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

**SUBTOTAL** \$ \_\_\_\_\_

**TAX 12%** \$ \_\_\_\_\_

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

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

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

Contact Name \_\_\_\_\_ Booth# \_\_\_\_\_

Phone # \_\_\_\_\_ Email \_\_\_\_\_

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



# ACCESSORIES

## EXHIBIT ACCESSORIES



**Wastebasket**  
A10



**Tripod Easels**  
A20



**Chrome Sign Holder**  
D250



**Chrome Stanchion**  
A30



**Garment Rack 5'**  
A80



**Coat Tree**  
A50



**Chrome Bag Rack**  
A60



**Fishbowl**  
A107



**6' Tensabarrier**  
A110



**Literature Rack**  
A70



**Slatwall 1 Meter x 8'**  
D50



# HERITAGE™

## EXHIBIT ACCESSORIES - COUNTERS & SHOWCASES RENTAL ORDER FORM

exhibitor.services@heritagesvs.com

1-800-360-4323

Fax 314-534-8050

Order online at: [heritagesvs.com/ordering](http://heritagesvs.com/ordering)

**AAGL 2025 GLOBAL CONGRESS ON MIGS**

**Custom Discount Deadline: 10/9/2025**

### Exhibit Cabinets & Counters

All metal is silver

**Circle your panel choice:** White PVC   Black PVC   \*Printed Graphic

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

	Item	Quantity	Discount Rate	Standard Rate	Total
<b>C_092</b>	1 Meter Display Counter with Shelf 1M x 1/2M x 42" High with Sliding Door	_____ x	\$ 1181.78	\$ 1536.31	= _____
<b>C_084</b>	2 Meter Display Counter with Shelf 2M x 1/2M x 42" High with Sliding Door	_____ x	\$ 1079.44	\$ 1403.28	= _____
<b>C_152</b>	1 Meter Curved Counter with Shelf 1M x 1/2M x 42" High with Sliding Door	_____ x	\$ 1299.96	\$ 1689.94	= _____
<b>C_053</b>	1 Meter Radius Counter with Shelf 1M x 1/2M x 42" High with Sliding Door	_____ x	\$ 911.94	\$ 1185.53	= _____
<b>C_179</b>	1 Meter Display Cabinet with Shelf 1M x 1/2M x 42" High with 2 Swing Doors and built in locks	_____ x	\$ 1181.78	\$ 1536.31	= _____
<b>MD60</b>	Counter Locks	_____ x	\$ 66.83	\$ 86.88	= _____

### Showcases

	Item	Quantity	Discount Rate	Standard Rate	Total
All showcases come with lights, sliding doors and jewelers lock. If you want to add graphics, please contact Customer Service at <a href="mailto:exhibitor.services@heritagesvs.com">exhibitor.services@heritagesvs.com</a> .					
<b>D140</b>	4' Full View Showcase	_____ x	\$ 1118.50	\$ 1454.05	= _____
<b>D160</b>	4' Quarter View Showcase	_____ x	\$ 949.61	\$ 1234.49	= _____

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

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

**SUBTOTAL** \$ \_\_\_\_\_  
**TAX 12%** \$ \_\_\_\_\_  
**TOTAL DUE** \$ \_\_\_\_\_

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

Contact Name \_\_\_\_\_ Booth# \_\_\_\_\_

Phone # \_\_\_\_\_ Email \_\_\_\_\_

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

# CABINETS AND COUNTERS



## Counter

C\_092

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



## Counter

C\_084

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



## Curved Counter

C\_152

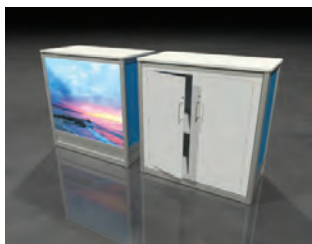
1M x 1/2M x 42"  
High W/Shelf



## Radius Counter

C\_053

1M x 1/2M x 42"  
High



## Cabinet

C\_179

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

## Display Cases



D140/D150 (shown)

D140 - 4' Full View

Showcase

D150 - 6' Full View

Showcase



D160/D170 (shown)

D160 - 4' Quarter View

Showcase

D170 - 6' Quarter View

Showcase



**Westridge Arm Chair**  
31"W x 36"D x 33"H



Buttercream ● Charcoal ●

**Westridge Sofa**  
95"W x 35"D x 33"H



Buttercream ● Charcoal ●

**Salter Cream Chair**  
32"W x 32"D x 28.5"H



**Salter Cream Sofa**  
80"W x 33"D x 28"H



**Dundarave Chairs**  
28"W x 32"D x 31"H



**Nelson White Swivel Chair**  
27"W x 23.6"D x 30.7"H



**Elliot Arm Chair Black**  
25.4"W x 24.5"D x 32"H



**Elliot Tub Chair White**  
19.5"W x 19.5"D x 33.5"H



**Richmond Office Chair**  
23.2"W x 23.2"D x 35 - 38.2"H



**Collingwood Barstool**  
18"W x 18"D x 24 - 32.5"H



Black ● White ○

**Main Barstool**  
21"W x 20.5"D x 44.5"H



Black ● White ○ Grey ● Taupe ●

**Boxwood Hedges**  
36"L x 16"D x 84"H - Tall  
48"L x 16"D x 48"H - Short



**Package A**  
1 x Girari Bar Table  
2 x Main Barstools



**Package B**  
1 x Furness End Table  
2 x Westridge Arm Chairs



**Package C**  
1 x Furness Coffee Table  
2 x Westridge Sofas



**Package D**  
1 x Elliot Café Table  
4 x Elliot Tub Chairs White






## PRESTIGE FURNITURE PACKAGE RENTAL ORDER FORM & INVOICE

SUBJECT TO AVAILABILITY

SHOW NAME  
SHOW DATE  
VENUE  
CITY

Description	QTY	Discount Rate	Standard Rate	TOTAL
<b>Westridge Arm Chair</b> 31"W x 36"D x 33"H 		662.70	861.59	
<b>Westridge Sofa</b> 95"W x 35"D x 33"H 		1,122.54	1,459.31	
<b>Salter Cream Chair</b> 32"W x 32"D x 28.5"H 		446.31	580.20	
<b>Salter Cream Sofa</b> 80"W x 33"D x 28"H 		865.57	1,154.11	
<b>Dundarave Chair</b> 28"W x 32"D x 31"H 		659.73	857.65	
<b>Nelson White Swivel Chair</b> 27"W x 23.6"D x 30.7"H 		362.46	471.20	
<b>Elliot Arm Chair Black</b> 24.5"W x 24.5"D x 32"H 		78.17	101.62	
<b>Elliot Tub Chair White</b> 19.5"W x 19.5"D x 33.5H 		64.64	84.04	
<b>Richmond Office Chair</b> 23.2"W x 23.2"D x 35 - 38.2"H 		217.20	282.36	
<b>Collingwood Barstool</b> 18"W x 18"D x 24 - 32.5"H 		155.54	202.20	
<b>Main Barstool</b> 21"W x 20.5"D x 44.5"H 		55.19	71.74	
<b>Boxwood Hedge Tall</b> 36"L x 16"D x 84"H 		720.86	937.11	
<b>Boxwood Hedge Short</b> 48"L x 16"D x 48"H 		542.33	705.03	

Description	QTY	Discount Rate	Standard Rate	TOTAL
<b>Package A</b> 1 x Girari Bar Table 2 x Main Bar Stools 		240.48	312.63	
<b>Package B</b> 1 x Furness End Table 2 x Westridge Arm Chairs 		1,390.34	1,807.43	
<b>Package C</b> 1 x Furness Coffee Table 2 x Westridge Sofas 		1,433.60	1,863.68	
<b>Package D</b> 1 x Elliot Café Table 4 x Elliot Tub Chairs White 		404.36	525.66	

### COST SUMMARY

Rate Adjustment (office use only)

25% Cancellation Fee (office use only)

Calculation of Order

Transportation & Labour Fee 25% (per order)

SUBTOTAL

TOTAL

### EXHIBITOR INFORMATION

Company

Contact

Booth#

PLEASE REFER TO THE PAYMENT & CREDIT CARD  
CHARGE AUTHORIZATION FORM

**\*\*ORDERS WILL NOT BE PROCESSED WITHOUT PAYMENT\*\***

**\*\*PLEASE NOTE THAT ANY SHIPMENTS OR FURNISHINGS  
THAT REQUIRE DELIVERY OUTSIDE OF THE EXHIBIT HALL  
WILL INCUR LABOUR CHARGES\*\***

**\*\*A 30% SURCHARGE WILL APPLY TO THE  
STANDARD RATE FOR ANY ORDERS  
PLACED LESS THAN 5 DAYS IN ADVANCE\*\***

### STANDARD RATES

Will be applied to all orders not received and paid in full by **3 weeks prior to show**.  
We reserve the right to adjust orders calculated incorrectly

### A 100% CANCELLATION FEE

Will be applied to all orders received and then cancelled 10 business days prior to  
install. If full service has been provided then 100% of the original fee will be applied.



**Elliot Café Table**  
27"D x 29"H



**Girari Bar Table**  
30"L x 30"W x 42"H



**Urban Bar Table**  
24"L x 24"W x 42"H



Black ● White ○

**Rivington Bar Table**

Charging Unit only available with white top.

72"L x 30"W x 40"H



Black ● White ○

**Jensen Wire Coffee Table**  
34"D x 16"H



Gold ● Black ●

**Jensen Wire End Tables**  
Large and small options can be rented separately or as a set.  
18.5"D x 15"H - Small  
22"D x 19"H - Large



Gold ● Black ●

**Furness Coffee Table**  
28"D x 16"H



Oak ● Walnut ●

**Furness Nesting Set**

Large and small options can be rented separately or as a set.

16"L x 16"W x 18.5"H - Small  
16"L x 16"W x 20.5"H - Large



Oak ● Walnut ●

**Harvest Dining Table 8'x30'**  
Charging Unit available  
95"L x 39"W x 30"H



**Harvest Dining Table 8'x40'**  
Charging Unit available  
95"L x 39"W x 40"H



**Avenue 6 Bar**  
72"L x 30"W x 40"H



Black ● White ○

**Avenue 4 Bar**  
48"L x 30"W x 40"H



Black ● White ○

**Avenue 1/4 Circle Bar**  
103"W x 30"D x 40"H



Black ● White ○

**Avenue 1/8 Circle Bar**  
52"W x 30"D x 40"H



Black ● White ○













## PRESTIGE FURNITURE PACKAGE RENTAL ORDER FORM & INVOICE

SUBJECT TO AVAILABILITY

SHOW NAME  
SHOW DATE  
VENUE  
CITY







Description	QTY	Discount Rate	Standard Rate	TOTAL
<b>Elliot Café Table</b> 27"D x 29"H 		145.79	189.53	
<b>Girari Bar Table</b> 30"L x 30"W x 42"H 		185.29	240.88	
<b>Urban Bar Table</b> 24"L x 24"W x 42"H 		185.29	240.88	
<input type="radio"/> <input type="radio"/> <input checked="" type="radio"/> <input type="radio"/>				
<b>Rivington Bar Table</b> 72"L x 30"W x 40"H *Charging Unit only available with white top 		347.59	451.86	
<input type="radio"/> <input type="radio"/> <input checked="" type="radio"/> <input type="radio"/>		w/ Charging Unit 521.38	w/ Charging Unit 677.79	
<b>Jensen Wire Coffee Table</b> 34"D x 16"H 		267.79	348.13	
<input type="radio"/> <input checked="" type="radio"/> <input type="radio"/> <input type="radio"/>				
<b>Jensen Wire End Tables</b> 18.5"D x 15"H - Small 22"D x 19"H - Large 		Small 81.15 Large 108.20 Set 133.89	Small 105.50 Large 140.65 Set 174.06	
<input type="radio"/> <input checked="" type="radio"/> <input type="radio"/> <input type="radio"/>				
<b>Furness Coffee Table</b> 28"D x 16"H 		267.79	348.13	
<input type="radio"/> <input type="radio"/> <input checked="" type="radio"/> <input type="radio"/>				
<b>Furness Nesting Set</b> 16"L x 16"W x 18.5"H - Small 16"L x 16"W x 20.5"H - Large 		Small 67.62 Large 94.67 Set 133.89	Small 87.91 Large 123.08 Set 174.06	
<input type="radio"/> <input type="radio"/> <input checked="" type="radio"/> <input type="radio"/>				

PLEASE REFER TO THE PAYMENT & CREDIT CARD  
CHARGE AUTHORIZATION FORM

**\*\* ORDERS WILL NOT BE PROCESSED WITHOUT PAYMENT \*\***

**\*\*PLEASE NOTE THAT ANY SHIPMENTS OR FURNISHINGS  
THAT REQUIRE DELIVERY OUTSIDE OF THE EXHIBIT HALL  
WILL INCUR LABOUR CHARGES\*\***

**\*\*A 30% SURCHARGE WILL APPLY TO THE  
STANDARD RATE FOR ANY ORDERS  
PLACED LESS THAN 5 DAYS IN ADVANCE\*\***

Description	QTY	Discount Rate	Standard Rate	TOTAL
<b>Harvest Dining Table 8'x30'</b> 95"L x 39"W x 30"H 		522.32	679.02	
<input type="radio"/> <input type="radio"/> <input checked="" type="radio"/> <input type="radio"/>		w/ Charging Unit 562.01	w/ Charging Unit 730.61	
<b>Harvest Dining Table 8'x40"</b> 95"L x 39"W x 40"H 		522.32	679.02	
<input type="radio"/> <input type="radio"/> <input checked="" type="radio"/> <input type="radio"/>		w/ Charging Unit 562.01	w/ Charging Unit 730.61	
<b>Avenue 6 Bar</b> 72"L x 30"W x 40"H 		729.78	948.72	
<input type="radio"/> <input type="radio"/> <input checked="" type="radio"/> <input type="radio"/>				
<b>Avenue 4 Bar</b> 48"L x 30"W x 40"H 		658.37	855.88	
<input type="radio"/> <input type="radio"/> <input checked="" type="radio"/> <input type="radio"/>				
<b>Avenue 1/4 Circle Bar</b> 103"W x 30"D x 40"H 		901.55	1,172.02	
<input type="radio"/> <input type="radio"/> <input checked="" type="radio"/> <input type="radio"/>				
<b>Avenue 1/8 Circle Bar</b> 52"W x 30"D x 40"H 		729.78	948.72	
<input type="radio"/> <input type="radio"/> <input checked="" type="radio"/> <input type="radio"/>				

### COST SUMMARY

<b>Rate Adjustment</b> (office use only)	
<b>25% Cancellation Fee</b> (office use only)	
<b>Calculation of Order</b>	
<b>Transportation &amp; Labour Fee 25% (per order)</b>	
<b>SUBTOTAL</b>	
<b>TOTAL</b>	

### EXHIBITOR INFORMATION

<b>Company</b>	
<b>Contact</b>	<b>Booth#</b>

### STANDARD RATES

Will be applied to all orders not received and paid in full by **3 weeks prior to show**.  
We reserve the right to adjust orders calculated incorrectly

### A 100% CANCELLATION FEE

Will be applied to all orders received and then cancelled 10 business days prior to install. If full service has been provided then 100% of the original fee will be applied.



# SPECIALTY FURNITURE

## SOFT SEATING:



Toronto Single Chair



Toronto Loveseat



Toronto Sofa



Round Stage Chair

## SECTIONAL SOFT SEATING:



Sectional Corner



Sectional Middle



Sectional Ottoman



Sectional Bench

## BAR STOOLS & CRUISERS:



Equino Bar Stool



Pitt Bar Stool



Round Cruiser



Square Cruiser

## COFFEE & END TABLES:



Round Coffee Table



Rectangle Coffee Table



Round End Table



Square End Table

*\*DISCLAIMER\* Actual products and colors available may vary from the images shown. All products subject to availability*

# SPECIALTY FURNITURE RENTAL ORDER FORM & INVOICE

## SOFT SEATING

Description	Qty.	Discount Rate	Standard Rate	Total
TORONTO SINGLE CHAIR - WHITE		513.40	667.42	
TORONTO LOVESEAT - WHITE		763.32	992.32	
TORONTO SOFA - WHITE		958.80	1,246.44	
ROUND STAGE CHAIR <input type="checkbox"/> Black <input type="checkbox"/> White		448.80	583.44	

## BAR STOOLS & CRUISERS

Description	Qty.	Discount Rate	Standard Rate	Total
EQUINO BAR STOOL <input type="checkbox"/> Black <input type="checkbox"/> White		142.80	185.64	
PITT BAR STOOL <input type="checkbox"/> Black <input type="checkbox"/> White		130.92	170.20	
ROUND CRUISER <input type="checkbox"/> Black <input type="checkbox"/> White		187.00	243.10	
SQUARE CRUISER <input type="checkbox"/> Black <input type="checkbox"/> White		156.40	203.32	

## SECTIONAL SOFT SEATING

Description	Qty.	Discount Rate	Standard Rate	Total
SECTIONAL CORNER <input type="checkbox"/> Black <input type="checkbox"/> White		363.80	472.94	
SECTIONAL MIDDLE <input type="checkbox"/> Black <input type="checkbox"/> White		363.80	472.94	
SECTIONAL OTTOMAN <input type="checkbox"/> Black <input type="checkbox"/> White		363.80	472.94	
SECTIONAL BENCH <input type="checkbox"/> Black <input type="checkbox"/> White		357.00	464.10	

## COFFEE & END TABLES

Description	Qty.	Discount Rate	Standard Rate	Total
ROUND COFFEE TABLE <input type="checkbox"/> Black <input type="checkbox"/> White		195.52	254.18	
RECTANGLE COFFEE TABLE <input type="checkbox"/> Black <input type="checkbox"/> White		195.52	254.18	
ROUND END TABLE <input type="checkbox"/> Black <input type="checkbox"/> White		149.60	194.48	
SQUARE END TABLE <input type="checkbox"/> Black <input type="checkbox"/> White		149.60	194.48	

**\*\* A 30% SURCHARGE WILL APPLY TO THE STANDARD RATE FOR ANY ORDERS PLACED LESS THAN 5 DAYS PRIOR TO MOVE IN\*\***

## EXHIBITOR INFORMATION

COMPANY

CONTACT

BOOTH#

## COST SUMMARY

RATE ADJUSTMENT (OFFICE USE ONLY)	
25% CANCELLATION FEE (OFFICE USE ONLY)	
SUBTOTAL	
Transportation & Labour Fee 25% (per order)	
TOTAL USD	

**PLEASE REFER TO THE PAYMENT & CREDIT CARD CHARGE AUTHORIZATION FORM**

**\*\*ORDERS WILL NOT BE PROCESSED WITHOUT PAYMENT\*\***

**STANDARD RATE** will be applied to all orders not received and paid in full by **3 weeks prior to move in**. We reserve the right to adjust orders calculated incorrectly.

**A 100% CANCELLATION FEE** will be applied to all orders received and then cancelled 10 business days prior to install. If full service has been provided then 100% of original fee will be applied.  
SPECIALTY-FURNITURE 2025.cdr



# EXHIBIT RENTAL DISPLAY ORDER FORM

## AAGL 2025 GLOBAL CONGRESS ON MIGS

exhibitor.services@heritagesvs.com

1-800-360-4323

Fax 314-534-8050

Order online at: [heritagesvs.com/ordering](https://heritagesvs.com/ordering)

**Custom Discount Deadline:**  
**10/9/2025**

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

10' x 10'  
Display

☐

**B001**

Advanced Price: \$4,385.88

Standard Price: \$5,701.64

☐

**B214**

Advanced Price: \$4,385.88

Standard Price: \$5,701.64

10' x 20'  
Display

☐

**B002**

Advanced Price: \$6,847.61

Standard Price: \$8,901.89

☐

**B004**

Advanced Price: \$7,694.92

Standard Price: \$10,003.40

**Select Carpet**

(included in the rental)

**Circle your color choice:**

Red Blue Gray Black Blue Jay Tuxedo

*Additional carpet colors and flooring options available at listed rates.*

☐

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

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

**SUBTOTAL** \$ \_\_\_\_\_

**TAX 12%** \$ \_\_\_\_\_

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

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

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

Contact Name \_\_\_\_\_ Booth# \_\_\_\_\_

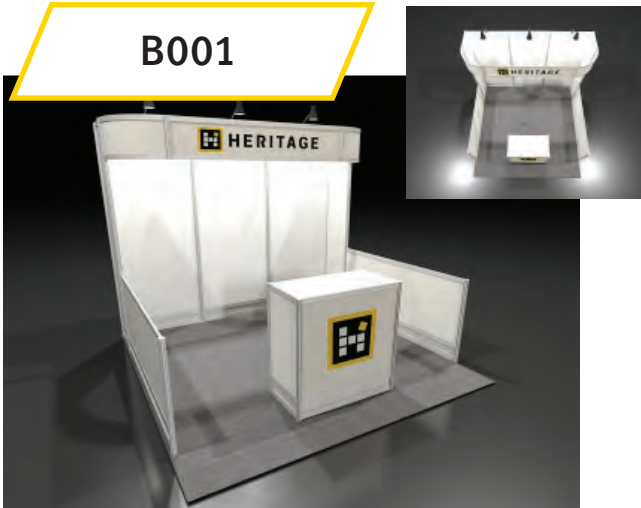
Phone # \_\_\_\_\_ Email \_\_\_\_\_

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

# 10' x 10' and 10' x 20' Exhibit Rental Displays

Booth graphics are NOT included in each space. For more info, contact us at [graphics@heritagesvs.com](mailto:graphics@heritagesvs.com). Some furnishings are included in booth packages. Please note what may and may not be included for each package. Please consult the sign service sheet, or contact your Heritage Design Consultant for pricing.

**B001**



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

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

**B214**



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

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

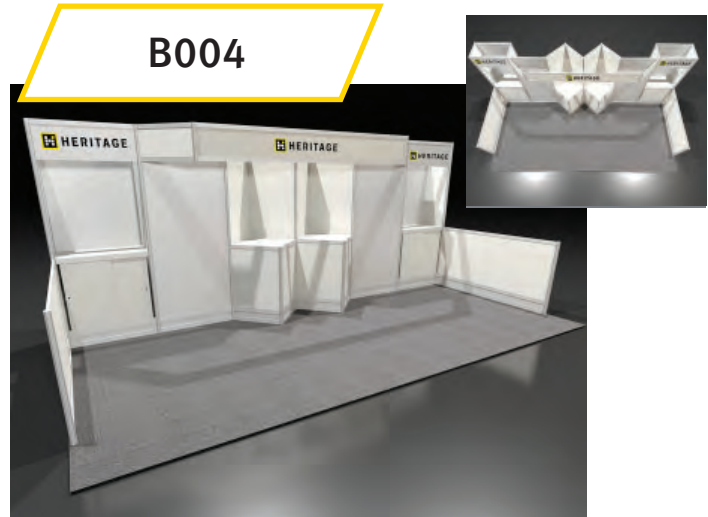
**B002**



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

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

**B004**



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

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

**EXHIBITS**

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

### **EMPTY REMOVAL INSTRUCTIONS**

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

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

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

### **CERTIFIED WEIGHT TICKETS**

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

### **INSURANCE**

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

### **INBOUND SHIPMENT(S)**

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

### **OUTBOUND SHIPMENT(S)**

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

**LIABILITY**

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

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

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



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



exhibitor.services@heritagesvs.com

1-800-360-4323

Fax 314-534-8050

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

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

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

	Description	Price per CWT	200 lb Minimum
Rate Classifications	<b>Warehouse Shipment (200 lb Minimum)</b>		
	Crated or Skidded Shipment	\$257.10	\$514.20
	Special Handling Shipment	\$308.52	\$617.04
	Crated or Skidded <b>after 10/30/2025 deadline date</b>	\$321.38	\$642.76
	Special Handling Shipment <b>after 10/30/2025 deadline date</b>	\$372.80	\$745.60
	<b>Show Site Shipment (200 lb Minimum)</b>		
	Crated or Skidded Shipment	\$285.90	\$571.80
	Special Handling Shipment	\$343.08	\$686.16
	Uncrated or Pad Wrapped Shipment	\$400.26	\$800.52
	<b>Small Package—Maximum Weight is 30 lbs per Shipment</b>	\$50.00	\$50.00

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

**ROUND UP TO NEXT CWT (2CWT MINIMUM)**

Description / Number of Pieces	Weight	÷ 100 =	CWT	x	Price per CWT	=	Estimated Total Cost (200 lb. min)
<i>example: Special Handling</i>	467	÷ 100 =	5		\$168.90		\$844.50
		÷ 100 =					
		÷ 100 =					
		÷ 100 =					
		÷ 100 =					
<b>TOTAL</b>							

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

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

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

Contact Name \_\_\_\_\_ Booth# \_\_\_\_\_

Phone # \_\_\_\_\_ Email \_\_\_\_\_

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



# PRIORITY RETURN/ACCESSIBLE STORAGE FORM

## AAGL 2025 GLOBAL CONGRESS ON MIGS

exhibitor.services@heritagesvs.com

1-800-360-4323

Fax: 314-534-8050

**Discount Deadline:**  
**10/20/2025**

**Priority Empty Container Return** – This service provides for the priority return of your empties to your booth after the close of the show. This service must be ordered prior to the removal of your empties. To order, fill in information below and return to HERITAGE.

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

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

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

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

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

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

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

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

**SUBTOTAL** \$ \_\_\_\_\_  
**TOTAL DUE** \$ \_\_\_\_\_

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

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

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

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

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



## **IMPORTANT NOTICE REGARDING DIRECT SHIPMENTS**

Please be aware that the Vancouver Convention Centre 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 1:00 p.m., Thursday, November 6<sup>th</sup>, 2025. Any materials sent to the venue prior to this date may be returned to sender and/or may be turned over to Heritage and will be billed according to the Show's Shipping & Receiving Rates, and will be subject to venue assessed fees.

**EXHIBITOR COMPANY NAME** \_\_\_\_\_

**BOOTH NUMBER** \_\_\_\_\_

**C/O HERITAGE  
VANCOUVER CONVENTION CENTRE - WEST  
VIA WATERFRONT ROAD TRUCK ROUTE  
1055 CANADA PLACE  
VANCOUVER, BC V6C 0C3**

**FOR: AAGL 2025 GLOBAL CONGRESS ON MIGS**

All shipments should be accompanied with a Bill of Lading or Packing List indicating the total weight of shipment and piece count.

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

**WE APPRECIATE YOUR COOPERATION.  
HERITAGE EXPOSITION SERVICES**



***Must arrive no later than  
THURSDAY, OCTOBER 30<sup>TH</sup>, 2025***

**ADVANCE SHIPMENT  
TO WAREHOUSE**

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

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

AEROSTREAM  
C/O HERITAGE  
18391 MCCARTNEY WAY  
RICHMOND, BC V6W 0A1

FOR: **AAGL 2025 GLOBAL CONGRESS ON MIGS**



***Must arrive no later than  
THURSDAY, OCTOBER 30<sup>TH</sup>, 2025***

**ADVANCE SHIPMENT  
TO WAREHOUSE**

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

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

AEROSTREAM  
C/O HERITAGE  
18391 MCCARTNEY WAY  
RICHMOND, BC V6W 0A1

FOR: **AAGL 2025 GLOBAL CONGRESS ON MIGS**



***Must arrive no later than  
THURSDAY, OCTOBER 30<sup>TH</sup>, 2025***

**ADVANCE SHIPMENT  
TO WAREHOUSE**

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

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

AEROSTREAM  
C/O HERITAGE  
18391 MCCARTNEY WAY  
RICHMOND, BC V6W 0A1

FOR: **AAGL 2025 GLOBAL CONGRESS ON MIGS**



***Must arrive no later than  
THURSDAY, OCTOBER 30<sup>TH</sup>, 2025***

**ADVANCE SHIPMENT  
TO WAREHOUSE**

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

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

AEROSTREAM  
C/O HERITAGE  
18391 MCCARTNEY WAY  
RICHMOND, BC V6W 0A1

FOR: **AAGL 2025 GLOBAL CONGRESS ON MIGS**



***DO NOT DELAY!***

**DIRECT SHIPMENT  
TO SHOW SITE**

***MUST NOT ARRIVE BEFORE: THURSDAY, NOV. 6<sup>TH</sup>***

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

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

C/O HERITAGE  
VANCOUVER CONVENTION CENTRE - WEST  
VIA WATERFRONT ROAD TRUCK ROUTE  
1055 CANADA PLACE  
VANCOUVER, BC V6C 0C3

FOR: **AAGL 2025 GLOBAL CONGRESS ON MIGS**



***DO NOT DELAY!***

**DIRECT SHIPMENT  
TO SHOW SITE**

***MUST NOT ARRIVE BEFORE: THURSDAY, NOV. 6<sup>TH</sup>***

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

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

C/O HERITAGE  
VANCOUVER CONVENTION CENTRE - WEST  
VIA WATERFRONT ROAD TRUCK ROUTE  
1055 CANADA PLACE  
VANCOUVER, BC V6C 0C3

FOR: **AAGL 2025 GLOBAL CONGRESS ON MIGS**



***DO NOT DELAY!***

**DIRECT SHIPMENT  
TO SHOW SITE**

***MUST NOT ARRIVE BEFORE: THURSDAY, NOV. 6<sup>TH</sup>***

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

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

C/O HERITAGE  
VANCOUVER CONVENTION CENTRE - WEST  
VIA WATERFRONT ROAD TRUCK ROUTE  
1055 CANADA PLACE  
VANCOUVER, BC V6C 0C3

FOR: **AAGL 2025 GLOBAL CONGRESS ON MIGS**



***DO NOT DELAY!***

**DIRECT SHIPMENT  
TO SHOW SITE**

***MUST NOT ARRIVE BEFORE: THURSDAY, NOV. 6<sup>TH</sup>***

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

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

C/O HERITAGE  
VANCOUVER CONVENTION CENTRE - WEST  
VIA WATERFRONT ROAD TRUCK ROUTE  
1055 CANADA PLACE  
VANCOUVER, BC V6C 0C3

FOR: **AAGL 2025 GLOBAL CONGRESS ON MIGS**

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

### **DECORATOR & CARPENTER JURISDICTION**

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

### **TEAMSTER JURISDICTION**

Our Material Handling Department is responsible for maintaining in and out traffic schedules at the show site. Even local exhibitors should clear all movements of exhibit materials through this department, as we will have priority at the unloading area at all times. Union jurisdiction allows individually hand carried items only and will not permit exhibitors use of dollies, hand trucks or pushcarts. Material Handling Services may be ordered in advance by completing and returning the enclosed Shipping Information and Service Order Form or by ordering on site at the HERITAGE Service Desk.

### **SAFETY**

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

### **TIPPING**

HERITAGE requests that exhibitors do not tip employees.

### **LABOR**

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

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

**EXHIBIT LABOR (One Hour Minimum per Worker)**

		Advance Price Per Hour	Standard Price per Hour
<b>Straight Time</b>	8:00 a.m. to 4:30 p.m. Monday through Friday	\$237.62	\$308.90
<b>Overtime</b>	4:30 p.m. to 8:00 a.m. Monday through Friday, Saturday, Sunday	\$356.43	\$463.35
<b>Double Time</b>	<b>Statutory Holiday in Canada - November 11th</b>	\$475.24	\$617.80

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

**Installation Labor**

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

Emergency Contact: \_\_\_\_\_ Phone Number: \_\_\_\_\_

- ☐ Supervision by Exhibitor Personnel

Supervisor will be: \_\_\_\_\_ Phone Number: \_\_\_\_\_

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

**Dismantle Labor**

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

Emergency Contact: \_\_\_\_\_ Phone Number: \_\_\_\_\_

- ☐ Supervision by Exhibitor Personnel

Supervisor will be: \_\_\_\_\_ Phone Number: \_\_\_\_\_

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

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

Contact Name \_\_\_\_\_ Booth# \_\_\_\_\_

Phone # \_\_\_\_\_ Email \_\_\_\_\_

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



# EXHIBIT LABOR - HERITAGE SUPERVISED

## AAGL 2025 GLOBAL CONGRESS ON MIGS

exhibitor.services@heritagesvs.com

1-800-360-4323

Fax 314-534-8050

Order online at: [heritagesvs.com/ordering](http://heritagesvs.com/ordering)

**Discount Deadline:**  
**10/20/2025**

### HERITAGE SUPERVISED LABOR

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

#### INBOUND SHIPPING INFORMATION AND SET-UP INFORMATION:

Freight will be shipped to: Warehouse \_\_\_\_\_ Show Site \_\_\_\_\_ Date \_\_\_\_\_

Total No. of: Crates \_\_\_\_\_ Cartons \_\_\_\_\_ Fiber Cases \_\_\_\_\_

Other (Specify) \_\_\_\_\_

Setup Plan/Photo: Attached \_\_\_\_\_ To Be Sent With Exhibit \_\_\_\_\_ In Crate No. \_\_\_\_\_

Carpet: With Exhibit \_\_\_\_\_ Rented From Heritage \_\_\_\_\_ Color \_\_\_\_\_ Size \_\_\_\_\_

Electrical Placement: Drawing Attached \_\_\_\_\_ Drawing With Exhibit \_\_\_\_\_ Electrical Under Carpet \_\_\_\_\_

Comments: \_\_\_\_\_

Graphics: With Exhibit \_\_\_\_\_ Shipped Separately \_\_\_\_\_

Comments: \_\_\_\_\_

Special Tools/Hardware Required: \_\_\_\_\_

### OUTBOUND SHIPPING INFORMATION

Ship To: \_\_\_\_\_

#### METHOD OF SHIPMENT

##### ☐ HERITAGE EXHIBIT TRANSPORTATION

☐ Common Carrier

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

##### OTHER CARRIER

Other Common Carrier: \_\_\_\_\_

Other Air Freight: \_\_\_\_\_

Van Line: \_\_\_\_\_

#### FREIGHT CHARGES

☐ Prepaid

☐ Collect

Bill To: \_\_\_\_\_

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

☐ Reroute via Heritage's Choice

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

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

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

Contact Name \_\_\_\_\_ Booth# \_\_\_\_\_

Phone # \_\_\_\_\_ Email \_\_\_\_\_

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



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

**For Print Ready  
Graphics****CMYK** color mode**150 dpi at 100% scale**Bleed is **ONLY** required on fabric prints - .5" all sidesVector artwork files preferred - **.PDF, .AI, and .EPS**Rasterized artwork files - **.TIFF or .JPG**

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

Outline/Rasterize all fonts

Flatten all transparencies

Change all opacities to solid colors

Keep all critical logos and text 0.25" from the edges

Supply links

**GRAPHIC SUMMARY REQUIRED** for large volume graphic orders.

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

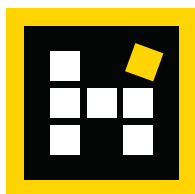
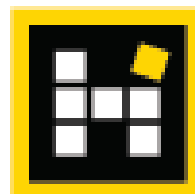
**For Heritage  
Designed  
Graphics**Please supply vector logos - **.AI, .EPS or .PDF**High resolution photos - **10mb or higher recommended**

Preferred font choice and/or supply font file

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

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

OR

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



# SIGN SERVICE ORDER FORM

## AAGL 2025 GLOBAL CONGRESS ON MIGS

exhibitor.services@heritagesvs.com

1-800-360-4323

Fax 314-534-8050

Order online at: [heritagesvs.com/ordering](https://heritagesvs.com/ordering)

**Custom Discount Deadline:**  
**10/9/2025**

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

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

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

	Item	Quantity	Discount Rate	Standard Rate	Total
Standard Size Signs	<b>G10</b> Standard Sign 7" x 11"	_____ x _____	\$ 82.88	\$ 124.32	= _____
	<b>G20</b> Standard Sign 7" x 44"	_____ x _____	\$ 96.53	\$ 144.80	= _____
	<b>G30</b> Standard Sign 11" x 14"	_____ x _____	\$ 101.90	\$ 152.85	= _____
	<b>G40</b> Standard Sign 14" x 22"	_____ x _____	\$ 124.32	\$ 186.48	= _____
	<b>G60</b> Standard Sign 22" x 28"	_____ x _____	\$ 168.68	\$ 253.02	= _____
	<b>G70</b> Standard Sign 28" x 44"	_____ x _____	\$ 281.78	\$ 422.67	= _____
	<b>G80</b> Standard Sign 40" x 60"	_____ x _____	\$ 375.86	\$ 563.79	= _____
	<b>G90</b> Easelback (up to 11" x 14" sign)	_____ x _____	\$ 51.68	\$ 77.52	= _____
	<b>G91</b> Mini Hoffa Sign 24" x 80" with base	_____ x _____	\$ 479.90	\$ 719.85	= _____
	<b>G92</b> Meter Board Sign 38" x 80" with base	_____ x _____	\$ 717.90	\$ 1076.85	= _____

Custom Size Signs	<b>Item</b>	<b>Total Sq. Ft.</b>	<b>Discount Rate</b>	<b>Standard Rate</b>	<b>Total</b>
	<b>G100</b> Banner single sided - enter dimensions below _____ W x _____ L = total sq. ft. feet feet	_____ x _____ min. order 9 sq. ft.	\$31.50	\$47.25	= _____
	<b>G100</b> Custom Sign - enter dimensions below _____ W x _____ L = total sq. ft. feet feet	_____ x _____ min. order 9 sq. ft.	\$31.50	\$47.25	= _____
	<b>Contact an exhibitor service team member for other custom graphic applications.</b>				

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

<b>SUBTOTAL</b>	\$ _____
<b>TAX 12%</b>	\$ _____
<b>TOTAL DUE</b>	\$ _____

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

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

Contact Name \_\_\_\_\_ Booth# \_\_\_\_\_

Phone # \_\_\_\_\_ Email \_\_\_\_\_

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



# BOOTH CLEANING SERVICE ORDER FORM

## AAGL 2025 GLOBAL CONGRESS ON MIGS

exhibitor.services@heritagesvs.com

1-800-360-4323

Fax 314-534-8050

Order online at: [heritagesvs.com/ordering](http://heritagesvs.com/ordering)

**Discount Deadline:**  
**10/20/2025**

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

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

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

Item		Total # of Days	Total # Sq. Ft.	Standard Rate	Total
Carpet Cleaning	<b>L150</b> Vacuuming before initial opening of Exhibit and DAILY thereafter, including emptying of waste baskets nightly	_____ x _____	_____ x _____	\$0.54 = _____	
	Vacuuming ONCE before initial opening of Exhibit	1 x _____	_____ x _____	\$0.54 = _____	
	<b>SUBTOTAL</b>				_____

Item		Total # of Days	Total # Sq. Ft.	Standard Rate	Total
Exhibit Cleaning	<b>L200</b> Cleaning and dusting of display background and furnishings before initial opening of Exhibit and DAILY thereafter	_____ x _____	_____ x _____	\$0.66 = _____	
	Cleaning and dusting of display background and furnishings ONCE before initial opening of Exhibit	1 x _____	_____ x _____	\$0.66 = _____	
	<b>SUBTOTAL</b>				_____

Item		Total # of Days	Total # Hours	Standard Rate	Total
Porter Service	<b>L220</b> Includes emptying of wastebaskets and policing of your exhibit at two-hour intervals during show hours (4 hour minimum per day)	_____	x _____	x \$60.78	= _____
	Requested Time(s) for Porter Service	_____			

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

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

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

**SUBTOTAL** \$ \_\_\_\_\_  
**TOTAL DUE** \$ \_\_\_\_\_

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

Contact Name \_\_\_\_\_ Booth# \_\_\_\_\_

Phone # \_\_\_\_\_ Email \_\_\_\_\_

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



exhibitor.services@heritagesvs.com

1-800-360-4323

Fax 314-534-8050

**Order online at: [heritagesvs.com/ordering](http://heritagesvs.com/ordering)**

**FLORAL ORDER FORM**  
**AAGL 2025 GLOBAL CONGRESS ON MIGS**

**Discount Deadline: 10/20/2025**

Item		Quantity	Discount Rate	Standard Rate	Total
P110	Floral Arrangements (Custom-Call/Fax/Email your requirements for a quote)	_____	X	<u>Contact us for a quote</u>	<u>Contact us for a quote</u> = _____
P120	Blooming Plants (Mums, Rieger Begonia, or Kalanchoe as available)	_____	X	<u>\$ 237.50</u>	<u>\$ 308.75</u> = _____
P130	Bromeliads (As available)	_____	X	<u>\$ 332.50</u>	<u>\$ 432.25</u> = _____
P140	Large Potted Ferns	_____	X	<u>\$ 332.50</u>	<u>\$ 432.25</u> = _____
P150	18" Tropical Plants	_____	X	<u>\$ 308.75</u>	<u>\$ 401.38</u> = _____
P160	2' Tropical Plants	_____	X	<u>\$ 356.25</u>	<u>\$ 463.13</u> = _____
P170	3' Tropical Plants	_____	X	<u>\$ 451.25</u>	<u>\$ 586.63</u> = _____
P180	4' Tropical Plants	_____	X	<u>\$ 546.25</u>	<u>\$ 710.13</u> = _____
P190	5' Tropical Plants	_____	X	<u>\$ 641.25</u>	<u>\$ 833.63</u> = _____
P200	6' Tropical Plants	_____	X	<u>\$ 736.25</u>	<u>\$ 957.13</u> = _____
P210	7'-8' Tropical Plants	_____	X	<u>\$ 926.25</u>	<u>\$ 1,204.13</u> = _____
P220	Specialty Containers & Planters	_____	X	<u>Contact us for a quote</u>	<u>Contact us for a quote</u> = _____

## RENTAL POLICY

1. Orders should be received at least 7 days prior to show opening to facilitate material availability.
2. Cancellations must be received at least 7 days prior to show opening.
3. Items missing from the booth are the responsibility of the exhibitor and an additional charge will be applied.
4. Substitutions may be necessary due to material availability.
5. Rental price includes a decorative container, installation, and pickup.
6. Rates are for the duration of the show.

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

**SUBTOTAL \$**

TAX 12% \$

TOTAL DUE \$

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

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

Contact Name		Booth#	
--------------	--	--------	--

Phone # \_\_\_\_\_ Email \_\_\_\_\_

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



**PRO AUDIO VISUAL INC**  
National Rental Network | Audio Visual Production Service  
**OFFICIAL CONTRACTOR AV & COMPUTERS**

## EXHIBITOR AUDIO VISUAL ORDER FORM

Questions? Contact Paco Lopez: 407-709-5768 or Paco@proaudiovisualinc.com

### Customer Information

Booth Number					Booth Name				
Company					On-site Contact				
Address					On-site Call				
City		State		Zip	<b>Onsite Delivery / Setup Someone MUST be present for delivery</b>				
Ordered By		Fax			Delivery Date				
Phone		Email			*Time frame	8am-10am	10am-12noon	1pm-3pm	3pm-5pm

All pricing is for the length of the show. Please call for items not listed on form

LCD				QTY	On or Before Oct 1 <sup>st</sup> , 2025 20% Discount Rate	On or After Oct 2 <sup>nd</sup> , 2025 Standard Rate	TOTAL
32" Flat Panel Video and Data Monitor (16:9)	Select One:	Wall Mount	Tabletop		\$ 400.00	\$500.00	
46" Flat Panel Video and Data Monitor (16:9)	Select One:	Wall Mount	Tabletop		\$ 792.00	\$990.00	
55" Flat Panel Video and Data Monitor (16:9)	Select One:	Wall Mount	Tabletop		\$ 1,080.00	\$ 1,350.00	
65" Flat Panel Video and Data Monitor (16:9)	Select One:	Wall Mount	Tabletop		\$ 1,264.00	\$ 1,580.00	
46" Seamless LCD Video Wall Display	Please Call for Quote						
More Sizes Available for Flat Panel Video and Data Monitor	Please Call for Quote						
Single-Touch and Multi-Touch Touchscreens Available	Please Call for Quote						

### Computer ONLY Monitors

24" LCD Flat Panel Computer Monitor (16:9)	Tabletop		\$ 216.00	\$270.00	
32" LCD Flat Panel Computer Monitor (16:9)	Tabletop		\$ 300.00	\$375.00	

### IMPORTANT

What source will be used with the monitor(s)? Select One: Computer Media Player and Medical Devices DVI Multiple Other\_\_\_\_\_

MAC USERS: PAV does not supply conversion video adaptor (dongle). Please be sure to bring your own.

### Computers - Windows (17" LCD Monitor, Wired Mouse and Keyboard included with Desktop Computer)

Desktop - Intel Core i7, 2.80 GHz, 3.42G RAM, 1TB HD, DVD-RW, ATI Radeon HD 3450 Video Card		\$ 440.00	\$550.00	
Laptop - PIV, Core 2 Duo, 2.2GHz, 2G RAM, 80G HD, NVIDIA 1GB Video Card		\$ 440.00	\$550.00	

### Computers - Apple Mac

Apple Mac Mini, Dual Core 2.5Ghz, 4GB RAM, 500GB HD, AMD Radeon 6630M Video Card (Monitor NOT included)		\$ 400.00	\$500.00	
Apple iMac, 21.5", Dual Core, 2.3GHz, 8G RAM, 500GB HD, AMD Radeon 6750M Video Card		\$ 500.00	\$625.00	

### Computer Accessories & Printers

Laser Printer w/500 sheets 25PPM	Please Call for Quote			
Hub and Switchers	Please Call for Quote			
Computer Speakers	Please Call for Quote			

### Miscellaneous

Floor Stand with Optional Shelf For use with PAV 30" - 61" Plasma & LCD only	Select One:	Shelf	No Shelf		\$184.00	\$230.00	
54" Rolling Cart w/ Black Skirt					\$64.00	\$80.00	
HDMI Distribution Amplifier					\$144.00	\$180.00	
SDI Distribution Amplifier					\$112.00	\$140.00	
Power Strip Electrical Not Included					\$15.00	\$18.00	

Page Total



**PRO AUDIO VISUAL INC**  
National Rental Network | Audio Visual Production Service  
**OFFICIAL CONTRACTOR AV & COMPUTERS**

## EXHIBITOR AUDIO VISUAL ORDER FORM

Company:		Booth#	
----------	--	--------	--

Audio				QTY	20% Discount Rate	Standard Rate	TOTAL
Wired Microphone Handheld	Select One:	Handheld	Lavaliere		\$ 88.00	\$110.00	
UHF Wireless Microphone	Select One:	Handheld	Lavaliere		\$256.00	\$320.00	
UHF Wireless Microphone - Headset					\$368.00	\$460.00	
Individual Self Powered Speaker with stand (up to 10 people)					\$160.00	\$200.00	
Small Exhibit Sound System with (2) speakers and (2) stands (up to 50 people)					\$352.00	\$440.00	
Large Exhibit Sound System with (4) speakers, (4) stands and (1) 4 channel mixer (up to 100 people)					\$800.00	\$1,000.00	
Custom Exhibit Sound Package					\$136.00	\$170.00	
4 Channel Audio Mixer					\$96.00	\$120.00	

### Additional Equipment *Please call: 407-709-5768 for specialty equipment and services not listed.*


### TERMS & CONDITIONS

- » Please allow 72 hours to confirm your order. If you do not receive a confirmation from PAV, your order has not been received.
- » Your card WILL be charged approximately 10 days prior to show start date.
- » PAV will NOT deliver equipment to an unattended booth. An authorized representative must sign for all equipment.
- » Delivery & Pickup labor charges include drayage, delivery, setup, on-site service and pickup. (**\$200 minimum charge.**)
- » Cities with UNION regulations are subject to local prevailing labor rates, which can affect the labor charges.
- » Sales taxes are estimated and are due on all equipment and labor where applicable.
- » The prevailing sales tax rate at the time the customer's credit card is charged will be applied.

Equipment  
Rental Total

20%  
Delivery &  
Pickup Labor  
\$200 Minimum

### IMPORTANT: PAV Cancellation Policy

Cancellations received within 24 to 48 hours of the scheduled delivery date are subject to 50% of the order total. Those received less than 24 hours or the day of scheduled delivery (onsite cancellations or no shows) are subject to the full amount.

7.000%  
Sales Tax  
Rental Total  
& Wavier

ST Hours (1.0X) \$95.00 Monday - Friday 8am to 5pm  
OT Hours (1.5X) \$142.50 Monday - Friday 5pm to 12am; Saturday after 8 hours  
DT hours (2.0X) \$190.00 Monday - Saturday 12am to 8am; all day Sunday; after 14 hours

Audio/Visual  
Grand Total

Additional 2 hours of labor per monitor will be added to your order based upon local labor rates and parameters. If PAV is required to mount a monitor above 5' from the floor, additional labor will be applied. Call for a quote. PAV is NOT responsible for attaching the hardware to the structure. Please ensure the hardware is attached to the structure PRIOR to your installation.

Tax Exempt Status If you are exempt from payment of sales tax, we require an exemption certificate for the state in which the event is held. Events held in Chicago also require the Personal Property Lease/Rental Transaction Tax - 7550 form. Damage Waiver If you would like a copy of the waiver, please contact us. By completing this section and by signing this form, you agree to PAV's Equipment Loss and Damage Acknowledgment

**\* NOTE: In venues where union participation is mandatory, delivery and pickup times can not be guaranteed.**

Credit Card Payment



Credit Card Payments only over the phone

Payment by Check

Please allow PAV to confirm total PRIOR to SENDING check.

### Mail Order with Payment to:

Pro Audio Visual  
6413 Pinecastle Blvd. Ste #1  
Orlando, Florida 32809

**Contact:** Paco Lopez  
**Phone:** 407-709-5768

**Wire Transfer:** Call for instructions. *International orders can take up to one week to receive, please plan accordingly.*

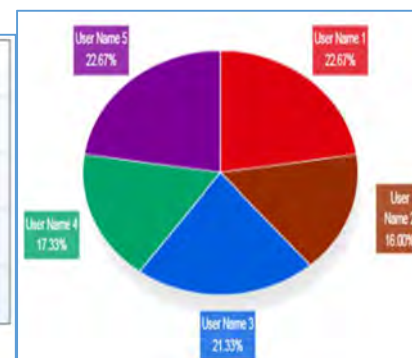
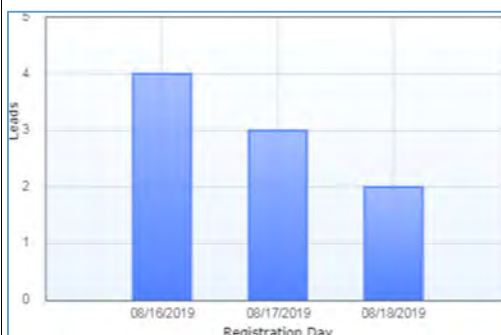


# SpotLighter Lead Retrieval Rental



## SpotLighter Lead Retrieval:

- Use your phone or rent device from us with SpotLighter license.
- Use qualifiers to identify visitor needs.
- Enter free format notes as needed.
- On-line portal offers secure access to scanned leads and charts in real time. Leads from rented device will be available on the portal after rented devices are returned to the service desk.
- Leads captured from different phones are consolidated in one report and are available to download in Excel/csv format.



Day-Wise Leads					User-Wise Leads		
1	2	3	4	5	6	7	8
SpotLighter	First Name	Last Name	Company	Telephone	Email	Address	City
3	John	Peterson	VP Sales VarIT Inc	(703)-665-6607	jpeterson@varit.com	25107 Bottlebrush Terrace	Stone Ridge
4	Sunil	Khadilkar	CEO VarIT Inc	(703)-665-6607	sunil@varit.com	25107 Bottlebrush Terrace	Stone Ridge
5	Mark	Cooper	Owner Company	111 222 3333	email@email.com	Address1	City
6	Adam	French	Partner ABCDE Inc	222 333 4444	email@email1.com	Address1	City
7	Jeremy	Moore	CTO XYZ Inc	333 666 5555	email@email1.com	Address1	City

Lead Details

Package Option	Early Bird - Ends Sept 12, 2025	Standard Emnds Oct 17, 2025	Onsite
<b>SpotLighter iPhone Single License :</b> You use your iPhone + SpotLighter single license.	<b>\$350</b>	<b>\$350</b>	<b>\$350</b>
<b>Two License Pack:</b> SpotLighter license on 2 iPhones	<b>\$500</b>	<b>\$500</b>	<b>\$500</b>
<b>Three License Pack:</b> SpotLighter license on 3 iPhones	<b>\$550</b>	<b>\$550</b>	<b>\$550</b>
<b>SpotLighter iTouch Basic :</b> iTouch rental + single SpotLighter license.	<b>\$450</b>	<b>\$500</b>	<b>\$550</b>
<b>SpotLighter iPad:</b> Ipad rental + single SpotLighter license.	<b>\$600</b>	<b>\$650</b>	<b>\$700</b>
<b>Data reconciliation</b> Post show data reconciliation	<b>\$700</b>	<b>\$700</b>	<b>\$700</b>

## Contact information:

**John Peterson**

**Email:** [jpeterson@varit.com](mailto:jpeterson@varit.com)

**Phone:** (651) 248 0769

VarIT Inc., 4115 Breezewood Lane, Annandale, VA 22003

**OrderLink:** <https://www.spotlightleads.com/Order/AAGL2025>





# EXHIBIT SERVICES

VISIT OUR ONLINE ORDERING SYSTEM FOR ALL OF YOUR EXHIBIT NEEDS.

## Online Ordering

With a dedicated exhibit services team and the perfect playground, exhibitors at our facility are bound to succeed. Our exhibit space is designed for business transactions, the exchange of ideas, and the showcase of products and services.

Exhibiting at an upcoming show? We want to make your exhibit planning experience easy, whether you are ordering housekeeping services, electrical, internet, rigging or plumbing. Our convenient online ordering system will not only save time, but you will also contribute to our sustainability efforts by reducing paper consumption. You will receive instant confirmation your order has been received and our team will review it to ensure everything is ready for you when you arrive onsite.

The following services and products are provided by our official suppliers:

- AV
- Food and beverage
- Electrical
- Plumbing
- Safety vests
- Rigging
- Booth security
- Booth cleaning
- Telecommunications/Internet

Simply follow the link on the top left (by clicking Online Ordering) to begin ordering.

If you require services that are not listed on our online ordering platform, please contact your dedicated Exhibit Services Coordinator to place an order. \*

Event Name:

Event Dates:

Advance Rate Order Deadline:

Deadline for Pre-Show Ordering:

\*Orders not placed online may result in a manual processing fee and/or additional onsite costs.



Contact your Exhibit Services Coordinator:

Paste this URL if the links above are inactive:

<https://www.vancouverconventioncentre.com/services/exhibitor-services/online-ordering>

## CUSTOMS INFORMATION - NEED TO KNOW BEFORE YOU GO

ConsultExpo, has been selected as official Customs Broker and will be pleased to assist all AAGL 2025 exhibitors with their customs clearance needs when sending display material to Vancouver, Canada. Included with their services you will have access to:

- Simple and user-friendly assistance with customs brokerage document completion
- On-site presence during move-in and move-out by a ConsultExpo representative
- Round-trip customs clearance services – complete and return their forms to receive a customs quote
- Give-away items valued at \$25 or less are free of duty and taxes
- Do's: complete and return the ConsultExpo forms **prior** to shipping to Canada, contact ConsultExpo for customs questions, provide them with your carrier's name and tracking number
- Don'ts: do not pack personal belongings, tobacco, hand sanitizer or alcohol in your shipment, do not ship to Vancouver without completing their forms and letting them know who your carrier is!

Please complete the **ConsultExpo Order Form** and **Canada Customs Invoice** and return to their office **prior to shipping**. For your convenience, you may download their forms from <http://consultexpoinc.com/forms/> or go to the following link and submit information directly online: <http://consultexpoinc.com/onlineforms/>.

**\*\*We encourage you to ship via the official carrier Heritage and if you choose to ship via a courier such as FedEx, UPS or DHL please note that you will still require customs clearance services therefore please Complete and return our Order Form and Canada Customs Invoice and provide ConsultExpo with your shipment's tracking number. \*\*** For a round-trip custom clearance estimate, please complete the **ConsultExpo Order Form** and **Canada Customs Invoice** and return to the undersigned. If you agree with the estimate, ConsultExpo will proceed with your clearance.

### HAND CARRY OR PRIVATE VEHICLE

For exhibitors who plan on driving across the border with exhibit material, it is important to notify ConsultExpo a minimum of 2 weeks in advance, so the necessary documentation can be provided for customs clearance. For a personalized service, please contact:

<b>JOHN SANTINI, OPERATIONS DIRECTOR</b> Tel: 514.482.8886 Ext. 1 Mobile: 514-709-0781 Email: <a href="mailto:JohnS@consultexpoinc.com">JohnS@consultexpoinc.com</a> Fax: 888.629.9008	<b>STEFANIE LANE, OPERATIONS MANAGER</b> Tel: 514.482.8886 Ext. 9 Mobile: 778-229-3075 Email: <a href="mailto:StefanieL@consultexpoinc.com">StefanieL@consultexpoinc.com</a> Fax: 888.629.9008
--	--

[www.consultexpoinc.com](http://www.consultexpoinc.com)

[www.consultexpoinc.com/forms/](http://www.consultexpoinc.com/forms/)



Show / Event Name:

Show / Event Dates:

☒ Custom Clearance Only

### SHIPPER INFO (SHIPPING FROM)

Company Name:		
IRS#		
Address:		
City:	State/Prov:	Zip/Post:
Contact Name:	Tel:	
Email:	Fax:	

### DELIVERY INFO (GOING TO)

Company Name:		Booth#
Venue Name:		
Address:		
City:	State/Prov:	Zip/Post:
On-site Contact Name:	Cell:	
Email:		

### RETURN SHIPPING INFORMATION

☐ SAME AS SHIPPER

Company Name:		
IRS#		
Address:		
City:	State/Prov:	Zip/Post:
Contact Name:	Tel:	
Email:	Fax:	

### INVOICING INFORMATION

☐ SAME AS SHIPPER

Company Name:		
IRS#		
Address:		
City:	State/Prov:	Zip/Post:
Contact Name:	Tel:	
Email:	Fax:	

### TERMS OF PAYMENT AND DEPOSIT - (MANDATORY INFORMATION)

Charge to:	<input type="checkbox"/> VISA	<input type="checkbox"/> MASTERCARD	<input type="checkbox"/> AMEX
Cardholder Name:	Title:		
Credit Card Number:	CVV:	Expiry Date:	
I hereby authorize use of this card for payment of services relative to this form. I understand that declined credit cards are subject to a 20% surcharge (minimum \$50.00).			
Cardholder Signature:	Date:		

### SHIPMENT INFORMATION

Carrier Name :	Carrier Contact Name:
Carrier Contact Tel:	Carrier Contact Email:
Pick-up Date:	Hours of Operation:
Delivery Date:	Delivery Time:

# of Pieces	Type of Pieces (Box / Crate / Skids, etc.)	Length (Inches) X Width (Inches) X Height (Inches)		Per Piece (LBS)	Total (LBS)
		X X	@ Weight (LBS) Each		
		X X	@ Weight (LBS) Each		
		X X	@ Weight (LBS) Each		
		X X	@ Weight (LBS) Each		
		X X	@ Weight (LBS) Each		
		X X	@ Weight (LBS) Each		
Total Pieces				Total Weight	

Requested Service Level: ☐ Air Freight ☐ Ground / Truck

#### Cargo Insurance / Declared Value

Unless declined, cargo insurance will apply at the rate of \$1.25 per \$100.00 in value (min \$125) per shipment with a \$1000 deductible applicable / maximum liability limit is \$250,000CAD. Coverage is limited to the portion of the shipment lost or damaged. Subject to the terms and conditions of liability for loss/damage, stated below. Should you opt to decline cargo insurance through ConsultExpo, this shipment will only be covered under basic carrier liability, directly with the carrier. In this case maximum liability (declared value for carriage of this shipment) is agreed to and understood to be \$0.50 per pound multiplied by the number of pounds for that part of the shipment lost or damaged, but not less than \$50.00 per shipment.

#### Terms and conditions

This order is placed with the specific understanding that we hereby release ConsultExpo Inc. and/or agents from all liability for loss, damage and/or theft to our merchandise and property, no matter how caused, and we have insured all such properties being handled; 1) ConsultExpo Inc. shall not be responsible for damage to uncrated materials, improperly packaged goods or concealed damage. 2) ConsultExpo Inc. will not be responsible for any loss/damage/delay due to fire, acts of god, strikes, lock outs of any kind beyond its control. 3) ConsultExpo Inc. liability is outlined in the above Cargo Insurance / Declared Value section. We are self-insured, or have made other appropriate insurance arrangements and paid applicable charges. 4) ConsultExpo Inc. shall not be liable to any extent whatsoever for the actual, potential or assumed losses or profits or revenues, or for any collateral costs which may result from any loss or damage to materials. 5) All hazardous materials have been declared, and we abide by all Federal, Provincial, State and Local laws. ConsultExpo Inc shall not be responsible for AMPS penalties.

### CLIENT SIGNATURE

I have Read and agree to the terms of this contract.

Signature:
Name:
Title:
Date:

### ACCEPTED BY CONSULTEXPO

Signature:
Name:
Title:
Date:



Show / Event Name: INT'L MUPPET ASSOCIATION ANNUAL MEETING 2022 Show / Event Dates: SEPTEMBER 22-25

**Services Required (Please select one):**

☒ Customs Clearance and Shipping Services ☐ Custom Clearance Only ☐ Shipping Only

**SHIPPER INFO (SHIPPING FROM)**

Company Name: "EXHIBITING COMPANY NAME"  
IRS# 12-3456786  
Address: 123 SESAME STREET  
  
City: LANGHORNE State/Prov: PA Zip/Post: 19047  
Contact Name: MARY PARKER Tel: 709-888-0970  
Email: MPARKER@EMAIL.COM Fax: 709-888-7788

**DELIVERY INFO (GOING TO)**

Company Name: "EXHIBITING COMPANY NAME" Booth# 1232  
Venue Name: EVENT FACILITY NAME  
Address: 123 CONVENTION CENTER WAY  
  
City: MONTREAL State/Prov: QC Zip/Post: H1X 1X1  
On-site Contact Name: MARY PARKER Cell: 555-222-6655  
Email: MPARKER@EMAIL.COM

**RETURN SHIPPING INFORMATION**

☒ SAME AS SHIPPER

Company Name: "EXHIBITING COMPANY NAME"  
IRS# 12-3456786  
Address: 123 SESAME STREET  
  
City: LANGHORNE State/Prov: PA Zip/Post: 19047  
Contact Name: MARY PARKER Tel: 709-888-0970  
Email: MPARKER@EMAIL.COM Fax: 709-888-7788

**INVOICING INFORMATION**

☒ SAME AS SHIPPER

Company Name: "EXHIBITING COMPANY NAME"  
IRS# 12-3456786  
Address: 123 SESAME STREET  
  
City: LANGHORNE State/Prov: PA Zip/Post: 19047  
Contact Name: MARY PARKER Tel: 709-888-0970  
Email: MPARKER@EMAIL.COM Fax: 709-888-7788

**TERMS OF PAYMENT AND DEPOSIT - (MANDATORY INFORMATION)**

Charge to: ☒ VISA ☐ MASTERCARD  
Cardholder Name: MARY PARKER Title: YOUR TITLE  
Credit Card Number: XXXX XXXX XXXX XXXX CVV: xxx Expiry Date: MM/DD  
I hereby authorize use of this card for payment of services relative to this form. I understand that declined credit cards are subject to a 20% surcharge (minimum \$50.00).  
Cardholder Signature: Date:

**SHIPMENT INFORMATION**

Carrier Name (If not using ConsultExpo): CONSULTEXPO INC Carrier Contact Name: COORDINATOR NAME  
Carrier Contact Tel: 514-709-0781 Carrier Contact Email:  
Pick-up Date: 11/12/2022 Hours of Operation: 8am - 5pm  
Delivery Date: 09/22/2022 Delivery Time: 8am

# of Pieces	Type of Pieces (Box / Crate / Skids, etc.)	Length (Inches)	X	Width (Inches)	X	Height (Inches)		Per Piece (LBS)	Total (LBS)
5	cases	44	X	15	X	15	@ Weight (LBS) Each	100	500
			X		X		@ Weight (LBS) Each		
			X		X		@ Weight (LBS) Each		
			X		X		@ Weight (LBS) Each		
			X		X		@ Weight (LBS) Each		
5	<b>Total Pieces</b>							<b>Total Weight</b>	500

Requested Service Level: ☐ Air Freight ☐ 2nd Day Expedited ☒ Ground / Truck  
Additional Services Required: ☐ Lift Gate ☐ Inside Pick Up / Delivery ☐ Special Service (Please Specify)

**Cargo Insurance / Declared Value**

This shipment is covered under basic carrier liability, directly with the carrier. Maximum liability (declared value for carriage of this shipment) is agreed to and understood to be \$0.50 per pound multiplied by the number of pounds for that part of the shipment lost or damaged, but not less than \$50.00 per shipment UNLESS additional Cargo Insurance has been arranged with ConsultExpo Inc. Subject to the terms and conditions of liability for loss/damage, stated below. Please contact ConsultExpo Inc. for more information on Cargo Insurance.

**Terms and conditions**

This order is placed with the specific understanding that we hereby release ConsultExpo Inc. and/or agents from all liability for loss, damage and/or theft to our merchandise and property, no matter how caused, and we have insured all such properties being handled: 1) ConsultExpo Inc. shall not be responsible for damage to uncrated materials, improperly packaged goods or concealed damage. 2) ConsultExpo Inc. will not be responsible for any loss/damage/delay due to fire, acts of god, strikes, lock outs of any kind beyond its control. 3) ConsultExpo Inc. liability is outlined in the above Cargo Insurance / Declared Value section. We are self-insured, or have made other appropriate insurance arrangements and paid applicable charges. 4) ConsultExpo Inc. shall not be liable to any extent whatsoever for the actual, potential or assumed losses or profits or revenues, or for any collateral costs which may result from any loss or damage to materials. 5) All hazardous materials have been declared, and we abide by all Federal, Provincial, State and Local laws. ConsultExpo Inc shall not be responsible for AMPS penalties.

**CLIENT SIGNATURE**

I have Read and agree to the terms of this contract.

Signature:  
Name: MARY PARKER  
Title: PRESIDENT  
Date: 08/15/2022

**ACCEPTED BY CONSULTEXPO**

Signature:  
Name:  
Title:  
Date:



CANADA CUSTOMS INVOICE  
FACTURE DES DOUANES CANADIENNES

PROTECTED  
PROTÉGÉ

B when completed  
une fois rempli

Page  
of  
de

1. Vendor (name and address) - Vendeur (nom et adresse)		2. Date of direct shipment to Canada - Date d'expédition directe vers le Canada	
		3. Other references (include purchaser's order No.) Autres références (inclure le n° de commande de l'acheteur)	
4. Consignee (name and address) - Destinataire (nom et adresse)		5. Purchaser's name and address (if other than consignee) Nom et adresse de l'acheteur (s'il diffère du destinataire)  <b>**FOR CUSTOMS CLEARANCE CONTACT: CONSULTEXPO - EMAIL: INFO@CONSULTEXPOINC.COM FAX: 888-629-9008 - TEL: 514-482-8886**</b>	
		6. Country of transshipment - Pays de transbordement N/A	
		7. Country of origin of goods Pays d'origine des marchandises	IF SHIPMENT INCLUDES GOODS OF DIFFERENT ORIGINS ENTER ORIGINS AGAINST ITEMS IN 12. SI L'EXPÉDITION COMPREND DES MARCHANDISES D'ORIGINES DIFFÉRENTES, PRÉCISEZ LEUR PROVENANCE EN 12.
8. Transportation: Give mode and place of direct shipment to Canada Transport : Précisez mode et point d'expédition directe vers le Canada		9. Conditions of sale and terms of payment (i.e. sale, consignment shipment, leased goods, etc.) Conditions de vente et modalités de paiement (p. ex. vente, expédition en consignation, location de marchandises, etc.)  NO SALE INVOLVED	
		10. Currency of settlement - Devises du paiement	
11. Number of packages Nombre de colis	12. Specification of commodities (kind of packages, marks and numbers, general description and characteristics, i.e., grade, quality) Désignation des articles (nature des colis, marques et numéros, description générale et caractéristiques, p. ex. classe, qualité)	13. Quantity (state unit) Quantité (précisez l'unité)	14. Unit price Prix unitaire
			15. Total
18. If any of fields 1 to 17 are included on an attached commercial invoice, check this box Si tout renseignement relativement aux zones 1 à 17 figure sur une ou des factures commerciales ci-attachées, cochez cette case Commercial Invoice No. - N° de la facture commerciale		16. Total weight - Poids total Net Gross - Brut	
		17. Invoice total Total de la facture	
19. Exporter's name and address (if other than vendor) Nom et adresse de l'exportateur (s'il diffère du vendeur)		20. Originator (name and address) - Expéditeur d'origine (nom et adresse)	
21. Agency ruling (if applicable) - Décision de l'Agence (s'il y a lieu)		22. If fields 23 to 25 are not applicable, check this box Si les zones 23 à 25 sont sans objet, cochez cette case	
23. If included in field 17 indicate amount: Si compris dans le total à la zone 17, précisez :  (i) Transportation charges, expenses and insurance from the place of direct shipment to Canada Les frais de transport, dépenses et assurances à partir du point d'expédition directe vers le Canada  (ii) Costs for construction, erection and assembly incurred after importation into Canada Les coûts de construction, d'érection et d'assemblage après importation au Canada  (iii) Export packing Le coût de l'emballage d'exportation	24. If not included in field 17 indicate amount: Si non compris dans le total à la zone 17, précisez :  (i) Transportation charges, expenses and insurance to the place of direct shipment to Canada Les frais de transport, dépenses et assurances jusqu'au point d'expédition directe vers le Canada  (ii) Amounts for commissions other than buying commissions Les commissions autres que celles versées pour l'achat  (iii) Export packing Le coût de l'emballage d'exportation	25. Check (if applicable): Cochez (s'il y a lieu) :  (i) Royalty payments or subsequent proceeds are paid or payable by the purchaser Des redevances ou produits ont été ou seront versés par l'acheteur  (ii) The purchaser has supplied goods or services for use in the production of these goods L'acheteur a fourni des marchandises ou des services pour la production de ces marchandises	

Dans ce formulaire, toutes les expressions désignant des personnes visent à la fois les hommes et les femmes.





CANADA CUSTOMS INVOICE  
FACTURE DES DOUANES CANADIENNES

PROTECTED  
PROTÉGÉ

B when completed  
une fois rempli

Page  
1 of  
de 1

1. Vendor (name and address) - Vendeur (nom et adresse) <b>"EXHIBITING COMPANY NAME"</b> 123 SESAME STREET LANGHORNE, PA 19047 USA		2. Date of direct shipment to Canada - Date d'expédition directe vers le Canada	
4. Consignee (name and address) - Destinataire (nom et adresse) <b>"EXHIBITING COMPANY NAME"</b> C/O INT'L MUPPET ASSOCIATION ANNUAL MEETING 2022 EVENT FACILITY NAME 123 CONVENTION CENTER WAY MONTREAL, QC H1X 1X1		3. Other references (include purchaser's order No.) Autres références (inclure le n° de commande de l'acheteur)	
8. Transportation: Give mode and place of direct shipment to Canada Transport : Précisez mode et point d'expédition directe vers le Canada  ConsultExpo Logistics INC, CHICAGO, IL		5. Purchaser's name and address (if other than consignee) Nom et adresse de l'acheteur (s'il diffère du destinataire)  N/A	
		6. Country of transshipment - Pays de transbordement  N/A	
		7. Country of origin of goods Pays d'origine des marchandises <b>USA / CHINA</b>	
		IF SHIPMENT INCLUDES GOODS OF DIFFERENT ORIGINS ENTER ORIGINS AGAINST ITEMS IN 12. SI L'EXPÉDITION COMPREND DES MARCHANDISES D'ORIGINES DIFFÉRENTES, PRÉCISEZ LEUR PROVENANCE EN 12.	
		9. Conditions of sale and terms of payment (i.e. sale, consignment shipment, leased goods, etc.) Conditions de vente et modalités de paiement (p. ex. vente, expédition en consignation, location de marchandises, etc.)  NO SALE INVOLVED	
		10. Currency of settlement - Devises du paiement  USD	
11. Number of packages Nombre de colis	12. Specification of commodities (kind of packages, marks and numbers, general description and characteristics, i.e., grade, quality) Désignation des articles (nature des colis, marques et numéros, description générale et caractéristiques, p. ex. classe, qualité)	13. Quantity (state unit) Quantité (précisez l'unité)	14. Unit price Prix unitaire
			15. Total
5	PLASTIC CRATES CONTAINING BOOTH STRUCTURE - MADE IN USA LITERATURE - MADE IN USA KEYCHAINS - MADE IN CHINA	5 1000 50	\$1,000.00 \$0.10 \$0.50
			\$5,000.00 \$100.00 \$25.00
18. If any of fields 1 to 17 are included on an attached commercial invoice, check this box Si tout renseignement relativement aux zones 1 à 17 figure sur une ou des factures commerciales ci-attachées, cochez cette case Commercial Invoice No. - N° de la facture commerciale		16. Total weight - Poids total Net Gross - Brut 500	
		17. Invoice total Total de la facture \$5,125.00	
19. Exporter's name and address (if other than vendor) Nom et adresse de l'exportateur (s'il diffère du vendeur)		20. Originator (name and address) - Expéditeur d'origine (nom et adresse) <b>"EXHIBITING COMPANY NAME"</b> 123 SESAME STREET LANGHORNE, PA	
21. Agency ruling (if applicable) - Décision de l'Agence (s'il y a lieu)		22. If fields 23 to 25 are not applicable, check this box Si les zones 23 à 25 sont sans objet, cochez cette case	
23. If included in field 17 indicate amount: Si compris dans le total à la zone 17, précisez :  (i) Transportation charges, expenses and insurance from the place of direct shipment to Canada Les frais de transport, dépenses et assurances à partir du point d'expédition directe vers le Canada  (ii) Costs for construction, erection and assembly incurred after importation into Canada Les coûts de construction, d'érection et d'assemblage après importation au Canada  (iii) Export packing Le coût de l'emballage d'exportation		24. If not included in field 17 indicate amount: Si non compris dans le total à la zone 17, précisez :  (i) Transportation charges, expenses and insurance to the place of direct shipment to Canada Les frais de transport, dépenses et assurances jusqu'au point d'expédition directe vers le Canada  (ii) Amounts for commissions other than buying commissions Les commissions autres que celles versées pour achat  (iii) Export packing Le coût de l'emballage d'exportation	
		25. Check (if applicable): Cochez (s'il y a lieu):  (i) Royalty payments or subsequent proceeds are paid or payable by the purchaser Des redevances ou produits ont été ou seront versés par l'acheteur  (ii) The purchaser has supplied goods or services for use in the production of these goods L'acheteur a fourni des marchandises ou des services pour la production de ces marchandises	

Dans ce formulaire, toutes les expressions désignant des personnes visent à la fois les hommes et les femmes.

exhibitor.services@heritagesvs.com

1-800-360-4323

Fax 314-534-8050

**Order online at: [heritagesvs.com/ordering](http://heritagesvs.com/ordering)**

---

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

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

1. All curtains, drapes and decorations must be constructed of flameproof material, or treated with an approved flameproofing solution. (Treatment shall be renewed as often as may be necessary to maintain the flameproofing effect.)
2. No combustible materials, merchandise or signs shall be attached to, hung from, or draped over flameproofed side and rear divider draperies of booths or attached to table skirting facing aisles, unless flameproofed.
3. All exits, hallways and aisles leading from buildings or tents are to be kept clear and unobstructed at all times.
4. No exit door shall be locked, bolted or otherwise fastened or obstructed at any time an exhibit building is open to the public. Moreover, it shall be unlawful to obstruct, or reduce in any manner, the clear width of any doorway, hallway, passageway or other means of egress. Additionally, all required exits shall be so located as to be discernible and accessible with unobstructed access thereto.
5. Access through turnstiles, gates, rails or similar devices shall not be permitted unless such a device is equipped to swing readily in the direction of exit travel under a total force of not more than 15 pounds and/or prior approval of the Fire Marshal.
6. All sawdust, shavings, hay and straw shall be flameproofed, stored and maintained in a manner approved by the Fire Marshal.
7. Automobiles, trucks, tractors, machinery and other motor vehicles utilizing flammable fuels, which are placed on display inside any building shall have no more than two (2) gallons of fuel in the tank; all fuel tanks shall be locked or effectively sealed and battery cables shall be disconnected from the ignition system. Ignition keys for vehicles on display shall be kept by a responsible person at the display location for removal of such vehicles from the building in the event of an emergency.
8. There shall not be any gasoline powered forklifts or carts allowed in a place of assembly. Exceptions: Propane or electric vehicles are allowed.
9. The use of liquefied petroleum gases inside buildings, tents or other areas is strictly prohibited, except for demonstration purposes when approved by the Fire Marshal. Maximum LPG allowed for exhibition purposes is a six (6) pound cylinder.
10. "No Smoking by Order of Fire Marshal" signs shall be posted and maintained in areas designated by the Fire Marshal.
11. Provide for daily removal and disposal of trash and rubbish from buildings and tents.
12. All electrical wiring shall be installed in a manner approved by the City Chief Electrical Inspector.
13. Provide and maintain approved fire extinguishing equipment in all areas as designated by the Fire Marshal.
14. All standpipe and hose cabinets shall be kept clear and unobstructed at all times.
15. All appliances fired by natural gas shall be approved by the City Chief Mechanical Inspector and Fire Marshal before being used.
16. The use of welding and cutting equipment for demonstration purposes must be by permit from the Fire Marshal.
17. Cylinders of compressed gases are prohibited unless approved by the Fire Marshal, and shall be secured in a vertical or horizontal position depending on the tank use and design.
18. The operator or the person in charge of operation or use of any place of assembly or education shall check egress facilities before such building is occupied for any use. If such inspection reveals that any element of the required means of egress is obstructed, inaccessible, locked, fastened or otherwise unsuited for immediate use, admittance to the building shall not be permitted until necessary corrective action has been completed.
19. There shall not be any obstructions blocking exit doors from the outside of any building such as autos parked in doorways or barricades across sidewalks.
20. No curtains, drapes or decorations shall be hung in such a manner as to cover any exit signs.
21. No vehicles shall be parked in fire lanes outside of buildings.
22. No flammable liquids shall be used or admitted inside of buildings except by approval of the Fire Marshal.
23. Artificial lighting such as lanterns and candles are prohibited.
24. The use of all gas-fired heating units, either portable or stationary, shall meet the approval of the City Chief Mechanical Inspector and the Fire Marshal. The use of the so-called "salamander" stove is strictly prohibited.
25. All cooking appliances shall be equipped with ventilating hoods and equipment as deemed necessary by the Fire Marshal, but in any instance such equipment shall be installed in accordance with provision of the City Building and Fire Codes. However, countertop fryers not exceeding 15 lbs. of oil may be used without the necessary ventilating hood and surface protection requirements. Additionally, the exhibitor shall be allowed no more than one (1) fryer per booth and shall provide two (2) ten (10) pound B.C. extinguishers, positioned on both sides of said fryers. All cooking appliances shall be listed by a National Testing Agency: i.e. Underwriters Laboratory or Factory Mutual.
26. Booth and seating plans must be approved by the Fire Marshal. Submit plans to the Fire Marshal no later than 15 days before set-up date.
27. There shall not be any ticket booths, tables or any other display setup in the lobby without the prior approval of the Fire Marshal.
28. All aisles shall be maintained at a minimum of ten (10) feet clearance.
29. All covered structures in excess of ninety (90) square feet in area shall be protected by an automatic fire detection system approved by the Fire Marshal.
30. All floor plans submitted shall be totally representative of the halls, rooms and/or areas in which the events are held in, such as the location of manual pull stations, fire hose standpipe closets, exits, aisles and man doors in air walls, etc.