Society for Immunotherapy of Cancer

SITC 2026

NOV. 4–8 | PHOENIX

Service Manual

SITC 41ST ANNUAL MEETING & PRE-CONFERENCE PROGRAMS

NOVEMBER 4-8TH, 2026

PHOENIX CONVENTION CENTER
PHOENIX, ARIZONA

Order via email or fax with this service manual or online at: Heritagesvs.com/ordering

HERITAGE™

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

GENERAL INFORMATION/QUICK FACTS

SITC 41ST ANNUAL MEETING
NOVEMBER 4-8TH, 2026
PHOENIX CONVENTION CENTER
PHOENIX, ARIZONA

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Please contact us for assistance if needed

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

Note: Please use the following link to place orders for audio/visual services AV Concepts Online Ordering

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

Discount Price Deadline 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 – Wednesday, October 7th, 2026
Carpet, Furniture and Accessories – Friday, October 16th, 2026

Shipments to Advance Warehouse Deadline Date
Heritage will begin receiving freight at the advance warehouse on Wednesday, October 7th, 2026. To avoid late fees, all shipments to the advanced warehouse must arrive no later than Wednesday, October 28th, 2026. Shipments will be received Monday through Friday between the hours of 9:00 a.m. and 3:00 p.m.

Show Schedule

Exhibitor Move-In					
Wednesday	November 4th	10:00 AM	-	5:00 PM	
Thursday	November 5th	8:00 AM	-	5:00 PM	Hall Closes for Cleaning at 5:00 PM
Exhibit Hours					
Friday	November 6th	10:00 AM	-	2:00 PM	Exhibit Hall Hours
		5:00 PM	-	7:00 PM	Exhibit Hall Hours
		12:15 PM	-	1:45 PM	Lunch – Exhibits & Poster Viewing
		****Exhibit Hall Closed 2pm-5pm****			
		5:30 PM	-	7:00 PM	Reception – Exhibits & Poster Viewing
Saturday	November 7th	10:00 AM	-	2:00 PM	Exhibit Hall Hours
		6:00 PM	-	8:10 PM	Exhibit Hall Hours
		12:15 PM	-	1:45 PM	Lunch – Exhibits & Poster Viewing
		****Exhibit Hall Closed 2pm-6pm****			
		6:40 PM	-	8:10 PM	Reception – Exhibits & Poster Viewing
Exhibitor Move-Out					
Saturday	November 7th	8:10 PM	-	10:00 PM	
Sunday	November 8th	7:00 AM	-	5:00 PM	

Dismantle and Move-Out Information

- Heritage will begin returning empty crates and containers as soon as the aisle carpet is removed from the aisles. This will begin at 8:10 PM, on Saturday, November 7th.
- All carriers must check-in no later than 12:30 PM, on Sunday, November 8th. All exhibit materials must be removed from the exhibit hall floor by 5:00 PM, on Sunday, November 8th. Heritage will begin redirecting all outbound freight not claimed by appointed freight carriers to the preferred show carrier at 12:30 PM.
- Please refer to the Outbound Shipments Form included in this packet for detailed information regarding outbound shipping procedures.

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Order online at: heritagesvs.com/ordering
Please contact us for assistance if needed

Post Show Paperwork and Labels

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

HES Freight Logistics

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

Ordering Online

Go To: **heritagesvs.com/ordering**

Warehouse Shipping Information:

Exhibitor Company Name and Booth Number
HERITAGE
C/O TForce Freight
5500 W. Lower Buckeye Rd.
Phoenix, AZ 85043
FOR: SITC 2026

Heritage will accept exhibit materials beginning Wednesday, October 7th, 2026 at the warehouse address. Material arriving after Wednesday, October 28th, 2026 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
Phoenix Convention Center
100 N. 3rd St.
Phoenix, AZ 85004
FOR: SITC 2026

Crated, boxed, or skidded materials will be accepted at show site beginning at 10:00 AM, Wednesday, November 4th, 2026 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!

HERITAGE™

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

Must be completed and submitted with any HERITAGE order forms

Name of Convention **SITC 2026** 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.

HERITAGE™

ORDER SUMMARY FORM
SITC 2026

exhibitor.services@heritagesvs.com
1-800-360-4323
Fax 314-534-8050
Order online at: heritagesvs.com/ordering

Customs Discount Deadline: **10/7/2026**

Discount Deadline: **10/16/2026**

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
☐	Method of Payment & Credit Card Authorization	Submit With First Order
☐	Third Party Authorization	NA
☐	EAC Requirements	NA
☐	Carpet	$
☐	Furniture	$
☐	Accessories	$
☐	Exhibit Accessories	$
☐	Specialty Furniture	$
☐	Exhibit Rental Displays	$
☐	Material Handling	$
☐	Accessible/Priority Storage Return	$
☐	Material Handling - Heavy Equipment	$
☐	Forklift Equipment and Labor	$
☐	Installation & Dismantle Labor	$
☐	HES Shipping	$
☐	Signs	$
☐	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.

HERITAGE™

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

Order online at: heritagesvs.com/ordering

BOOTH GRID
SITC 2026

Discount Deadline: 10/16/2026

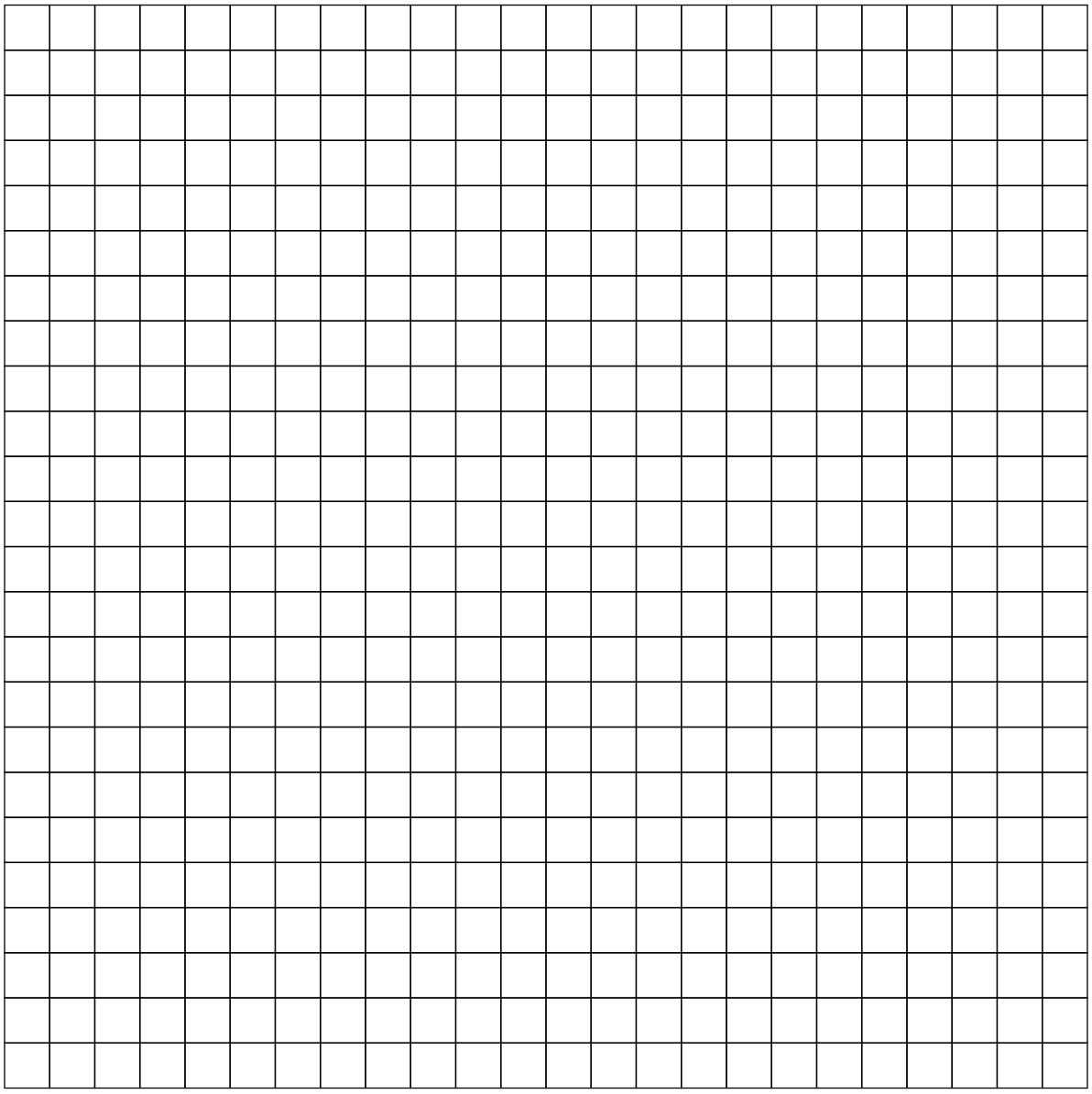
SAVE TIME AND MONEY!

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.

HERITAGE™

TERMS AND CONDITIONS
SITC 2026

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

Order online at: heritagesvs.com/ordering

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

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

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

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

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

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

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

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

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

7. LIMITATION OF LIABILITY & INDEMNITY. HTG shall not be liable to any extent whatsoever for any actual or potential loss of profits or revenues, or for any collateral costs or consequential damages, which may result from (1) any loss, injury or damage to EXHIBITOR's materials or (2) EXHIBITOR's ability to carry-on in its normal business practices. Additionally, HTG shall not be liable for (1) any loss, damage or delay as a result of fire, lightning, strikes, riot or civil commotion or any other cause or condition beyond the control of HTG, (2) damage to uncrated materials, materials improperly packed, or (3) concealed damage, or loss, theft or disappearance of EXHIBITOR's materials while at the show or EXHIBITOR's materials are in EXHIBITOR's possession or are located within or near the confines of EXHIBITOR's booth. HTG's liability shall be limited to any loss or damage which results solely from HTG's negligence in the actual physical handling of EXHIBITOR's materials and not from any other type of loss or damage. HTG does not assume any liability for any loss or damages to electronics, monitors, or devices. HTG's maximum liability for any cause shall be limited to $0.30 per pound per article with a maximum liability of $50.00 per item or $1,000.00 per shipment. HTG shall not be responsible for loss, theft, or disappearance of materials before they are picked up from EXHIBITOR's booth or for reloading after the show. Bills-of-lading covering outgoing shipments, which are furnished to HTG by EXHIBITOR, will be checked at the time of actual pickup from the booth and corrections made where discrepancies occur. Any claims for loss, injury or damage must be submitted to HTG within thirty (30) days of the close of the show in which the loss, injury or damage occurred, or such claims shall be waived. No suit or action for the recovery of any claims arising out of or related to bodily injury, death,or property damage shall be brought against HTG more than one year after the accrual of the cause of action. EXHIBITOR agrees to indemnify and hold harmless HTG against any and all claims, suits, liabilities, or damages, including reasonable settlements and reasonable attorney's fees, arising out of negligence or any other cause on the part of the EXHiBITOR, subcontractors, suppliers, employees or any individual or company under the control directly or indirectly of the EXHIBITOR at the show.
a. Cold Storage. Goods requiring cold storage are stored at Customer's own risk. HTG assumes no liability or responsibility for Cold Storage. b. Accessible Storage: HTG assumes no liability for loss or damage to Goods while in Accessible Storage. Storage charges are for the use of space and are not a form of insurance, or a guarantee of security. c. Unattended Goods: HTG assumes no liability for loss or damage to unattended Goods received at Show Site at any time from the point of receipt of inbound Goods until the loading of the outbound Goods, including the entire term of the respective show or exhibition. Customer is responsible for insuring its own Goods for any and all risk of loss. d. Empty Storage: HTG assumes no liability for loss or damage to Goods or crates, or the contents therein, while containers are in Empty Storage. It is Customer's sole responsibility to affix the appropriate labels available at the HTG Service Desk for empty container storage, and ensures that any pre-existing empty labels are removed. e. Forced Freight: HTG is not liable for Customer Goods left on the show floor after the show closing deadline, with or without a Material Handling Services/Straight Bill of Lading signed by Customer. It is Customer's responsibility to complete accurate paperwork for shipping to ensure Customer Goods are properly labeled. f. Concealed Damage: HTG shall not be liable for concealed loss or damage including but not limited to glass, electronic equipment, prototypes, original art, uncrated Goods, or improperly packaged or labeled Goods. g. Unattended Booth: HTG shall not be liable for any loss or damage occurring while the Goods are unattended in Exhibitor's booth at any time, including, but not limited to, the time the Goods are delivered to the dock until the time the Goods are received by Exhibitor's selected carrier. h. Labor: HTG assumes no liability for loss , damage, or bodily injury arising out of Exhibitor's supervision of HTG provided union labor. i. Notice of Loss or Damage: In order to have a valid claim, notice of loss or damage to Goods must be given to HTG or its agent within 24 hours of occurrence (as evidenced in an Incident Report completed at Show Site by HTG) or delivery of outbound Goods.

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

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

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

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

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

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

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

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

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

HERITAGE™

EAC REQUIREMENTS
SITC 2026

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

Order online at: heritagesvs.com/ordering

Discount Deadline: 10/16/2026

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 _____

HERITAGE™

EXHIBITOR APPOINTED CONTRACTORS (EAC)
SITC 2026

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

Order online at: heritagesvs.com/ordering

Discount Deadline: 10/16/2026

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: _____

HERITAGE™

EXHIBITOR APPOINTED CONTRACTORS (EAC)
SITC 2026

exhibitor.services@heritagesvs.com
1-800-360-4323
Fax 314-534-8050
Order online at: heritagesvs.com/ordering

Discount Deadline: 10/16/2026

Exhibitor Appointed Contractor (EAC)
Work Authorization Form

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

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

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

Electrical Booth Cleaning Plumbing Material Handling Telecommunications Hanging Signs Rigging

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

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

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES / EXCLUSIONS ADDED BY ENDORSEMENT / SPECIAL PROVISIONS
ADDITIONAL INSURED AS RESPECTS LIABILITY PER WRITTEN CONTRACT:

CERTIFICATE HOLDER

HERITAGE
620 Shenandoah Ave.
St. Louis, MO 63104

CANCELLATION

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

AUTHORIZED REPRESENTATIVE

HERITAGE™

THIRD PARTY AUTHORIZATION
SITC 2026

exhibitor.services@heritagesvs.com
1-800-360-4323
Fax 314-534-8050
Order online at: heritagesvs.com/ordering

Discount Deadline: 10/16/2026

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.

HERITAGE™

CARPET RENTAL ORDER FORM
SITC 2026

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

Order online at: heritagesvs.com/ordering

Discount Deadline: 10/16/2026

Classic Expo Carpet 16 oz

	Item		Quantity		Discount Rate	Standard Rate		Total
C10	10' x 10'		_____	x	$513.75	$667.88	=	
C20	10' x 20'		_____	x	$1,008.65	$1,311.25	=	
C30	10' x 30'		_____	x	$1,508.32	$1,960.82	=	
C40	10' x 40'		_____	x	$2,026.73	$2,634.75	=	

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

	Item	Total Sq. Ft.		Discount Rate	Standard Rate		Total
C60	Area Carpet Classic _____W x _____L per sq. ft.	_____	x	$8.71	$11.33	=	
		100 sq. ft. min.					

Circle your color choice for *CLASSIC EXPO* carpet:

Red Blue Hunter Green Gray Black Tuxedo Bluejay

Prestige Carpet 28 oz

	Item	Total Sq. Ft.		Discount Rate	Standard Rate		Total
C90	Area Carpet Prestige _____W x _____L per sq. ft.	_____	x	$9.15	$11.89	=	
		100 sq. ft. min.					

Circle your color choice for *PRESTIGE* carpet:

Navy Hunter Green Red Black White Charcoal Silver Cloud Beige Royal

Padding and Visqueen

	Item	Total Sq. Ft.		Discount Rate	Standard Rate		Total
C70	Carpet Padding _____W x _____L per sq. ft.	_____	x	$4.26	$5.53	=	
C80	Visqueen Covering _____W x _____L per sq. ft.	_____	x	$2.53	$3.29	=	

Vinyl Flooring and Padding

	Item	Total Sq. Ft.		Discount Rate	Standard Rate		Total
V10	Vinyl Flooring _____W x _____L per sq. ft.	_____	x	$8.75	$11.40	=	
		100 sq. ft. min.					
V20	Vinyl Padding _____W x _____L per sq. ft.	_____	x	$6.25	$8.45	=	
		100 sq. ft. min.					

Circle your color choice for *Vinyl Flooring*:

Barnwood Blackwood Dark Maple Silverwood Whitewood

Electrical or Utilities Under Carpet?

☐ ***Yes**** ☐ ***No***

*If yes, please order labor and also provide completed Booth Grid form earlier in the exhibitor kit.

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 9.1% $ _____
TOTAL DUE $ _____

Exhibiting Company _____

Contact Name _____ Booth# _____

Phone # _____ Email _____

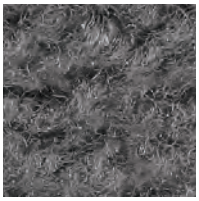
Please fax or email this form promptly to HERITAGE using the information at the top of the page - retain one copy for your files.

16 oz. Classic Expo

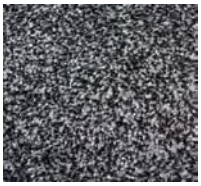

Red

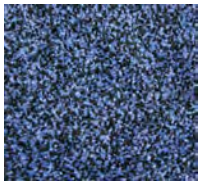

Blue


Hunter Green


Gray


Black


Tuxedo


Bluejay

28 oz. Prestige Carpet

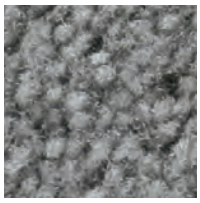

Navy


Hunter Green

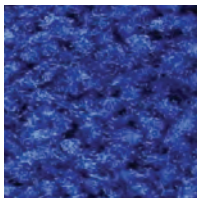

Red

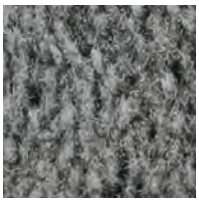

Black


White


Silver Cloud


Beige


Royal


Charcoal

Vinyl Flooring


Barnwood II


Blackwood II


Dark Maple II


Silverwood II


Whitewood II

HERITAGE™

FURNITURE RENTAL ORDER FORM

SITC 2026

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

Order online at: heritagesvs.com/ordering

Discount Deadline: 10/16/2026

		Item	Quantity		Discount Rate	Standard Rate		Total
Furniture	F60	Plastic Side Chair (Gray)		x	$ 137.30	$ 178.50	=	
	F20	Custom Padded Arm Chair (Gray)		x	$ 229.46	$ 298.30	=	
	F25	Custom Padded Side Chair (Gray)		x	$ 229.46	$ 298.30	=	
	F40	Custom Padded High Stool (Gray)		x	$ 288.07	$ 374.49	=	
Draped Display Tables		**Circle your color choice:** Red Blue Burgundy Hunter Green Silver Black White Gold						
	F110	4’ Table – 30” High		x	$ 247.90	$ 322.26	=	
	F120	6’ Table – 30” High		x	$ 298.15	$ 387.60	=	
	F130	8’ Table – 30” High		x	$ 348.34	$ 452.84	=	
	F140	4’ Table – 42” Counter High		x	$ 308.16	$ 400.61	=	
	F150	6’ Table – 42” Counter High		x	$ 358.42	$ 465.94	=	
	F160	8’ Table – 42” Counter High		x	$ 408.67	$ 531.27	=	
	F170	4th Side Table Drape - 30” High		x	$ 103.82	$ 134.97	=	
	F180	4th Side Table Drape - 40” High		x	$ 103.82	$ 134.97	=	
Undraped Display Tables	F190	4’ Table – 30” High		x	$ 159.12	$ 206.86	=	
	F200	6’ Table – 30” High		x	$ 194.26	$ 252.53	=	
	F210	8’ Table – 30” High		x	$ 231.12	$ 300.46	=	
	F220	4’ Table – 42” Counter High		x	$ 172.51	$ 224.27	=	
	F230	6’ Table – 42” Counter High		x	$ 204.34	$ 265.64	=	
	F240	8’ Table – 42” Counter High		x	$ 249.55	$ 324.42	=	
	F80	30” Diameter Pedestal (Gray) 18” H		x	$ 345.02	$ 448.53	=	
	F90	30” Diameter Pedestal (Gray) 30” H		x	$ 345.02	$ 448.53	=	
	F100	30” Diameter Pedestal (Gray) 42” H		x	$ 345.02	$ 448.53	=	
Table Risers Covered White	F250	4’ Long Riser		x	$ 109.51	$ 142.37	=	
	F260	6’ Long Riser		x	$ 134.64	$ 175.03	=	
	F270	8’ Long Riser		x	$ 162.79	$ 211.63	=	
Special Drape Products		**Circle your color choice:** Red Blue Burgundy Hunter Green Silver Black White Gold						
	F280	Drape - 3’ H		x	$ 21.27	$ 27.65	=	
	F290	Drape - 8’ H		x	$ 33.48	$ 43.52	=	

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 9.1% $ _____

TOTAL DUE $ _____

Exhibiting Company _____

Contact Name _____ Booth# _____

Phone # _____ Email _____

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

Chairs



Plastic Side Chair
F60
(Gray)



Custom Padded Arm Chair
F20
(Gray)



Custom Padded Side Chair
F25
(Gray)



Custom Padded High Stool
F40
(Gray)

Skirted Tables



4’ Display Table
F110
30” High



4’ Display Table
F140
42” Counter High



6’ Display Table
F120
30” High



6’ Display Table
F150
42” Counter High



8’ Display Table
F130
30” High



8’ Display Table
F160
42” Counter High

Table Skirt and Drape Color Options

Red
Hunter Green
Silver
White
Blue
Burgundy
Black
Gold

FURNITURE

Undraped Display Tables



4’ Display Table
F190
30” High



4’ Display Table
F220
42” Counter High



6’ Display Table
F200
30” High



6’ Display Table
F230
42” Counter High



8’ Display Table
F210
30” High



8’ Display Table
F240
42” Counter High



30” Diameter Pedestal
F80
18” H (Gray)



30” Diameter Pedestal
F90
30” H (Gray)



30” Diameter Pedestal
F100
42” H (Gray)

HERITAGE™

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

Order online at: heritagesvs.com/ordering

ACCESSORIES RENTAL ORDER FORM

SITC 2026

Discount Deadline: 10/16/2026

		Item	Quantity		Discount Rate	Standard Rate		Total
Accessories	**A10**	Wastebasket		x	$ 48.24	$ 62.71	=	
	A20	Tripod Easels		x	$ 80.42	$ 104.55	=	
	A30	Chrome Stanchion		x	$ 60.26	$ 78.34	=	
	A40	Velour Rope 6' Black		x	$ 60.26	$ 78.34	=	
	A60	Chrome Bag Rack		x	$ 174.89	$ 227.35	=	
	A70	Literature Rack		x	$ 341.64	$ 444.13	=	
	A80	Garment Rack 5'		x	$ 187.56	$ 243.83	=	
	A90	2 Way Straight Arm Rack		x	$ 257.26	$ 334.43	=	
	A106	Raffle Ticket Drum		x	$ 115.20	$ 149.76	=	
	A107	Fishbowl		x	$ 36.00	$ 46.80	=	
	A110	6' Tensabarrier		x	$ 273.31	$ 355.31	=	
	D130	1M Straight Shelf		x	$ 151.77	$ 197.30	=	
	D131	1M Angle Shelf		x	$ 151.77	$ 197.30	=	
	D210	Acrylic Holder*		x	$ 50.26	$ 65.33	=	
	D220	Arm Light* **For use with Heritage Rentals Only*		x	$ 107.21	$ 139.37	=	
	D250	Chrome Sign Holder		x	$ 296.42	$ 385.35	=	
Tackboard	**D20**	Tackboard Panels (4'x8') Vertical		x	$ 361.80	$ 470.34	=	
	D30	Tackboard Panels (4'x8') Horizontal		x	$ 361.80	$ 470.34	=	
	D31	Fabric Modular Panel 1 Meter x 8' ***Circle your fabric modular only panel color choice:*** Gray Black Blue		x	$ 884.30	$ 1149.60	=	

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

SUBTOTAL $ _____
TAX 9.1% $ _____
TOTAL DUE $ _____

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

Exhibiting Company _____

Contact Name _____ Booth# _____

Phone # _____ Email _____

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

ACCESSORIES



Wastebasket
A10



Tripod Easels
A20



Chrome Sign Holder
D250



Chrome Stanchion
A30



Velour Rope 6' Black
A40



6' Tensabarrier
A110



Chrome Bag Rack
A60



Literature Rack
A70



Garment Rack 5'
A80



2 Way Straight Arm Rack
A90



Raffle Ticket Drum
A106



Fishbowl
A107

EXHIBIT ACCESSORIES

HERITAGE™

EXHIBIT ACCESSORIES - GONDOLAS & PANELS RENTAL ORDER FORM

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

Order online at: heritagesvs.com/ordering

SITC 2026

Discount Deadline: 10/16/2026

		Item	Quantity		Discount Rate	Standard Rate		Total
Pegboard	**D10**	Pegboard Panels (4'x8')		x	$ 482.33	$ 627.03	=	
	D09	Pegboard 4" Single Hook		x	$ 11.96	$ 15.55	=	
	D11	Pegboard 6" Single Hook		x	$ 20.59	$ 26.77	=	
	D12	Pegboard 8" Single Hook		x	$ 24.05	$ 31.26	=	
Gondolas	**D800**	Single Sided 1M x 4' High		x	$ 957.14	$1244.29	=	
	D801	Double Sided 1M x 4' High		x	$ 1340.00	$1742.00	=	
	D802	Single Sided 1M x 8' High		x	$ 1340.00	$1742.00	=	
	D803	Double Sided 1M x 8' High		x	$ 1914.29	$2488.57	=	
Gridwall	**D40**	Gridwall 2'x8' Black **Legs & Connectors required below*		x	$ 329.62	$ 428.50	=	
	D80	4" Gridwall Single Hook		x	$ 11.96	$ 15.55	=	
	D60	6" Gridwall Single Hook		x	$ 20.59	$ 26.77	=	
	D70	8" Gridwall Single Hook		x	$ 24.05	$ 31.26	=	
	D81	Grid Legs (Black)* **Legs & Connectors required below*		x	$ 51.62	$ 67.11	=	
	D82	Grid Connectors*		x	$ 28.25	$ 36.72	=	
	D83	3-Ball Waterfall Arm		x	$ 43.76	$ 56.89	=	
	D84	5-Ball Waterfall Arm		x	$ 47.08	$ 61.21	=	
	D85	7-Ball Waterfall Arm		x	$ 51.29	$ 66.68	=	
Slatwall	**D50**	Slatwall 1 Meter x 8'		x	$ 442.15	$ 574.80	=	
	D120	Slatwall Waterfall Hooks		x	$ 72.36	$ 94.07	=	
	D121	Slatwall 8" Bracket		x	$ 24.05	$ 31.26	=	

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

SUBTOTAL $ _____
TAX 9.1% $ _____
TOTAL DUE $ _____

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

Exhibiting Company _____

Contact Name _____ Booth# _____

Phone # _____ Email _____

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

DISPLAYS



Pegboard Panels (4'x8')
D10



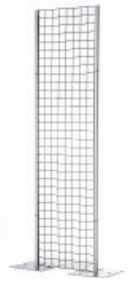
Pegboard 6" Single Hook
D11



Tackboard Panels (4'x8')
D30



Fabric Impact Panel 1 Meter x 8'
D31



Gridwall 2'x8' Black
D40



Gridwall 6" Single Hook
D60



Slatwall 1 Meter x 8'
D50



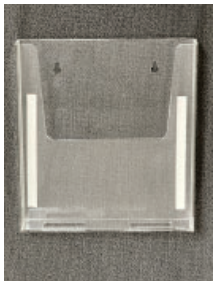
Slatwall Waterwalls Hooks
D120



Slatwall 8" Bracket
D121



Shelf 1 meter wide
D130



Acrylic Holder
D210



Arm Light
D220

EXHIBIT ACCESSORIES

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

SITC 2026

Custom Discount Deadline: 10/7/2026

Exhibit Cabinets & Counters

All metal is silver

Circle your panel choice: White PVC Black PVC *Printed Graphic Black Fabric Gray Fabric

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

	Item	Quantity	Discount Rate	Standard Rate	Total
C_092	1 Meter Display Counter with Shelf 1M x 1/2M x 42" High with Sliding Door	_____ x	$ 1,181.78	$ 1,536.31 =	_____
C_084	2 Meter Display Counter with Shelf 2M x 1/2M x 42" High with Sliding Door	_____ x	$ 1,771.50	$ 2,302.95 =	_____
C_152	1 Meter Curved Counter with Shelf 1M x 1/2M x 42" High with Sliding Door	_____ x	$ 1,299.96	$ 1,689.94 =	_____
C_053	1 Meter Radius Counter with Shelf 1M x 1/2M x 42" High with Sliding Door	_____ x	$ 1,624.95	$ 2,112.45 =	_____
C_179	1 Meter Display Cabinet with Shelf 1M x 1/2M x 42" High with 2 Swing Doors and built in locks	_____ x	$ 1,418.00	$ 1,843.50 =	_____
MD60	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 exhibitor.services@heritagesvs.com.				
D140	4' Full View Showcase	_____ x	$1,118.50	$1,454.05 =	_____
D150	6' Full View Showcase	_____ x	$1,202.87	$1,563.73 =	_____

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 9.1% $ _____
TOTAL DUE $ _____

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CABINETS AND COUNTERS



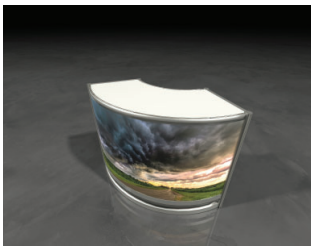
Counter
C_092
1M x 1/2M x 42” High, W/Shelf



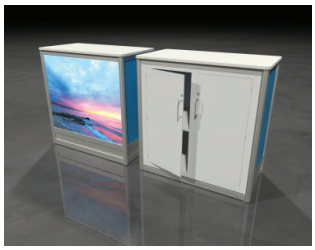
Counter
C_084
2M x 1/2M x 42” High, W/Shelf



Curved Counter
C_152
1M x 1/2M x 42” High W/Shelf

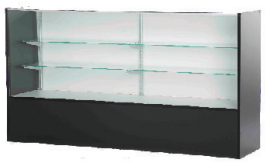


Radius Counter
C_053
1M x 1/2M x 42” High



Cabinet
C_179
1M x 1/2M x 42”
(White Only/ Comes With Lock & Shelf)

Display Cases



D140/D150 (shown)
D140 - 4’ Full View Showcase
D150 - 6’ Full View Showcase

EXHIBIT ACCESSORIES

2026 TRADESHOW CATALOG

EVENTS



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

ESSENTIAL FURNISHINGS AND HELPFUL TIPS TO PLAN YOUR NEXT TRADESHOW EXHIBIT

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Item #:	Description:	Dimensions:	Advance Price:	Standard Price:	QTY:	Total:
30AGBB	30" Round Bar Table w/ Standard Black Base	30"RND 42"H	$339.44	$441.28		
30AGBC	30" Round Cafe Table w/ Standard Black Base	30"RND 29"H	$339.44	$441.28		
30AGHB	30" Round Bar Table w/ Hydraulic Base	30"RND 45"H	$419.50	$545.35		
30AGHC	30" Round Cafe Table w/ Hydraulic Base	30"RND 29"H	$419.50	$545.35		
30BEBB	30" Round Bar Table w/ Standard Black Base	30"RND 42"H	$339.44	$441.28		
30BEBC	30" Round Cafe Table w/ Standard Black Base	30"RND 29"H	$339.44	$441.28		
30BEHB	30" Round Bar Table w/ Hydraulic Base	30"RND 45"H	$419.50	$545.35		
30BEHC	30" Round Cafe Table w/ Hydraulic Base	30"RND 29"H	$419.50	$545.35		
30BKHB	30" Round Bar Table w/ Hydraulic Base	30"RND 45"H	$419.50	$545.35		
30BKHC	30" Round Cafe Table w/ Hydraulic Base	30"RND 29"H	$419.50	$545.35		
30BKSB	30" Round Bar Table w/ Standard Black Base	30"RND 42"H	$339.44	$441.28		
30BKSC	30" Round Cafe Table w/ Standard Black Base	30"RND 29"H	$339.44	$441.28		
30BRHB	30" Round Bar Table w/ Hydraulic Base	30"RND 45"H	$419.50	$545.35		
30BRHC	30" Round Cafe Table w/ Hydraulic Base	30"RND 29"H	$419.50	$545.35		
30GSBB	30" Round Bar Table w/ Standard Black Base	30"RND 42"H	$339.44	$441.28		
30GSBC	30" Round Cafe Table w/ Standard Black Base	30"RND 29"H	$339.44	$441.28		
30GSHB	30" Round Bar Table w/ Hydraulic Base	30"RND 45"H	$419.50	$545.35		
30GSHC	30" Round Cafe Table w/ Hydraulic Base	30"RND 29"H	$419.50	$545.35		
30MAHB	30" Round Madison Bar Table w/ Hydraulic Base	30"RND 45"H	$419.50	$545.35		
30MAHC	30" Round Madison Cafe Table w/ Hydraulic Base	30"RND 29"H	$419.50	$545.35		
30MTHB	30" Round Bar Table w/ Hydraulic Base	30"RND 45"H	$419.50	$545.35		
30MTHC	30" Round Cafe Table w/ Hydraulic Base	30"RND 29"H	$419.50	$545.35		
30OSBB	30" Round Bar Table w/ Standard Black Base	30"RND 42"H	$339.44	$441.28		
30OSBC	30" Round Cafe Table w/ Standard Black Base	30"RND 29"H	$339.44	$441.28		
30OSHB	30" Round Bar Table w/ Hydraulic Base	30"RND 45"H	$419.50	$545.35		
30OSHC	30" Round Cafe Table w/ Hydraulic Base	30"RND 29"H	$419.50	$545.35		
30WDBB	30" Round Bar Table w/ Standard Black Base	30"RND 42"H	$339.44	$441.28		
30WDBC	30" Round Cafe Table w/ Standard Black Base	30"RND 29"H	$339.44	$441.28		
30WDHB	30" Round Bar Table w/ Hydraulic Base	30"RND 45"H	$419.50	$545.35		
30WDHC	30" Round Cafe Table w/ Hydraulic Base	30"RND 29"H	$419.50	$545.35		
30WH29	30" Round Cafe Table w/ Standard Black Base	30"RND 29"H	$339.44	$441.28		
30WH42	30" Round Bar Table w/ Standard Black Base	30"RND 42"H	$339.44	$441.28		
30WHHB	30" Round Bar Table w/ Hydraulic Base	30"RND 45"H	$419.50	$545.35		
30WHHC	30” Round Cafe Table w/ Hydraulic Base	30”RND 29”H	$419.50	$545.35		
30YBBB	30” Round Bar Table w/ Standard Black Base	30”RND 42”H	$339.44	$441.28		

Additional items on the next page

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30YSBC	30" Round Cafe Table w/ Standard Black Base	30"RND 29"H	$339.44	$441.28		
30YSHB	30" Round Bar Table w/ Hydraulic Base	30"RND 45"H	$419.50	$545.35		
30YSHC	30" Round Cafe Table w/ Hydraulic Base	30"RND 29"H	$419.50	$545.35		
36ATO	Atomic 36" Round Table	36"RND 30"H	$385.88	$501.64		
36BKHB	36" Round Bar Table w/ Hydraulic Base	36"RND 45"H	$491.55	$639.02		
36BKHC	36" Round Cafe Table w/ Hydraulic Base	36"RND 29"H	$491.55	$639.02		
36BKSB	36" Round Bar Table w/ Standard Black Base	36"RND 42"H	$350.65	$455.85		
36BKSC	36" Round Cafe Table w/ Standard Black Base	36"RND 29"H	$350.65	$455.85		
36MTHB	36" Round Bar Table w/ Hydraulic Base	36"RND 45"H	$491.55	$639.02		
36MTHC	36"Round Cafe Table w/ Hydraulic Base	36"RND 29"H	$491.55	$639.02		
36WTHB	36" Round Bar Table w/ Hydraulic Base	36"RND 45"H	$491.55	$639.02		
36WTHC	36"Round Cafe Table w/ Hydraulic Base	36"RND 29"H	$491.55	$639.02		
42ATO	Atomic 42" Round Table	42"RND 30"H	$385.88	$501.64		
42BKCT	42" Round Table	42"RND 29"H	$579.62	$753.50		
ACEHBC	Ace High Back Chair	26"L 26"D 41.75-	$385.88	$501.64		
ACEMBC	Ace Mid Back Chair	26"L 26"D 33.25-	$363.46	$472.50		
ACHBCB	Ace High Back Chair	26"L 26"D 41.75-	$385.88	$501.64		
ACMBCB	Ace Mid Back Chair	26"L 26"D 33.25-	$363.46	$472.50		
ADCTBK	Adelaide Cocktail Table	48.875"L 25.375D	$398.69	$518.29		
ADCTBP	Adelaide Powered Cocktail Table	48.875"L 25.375D	$555.60	$722.28		
ADCTGL	Adelaide Cocktail Table	48.875"L 25.375D	$398.69	$518.29		
ADCTWH	Adelaide Cocktail Table	48.875"L 25.375D	$398.69	$518.29		
ADCTWP	Adelaide Powered Cocktail Table	48.875"L 25.375D	$555.60	$722.28		
ADETBK	Adelaide End Table	21.5"L 21.5"D 17.75"H	$385.88	$501.64		
ADETGL	Adelaide End Table	21.5"L 21.5"D 17.75"H	$385.88	$501.64		
ADETWH	Adelaide End Table	21.5"L 21.5"D 17.75"H	$385.88	$501.64		
ALC100	Alondra Cocktail Table	47"L 24"D 16"H	$483.55	$628.61		
ALC200	Alondra Cocktail Table	47"L 24"D 17"H	$483.55	$628.61		
ALE100	Alondra End Table	20"L 20"D 20"H	$385.88	$501.64		
ALE200	Alondra End Table	20"L 20"D 21"H	$385.88	$501.64		
ATHCHA	Atherton Chair	27"L 31"D 30"H	$837.40	$1,088.62		
AURA	Aura Round Table	15"RND 22"H	$217.76	$283.08		
BC8	Madison Bookcase	36"L 12"D 72"H	$677.29	$880.47		
BCHWHT	Baja Chair	36"L 30.5"D 28"H	$909.45	$1,182.29		

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Item #:	Description:	Dimensions:	Advance Price:	Standard Price:	QTY:	Total:
BCW	Madrid Chair	30"L 30"D 31"H	$837.40	$1,088.62		
BKC10N	10' Table	120"L 48"D 29"H	$1,332.16	$1,731.80		
BKC10P	10' Table, Powered	120"L 48"D 29"H	$1,695.62	$2,204.30		
BKCT5N	5' Table	60"L 48"D 29"H	$725.32	$942.92		
BKCT5P	5' Table, Powered	60"L 48"D 29"H	$821.39	$1,067.81		
BKCT8N	8' Table	96"L 48"D 29"H	$1,332.16	$1,731.80		
BKCT8P	8' Table, Powered	96"L 48"D 29"H	$1,695.62	$2,204.30		
BLDBBK	Blade Barstool	20.5"L 20"D 40.5"H	$176.13	$228.96		
BLDBRD	Blade Barstool	20.5"L 20"D 40.5"H	$176.13	$228.96		
BLDBSB	Blade Barstool	20.5"L 20"D 40.5"H	$176.13	$228.96		
BLDBWH	Blade Barstool	20.5"L 20"D 40.5"H	$176.13	$228.96		
BLDCBK	Blade Chair	20.5"L 19"D 30.5"H	$115.28	$149.87		
BLDCRD	Blade Chair	20.5"L 19"D 30.5"H	$115.28	$149.87		
BLDCSB	Blade Chair	20.5"L 19"D 30.5"H	$115.28	$149.87		
BLVWHT	Baja Loveseat	61"L 30.5"D 28"H	$1,151.23	$1,496.59		
BNMCOB	Brooklyn Meeting Chair, Oak Base	24.5"L 25.5"D 31.75"H	$483.55	$628.61		
BNMCOW	Brooklyn Meeting Chair	24.5"L 25.5"D	$483.55	$628.61		
BNMCSB	Brooklyn Meeting Chair, Black Swivel Base	24.5"L 25.5"D 31.75"H	$483.55	$628.61		
BNMCSW	Brooklyn Meeting Chair, Swivel	24.5"L 25.5"D	$483.55	$628.61		
BOWCHA	Bowery Chair	29.75"L 31"D 27.25"H	$837.40	$1,088.62		
BS001	Shark Barstool	22"L 19"D 34-44"H	$419.50	$545.35		
BS002	Zoey Barstool	15"L 16"D 30-34.75"H	$385.88	$501.64		
BSFWHT	Baja Sofa	86"L 30"D 28"H	$1,381.79	$1,796.33		
BSR	Syntax Barstool	23"L 19"D 43.25"H	$302.62	$393.40		
BSS	Banana Barstool	21"L 22"D 41"H	$385.88	$501.64		
BST	Banana Barstool	21"L 22"D 41"H	$385.88	$501.64		
BVLYBK	Beverly Bench Ottoman	60"L 20"D 18"H	$521.97	$678.57		
BVLYBN	Beverly Bench Ottoman	60"L 20"D 18"H	$521.97	$678.57		
BVLYGR	Beverly Bench Ottoman	60"L 20"D 18"H	$521.97	$678.57		
BVLYLN	Beverly Bench Ottoman	60"L 20"D 18"H	$521.97	$678.57		
BVLYOB	Beverly Bench Ottoman	60"L 20"D 18"H	$521.97	$678.57		
BVLYRD	Beverly Bench Ottoman	60"L 20"D 18"H	$521.97	$678.57		
BVLYWH	Beverly Bench Ottoman	60"L 20"D 18"H	$521.97	$678.57		
BVSMBK	Beverly Small Bench Ottoman	30"L 20"D 18"H	$435.51	$566.17		
BVSMBL	Beverly Small Bench Ottoman	30"L 20"D 18"H	$435.51	$566.17		

Additional items on the next page

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BVSMBN	Beverly Small Bench Ottoman	30"L 20"D 18"H	$435.51	$566.17		
BVSMGN	Beverly Small Bench Ottoman	30"L 20"D 18"H	$435.51	$566.17		
BVSMGY	Beverly Small Bench Ottoman	30"L 20"D 18"H	$435.51	$566.17		
BVSMLN	Beverly Small Bench Ottoman	30"L 20"D 18"H	$435.51	$566.17		
BVSMLV	Beverly Small Bench Ottoman	30"L 20"D 18"H	$435.51	$566.17		
BVSMOR	Beverly Small Bench Ottoman	30"L 20"D 18"H	$435.51	$566.17		
BVSMRD	Beverly Small Bench Ottoman	30"L 20"D 18"H	$435.51	$566.17		
BVSMWH	Beverly Small Bench Ottoman	30"L 20"D 18"H	$435.51	$566.17		
BVSMYL	Beverly Small Bench Ottoman	30"L 20"D 18"H	$435.51	$566.17		
C10PWR	10' Table, Powered	120"L 48"D 29"H	$1,695.62	$2,204.30		
C1C	Geo Cocktail Table	50"L 22"D 16"H	$398.69	$518.29		
C1E	Silverado Cocktail Table	36"RND 17"H	$398.69	$518.29		
C1FWB	Geo Cocktail Table	47"L 24"D 17"H	$398.69	$518.29		
C5PWR	5' Table, Powered	48"L 26"D 18"H	$821.39	$1,067.81		
C8PWR	8' Table, Powered	48"L 26"D 18"H	$1,695.62	$2,204.30		
CB8	42" Round Madison Table	48"L 26"D 18"H	$579.62	$753.50		
CBSBAZ	Chelsea Barstool, Black Tower Base	48"L 26"D 18"H	$268.99	$349.69		
CBSBBK	Chelsea Barstool, Black Tower Base	18.5"L 22"D 46"H	$268.99	$349.69		
CBSBGY	Chelsea Barstool, Black Tower Base	18.5"L 22"D 46"H	$268.99	$349.69		
CBSBOR	Chelsea Barstool, Black Tower Base	18.5"L 22"D 46"H	$268.99	$349.69		
CBSBWL	Chelsea Barstool, Black Tower Base	18.5"L 22"D 46"H	$268.99	$349.69		
CBSBYL	Chelsea Barstool, Black Tower Base	18.5"L 22"D 46"H	$268.99	$349.69		
CCBTAZ	Chelsea Chair, Black Tower Base	18.5"L 22"D 34"H	$198.54	$258.11		
CCBTBK	Chelsea Chair, Black Tower Base	18.5"L 22"D 34"H	$198.54	$258.11		
CCBTGY	Chelsea Chair, Black Tower Base	18.5"L 22"D 34"H	$198.54	$258.11		
CCBTOR	Chelsea Chair, Black Tower Base	18.5"L 22"D 34"H	$198.54	$258.11		
CCBTWL	Chelsea Chair, Black Tower Base	18.5"L 22"D 34"H	$198.54	$258.11		
CCBTYL	Chelsea Chair, Black Tower Base	18.5"L 22"D 34"H	$198.54	$258.11		
CCSCAZ	Chelsea Chair, Black Swivel Base w/ Casters	18.5"L 22"D 34"H	$198.54	$258.11		
CCSCBK	Chelsea Chair, Black Swivel Base w/ Casters	18.5"L 22"D 34"H	$198.54	$258.11		
CCSCGY	Chelsea Chair, Black Swivel Base w/ Casters	18.5"L 22"D 34"H	$198.54	$258.11		
CCSCOR	Chelsea Chair, Black Swivel Base w/ Casters	18.5"L 22"D 34"H	$198.54	$258.11		
CCSCWL	Chelsea Chair, Black Swivel Base w/ Casters	18.5"L 22"D 34"H	$198.54	$258.11		
CCSCYL	Chelsea Chair, Black Swivel Base w/ Casters	18.5"L 22"D 34"H	$198.54	$258.11		

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CE1	Geo Table, Rounded Square	42"L 42"D 29"H	$433.91	$564.09		
CF2	Geo Table, Rectangle	60"L 36"D 29"H	$725.32	$942.92		
CHR002	Allegro Chair	36"L 34.5"D 30"H	$909.45	$1,182.29		
CNTCHR	Century Chair	30"L 30"D 31"H	$837.40	$1,088.62		
COCHTP	Cordoba Chair	37”L 32”D 32.75”H	$725.32	$942.92		
COLVTP	Cordoba Loveseat	60.5”L 32”D 33”H	$1,040.75	$1,352.97		
CONF10	10' Table	120"L 48"D 29"H	$1,332.16	$1,731.80		
CONF42	42" Round Table	42"RND 29"H	$579.62	$753.50		
CONF5	5' Table	60"L 48"D 29"H	$725.32	$942.92		
CONF8	8' Table	96"L 60"D 29"H	$1,332.16	$1,731.80		
CS4	Syntax Chair	23"L 19"D 32.25"H	$280.20	$364.26		
CUBPOW	Wireless Charging Table, Powered	20"L 20"D 18"H	$654.87	$851.33		
CUPCHA	Cupertino Mid Back Chair	27"L 30.5"D 40-43"H	$363.46	$472.50		
DIVFCR	Clear Divider, Freestanding Corner	39"L 39"D 72"H	$963.89	$1,253.06		
DIVFRE	Clear Divider, Freestanding	39"L 1.5"D 72"H	$483.55	$628.61		
DIVFWB	Divider, Freestanding Whiteboard	39"L 1.5"D 72"H	$653.27	$849.25		
DIVFWL	Clear Divider, Freestanding Wall	40"L 1.5"D 72"H	$483.55	$628.61		
DUET	Duet Stack Chair	21"L 23"D 33"H	$115.28	$149.87		
E1C	Geo End Table	24"L 24"D 20"H	$313.83	$407.97		
E1E	Silverado End Table	24"RND 22"H	$313.83	$407.97		
E1FWB	Geo End Table	20"L 20"D 21"H	$313.83	$407.97		
END01B	Endless Curved Ottoman	27"L 23"D 22"H	$722.12	$938.75		
END01W	Endless Curved Ottoman	27"L 23"D 22"H	$722.12	$938.75		
END02B	Endless Square Ottoman	60.5"L 37.5"D 15"H	$600.43	$780.56		
END02W	Endless Square Ottoman	60.5"L 37.5"D 15"H	$600.43	$780.56		
FAIRCW	Fairfax Chair	27"L 26"D 30"H	$618.04	$803.46		
FAIRSW	Fairfax Sofa	62"L 26"D 30"H	$798.97	$1,038.67		
GENCHA	Genesis Chair	27.5"L 27.5"D 40-	$268.99	$349.69		
HDG4FT	Boxwood Hedge, 4'	46"L 9"D 47"H	$847.01	$1,101.11		
HDG7FT	Boxwood Hedge, 7'	36.5"L 12"D 84"H	$1,332.16	$1,731.80		
JD8	Madison Executive Desk	60"L 30"D 29"H	$871.03	$1,132.33		
KABSWH	Kamden Barstool	16.5"L 20"D 25"-33.5"	$369.87	$480.83		
KEYCHR	Key Largo Chair	35"L 35"D 34"H	$618.04	$803.46		
KEYLOV	Key Largo Loveseat	57"L 35"D 34"H	$725.32	$942.92		

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KEYSOF	Key Largo Sofa	79"L 35"D 34"H	$798.97	$1,038.67		
LA14	Mason Table Lamp	16"RND 26"H	$204.95	$266.43		
LA15	Mason Floor Lamp	18"RND 55"H	$385.88	$501.64		
LABREA	La Brea Swivel Chair	35"L 27"D 40"H	$725.32	$942.92		
LCCHOT	Lucca Chair	30"L 29"D 33"H	$763.84	$992.99		
LCCHPW	Lucca Chair, Powered	30"L 29"D 33"H	$978.67	$1,272.27		
LCLVOT	Lucca Loveseat	69"L 29"D 33"H	$1,085.00	$1,410.50		
LCLVPW	Lucca Loveseat, Powered	69"L 29"D 33"H	$1,297.66	$1,686.96		
LMBAR	Laguna Barstool	18"L 20"D 47"H	$268.99	$349.69		
LMCHR	Laguna Chair	18"L 19"D 34"H	$198.54	$258.11		
LRCHGN	Lorna Chair	26"L 25"D 30"H	$710.91	$924.18		
LUBSCL	Lucent Barstool	22"L 22.5"D 45.5"H	$385.88	$501.64		
LUCHCL	Lucent Chair	19.5"L 19.75"D 32.5"H	$302.62	$393.40		
LVS002	Allegro Loveseat	63"L 34.5"D 30"H	$1,019.93	$1,325.91		
MADC05	Madison 5' Table	60"L 48"D 29"H	$725.32	$942.92		
MADC08	Madison 8' Table	96"L 60"D 29"H	$1,332.16	$1,731.80		
MADC10	Madison 10' Table	120"L 48"D 29"H	$1,332.16	$1,731.80		
MALGRN	Malba Chair	20"L 20"D 32"H	$115.28	$149.87		
MALGRY	Malba Chair	20"L 20"D 32"H	$115.28	$149.87		
MAR001	Marche Swivel Ottoman	17"RND 18"H	$302.62	$393.40		
MAR002	Marche Swivel Ottoman	17"RND 18"H	$302.62	$393.40		
MAR003	Marche Swivel Ottoman	17"RND 18"H	$302.62	$393.40		
MAR004	Marche Swivel Ottoman	17"RND 18"H	$302.62	$393.40		
MAR005	Marche Swivel Ottoman	17"RND 18"H	$302.62	$393.40		
MAR007	Marche Swivel Ottoman	17"RND 18"H	$302.62	$393.40		
MAR008	Marche Swivel Ottoman	17"RND 18"H	$302.62	$393.40		
MAR010	Marche Swivel Ottoman	17"RND 18"H	$302.62	$393.40		
MAR011	Marche Swivel Ottoman	17"RND 18"H	$302.62	$393.40		
MAR012	Marche Swivel Ottoman	17"RND 18"H	$302.62	$393.40		
MAR013	Marche Swivel Ottoman	17"RND 18"H	$302.62	$393.40		
MAR014	Marche Swivel Ottoman	17"RND 18"H	$302.62	$393.40		
MAR015	Marche Swivel Ottoman	17"RND 18"H	$302.62	$393.40		
MAR020	Marche Swivel Ottoman	17"RND 18"H	$302.62	$393.40		
MAR021	Marche Swivel Ottoman	17"RND 18"H	$302.62	$393.40		
MARBBE	Marina Barstool	21"L 17.5"D 41.5"H	$385.88	$501.64		

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MARBBK	Marina Barstool	21"L 17.5"D 41.5"H	$385.88	$501.64		
MARBGY	Marina Barstool	21"L 17.5"D 41.5"H	$385.88	$501.64		
MARBRD	Marina Barstool	21"L 17.5"D 41.5"H	$385.88	$501.64		
MARBWH	Marina Barstool	21"L 17.5"D 41.5"H	$385.88	$501.64		
MARCBE	Marina Chair	17.5"L 19.5"D 35"H	$232.17	$301.82		
MARCBK	Marina Chair	17.5"L 19.5"D 35"H	$232.17	$301.82		
MARCGY	Marina Chair	17.5"L 19.5"D 35"H	$232.17	$301.82		
MARCRD	Marina Chair	17.5"L 19.5"D 35"H	$232.17	$301.82		
MARCWH	Marina Chair	17.5"L 19.5"D 35"H	$232.17	$301.82		
MESCTB	Mesa Cocktail Table	32.25"RND 17.25"H	$398.69	$518.29		
MESCTG	Mesa Cocktail Table	36"RND 17.25"H	$398.69	$518.29		
MESCTW	Mesa Cocktail Table	32.25"RND 17.25"H	$398.69	$518.29		
MESETB	Mesa End Table	20.5"RND 21.25"H	$313.83	$407.97		
MESETG	Mesa End Table	24"RND 21.25"H	$313.83	$407.97		
MESETW	Mesa End Table	20.5"RND 21.25"H	$313.83	$407.97		
MIRWHT	Miramar Divider, White	63"L 23"D 83"H	$701.30	$911.69		
MONCHA	Montreal Chair	30"L 23.25"D 30"H	$909.45	$1,182.29		
MONLOV	Montreal Loveseat	62"L 27.25"D 29.5"H	$1,151.23	$1,496.59		
MTBLPI	Midtown Bar, Lighted w/ Plug In	60"L 18"D 42"H	$1,963.01	$2,551.91		
MTBUUL	Midtown Bar, Unlighted	60"L 18"D 42"H	$1,732.44	$2,252.18		
MTCLPI	Midtown Powered Counter, Lighted w/ Plug In	60"L 18"D 42"H	$1,963.01	$2,551.91		
MTCPUL	Midtown Powered Counter, Unlighted	60"L 18"D 42"H	$1,732.44	$2,252.18		
NPLCHP	Naples Chair, Powered	36"L 30"D 33.25"H	$1,127.21	$1,465.37		
NPLCHR	Naples Chair	36"L 30"D 33.25"H	$909.45	$1,182.29		
NPLLOP	Naples Loveseat, Powered	62"L 30"D 33.25"H	$1,393.00	$1,810.90		
NPLLOV	Naples Loveseat	62"L 30"D 33.25"H	$1,151.23	$1,496.59		
NPLSOF	Naples Sofa	87"L 30"D 33.25"H	$1,381.79	$1,796.33		
NPLSOP	Naples Sofa, Powered	87"L 30"D 33.25"H	$1,647.58	$2,141.86		
P30BWH	30" Bar Table, Powered	30" RND 42"H	$1,066.37	$1,386.28		
P30CWH	30" Cafe Table, Powered	30" RND 29"H	$1,066.37	$1,386.28		
PALSOF	Palm Beach Sofa	69"L 29"D 33"H	$1,176.85	$1,529.90		
PASCHR	Pasadena Chair	27"L 25"D 26"H	$483.55	$628.61		
PDL36B	Powered Locking Pedestal, 36"	24"L 24"D 36"H	$773.36	$1,005.36		
PDL36W	Powered Locking Pedestal, 36"	24"L 24"D 36"H	$773.36	$1,005.36		
PDL42B	Powered Locking Pedestal, 42"	24"L 24"D 42"H	$909.45	$1,182.29		
PDL42W	Powered Locking Pedestal, 42"	24"L 24"D 42"H	$909.45	$1,182.29		

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PSHCCS	Posh Shelving	25"L 24"D 45-48"H	$555.60	$722.28		
REGBEN	Regis Bench/Table	24"L 26"D 36"H	$435.51	$566.17		
REGOTT	Regis End Table	24"L 22"D 36.75-	$385.88	$501.64		
ROLLBL	Lift Barstool	47"L 15.5"D 16"H	$302.62	$393.40		
ROLLGY	Lift Barstool	15"RND 23-33.5"H	$302.62	$393.40		
ROLLRD	Lift Barstool	15"RND 23-33.5"H	$302.62	$393.40		
ROLLWH	Lift Barstool	15"RND 23-33.5"H	$302.62	$393.40		
RSTDIN	Rustique Chair w/ Arms	20"L 18"D 31"H	$198.54	$258.11		
RSTSQT	Rustique Square Metal Bar Table	23.75"L 23.75"D	$459.53	$597.39		
RSTSTL	Rustique Barstool	13"L 13"D 30"H	$176.13	$228.96		
SC10	Razor Armless Chair	15.5"L 23.5"D 30.5"H	$115.28	$149.87		
SC3	Brewer Chair	20"L 20"D 32"H	$198.54	$258.11		
SEDBBK	Sedona Side Table	15.75"L 15.75"D 24"H	$217.76	$283.08		
SEDBWD	Sedona Side Table	15.75"L 15.75"D 24"H	$217.76	$283.08		
SEDBWH	Sedona Side Table	15.75"L 15.75"D 24"H	$217.76	$283.08		
SFA002	Allegro Sofa	73"L 34.5"D 30"H	$1,176.85	$1,529.90		
SRBSCR	Sorrento Barstool	23"L 19"D 43.25"H	$420.98	$547.27		
SRSWCR	Sorrento Swivel Chair	26"L 24.5"D 32.25"H	$440.51	$572.66		
STECHA	Sterling Chair	33"L 33.5"D 32"H	$1,127.21	$1,465.37		
STESOF	Sterling Sofa	82"L 33.5"D 32"H	$1,647.58	$2,141.86		
STNCH1	Stanchion w/ Retractable Belt	96"L 37"H	$108.88	$141.54		
STNSGN	Stanchion Sign Holder	10"L 13"H	$94.47	$122.81		
SWAN	Swanson Swivel Chair	28"L 25"D 30"H	$570.01	$741.01		
TAOBBK	Taos Side Table	48"L 26"D 18"H	$217.76	$283.08		
TAOBWD	Taos Side Table	27"L 23"D 22"H	$217.76	$283.08		
TAOBWH	Taos Side Table	48"L 26"D 18"H	$217.76	$283.08		
TASKST	Task Stool	27"L 23"D 22"H	$232.17	$301.82		
TCHGRY	Tech Tablet Chair	30.5"L 29"D 33.5"H	$312.22	$405.89		
TCHNTP	Tech Chair, Non-Powered, No Tablet	30.5”L 29”D 33.5”H	$312.22	$405.89		
TCHP	Tech Chair, No Tablet	30.5”L 29”D 33.5”H	$312.22	$405.89		
TCHTNP	Tech Tablet Chair, Non-Powered	30.5”L 29”D 33.5”H	$312.22	$405.89		
TECH	Tech Desk, Powered	60"L 30"D 30"H	$570.01	$741.01		
TECH3	3 Drawer File Cabinet on Castors	16"L 20"D 28"H	$265.79	$345.53		
TECH3B	Tech Desk, Powered w/ 3 Drawer File Cabinet	60"L 30"D 30"H	$859.82	$1,117.76		
TMBCKT	Timber Cocktail Table	30” RND 15” H	$392.28	$509.97		

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TMBTBL	Timber Table	16” RND 17” H	$217.76	$283.08		
TRCHCO	Terrace Accent Chair	24"L 30.5"D 31.25"H	$800.58	$1,040.75		
VALCGN	Valencia Chair	28"L 30.5"D 31"H	$618.04	$803.46		
VALCHA	Valencia Chair	28"L 30.5"D 31"H	$618.04	$803.46		
VALCOT	Valencia Chair	28"L 30.5"D 31"H	$618.04	$803.46		
VALSOF	Valencia Sofa	63"L 30.5"D 31"H	$798.97	$1,038.67		
VALVOT	Valencia Loveseat	63"L 30.5"D 31"H	$798.97	$1,038.67		
VIB01	Vibe Cube Ottoman	18"L 18"D 18"H	$161.72	$210.23		
VIB02	Vibe Cube Ottoman	18"L 18"D 18"H	$161.72	$210.23		
VIB04	Vibe Cube Ottoman	18"L 18"D 18"H	$161.72	$210.23		
VIB05	Vibe Cube Ottoman	18"L 18"D 18"H	$161.72	$210.23		
VIB08	Vibe Cube Ottoman	18"L 18"D 18"H	$161.72	$210.23		
VIB09	Vibe Cube Ottoman	18"L 18"D 18"H	$161.72	$210.23		
VIB10	Vibe Cube Ottoman	18"L 18"D 18"H	$161.72	$210.23		
VIB11	Vibe Cube Ottoman	18"L 18"D 18"H	$161.72	$210.23		
VIB12	Vibe Cube Ottoman	18"L 18"D 18"H	$161.72	$210.23		
VIB13	Vibe Cube Ottoman	18"L 18"D 18"H	$161.72	$210.23		
VIB14	Vibe Cube Ottoman	18"L 18"D 18"H	$161.72	$210.23		
VIB15	Vibe Cube Ottoman	18"L 18"D 18"H	$161.72	$210.23		
VIB16	Vibe Cube Ottoman	18"L 18"D 18"H	$161.72	$210.23		
VIB21	Vibe Cube Ottoman	18"L 18"D 18"H	$161.72	$210.23		
VIB22	Vibe Cube Ottoman	18"L 18"D 18"H	$161.72	$210.23		
VILHUB	Village Charging Hub	12"L 12"D 28.25"H	$435.51	$566.17		
VNTBLK	Ventura Communal Bar Table, Powered	72.25"L 26.25"D 42"H	$1,453.84	$1,890.00		
VNTBNP	Ventura Communal Bar Table	72.25"L 26.25"D 42"H	$1,127.21	$1,465.37		
VNTBWW	Ventura Communal Bar Table w/ Grommet Holes	72.25"L 26.25"D 42"H	$1,127.21	$1,465.37		
VNTCBK	Ventura Communal Cafe Table, Powered	72.25"L 26.25"D 30“H	$1,186.45	$1,542.39		
VNTCBN	Ventura Communal Cafe Table	72.25"L 26.25"D 30“H	$847.01	$1,101.11		
VNTCMN	Ventura Communal Cafe Table	72.25"L 26.25"D 30“H	$847.01	$1,101.11		
VNTCWH	Ventura Communal Cafe Table, Powered	72.25"L 26.25"D 30“H	$1,186.45	$1,542.39		
VNTCWN	Ventura Communal Cafe Table	72.25"L 26.25"D 30“H	$847.01	$1,101.11		
VNTCWW	Ventura Communal Cafe Table w/ Grommet Holes	72.25"L 26.25"D 30“H	$847.01	$1,101.11		
VNTMNP	Ventura Communal Bar Table	72.25"L 26.25"D 42"H	$1,127.21	$1,465.37		
VNTWHT	Ventura Communal Bar Table, Powered	72.25"L 26.25"D 42"H	$1,453.84	$1,890.00		
VNTWNP	Ventura Communal Bar Table	72.25"L 26.25"D 42"H	$1,127.21	$1,465.37		

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VTA	30" Round Madison Bar Table w/ Standard Black	30"RND 42"H	$339.44	$441.28		
VTB	30" Round Bar Table w/ Standard Black Base	30"RND 42"H	$339.44	$441.28		
VTK	30" Round Bar Table w/ Standard Black Base	30"RND 42"H	$339.44	$441.28		
VTP	36"Round Bar Table w/ Standard Black Base	36"RND 42"H	$350.65	$455.85		
VTW	36" Round Bar Table w/ Standard Black Base	36"RND 42"H	$350.65	$455.85		
WD3	Work Table	48"L 24"D 30"H	$448.32	$582.82		
XBAR	Christopher Barstool	19"L 19"D 41"H	$302.62	$393.40		
XCHR	Christopher Chair	17"L 19"D 35"H	$198.54	$258.11		
ZENBAR	Zenith Barstool	19"L 20"D 44"H	$268.99	$349.69		
ZENCHR	Zenith Chair	18.25"L 22"D 32"H	$198.54	$258.11		
ZTA	30" Round Madison Cafe Table w/ Standard Black	30"RND 29"H	$339.44	$441.28		
ZTB	30" Round Cafe Table w/ Standard Black Base	30"RND 29"H	$339.44	$441.28		
ZTK	30" Round Cafe Table w/ Standard Black Base	30"RND 29"H	$339.44	$441.28		
ZTP	36"Round Cafe Table w/ Standard Black Base	36"RND 29"H	$350.65	$455.85		
ZTQ	36"Round Cafe Table w/ Standard Black Base	36"RND 29"H	$350.65	$455.85		

SUBTOTAL $ _____

9.1% Tax $ _____

TOTAL DUE $ _____

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10' x 10' Display

- ☐ **B001**
  Advanced Price: $4,385.88
  Standard Price: $5,701.64
- ☐ **B214**
  Advanced Price: $4,385.88
  Standard Price: $5,701.64
- ☐ **B362**
  Advanced Price: $4,281.22
  Standard Price: $5,565.59
- ☐ **B310**
  Advanced Price: $3,057.16
  Standard Price: $3,974.31

10' x 20' Display

- ☐ **B002**
  Advanced Price: $6,847.61
  Standard Price: $8,901.89
- ☐ **B368**
  Advanced Price: $9,513.13
  Standard Price: $12,367.07
- ☐ **B004**
  Advanced Price: $7,694.92
  Standard Price: $10,003.40
- ☐ **B361**
  Advanced Price: $8,243.43
  Standard Price: $10,716.46

Select Carpet
(included in the rental)

Circle your color choice:

Red Blue Hunter Green Gray Black

Additional carpet colors and flooring options available at listed rates.

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

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

SUBTOTAL $ _____
TAX 9.1% $ _____
TOTAL DUE $ _____

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

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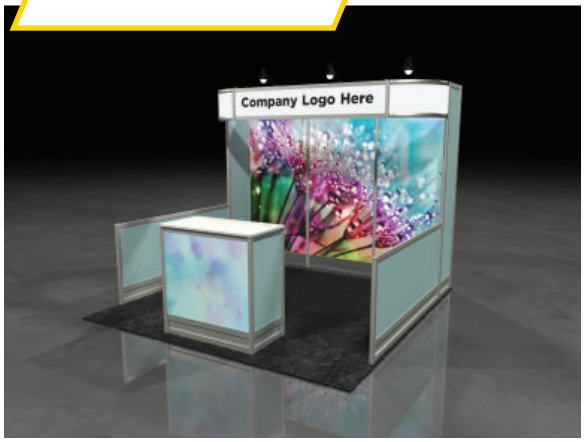
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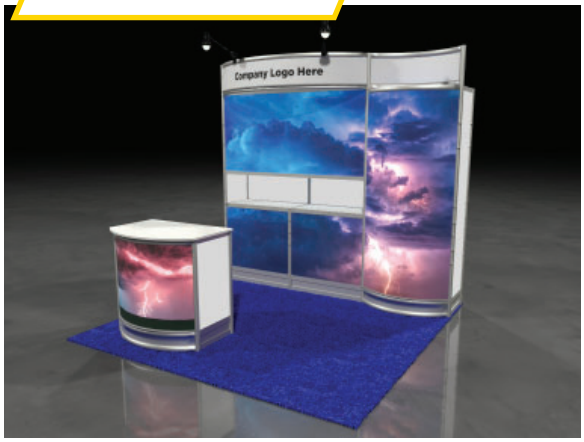
B001



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

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

B214



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

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

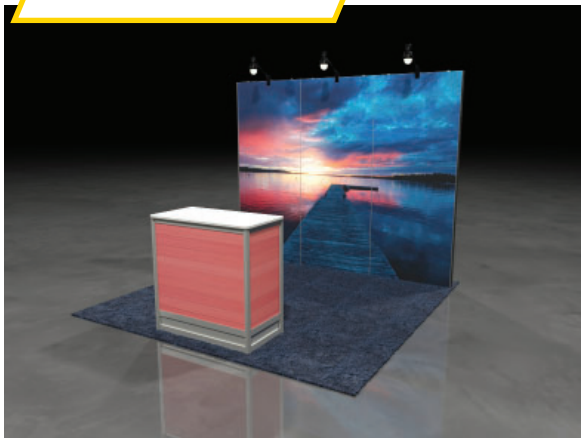
B362



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

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

B310



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

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

10’ x 20’ Exhibit Rental Displays

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

EXHIBITS

B002



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

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

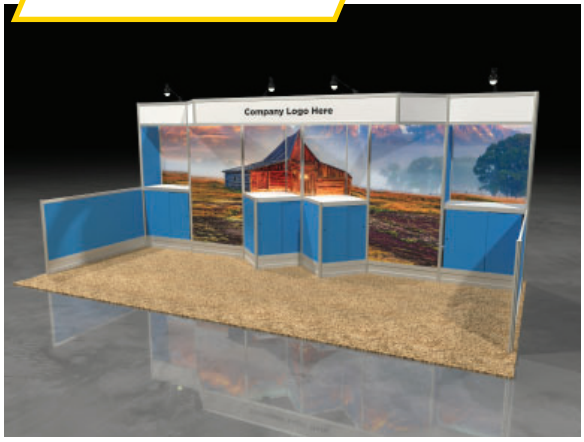
B368



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

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

B004



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

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

B361



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

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

HERITAGE™

EXHIBIT RENTAL DISPLAY ORDER FORM

SITC 2026

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

Order online at: heritagesvs.com/ordering

Custom Discount Deadline:
10/7/2026

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.

20' x 20' Display

- ☐ **B333**
  Advanced Price: $12,381.80
  Standard Price: $16,096.34
- ☐ **B215**
  Advanced Price: $11,319.98
  Standard Price: $14,715.97
- ☐ **B437**
  Advanced Price: $13,139.25
  Standard Price: $17,081.03
- ☐ **B403**
  Advanced Price: $19,466.49
  Standard Price: $25,306.43

20' x 30' Display and Larger

- ☐ **B359**
  Advanced Price: $26,759.46
  Standard Price: $34,787.30
- ☐ **B360**
  Advanced Price: $26,285.10
  Standard Price: $34,170.63
- ☐ **B465**
  Advanced Price: $18,943.69
  Standard Price: $24,626.79
- ☐ **B085**
  Advanced Price: $22,546.29
  Standard Price: $29,310.17

Select Carpet
(included in the rental)

Circle your color choice:

Red Blue Hunter Green Gray Black

Additional carpet colors and flooring options available at listed rates.

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

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

SUBTOTAL $ _____
TAX 9.1% $ _____
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 _____

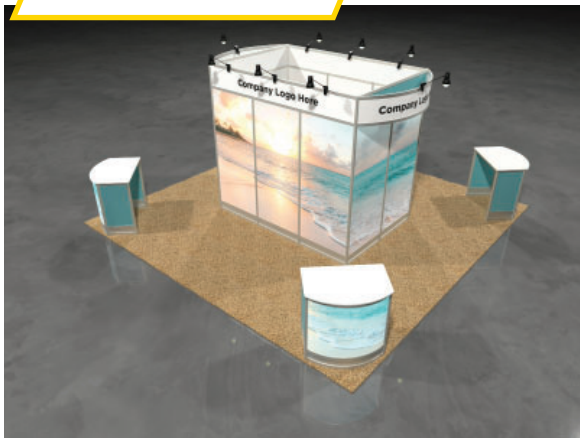
Please fax or email this form promptly to HERITAGE using the information at the top of the page - retain one copy for your files.

20’ x 20’ Exhibit Rental Displays

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

EXHIBITS

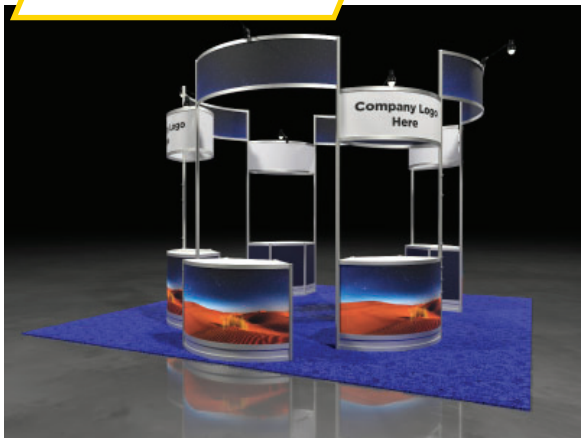
B333



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

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

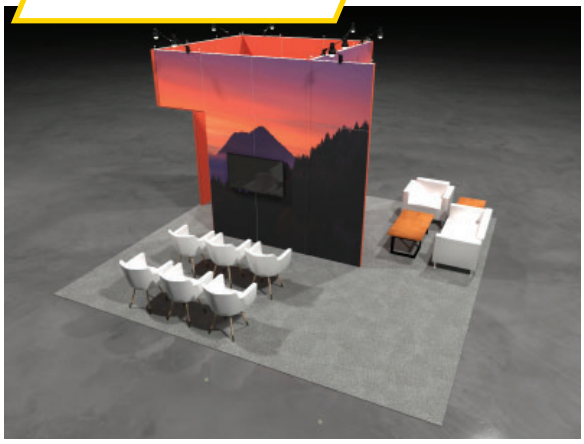
B215



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

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

B437



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

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

B403



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

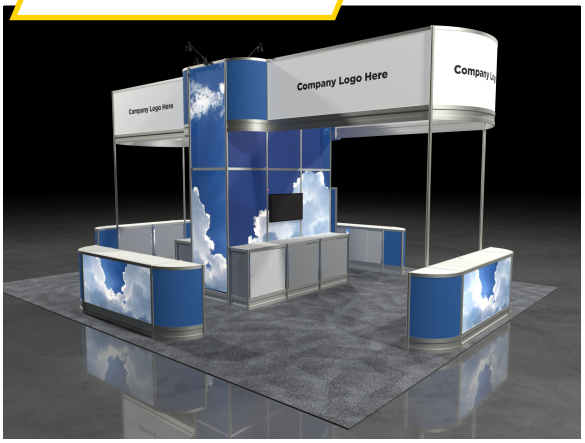
INCLUDED
Four corner columns and two counters back-lit
20’ x 20’ carpet
Installation/Dismantle Labor
Complimentary consultation for booth alterations
Furnishings sold separately

20’ x 30’ and Larger Exhibit Rental Displays

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

EXHIBITS

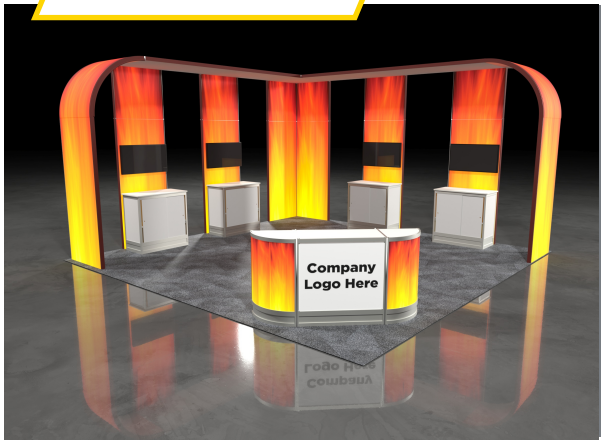
B359



Advanced Price $26,759.46
Standard Price $34,787.30

INCLUDED:
Eight arm lights
20’ x 30’ carpet
Installation/Dismantle Labor
Complimentary consultation for booth alterations
Monitors and furnishings sold separately

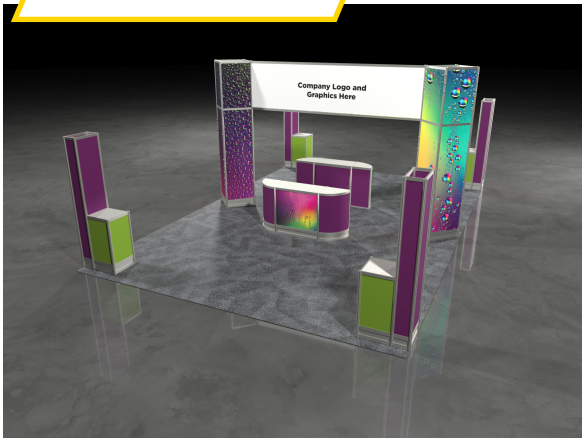
B360



Advanced Price $26,285.10
Standard Price $34,170.63

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

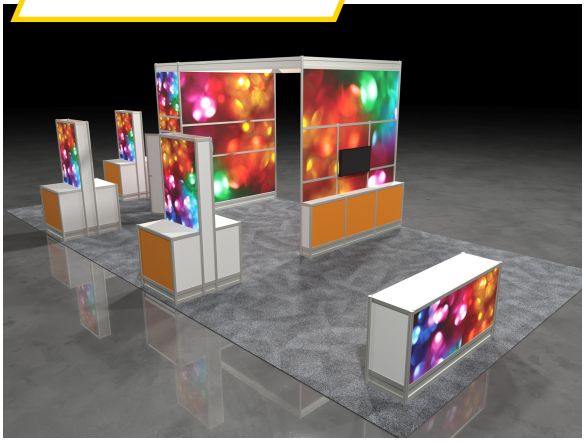
B465



Advanced Price $18,943.69
Standard Price $24,626.79

INCLUDED
20’ x 30’ carpet
Installation/Dismantle Labor
Complimentary consultation for booth alterations
Monitors and furnishings sold separately

B085



Advanced Price $22,546.29
Standard Price $29,310.17

INCLUDED
Four arm lights
20’ x 40’ carpet
Installation/Dismantle Labor
Complimentary consultation for booth alterations
Monitors and furnishings sold separately

HERITAGE™

MATERIAL HANDLING INFORMATION
SITC 2026

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

Order online at: heritagesvs.com/ordering

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

EMPTY REMOVAL INSTRUCTIONS

All exhibitors must have all crates tagged for empty storage by 1 hour prior to end of exhibitor move-in.
NOTE: Exhibitors will be subject to a surcharge of up to 20% of the total freight invoice if crates are not tagged for removal by set deadline.
Any shipment not handled by Heritage, but for which Heritage is required to handle storage of the empty shipping containers, a charge of $50.00 per crate, case, box, or carton will be assessed.

CERTIFIED WEIGHT TICKETS

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

INSURANCE

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

INBOUND SHIPMENT(S)

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

OUTBOUND SHIPMENT(S)

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

HERITAGE™

MATERIAL HANDLING INFORMATION
SITC 2026

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LIABILITY

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

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

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

HERITAGE™

MATERIAL HANDLING DEFINITIONS
SITC 2026

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

Order online at: heritagesvs.com/ordering

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

HERITAGE™

MATERIAL HANDLING SERVICES
SITC 2026

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

Order online at: heritagesvs.com/ordering

MATERIAL HANDLING SERVICES

CRATED: Material that is skidded or is in any type of shipping container that can be unloaded at the dock with no additional handling required.
SPECIAL HANDLING: Material delivered by a carrier in such a manner that it requires additional handling, such as ground unloading, stacked or constricted space unloading, designated piece unloading, shipment integrity, alternate delivery location, loads mixed with pad wrapped material, carpet and/or pad only shipments, no documentation and shipments that require additional time, equipment or labor to unload. Federal Express, UPS & DHL are included in this category due to their delivery procedures.
UNCRATED: Material that is shipped loose or pad-wrapped, and/or unskidded machinery without proper lifting points.

Rate Classifications	Description	Price per CWT	200 lb Minimum
	Warehouse Shipment (200 lb Minimum)		
	Crated or Skidded Shipment	$340.14	$680.28
	Special Handling Shipment	$408.14	$816.28
	Crated or Skidded after 10/28/2026 deadline date	$425.18	$850.36
	Special Handling Shipment after 10/28/2026 deadline date	$510.18	$1,020.36
	Show Site Shipment (200 lb Minimum)		
	Crated or Skidded Shipment	$314.49	$628.98
	Special Handling Shipment	$377.39	$754.78
	Uncrated or Pad Wrapped Shipment	$440.29	$880.58
	Small Package—Maximum Weight is 30 lbs per Shipment	$55.13	$55.13

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

ROUND UP TO NEXT CWT (2CWT MINIMUM)

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

Please see the Terms and Conditions page for full explanation of our policy on cancellations and changes.
Certified weight tickets and proper documentation will be required on all loads containing machinery/equipment. Any shipments containing a mixture of exhibit material and machinery/equipment not accompanied by separate certified weight tickets will be charged at the prevailing exhibit material rates. All machinery/equipment shipments not crated or skidded or without proper lifting bars or hooks will be considered uncrated exhibit material and charged at the appropriate prevailing rate.

Exhibiting Company _____

Contact Name _____ Booth# _____

Phone # _____ Email _____

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

BLR

HERITAGE™

FORKLIFT/RIGGING LABOR
SITC 2026

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

Order online at: heritagesvs.com/ordering

Discount Deadline: 10/16/2026

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

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

		Item	Advance Rate	Show Site Rate
Forklift Labor	L301	☐ Forklift w/ Operator – up to 5,000 lbs – ST	$387.73	$504.04
		☐ Forklift w/ Operator – up to 5,000 lbs – OT	$581.59	$756.07
	L302	☐ Forklift w/ Operator – up to 10,000 lbs – ST	$648.07	$842.49
		☐ Forklift w/ Operator – up to 10,000 lbs – OT	$972.10	$1,263.73
	L303	☐ Forklift w/ Operator – 4-Stage – ST	$648.07	$842.49
		☐ Forklift w/ Operator – 4-Stage – OT	$972.10	$1,263.73
Rigging Labor	LR100	☐ Rigger – ST	$168.07	$218.49
		☐ Rigger – OT	$252.10	$327.73
Equipment	L304	☐ Forklift Cage	$186.67	$242.67
	L305	☐ Forklift Boom	$186.67	$242.67
	L306	☐ Pallet Jack	$186.67	$242.67
		☐ Check here if you need a Scissorlift for booth work		
Special Services	L307	☐ Straight Time Pallet Jack with Operator	$315.95	$410.73
		☐ Overtime Pallet Jack with Operator	$473.92	$616.10
	L308	☐ Scissor Lift with Operator – ST	$630.34	$819.44
		☐ Scissor Lift with Operator – OT	$ 945.51	$ 1,229.16
	L230	☐ Metal Banding – $0.50 ln. ft.	$129.28	$168.06
	L240	☐ Shrinkwrap Pallet	$110.78	$144.01

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

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

FORKLIFT I/D _____
SPECIAL SERVICES _____
TOTAL DUE _____

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

Exhibiting Company _____

Contact Name _____ Booth# _____

Phone # _____ Email _____

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

HERITAGE™

PRIORITY RETURN/ACCESSIBLE STORAGE FORM

SITC 2026

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

PRIORITY RETURN LABELS MUST BE PICKED UP FROM THE HERITAGE SERVICE DESK AND SIGNED FOR

Discount Deadline: 10/16/2026

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.

Priority Return

Item		Estimated # of Pieces		Standard Rate		Total
FR350	Priority Empty Container Return	_____	x	$150	=	_____

****PRIORITY RETURN LABELS ARE LIMITED AND ISSUED ON A FIRST COME, FIRST SERVE BASIS*****

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

Accessible storage is available on a first come, first serve basis. An unsecured 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:

Accessible Storage

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

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

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

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

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

SUBTOTAL $_____

TOTAL DUE $_____

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

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

Exhibiting Company _____ Booth# _____

Address _____ City _____ State _____ Zip _____

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

IMPORTANT NOTICE
REGARDING DIRECT SHIPMENTS

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

NOTE: Direct shipments will only be received beginning at 10:00 a.m., Wednesday, November 4th, 2026. 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
PHOENIX CONVENTION CENTER
100 N. 3RD ST.
PHOENIX, AZ 85004

FOR: SITC 2026

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

HERITAGE™

HES LOGISTICS IS YOUR OFFICIAL SHOW CARRIER!

Relax with our Care Free logistics. Our dedicated team of Logistics Specialists will provide you with personalized and efficient shipping solutions to make sure your freight arrives on time. We make shipping easy and convenient!

INBOUND & OUTBOUND LOGISTICS

- *Small Package*
- *Standard Ground*
- *Next Day, 2nd Day, and 3rd Day Service Levels*
- *Air Ride*
- *Flat Bed*
- *Dedicated Truckload*

HES VALUE-ADDED SERVICES

- *Priority empty return for inbound HES Logistics customers (upon request)*
- *Transparent quotes with no hidden charges such as reweigh or trade show fees.*
- *HES Logistics available 7 days a week*
- *Late to Warehouse and Late to Show Site Fee waived*
- *Outbound shrink-wrap at no charge*

Have a Logistics Question?

Contact our Logistics team:

Phone: 314-376-2347
Email: heslogistics@heritagesvs.com



Helping to Bring People Together

HERITAGE™

SHIPPING VERSUS MATERIAL HANDLING

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

Order online at: heritagesvs.com/ordering

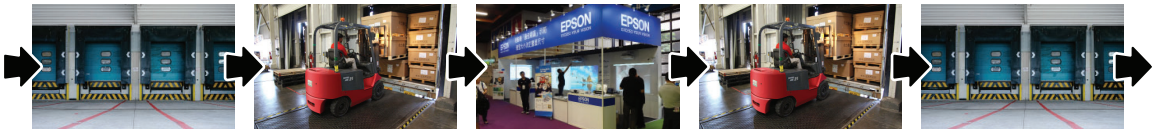
WHAT IS SHIPPING?

Shipping is the process of a carrier picking up your items from your office or place of origin and transporting it to the dock of either advance warehouse or facility dock of your event. It is separate from Material Handling. Exhibitors may use any carrier they want, including HES Logistics.



WHAT IS MATERIAL HANDLING?

Material Handling is the process of receiving your shipment from your carrier and managing it through the event cycle. It is a standard tradeshow practice and it is a chargeable fee typically based on the weight of your shipment. Don't forget to add Material Handling to your budget!



Material Handling Process:

- Unloading the trade show freight from your carrier once it arrives at the receiving dock.
- Transporting your shipment to your booth space.
- Removing empty shipping containers (boxes, crates, and pallets) from your booth.
- Temporarily storing your empty shipping containers during the show.
- Returning empty shipping containers to your booth once the event is over.
- Transferring the freight back to the loading dock.
- Loading the items into your carrier's delivery vehicle for return shipping

ONE EASY WAY TO KEEP YOUR CHARGES LOWER?

Consolidate, Consolidate, Consolidate!

Skid items as much as possible so that they are sure to arrive together. Each shipment that arrives at a separate time is assessed the minimum charge. Whether you ship to the advance warehouse or show site, it is in your best interest to consolidate as much as possible.

HES LOGISTICS

PLEASE SEND COMPLETED FORM TO: heslogistics@heritagesvs.com

INBOUND SHIPPING

NEED A RELIABLE CARRIER TO TRANSPORT YOUR INBOUND FREIGHT?

Email, fax, or call in the information needed below to have your freight shipped to the advance warehouse or showsite, and invoiced along with any other orders placed with the show decorator, Heritage Trade Show Services.
NOTE: If the inbound or outbound shipment requires air or expedited service, please inform HES Logistics as soon as possible. HES Logistics can accommodate any type of shipping need, but specializes in LTL ground freight totaling 100 lbs or greater.

Show Name _____

Booth Name _____

Booth Numbers (if known) _____

Inbound Pickup Information

Company Name _____

Address _____

Suite _____

City, State, Zip _____

Contact Name _____

Contact Number _____
(for the driver to call if needed)

Pickup Hours _____

Pickup Date _____
(call HES Logistics to discuss, if needed)

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

- Lowest Material Handling Rate Offered by Heritage
- Complimentary Priority Empty Container Return *(upon request)*
- Complimentary Shrink Wrapping and / or Banding at the Show Site, if requested
- No need to schedule a pickup for the return shipment
- All-inclusive pricing with no additional fees for pickups and deliveries, including weekend and night service
- One convenient invoice encompassing all Heritage Trade Show Services
- Transportation experts are available before, during, and after the show
- Reliable customer service seven days a week, offering complete shipment visibility and expert supervision

Description of Pieces & Loading Area

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

_____

_____

Is there a loading dock at the pickup address? (ex. Lift Gate Truck Required / Residential / Inside pickup / Notify / White Glove Service) _____

_____

If not, please describe pickup area and / or additional instructions for the driver: _____

_____

Check this box if you request the show carrier to deliver the same pieces back to the original pickup address, via standard ground (not time critical) shipping

Check this box if you request the show carrier to ship a different piece count, to ship to a different address, or is time sensitive whatsoever.
-- Please fill out the next page if you choose this option.

Phone: 314-376-2347 Fax: 1-314-534-8050 Email: heslogistics@heritagesvs.com

HES LOGISTICS

PLEASE SEND COMPLETED FORM TO: heslogistics@heritagesvs.com

OUTBOUND (RETURN) SHIPPING

NEED A RELIABLE CARRIER TO TRANSPORT YOUR OUTBOUND (RETURN) FREIGHT?

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

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

Show Name _____

Booth Name _____

Booth Numbers (if known) _____

Return Delivery Information

Company Name _____

Address _____

Suite _____

City, State, Zip _____

Contact Name _____

Contact Number _____
(for the driver to call if needed)

Delivery Hours _____

Standard Ground Shipping (Estimated 2-7 business days)

Deliver by Date _____

Must Deliver on Specific Date _____

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

BENEFITS INCLUDED

- Lowest Material Handling Rate Offered by Heritage
- Complimentary Priority Empty Container Return *(upon request)*
- Complimentary Shrink Wrapping and / or Banding at the Show Site, if requested
- No need to schedule a pickup for the return shipment
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- One convenient invoice encompassing all Heritage Trade Show Services
- Transportation experts are available before, during, and after the show
- Reliable customer service seven days a week, offering complete shipment visibility and expert supervision

Description of Pieces & Loading Area

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

_____

_____

Is there a loading dock at the delivery address? (ex. Lift Gate Truck Required / Residential / Inside pickup / Notify / White Glove Service) _____

_____

If not, please describe delivery area and / or additional instructions for the driver: _____

_____

- For return (outbound) shipping, REGARDLESS OF CARRIER, all exhibitors MUST fill out a HERITAGE Bill of Lading (BOL or MHA) to the show site, unless you are hand carrying all of you items out of the show. Please fill out and return the BOL/MHA at the Heritage Service Desk. Thank You
- Generic adhesive labels can also be found at the Heritage Service Desk

Phone: 314-376-2347 Fax: 1-314-534-8050 Email: heslogistics@heritagesvs.com

HERITAGE™

Must arrive no later than
WEDNESDAY, OCTOBER 28TH, 2026

ADVANCE SHIPMENT TO WAREHOUSE

TO: _____
EXHIBITOR NAME

BOOTH NUMBER: _____

C/O HERITAGE
TFORCE FREIGHT
5500 W. LOWER BUCKEYE RD.
PHOENIX, AZ 85043

FOR: **SITC 2026**

HERITAGE™

Must arrive no later than
WEDNESDAY, OCTOBER 28TH, 2026

ADVANCE SHIPMENT TO WAREHOUSE

TO: _____
EXHIBITOR NAME

BOOTH NUMBER: _____

C/O HERITAGE
TFORCE FREIGHT
5500 W. LOWER BUCKEYE RD.
PHOENIX, AZ 85043

FOR: **SITC 2026**

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BOOTH NUMBER: _____

C/O HERITAGE
TFORCE FREIGHT
5500 W. LOWER BUCKEYE RD.
PHOENIX, AZ 85043

FOR: **SITC 2026**

HERITAGE™

Must arrive no later than
WEDNESDAY, OCTOBER 28TH, 2026

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TO: _____
EXHIBITOR NAME

BOOTH NUMBER: _____

C/O HERITAGE
TFORCE FREIGHT
5500 W. LOWER BUCKEYE RD.
PHOENIX, AZ 85043

FOR: **SITC 2026**

HERITAGE™

DO NOT DELAY!

DIRECT SHIPMENT TO SHOW SITE

MUST NOT ARRIVE BEFORE: WEDNESDAY, NOV. 4TH

TO: _____
EXHIBITOR NAME

BOOTH NUMBER: _____

C/O HERITAGE
PHOENIX CONVENTION CENTER
100 N. 3RD ST.
PHOENIX, AZ 85004

FOR: **SITC 2026**

HERITAGE™

DO NOT DELAY!

DIRECT SHIPMENT TO SHOW SITE

MUST NOT ARRIVE BEFORE: WEDNESDAY, NOV. 4TH

TO: _____
EXHIBITOR NAME

BOOTH NUMBER: _____

C/O HERITAGE
PHOENIX CONVENTION CENTER
100 N. 3RD ST.
PHOENIX, AZ 85004

FOR: **SITC 2026**

HERITAGE™

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100 N. 3RD ST.
PHOENIX, AZ 85004

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EXHIBITOR NAME

BOOTH NUMBER: _____

C/O HERITAGE
PHOENIX CONVENTION CENTER
100 N. 3RD ST.
PHOENIX, AZ 85004

FOR: **SITC 2026**

HERITAGE™

exhibitor.services@heritagesvs.com
1-800-360-4323
Fax 314-534-8050
Order online at: heritagesvs.com/ordering

UNION JURISDICTION RULES
SITC 2026

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.

EXHIBIT INSTALLATION AND DISMANTLING

Stagehand Local #336/#415 has jurisdiction via a labor agreement with HERITAGE for the erection, touch-up, dismantling, and repair of all exhibits when this work is done by persons other than your full-time company personnel. This work is to include wall coverings, floor coverings, pipe and drape, painting, hanging of signs and decorative materials from the ceiling, placement of all signs and the erection of platforms used for exhibit purposes.

Jurisdiction does not cover the placement of your products on display, the opening of cartons containing your products, or the performance, testing, maintenance or repairs of your products.

If full-time company personnel are utilized to set an exhibit, they must carry company identification such as a medical identification card or a payroll stub.

The utilization of workers hired from a non-union agency or company is prohibited.

To secure labor, please complete the labor forms enclosed.

MATERIAL HANDLING

Stagehand Local #336/#415 has jurisdiction via a labor agreement with HERITAGE for the loading and unloading of all trucks, trailers, and common and contract carriers as well as the handling of empty containers and the operation of material handling equipment. It also has the jurisdiction for the unloading, uncrating, unskidding, leveling, painting and assembly of machinery and equipment as well as the reverse process.

HERITAGE has the responsibility to manage docks and schedule vehicles for the smooth and efficient move-in/move-out of the trade show. HERITAGE will not be responsible for any material it does not handle.

Exhibitors may "hand carry" material provided they do not use material handling equipment to assist them. When exhibitors choose to "hand carry" material, they may not be permitted access to the loading dock/freight door areas.

GRATUITIES

HERITAGE requests that exhibitors do not tip its employees by giving money, merchandise, or other special consideration for services rendered. Exhibitors should not give coffee breaks other than mid-morning and mid-afternoon when HERITAGE employees have a fifteen minute paid break. Any attempts to solicit a gratuity by an employee for any service, should be reported immediately to a supervisor of HERITAGE. HERITAGE employee(s) are paid an excellent wage, and tipping is not an accepted company policy.

IN GENERAL

Craftsmen at all levels are instructed to refrain from expressing any grievances or directly challenging the practices of any exhibitor. All questions arising with regard to HERITAGE'S jurisdiction or practices must be directed to a HERITAGE management representative.

HERITAGE™

EXHIBIT LABOR
SITC 2026

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

Order online at: heritagesvs.com/ordering

Discount Deadline: 10/16/2026

EXHIBIT LABOR (One Hour Minimum per Worker)

		Advance Price Per Hour	Standard Price per Hour
Straight Time	8:00 a.m. to 4:30 p.m. Monday through Friday	$188.58	$245.15
Overtime	4:30 p.m. to 8:00 a.m. Monday through Friday, Saturday, Sunday, and Holidays	$282.87	$367.73

- 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.***

- Dismantle 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.

HERITAGE™

EXHIBIT LABOR - HERITAGE SUPERVISED

SITC 2026

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

Order online at: heritagesvs.com/ordering

Discount Deadline: 10/16/2026

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, your freight will be re-routed via HES Logistics

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.

REV-10.15.20-2.80

HERITAGE™

STRUCTURAL INTEGRITY FORM FOR HANGING STRUCTURES

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

Order online at: heritagesvs.com/ordering

STRUCTURAL INTEGRITY INFORMATION

THIS FORM MUST BE RETURNED FOR ALL SUSPENDED STRUCTURES

_____ the contracted exhibitor at SITC 2026 and (if applicable), the display house or EAC for the aforementioned exhibitor, do hereby certify and guarantee that the stress points for the hanging structure have been properly engineered and tested. We further certify that the structure can be hung safely and has been constructed to meet all applicable regulations and safety measures.

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

Exhibiting Company: _____ Booth #: _____

Authorized Signature: _____

Printed Name: _____ Date: _____

Email: _____

Display House/EAC (if applicable) _____

Authorized Signature: _____

Printed Name: _____ Date: _____

Please complete and return this form to the address/fax listed at the top of this form

HERITAGE™

HANGING SIGN LABOR
SITC 2026

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

Order online at: heritagesvs.com/ordering

Discount Deadline: 10/16/2026

HANGING SIGN LABOR AND EQUIPMENT

INSTRUCTIONS

- All ceiling rigging must conform to Show Management rules and regulations and facility limitations.
- All overhead hanging signs or banners must be assembled, installed and removed by Heritage. Exhibitors, display company and/or I&D representatives may supervise, but will not be allowed to assemble or install and remove the hanging sign.
- Please complete the enclosed Labor Order Form to assemble your hanging sign.
- All overhead electrical hanging signs must be certified for structural integrity and safety in order to be approved by the building. Complete the enclosed Structural Integrity Form. Hanging signs greater than 250 lbs. must be certified for structural integrity and safety in order to be approved by the convention facility.
- Set up instructions must be provided for signs needing assembly.
- Hanging anchor points must be pre-fabricated and ready for use.
- Electrical signs must be in working order and in accordance with the National Electrical Code. ELECTRICAL SERVICE requirements must be ordered in advance on the enclosed ELECTRICAL SERVICE Order Form.
- All Electrical Sign or Signs with Motor and/or Truss will need to be hung by the building.
- If any hang point supports over 250 lbs., notify Heritage immediately for special authorization.
- Overhead hanging signs are to be sent in separate containers directly to advance warehouse using the enclosed Hanging Sign Labels. This container MUST arrive no later than 10/28/2026. If these procedures are not followed, Heritage cannot guarantee the hanging of your sign.

Ship To:

HERITAGE
C/O TFORCE FREIGHT
5500 W. LOWER BUCKEYE RD.
PHOENIX, AZ 85043
FOR: SITC 2026

EQUIPMENT AND LABOR RATES TO HANG SIGNS

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

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

Crew Size: Three (3) Laborers

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

Equipment With Crew

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

		STRAIGHT TIME	OVERTIME
Condor			
Condor with Crew	L331	$1,162.02	$1,743.03
Show Site Pricing		**$1,510.63**	**$2,265.95**
Assembly Crew/ Additional Labor			
Display Assembly Labor (Per Person/Per Hour)	L332	$188.58	$282.87
Show Site Pricing		**$245.15**	**$367.73**

Exhibiting Company _____

Contact Name _____ Booth# _____

Phone # _____ Email _____

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

HERITAGE™

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

Order online at: heritagesvs.com/ordering

HANGING SIGN LABOR
SITC 2026

Discount Deadline: 10/16/2026

Sign Description, Size, & Weight

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

Type: Cloth Banner _____
Metal or Wood _____
Other _____

Shape: Square _____
Triangle _____
Rectangle _____
Other _____

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

Does your sign require:
Electricity? _____
Assembly? _____

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

Placement Diagram

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

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

Installation Estimate

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

Dismantle Estimate

_____	@	_____	=	_____

Estimated Sub-Total _____
Tax **NA**
Total _____

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

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

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

Exhibiting Company _____

Contact Name _____ Booth# _____

Phone # _____ Email _____

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

LABELS ONLY TO BE USED FOR HANGING SIGNS

HERITAGE™

RUSH! – HANGING SIGN

ADVANCE SHIPMENT TO WAREHOUSE

TO: _____
EXHIBITOR NAME

BOOTH NUMBER: _____

HERITAGE
C/O TFORCE FREIGHT
5500 W. LOWER BUCKEYE RD.
PHOENIX, AZ 85043

FOR: **SITC 2026**

HERITAGE™

RUSH! – HANGING SIGN

ADVANCE SHIPMENT TO WAREHOUSE

TO: _____
EXHIBITOR NAME

BOOTH NUMBER: _____

HERITAGE
C/O TFORCE FREIGHT
5500 W. LOWER BUCKEYE RD.
PHOENIX, AZ 85043

FOR: **SITC 2026**

HERITAGE™

RUSH! – HANGING SIGN

ADVANCE SHIPMENT TO WAREHOUSE

TO: _____
EXHIBITOR NAME

BOOTH NUMBER: _____

HERITAGE
C/O TFORCE FREIGHT
5500 W. LOWER BUCKEYE RD.
PHOENIX, AZ 85043

FOR: **SITC 2026**

HERITAGE™

RUSH! – HANGING SIGN

ADVANCE SHIPMENT TO WAREHOUSE

TO: _____
EXHIBITOR NAME

BOOTH NUMBER: _____

HERITAGE
C/O TFORCE FREIGHT
5500 W. LOWER BUCKEYE RD.
PHOENIX, AZ 85043

FOR: **SITC 2026**

HERITAGE™

SIGN SERVICE ORDER FORM
SITC 2026

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

Order online at: heritagesvs.com/ordering

Custom Discount Deadline:
10/7/2026

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.

Standard Size Signs

	Item	Quantity		Discount Rate	Standard Rate		Total
G10	Standard Sign 7” x 11”	_____	x	$ 63.75	$ 82.88	=	_____
G20	Standard Sign 7” x 44”	_____	x	$ 74.25	$ 96.53	=	_____
G30	Standard Sign 11” x 14”	_____	x	$ 78.38	$ 101.90	=	_____
G40	Standard Sign 14” x 22”	_____	x	$ 95.63	$ 124.32	=	_____
G60	Standard Sign 22” x 28”	_____	x	$ 129.75	$ 168.68	=	_____
G70	Standard Sign 28” x 44”	_____	x	$ 216.75	$ 281.78	=	_____
G80	Standard Sign 40” x 60”	_____	x	$ 289.12	$ 375.86	=	_____
G90	Easelback (up to 11” x 14” sign)	_____	x	$ 39.75	$ 51.68	=	_____
G91	Mini Hoffa Sign 24” x 80” with base	_____	x	$ 369.15	$ 479.90	=	_____
G92	Meter Board Sign 38” x 80” with base	_____	x	$ 552.23	$ 717.90	=	_____

Custom Size Signs

	Item	Total Sq. Ft.	Discount Rate	Standard Rate	Total
G100	Banner single sided - enter dimensions below				
	_____ W x _____ L = total sq. ft. feet feet	_____ x min. order 9 sq. ft.	$21.00	$31.50 =	_____
G100	Custom Sign - enter dimensions below				
	_____ W x _____ L = total sq. ft. feet feet	_____ x min. order 9 sq. ft.	$21.00	$31.50 =	_____

Contact an exhibitor service team member for other custom graphic applications.

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

SUBTOTAL	$ _____
TAX 9.1%	$ _____
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.

HERITAGE™

GRAPHIC REQUIREMENTS AND SUBMISSION INSTRUCTIONS

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

Order online at: heritagesvs.com/ordering

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

For Print Ready Graphics

CMYK color mode
150 dpi at 100% scale
Bleed is **ONLY** required on fabric prints - .5" all sides
Vector artwork files preferred - **.PDF, .AI,** and **.EPS**
Rasterized artwork files - **.TIFF** or **.JPG**
Full scale artwork only. However if necessary, use 300 dpi at 50% scale
Outline/Rasterize all fonts
Flatten all transparencies
Change all opacities to solid colors
Keep all critical logos and text 0.25" from the edges
Supply links
GRAPHIC SUMMARY REQUIRED for large volume graphic orders.
Please indicate/specify graphic size, quantity, single or double sided, material (i.e. vinyl, foam core…), area of use and description of graphic i.e. text/copy.

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

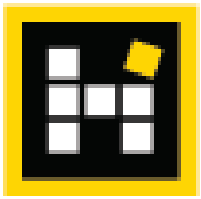
To Submit Artwork Files

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**

HERITAGE™

BOOTH CLEANING SERVICE ORDER FORM
SITC 2026

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

Order online at: heritagesvs.com/ordering

Discount Deadline: 10/16/2026

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

Carpet Cleaning

Item		Total # of Days		Total # Sq. Ft.		Standard Rate		Total
L150	Vacuuming before initial opening of Exhibit and DAILY thereafter, including emptying of waste baskets nightly	_____	x	_____	x	$0.65	=	_____
	Vacuuming ONCE before initial opening of Exhibit	1	x	_____	x	$0.65	=	_____
						SUBTOTAL		_____

Exhibit Cleaning

Item		Total # of Days		Total # Sq. Ft.		Standard Rate		Total
L200	Cleaning and dusting of display background and furnishings before initial opening of Exhibit and DAILY thereafter	_____	x	_____	x	$0.79	=	_____
	Cleaning and dusting of display background and furnishings ONCE before initial opening of Exhibit	1	x	_____	x	$0.79	=	_____
						SUBTOTAL		_____

Porter Service

Item		Total # of Days		Total # Hours		Standard Rate		Total
L220	Includes emptying of wastebaskets and policing of your exhibit at two-hour intervals during show hours (4 hour minimum per day)	_____	x	_____	x	$72.94	=	_____

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.

Rates Effective July 1, 2025-June 30, 2027

Information & Online Ordering

www.commonwealthexpo.com

Submit Form To:

Commonwealth Electric Company
100 North 3rd Street, Phoenix, AZ 85004
PH 602.253.5881 Fax 602.253.5530
Cathee Cooper
ccooper@commonwealthelectric.com

Please note that electrical orders can only be placed online or via this form, phone orders not accepted.

Event	SITC 2026	Dates	November 6th-7th, 2026
		Event #	475898

For Discount Payment Price we must receive your order and payment prior to this
DISCOUNT DEADLINE DATE OF: **10.19.2026**

Company Name | Booth

Qty	Description	Discount	Regular	Amount
	Standard Electrical Outlets **Rates are for duration of event**			
	120V Motor & Equipment Outlets (3 Pronged)			
	500 Watts (5 Amp)	$131.00	$177.00	
	1000 Watts (10 Amp)	$173.00	$234.00	
	2000 Watts (20 Amp)	$219.00	$296.00	
	1 Phase 208V A.C. 60 Cycle **Requires MINIMUM (1) hr Labor			
	10 Amp 208V 1 Phase	$294.00	$396.00	
	20 Amp 208V 1 Phase	$346.00	$467.00	
	30 Amp 208V 1 Phase	$432.00	$583.00	
	50 Amp 208V 1 Phase	$589.00	$795.00	
	60 Amp 208V 1 Phase	$668.00	$902.00	
	100 Amp 208V 1 Phase	$1,077.00	$1,454.00	
	3 Phase 208V A.C. 60 Cycle **Requires MINIMUM (1) hr Labor			
	10 Amp 208V 3 Phase	$332.00	$448.00	
	20 Amp 208V 3 Phase	$464.00	$626.00	
	30 Amp 208V 3 Phase	$513.00	$692.00	
	50 Amp 208V 3 Phase	$741.00	$1,000.00	
	60 Amp 208V 3 Phase	$897.00	$1,211.00	
	100 Amp 208V 3 Phase	$1,604.00	$2,165.00	
	Rental Items			
	Extension Cord 15'	$33.00		
	Extension Cord 25'	$35.00		
	5-way power strip	$30.00		
	3-way adaptor	$27.00		
	In line booths with standard electrical placement (along back drapeline) will NOT incur labor charges			
	Labor for Layout/Overhead/Qty and 208V Services			
	ST (M-F 8am-4:30pm)	$113.00		
	OT (M-F 4:30pm-12am & Sat 8am-12am)	$169.50		
	DT (M-F 12am-8am & all Sundays/Holidays)	$226.00		
	State of Arizona Tax Exempt Form 5000 must be submitted with order to receive exemption. **By signing the order form, I have read and agree to all of Commonwealth Electric Company's Conditions and Regulations.**	**Total Order**		
		9.1% Sales Tax		
		Labor Amount		
		Total Due		

If you require services not listed on this form please call for a quote.

Lighting, Water and/or Air, please call for Order Form

24 Hour Services:

Rates are **DOUBLE** the Outlet Rate

☐ Check if required

Overhead Power:

Rates are Time and Material.
Please call for quote.

208V and 480V Services:

There is a **MINIMUM** labor charge of (1) hr. for installation/removal of all 208V service. There is a **MINIMUM** labor charge of (2) hrs. for installation/ removal of all 480V service.

ELECTRICAL LABOR:

Outlets requested to be placed anywhere other than the **back of the booth** will require a layout and a **MINIMUM** of (1) hour labor. Please call for quotes on labor if your booth is an Island booth or needs overhead power.

☐ **Okay to proceed (layout with scaled orientation attached. Order will be installed prior to exhibitor move in.**

☐ **Layout to follow**

FOR SUPERVISED LABOR ONLY

Exhibitor supervision requested, requires a MINIMUM of (1) hour of labor.

Date/Time Requested

Onsite Contact

Onsite Contact Cell #

Company Name		**Phone**	
		Cell Phone	
Address		**City**	**State** / **Zip**
Email Address		**Onsite Contact; Name & Number**	
Signature		**Print Name**	
Paid by: CK AX MC VS	**Credit Card Number**	**Exp Date**	**CVV**
Cardholder Signature		**Print Name**	

Terms and Conditions

Payment Policy:

1. **Payment in full:** is required on all orders at the time the order is placed. Purchase orders are not considered payment. There will be an additional $35 service charge on all returned checks. For your convenience, we accept the following forms of payment: Check, Visa, MasterCard and American Express. **No cash will be accepted.**
2. **Tax:** All amounts, except labor, are subject to a combined Arizona State and City sales tax. If you are tax exempt in the state of Arizona, please attach sales tax exemption certificate (form 5000) to your order. Orders submitted online will not be accepted as tax exempt, and credit will not be given for sales tax paid online. Tax exempt orders must be submitted with the order form and not placed online.
3. **Discount Rates:** Please see order form for exact date for each event.
4. **Regular Rates:** are applied to all orders received after the deadline for the discounted rates and orders received on-site at the event.
5. **Refunds:** will not be issued on services that have already been installed. Refunds will not be considered unless submitted in writing by customer prior to the close of the event.
6. **Contract Agreement:** Lessor will not be responsible for strikes, accidents, an Act of God, or delays beyond control. If by any reason of any default on the part of the lessee, hereunder, it becomes necessary to engage an attorney, the lessee agrees to pay all costs, expenses, and the attorney's fees expanded or incurred by lessor in connection therewith. Payment or receipt of this contract constitutes acknowledgment that lessee has read and agrees to all conditions and regulations as stated in this contract.

Outlets & Equipment:

1. All electrical outlets are provided at an additional charge and are not part of a booth package unless otherwise indicated on the Commonwealth Electric order form.
2. Each outlet ordered is ONE (1) SINGLE plug-in.
3. In-line and peninsula booths: each outlet will be located at the back of the booth. Island booths: outlets will be placed at the most convenient location for Commonwealth Electric unless otherwise noted by the customer. Should outlets be required in any other location within the booth, a labor charge will be incurred, and a layout must be submitted with order.
4. Outlets are to be ordered separately by each customer and may not be shared with other customers.
5. Building utility outlets are not a part of the booth space and are not to be accessed, blocked or used by customers.
6. Electrical floor boxes must not be covered or blocked by customer unless prior arrangements have been made with Commonwealth Electric.
7. All materials and equipment furnished by Commonwealth Electric for this service order, shall remain the property of Commonwealth Electric and shall only be removed by Commonwealth Electric at the close of the event. Any equipment removed by the customer shall be charged the replacement cost of the specific equipment.

Labor:

Labor charges shall be incurred for the following: (please refer to the order form or contact Commonwealth Electric for labor minimums per service)

- Request for your outlet to be placed anywhere other than the back of your booth. A layout must be attached to your order with booth orientation & dimensions.
- All 110V (120V) services above 20 amps.
- All 208V (220V) services ordered with a minimum of one (1) hour labor per connection.
- Conversion of customer power connection.
- All overhead services.
- Ordering eight (8) or more services within the same booth space.
- Requested customer supervision for service installation.

Conditions and Regulations:

1. Commonwealth Electric will provide standard NEMA connections for all services 208V (220V) or higher. Please check with Commonwealth Electric for specific type of connection per facility. It is the responsibility of each customer to convert to each facility's connection.
2. Customers are responsible for supplying all converters 220V-110V for international equipment. Should Commonwealth Electric supply, there will be an additional charge. Contact Commonwealth Electric for specific charges.
3. Commonwealth Electric will not be responsible for any cutting or altering of any floor covering in order to bring services to a booth in a specific location.
4. All equipment, regardless of source of power, must comply with all Federal, State, and City safety codes.
5. All equipment must be approved by Underwriters Laboratory and properly UL labeled with complete information as to current, voltage, phase, cycle, horsepower, etc. If equipment is not UL approved and tagged, Commonwealth Electric reserves the right to refuse to energize.
6. All customer supplied cords must be of the three (3) wire grounded type. Use of open sockets, latex or lamp cord wire is prohibited.
7. Commonwealth Electric is not responsible for voltage fluctuations or power failure because of temporary conditions.

FAQ:

1. **How much power do I need to order?**
   Answer: You will need to check the electrical tag/sticker on each piece of equipment to determine the actual wattage or amperage required. Please feel free to contact the Commonwealth Electric Account Manager for your event if you need assistance.
2. **How much power will I need to order for a laptop?**
   Answer: You may power up to three (3) laptops per 500-watt outlet ordered.
3. **How much power will I need to order for lighting?**
   Answer: Please add up the wattage of each lightbulb to determine total amount of wattage needed to order. Example: Four (4) sixty (60) watt lightbulbs would total two hundred forty (240) watts. You would need to order a 500-watt outlet to power these lights.

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

INTERNET SERVICE CONTRACT
PHOENIX CONVENTION CENTER

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

SHARED - LIGHT WIRED INTERNET, NOT FOR STREAMING	QTY	INCENTIVE*	BASE	ON-SITE	TOTAL
Includes: 1 Private IP Address, **Routers PROHIBITED and will not work**					
Average Usage Up to 3 Mbps Burstable To 5 Mbps (DHCP), per device		**$795**	$995	$1,194	
Additional Device(s), Per Device Up to 4 [6 or more available online]		**$131**	$164	$197	
DEDICATED INTERNET, FOR STREAMING, GAMING & WEBCAST	**QTY**	**INCENTIVE***	**BASE**	**ON-SITE**	**TOTAL**
Includes: *5 Public IP Addresses,* **Routers SUPPORTED**					
Dedicated 6 Mbps		**$2,800**	$3,500	$4,200	
Dedicated 10 Mbps		**$4,800**	$6,100	$7,300	
Dedicated 15 Mbps		**$6,832**	$8,198	$9,840	
Dedicated 25 Mbps		**$11,440**	$14,300	$17,160	
Upgrade to 29 Public Static IP Addresses		**$995**	$1,194	$1,433	
Higher bandwidth services available for uhd streaming					
INTERNET EQUIPMENT & LABOR	**QTY**	**INCENTIVE***	**BASE**	**ON-SITE**	**TOTAL**
Switch Rental – up to 24 ports		**$176**	$220	$264	
Patch Cable (up to 100') – Cat5e		**$50**	$62	$74	
Labor / Floor Work – four lines per hour		**$125**	$125	$125	
Distance Fee for each Internet line delivered outside the facility		**$500**	$500	$500	

WIRELESS INTERNET, Full products catalog available online

SPECIAL QUOTE, Attachment A or Statement of Work (if applicable)

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

SUBTOTAL	
ESTIMATED 10% TAX/FEES	
GRAND TOTAL	

ACCEPTANCE OF TERMS AND CONDITIONS AND AUTHORIZATION OF ORDER

Printed Name: Signature: Date:

(X) _____ (X) _____ ____/____/____

PAYMENT IN FULL IS REQUIRED PRIOR TO THE EVENT

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

Make checks payable to SMART CITY NETWORKS

Send completed form(s) with payment to: 5795 W. Badura Avenue, Suite 110
Las Vegas, NV 89118

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

ORDER NOW

Customer Number:

Effective July 1, 2025 - December 31, 2026 - V070125

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

TELEPHONE & CABLE TV SERVICE CONTRACT

PHOENIX CONVENTION CENTER

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

VOICE SERVICES, PBX Service – Domestic Long Distance Included	QTY	INCENTIVE*	BASE	ON-SITE	TOTAL
Single Line ❑ Instrument ❑ Non Dial 9 ❑ International Long Distance		**$275**	$345	$414	
Multi Line Phone with (1) main number and (1) rollover line		**$392**	$490	$588	
Speaker Phone Line with Polycom Instrument		**$440**	$550	$660	
CABLE TV SERVICES	**QTY**	**INCENTIVE***	**BASE**	**ON-SITE**	**TOTAL**
Basic Service - Digital (Local and expanded cable channels, CNN)		**$300**	$375	$450	
One Cable TV drop is provided with each service ordered					
Premium Service - Digital (Local and expanded cable channels, CNN)		**$450**	$565	$678	
One Cable TV drop is provided with each service ordered					
Cable TV Converter / Set-Top Box Rental (1 per TV, potentially required, unless *TV has a built in QAM Tuner)*					
Custom requests, additional premium channels and other services available					
SPECIAL SERVICES	**QTY**	**INCENTIVE***	**BASE**	**ON-SITE**	**TOTAL**
Labor / Floor Work – four lines per hour		**$125**	$125	$125	
Distance Fee for each Telephone line delivered outside the facility		**$100**	$100	$100	
Distance Fee for each Cable TV line delivered outside the facility		**$500**	$500	$500	
SPECIAL QUOTE, Attachment A or Statement of Work (if applicable)					

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

SUBTOTAL	
ESTIMATED 10% TAX/FEES	
GRAND TOTAL	

ACCEPTANCE OF TERMS AND CONDITIONS AND AUTHORIZATION OF ORDER

Printed Name: Signature: Date:

(X) _____ (X) _____ ____/____/____

PAYMENT IN FULL IS REQUIRED PRIOR TO THE EVENT

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

Make checks payable to
Send completed form(s) with payment to:

SMART CITY NETWORKS
5795 W. Badura Avenue, Suite 110
Las Vegas, NV 89118

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

ORDER NOW

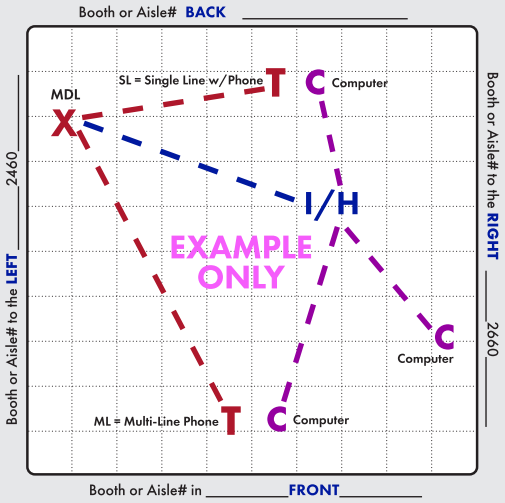
Customer Number:

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Effective July 1, 2025 - December 31, 2026 - V070125

"COMMUNICATIONS" FLOORPLAN WORKSHEET

Company Name:	Show:	Booth/Room #:
Center: **Phoenix Convention Center**	Customer / Ref #:	



SPECIFY YOUR DESIRED LOCATION OF SERVICES

X = MAIN DISTRIBUTION LOCATION (MDL)

The originating line(s) for service, whether overhead, a floor pocket or a column, will be delivered to a **"MDL"** before booth distribution. Example: Storage area, back of booth, etc. Unless specified, the default for the "MDL" will be the back of the booth or where Smart City deems the most convenient. All distribution of services to their final destination within the booth will originate from the Main Distribution Location "MDL". A per line move fee will apply to relocate services within your booth after they have been engineered and/or installed.

T = TELEPHONE/FAX

I = INTERNET SERVICE

H = HUBS

PC = PATCH CABLES

C = COMPUTERS

Location of primary **Internet Service "I", Hubs "H", Patch Cables "PC" and / or Computers "C".** For Smart City to perform your floor work, you will need to indicate the location of each item you want cabled. Make sure to order your floor work, hubs, and patch cables early and in advance of the show moving in.

Voice and Data communications cabling. Smart City is the exclusive installer of Voice and Data communications cabling. Smart City provides cabling to booths, within booths (under carpet and flooring) and from booth-to-booth. Fiber Optic, twisted pair (Category 3, 5 and 6) and all other data and telecommunication cable fall under Smart City's area of expertise.

IMPORTANT! Prior to installation of service, a complete Floorplan is required. Please utilize this grid should you not have your own Floorplan to send us. You may use a different Floorplan for each service group (Telephone, Internet, etc.) or combine all services on one Floorplan. For a Floorplan to be considered complete it must include all the information listed below (Main Distribution Location "MDL", designated location of items within the booth, surrounding booths, scale-length and width).

Booth Orientation: For Smart City to accurately install services a minimum of one surrounding Booth or Aisle # is required, two or more is best.

BOOTH SIZE _____ft x _____ft **SCALE:** 1 BOX IS = TO _____ft

BOOTH TYPE ❑ Island ❑ Inline

Booth or Aisle# **BACK**_____

Booth or Aisle# to the **LEFT** _____

Booth or Aisle# to the **RIGHT** _____

Booth or Aisle# in **FRONT**_____

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

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Effective July 1, 2025 - December 31, 2026 - V070125

WIRELESS PERFORMANCE AGREEMENT

Company Name:	Show:	Booth/Room #:
Center: **Phoenix Convention Center**	Customer / Ref #:	

OVERVIEW

Smart City is the exclusive provider for wired and wireless services for the Facility and has in operation a comprehensive wireless 802.11 network. The actual maximum bandwidth available depends on how many users are accessing the network simultaneously at any given time dependent upon the type of service purchased. Router, Streaming Applications, VoIP, DHCP, NAT or Proxy Servers are not allowed with this connection. Smart City can engineer custom dedicated network(s) to achieve your company objectives. Please contact us at (888) 446-6911 to discuss your network design.

CUSTOM WIRELESS NETWORKS

If you require wireless 5 GHz access for application demonstrations, Smart City is able to build a custom 5 GHz wireless network in your booth. Please call Smart City at (888) 446-6911 for a custom wireless quote.

INTERNAL NETWORKS

Smart City is the exclusive provider of all voice, wired and wireless data services. Wireless Devices not authorized by Smart City are strictly prohibited. Smart City requires all Customers showcasing their wireless products to contact Smart City 21 days prior to the show move-in so that we may engineer a cohesive network operating without interference (all approvals will incur a Wireless Engineering Management Fee). Please provide Smart City with the make and model of your wireless router for network approval (wireless access points without adjustable power outputs cannot be authorized under any circumstances). Wireless devices need to be programmed on-site following Smart City guidelines.

CUSTOMER ACCEPTANCE

Wireless service is inherently vulnerable to interference from other devices that transmit similar radio frequency signals or that operate within the same frequency spectrum. Smart City does NOT recommend wireless service for mission critical services such as presentations or product demonstrations that can accept a wired connection. Per our Terms and Conditions listed on Smart City's Customer Contract, misuse of any wireless service may result in service interruption to yourself or other Customers and can lead to disconnection of the Customer's equipment. No service refunds will be given.

ALL WIRELESS ACCESS POINTS NOT AUTHORIZED BY SMART CITY ARE PROHIBITED.

I hereby attest that I understand the limitations and vulnerabilities of the wireless service provided by Smart City. I also understand that if I use this service for any reason including, but not limited to, demonstrating, showcasing or presenting my product(s), Smart City will not be responsible for possible interference that I may experience. Upon receipt of the completed Smart City Contract, Smart City Services will be activated / available for your use.

Printed Name: _____ Signature: _____ Date: _____

Title: _____ Email: _____ Phone #: _____

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Effective July 1, 2025 - December 31, 2026 - V070125

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PCC RIGGING PORTAL

*Any sign under 100 lbs submit to event decorator.

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Aventura Catering Exhibitor Menu and Order Form



Aventura Catering
Tina Sullivan
Phone: 602.534.8632
Email: Sullivan-Tina@aramark.com

View our full catering menu

www.aventuracatering.com

Aventura Catering Exhibitor Menu and Order Form

Please be advised that all food and beverage items served within the Phoenix Convention Center & Venues must be prepared and presented by Aventura Catering. This includes requests for exhibitor amenities such as bottled water, hard candies, etc. Local health code regulations prohibit guests from removing remaining food and beverages from the Phoenix Convention Center & Venues.

A 24% administrative fee and current sales tax will be added to all food and beverage.

A minimum order of $100.00 is required. If not met, client is subject to a $50.00+ delivery fee.

Client is responsible for providing tables and electrical service for their booth.

beverages

freshly brewed coffee

our coffee service includes disposable cups with lids, creamer, sugar, artificial sweeteners, stir sticks and disposable napkins. coffee is priced per gallon with a 2-gallon minimum required per variety.

starbucks® house blend coffee $85.00++ per gallon

starbucks® decaffeinated coffee $85.00++ per gallon

bigelow® hot tea $85.00++ per gallon

beverage service

assorted pepsi® soft drinks $5.00++ each

individual bottled aquafina® water $5.00++ each

individual sparkling water $5.50++ each

bubly® flavored sparkling water $5.00++ each

individual assorted fruit juice $6.00++ each

iced tea, lemonade or fruit punch $52.00++ per gallon

infused waters of strawberry-basil, cucumber or citrus $30.00++ per gallon

water cooler daily rental **$75.00+**

refrigerated water cooler rental and setup

(5) gallon purified water bottle **$30.00++**
Includes disposable cups
electrical needs: 500 watts (5 amp) 110 volt must be ordered by client through commonwealth electric

logo bottled water

your booth attendees will be your own personal marketers with your company's logo bottled water. provide us with your company logo and we'll custom order your bottled waters. a lead time of 30 days is required with a minimum of 20 cases ordered. $300.00 artwork fee.

12 oz bottled waters	$120.00++ per case / 24 count
16.9 oz bottled waters	$135.00++ per case / 24 count

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à la carte

bakery breakfast bites

assorted bagels, cream cheese $55.00++ per dozen

assorted danish pastries $55.00++ per dozen

innovation bakery bread, muffins $54.00++ per dozen

assorted donuts $50.00++ per dozen

sweet

assorted cookies $46.00++ per dozen
chocolate chip, oatmeal raisin, sugar, lemon

fudge brownies $52.00++ per dozen

chocolate dipped strawberries $75.00++ per dozen

petite french dessert pastries $75.00++ per dozen

assorted candy bars $60.00++ per dozen

savory

tortilla chips and salsa (for 25) $200.00++

tortilla chips and guacamole (for 25) $200.00++

pita chips and spinach dip (for 25) $200.00++

homemade potato chips and onion dip (for 25) $200.00++

mixed nuts $6.00++ each

mini pretzel, spicy snack mix, trail mix $6.00++ each

rejuvenating

granola bars $4.00++ each

fresh fruit cup $8.00++ each

whole fresh fruit $4.00++ each

sandwich trays

silver dollar sandwich platter (25) $150.00++ each
assortment to include roast beef, ham, turkey, variety of cheeses
bowl of potato chips

croissant sandwich platter (10) $175.00++ each
assortment to include roast beef and cheddar, ham and american
turkey and swiss, bowl of potato chips

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specialty booth stations

coffee bike **$1,600.00++**

includes the bike, 15 gallons of cold brew coffee, flavored syrups
disposable cups and condiments for four hours of service

additional coffee: $425.00++ per 5 gallons

booth attendant required: $225.00+ (up to 4 hours) provided by aventura to operate equipment

poppin' popcorn

select our table top popcorn machine or our antique popcorn cart for your booth. each station yields approximately (200) servings of theater style popcorn for up to 4 hours of service and includes popcorn bags and disposable napkins. a dedicated booth attendant is required.

table top popcorn station $350.00++

antique popcorn cart station $400.00++

booth attendant required: $225.00+ (up to 4 hours) provided by aventura to operate equipment
electrical needs: 2000 watts (20 amp) 120 volt must be ordered by client through commonwealth electric

additional 200 servings of popcorn $225.00++

smoothie bar with tiki cart **$800.00++ per hour (3 hour minimum)**

specialty made-to-order smoothie bar is a show stopping treat. includes (100) smoothies per hour with disposable cups, straws and napkins with your choice of (2) flavors: strawberry, mango, strawberry-banana, peach, berry berry or piña colada. a dedicated attendant is required.

additional smoothies available at $7.00++ each

booth attendant required: $225.00+ (up to 4 hours) provided by aventura to operate equipment
electrical needs: 2000 watts (20 amp) 120 volt must be ordered by client through commonwealth electric

candy store **$1,000.00++**

ultimate candy buffet that can be coordinated with your company color or event theme. glass containers to display candy with individual bags included. choice of 7 candies to choose from including: gummy bears, mary janes, candy sticks, jelly beans, starburst®, lollipops, red hots®, hershey's® kisses, red vines, m&ms® or let us know your favorite candy! serves 100 guests.

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Client is responsible for providing tables and electrical service for their booth.



specialty booth stations continued

ice cream sandwiches — $750.00++

ice cream sandwiched in between bakery fresh cookies that are a treat no one can resist. includes (100) 2.5" ice cream sandwiches for 2 hours of service, disposable napkins and utensils with your choice of (2) ice cream flavors: vanilla, chocolate, strawberry, mint chip, butter pecan and choice of (2) cookie flavors: chocolate chip, sugar, snickerdoodle.

additional servings: $200.00++ (serves 25)

booth attendant required: $225.00+ (up to 4 hours) provided by aventura to serve sandwiches

fresh baked cookie station — $400.00++

tempt show traffic to your booth with the warm and welcoming scent of freshly baked cookies. the fresh baked cookie station includes up to 4 hours of service, a table top otis spunkmeyer gourmet cookie oven, disposable napkins and approximately (160) 2 oz. cookies with your choice of (1) flavor: chocolate chip, oatmeal raisin or white chocolate macadamia nut.

additional case of cookie dough (160 cookies) available at $300.00++ per case

booth attendant required: $225.00+ (up to 4 hours) to bake and distribute cookies
electrical needs: 2000 watts (20 amp) 120 volt must be ordered by client through commonwealth electric

cappuccino bar — $575.00++ per hour (3 hour minimum)

a barista presents your guests with specialty made-to-order coffee service of espresso shots, flavored cappuccinos, macchiato, mochas, lattes, hot chocolate and steamers. the cappuccino bar includes disposable cups with lids and napkins.

barista required: $225.00+ (up to 4 hours) provided by aventura to serve beverages
electrical needs: 2000 watts (20 amp) 120 volt and 500 watts (5 amp) 110 volt must be ordered by client through commonwealth electric

italian soda bar — $1,500.00++

welcome your guests to your booth by offering soda with an italian twist. the italian soda bar includes up to 4 hours of service and (250) 12 oz. servings with disposable cups with lids and straws. includes three flavors.

additional servings: $125.00++ per hour (serves 25)

booth attendant required: $225.00+ (up to 4 hours) provided by aventura to serve beverages

bubly® bar — $1,400.00++

assorted flavors of bubly® sparkling water with fresh fruit to enhance the flavor pineapple, mango, fresh berries, lemon (serves 250)

booth attendant required: $225.00+ (up to 4 hours) provided by aventura to serve beverages

specialty booth stations continued

dippin' dots stand **$850.00++**

the original beaded ice cream is a fun and tasty treat! this stand comes with ice cream cups, spoons and disposable napkins with your choice of two flavors for up to 4 hours of service and (100) servings: chocolate, strawberry, vanilla, rainbow, cookies 'n cream, mint chocolate, banana split, cotton candy, birthday cake. a dedicated attendant is required.

booth attendant required: $225.00+ (up to 4 hours) provided by aventura to operate equipment
electrical needs: 2000 watts (20 amp) 120 volt must be ordered by client through commonwealth electric

hot and soft pretzels **$150.00++**

keep your soft jumbo pretzels warm with our tabletop pretzel warmer. the pretzel warmer holds up to 36 pretzels and displays them for an easy grab and go snack. order your pretzel quantity and our staff will deliver, setup and remove the warmer for you. a minimum order of 36 pretzels is required.

traditional pretzels $4.25++ each

add individual servings of cheese dip $1.00++ each

booth attendant required: $225.00+ (4 hour minimum) provided by aventura to operate equipment
electrical needs: 2000 watts (20 amp) 120 volt must be ordered by client through commonwealth electric

hydration station **$300.00++**

refreshing and delicious, this station will quench your thirst. the hydration station comes with 2 gallons of infused water, 2 gallons of lemonade and 2 gallons of iced tea presented with beverage dispensers, disposable cups with lids and napkins. select from the following flavors:

2 gallons of infused water, choice of: strawberry-basil, cucumber or citrus

2 gallons of lemonade, choice of: classic, strawberry, lavender or mango

2 gallons of iced tea, choice of: regular, passion fruit or prickly pear

keurig® single cup coffee service **$145.00++**

brew fresh coffee by the cup (30 pods per kit)
includes a single cup coffee brewer with assorted gourmet flavors
disposable cups with lids, creamer, sugar, artificial sweeteners, stir sticks and disposable napkins

additional pod refill (30 pods) $85.00++
electrical needs: 500 watts (5 amp) 110 volt must be ordered by client through commonwealth electric

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A minimum order of $100.00 is required. If not met, client is subject to a $50.00+ delivery fee.

Client is responsible for providing tables and electrical service for their booth.



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bar service

aventura, as a licensee, is responsible for the administration of the sale and service of all alcoholic beverages in accordance with the arizona department of liquor licenses and control. therefore, in compliance with the state law, all beer, wine and liquor must be supplied and served by aventura. one bartender per bar is required and will automatically be applied to your order for $275.00+ for up to 4 hours of service. each additional hour is $70.00+ per hour.

host bar

the host bar is based on consumption

premium cocktails $11.50++ each
house wine by the glass $11.00++ each
imported beer $10.50++ each
domestic beer $10.00++ each
bottled still water $5.00++ each
bottled sparkling water $5.50++ each
assorted pepsi® soft drinks $5.00++ each

huss brewing bicycle — $1,100.00++

includes an assortment of (100) huss can beers. showcase your booth with our colorful huss brewing bike featuring local huss brewery assortment of microbrews
bartender required at $275.00+ for up to 4 hours of service

mimosa bar — $1,200.00++

serves (100) mimosas for up to 4 hours of service made with house champagne, orange juice, cranberry juice, grapefruit juice, raspberries, blueberries and strawberries. disposable serviceware included.
bartender required at $275.00+ for up to 4 hours of service

margarita madness — $2,000.00++

(225) frozen margaritas with our frozen margarita machine made with your choice of one of the following: classic, strawberry or prickly pear margaritas. disposable serviceware included.
bartender required at $275.00+ for up to 4 hours of service
electrical needs: 500 watts (5 amp) 120 volt must be ordered by client through commonwealth electric

general information, policies and procedures

FOOD & BEVERAGE REGULATIONS

All food and beverage items served within Phoenix Convention Center & Venues must be prepared and presented by Aventura…A Premier Catering Company. This includes requests for exhibitor amenities such as logo-bottled water, hard candies, etc. Local health code regulations prohibit guests from removing remaining food and beverage from the Convention Center. Aventura, as a licensee, is responsible for the administration of the sale and service of all alcoholic beverages in accordance with the Arizona Department of Liquor Licenses and Control. Therefore, in compliance with the state law, all beer, wine and liquor must be supplied and served by Aventura.

EVENT PLANNING

Exhibitor Food & Beverage Order Specifications

To insure the proper planning of your event, we kindly request that all exhibitor food and beverage specifications be received in writing by our office no later than fourteen (14) days prior to the date of your first service. Orders received within fourteen (14) days of the first scheduled service will incur a 10% late administrative charge.

Confirmation of Orders

Upon receipt of all written food and beverage specifications, your Aventura Sales Professional will review and provide the customer with written confirmation of services ordered. A separate event order will be issued to the customer for each individual service, along with a contract outlining specific agreements between the customer and the caterer, Aventura. The contract, signed event orders and payment in full must be received by Aventura no less than five (5) business days prior to the first event. The event orders, when completed, will form part of your contract. Menu prices are subject to change without notice.

Client Responsibility

The client is responsible for ordering electrical power from Commonwealth Electric and booth catering tables and/or bar fronts and bar back tables from show decorator if necessary.

PAYMENT POLICY

Deposits

Aventura policy requires full payment (100%) of total estimated charges in advance.

Acceptable Forms of Payment

Company check, American Express, Visa, MasterCard and Discover are considered acceptable forms of payment. If payment is received within less than three (3) business days prior to the event, certified funds or credit card payment will be required. If company check is utilized for payment, a credit card will be required to facilitate on site additions and changes to existing orders.

Cancellation

Full charges will apply to cancellations made within five (5) business days prior to delivery.

ADMINISTRATIVE CHARGE* AND SALES TAX

- All food and beverage items are subject to 24% administrative charge* and applicable Arizona sales tax. Administrative charge* is taxable in the State of Arizona.
- $^{++}$ indicates the addition of 24% administrative charge* and applicable sales tax
- $^{+}$ indicates the addition of applicable Arizona sales tax (currently 9.1%)
- Administrative charge* and sales tax are subject to change without notice

DELIVERY FEES

All catering orders or re-orders totaling less than $100.00 (excluding administrative charge* and sales tax) will result in a $50.00^{+} delivery fee.

BEVERAGE PURCHASE POLICY

All beverage items are sold à la carte and cannot be purchased on a consumption basis.

LABOR

Each booth attendant is $225.00^{+} and bartender is $275.00^{+} for up to 4 hours, each additional hour is $70.00^{+} per hour for each attendant or bartender.

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Client is responsible for providing tables and electrical service for their booth.



Exhibitor Booth Catering Order Form

Please fax or email your completed order and credit card authorization form to (602) 534-8603 or Tina Sullivan at Sullivan-Tina@aramark.com. Confirmation will be emailed to you.

Show Name:		
Company:		
Order Contact:		
Street Address:		
City:	**State:**	**Zip:**
Email:		
Phone:	**Fax:**	
Booth #:	**# of Guests:**	
On-Site Contact:		
On-Site Contact Cell:		

MENU ITEMS

Service Date	Start Time	End Time	Quantity	Item Description	Unit Price	Total Price

Subtotal	
24% Administrative Fee (if applicable)	
9.1% Sales Tax	
Total	

Aventura Catering Exhibitor Menu and Order Form



aventura
A PREMIER CATERING COMPANY

Phoenix Convention Center & Venues
100 North Third Street
Phoenix, Arizona 85004
t 602.534.8600 | f 602.534.8603

Aventura requires full payment (100%) of total estimated charges prior to the commencement of services. Aventura accepts cash, company checks, money orders and wire transfers as payment. Major Credit Cards are an acceptable form of payment. A 3% surcharge will be applied. An initial deposit is required at the time the Service Agreement is executed. The amount of the initial deposit varies and will be outlined in the Service Agreement. Final deposits are due prior to the commencement of services with specific due dates outlined in the Service Agreement. If payment is received within less than five (5) business days prior to the commencement of services, cash, certified funds or credit card payment will be required. All events require a completed and signed Credit Card Authorization Form on file to facilitate any on-site orders, or additions. All charges incurred on-site will be applied to the credit card at the closing of the event.

_____ **company check to be issued for advance payment - credit card to be used for any additional orders and/or increases**

_____ **credit card to be used for all charges**

COMPANY: _____

ONSITE CONTACT: _____

CARD HOLDER'S NAME: _____

BILLING ADDRESS: _____

_____

PHONE: _____ **FAX:** _____

EMAIL: _____

CARDHOLDER'S SIGNATURE: _____

(signature MUST be same as name on credit card)

PLEASE CHECK ONE

AMEX _____ **MASTERCARD** _____ **VISA** _____

CREDIT CARD #: _____ **EXPIRATION DATE:** _____

SECURITY CODE#: _____

for all credit card charges a 3% surcharge will be applied

FOR OFFICE USE ONLY

DATE: _____ **(AUTHORIZATION VALID FOR 30 DAYS)**

AUTHORIZATION #: _____ **AMOUNT OF AUTHORIZATION:** _____

AUTHORIZED PERSONNEL: _____

PLEASE MAKE LEGIBLE PHOTO COPY OF CREDIT CARD (FRONT ONLY) FOR CREDIT CARD VERIFICATION

ANY CREDITS DUE WILL BE PLACED ONTO PROVIDED CREDIT CARD

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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 by 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.