



Service Manual

H+H AMERICAS FALL 2026

SEPTEMBER 30TH - OCTOBER 2ND, 2026

**RELIANT CENTER (FORMERLY NRG CENTER)
HOUSTON, TEXAS**

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H+H AMERICAS FALL 2026**SEPT. 30TH – OCT. 2ND, 2026****RELIANT CENTER (FORMERLY NRG CENTER)****HOUSTON, TEXAS****Booth Equipment**

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

Island booths 20' x 20' or larger consist of raw space only, no drape or identification sign.

Note: Please use the below link to place orders for electric, internet, audio/visual, and other utilities and services at the Reliant Center

Reliant Center Ordering Link coming soon

Exhibit Hall Carpet

The exhibit area is not carpeted. 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 – Tuesday, September 1st, 2026

Carpet, Furniture and Accessories – Thursday, September 10th, 2026

Shipments to Advance Warehouse Deadline Date

Heritage will begin receiving freight at the advance warehouse on Tuesday, September 1st, 2026. To avoid late fees, all shipments to the advanced warehouse must arrive no later than Tuesday, September 22nd, 2026. Shipments will be received Monday through Friday between the hours of 10:00 a.m. and 4:00 p.m.

***Note: The advance warehouse will be closed and no shipments received on Monday, September 7th, 2026*

Show Schedule**Exhibitor Move-In**

Monday	September 28 th	12:00 PM	-	6:00 PM
Tuesday	September 29 th	8:00 AM	-	5:00 PM
Wednesday	September 30 th	8:00 AM	-	1:00 PM*

All booths must be fully set up and all freight removed by 1:00 PM on Wednesday

Exhibit Hours

Wednesday	September 30 th	4:00 PM	-	7:00 PM	Show Floor Opens and Launch Party
Thursday	October 1 st	10:00 AM	-	5:00 PM	
Friday	October 2 nd	10:00 AM	-	4:00 PM	

Exhibitor Move-Out

Friday	October 2 nd	3:00 PM	-	8:00 PM
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Dismantle and Move-Out Information

- All carriers must check-in no later than 6:00 PM, on Friday, October 2nd, 2026. All exhibit materials must be removed from the exhibit hall floor by 8:00 PM, on Friday, October 2nd, 2026. Heritage will begin redirecting all outbound freight not claimed by appointed freight carriers to the preferred show carrier at 6:00PM.
- Please refer to the Outbound Shipments Form included in this packet for detailed information regarding outbound shipping procedures.



GENERAL INFORMATION/QUICK FACTS

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

Fax: 314-534-8050

Order online at: heritagesvs.com/ordering

Please contact us for assistance if needed

H+H AMERICAS FALL 2026

SEPT. 30TH – OCT. 2ND, 2026

RELIANT CENTER (FORMERLY NRG CENTER)

HOUSTON, TEXAS

Post Show Paperwork and Labels

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

HES Freight Logistics

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

Ordering Online

Go To: heritagesvs.com/ordering

Warehouse Shipping Information:

Exhibitor Company Name and Booth Number

HERITAGE

C/O TForce Freight

2525 Cavalcade St.

Houston, TX 77026

FOR: H+H AMERICAS FALL 2026

Heritage will accept exhibit materials beginning Tuesday, September 1st, 2026 at the warehouse address. Material arriving after Tuesday, September 22nd, 2026 will be received at the warehouse with an additional after deadline charge.

***Note: The advance warehouse will be closed and no shipments received on Monday, September 7th, 2026*

Show Site Shipping Address:

Exhibitor Company Name and Booth Number

C/O HERITAGE

Reliant Center (Formerly NRG Center)

1 Fannin St.

Houston, TX 77054

FOR: H+H AMERICAS FALL 2026

Crated, boxed, or skidded materials will be accepted at show site beginning Monday, September 28th, 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!



Dear h+h americas Fall Edition 2026 Exhibitor,

Welcome to h+h americas Fall Edition 2026! We are excited to partner with you and look forward to helping you create a successful and rewarding show experience.

Our team is committed to providing clear communication, timely resources, and ongoing support throughout your planning journey so you can maximize your investment and focus on connecting with attendees.

Inside this Exhibitor Services Manual, you will find important deadlines, order forms, and planning information related to booth furnishings, equipment rentals, graphics, shipping, and more. We encourage you to review the materials carefully and take advantage of early-order discounts whenever possible.

If you need assistance at any point, our Show Services Team is here to help. Please contact us at c.hollister@koelnmesse.us.

Your h+h americas Fall Edition Team,



Darrin Stern
President & Managing Director



Jessica Boweak
Show Director Handicraft Shows

Owned & organized by



Strategic partner



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SHOW MANAGEMENT CONTACT LIST

SHOW MANAGEMENT

Darrin Sterrn
President & Managing Director

Jessica Boweak
Show Director
+1 312.549.8056
j.boweak@koelnmesse.us

Robin Estey
Operations Director
+1 773.326.9929
r.estey@koelnmesse.us

EXHIBITOR SERVICES & OPERATIONS

Courtney Hollister
Exhibitor Services
+1 773.867.6256
services@koelnmesse.us

CONFERENCE PROGRAM

Saloni Mehta
Conference Manager
+1 312.549.8056
s.mehta@koelnmesse.us

EXHIBIT SALES & SPONSORSHIP

Eileen Lynch
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+1 312.546.3962
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Sales Manager Companies M thru Z
+1 224.331.0720
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MARKETING & COMMUNICATIONS

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REGISTRATION

Jared Auld
Senior Event Tech Manager
jauld@koelnmesse.us
registration@koelnmesse.us

SHOW SCHEDULE

Exhibitor Move-In			
Monday	September 28	12:00 PM - 6:00 PM	Exhibitor Move-In
Tuesday	September 29	8:00 AM - 5:00 PM	Exhibitor Move-In
Wednesday	September 30	8:00 AM - 1:00 PM	All booths must be fully set up and all freight moved out by 1:00 pm. Finishing touches can continue until 3:00 pm.
		10:00 AM - 4:00 PM	Setup for exhibitors participating in Sample It
Exhibit Hall Hours*			
Wednesday	September 30	4:00 PM - 7:00 PM	Show Floor Opens & Launch Party*
Thursday	October 1	10:00 AM - 5:00 PM	Exhibit Hall Open*
Friday	October 2	10:00 AM - 3:00 PM	Exhibit Hall Open*
Exhibitor Move-Out			
Friday	October 2	3:00 PM - 8:00 PM	Hall must be cleared out by midnight

*On September 30, exhibitors can schedule meetings on the show floor by appointment only from 1:00 PM - 4:00 PM. October 1-2, exhibitors can schedule meetings on the show floor by appointment only starting at 9:00 AM.
Contact Courtney Hollister, c.hollister@koelnmesse.us for more information.

STANDARD BOOTH PACKAGE

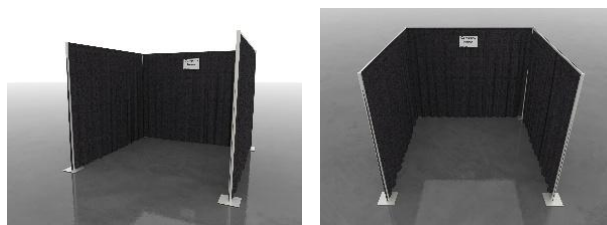
NOTE: carpet is NOT included for standard inline or pavilion booths.

Standard 10x10 (inline) Booth Includes:

- 10' x 10' booth
- 8' high black and side drape
- (1) 11"x 17" one-line identification sign

Pavilion Booths include:

- 5' x 10' booth
- 8' high black and side drape
- (1) 6' table and (2) chairs
- (1) 11"x 17" one-line identification sign



Island Booths (exposed on all four sides) include raw exhibit space only. If pipe and drape is required, this can be ordered for an additional fee.

BOOTH & FURNITURE PACKAGE OPTIONS

Prefer a hardwall booth instead of pipe & drape? We offer furniture packages, now available to order online. Ordering early ensures the best selection and smooth coordination – don't wait until the deadline.

Order your package [HERE](#).

SILVER PACKAGE	BRONZE PACKAGE	COPPER PACKAGE
8' high hardwall panels	8' high hardwall panels	8' high hardwall panels
(2) Graphic Panels w/Company Name	Header with company name	(2) Graphic Panels w/Company Name
Carpet	Carpet	Carpet
(3) Arm lights per 10x10 booth	(3) Arm lights per 10x10 booth	(3) Arm lights per 5x10 booth
(1) Waste Basket	(1) Waste Basket	(1) Waste Basket
(4) Mounted shelves		
		

Furniture Package A	Furniture Package B	Furniture Package C
(1) 1-meter counter	(1) 30" pedestal table	(1) 10x10 carpet
(1) padded high stool	(3) side chairs	(1) 6' skirted table
		(2) side chairs
		(1) waste basket

NOTE: These are the standard packages and components can NOT be exchanged. Additional furnishings and equipment can be ordered through Heritage Exposition Services.

INTERNET & WIFI

Complimentary internet is offered free of charge and is available in all public spaces and meeting rooms. **This does NOT include the exhibit hall.** Exhibitor Internet is available facility wide on a 5 GHz wireless network, at speeds of 3 Mbps up/down per device. See the exhibitor pricing options below.

Exhibitor Internet, device specific rates:

- 1 Day - \$79.99
- 3 days - \$227.97
- 5 days - \$359.95

[Internet & WiFi Order Forms](#)

SPONSORSHIPS

Become an Official Sponsor of h+h americas Fall Edition 2026 — an inaugural B2B trade event for the craft, fiber, and handicraft industry. Put your brand in front of 2,000+ professional buyers across the full show weekend, from the opening Sample It preview through all three show days.

- [Sponsorship & Marketing Opportunities](#)
- [Sponsorship Contract](#)

HOTEL ACCOMMODATIONS

All official hotel accommodations for h+h americas Fall edition are exclusively managed through [HotelMap](#). Exhibitors and Attendees can easily view nearby hotels, compare options in real time, and secure discounted group rates through a single, centralized booking platform. You can find the HotelMap link for h+h americas Fall here: <https://fall.hh-americas.com/hotels/>

Hotel Booking Assistance

- **Having trouble booking, seeing availability issues, or technical problems with the website:**
Please contact the HotelMap support team directly via the “Help” or “Contact Support” link on the booking page. They can assist with system issues, rate display errors, and booking access.
- **Questions about an existing reservation (modifications, cancellations, confirmation details, or payment):**
Please contact the hotel directly, as they manage all confirmed reservations.
- **General event questions (hotel block details, dates, or which hotels are included):**
Please reach out to c.hollister@koelnmesse.us.

BEWARE OF SCAMS: HOTEL BOOKINGS & LISTS

We want to remind you of the following:

- We will **NEVER** call you to book your hotel accommodations. All official housing is handled through our authorized housing partner, and booking links will only be shared in official show communications.
- We will **NEVER** offer to sell attendee or exhibitor mailing lists. Any such offers you receive are 100% fraudulent. Please disregard and delete them.
- If you are ever unsure whether a message is legitimate, reach out to us directly before responding or taking any action.

EXHIBITOR DEADLINE CHECKLIST

Use this checklist to stay on track as you prepare for the show. Complete all REQUIRED forms and submit them by the deadline date to ensure your orders are filled and to avoid late fees.

Required Tasks are listed in RED and marked with an asterisk.

DEADLINE	TASK	LINK TO ORDER
08/20/2026	Certificate of Insurance (COI)*	www.exhibitorinsurance.com Email: info@exhibitorinsurance.com +1-905-695-2971 ext. 1101
08/20/2026	Hanging Sign Approval (island booths 400sqft or more)	Email: c.hollister@koelnmesse.us
08/20/2026	Submit Booth Floorplan (if using outside builder)	Email: c.hollister@koelnmesse.us
08/20/2026	Hardwall Booth & Furniture Package Orders	Booth & Furniture Package Order Form
08/31/2026	Company Profile/Upload Logo*	Check your email, or contact c.hollister@koelnmesse.us
09/01/2026	Advance Warehouse - begin accepting freight	https://heritagesvs.com/ordering
09/01/2026	Heritage Custom Orders • Counter & Showcases • Exhibit Rental Display • Signs and Graphics	https://heritagesvs.com/ordering
9/10/2026	Heritage • Accessible Storage • Carpet, Furniture, Accessories • EAC Requirements • Labor (Exhibit, Forklift, Rigging) • Gondolas / Panels • Specialty Furnishings • Third Party Authorizations	https://heritagesvs.com/ordering
09/10/2026	Internet & WiFi Orders Discount Deadline	Internet & WiFi Form Download
09/10/2026	Exhibitor Registration Badges	Check your email, or contact c.hollister@koelnmesse.us
09/16/2026	Exhibitor Catering Orders Due	Catering Menu & Order Form Download
09/19/2026	Electrical Discount Deadline	Electrical Order Form Download
09/22/2026	Advance Warehouse - last day to receive freight	https://heritagesvs.com/ordering
09/28/2026	Freight Accepted at Reliant Center (NRG Center)	https://heritagesvs.com/ordering

*Required Task

OFFICIAL VENDOR LIST

SERVICE	VENDOR	CONTACT
General Service Contractor	Heritage	https://heritagesvs.com/ordering_exhibitor_services@heritagesvs.com +1-800-360-4323
Exhibit Operations	h+h americas team	Courtney Hollister c.hollister@koelnmesse.us
Sales & Sponsorship	h+h sales team	Eileen Lynch (A-L) e.lynch@koelnmesse.us +1-312-546-3962 Andrea Abrahamson (M-Z) a.abrahamson@koelnmesse.us +1-224-331-0720 Leslie Fleck (International) l.fleck@koelnmesse.us +1-708-967-2035
AV	TBA	
Booth & Furniture Packages	h+h americas team	Booth & Furniture Package Order Form Courtney Hollister c.hollister@koelnmesse.us
Catering	Connoisseur	Catering Menu & Order Form Download aramarksalesreliantpark@aramark.com
Cleaning/Housekeeping	Aramark Facility Services	Julia Klein j.klein@nrgpark.com 832-667-1599
Electrical/Plumbing	Freeman	Electrical Order Form Download houstonutilities@freeman.com +1-832-667-1707 (Option 1)
Hotels	HotelMap.com	https://fall.hh-americas.com/hotel
Insurance	Exhibitorinsurance.com	www.exhibitorinsurance.com info@exhibitorinsurance.com +1-905-695-2971 ext: 1101
Internet and WiFi	Smart City	Internet & WiFi Form Download Jesse Macias, jmacias@smartcity.com 832-667-3975
Parking	Reliant Center (NRG Center)	order link to be provided
Registration/ Exhibitor Badges	h+h registration team	registration@koelnmesse.us
Shipping	HES Logistics	heslogistics@heritagesvs.com +1-314-376-2347

EXHIBITOR BADGES (Registration)

Each exhibitor will receive customized Exhibitor Registration and Customer Invitation links via email for free exhibit hall registration. If you did not receive your link, please contact c.hollister@koelnmesse.us or registration@koelnmesse.us for assistance.

Pick up your exhibitor badges at h+h americas Fall Edition registration area at the entrance to Hall B. At our convenient registration kiosks you can scan your confirmation code or search by name to print your badge.

Registration Hours

DAY	DATE	HOURS
Monday	September 28	2:00 AM - 5:00 PM
Tuesday	September 29	8:00 AM - 5:00 PM
Wednesday	September 30	8:00 AM - 7:30 PM
Thursday	October 1	7:00 AM - 5:00 PM
Friday	October 2	7:00 AM - 2:00 PM

PARKING INFORMATION

Parking for exhibitors and attendees is available throughout the Reliant Park Complex (formerly NRG Park). **Please enter through Gates 10 or 12.** For events in **Hall B**, the **Orange Lot**, **Tan Lot** (exhibitors only), and nearby surface lots are typically the most convenient, subject to availability. We strongly recommend reserving parking in advance to guarantee your spot. Onsite payment may be available, but parking cannot be guaranteed, as lots may reach capacity.



Exhibitor Parking Pass

- **Electronic Parking Pass (Electronic Day Pass): \$25 per day** plus applicable taxes (pricing is subject to change). This pass **does not include in-and-out privileges**.
 - Day passes can be purchased in advance. We will email the passes to you, and you can forward them to the appropriate exhibitor. Exhibitors should print the pass and present it at the entrance gate, where it will be collected upon entry.
- **Pre-Purchased Parking Hangtag: \$87** plus applicable taxes (**\$29 per day**) for the full event.
 - This option **includes in-and-out privileges** for the duration of the event.
 - Hangtags may also be purchased during move-in at the Exhibitor Services Desk.
 - NOTE: Hangtags can be purchased for the **Tan Lot** or **Orange Lot**.

Important Parking Information

Please note that **Electronic Parking Passes and Pre-Purchased Hangtags are not available for purchase at the gate**. At the gate, attendees may only purchase a **single-entry parking pass**. The parking gates accept **credit/debit cards only; cash is not accepted**.

We strongly encourage exhibitors to purchase parking passes in advance. Pre-purchased passes help expedite entry and minimize delays upon arrival.

Additionally, there will be **two other events taking place at Reliant Park (formerly NRG Park) during our event**—one in the Center with a show day on **September 30** and another in the Arena with a show day on **October 2**. As a result, traffic entering the property may be heavier than usual on those mornings. We recommend allowing extra travel time to ensure a smooth arrival.

Move-In and Move-Out Parking

During exhibitor move-in and move-out, temporary unloading areas may be designated near the Hall B loading docks for active unloading only. Vehicles must be moved to designated parking areas immediately after unloading is complete. Parking in loading areas is strictly prohibited unless otherwise directed by event staff or facility personnel. All items from your booth must be fully packed up before pulling your car up to load out.

Exhibitors are encouraged to allow additional time for parking and transit to the exhibit hall, particularly during move-in and move-out periods when traffic volumes may be higher.

POV MOVE-IN

Monday, September 28: 12:00 PM - 6:00 PM

Tuesday, September 29: 8:00 AM - 5:00 PM

Wednesday, September 30: 8:00 AM - 1:00 PM

Exhibitors arriving in a personally operated vehicle (POV) may take advantage of our POV Move-In. Enter Reliant Park through **Gates 10 or 12** and proceed to the **Tan Parking Lot**, located behind **Exhibit Hall B**. Heritage staff will direct you to the designated unloading area upon arrival.

Exhibitors will have **30 minutes** to unload materials and transport them to their booth. You may carry your items into the exhibit hall yourself, or carts and dollies will be available on a first-come, first-served basis.

MATERIAL HANDLING & SHIPPING

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.

UNCRAVED: Material that is shipped loose or pad-wrapped, and/or unskidded machinery without proper lifting points. Uncrated shipments **WILL NOT** be received at the advance warehouse.

Shipments to Advance Warehouse Deadline Date

Heritage will begin receiving freight at the advance warehouse on **Tuesday, September 1st 2026**. To avoid late fees, all shipments to the advanced warehouse must arrive no later than **Tuesday, September 22nd, 2026**. Shipments will be received Monday through Friday between the hours of **10am and 4pm**.

Crated, boxed, or skidded materials will be accepted at show site beginning **Monday, September 28th, 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.

Advance Warehouse Shipping Address:

Exhibitor Company Name & Booth No.
Heritage
C/O TForce Freight
2525 Cavalcade St.
Houston, TX 77026
FOR: h+h americas Fall 2026

Show Site Shipping Address:

Exhibitor Company Name & Booth No.
Heritage
Reliant Center (formerly NRG Center)
1 Fannin St.
Houston, TX 77054
FOR: h+h americas Fall 2026

Heritage has implemented a simple rate Material Handling (drayage) structure based on the exhibiting company's per pounds (lbs) weight of each shipment.

The rates below are inclusive of all overtime, special handling, and off-target shipment charges.

Material Handling Services	Price per lb
Crated and Skidded per lb before 9/22/26	\$1.19
Crated and Skidded per lb after 9/22/26	\$1.49
Show Site Shipment (Crated, Skidded, and Uncrated)	\$1.19
Small Pack Rate (Shipments less than 30 lbs.)	\$30.00
Priority Return/Accessible Storage Rates	
Priority Empty Container Return	\$150 x # of pieces
Accessible Storage	
One Time Set Up Fee	\$50 x # of days
Up to 25 sq ft	\$75 x # of days
26 to 50 sq ft	\$125 x # of days
51 to 100 sq ft	\$175 x # of days
101 to 150 sq ft	\$225 x # of days
151 to 200 sq ft	\$275 x # of days

Booth Construction | Display Rules & Regulations

1. Booth Types & Height Restrictions

Maximum height limits vary by booth type, as outlined below. Any structure that exceeds the limit for your booth type must be approved in advance, in writing, by Show Management.

Send plans to c.hollister@koelnmesse.us by August 20, 2026.

- **Linear Booths** (10' x 10', or 5' x 10')
Linear booths have only one side exposed to an aisle and are generally arranged in a series along a straight line. Individual booths may be combined to form a larger inline booth space. For consistency, all inline booths are 10' (3.05m) across the front and either 10' (3.05m) or 5' (1.52m) deep. These regulations apply regardless of how many inline booths are combined (e.g., 10' x 20', 10' x 30', 5' x 20', etc.).
Height limit: 8 ft (2.44m) maximum for all structures and display materials.
Hanging signs: Not permitted (see Section 2).
- **Corner Booths** (10' x 10', exposed to aisles on two sides)
A corner booth is an inline booth located at the end of a row, exposed to aisles on two (2) sides. All Linear Booth guidelines above apply.
- **Peninsula Booths** (typically 20' x 20')
A peninsula booth backs up to another booth and is exposed to aisles on three (3) sides.
Height limit: 8 ft (2.44m) maximum for all structures and display materials.
Hanging signs: Permitted only for booths 20' x 20' or larger, up to 16 ft (see Section 2).
- **Island Booths** (exposed to aisles on all four sides, pipe and drape is not included)
Height limit: 11 ft (3.35m) maximum for all structures and display materials.
Hanging signs: Permitted, up to 16 ft — or up to 20 ft for islands of 400 sq. ft. or larger (see Section 2).

2. Hanging Signs & Graphics

- **Linear and corner booths:** hanging signs are not permitted.
- **Peninsula and island booths:** hanging signs and graphics are permitted for booths 20' x 20' or larger up to a maximum height of 16 ft (4.88m) measured from the floor to the top of the sign.
- **Approval:** all hanging signs and graphics must be approved in advance, in writing, by Show Management.
- **Placement:** signs and graphics must be set back 10 ft (3.05m) from adjacent booths and positioned directly over contracted space only.
- **Finish:** if a sign or graphic is within 5 ft (1.52m) of an adjacent booth, the side facing that booth must be finished and contain no copy.

Whether suspended from above or supported from below, hanging signs and graphics must comply with all use-of-space requirements (see Section 5).

3. Hall Columns

Where necessary, hall pillars and other permanent building structures are located within rented booth spaces. Contact **HERITAGE** for specific column measurements and placement in your booth space.

4. Canopies & Ceilings

Canopies — including ceilings, umbrellas, and canopy frames — may be decorative or functional (for example, to shade computer monitors from ambient light, or for hanging products).

- Canopies must comply with the height limit for your booth type: 8 ft for linear, corner, and peninsula/endcap booths; 11 ft for island booths (see Section 1).
- Canopies may not protrude into the aisle.
- The base of any canopy must be no lower than 7 ft (2.13m) from the floor within 5 ft (1.52m) of an aisle.

Fire and safety regulations for the convention center may apply to canopies and ceilings and will be detailed in the Exhibitor Services Manual, made available 90 days prior to show opening. The convention center reserves the right to update, change, or amend its rules and regulations after that publication.

5. Use of Exhibit Space

- Display must remain in place and be staffed by personnel for the full duration of the event.
- Exhibits may not project beyond their allotted space or interfere with the lighting or space of neighboring exhibitors.
- Aisles must be kept clear of exhibit items and activities; exhibitors may not interfere with the free flow of traffic.
- Demonstrations and related activities – including the distribution of literature and promotional materials – must be confined to the exhibitor's own booth space.
- Sound systems and noise-making devices that disturb adjacent exhibitors are not permitted. Sound and noise are permitted to a maximum of 85 dB.
- Exhibitors may not infringe on the registered trademark, trade name, or patent of another company.
- Photography in or of an exhibitor's booth is not allowed without that exhibitor's approval.

6. Operating Equipment & Hazardous Display Elements

Any equipment, machinery, or display element with moving parts, rotating components, or projected/concentrated light – or any other feature capable of causing injury – must be operated with adequate safeguards at all times, including during move-in and move-out, when activity is heaviest and safeguards are most easily overlooked.

- **Advance notice:** exhibitors planning to use equipment of this nature must notify Show Management in advance, describing the equipment and the safeguards that will be used.
- **Safeguards:** may include physical barriers or guarding, hazard signage, a contained operating area, and/or protective equipment for nearby personnel, as appropriate to the hazard.
- **Show Management's discretion:** additional safeguards, restricted operating hours, or a prohibition on use may be required for any equipment that poses an unreasonable risk to exhibitor personnel, neighboring exhibitors, or attendees.

7. Food & Beverage

To provide food or beverage from your booth, contact the exclusive catering vendor, Jocelyn Coronado with **Aramark**, at +1 832.667.2507 or Coronado-Jocelyn@aramark.com . Outside catering vendors are not permitted.

8. Compliance & Enforcement

Show Management may restrict or prohibit all or part of any exhibit it considers objectionable – whether due to sound, appearance, distribution of materials, personal conduct, or any other reason. Exhibitors must comply with all regulations in this document, the Rosemont Convention Center Terms & Conditions, and the Exhibitor Service Manual.

If an exhibitor does not comply, Show Management may demand removal of the exhibited articles, require an activity to stop, or remove the exhibits at the exhibitor's expense. Show Management is not liable for refunding space rental or other costs resulting from enforcement of these regulations.

9. Installation & Removal of Exhibits

All exhibits must be installed before the show opens and must remain installed and intact until the closing hour. Exhibitors may not dismantle or begin packing before the show closes, and no exhibit may be installed or removed during exhibit hours. Early removal of exhibits may affect the exhibitor's participation in future shows.

If a booth space and its materials are not vacated by the time specified at the end of the show, the Show Management may remove the exhibitor's belongings at the exhibitor's expense.

10. Condition of Booth Space

After the show ends, exhibitors must leave their booth space in the same condition it was in when they took possession of it.

11. Booth Construction Materials & Safety

Flammable and Toxic Materials

All materials used in booth construction must be fire-retardant and certified as such. Exhibitors are responsible for disposing of any waste generated during the exhibition in accordance with Environmental Protection Agency (EPA) and facility guidelines.

Storage

Fire regulations prohibit storing product, literature, empty packing containers, or packing materials behind drapes. In most cases, however, exhibitors may store a limited supply of literature or product within the booth area, provided it does not impede access to utility services, create a hazard, or look unsightly.



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Fax 314-534-8050

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METHOD OF PAYMENT & CREDIT CARD AUTHORIZATION FORM

Must be completed and submitted with any HERITAGE order forms

Name of Convention **H+H AMERICAS FALL 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.



ORDER SUMMARY FORM

H+H AMERICAS FALL 2026

exhibitor.services@heritagesvs.com

1-800-360-4323

Fax 314-534-8050

Order online at: heritagesvs.com/ordering

Customs Discount Deadline: **Discount Deadline:**
9/1/2026 **9/10/2026**

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

	Submit With First Order
☐ Method of Payment & Credit Card Authorization	
☐ Third Party Authorization	NA
☐ EAC Requirements	NA
☐ Carpet	\$
☐ Furniture	\$
☐ Accessories	\$
☐ Exhibit Accessories	\$
☐ Specialty Furniture	\$
☐ Exhibit Rental Displays	\$
☐ Material Handling	\$
☐ Accessible/Priority Storage Return	\$
☐ 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.

SAVE TIME AND MONEY!

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

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

Booth #
Left Booth #
Right Booth #
Booth #

Exhibiting Company _____

Contact Name _____ Booth# _____

Phone # _____ Email _____

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

exhibitor.services@heritagesvs.com

1-800-360-4323

Fax 314-534-8050

Order online at: heritagesvs.com/ordering**Discount Deadline:
9/10/2026**

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 _____



EXHIBITOR APPOINTED CONTRACTORS (EAC) H+H AMERICAS FALL 2026

exhibitor.services@heritagesvs.com

1-800-360-4323

Fax 314-534-8050

Order online at: heritagesvs.com/ordering

Discount Deadline:
9/10/2026

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: _____



EXHIBITOR APPOINTED CONTRACTORS (EAC) H+H AMERICAS FALL 2026

exhibitor.services@heritagesvs.com

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Discount Deadline:
9/10/2026

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 NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. AGGREGATE LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.									
INSL LTR	ADD'L INSRD	TYPES OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YY)	POLICY EXPIRATION DATE (MM/DD/YY)	LIMIT S			
		TYPES OF INSURANCE ☐ ☐ COMMERCIAL GENERAL LIABILITY ☐ CLAIMS MADE ☐ OCCUR ☐ ☐	POLICY #	EFF DATE	EXP DATE	EACH OCCURRENCE	\$1,000,000		
		DAMAGE TO RENTED PREMISES (EA OCCURRENCE)				\$500,000			
		MED EXP (Any one person)				\$5,000			
		PERSONAL & ADV INJURY				\$1,000,000			
		GENERAL AGGREGATE				\$2,000,000			
		PRODUCTS-COMP-OP AGG				\$2,000,000			
		AUTOMOBILE LIABILITY ☐ ANY AUTO ☐ ALL OWNED AUTOS ☐ SCHEDULED AUTOS ☐ HIRED AUTOS ☐ NON-OWNED AUTOS	POLICY #	EFF DATE	EXP DATE	COMBINED SINGLE LIMIT (ea accident) \$1,000,000			
		BODILY INJURY (per person) \$							
		BODILY INJURY (per accident) \$							
		PROPERTY DAMAGE (per accident) \$							
		☐ 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	\$1,000,000		
		AGGREGATE				\$1,000,000			
		WORKERS COMPENSATION AND EMPLOYERS LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? If yes, describe under SPECIAL PROVISIONS below	POLICY #	EFF DATE	EXP DATE	WC STATUTO- RY LIMITS		OTH- ER	\$
		E.L. EACH ACCIDENT \$1,000,000							
		E.L. DISEASE-EA EMPLOYEE \$1,000,000							
		E.L. DISEASE- POLICY LIMIT \$1,000,000							
DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES / EXCLUSIONS ADDED BY ENDORSEMENT / SPECIAL PROVISIONS ADDITIONAL INSURED AS RESPECTS LIABILITY PER WRITTEN CONTRACT:									

CERTIFICATE HOLDER

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

CANCELLATION



THIRD PARTY AUTHORIZATION

H+H AMERICAS FALL 2026

exhibitor.services@heritagesvs.com

1-800-360-4323

Fax 314-534-8050

Order online at: heritagesvs.com/ordering

Discount Deadline:
9/10/2026

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.

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1-800-360-4323

Fax 314-534-8050

Order online at: heritagesvs.com/ordering

Discount Deadline:
9/10/2026

**Classic Expo
Carpet
16 oz**

Item	Quantity	Discount Rate	Standard Rate	Total
C10 10' x 10'	_____ x _____	\$220.50	\$286.65	= _____
C20 10' x 20'	_____ x _____	\$432.85	\$562.71	= _____
C30 10' x 30'	_____ x _____	\$647.30	\$841.49	= _____
C40 10' x 40'	_____ x _____	\$869.80	\$1,130.74	= _____

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 \$3.70 \$4.81 = _____ 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 \$6.50 \$8.45 = _____ 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 \$1.80 \$2.34 = _____				
C80 Visqueen Covering _____ W x _____ L per sq. ft. _____ x \$1.10 \$1.43 = _____				

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

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

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

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

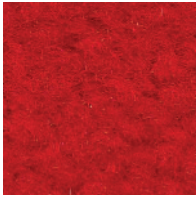
Exhibiting Company _____

Contact Name _____ Booth# _____

Phone # _____ Email _____

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

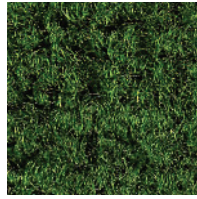
16 oz. Classic Expo



Red



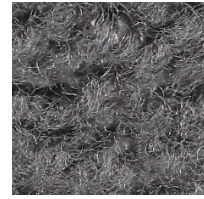
Blue



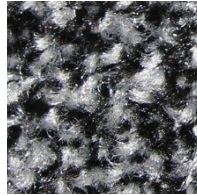
Hunter Green



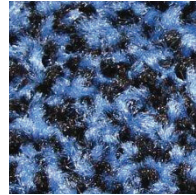
Black



Gray

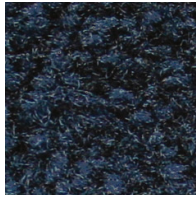


Tuxedo

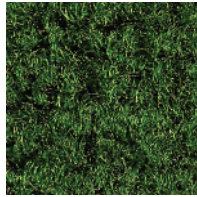


Blue Jay

28 oz. Prestige Carpet



Navy



Hunter Green



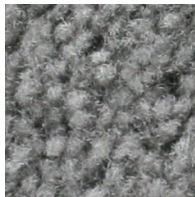
Red



Black



White



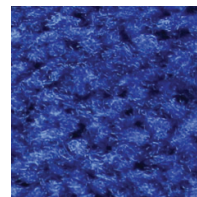
Silver Cloud



Charcoal



Beige



Royal



FURNITURE RENTAL ORDER FORM

H+H AMERICAS FALL 2026

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Fax 314-534-8050

Order online at: heritagesvs.com/ordering

Discount Deadline:
9/10/2026

	Item	Quantity	Discount Rate	Standard Rate	Total
Furniture	F60 Plastic Side Chair (Gray)	x	\$ 54.55	\$ 70.92	=
	F20 Custom Padded Arm Chair (Gray)	x	\$ 91.10	\$ 118.43	=
	F25 Custom Padded Side Chair (Gray)	x	\$ 91.10	\$ 118.43	=
	F40 Custom Padded High Stool (Gray)	x	\$ 114.40	\$ 148.72	=

Draped Display Tables	Circle your color choice:										
			Red	Blue	Burgundy	Hunter Green	Silver	Black	White	Gold	
	F110	4' Table – 30" High					x	\$ 98.40	\$ 127.92	=	
	F120	6' Table – 30" High					x	\$ 118.35	\$ 153.86	=	
	F130	8' Table – 30" High					x	\$ 138.30	\$ 179.79	=	
	F140	4' Table – 42" Counter High					x	\$ 122.35	\$ 159.06	=	
	F150	6' Table – 42" Counter High					x	\$ 142.30	\$ 184.99	=	
	F160	8' Table – 42" Counter High					x	\$ 162.25	\$ 210.93	=	
	F170	4th Side Table Drape - 30" High					x	\$ 41.25	\$ 53.63	=	
	F180	4th Side Table Drape - 40" High					x	\$ 41.25	\$ 53.63	=	

Undraped Display Tables	F190 4' Table – 30" High					x	\$ 63.20	\$ 82.16	=
	F200 6' Table – 30" High					x	\$ 77.15	\$ 100.30	=
	F210 8' Table – 30" High					x	\$ 91.75	\$ 119.28	=
	F220 4' Table – 42" Counter High					x	\$ 68.50	\$ 89.05	=
	F230 6' Table – 42" Counter High					x	\$ 81.15	\$ 105.50	=
	F240 8' Table – 42" Counter High					x	\$ 99.10	\$ 128.83	=
	F80 30" Diameter Pedestal (Gray) 18" H					x	\$ 137.00	\$ 178.10	=
	F90 30" Diameter Pedestal (Gray) 30" H					x	\$ 137.00	\$ 178.10	=
	F100 30" Diameter Pedestal (Gray) 42" H					x	\$ 137.00	\$ 178.10	=

Table Risers Covered White	F250 4' Long Riser					x	\$ 43.50	\$ 56.55	=
	F260 6' Long Riser					x	\$ 53.45	\$ 69.49	=
	F270 8' Long Riser					x	\$ 64.65	\$ 84.05	=

Special Drape Products	Circle your color choice:									
			Red	Blue	Burgundy	Hunter Green	Silver	Black	White	Gold
	F280	Drape - 3' H					x	\$ 13.30	\$ 17.29	=
	F290	Drape - 8' H					x	\$ 13.78	\$ 17.92	=

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

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

SUBTOTAL \$

TAX 8.25% \$

TOTAL DUE \$

Exhibiting Company _____

Contact Name _____ Booth# _____

Phone # _____ Email _____

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

Chairs



Plastic Side Chair

F60
(Gray)



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

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)



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Order online at: heritagesvs.com/ordering

ACCESSORIES RENTAL ORDER FORM

H+H AMERICAS FALL 2026

Discount Deadline: 9/10/2026

	Item	Quantity	Discount Rate	Standard Rate	Total
Accessories	A10 Wastebasket	_____ x	\$ 19.15	\$ 24.90	= _____
	A20 Tripod Easels	_____ x	\$ 31.90	\$ 41.47	= _____
	A30 Chrome Stanchion	_____ x	\$ 23.95	\$ 31.14	= _____
	A40 Velour Rope 6' Black	_____ x	\$ 23.95	\$ 31.14	= _____
	A60 Chrome Bag Rack	_____ x	\$ 69.45	\$ 90.29	= _____
	A70 Literature Rack	_____ x	\$ 135.65	\$ 176.35	= _____
	A80 Garment Rack 5'	_____ x	\$ 74.50	\$ 96.85	= _____
	A90 2 Way Straight Arm Rack	_____ x	\$ 102.15	\$ 132.80	= _____
	A106 Raffle Ticket Drum	_____ x	\$ 55.00	\$ 71.50	= _____
	A107 Fishbowl	_____ x	\$ 20.00	\$ 26.00	= _____
	A110 6' Tensabarrier	_____ x	\$ 108.55	\$ 141.12	= _____
	D130 1M Straight Shelf	_____ x	\$ 98.34	\$ 127.84	= _____
	D131 1M Angle Shelf	_____ x	\$ 98.34	\$ 127.84	= _____
	D210 Acrylic Holder*	_____ x	\$ 19.95	\$ 25.94	= _____
	D220 Arm Light* <i>*For use with Heritage Rentals Only</i>	_____ x	\$ 42.55	\$ 55.32	= _____
	D250 Chrome Sign Holder	_____ x	\$ 117.70	\$ 153.01	= _____

Tackboard	D20 Tackboard Panels (4'x8') Vertical	_____ x	\$ 143.65	\$ 186.75	= _____
	D30 Tackboard Panels (4'x8') Horizontal	_____ x	\$ 143.65	\$ 186.75	= _____
	D31 Fabric Modular Panel 1 Meter x 8' Circle your fabric modular only panel color choice: Gray Black Blue	_____ x	\$ 351.10	\$ 456.43	= _____

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

SUBTOTAL \$ _____

TAX 8.25% \$ _____

TOTAL DUE \$ _____

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

Exhibiting Company _____

Contact Name _____ Booth# _____

Phone # _____ Email _____

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

ACCESSORIES



Wastebasket
A10



Tripod Easels
A20



Chrome Sign Holder
D250



Chrome Stanchion
A30



Velour Rope 6' Black
A40



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 - GONDOLAS & PANELS RENTAL ORDER FORM

exhibitor.services@heritagesvs.com

1-800-360-4323

Fax 314-534-8050

Order online at: heritagesvs.com/ordering

H+H AMERICAS FALL 2026

Discount Deadline: 9/10/2026

	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 <i>*Legs & Connectors required below</i>	_____ 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)* <i>*Legs & Connectors required below</i>	_____ 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 8.25% \$ _____

TOTAL DUE \$ _____

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

Exhibiting Company _____

Contact Name _____ Booth# _____

Phone # _____ Email _____

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

DISPLAYS



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



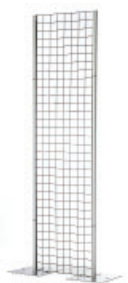
**Pegboard 6" Single
Hook**
D11



**Tackboard Panels
(4'x8')**
D30



**Fabric Impact Panel 1
Meter x 8'**
D31



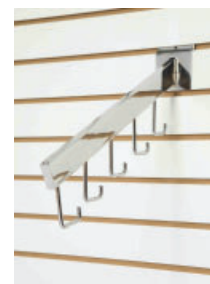
Gridwall 2'x8' Black
D40



**Gridwall 6" Single
Hook**
D60



Slatwall 1 Meter x 8'
D50



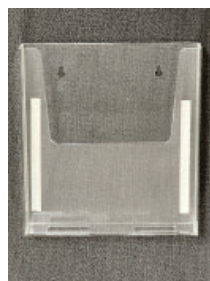
**Slatwall Waterwalls
Hooks**
D120



Slatwall 8" Bracket
D121



Shelf 1 meter wide
D130



Acrylic Holder
D210



Arm Light
D220



HERITAGE™

EXHIBIT ACCESSORIES - COUNTERS & SHOWCASES RENTAL ORDER FORM

exhibitor.services@heritagesvs.com

1-800-360-4323

Fax 314-534-8050

H+H AMERICAS FALL 2026

Order online at: heritagesvs.com/ordering

Custom Discount Deadline: 9/1/2026

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	\$ <u>1,181.78</u>	\$ <u>1,536.31</u>	= _____
C_084	2 Meter Display Counter with Shelf 2M x 1/2M x 42" High with Sliding Door	_____ x	\$ <u>1,771.50</u>	\$ <u>2,302.95</u>	= _____
C_152	1 Meter Curved Counter with Shelf 1M x 1/2M x 42" High with Sliding Door	_____ x	\$ <u>1,299.96</u>	\$ <u>1,689.94</u>	= _____
C_053	1 Meter Radius Counter with Shelf 1M x 1/2M x 42" High with Sliding Door	_____ x	\$ <u>1,624.95</u>	\$ <u>2,112.45</u>	= _____
C_179	1 Meter Display Cabinet with Shelf 1M x 1/2M x 42" High with 2 Swing Doors and built in locks	_____ x	\$ <u>1,418.00</u>	\$ <u>1,843.50</u>	= _____
MD60	Counter Locks	_____ x	\$ <u>66.83</u>	\$ <u>86.88</u>	= _____

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	\$ <u>1,118.50</u>	\$ <u>1,454.05</u>	= _____
D150	6' Full View Showcase	_____ x	\$ <u>1,202.87</u>	\$ <u>1,563.73</u>	= _____

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

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

SUBTOTAL \$ _____

TAX 8.25% \$ _____

TOTAL DUE \$ _____

Exhibiting Company _____

Contact Name _____ Booth# _____

Phone # _____ Email _____

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

CABINETS AND COUNTERS



Counter

C_092

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



Counter

C_084

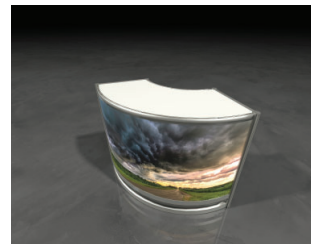
2M x 1/2M x 42" High,
W/Shelf



Curved Counter

C_152

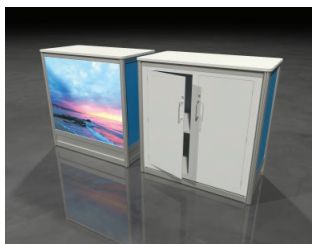
1M x 1/2M x 42"
High W/Shelf



Radius Counter

C_053

1M x 1/2M x 42"
High

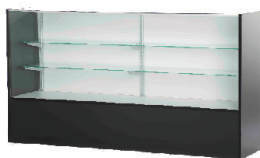


Cabinet

C_179

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

Display Cases



D140/D150 (shown)

D140 - 4' Full View

Showcase

D150 - 6' Full View

Showcase



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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Order online at: heritagesvs.com/ordering

Discount Deadline:

9/10/2026

LATE ORDERS: Orders received within 14 days prior to show opening are subject to a 30% late order fee.

CANCELLATIONS: If cancelled up to 14 days prior to move-in, a 50% charge will be applied. No refunds will be made for cancellations received less than 14 days prior to Exhibitor move-in or at show site.

Item #:	Description:	Dimensions:	Advance Price:	Standard Price:	QTY:	Total:
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		
30BEBB	30" Round Bar Table w/ Standard Black Base	30"RND 42"H	\$339.44	\$441.28		
30BECB	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		

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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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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		

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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		
BVSM LN	Beverly Small Bench Ottoman	30"L 20"D 18"H	\$435.51	\$566.17		
BVSM LV	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		
CCBT AZ	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		
MTCPU	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		

Exhibiting Company _____

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Item #:	Description:	Dimensions:	Advance Price:	Standard Price:	QTY:	Total:
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		
STECOA	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		

Additional items on the next page

Exhibiting Company _____

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Item #:	Description:	Dimensions:	Advance Price:	Standard Price:	QTY:	Total:
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		

Additional items on the next page

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SPECIALTY FURNISHINGS ORDER FORM

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Item #:	Description:	Dimensions:	Advance Price:	Standard Price:	QTY:	Total:
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 \$ _____

8.25% Tax \$ _____

TOTAL DUE \$ _____

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9/1/2026

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.

**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 8.25% \$ _____

TOTAL DUE \$ _____

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

Exhibiting Company _____

Contact Name _____ Booth# _____

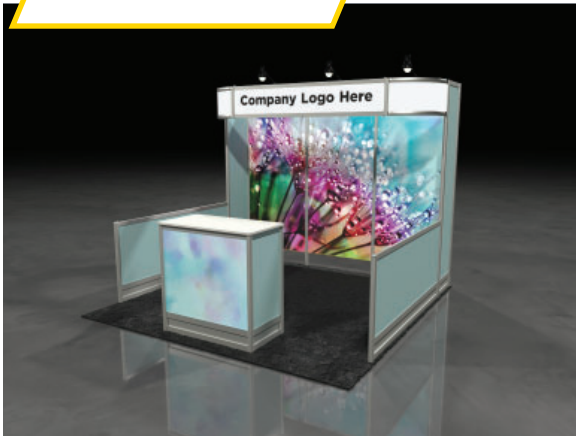
Phone # _____ Email _____

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10' x 10' Exhibit Rental Displays

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

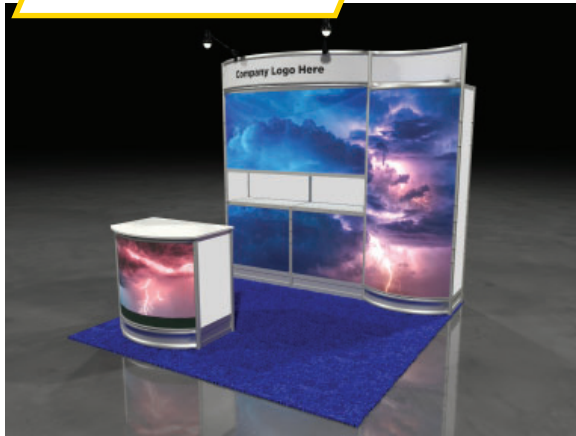
B001



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

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

B214



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

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

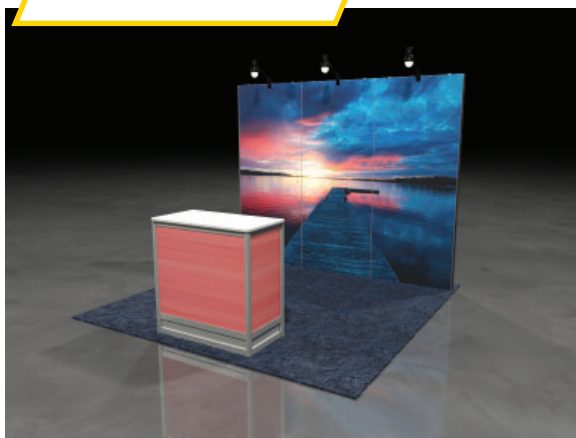
B362



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

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

B310



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

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

EXHIBITS

10' x 20' Exhibit Rental Displays

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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

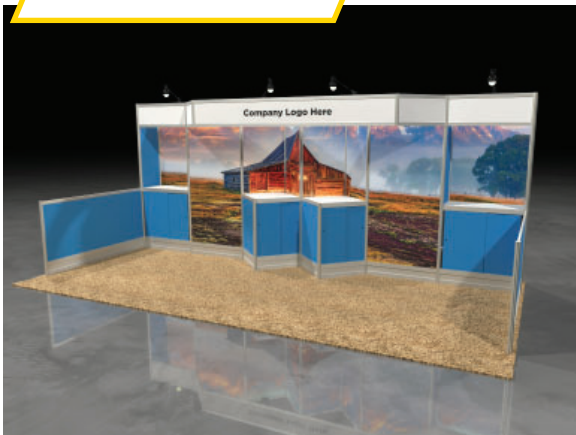
B368



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

EXHIBITS



EXHIBIT RENTAL DISPLAY ORDER FORM

H+H AMERICAS FALL 2026

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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 8.25% \$ _____

TOTAL DUE \$ _____

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Contact Name _____ Booth# _____

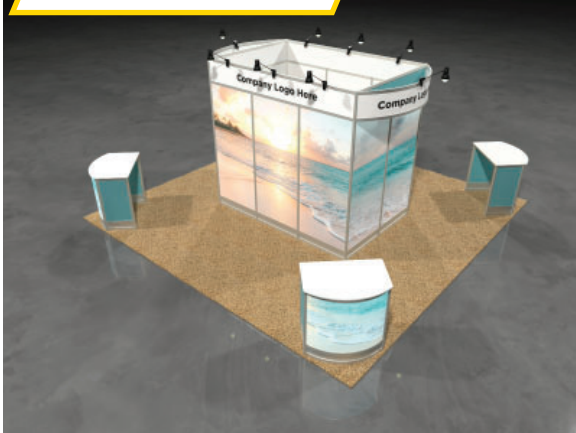
Phone # _____ Email _____

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20' x 20' Exhibit Rental Displays

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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

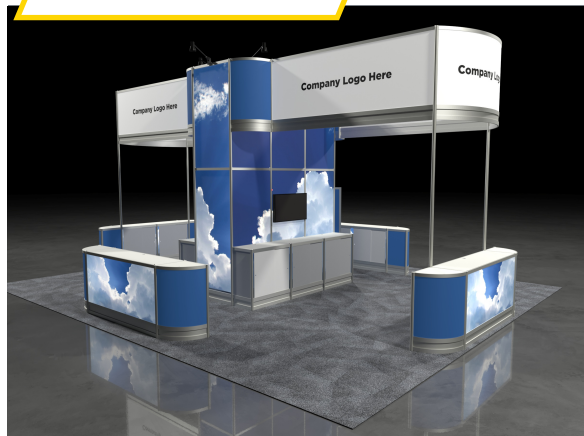
INCLUDED Four corner columns and two counters back-lit
20' x 20' carpet
Installation/Dismantle Labor
Complimentary consultation for booth alterations
Furnishings sold separately

EXHIBITS

20' x 30' and Larger Exhibit Rental Displays

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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

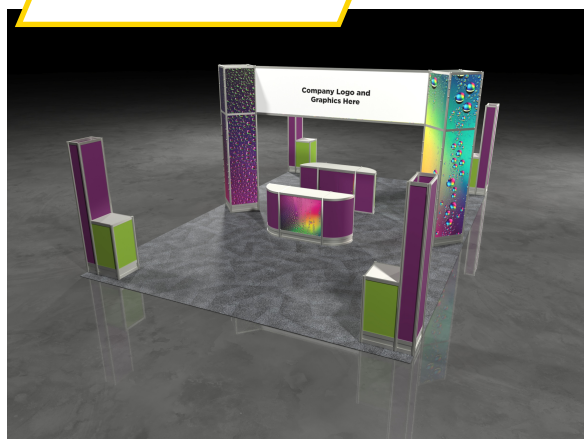


Advanced Price \$26,285.10
Standard Price \$34,170.63

INCLUDED:

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

B465

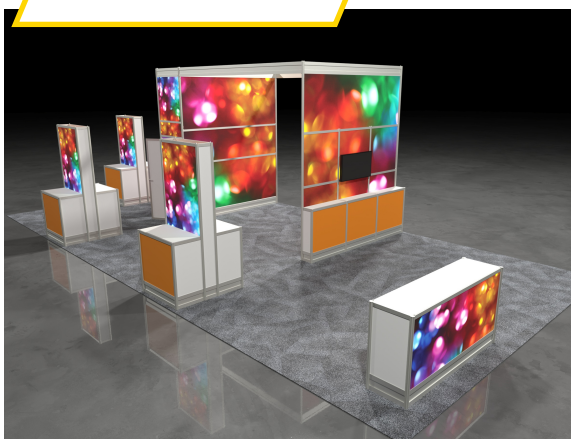


Advanced Price \$18,943.69
Standard Price \$24,626.79

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

exhibitor.services@heritagesvs.com

1-800-360-4323

Fax 314-534-8050

Order online at: heritagesvs.com/ordering

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

EMPTY REMOVAL INSTRUCTIONS

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

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

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

CERTIFIED WEIGHT TICKETS

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

INSURANCE

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

INBOUND SHIPMENT(S)

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

OUTBOUND SHIPMENT(S)

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

exhibitor.services@heritagesvs.com

1-800-360-4323

Fax 314-534-8050

Order online at: heritagesvs.com/ordering

LIABILITY

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

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

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

exhibitor.services@heritagesvs.com

1-800-360-4323

Fax 314-534-8050

Order online at: heritagesvs.com/ordering

MATERIAL HANDLING SERVICES

Heritage has implemented a simple rate Material Handling (drayage) structure based on the exhibiting company's per pounds (lbs) weight of each shipment. The rates below are inclusive of all overtime, special handling, and off target shipment charges.

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.

UNCRATED: Material that is shipped loose or pad-wrapped, and/or unskidded machinery without proper lifting points. Uncrated shipments ***WILL NOT*** be received at the advance warehouse

****Warehouse Shipments will be received Monday through Friday between the hours of 10:00a.m. and 4:00 p.m.**

Description		Price per lb.
Rate Classifications	FRSR10 Warehouse Shipment **	
	Crated and Skidded	<u>\$1.19</u>
	Crated and Skidded after 9/22/2026 deadline date	<u>\$1.49</u>
	FRSR20 Show Site Shipment	
	Crated, Skidded, and Uncrated	<u>\$1.19</u>
FR50 Small Package Rate		
	Shipments less than 30 lbs.	\$30.00

Description	Weight	X	Price per LB	=	Estimated Total Cost
<i>example: Warehouse Shipment</i>	<i>467</i>		<i>\$3.00</i>		<i>\$1401.00</i>
			TOTAL		

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

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

Exhibiting Company

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

Phone #	Email
---------	-------

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

exhibitor.services@heritagesvs.com

1-800-360-4323

Fax 314-534-8050

Order online at: heritagesvs.com/ordering
Discount Deadline:
9/10/2026

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

Installation

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

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.



PRIORITY RETURN/ACCESSIBLE STORAGE FORM

H+H AMERICAS FALL 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:
9/10/2026**

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.



HERITAGE

IMPORTANT NOTICE REGARDING DIRECT SHIPMENTS

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

NOTE: Direct shipments will only be received beginning at 2:00 p.m., Monday, September 28th, 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
RELIANT CENTER (FORMERLY NRG CENTER)
1 FANNIN ST.
HOUSTON, TX 77054**

FOR: H+H AMERICAS FALL 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**



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

- *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

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.



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 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.



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 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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Description of Pieces & Loading Area

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

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

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

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



***Must arrive no later than
TUESDAY, SEPTEMBER 22ND, 2026***

**ADVANCE SHIPMENT
TO WAREHOUSE**

TO: _____
EXHIBITOR NAME

BOOTH NUMBER: _____

HERITAGE
C/O TFORCE FREIGHT
2525 CAVALCADE ST.
HOUSTON, TX 77026

FOR: **H+H AMERICAS FALL 2026**



***Must arrive no later than
TUESDAY, SEPTEMBER 22ND, 2026***

**ADVANCE SHIPMENT
TO WAREHOUSE**

TO: _____
EXHIBITOR NAME

BOOTH NUMBER: _____

HERITAGE
C/O TFORCE FREIGHT
2525 CAVALCADE ST.
HOUSTON, TX 77026

FOR: **H+H AMERICAS FALL 2026**



***Must arrive no later than
TUESDAY, SEPTEMBER 22ND, 2026***

**ADVANCE SHIPMENT
TO WAREHOUSE**

TO: _____
EXHIBITOR NAME

BOOTH NUMBER: _____

HERITAGE
C/O TFORCE FREIGHT
2525 CAVALCADE ST.
HOUSTON, TX 77026

FOR: **H+H AMERICAS FALL 2026**



***Must arrive no later than
TUESDAY, SEPTEMBER 22ND, 2026***

**ADVANCE SHIPMENT
TO WAREHOUSE**

TO: _____
EXHIBITOR NAME

BOOTH NUMBER: _____

HERITAGE
C/O TFORCE FREIGHT
2525 CAVALCADE ST.
HOUSTON, TX 77026

FOR: **H+H AMERICAS FALL 2026**



DO NOT DELAY!

**DIRECT SHIPMENT
TO SHOW SITE**

MUST NOT ARRIVE BEFORE: MONDAY, SEPT. 28TH

TO: _____
EXHIBITOR NAME

BOOTH NUMBER: _____

C/O HERITAGE
RELIANT CENTER (FORMERLY NRG CENTER)
1 FANNIN ST.
HOUSTON, TX 77054

FOR: **H+H AMERICAS FALL 2026**



DO NOT DELAY!

**DIRECT SHIPMENT
TO SHOW SITE**

MUST NOT ARRIVE BEFORE: MONDAY, SEPT. 28TH

TO: _____
EXHIBITOR NAME

BOOTH NUMBER: _____

C/O HERITAGE
RELIANT CENTER (FORMERLY NRG CENTER)
1 FANNIN ST.
HOUSTON, TX 77054

FOR: **H+H AMERICAS FALL 2026**



DO NOT DELAY!

**DIRECT SHIPMENT
TO SHOW SITE**

MUST NOT ARRIVE BEFORE: MONDAY, SEPT. 28TH

TO: _____
EXHIBITOR NAME

BOOTH NUMBER: _____

C/O HERITAGE
RELIANT CENTER (FORMERLY NRG CENTER)
1 FANNIN ST.
HOUSTON, TX 77054

FOR: **H+H AMERICAS FALL 2026**



DO NOT DELAY!

**DIRECT SHIPMENT
TO SHOW SITE**

MUST NOT ARRIVE BEFORE: MONDAY, SEPT. 28TH

TO: _____
EXHIBITOR NAME

BOOTH NUMBER: _____

C/O HERITAGE
RELIANT CENTER (FORMERLY NRG CENTER)
1 FANNIN ST.
HOUSTON, TX 77054

FOR: **H+H AMERICAS FALL 2026**

exhibitor.services@heritagesvs.com

1-800-360-4323

Fax 314-534-8050

Order online at: heritagesvs.com/ordering

Exhibitors may unload/load materials from a personally operated vehicle (POV) at a predetermined parking lot at Reliant Park. Two full time company employees may handle the movement of materials with two-wheeled or four-wheeled hand-carts. To maximize time for all exhibitors during move-in, we encourage limiting load in time to a maximum of thirty (30) minutes.

- Exhibitors arriving in a POV vehicle must enter through Gates 10 & 12.
- After entering through Gate 10 or 12, proceed to the Tan Parking Lot located behind Exhibit Hall B.
- Upon arrival, you will receive instructions from Heritage staff on where to park.
- Once parked, you will have thirty (30) minutes to unload your booth materials and deliver them to your booth inside Hall B. There is a ramp leading from the parking lot through an overhead door directly into Hall B.

NOTE: You will not be permitted to drive your vehicle inside the expo hall.

- Show Management provided carts and dollies will be available for exhibitors to use if needed. Carts and dollies are available on a first-come, first-served basis. If assistance is required, Heritage offers Cart Service, and details for this service can be found within this Service Kit on page 67.

Personally operated vehicles (POV) refer to vehicles the size of a **standard U-Haul or smaller**. Exhibitors arriving in a vehicle larger than a U-Haul (i.e., box truck or tractor trailer), as well as anyone that requires the use of the loading dock and/or forklifts or pallet jacks will be charged material handling fees. Material handling fee information can be found within this Service Kit.

Exhibitor Move Out

When the show closes on Friday, October 2nd at 3pm, exhibitors will be permitted to begin reloading their items into their vehicles. Please be sure to completely pack up your materials before pulling your vehicle into the POV loading area. Exhibitors will have thirty (30) minutes to reload booth materials.



Discount Deadline:
9/10/2026

A Union claims jurisdiction over the operation on all material handling equipment (forklifts, hand trucks, flat carts, dollies, or otherwise wheeled and/or mechanical equipment, etc.). Exhibitors may not operate, handle, or use any of this type of equipment, even if personally owned, for the movement of freight, crates/cases, cartons, or other display materials from the dock to the booth space, or booth space to the dock.

Exhibitors do reserve the right however, to handle their own exhibit materials provided that those materials are hand-carryable, by one person in one trip, without the use of said material handling equipment stated above. Exhibitors who have more extensive unloading or loading requirements of exhibit materials will be required to use the material handling services offered on the Material Handling pages.

To further assist you, Heritage Trade Show Services offers Cart Service for Personally Operated Vehicles (POVs) only. A POV is defined as a passenger car, pickup truck, or van. Flatbeds 15' or longer, U-Haul's, or other box trucks and vans are not considered POVs, and will be subject to standard material handling rates. Should you have more exhibit materials than you can individually hand-carry, we can deliver your boxes, loose display materials, etc., to your booth space via flat cart. The Cart Service is offered to help you save time, money, and hassle by delivering your equipment in one or more trips in a timely manner. A one-way "cart load" is defined as the maximum amount of loose or boxed exhibit material equal to or less than 250 pounds, that will fit on a four-wheeled manually operated or electric flat cart, which has approximate flat-bed dimensions of 3' wide x 6' long or more. Cart Service will only be available during move in and move out. Cart Service rates are available one-way or round trip. Should you have any question regarding this service or the definitions stated above, please contact Customer Service at 800.360.4323.

ONE WAY CART SERVICE – \$75.00 X _____ = _____ Subtotal
(Number of cartloads)

ROUND TRIP CART SERVICE – \$150.00 X _____ = _____ Subtotal
(Number of cartloads)

Hand Carry/POV

Exhibitors may hand carry their merchandise from their Personally Owned Vehicle (a privately owned vehicle i.e. car, van, or SUV) in the designated areas. Unloading requires one person to remain with the vehicle at ALL times. Product must be unloaded within a few minutes and the vehicle must then be moved. Method of Payment & Credit Card Authorization Form REQUIRED to be submitted with this form.



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.

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

DECORATOR & CARPENTER JURISDICTION

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

TEAMSTER JURISDICTION

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

SAFETY

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

TIPPING

HERITAGE requests that exhibitors do not tip employees.

LABOR

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

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

EXHIBIT LABOR (One Hour Minimum per Worker)

		Advance Price Per Hour	Standard Price per Hour
Straight Time	8:00 a.m. to 4:30 p.m. Monday through Friday	\$118.85	\$154.51
Overtime	4:30 p.m. to 8:00 a.m. Monday through Friday, Saturday, Sunday, and Holidays	\$178.28	\$231.77

- 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.



EXHIBIT LABOR - HERITAGE SUPERVISED

H+H AMERICAS FALL 2026

exhibitor.services@heritagesvs.com

1-800-360-4323

Fax 314-534-8050

Order online at: heritagesvs.com/ordering

Discount Deadline:
9/10/2026

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.

STRUCTURAL INTEGRITY INFORMATION

THIS FORM MUST BE RETURNED FOR ALL SUSPENDED STRUCTURES

_____ the contracted exhibitor at H+H AMERICAS FALL 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 **H+H AMERICAS, RELIANT CENTER (FORMERLY NRG CENTER), AND HERITAGE** and their subsidiaries, directors, officers, employees, representatives, agents and contractors from and against any and all liability, claims, damage, loss, fines, or penalties arising from the installation, use or dismantling of this structure. All hang points supporting in excess of two hundred (200) pounds may be verified (metered) on site at exhibitor's expense.

Exhibiting Company: _____ Booth #: _____

Authorized Signature: _____

Printed Name: _____ Date: _____

Email: _____

Display House/EAC (if applicable) _____

Authorized Signature: _____

Printed Name: _____ Date: _____



exhibitor.services@heritagesvs.com

1-800-360-4323

Fax 314-534-8050

Order online at: heritagesvs.com/ordering

HANGING SIGN LABOR H+H AMERICAS FALL 2026

Discount Deadline:
9/10/2026

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 9/22/2026. If these procedures are not followed, Heritage cannot guarantee the hanging of your sign.

Ship To:

C/O: HERITAGE
TFORCE FREIGHT
2525 CAVALCADE ST.
HOUSTON, TX 77026
FOR: H+H AMERICAS FALL 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	\$1,204.03	\$1,806.05
Show Site Pricing		\$1,565.23	\$2,347.85

Assembly Crew/ Additional Labor

Display Assembly Labor	L332	\$118.85	\$178.28
(Per Person/Per Hour)			
Show Site Pricing		\$154.51	\$231.77

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.

**Discount Deadline:
9/10/2026****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.



HERITAGE™



HERITAGE™

RUSH! – HANGING SIGN

RUSH! – HANGING SIGN

**ADVANCE SHIPMENT
TO WAREHOUSE**

**ADVANCE SHIPMENT
TO WAREHOUSE**

TO: _____
EXHIBITOR NAME

TO: _____
EXHIBITOR NAME

BOOTH NUMBER: _____

BOOTH NUMBER: _____

HERITAGE
C/O TFORCE FREIGHT
2525 CAVALCADE ST.
HOUSTON, TX 77026

HERITAGE
C/O TFORCE FREIGHT
2525 CAVALCADE ST.
HOUSTON, TX 77026

FOR: **H+H AMERICAS FALL 2026**

FOR: **H+H AMERICAS FALL 2026**



HERITAGE™



HERITAGE™

RUSH! – HANGING SIGN

RUSH! – HANGING SIGN

**ADVANCE SHIPMENT
TO WAREHOUSE**

**ADVANCE SHIPMENT
TO WAREHOUSE**

TO: _____
EXHIBITOR NAME

TO: _____
EXHIBITOR NAME

BOOTH NUMBER: _____

BOOTH NUMBER: _____

HERITAGE
C/O TFORCE FREIGHT
2525 CAVALCADE ST.
HOUSTON, TX 77026

HERITAGE
C/O TFORCE FREIGHT
2525 CAVALCADE ST.
HOUSTON, TX 77026

FOR: **H+H AMERICAS FALL 2026**

FOR: **H+H AMERICAS FALL 2026**



SIGN SERVICE ORDER FORM

H+H AMERICAS FALL 2026

exhibitor.services@heritagesvs.com

1-800-360-4323

Fax 314-534-8050

Order online at: heritagesvs.com/ordering

Custom Discount Deadline:
9/1/2026

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.

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

Custom Size Signs	Item	Total Sq. Ft.	Discount Rate	Standard Rate	Total
	G100 Banner single sided - enter dimensions below _____ W x _____ L = total sq. ft. feet feet min. order 9 sq. ft.	_____ x _____	\$21.00	\$31.50	= _____
	G100 Custom Sign - enter dimensions below _____ W x _____ L = total sq. ft. feet feet min. order 9 sq. ft.	_____ x _____	\$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 8.25% \$ _____
					TOTAL DUE \$ _____

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

Exhibiting Company _____

Contact Name _____ Booth# _____

Phone # _____ Email _____

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



exhibitor.services@heritagesvs.com

1-800-360-4323

Fax 314-534-8050

Order online at: heritagesvs.com/ordering

FLORAL ORDER FORM

AAGL 2026 GLOBAL CONGRESS ON MIGS

Discount Deadline: 10/25/2026

Item		Quantity	Discount Rate	Standard Rate	Total
P110	Floral Arrangements (Custom-Call/Fax/Email your requirements for a quote)	_____	x	Contact us for a quote	Contact us for a quote = _____
P120	Blooming Plants (Mums, Rieger Begonia, or Kalanchoe as available)	_____	x	\$ 62.50	\$ 81.25 = _____
P130	Bromeliads (As available)	_____	x	\$ 87.50	\$ 113.75 = _____
P140	Large Potted Ferns	_____	x	\$ 87.50	\$ 113.75 = _____
P150	18” Tropical Plants	_____	x	\$ 81.25	\$ 105.63 = _____
P160	2’ Tropical Plants	_____	x	\$ 93.75	\$ 121.88 = _____
P170	3’ Tropical Plants	_____	x	\$ 118.75	\$ 154.38 = _____
P180	4’ Tropical Plants	_____	x	\$ 143.75	\$ 186.88 = _____
P190	5’ Tropical Plants	_____	x	\$ 168.75	\$ 219.38 = _____
P200	6’ Tropical Plants	_____	x	\$ 193.75	\$ 251.88 = _____
P210	7’-8’ Tropical Plants	_____	x	\$ 243.75	\$ 316.88 = _____
P220	Specialty Containers & Planters	_____	x	Contact us for a quote	Contact us for a quote = _____

RENTAL POLICY

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

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

SUBTOTAL \$ _____

TAX 6.25% \$

TOTAL DUE \$

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

Exhibiting Company _____

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

Phone # _____ Email _____

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


P130 Bromeliads (As available)

P140 Large Potted Ferns

P150 18" Tropical Plants

P160 2' Tropical Plants

P170 3' Tropical Plants

P180 4' Tropical Plants

P190 5' Tropical Plants

P200 6' Tropical Plants

P210 7'-8' Tropical Plants

RENTAL POLICY

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

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

Exhibiting Company _____

Contact Name _____ Booth# _____

Phone # _____ Email _____

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

SUBTOTAL \$ _____

TAX 8.25% \$ _____

TOTAL DUE \$ _____

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

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

**For Print Ready
Graphics**

CMYK color mode.

Pantone color matches will incur additional charges.

Pantone colors provided in artwork files will be converted to CMYK equivalent.

100-150 dpi at 100% scale.

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

Vector artwork formats accepted: .AI, .PDF

Rasterized artwork files (*RECOMMENDED*) - .PSD, .TIF, or .JPG

Provide art at full size. If file is too large:

200-300 dpi at 50% scale and 400-600 dpi at 25% scale.

Outline all fonts.

Flatten all transparencies.

Keep all critical logos and text 0.75" from graphic edges.

Support assets such as links and fonts are not required.

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 - 100-150 dpi minimum

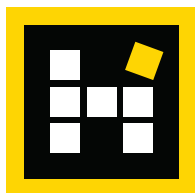
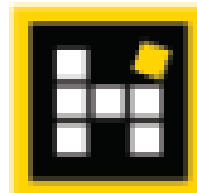
Preferred font choice and/or supply font files if Heritage is designing.

**To Submit
Artwork
Files**

Via Dropbox - email graphics@heritageexpo.com and Heritage will provide you with 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

Electrical Services Order Form



Advanced Price Deadline Date: September 19, 2026

Remit to: NRG Park - Exhibitor Services

Mail Orders & Payment To: One NRG Park Houston, TX 77054

Phone: 832-667-1707 (option 1)

Fax: 832-667-2653

Email: houstonutilities@freeman.com

**h+h Americas Fall 2026
September 30 - October 3, 2026**

Notice of change to SMG-NRG Park credit and debit card practice effective December 1, 2018.

In our ongoing efforts to safeguard your sensitive information SMG – NRG Park is no longer accepting credit or debit card payment information via email, fax, phone or text. We now require payment be completed by the customer through our secure online third-party payment system, NRG Park Exhibitor Online Ordering at <https://nrgpark.boomerecommerce.com/>. SMG-NRG Park thanks you for your cooperation as we work to ensure you are provided the most secure online ordering experience.

CANCELLATION POLICY: If cancellation occurs before services are installed and written notice of cancellation is received by Exhibitor Services 72 hours before the first scheduled move-in date, a full refund will be issued. If cancellation occurs after installation or after the start of the first scheduled move-in date, no refund will be issued. ALL COMPLETED WORK IS SUBJECT TO FULL PAYMENT.

For assistance, please call 832-667-1707 (option 1) to speak with one of our experts. Per the NRG Park Terms & Conditions, please note that all orders are considered complete once payment is received. NRG Park requires processed payment in full by the advance ordering deadline date to receive this rate. Check payments must be received with all orders. NRG Park does not hold credit cards until check arrives. Prices are subject to change without notice.

ORDERING COMPANY CONTACT INFORMATION (PERSON PLACING ORDER)

Please Check One: ☐ Exhibiting Company ☐ EAC (3rd Party Company) ☐ Show Management

Company Name: _____

Exhibiting Company Booth #(s): _____

Company Address: _____ City: _____ State: _____ Zip: _____

Order Contact Name: _____ Phone #: _____ Fax: _____

Order Contact Email Address: _____

IMPORTANT INFORMATION

DELIVERY OF SERVICE: Power includes delivery of the service to the location at the rear of the booth in peninsula & inline booths. Please see the Electrical Labor Order Form for rates & instructions if you require outlets in other locations, have lights, other electrical items to hang or erect, have orders for power of 208V or higher, or have other electrical requirements.

MULTIPLE OUTLET LOCATIONS: A scaled floor plan is required for orders with multiple outlet locations and/or island booths. Detailed examples are provided on the following page. If a power location or main drop in an island booth is not provided prior to show move-in, a location will be determined by NRG Park in order to maintain delivery schedules. Relocation of the service will be charged on a time & material basis.

ISLAND BOOTHS: For island booths with no labor ordered, there is a 1/2 hr minimum installation charge & a 1/2 hr minimum dismantle charge.

INLINE & PENINSULA BOOTHS: Power will be placed in the back of the booth unless otherwise specified.

SEPARATE OUTLETS: Separate outlets should be ordered for each piece of equipment and/or each power location.

OVERHEAD POWER: If you require your power from overhead, additional materials & labor may be incurred. Please contact 832-667-1707, option 1.

Electrical Services Order Form

ELECTRICAL OUTLETS, LIGHTING & PRICING

<u>Outlet Type</u>	<u>Quantity</u>	<u>Advance Price</u>	<u>Standard Price</u>	<u>Total</u>
120 VOLT SINGLE PHASE				
1500 Watts (15 Amps)	_____	\$121.38	\$163.96	\$ _____
20 Amps	_____	\$162.33	\$218.58	\$ _____
208 VOLT SINGLE PHASE (Labor Required for Connection & Dismantle)				
20 Amps	_____	\$235.51	\$317.19	\$ _____
30 Amps	_____	\$289.62	\$390.39	\$ _____
60 Amps	_____	\$430.74	\$580.33	\$ _____
100 Amps	_____	\$685.34	\$926.17	\$ _____
200 Amps	_____	\$1,397.21	\$1,884.16	\$ _____
208 VOLT THREE PHASE (Labor Required for Connection & Dismantle)				
20 Amps	_____	\$309.78	\$417.99	\$ _____
30 Amps	_____	\$370.25	\$499.68	\$ _____
60 Amps	_____	\$633.38	\$854.05	\$ _____
100 Amps	_____	\$1,040.75	\$1,405.70	\$ _____
200 Amps	_____	\$2,082.55	\$2,811.39	\$ _____
400 Amps	_____	\$4,402.74	\$5,598.37	\$ _____
480 VOLT THREE PHASE (Labor Required for Connection & Dismantle)				
20 Amps	_____	\$551.67	\$744.76	\$ _____
30 Amps	_____	\$698.06	\$943.13	\$ _____
40 Amps	_____	\$941.02	\$1,812.99	\$ _____
60 Amps	_____	\$1,343.04	\$1,812.99	\$ _____
80 Amps	_____	\$1,645.47	\$2,220.47	\$ _____
100 Amps	_____	\$2,082.55	\$2,811.39	\$ _____
LIGHTING (Price Includes Power & Labor for Installation)				
Single Light Stand (200w)	_____	\$209.62	\$283.86	\$ _____
Double Light Stand (400w)	_____	\$213.03	\$288.97	\$ _____

*May require labor and/or lift at additional charge. Please contact 832-667-1707, opt

For single or double light stand; price includes installation along the side rails of an inline booth. Placement elsewhere will require additional labor and materials.
Extension cords and power strips are available for rental at the NRG Park Service Desk.

GRAND TOTAL COST

Outlet (s):	\$ _____
Lighting:	\$ _____
GRAND TOTAL:	\$ _____

Electrical Services Order Form



ELECTRICAL INSTRUCTIONS

HOW TO DETERMINE ELECTRICAL REQUIREMENTS:

Equipment

All electrical equipment is stamped or labeled with electrical ratings usually found on the back or bottom of the equipment. Verify voltage and either amperage or wattage from the information provided. Standard office and household items operate on 110/120 volt power. Machinery and equipment typically require 208 or 480 volt power.

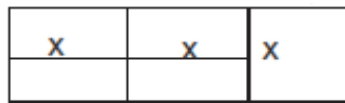
Lighting

Verify the wattage of the bulbs in the lights and multiply by the number of bulbs/lights.

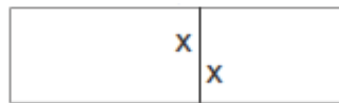
LOCATION OF POWER IN YOUR BOOTH:

In-Line & Peninsula Booths

Power will be installed in one location, typically on the floor somewhere along the back of the booth, as indicated in the following diagrams: (We cannot guarantee that the outlet will be specifically located in the middle.)



IN-LINE BOOTHS / PENINSULA

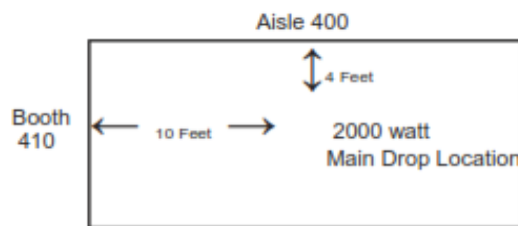


BACK TO BACK PENINSULA

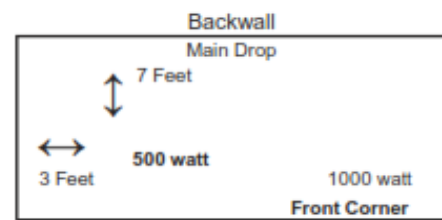
If power is required in locations other than indicated above, secondary distribution will be required and billed on a time and material basis. Please complete and submit an Electrical Labor Order Form with your power order, along with a floor plan as described below.

ISLAND BOOTHS / MULTIPLE OUTLETS:

Floor plans are always required for Island Booths and orders for multiple outlet locations. The floor plan must indicate booth dimensions, surrounding booth numbers for orientation within the facility, each outlet location, required wattage or amperage and location for main drop. If power location in an island booth is not provided prior to show move-in, a location will be determined by NRG Park in order to maintain delivery schedules. Relocation of the service will be charged on a time and material basis. See EXAMPLES below:



Island Booth with one outlet



10 X 20 Booth with multiple outlets
Labor Required

OTHER:

1. Labor is required for any and all electrical work over and above the installation of the main power drop. Please see the Electrical Labor Form for complete details. Please complete Labor Order Form.
2. Dismantle labor will be automatically charged at 50% of the installation time and rounded to the nearest half hour.
3. All equipment regardless of power source, must comply with Federal, State and local codes. NRG Park reserves the right to inspect all electrical devices and connections to ensure compliance with all codes. NRG Park is required to refuse connections where the exhibitor wiring is not in accordance with local electrical code.
4. Standard wall and other permanent building utility outlets or sockets are not part of booth space and may not be used by exhibitors unless electrical services have been ordered.
5. Exhibitors' cords must be a minimum of 14 gauge 3 wire with ground and must be flat when used for floor work. All multi-outlet devices (eg. - power strips) must have circuit protection. All exposed non-current carrying metal parts of fixed equipment, which are liable to be energized, shall be grounded.
6. Exhibitors' equipment will be modified to conform to NRG Park receptacles. Labor and materials to install or change a cord cap will be billed on a time and material basis.
7. Exhibitors with hardwall displays must arrange for power to be installed inside the booth or provide access.
8. Power sharing is not permitted between exhibitors.

Electrical Labor Order Form



Advanced Price Deadline Date: September 19, 2026

Remit to: NRG Park - Exhibitor Services

Mail Orders & Payment To: One NRG Park Houston, TX 77054

Phone: 832-667-1707 (option 1)

Fax: 832-667-2653

Email: houstonutilities@freeman.com

**h+h Americas Fall 2026
September 30 - October 3, 2026**

Order Services & Manage Orders Online At: <https://nrgpark.boomerecommerce.com/>

LABOR RATES AND SCHEDULE

Straight Time - Monday - Friday, 8:00 am - 4:30 pm (Excluding Holidays)
Overtime - Monday - Friday, 4:30 pm - 8:00 am (All Day Saturdays, Sundays & Holidays)

Description	Advance Price	Standard Price	Unit
ELECTRICIAN - STRAIGHT TIME:	\$83.80	\$83.80	Per Man/Per Hour
ELECTRICIAN - OVERTIME:	\$167.61	\$167.61	Per Man/Per Hour

- 1) Start time guaranteed only at start of each working day.
- 2) Dismantle labor will be charged at 50% of the total install time rounded to the next half hour.

Review the list of work below to determine if electrical labor is required in your booth. None of the following services may be performed by other Unions or I & D houses as it falls under electrical jurisdiction. Time and material charges will apply. Please visit the NRG Park service desk to confirm that you are ready for service.

Note: For more information and an example of a completed floorplan please see the following page.

FLOOR WORK:

Floor work is the distribution of electrical under carpet & flooring.

☐ **OK TO PROCEED WITHOUT EXHIBITOR PRESENT:**

Complete Before: Date _____ Time _____

Work is completed prior to your arrival. NRG Park must r
detailed blue prints/floor plans for power distribution und

PRINT NAME: _____

AUTHORIZED SIGNATURE: _____

☐ **EXHIBITOR SUPERVISION (DO NOT PROCEED):**

Date _____ Time _____ # of Electricians _____

Name of Onsite Contact: _____

Cell Phone: _____

Special Instructions: _____

BOOTH WORK:

Booth work is any of the following: Please check all that apply:

- ☐ Distribution of electrical overhead (more than one drop location in your booth).
- ☐ Distribution of electrical through booth structure.
- ☐ Mounting of plasmas/LCD monitors and lights.
- ☐ Connection or hard wiring of all exhibitor equipment.
- ☐ Lighting used as spot or flood lights.
- ☐ Assembly and installation of all lighting from truss or beams (including assembly and hanging of truss). Wiring of overhead signs.
- ☐ Installation of electrical headers and/or light boxes.
- ☐ Other _____

LABOR REQUEST:

Date _____ Time _____ Est. #Hours _____ #Electricians _____

Date _____ Time _____ Est. #Hours _____ #Electricians _____

Date _____ Time _____ Est. #Hours _____ #Electricians _____

Name of Onsite Contact: _____

Special Instructions: _____

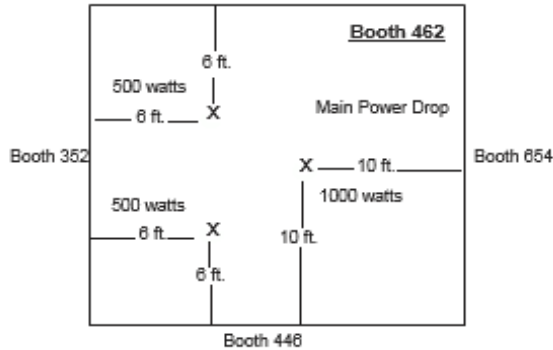
ELECTRICAL LABOR INSTRUCTIONS

1. Labor rates are based on current wage scales and are subject to change in the event of a wage increase after rates have been published.
2. A minimum charge of one hour is applicable to all labor requests. Additional time on the same day is billed in 1/2 hour increments.
3. Continuations to another day are a minimum of 1 hour.
4. Labor must be picked up at the NRG Park service desk. Charges for labor commence at time of dispatch to service the labor call. A one hour minimum will apply if an exhibitor representative is not present at the time of call or reschedules the call, unless 24 hour advance notice is received in writing.
5. Labor charges will include the time for electricians to gather the necessary tools and material for the job, have their work checked by the client and return the tools and material to the supply area.
6. Exhibitors may supply their own 14 gauge 3 wire, extension cords and/or power strips, both of which must be grounded and UL approved.

EXAMPLE OF PLAN AND INFORMATION REQUIRED TO COMPLETE FLOORWORK

Please indicate the following on the floor plan.

1. Location and load of main power drop - please provide specific dimensions and wattages/amperages.
2. Location and load of all outlets - please provide specific dimensions and wattage, amperage and voltage.
3. Booth orientation - please provide surrounding aisle and/or booth numbers.



ELECTRICAL SERVICES USAGE GUIDE

The following wattages are approximate and are provided to help you estimate your power usage. To assist in estimating we recommend that you refer to the name plate or stamp usually located on the back or bottom of any electrical apparatus and order the corresponding outlet for each piece of equipment to avoid tripping/power outages during the event.

The formula for wattage is voltage x amperage (120 volt x 1 amp = 120 watts), 5 - 100 watt light bulbs = (5x100 = 500 watts).

Please feel free to contact our electrical specialists at houstonutilities@freemanco.com with any additional questions.

WATTAGE	
Card Reader (credit) / Lead Retrieval	100
Coffee Pot - Household Size	600 - 1200
Coffee Pot - Large	1500 - 2000
Espresso Machine	30amp/208 volt, single phase
Charging Furniture	500 - 1000
Computer Monitor - Independent	120 - 200
Computer - Laptop	100 - 300
Computer Printer - Laser	100 - 1000
Flat Screen TV - 32" to 50"	1000
Glue Gun	300
Hair Dryer	1000 - 2000
Heat Lamps (per lamp)	250
Hot Plate Double	1500 - 2000
Hot Plate Single	1000
Imprinter for T-Shirts iPhone/Android	2000
iPad/Tablet	25 - 50
iPhone/Android	25 - 50
Iron	700 - 1000
Kitchen Appliances	500 - 2000

WATTAGE	
Laminator	2000
Lights with Rental Booths	200 each
Photo copier	Depends on Size - May require 208V
Pizza Oven (Small)	30 Amp/ 120V Special Connection
Popcorn Maker	2000
Portable Heater	500 - 1500
Projector (Depends on Size)	1000
Refrigerator - Small	400
Refrigerator - Full	750
Steamer	2000
Toaster Oven	1500
Vacuum Cleaner	1500
Water Cooler - Hot/Cold Water	2000
Water Heater	Depends on Size - May require 208V



BOOTH DIAGRAM LAYOUT

- 1. Location of the main power drop:** Power needs to be distributed from one location at which a panel or other piece of electrical equipment will be installed. It is recommended that this equipment be placed in a closet, under a table/desk or in another location that keeps it out of sight. Please provide specific dimensions.
- 2. Location and load of all outlets:** Please provide specific dimensions and wattages/amperages. Please **DO NOT** place an X where power is required.
- 3. Booth Orientation:** Please provide surrounding aisle and/or booth numbers, particularly for island booths. Also, please try to orient your booth to the overall floor plan so that the diagram does not have to be rotated.

SHOW DATES: _____

BOOTH #: _____

[illegible]

A measurement scale can be applied as necessary to reflect the size of your booth.

Electrical Services Order Form



Advanced Price Deadline Date: September 19, 2026

Remit to: NRG Park - Exhibitor Services

Mail Orders & Payment To: One NRG Park Houston, TX 77054

Phone: 832-667-1707 (option 1)

Fax: 832-667-2653

Email: houstonutilities@freeman.com

**h+h Americas Fall 2026
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Notice of change to SMG-NRG Park credit and debit card practice effective December 1, 2018.

In our ongoing efforts to safeguard your sensitive information SMG – NRG Park is no longer accepting credit or debit card payment information via email, fax, phone or text. We now require payment be completed by the customer through our secure online third-party payment system, NRG Park Exhibitor Online Ordering at <https://nrgpark.boomerecommerce.com/>. SMG-NRG Park thanks you for your cooperation as we work to ensure you are provided the most secure online ordering experience.

CANCELLATION POLICY: If cancellation occurs before services are installed and written notice of cancellation is received by Exhibitor Services 72 hours before the first scheduled move-in date, a full refund will be issued. If cancellation occurs after installation or after the start of the first scheduled move-in date, no refund will be issued. ALL COMPLETED WORK IS SUBJECT TO FULL PAYMENT.

For assistance, please call 832-667-1707 (option 1) to speak with one of our experts. Per the NRG Park Terms & Conditions, please note that all orders are considered complete once payment is received. NRG Park requires processed payment in full by the advance ordering deadline date to receive this rate. Check payments must be received with all orders. NRG Park does not hold credit cards until check arrives. Prices are subject to change without notice.

ORDERING COMPANY CONTACT INFORMATION (PERSON PLACING ORDER)

Please Check One: ☐ Exhibiting Company ☐ EAC (3rd Party Company) ☐ Show Management

Company Name: _____

Exhibiting Company Booth #(s): _____

Company Address: _____ City: _____ State: _____ Zip: _____

Order Contact Name: _____ Phone #: _____ Fax: _____

Order Contact Email Address: _____

IMPORTANT INFORMATION

DELIVERY OF SERVICE: Power includes delivery of the service to the location at the rear of the booth in peninsula & inline booths. Please see the Electrical Labor Order Form for rates & instructions if you require outlets in other locations, have lights, other electrical items to hang or erect, have orders for power of 208V or higher, or have other electrical requirements.

MULTIPLE OUTLET LOCATIONS: A scaled floor plan is required for orders with multiple outlet locations and/or island booths. Detailed examples are provided on the following page. If a power location or main drop in an island booth is not provided prior to show move-in, a location will be determined by NRG Park in order to maintain delivery schedules. Relocation of the service will be charged on a time & material basis.

ISLAND BOOTHS: For island booths with no labor ordered, there is a 1/2 hr minimum installation charge & a 1/2 hr minimum dismantle charge.

INLINE & PENINSULA BOOTHS: Power will be placed in the back of the booth unless otherwise specified.

SEPARATE OUTLETS: Separate outlets should be ordered for each piece of equipment and/or each power location.

OVERHEAD POWER: If you require your power from overhead, additional materials & labor may be incurred. Please contact 832-667-1707, option 1.

Electrical Services Order Form

ELECTRICAL OUTLETS, LIGHTING & PRICING

<u>Outlet Type</u>	<u>Quantity</u>	<u>Advance Price</u>	<u>Standard Price</u>	<u>Total</u>
120 VOLT SINGLE PHASE				
1500 Watts (15 Amps)	_____	\$121.38	\$163.96	\$ _____
20 Amps	_____	\$162.33	\$218.58	\$ _____
208 VOLT SINGLE PHASE (Labor Required for Connection & Dismantle)				
20 Amps	_____	\$235.51	\$317.19	\$ _____
30 Amps	_____	\$289.62	\$390.39	\$ _____
60 Amps	_____	\$430.74	\$580.33	\$ _____
100 Amps	_____	\$685.34	\$926.17	\$ _____
200 Amps	_____	\$1,397.21	\$1,884.16	\$ _____
208 VOLT THREE PHASE (Labor Required for Connection & Dismantle)				
20 Amps	_____	\$309.78	\$417.99	\$ _____
30 Amps	_____	\$370.25	\$499.68	\$ _____
60 Amps	_____	\$633.38	\$854.05	\$ _____
100 Amps	_____	\$1,040.75	\$1,405.70	\$ _____
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400 Amps	_____	\$4,402.74	\$5,598.37	\$ _____
480 VOLT THREE PHASE (Labor Required for Connection & Dismantle)				
20 Amps	_____	\$551.67	\$744.76	\$ _____
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80 Amps	_____	\$1,645.47	\$2,220.47	\$ _____
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LIGHTING (Price Includes Power & Labor for Installation)				
Single Light Stand (200w)	_____	\$209.62	\$283.86	\$ _____
Double Light Stand (400w)	_____	\$213.03	\$288.97	\$ _____

*May require labor and/or lift at additional charge. Please contact 832-667-1707, opt

For single or double light stand; price includes installation along the side rails of an inline booth. Placement elsewhere will require additional labor and materials.
Extension cords and power strips are available for rental at the NRG Park Service Desk.

GRAND TOTAL COST

Outlet (s):	\$ _____
Lighting:	\$ _____
GRAND TOTAL:	\$ _____

Electrical Services Order Form



ELECTRICAL INSTRUCTIONS

HOW TO DETERMINE ELECTRICAL REQUIREMENTS:

Equipment

All electrical equipment is stamped or labeled with electrical ratings usually found on the back or bottom of the equipment. Verify voltage and either amperage or wattage from the information provided. Standard office and household items operate on 110/120 volt power. Machinery and equipment typically require 208 or 480 volt power.

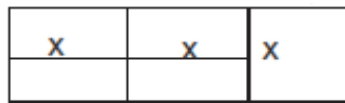
Lighting

Verify the wattage of the bulbs in the lights and multiply by the number of bulbs/lights.

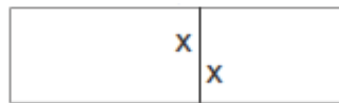
LOCATION OF POWER IN YOUR BOOTH:

In-Line & Peninsula Booths

Power will be installed in one location, typically on the floor somewhere along the back of the booth, as indicated in the following diagrams: (We cannot guarantee that the outlet will be specifically located in the middle.)



IN-LINE BOOTHS / PENINSULA

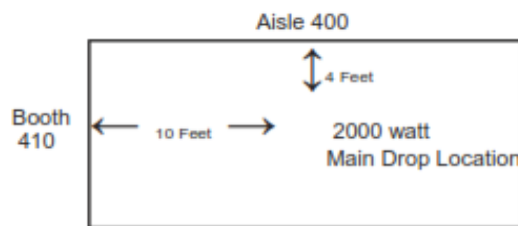


BACK TO BACK PENINSULA

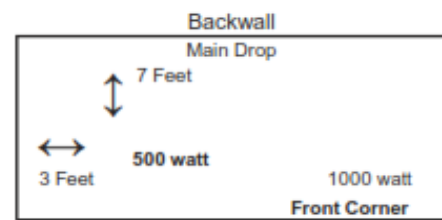
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ISLAND BOOTHS / MULTIPLE OUTLETS:

Floor plans are always required for Island Booths and orders for multiple outlet locations. The floor plan must indicate booth dimensions, surrounding booth numbers for orientation within the facility, each outlet location, required wattage or amperage and location for main drop. If power location in an island booth is not provided prior to show move-in, a location will be determined by NRG Park in order to maintain delivery schedules. Relocation of the service will be charged on a time and material basis. See EXAMPLES below:



Island Booth with one outlet



OTHER:

1. Labor is required for any and all electrical work over and above the installation of the main power drop. Please see the Electrical Labor Form for complete details. Please complete Labor Order Form.
2. Dismantle labor will be automatically charged at 50% of the installation time and rounded to the nearest half hour.
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4. Standard wall and other permanent building utility outlets or sockets are not part of booth space and may not be used by exhibitors unless electrical services have been ordered.
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6. Exhibitors' equipment will be modified to conform to NRG Park receptacles. Labor and materials to install or change a cord cap will be billed on a time and material basis.
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8. Power sharing is not permitted between exhibitors.

Electrical Labor Order Form



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Straight Time - Monday - Friday, 8:00 am - 4:30 pm (Excluding Holidays)
Overtime - Monday - Friday, 4:30 pm - 8:00 am (All Day Saturdays, Sundays & Holidays)

Description	Advance Price	Standard Price	Unit
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ELECTRICIAN - OVERTIME:	\$167.61	\$167.61	Per Man/Per Hour

- 1) Start time guaranteed only at start of each working day.
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Review the list of work below to determine if electrical labor is required in your booth. None of the following services may be performed by other Unions or I & D houses as it falls under electrical jurisdiction. Time and material charges will apply. Please visit the NRG Park service desk to confirm that you are ready for service.

Note: For more information and an example of a completed floorplan please see the following page.

FLOOR WORK:

Floor work is the distribution of electrical under carpet & flooring.

☐ **OK TO PROCEED WITHOUT EXHIBITOR PRESENT:**

Complete Before: Date _____ Time _____

Work is completed prior to your arrival. NRG Park must r
detailed blue prints/floor plans for power distribution und

PRINT NAME: _____

AUTHORIZED SIGNATURE: _____

☐ **EXHIBITOR SUPERVISION (DO NOT PROCEED):**

Date _____ Time _____ # of Electricians _____

Name of Onsite Contact: _____

Cell Phone: _____

Special Instructions: _____

BOOTH WORK:

Booth work is any of the following: Please check all that apply:

- ☐ Distribution of electrical overhead (more than one drop location in your booth).
- ☐ Distribution of electrical through booth structure.
- ☐ Mounting of plasmas/LCD monitors and lights.
- ☐ Connection or hard wiring of all exhibitor equipment.
- ☐ Lighting used as spot or flood lights.
- ☐ Assembly and installation of all lighting from truss or beams (including assembly and hanging of truss). Wiring of overhead signs.
- ☐ Installation of electrical headers and/or light boxes.
- ☐ Other _____

LABOR REQUEST:

Date _____ Time _____ Est. #Hours _____ #Electricians _____

Date _____ Time _____ Est. #Hours _____ #Electricians _____

Date _____ Time _____ Est. #Hours _____ #Electricians _____

Name of Onsite Contact: _____

Special Instructions: _____

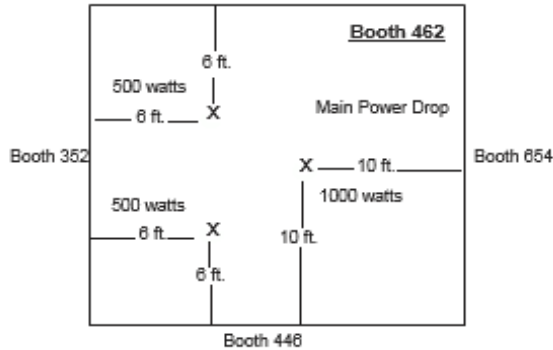
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6. Exhibitors may supply their own 14 gauge 3 wire, extension cords and/or power strips, both of which must be grounded and UL approved.

EXAMPLE OF PLAN AND INFORMATION REQUIRED TO COMPLETE FLOORWORK

Please indicate the following on the floor plan.

1. Location and load of main power drop - please provide specific dimensions and wattages/amperages.
2. Location and load of all outlets - please provide specific dimensions and wattage, amperage and voltage.
3. Booth orientation - please provide surrounding aisle and/or booth numbers.



ELECTRICAL SERVICES USAGE GUIDE

The following wattages are approximate and are provided to help you estimate your power usage. To assist in estimating we recommend that you refer to the name plate or stamp usually located on the back or bottom of any electrical apparatus and order the corresponding outlet for each piece of equipment to avoid tripping/power outages during the event.

The formula for wattage is voltage x amperage (120 volt x 1 amp = 120 watts), 5 - 100 watt light bulbs = (5x100 = 500 watts).

Please feel free to contact our electrical specialists at houstonutilities@freemanco.com with any additional questions.

WATTAGE	
Card Reader (credit) / Lead Retrieval	100
Coffee Pot - Household Size	600 - 1200
Coffee Pot - Large	1500 - 2000
Espresso Machine	30amp/208 volt, single phase
Charging Furniture	500 - 1000
Computer Monitor - Independent	120 - 200
Computer - Laptop	100 - 300
Computer Printer - Laser	100 - 1000
Flat Screen TV - 32" to 50"	1000
Glue Gun	300
Hair Dryer	1000 - 2000
Heat Lamps (per lamp)	250
Hot Plate Double	1500 - 2000
Hot Plate Single	1000
Imprinter for T-Shirts iPhone/Android	2000
iPad/Tablet	25 - 50
iPhone/Android	25 - 50
Iron	700 - 1000
Kitchen Appliances	500 - 2000

WATTAGE	
Laminator	2000
Lights with Rental Booths	200 each
Photo copier	Depends on Size - May require 208V
Pizza Oven (Small)	30 Amp/ 120V Special Connection
Popcorn Maker	2000
Portable Heater	500 - 1500
Projector (Depends on Size)	1000
Refrigerator - Small	400
Refrigerator - Full	750
Steamer	2000
Toaster Oven	1500
Vacuum Cleaner	1500
Water Cooler - Hot/Cold Water	2000
Water Heater	Depends on Size - May require 208V



BOOTH DIAGRAM LAYOUT

- 1. Location of the main power drop:** Power needs to be distributed from one location at which a panel or other piece of electrical equipment will be installed. It is recommended that this equipment be placed in a closet, under a table/desk or in another location that keeps it out of sight. Please provide specific dimensions.
- 2. Location and load of all outlets:** Please provide specific dimensions and wattages/amperages. Please **DO NOT** place an X where power is required.
- 3. Booth Orientation:** Please provide surrounding aisle and/or booth numbers, particularly for island booths. Also, please try to orient your booth to the overall floor plan so that the diagram does not have to be rotated.

SHOW DATES: _____

BOOTH #: _____

Adjacent Aisle or Booth# _____

Adjacent Aisle or Booth # _____

Adjacent Aisle or Booth # _____

Adjacent Aisle or Booth # _____

A measurement scale can be applied as necessary to reflect the size of your booth.

NEED WIRELESS CONNECTIVITY?



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

STANDARD HOTSPOT PROVIDES 3 Mbps BURSTABLE TO 5 Mbps PER DEVICE*

DEVICE LIMIT	INCENTIVE **	BASE
5 Device Limit	\$2,339	\$2,807
15 Device Limit	\$4,133	\$4,960
30 Device Limit	\$6,762	\$8,114
Additional Access Point Rental	\$750	\$750

* **NOT FOR STREAMING.**

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

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

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

ORDER NOW >



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



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

WILL YOUR BOOTH DEMO BRING OUT THE MASSES?

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

PREMIUM HOTSPOTS ARE NOT RATE LIMITED PER DEVICE STREAMING

BANDWIDTH ALLOCATION	SD	or	HD	or	UHD	INCENTIVE *	BASE
10 Mbps	3		N/A		N/A	\$8,800	\$10,560
20 Mbps	6		4		N/A	\$16,600	\$19,920
30 Mbps	10		6		1	\$24,200	\$29,040
40 Mbps	13		8		1	\$31,550	\$37,860
50 Mbps	16		10		2	\$39,050	\$46,860
Additional Access Point Rental	N/A		N/A		N/A	\$750	\$750

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

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

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

ORDER NOW 



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orders.smartcitynetworks.com
or call 888.446.6911



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

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



INTERNET SERVICE CONTRACT

Order Services & Manage Orders Online at
nrgpark.boomerecommerce.com

Effective June 2, 2025 - December 31, 2026 - V06022025

Exhibitor Company Name (or EAC):		Booth/Room#:	Show Name:	
Billing Company Name (or EAC):		Show Start Date:		Show End Date:
Billing Company Address (or EAC):		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 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

\$895 \$1,140

Additional Device(s), Per Device Up to 4 [6 or more available online]

\$185 \$220

DEDICATED INTERNET, **FOR STREAMING, GAMING & WEBCAST**

QTY INCENTIVE* BASE TOTAL

Includes: 5 Public IP Addresses, Routers **SUPPORTED**

Dedicated 3 Mbps

\$3,495 \$4,370

Dedicated 6 Mbps

\$5,900 \$7,375

Dedicated 10 Mbps

\$7,850 \$9,810

Dedicated 15 Mbps

\$11,700 \$14,630

Dedicated 20 Mbps

\$15,500 \$19,380

Upgrade to 29 Public Static IP Addresses

\$995 \$1,194

Higher bandwidth services available for uhd streaming

INTERNET EQUIPMENT & LABOR

QTY INCENTIVE* BASE TOTAL

Switch Rental – up to 24 ports

\$185 \$225

Patch Cable (up to 100') – Cat5e

\$50 \$62

Labor / Floor Work – four lines per hour

\$125 \$125

Distance Fee for each Internet line delivered outside the facility

\$500 \$500

WIRELESS INTERNET AVAILABLE

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

Move-In/On-Site order fee (if ordering service after show move-in begins)

(20%) x (Base Price)

IMPORTANT! Review "Product Overview / Glossary" literature to assure the services you have selected will provide the functionality for any application(s) you will be utilizing. See nrgpark.boomerecommerce.com to view the NRG Park Terms & Conditions. Please call if assistance is needed. **Please note that Wireless services are NOT included on this form – please contact us for specific rates.**

SUBTOTAL

Estimated Sales Tax 8.25%

PUC Universal Surcharge 4.3%

PUC Gross Receipts 0.1667%

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

Remit Order Form to: **NRG Park - Exhibitor Services**
Mailing Address: **One NRG Park**
Houston, TX 77054

Phone Number: 832-667-3900
Fax Number: 832-667-3901

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



TELEPHONE SERVICE CONTRACT

Order Services & Manage Orders Online at
nrgpark.boomerecommerce.com

Effective June 2, 2025 - December 31, 2026 - V06022025

Exhibitor Company Name (or EAC):		Booth/Room#:	Show Name:	
Billing Company Name (or EAC):		Show Start Date:		Show End Date:
Billing Company Address (or EAC):		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		\$415	\$520	\$624	
Speaker Phone Line with Polycom Instrument		\$465	\$575	\$690	
Distance Fee for each Telephone line delivered outside the facility		\$100	\$100	\$100	

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

Move-In/On-Site order fee (if ordering service after show move-in begins) **(20%) x (Base Price)**

IMPORTANT! Review "Product Overview / Glossary" literature to assure the services you have selected will provide the functionality for any application(s) you will be utilizing. See nrgpark.boomerecommerce.com to view the NRG Park Terms & Conditions. Please call if assistance is needed.

SUBTOTAL

Estimated Sales Tax 8.25%

PUC Universal Surcharge 4.3%

PUC Gross Receipts 0.1667%

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

Remit Order Form to: **NRG Park - Exhibitor Services**
Mailing Address: **One NRG Park**
Houston, TX 77054

Phone Number: 832-667-3900
Fax Number: 832-667-3901

"COMMUNICATIONS" FLOORPLAN WORKSHEET

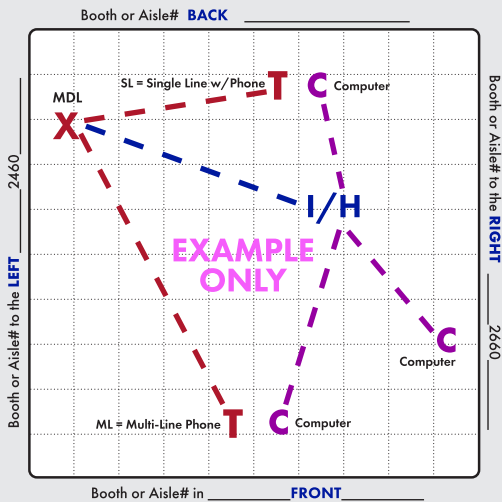
Company Name:

Show:

Booth/Room #:

Center: **NRG Park**

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 (832) 667-3900 • Email: customerservice@smartcitynetworks.com

Order online at: nrgpark.boomerecommerce.com

Or fax order to (832) 667-3901

WIRELESS PERFORMANCE AGREEMENT

Company Name:	Show:	Booth/Room #:
Center: NRG Park	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 #: _____



You may reach us with questions at:
Call (832) 667-3900 • Email: customerservice@smartcitynetworks.com
Order online at: nrgpark.boomerecommerce.com
Or fax order to (832) 667-3901

ON-SITE WIRELESS SERVICES

NRG PARK

NEED WIRELESS CONNECTIVITY?

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

EXHIBITOR INTERNET

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

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

HOW TO CONNECT TO EXHIBITOR INTERNET

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

COMPLIMENTARY INTERNET

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

HOW TO CONNECT TO COMPLIMENTARY INTERNET

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

For questions regarding on-site wireless services, please call Smart City Networks at 888-446-6911. To order any other services we provide, please visit us online at: orders.smartcitynetworks.com.





NRG PARK EXHIBITOR SERVICES

TERMS & CONDITIONS

By ordering services from NRG Park, you signify your agreement to the following terms and conditions (the "Terms & Conditions"). The Terms & Conditions may not be amended, deleted or modified in any manner except by NRG Park. If you do not wish to be bound by these Terms & Conditions, do not order services from NRG Park.

NRG Park reserves the right to modify the Terms & Conditions at any time. The modified Terms & Conditions will be posted on NRG Park's Exhibitor Online Storefront at <https://nrgpark.boomerecommerce.com> (the "Storefront") and available upon request from Exhibitor Services.

I. GENERAL CONDITIONS

Unless otherwise noted, the General Conditions apply to all services and utilities offered by NRG Park. Please see the service sections for specific conditions that may supersede the General Conditions.

- A. **DESCRIPTION OF SERVICES:** NRG Park offers the following services to exhibitors: electrical and plumbing ("utilities"); audio visual; telecommunications; cleaning; parking and security.
- B. **DOWNLOADING, USING AND COPYING MATERIALS:** Subject to these Terms & Conditions, NRG Park grants you a non-exclusive, non-transferable right to access, use, copy and/or display the Storefront and materials contained therein, including all forms. You may download, use or copy the information from the Storefront for your personal, non-commercial use only.
- C. **ELIGIBILITY:** The Storefront is only available to individuals who are able to form legally binding contracts under applicable law and is not available to minor children, except where a parent or guardian authorizes and acts on the minor's behalf in using the Storefront.
- D. **PRIVACY:** The information input into the Storefront and/or on the forms sent directly to Exhibitor Services shall only be used in accordance with the terms of NRG Park's Privacy Policy. Please refer to the following link for the full version of the NRG Park Privacy Policy, [NRG Park Privacy Policy](#).
- E. **E-MAIL COMMUNICATIONS:** By using the Storefront and/or ordering directly from NRG Park, you agree to receive communications from NRG Park via e-mail. E-mail communications shall satisfy all legal requirements for communications that must be in writing. Your e-mail address will not be used for solicitation purposes, and it will not be sold to third-parties. NRG Park may share your e-mail address with its designated service providers, but only to the extent necessary to complete your order.

F. RATES AND PAYMENT INFORMATION

- 1. **RATES:** Prices are based upon current rates and are subject to change without notice.
 - a. **ADVANCE RATES:** Applies to orders that are complete two (2) weeks prior to the first show date. Orders and full payment must be received before the advance rate deadline. A purchase order or copy of a check will not guarantee advance rates will apply. Any order received without full payment or after the advance rate deadline will be billed at Standard Rates.
 - b. **STANDARD RATES:** Applies after the advance rate deadline date through the show opening. Orders received after the show opening may be subject to additional fees.
- 2. **BILLING:** Full payment for services must be rendered prior to the start of the event. If payment is not received in full, services may be interrupted.
- 3. **ORDERS OVER \$5,000.00:** Orders exceeding \$5,000.00 may require credit approval.
- 4. **METHOD OF PAYMENT:** American Express, Discover, MasterCard, Visa, company check, wire transfer and U.S. Dollars are accepted. For each wire transfer, a wire transfer fee will be added to the order. By completing the payment authorization block on the order form, you affirmatively agree to be bound by the terms set forth on the order form. A valid credit card number with signature MUST be on file regardless of payment method.

G. CANCELLATIONS AND REFUNDS

- 1. **CANCELLATION POLICY:**
 - a. If cancellation occurs before services are installed and written notice of cancellation is received by Exhibitor Services 72 hours before the first scheduled move-in date, a full refund will be issued.
 - b. If cancellation occurs after installation or after the start of the first scheduled move-in date, no refund will be issued. ALL COMPLETED WORK IS SUBJECT TO FULL PAYMENT.
- 2. **REFUNDS:** All refunds will be processed post event.
- 3. **NO CREDIT FOR INSTALLED SERVICES:** Credit will not be given for services installed and not used.

H. INSTALLATION/DISCONNECTION OF SERVICES

- 1. **COMPLETION OF ORDERS:** All orders must be complete to avoid processing and installation delays. Orders shall be deemed "complete" upon confirmation that full payment for all items ordered have been authorized and processed and all required documents have been received by NRG Park.
- 2. **CONNECTION:** All service and utility connections shall be made ONLY by NRG Park personnel or the designated service provider. Orders will be processed and installations completed on a first-come, first-serve basis, or as NRG Park determines most convenient.
- 3. **DISCONNECTION:** All equipment and materials furnished by NRG Park are provided on a rental basis only and shall remain the property of NRG Park. Equipment shall be disconnected and removed ONLY by NRG Park personnel or the designated service provider.
- 4. **COMPLIANCE WITH CODES:** All equipment must comply with federal, state and local codes. NRG Park will refuse connection to any equipment that is noncompliant or constitutes a safety hazard.
- 5. **EQUIPMENT LOSS/DAMAGE.** Exhibitor is responsible for replacement, repair costs, damages, etc. to equipment during rental period. Rental period starts when requested service or equipment is delivered or installed and ends when requested service or equipment is removed or disconnected. Any mishaps to equipment or services taking place during the rental period is your responsibility and will be charged to you appropriately.

6. **SHARING PROHIBITED.** Exhibitor shall not to share, resell, extend, bridge or otherwise misuse utilities or services. NRG Park reserves the right to disconnect any exhibitor, if they are found to have violated these Terms & Conditions.
7. **FLOOR COVERINGS:** Unless otherwise directed, NRG Park personnel or the designated service provider is authorized to cut floor coverings to permit installation of service.

II. AUDIO VISUAL

- A. J&S Audio Visual is the designated audio visual provider for NRG Park. Orders for audio visual can be made through the Storefront or by contacting J&S Audio Visual directly at 832.667.1500.
- B. Labor fees are estimates and are subject to a four (4) hour minimum per day, you will be billed for any additional hours.
- C. Electrical services for audio visual equipment is not included, please check with NRG Park utilities for available services.
- D. A secured storage room for back-up equipment may be required at your expense.

III. UTILITIES

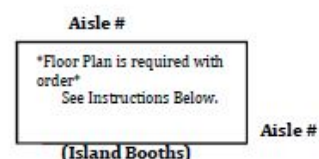
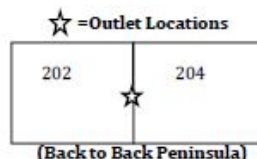
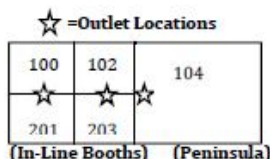
A. GENERAL

1. Freeman Electric Company is the designated utilities provider at NRG Park. Orders for utilities can be made through the Storefront or by contacting Freeman Electric Company directly at 832.667.2651. Freeman Electric Company, (License #-17568), is regulated by:

TX Dept. of Licensing & Regulation
P.O. Box 12157
Austin TX 78711
1.800.803.9292, 512.463.6599
www.license.state.tx.us/complaints
2. Scheduled labor orders must be ordered 24 hours in advance to have electricians and/or plumbers available when needed.
3. On-site labor orders must be placed at the service desk for any utility labor required. On-site labor orders are worked on a first come, first serve basis.
4. Please make sure that all crates are out of your booth and all of your equipment is in place before requesting utility labor. **REMEMBER** if your booth is not ready when an electrician or plumber arrives, you must place another labor order at the service desk, which could cause you further delays and additional cost.

B. ELECTRICAL

1. NRG Park is the provider of all material and equipment used in the distribution of temporary electrical services throughout the exhibit hall and grounds including the exhibitor's booth space.
2. Electrical outlet rates do not include the connection of any equipment, special wiring, and distribution of electrical services or labor. Distribution from the power source to all other locations in a booth space requires labor and will be billed on a time and material basis.
3. Electrical outlet rates listed include bringing the service(s) to one location only per booth, for all in-line and peninsula booths, power will be brought to back of booth. All services provided to island booths require labor and material for distribution. If a floor plan is not submitted for an island booth indicating the main power location prior to event move-in date, the main power will be dropped to a convenient location at NRG Park's discretion.
4. Floor Plan Requirements:
 - a. **SCALED DIMENSIONS** indicating the **DROP LOCATION** (the location where the power will be dropped from the ceiling into your booth).
 - b. **SCALED DIMENSIONS** indicating **OUTLET LOCATIONS**.
 - c. **PLAN ORIENTATION** - Please indicate neighboring booths and/or aisle numbers to demonstrate which direction your plan faces.



5. A separate electrical outlet must be ordered for each location where an electrical service is required. 1500 watts is the minimum amount of power that can be ordered for any one location. Power must be ordered according to peak amperage ratings. Standard wall and other permanent building utility outlets or sockets are not a part of booth space and may not be used by Exhibitors unless electrical services have been ordered through NRG Park.
6. Rates for 208V and 480V power **DO NOT INCLUDE** connection labor or any material to hook-up. These charges are for power only. All power must be hooked up and disconnected by NRG Park. Labor will be charged per the actual time it takes to perform the task (in half hour increments), provided, however, there will be a minimum charge of 1/2 hour labor for hook-up and a minimum charge of 1/2 hour labor for disconnection. Material will be charged as necessary.
7. All equipment regardless of power source, must comply with national, state, and local electrical codes. NRG Park reserves the right to inspect all electrical devices and connections to ensure compliance with all codes. NRG Park is required to refuse connections where the Exhibitor's wiring or equipment is not in compliance with electrical codes. The rates listed include necessary City Permit and inspection by City authority enforcing national code.
8. All electrical equipment must be properly tagged and wired with completed information as to the type of current, voltage, phase, cycle, horsepower, etc., required for operation.
9. All Exhibitors' cords must be a minimum of 14-gauge, three wire, and must be grounded. Two wire extension cords are not permitted unless the cord is a component part of an assembly which is specifically approved. All exposed non-current carrying parts of fixed equipment which are liable to be energized must be grounded.
10. **SAFE WIRING IS ESSENTIAL.** NRG Park is responsible for the temporary electrical distribution systems and the linking of electrical items in an exhibit with the power services of the building. **IF YOU HAVE CORDS THAT WILL BE RUN UNDER A FLOOR COVERING, THIS WORK MUST BE DONE BY NRG PARK. NO EXCEPTIONS.**
11. Exhibitor holds NRG Park harmless for any and all losses of power beyond NRG Park's control, including, but not limited to, losses due to utility company failure, permanent power distribution failure, power failure caused by vandalism, faulty Exhibitor equipment or overloads caused by Exhibitor.
12. All exhibit booths will be audited after event opening for on-site electrical use. Any exhibit booth using electrical that has not paid in advance will be charged at standard price rate.

C. PLUMBING

1. Under no circumstances shall anyone other than "Qualified Plumbing Personnel" make service connections. NO EXCEPTIONS.
2. All equipment using water must have inlet and outlet properly tagged.
3. The listed plumbing connections rates cover bringing service from main line to booth and do not include connecting equipment.
4. Plumbing service outlet size will be determined by the volume required.
5. All plumbing outlets will be installed on the floor at the back wall of booth. If there is another location other than the back of booth, a floor plan must be submitted showing a location. There will be additional labor/material charges.
6. NRG Park will not be responsible for moisture or water in air lines. Exhibitors should supply their own filter or other equipment to handle moisture or water. Exhibitors are not allowed to bring air compressors on the event floor.
7. NRG Park must have thirty (30) days advance notice in order to supply special regulators, strainers, traps, etc.
8. Water pressure may vary. No guarantee can be made of minimum or maximum pressures. If pressure is critical, Exhibitors should arrange to have a pressure regulator valve installed.

IV. TELECOMMUNICATIONS

- A. Smart City Networks is the designated telecommunications provider for NRG Park. Orders for telecommunications can be made through the Storefront or by contacting Smart City Networks directly at 832.667.3900.
- B. NRG Park provides of all voice, data and network services (wired and wireless) including communications cabling. This includes but is not limited to, all cabling to meeting rooms, booths, within booths (under carpet and flooring), fiber optic, twisted pair (Category 3, 5 and 6), coaxial and all other data and telecommunications related cabling.
- C. All devices for which NRG Park directly or indirectly provides Internet / Network connectivity must pay a device charge or purchase a NRG Park assigned IP address.
- D. Orders placed on site or after the event move-in has started will be at the Standard Rate. Once the show opens, orders may be subject to the Standard Rate plus 20%.
- E. Internet / Network - 100 Mbps, Full duplex, Ethernet access to our backbone, with shared or dedicated Internet access via an RJ-45 jack, is provided for each connection ordered.
- F. Shared Internet Services Specific: Routers, Streaming Applications, VoIP, DHCP, NAT or Proxy Servers are not allowed with any of our shared Internet / Network services. This includes, but is not limited to, NetPremium, NetStandard, NetBasic, and NetExpress. NRG Park can engineer a custom dedicated network(s) to accommodate special requests. Please call for further information.
- G. Rates listed include a single IP address, standard installation to the booth in the most convenient manner and does not include computer equipment, NIC card, TCP / IP software or power to the booth.
- H. Wireless Specific:
 1. NRG Park is the provider of voice, wired and wireless data service(s) for the Facility. Wireless devices not authorized by NRG Park are strictly prohibited. Customer(s) that desire to showcase their wireless products must contact NRG Park twenty-one (21) days in advance of show move-in to investigate the potential of NRG Park engineering a customized cohesive network to operate without interference to other Customer(s), (applicable charges may apply).
 2. The use of any wireless device that interferes with the facility's 2.4 / 5 GHz wireless data frequency range is prohibited and subject to disconnection at the Customer's expense.
- I. Internet Performance Disclaimer: NRG Park does not guarantee the performance, routing, or throughput; either expressed or implied, of any data circuit(s) connectivity with regards to the Internet and/or Internet backbone(s) beyond the Facility.
- J. Only NRG Park personnel are authorized to modify system wiring or cabling. Material and equipment furnished by NRG Park shall remain the property of NRG Park.
- K. CANCELLATION - At NRG Park's discretion there may a minimum \$150 or 10% Cancellation fee (whichever is greater). Cancellations must be in writing. Additional cancellation charges will apply for orders that have already incurred processing, labor, material, and/or engineering costs. Some broadband services and special circuits cannot be cancelled once ordered and will incur full charges listed / quoted.
- L. Service problems must be reported to a Smart City Representative or a NRG Park Event Manager. Service claims will not be considered unless filed in writing by Customer prior to close of show.
- M. Any additional cost incurred by NRG PARK to: (i) Assist in trouble diagnosis or problem resolution found not to be the fault of NRG PARK or (ii) collect information required to complete the installation that customer fails to provide (i.e. floor plans or special circuit numbers) may be billed to the Customer at the prevailing rate.
- N. Equipment Management:
 1. Customers should pick up hubs, wireless devices, telephone instruments and other rental equipment from Smart City Representative.
 2. The Customer will be fully responsible for the protection and safekeeping of rental equipment and will be responsible for returning all rental equipment to a Smart City Representative within one (1) hour following close of the show. If a Service Desk is not provided by the event or has closed, Exhibitor must contact a Smart City Representative.
- O. The prices listed on this contract do not include Federal, State, Local or Other Taxes and Tax surcharges. Taxes / Tax surcharges will be included on your order. Federal Tax ID is 23-2511871.
- P. NOTE: THE CUSTOMER IS RESPONSIBLE FOR ALL INTERNATIONAL LONG DISTANCE AND OTHER APPLICABLE CHARGES AGAINST ASSIGNED TELEPHONE NUMBER(S)
- Q. All Single Line, Multi-Line, and Dedicated Line Telephone services include Directory Assistance, Information, "0+", Operator assisted, 1-800, 950, credit card type call usage and unlimited Domestic Long Distance. International Call charges shall apply.
- R. Long Distance (International Calls) and Line Restrictions:
 1. Credit Card restriction will only allow Local, "1-800" and Credit Card calling. International restriction will block all International calling but allow all other type calls.
 2. All lines will be blocked from "976" and "900" dialing unless otherwise requested, which may require an additional deposit.
 3. NRG Park will provide a detailed listing of all toll / billable type calls made from applicable services. Additional LD deposits required for International companies.
- S. A per line move fee starting at \$100 (Telephone), \$200 (Internet) may apply to relocate the line(s) after it is installed.
- T. Conditions for processing service contract for On-time Installation:
 1. Booth number(s) must be identified on forms.
 2. Complete Floor Plan location of service(s) in Customer's booth must be designated on form or customer provided diagram(s) 5 days prior to the first day of move-in to avoid additional charges.
 3. Customer provided / ordered circuits must be installed and working 2 days before show move-in. Customer(s) must provide NRG Park with Circuit Number and Provider's name.

4. Late orders / changes received after show move-in has started will be installed after all other show orders are completed (additional fee's may apply).

U. Internet Security Disclaimer: NRG Park does not provide security such as, but not limited to, firewalls, etc. for any data circuit(s) we provide. It is the sole responsibility of the Customer to provide any necessary security. Customer is agreeing to hold NRG Park; its agents and contracts harmless for any and all liabilities arising from the use of non-secured data circuits.

V. VIRUS PROTECTION REQUIREMENT - WARNING - NRG Park requires that all devices directly or indirectly accessing NRG Park's Network have the latest virus scan software, Windows security updates, system patches, and any other technological precautions necessary to protect yourself and others from viruses, malicious programs and other disruptive applications. Any device(s) which adversely impacts NRG Park's network(s) will be disconnected from the network(s) with or without prior notice at NRG Park's sole discretion. The device(s) in question will remain disconnected from the network(s) until all issues are adequately resolved. Additional charges may apply for trouble diagnosis and/or problem resolution. No refunds will be issued Customer(s) as the result of NRG Park's actions to disconnect disruptive device(s).

W. NRG Park is the provider for wired and wireless services for the Facility and has in operation a wireless 802.11 abgn system. The actual maximum bandwidth available depends on how many users are accessing the network simultaneously at any given time. Routers, Streaming Applications, VoIP, DHCP, NAT or Proxy Services are not allowed with this connection. NRG Park can engineer custom dedicated network(s) to accommodate such special requests. Please contact NRG Park for an estimate.

X. Wireless is an entry level service ideal for web surfing and checking web based email. NRG Park's Wireless Network can be accessed throughout the Facility by using a Wi-Fi® compatible 802.11 abgn network card or one of our rental bridge units. Wireless service is inherently vulnerable to interference from other devices that transmit similar radio frequency signals or that operate within the same frequency spectrum. NRG Park cannot guarantee that interference will not occur. NRG Park does NOT recommend wireless service for mission critical services such as product presentation or demonstrations. For demonstrations or to present products and other mission critical activity, via the internet, NRG Park highly recommends purchase of hardwired services.

Y. Restrictions and Special Requests: Due to the extensive coverage NRG Park provides, NO customer provided access points are authorized for use within the Facility without NRG Park's prior approval (wireless access points without adjustable power outputs cannot be authorized under any circumstances). NRG Park requires all Customers showcasing their wireless products to contact NRG Park 21 days prior to the show move-in so that we may engineer a cohesive network operating without interference (all approvals will incur a site survey fee). 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 NRG Park are prohibited.

Z. Common Sense Rules for Wi-Fi Use: Wi-Fi services are vulnerable to interference from wireless devices such as wireless routers, cellular phones and personal hotspots. These issues can be particularly acute in convention centers due to user activity in congested areas, limited wireless spectrum and closed space of the exhibit halls. Excessive wireless interference may degrade the ability of exhibitors to demonstrate their products, prevent sales representatives from placing orders and impede other activities. In order to maintain a stable and robust wireless environment that minimizes interference through cooperation, coordination and good wireless policies, NRG Park has adopted the Common Sense Rules delineated below.

1. Be considerate of others. The wireless network has finite resources, so more users will degrade the wireless experience for everyone. Voluntarily turning-off the Wi-Fi and Bluetooth broadcasting features ("personal hotspot") of wireless cameras, cellular phones, gaming devices and other portable wireless devices will enhance the wireless experience for the entire community in NRG Park.
2. Don't overpower your neighbors. A wireless device that requires a continuous connection to an electric outlet (or a battery independent of the wireless device) for its operation may neither be utilized nor plugged into an electrical outlet. At the discretion of NRG Park or Smart City, the operator of such device will be required to unplug and/or remove the device from NRG Park. Failure to unplug the device within 30 minutes of notification may jeopardize the wireless network for others and is a license violation by the operator. In the event of such violation, NRG Park has authorized Smart City, at its discretion, to require the operator of the offending device to discontinue its use for the remainder of the event and/or to undertake a wireless engineering & coordination plan for the neighboring wireless devices and bill the operator of the offending device the appropriate charges. If neither option is adhered to, the operator may be required to leave NRG Park.
3. One channel per user. The latest Wi-Fi protocols (such as 802.11ac) allow users to combine or bond multiple channels. Doing so, however, may significantly degrade your neighbors' ability to use the common wireless network. For the benefit of the entire wireless community in NRG Park, please do not monopolize the spectrum through channel bonding or other techniques.
4. Acceptable use makes it fair for all. Please be considerate and share the wireless spectrum and bandwidth with your fellow attendees and exhibitors. Please do not use peer-to-peer traffic applications (such as Bit Torrent) nor actively scan the wireless network because these practices consume a disproportionately large amount of bandwidth and wireless network services.

V. PARKING

A. NRG Park is the provider of all parking for the venue.

B. The regular parking rate at NRG Park is posted at the gate entry with no unlimited in and out entries and is subject to change without notice.

C. Event Parking Pass: An event parking pass may be offered at NRG Park's discretion that allows unlimited in and out privileges during the event only.

1. The price and availability of this event parking pass will be determined per event.
2. The event parking pass does not allow overnight parking of any vehicle.
3. The event parking pass will be valid during the event only.
4. The event parking passes will be held for your arrival at the NRG Park Exhibitor Services desk during move-in, if one is offered. They will not be mailed or sent electronically.
5. If charged for first time entry on an event day, bring the parking stub to the service desk to receive a credit toward the purchase of an event parking pass. The credit will not be issued without the parking stub. One stub credit only per event parking pass purchased. Pre-ordered parking passes will have a refund issued against the original order.
6. Stubs will only be accepted for credit during the scheduled service desk hours of the event. Stubs will not be accepted by NRG Park after an event has ended.

VI. CLEANING

A. All exhibit cleaning orders must be placed through NRG Park.

B. Exhibit Cleaning- Trash removal & vacuuming: Exhibit cleaning is done during non-event hours either in the morning prior to the event opening or at the end of the event each day. Prices are based on gross square feet of exhibit space. 100 square feet minimum required.

C. Standard Porter Service: Trash removal and wiping of counters. This service occurs every 2 hours during event hours and event days only. Does not include wiping displays or equipment.

D. Full Time/Hourly Porter Service: Trash removal, catering trash removal (not catering equipment) and wiping counters. A four (4) hour minimum per event day is required. Orders with less than 4 hours per event day requested will not be accepted. This service is provided on event days only. Does not include wiping displays or equipment.

E. Carpet Extraction (Shampoo) & Mopping Services: Full carpet extraction (shampoo) and full mopping is done in the evenings only prior to the first event day. Price is based on gross square feet of carpet/flooring. Extraction (Shampoo) requires 12 hours to dry.

VII. SECURITY

A. All exhibit security orders must be placed through NRG Park.

- B. Exhibit booth security and law enforcement officers require a four (4) hour minimum.
- C. If more than five (5) law enforcement officers are required, a separate order will need to be placed for a sergeant.
- D. Lead time is calculated as 30 minutes for every 8 hour shift and will be calculated into the final total.

VIII. TRADEMARK NOTICE

NRG PARK, NRG STADIUM, NRG CENTER, NRG ARENA AND NRG ASTRODOME ARE REGISTERED TRADEMARKS OF NRG RESOURCES, INC. AND ANY UNAUTHORIZED USE OF THESE MARKS IS HEREBY STRICTLY PROHIBITED. ALL CONTENT CONTAINED ON THE STOREFRONT, INCLUDING ALL TEXT, GRAPHICS, LOGOS, BUTTONS, ICONS, DATA COMPILATIONS AND SOFTWARE IS SUBJECT TO THE PROTECTION OF THE U.S. COPYRIGHT LAWS.

IX. DISCLAIMER OF WARRANTIES.

DISCLAIMER OF WARRANTIES AND LIMITATION OF LIABILITY: THE NRG PARK STOREFRONT IS AVAILABLE "AS IS" AND WITHOUT ANY WARRANTY. WE DO NOT GUARANTEE CONTINUOUS OR UNINTERRUPTED OR SECURE ACCESS TO THE STOREFRONT. THE MATERIALS MAY CONTAIN INACCURACIES AND/OR TYPOGRAPHICAL ERRORS. NRG PARK DOES NOT WARRANT THE ACCURACY OR COMPLETENESS OF THE MATERIALS OR THE RELIABILITY OF ANY ADVICE, STATEMENT OR OTHER INFORMATION DISPLAYED ON THE STOREFRONT AND RESERVES THE RIGHT TO MAKE CHANGES TO THE STOREFRONT, AND ALL INFORMATION, CONTAINED THEREON, WITHOUT NOTICE.

TO THE EXTENT PERMISSIBLE BY LAW, NRG PARK EXPRESSLY DISCLAIMS ALL WARRANTIES, WHETHER EXPRESS OR IMPLIED, INCLUDING, BUT NOT LIMITED TO, IMPLIED WARRANTIES OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE. NRG PARK DOES NOT MAKE ANY REPRESENTATIONS OR WARRANTIES THAT IT'S STOREFRONT, ITS SERVERS OR THE E-MAILS SENT BY IT ARE FREE AND CLEAR FROM VIRUSES.

X. LIMITATION OF LIABILITY

TO THE EXTENT PERMISSIBLE BY LAW, NRG PARK SHALL NOT BE LIABLE FOR ANY DIRECT, INDIRECT, SPECIAL, PUNITIVE OR OTHER DAMAGES, LOSSES, CLAIMS OR CAUSES OF ACTION RESULTING FROM THE PROVISION OF SERVICES, FAILURE TO PROVIDE SERVICES OR RELATING TO THE USE OF THE STOREFRONT. USER'S ONLY REMEDY SHALL BE TO RECEIVE A CREDIT FOR THE ORDER PLACED.

XI. GOVERNING LAW.

THE TERMS & CONDITIONS OF THIS USER AGREEMENT AND ANY DISPUTES WHICH MIGHT ARISE IN CONNECTION WITH YOUR USE OF THE STOREFRONT SHALL BE GOVERNED BY, AND SHALL BE CONSTRUED IN ACCORDANCE WITH, THE LAWS OF THE STATE OF TEXAS, WITHOUT REGARD TO ITS CHOICE OF LAW PRINCIPLES.

EXHIBITOR CATERING MENU

nrg  park

[START »](#)



EXHIBITOR CATERING MENU

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ORDERING INFORMATION

Order Deadlines

All original catering orders must be received no later than two (2) weeks prior to the first day of your show.

- » A 10% late charge will be applied to all orders after this date.

Changes & Cancellations

Changes and/or cancellations must be received one (1) week prior to the first day of your show.

- » No cancellations, reductions or returns will be made after this date.
- » Any changes made after one (1) week prior to the first day of the show will be subject to approval by the Aramark Sales Department based on availability of product and staff.

Catering Buyouts

Aramark is the exclusive caterer for NRG Park. Absolutely no outside food or beverage is allowed into NRG Park without the consent of the Aramark Sales Department. This includes the following:

- » Coffee/Esspresso/Barista Services or Machines
- » Non-Alcoholic Beverages
- » Popcorn/Popcorn Machines
- » Ethnic Food
- » Logo Water/Beverages
- » Logo Cookies/Snacks

In compliance with Texas Alcoholic Beverage Commission (TABC) laws, outside alcohol is prohibited from entering NRG Park.

If you are interested in serving anything beyond the scope of the Aramark Exhibitor Catering Menu, please contact the Aramark Sales Department at aramarksalesnrgpark@aramark.com for more information.

** Small bowls of mints or candy are permitted. Please contact the Aramark Sales Department for approval.*

BREAKFAST

PACKAGES Serves 24 People

Includes 3 gallons of Regular Coffee

Daylight Delights ✓ \$475

Assorted Individual Fruit Yogurts, Assorted Muffins, Breakfast Pastries, Butter, Assorted Juices

Savory Sunrise ✓ \$300

Assorted Muffins, Breakfast Pastries, Butter

A LA CARTE By the Dozen

Assorted Muffins + Breakfast Pastries ✓ \$52

Bagels, Cream Cheese ✓ \$52

Voodoo Doughnuts \$52

(minimum 5 dozen)

Yogurt Parfaits ✓ \$95

Sausage Kolaches \$105

Breakfast Sandwich

» Sausage, Egg & Cheese \$105

» Bacon, Egg & Cheese \$105

» Egg & Cheese ✓ \$105



Gluten Friendly GF / Vegetarian ✓ / Vegan VEG

EXHIBITOR CATERING MENU 2026

ORDERING

BREAKFAST

SNACKS + DESSERTS

SANDWICHES

HORS D'OEUVRES

DISPLAYS

ACTION STATIONS

BEVERAGES

SERVICE INFO

SNACKS

INDIVIDUALLY WRAPPED

BY THE DOZEN

Granola Bars v	\$36
Fancy Mixed Nuts GF / VEG	\$58
Cocktail Pretzels VEG	\$24
Assorted Kettle Chips v	\$35
Spicy Snack Mix v	\$38
Trail Mix GF / v	\$40
Popcorn GF / VEG	\$65
Assorted Individual Yogurt GF / v	\$55
Logo Cookies v per dozen	\$110

Minimum 5 dozen
Customize Cookies for VIP Clients

BY THE POUND

Butter Mint Candy v 10lbs	\$50
----------------------------------	------

DESSERTS

BY THE DOZEN

Cake Pops v	\$108
Cupcakes v	\$75
Chocolate Chip Cookies v	\$46
Fudge Brownies v	\$46
Pecan Pie Bars v	\$54
Lemon Bars v	\$54
Mixed Berry Bars	\$54
Novelty Ice Cream v	\$72

DISPENSER & SNACKS

SNACKS & CANDY \$400

CHOOSE FROM

Snacks

Spicy Snack Mix
Mustard Pretzels v
Buffalo Nuts GF / v

Candy

M&Ms GF / v
Skittles GF / v / VEG
Reese's Pieces GF / v

DISPENSER

20-25lbs Capacity
Varies By Product
Based on Availability



Gluten Friendly **GF** / Vegetarian **v** / Vegan **VEG**

Prices subject to additional fees and taxes

SANDWICHES

FOR A CROWD

Serves 12

Signature Sandwich + Wrap Buffet \$280

- » Roasted Turkey BLT Sandwiches
- » Italian Sandwiches
- » Grilled Chicken Caesar Wraps
- » Vegan Mediterranean Wraps **VEG**

Served with Chipotle Baked Potato Salad Cups, Pasta Salad Cups, Assorted Kettle Chips

Assorted Sandwich + Wrap Platter \$225

- » Roasted Turkey BLT Sandwiches
- » Italian Sandwiches
- » Grilled Chicken Caesar Wraps
- » Vegan Mediterranean Wraps **VEG**

Served with Assorted Kettle Chips

ENHANCERS

Chocolate Chip Cookies **V** \$46

dozen

Fudge Brownies **V** \$46

dozen

Bottled Water \$22

six pack

Assorted Soft Drinks \$22

six pack

Gluten Friendly **GF** / Vegetarian **V** / Vegan **VEG**

INDIVIDUAL SERVINGS

Boxed Lunch and Hot Sandwich Meals includes Entrée, Kettle Chips, Chocolate Chip Cookie, Bottled Water

Boxed Lunch \$25

Minimum Order 5 per Type

- » Roasted Turkey BLT Sandwich on Whole Wheat Bread
- » Roast Beef + Provolone Sandwich on Sourdough Bun Herb Po-Boy Bun
- » Italian Sandwich on Herb Po-Boy Bun
- » Ham + Cheese Sandwich on Ciabatta Roll
- » Grilled Chicken Caesar Wrap on Spinach Tortilla
- » Vegan Mediterranean Wrap on Spinach Tortilla **VEG**
- » Chopped Salad **GF**
Romaine & Iceberg Lettuce, Shredded Cheddar Cheese, Diced Tomato, Red Onion, Cucumbers, and Ranch Dressing.

Hot Sandwich Meals \$28

Delivered Individually Wrapped in Compact Insulated Bag; Minimum Order 5 per Type

- » Sliced Brisket Sandwich
Barbecue Sauce Included on Side
- » Chicken Bacon Ranch Sandwich
Ranch Dressing Included on side
- » Grilled Chicken Sandwich
Lettuce, Tomato, Onion, Pickle, Mayonnaise Included on Side
- » Cheeseburger
Lettuce, Tomato, Onion, Pickle, Ketchup, Mustard, Mayonnaise Included on Side

Limited Quantities Available

EXHIBITOR CATERING MENU 2026

ORDERING

BREAKFAST

SNACKS + DESSERTS

SANDWICHES

HORS D'OEUVRES

DISPLAYS

ACTION STATIONS

BEVERAGES

SERVICE INFO

HORS D'OEUVRES

Pricing per 50 pieces

All appetizer orders require one catering attendant minimum.

HOT

Jalapeño Bacon Wrapped Chicken **GF** \$375

Raspberry Chipotle Glaze

Three Cheese Macaroni Croquette **V** \$240

Macaroni, Cheddar, Mozzarella, Fontina,
Panko and Parmesan Crust

Peking Duck Spring Roll \$275

Marinated Roasted Duck, Napa Cabbage,
Green Onion

Vegan Shumai **V / VEG** \$220

Tofu, Spinach, Cabbage, Mushroom, Onion,
Water Chestnut, Carrot, Soy Sauce

Beef Empanadas \$200

Jalapeno Ranch

Chili Relleno Egg Rolls **V** \$220

Chili + Poblano Peppers, Cilantro Lime Crema

Chicken Bites \$210

Choose One Flavor: Bourbon, Bang Bang
or Lemon Pepper, Ranch Dressing

Chicken Quesadilla \$195

Fire Roasted Salsa

Colossal Tempura Shrimp \$280

Sweet Chili Sauce

HOT Continued

Sausage Stuffed Mushroom Cap \$355

Meatballs \$210

Choose One Flavor: Raspberry Chipotle Sauce,
Sriracha Bourbon Sauce, Creole Mustard Sauce
or Barbecue Sauce

Truffle + Mushroom Arancini Fritter **V** \$200

COLD

Bruschetta Duet **V** \$220

Tomato Mozzarella Caprice,
Olive Tapenade, Crostini

Tarragon Chicken Salad \$240

Sundried Cranberries, Crispy Phyllo Cup

Crab Salad \$345

Creamy Crab Salad, Crispy Phyllo Cup

Vegetarian Spring Rolls **GF / V / VEG** \$200

Peanut Sauce

Goat Cheese + Pepper Jelly **V** \$355

Phyllo Cup

Antipasti Skewers **GF / V** \$280

Sundried Tomato, Kalamata Olives,
Fresh Mozzarella

CHAFING DISHES

Included at No Additional Charge

SERVICE TABLE + LINEN

Not Included with Service

Gluten Friendly **GF** / Vegetarian **V** / Vegan **VEG**

Prices subject to additional fees and taxes

DISPLAYS

Serves 12

Artisan Cheese Display **v** \$155
Domestic + Imported Cheeses, Flatbreads, Crackers

Antipasti Display \$205
Genoa Salami, Mortadella, Provolone, Mozzarella, Olives, Pickled Vegetables, Flatbreads, Crackers

Texas Jumbo Shrimp Cocktail **GF** \$355
Jumbo Gulf Shrimp, Cocktail Sauce, Lemons

Farm To Table Crudites **GF / VEG** \$110
Baby Carrots, Cucumber, Grape Tomatoes, Celery, Broccoli, Red Radish, Ranch Dressing, Red Pepper Hummus



Loaded Hummus Board **v** \$145
Red Pepper Hummus, Cucumber, Marinated Olives, Feta Cheese, Herbs, Heirloom Tomatoes, Extra Virgin Olive Oil and Crystallized Basil Crusted Rainbow Peppers, Crackers

CHAFING DISHES
Included at No Additional Charge

SERVICE TABLE + LINEN
Not Included with Service

Gluten Friendly **GF** / Vegetarian **v** / Vegan **VEG**

EXHIBITOR CATERING MENU 2026

IN-BOOTH SERVICE

SPECIALITY ITEMS

PACKAGES: ICE CREAM / GELATO

MILKSHAKE / SMOOTHIES

FROSE

MARGARITAS

ACTION STATIONS

IN-BOOTH SERVICE OFFERING

Rolling Cart is included with all stations.

* Additional Fees Apply (Electrical and Set up Fee)



- * **Fresh Made Popcorn** GF | V Per dozen **\$65**
Includes Popcorn/ Individual Boxes
minimum 10 dozen



- * **Fresh Baked Chocolate Chip Cookies** V Per dozen **\$46**
Fresh Baked Chocolate Chip or Salted Caramel Cookies
minimum 10 dozen



- * **Cold Snap Ice Cream** V Per dozen **\$120**
Includes Assorted Toppings
Assorted Flavor Ice Cream Pods
minimum 10 dozen

CONTACT ARAMARK SALES

For more information:
AramarkSalesNRGPark@aramark.com



- * **Fresh Shaved Ice** GF | V Servings 150+ **\$550**
150 14oz Cups
Includes Assorted Syrup Flavors:
Strawberry
Raspberry
Mango
Passion Fruit

Extra 14oz Cups \$6
minimum 50 cups

- * **Boozy Snow Cones** GF | V
Alcohol by the bottle 750 mL

Apple Pucker \$24
Blue Curacao \$24
Peach Schnapps \$24
Bacardi Rum \$75
Tito's Vodka \$115

Limited Quantities of Action Stations Available

Each station requires a one-time setup fee of \$200+-. If ordering stations multiple days, the stations must remain in the booth for the duration. Aramark staff will not remove stations during the conference or overnight. There is absolutely no carryover of quantities from day to day. All stations require a minimum of one attendant to operate.

Ask your sales representative for space requires and electrical needs.

ALL MACHINES REQUIRE DEDICATED POWER

Please contact Freeman Electrical for Power Needs: 832-667-2651. Each machine requires (1) dedicated 120 volts and 12 amps for outlet.

Additional fees may apply. Items subject to availability.
Prices subject to additional fees and taxes

ORDERING

BREAKFAST

SNACKS + DESSERTS

SANDWICHES

HORS D'OEUVRES

DISPLAYS

ACTION STATIONS

BEVERAGES

SERVICE INFO

EXHIBITOR CATERING MENU 2026

IN-BOOTH SERVICE

SPECIALITY ITEMS

PACKAGES: ICE CREAM / GELATO

MILKSHAKE / SMOOTHIES

FROSE

MARGARITAS

ACTION STATIONS

SPECIALITY ITEMS

*Sweet N Savory S'mores

BRING PEOPLE TOGETHER BY TOASTING MARSHMALLOWS OVER AN OPEN FIRE

Sweet S'mores

Mini Chocolate Bar, Peanuts Butter, Nutella, Graham Crackers and Toasted Marshmallows

Savory S'mores

Smoked Sausage, Brie Cheese, Assorted Preserves, Crackers

250 Pieces \$2,250
Additional Per Dozen \$120

*Sampling of Texas First Desserts

TREAT YOUR GUESTS TO DESSERTS CREATED IN TEXAS

Cupcakes with Pipette of Dr. Pepper, Pecan Pie Tartlets, Banana Pudding Shooters, Peach Cobbler Shooters and Hummingbird Cake

250 Pieces \$2,250
Additional Per Dozen \$120

CONTACT ARAMARK SALES

For more information:
AramarkSalesNRGPark@aramark.com

*Fresh Piped Mini Cannolis

FRESHLY MADE-TO-ORDER WITH ATTENDANT

Includes:

Cannoli with Mascarpone Filling or Chocolate Mousse Filling dipped in Mini Dark Chocolate Chips or White Chocolate Chips

250 Pieces \$2,250
Additional Per Dozen \$120



Limited Quantities of Action Stations Available

Each station requires a one-time setup fee of \$200+.. If ordering stations multiple days, the stations must remain in the booth for the duration. Aramark staff will not remove stations during the conference or overnight. There is absolutely no carryover of quantities from day to day. All stations require a minimum of one attendant to operate.

Ask your sales representative for space requires and electrical needs.

Additional fees may apply. Items subject to availability.1

Prices subject to additional fees and taxes

EXHIBITOR CATERING MENU 2026

IN-BOOTH SERVICE

SPECIALITY ITEMS

PACKAGES: ICE CREAM / GELATO

MILKSHAKE / SMOOTHIES

FROSE

MARGARITAS

ACTION STATIONS

PACKGES

Ice Cream Cart is included with all stations.

Ice Cream Cart Package

CREATE YOUR OWN/INDIVIDUAL SERVINGS

Flavors:

Chocolate
Vanilla
Strawberry
Cookies and Cream

Includes Toppings: Hot Fudge, Chocolate, Sprinkles, Crushed Peanuts, M&M's

PACKAGE 1

Choose **One** Flavor

150	9oz cups	\$1,800
250	9oz cups	\$3,000
Extra	9oz cups (50 minimum)	\$14/cup

PACKAGE 2

Choose **Two** Flavor

150	9oz cups	\$2,300
250	9oz cups	\$3,500
Extra	9oz cups (50 minimum)	\$15/cup

CONTACT ARAMARK SALES

For more information:
AramarkSalesNRGPark@aramark.com

Gelato Cart Package

CREATE YOUR OWN/INDIVIDUAL SERVINGS

Flavors:

Espresso
Vanilla Bean
Coconut
Pistachio

Includes Toppings: Hot Fudge, Chocolate, Sprinkles, Crushed Peanuts, M&M's

PACKAGE 1

Choose **One** Flavor

150	9oz cups	\$2,200
250	9oz cups	\$3,400
Extra	9oz cups (50 minimum)	\$16/cup

PACKAGE 2

Choose **Two** Flavor

150	9oz cups	\$2,800
250	9oz cups	\$4,000
Extra	9oz cups (50 minimum)	\$17/cup

Limited Quantities of Action Stations Available

Each station requires a one-time setup fee of \$200+-. If ordering stations multiple days, the stations must remain in the booth for the duration. Aramark staff will not remove stations during the conference or overnight. There is absolutely no carryover of quantities from day to day. All stations require a minimum of one attendant to operate.

Ask your sales representative for space requires and electrical needs.

ALL MACHINES REQUIRE DEDICATED POWER

Please contact Freeman Electrical for Power Needs: 832-667-2651. Each machine requires (1) dedicated 120 volts and 12 amps for outlet.

Additional fees may apply. Items subject to availability.

Prices subject to additional fees and taxes

ORDERING

BREAKFAST

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EXHIBITOR CATERING MENU 2026

IN-BOOTH SERVICE

SPECIALITY ITEMS

PACKAGES: ICE CREAM / GELATO

MILKSHAKE / SMOOTHIES

FROSE

MARGARITAS

ACTION STATIONS

PACKGES

Rolling Cart is included with all stations.

Milkshake Package

FRESHLY MADE-TO-ORDER

Flavors:	Add Your Favorite Spirit	
Chocolate	per bottle	
Vanilla	Bailey's Irish Cream	\$100
Strawberry	Kahlua	\$90
Banana	Amaretto	\$114

PACKAGE 1

Choose **One** Flavor

150	10oz cups	\$1,500
250	10oz cups	\$2,500
Extra 10oz cups		\$14/cup
(50 minimum)		

PACKAGE 2

Choose **Two** Flavor

150	10oz cups	\$2,000
250	10oz cups	\$3,000
Extra 10oz cups		\$15/cup
(50 minimum)		

CONTACT ARAMARK SALES

For more information:

AramarkSalesNRGPark@aramark.com

Smoothie Package

FRESHLY MADE-TO-ORDER

Flavors:
Strawberry
Mango
Strawberry Banana

PACKAGE 1

Choose **One** Flavor

150	10oz cups	\$1,500
250	10oz cups	\$2,500
Extra 10oz cups		\$12/cup
(50 minimum)		

PACKAGE 2

Choose **Two** Flavor

150	10oz cups	\$2,000
250	10oz cups	\$3,000
Extra 10oz cups		\$13/cup
(50 minimum)		

Limited Quantities of Action Stations Available

Each station requires a one-time setup fee of \$200+-. If ordering stations multiple days, the stations must remain in the booth for the duration. Aramark staff will not remove stations during the conference or overnight. There is absolutely no carryover of quantities from day to day. All stations require a minimum of one attendant to operate.

Ask your sales representative for space requires and electrical needs.

ALL MACHINES REQUIRE DEDICATED POWER

Please contact Freeman Electrical for Power Needs: 832-667-2651. Each machine requires (1) dedicated 120 volts and 12 amps for outlet.

Additional fees may apply. Items subject to availability.

Prices subject to additional fees and taxes

EXHIBITOR CATERING MENU 2026

IN-BOOTH SERVICE

SPECIALITY ITEMS

PACKAGES: ICE CREAM / GELATO

MILKSHAKE / SMOOTHIES

FROSE

MARGARITAS

ACTION STATIONS

PACKAGES

Rolling Cart is included with all stations.

Froze Package

Flavors: Original Strawberry Lime Mango

ALCOHOL INFUSED

PACKAGE 1

Choose **One** Flavor

150 10oz cups \$1,200

250 10oz cups \$2,000

Extra 10oz cups \$10/cup
(50 minimum)

PACKAGE 2

Choose **Two** Flavor

150 10oz cups \$1,600

250 10oz cups \$2,400

Extra 10oz cups \$11/cup
(50 minimum)



Aramark TABC-Certified Bartender Required for all Orders Containing Alcohol EXCEPT: Orders of these Quantities or Less Require a Valid TABC Certificate for the Person Serving Alcohol to be Submitted to the Aramark Sales Department.

Product Carry Over from day to day Allowed with the Addition of Bartender Charge and \$200 Daily Setup Fee.

No Alcohol May be Removed from the Premises at Any Time, Including End of Show, NO EXCEPTIONS

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EXHIBITOR CATERING MENU 2026

IN-BOOTH SERVICE

SPECIALITY ITEMS

PACKAGES: ICE CREAM / GELATO

MILKSHAKE / SMOOTHIES

FROSE

MARGARITAS

ACTION STATIONS

PACKGES

Rolling Cart is included with all stations.

Frozen Margaritas Package

Flavors: Lime Strawberry

NON-ALCOHOLIC

	PACKAGE 1	PACKAGE 2
Choose	One Flavor	Two Flavor
150 10oz cups	\$1,400	\$1,750
250 10oz cups	\$2,300	\$2,900
Extra 10oz cups (50 minimum)	\$14/cup	\$15/cup

ALCOHOL INFUSED

	PACKAGE 1	PACKAGE 2
Choose	One Flavor	Two Flavor
150 10oz cups	\$1,800	\$2,100
250 10oz cups	\$3,000	\$3,500
Extra 10oz cups (50 minimum)	\$14/cup	\$15/cup



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Each station requires a one-time setup fee of \$200+-. If ordering stations multiple days, the stations must remain in the booth for the duration. Aramark staff will not remove stations during the conference or overnight. There is absolutely no carryover of quantities from day to day. All stations require a minimum of one attendant to operate.

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ALL MACHINES REQUIRE DEDICATED POWER

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EXHIBITOR CATERING MENU 2026

NON-ALCOHOLIC

COFFEE

BEER+ SELTZER

LIQUOR

WINE

PACKAGES

EQUIPMENT

NON-ALCOHOLIC

Six pack unless otherwise stated

Dasani Bottled Water 12oz \$22

Soft Drinks 12oz \$22

 Coca Cola / Diet Coke /
Coke Zero Sugar / Sprite / Dr. Pepper

Gold Peak Bottled Tea 12oz \$48
Sweet / Unsweet

Perrier 11oz \$35

Juice 10oz \$36

 Apple / Cranberry / Orange

Powerade \$54

Fruit Punch / Cool Blue / Tropical Mango

Red Bull 8.9oz \$54

Regular / Sugar Free

Starbucks Frappuccino 9.5oz \$120

Twelve pack
Mocha / Vanilla

Fruit + Herb Infused Water 1 gallon \$50

Strawberry Mint / Lemon Rosemary

Water Cooler Rental* 5oz Cups Included \$150

PER SHOW

Based on Availability

5-Gallon Water Jug 5oz Cups Included \$48

Bag of Ice 40lbs \$16

COFFEE

Includes Cups, Lids, Creamers, Sweeteners,
Stir Sticks

Premium Coffee 3 gallons

Regular \$205

Decaffeinated \$205

Each gallon yields approximately (12) 10-oz servings

Cold Brew Regular Coffee 1 gallon \$105

Each gallon yields approximately (12) 10-oz servings

Silver Urn Service per urn \$50

Per Run of Show / Advance Order Only

Deluxe Coffee presentation

Based on Availability,

Keurig or Nespresso

Based on Availability

Each machine requires (1) dedicated
120 volts and 12 amps for outlet.



Assorted Pods + Capsules \$90

K-Cup (12)

Nespresso (10)

1-Gallon Water Jug \$10

TEA

Includes Cups, Lids, Creamers, Sweeteners,
Stir Sticks

Hot Tea 3 gallons \$180

Each gallon yields approximately (12) 10-oz servings

* REQUIRES DEDICATED POWER

Please contact Freeman Electrical
for Power Needs: 832-667-2651

EQUIPMENT

Equipment returned damaged or not
returned at all will incur replacement fees.

BARS, TABLES + COUNTERS NOT INCLUDED WITH SERVICE

Please order these items from the Show
Decorator in advance of service start time.

EXHIBITOR CATERING MENU 2026

NON-ALCOHOLIC

COFFEE

BEER+ SELTZER

LIQUOR

WINE

PACKAGES

EQUIPMENT

BEER + SELTZER

Six pack

Domestic \$44

Bud Light
Budweiser
Coors Light
Michelob Ultra
Miller Lite

Premium \$48

Guinness
Heineken
Karbach Love Street
Modelo
Shiner Bock
Stella Artois
White Claw Mango Hard Seltzer

LIQUOR

750 mL bottle

Whiskey + Bourbon

Crown Royal Whiskey \$120
Maker's Mark Bourbon \$120
Jack Daniels
American Whiskey \$105

Scotch

Macallan 12 \$310
Johnnie Walker Black \$170

Gin

Bombay Sapphire \$95
Tanqueray \$95

Rum

Captain Morgan Spiced \$75
Bacardi Superior \$75

Tequila

Don Julio 1942 \$650
Patron Silver \$189
Hornitos Plata \$90
Hornitos Reposado \$90

Vodka

Grey Goose \$125
Tito's \$115
Ketel One \$95

Cordials

Kahlua \$90
Bailey's Irish Cream \$100

NOVELTIES

Per Dozen

Boozy Bears \$132

Gummy Bears Soaked in Vodka

Energy Shot \$132

Champagne + Vodka Jello Shot



*Looking for
Something Not Listed*

Two Weeks Notice Required

CONTACT ARAMARK SALES
AramarkSalesNRGPark@aramark.com

Aramark TABC-Certified Bartender Required for all Orders Containing Alcohol EXCEPT:

- Maximum 24 Bottles of Beer OR 2 Bottles of Wine.

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Prices subject to additional fees and taxes

EXHIBITOR CATERING MENU 2026

[NON-ALCOHOLIC](#)[COFFEE](#)[BEER+ SELTZER](#)[LIQUOR](#)[WINE](#)[PACKAGES](#)[EQUIPMENT](#)

WINE

WHITE WINE

750 mL bottle

Sparkling

Veuve Clicquot "Yellow Label" Brut Champagne	\$250
La Marca Brut Prosecco	\$55

Chardonnay

Jordan	\$130
Josh Cellars	\$65
Woodbridge	\$44

Sauvignon Blanc

Kim Crawford	\$79
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Pinot Grigio

Santa Margherita	\$105
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Rose

Whispering Angel	\$80
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RED WINE

750 mL bottle

Cabernet Sauvignon

Franciscan	\$79
Josh Cellars	\$65
Woodbridge	\$44

Merlot

J. Lohr Los Osos	\$55
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Pinot Noir

Meiomi	\$65
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EXHIBITOR CATERING MENU 2026

NON-ALCOHOLIC

COFFEE

BEER+ SELTZER

LIQUOR

WINE

PACKAGES

EQUIPMENT

PACKAGES

Happy Hour Package

\$650

Serves Roughly 60 Guests

Crown Royal Whiskey	1 bottle
Tito's Vodka	1 bottle
Hornitos Reposado	1 bottle
Cranberry Juice	6 bottles
Orange Juice	6 bottles
Tonic Water	6 cans
Club Soda	6 cans
Lemon + Lime Wedges	

Margarita on the Rocks Package

\$600

Serves Roughly 60 Guests

Hornitos Reposado	3 bottles
Margarita Mix	12 bottles
Lime Wedges	
Margarita Salt	

Beer + Wine Package

\$1,300

Serves Roughly 60 Guests

Bud Light	24 bottles
Coors Light	24 bottles
Michelob Ultra	24 bottles
Miller Lite	24 bottles
Josh Cellars Chardonnay	4 bottles
Franciscan Cabernet Sauvignon	4 bottles

Mimosa Package

\$720

Serves Roughly 50 Guests

La Marca Brut Prosecco	10 bottles
Orange Juice	15 bottles
Cranberry Juice	15 bottles

Bloody Mary Package

\$650

Serves Roughly 60 Guests

Tito's Vodka	3 bottles
Zing Zang Bloody Mary Mix	12 bottles
Tabasco Sauce	1 bottle
Worcestershire Sauce	1 bottle
Lime Wedges, Celery Sticks, Olives	



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EXHIBITOR CATERING MENU 2026

NON-ALCOHOLIC

COFFEE

BEER+ SELTZER

LIQUOR

WINE

PACKAGES

EQUIPMENT

EQUIPMENT

Linen Rental \$12

Per Piece / Per Show
Black or White



Two-Tier Bar Rental \$150

Per Bar / Per Day
Limited Availability

Butcher Block Table Rental \$75

Per Table / Per Day
Limited Availability



TOSSWARE

Tossware Tumbler \$95

12oz Tumbler / Case of 48



Tossware Flute 9oz \$95

9oz Flute / Case of 48



DISPOSABLES

Plates Per 100

Plates 6" \$40
Plates 9" \$75

Utensils Per 100

Knives \$26
Forks \$26
Spoons \$26

Cups + Lids Per 100

NRG Cups 6oz \$75
NRG Cups 9oz \$90
Coffee Cups 12oz with lids \$400

NRG Park 9oz Cup

Included with bar service/
beverage service at
no additional charge



ORDERING

BREAKFAST

SNACKS + DESSERTS

SANDWICHES

HORS D'OEUVRES

DISPLAYS

ACTION STATIONS

BEVERAGES

SERVICE INFO

EXHIBITOR CATERING MENU 2026

HOW TO ORDER PAYMENT + FEES SERVICE PERSONNEL PROCEDURES + SERVICES GENERAL INFORMATION CHARGES

POLICIES + GUIDELINES

This menu is for use on the exhibit floor only. If you are placing an order for a meeting room or suite, please call Aramark Sales for a Catering Menu.

HOW TO ORDER

Ordering

All original catering orders must be received no later than two (2) weeks prior to the first day of your show.

- A ten percent (10%) late charge will be applied to all orders after this date.

Changes and/or cancellations must be received one (1) week prior to the first day of your show.

- No cancellations or reductions will be made after this date.
- Any change made after one (1) week prior to the first day of the show will be subject to approval by the Aramark Sales Department based on availability of product and staff.

Ordering Confirmation

Please allow up to seven (7) business days for order processing. All orders received will be confirmed with a Customer Invoice. If you do not receive confirmation of order receipt, please know your order has not been processed. Orders are not final until signed Customer Invoice and Payment are received and processed successfully by the Aramark Sales Department.

PAYMENT + FEES

Payment Policy

Aramark Corporate Policy requires full payment prior to commencement of services. Additionally, a credit card must be on file for any reorders made on site, NO EXCEPTIONS. Orders over \$20,000 (per show) paid by credit card will incur a 3.5% processing fee. Orders are not final until signed Customer Invoice and Payment are received and processed successfully.

Administrative Charge + Taxes

All items are subject to a twenty percent (20%) Administrative Charge and applicable eight and one-quarter (8.25%) Sales Tax. Mixed Beverage Sales Tax is included in sales price. The Administrative Charge is not intended to be a tip, gratuity or service charge for the benefit of employees and is not distributed to employees.

Gratuity

Any Bartender or Booth Attendant gratuities for exceptional service occur at the sole discretion of the Booth Host. If any such optional gratuities are given, only your Bartender or Booth Attendant will receive this amount.

Pricing

All prices are subject to change without prior notification.

DELIVERY CHARGE

A \$75 charge will apply to all deliveries of less than \$250 (excluding tax and administrative fee) per order.

This fee applies to each delivery below the minimum, including multiple deliveries daily.

SERVICE PERSONNEL

When ordering Aramark personnel for your booth, we will schedule personnel a minimum of 30 minutes prior to the start time of your service. Attendants are highly recommended for serving your booth. TABC-certified bartenders are required for dispensing alcoholic beverages per TABC regulations.

NOTE: Catering attendants are responsible for the setup and clearing of food and beverage-related equipment and items during the catering event. Catering attendants are not permitted to do general booth cleaning, such as vacuuming, emptying trash cans, dusting, etc. We advise all catered events to order porter service.

To order porter services, please visit the NRG Park Exhibitor Services Online Ordering site: nrgpark.boomerecommerce.com.

EXHIBITOR CATERING MENU 2026

HOW TO ORDER PAYMENT + FEES SERVICE PERSONNEL PROCEDURES + SERVICES GENERAL INFORMATION CHARGES

POLICIES + GUIDELINES

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PROCEDURES + SERVICES

Cancellation Policy

No cancellations will be allowed within one (1) week prior to the first day of the show. Cancellations must be received in writing and must be confirmed by Aramark to be valid. All other cancellations, within one (1) week of the first day of show and after, will be assessed a charge of one hundred percent (100%) of the total order value, including fees and taxes.

Special Orders

This menu has been designed with years of experience with exhibitors in mind. However, should you have special menu needs, please contact the Aramark Sales Department. Any variance from this menu, including changes to quantity, menu context, etc. is subject to special pricing.

GENERAL INFORMATION

Tables + Electrical

Aramark does not provide skirted service tables, bars or electrical hookups in your exhibit space, including meeting rooms utilized for exhibits. Please contact the appropriate contractor for these items.

Serviceware + Supply Charge

A once-daily supply charge is mandatory to cover the cost of disposable serviceware for in-booth catering to include service platters, flatware, plates, cups and napkins. The supply charge of \$50 is additional to attendant and/or bartender charges.

Please note all serviceware may be disposed of at the end of each day of service; serviceware is not reused.

Unconsumed Food + Beverage

Aramark reserves the right, in its sole discretion to dispose of any unconsumed or unopened food and beverages at the end of each event or to restock certain items. Unused items may not be removed from the NRG Park premises. Credit will not be given for any such items.

ADDITIONAL CHARGES

Attendant Charge:

- \$200 per Attendant for up to Four (4) Hours of Service
- \$50 per Attendant per Hour for Each Additional Hour

Bartender Charge:

- \$250 per Bartender for up to Four (4) Hours of Service
- \$50 per Bartender per Hour for Each Additional Hour

Delivery Charge: \$75

- For Orders Less Than \$250, Including Multiple Orders Daily

Daily Supply Charge: \$50

All orders requiring any of the following will be charged a supply fee: cups, napkins, plates, cutlery, disposable tongs or serving spoons, disposable trays, bus tubs, ice bins, etc.

Credit Card Fee: 3.5%

- For Orders Over \$20,000

Late Fee: 10%

- For Orders Placed Within 2 Weeks of Show

EXHIBITOR ORDER FORM



CONTACT INFORMATION

Event /Show Name		Booth Number		Meeting Room (If Applicable)	
Company (Name on Exhibit Booth)					
Exhibit Company (3rd Party Planner, if Applicable)					
Mailing Address		City		State	
				Zip	
Contact Name			Phone Number		
Email Address			Cell Phone		

[illegible]

\$50.00 Daily Supply Charge

20% Administration Charge & Sales Tax Applies, 10% Late Fee for Orders Received Less Than 7 Days Prior to Show

All Orders Must be Accompanied by a Payment Agreement.

NOTE: Delivery Times Can Vary up to 30 Minutes Before or 30 Minutes After Time Requested

Deliveries for Orders Less than \$250 (excluding tax and administrative charge) will Incur a \$75 Delivery Fee Per Delivery

I certify that the above information is correct and that I have read and understand the policies and procedures in the Exhibitor Menu.

Authorized Signature

Title

Date _____

PLEASE RETURN THIS FORM TO THE ARAMARK SALES OFFICE VIA EMAIL.

SAVE FORM



exhibitor.services@heritagesvs.com

1-800-360-4323

Fax 314-534-8050

Order online at: heritagesvs.com/ordering

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

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

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