



Service Manual

AMERICAN SOCIETY OF GENE & CELL THERAPY 26TH ANNUAL MEETING

MAY 16-20TH, 2023

**LOS ANGELES CONVENTION CENTER
LOS ANGELES, CALIFORNIA**

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



HERITAGE™

exhibitor.services@heritagesvs.com

1-800-360-4323

Fax 314-534-8050

GENERAL INFORMATION..... 3-5

WAREHOUSE VS. SHOW SITE SHIPPING 5

CREDIT CARD AUTHORIZATION FORM..... 6**ORDER SUMMARY FORM..... 7****BOOTH GRID..... 8****TERMS AND CONDITIONS 9****EXHIBITOR APPOINTED CONTRACTORS (EAC) 10-13****THIRD PARTY AUTHORIZATION 14****CARPET AND FURNITURE ORDER FORMS 15-25**

CARPET ORDER FORMS 15-16

FURNITURE ORDER FORMS 17-19

ACCESSORIES ORDER FORMS 20-23

COUNTER AND SHOWCASE ORDER FORMS .. 24-25

SPECIALTY FURNITURE CATALOG..... 26-35

SPECIALTY FURNITURE ORDER FORMS 27-35

EXHIBITOR RENTAL DISPLAY BOOTHS 36-41**MATERIAL HANDLING INFORMATION..... 42-45**

MATERIAL HANDLING ORDER FORM..... 45

PRIORITY RETURN/ACCESSIBLE STORAGE..... 46**DIRECT SHIPMENTS INFORMATION 47****HES LOGISTICS INFORMATION..... 48-51****SHIPPING LABELS..... 52-53**

ADVANCE WAREHOUSE LABELS..... 52

SHOW SITE LABELS 53

UNION JURISDICTION RULES 54**EXHIBIT LABOR ORDER FORMS..... 55-56*****HANGING SIGNS INFORMATION AND FORMS 57-60**

INFORMATION/WAIVER 57

ORDER FORMS 58-59

SHIPPING LABELS..... 60

SIGN SERVICE ORDER FORM 61**GRAPHIC SUBMISSION INFORMATION 62****BOOTH CLEANING ORDER FORM 63****INTERNET/TELEPHONE/TV ORDERING 64-74**

INFORMATION AND LIGHT INTERNET USAGE 64-67

DEDICATED WIRED INTERNET SERVICE 68

WIRELESS INTERNET SERVICE 69-70

PHONE SERVICE AND F.A.Q..... 71-74

AUDIO/VISUAL ORDER FORMS 75-82

EXHIBITOR INFO AND VIDEO PACKAGES 75-76

MONITOR AND AUDIO/VISUAL PRICING 77-79

TERMS & CONDITIONS..... 80-82

ELECTRICAL ORDER FORMS 84-85

ELECTRICAL RATE SHEET 84

BOOTH CATERING FORMS 86-104

BOOTH CATERING ORDER FORM..... 104

PHOTOGRAPHY ORDER FORM..... 105**LEAD RETRIEVAL FORMS 106-107****EXHIBIT HALL FIRE REGULATIONS 108**

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

ASGCT 26TH ANNUAL MEETING

MAY 16-20TH, 2023

LOS ANGELES CONVENTION CENTER

LOS ANGELES, CALIFORNIA

Booth Equipment

All exhibit booth space is sold as unfurnished, and electricity is not included. Complimentary Wi-Fi will be provided to meeting attendees throughout the Los Angeles Convention Center, including the Exhibit Hall. Exhibitors are not required, but are encouraged, to purchase additional internet offerings for an independent connection.

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

Booth Construction and Dismantling

Every exhibit space should allow for the visibility of other spaces to ensure that every exhibitor has reasonable site lines to the aisle. Show Management has the right to restrict exhibits that are objectionable for any reason, and to remove any display that detracts from the general character of the exhibits.

All exhibitors must adhere to the booth construction and dismantling guidelines on pages 5-7 in ASGCT's [Exhibitor Terms and Conditions](#).

Exhibit Hall Carpet

All exhibit booth spaces in the Exhibit Hall must be carpeted or covered with appropriate flooring (bare floors are not permitted). Carpet is NOT included, and flooring must be purchased by the exhibiting company. Please refer to the enclosed carpet brochure and carpet order form on pages 14-15. The aisles will be carpeted in Tuxedo (gray with black specs) and the main center aisles will be carpeted in Red. **If no carpet order is placed, your booth will be supplied with gray carpet and billed at kit rates listed.**

Discount Price Deadline Date

In order to receive advance order discount rates listed on the price sheet, we must receive your order and payment by Wednesday, April 26th, 2023.

Shipments to Advance Warehouse Deadline Date

Heritage will begin receiving freight at the advance warehouse on Monday, April 17th, 2023. To avoid late fees, all shipments to the advanced warehouse must arrive no later than Monday, May 8th, 2023. Shipments will be received Monday through Friday between the hours of 10:00 a.m. and 4:00 p.m.

Show Schedule

Exhibitor Move-In

Monday	May 15 th	10:00 AM	-	4:30 PM
Tuesday	May 16 th	8:00 AM	-	3:45 PM

Exhibit Hours

Tuesday	May 16 th	5:30 PM	-	7:00 PM	Welcome Reception
Wednesday	May 17 th	9:45 AM	-	7:00 PM	
Thursday	May 18 th	9:45 AM	-	7:00 PM	
Friday	May 19 th	9:45 AM	-	7:00 PM	

Exhibitor Move-Out

Friday	May 19 th	7:00 PM	-	11:00 PM
Saturday	May 20 th	8:00 AM	-	2:00 PM

Dismantle and Move-Out Information

- Heritage will begin returning empty crates and containers as soon as the aisle carpet is removed from the aisles. This will begin at 7:00 PM, on Friday, May 19th.
- All carriers must check-in no later than 11:00 AM, on Saturday, May 20th. All exhibit materials must be removed from the exhibit hall floor by 2:00 PM, on Saturday, May 20th. Heritage will begin redirecting all outbound freight not claimed by appointed freight carriers to the preferred show carrier at 11:00 AM.
- Please refer to the Outbound Shipments Form included in this packet for detailed information regarding outbound shipping procedures.

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

ASGCT 26TH ANNUAL MEETING

MAY 16-20TH, 2023

LOS ANGELES CONVENTION CENTER

LOS ANGELES, CALIFORNIA

Post Show Paperwork and Labels

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

HES Freight Logistics

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

Ordering Online

Go To: heritagesvs.com/ordering

Service Center Hours

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

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

ASGCT 26TH ANNUAL MEETING

MAY 16-20TH, 2023

LOS ANGELES CONVENTION CENTER

LOS ANGELES, CALIFORNIA

Exhibitors have two options in regards to shipping your booth freight

Option 1 - Advanced Warehouse

The warehouse will be open for 3 weeks prior to the move in date. Your freight will be received and manifested. Your freight will be brought from the Advanced Warehouse and waiting for you at your booth. Material Handling fees will apply.

Heritage will accept exhibit materials beginning Monday, April 17th, 2023 at the warehouse address. Material arriving after Monday, May 8th, 2023 will be received at the warehouse with an additional after deadline charge.

Warehouse Shipping Information – Option 1

Exhibitor Company Name and Booth Number

HERITAGE

TForce Freight C/O Crane Freight & Cartage

1515 E. Winston Rd.

Anaheim, CA 92805

FOR: ASGCT 2023

Option 2 - Show Site

Exhibitors can have freight shipped directly to show site as well. Once your carrier arrives, we will unload your freight from the docks and deliver directly to your booth. Material Handling fees will apply.

Crated, boxed, or skidded materials will be accepted at show site beginning at 10:00 AM, Monday, May 15th, 2023 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.

Show Site Shipping Address – Option 2

Exhibitor Company Name and Booth Number

C/O HERITAGE

Los Angeles Convention Center - West Exhibit Hall A

1201 S. Figueroa St.

Los Angeles, CA 90015

FOR: ASGCT 2023

We Appreciate Your Business!



exhibitor.services@heritagesvs.com

1-800-360-4323

Fax 314-534-8050

Order online at: heritagesvs.com/ordering

METHOD OF PAYMENT & CREDIT CARD AUTHORIZATION FORM

Must be completed and submitted with any HERITAGE order forms

Name of Convention ASGCT 2023 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 Services Early and SAVE!

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

Heritage Order Forms

Order Total

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

TOTAL AMOUNT DUE **\$** _____

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

Exhibiting Company _____

Contact Name _____ Booth # _____

Phone # _____ Email _____

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



Fax 314-534-8050

BOOTH GRID

ASGCT 2023

Discount Deadline:
4/26/2023

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.

Left Booth #

Right Booth #

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.

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.services@heritagesvs.com

1-800-360-4323

Fax 314-534-8050

Order online at: heritagesvs.com/ordering**Discount Deadline:
4/26/2023**

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.services@heritagesvs.com

1-800-360-4323

Fax 314-534-8050

Order online at: heritagesvs.com/ordering**Discount Deadline:
4/26/2023****Exhibitor Appointed Contractor (EAC)
Work Authorization Form**

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

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

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

Electrical Booth Cleaning Plumbing Material Handling Telecommunications Hanging Signs Rigging

Services:

☐
☐
☐

Installation & Dismantle

Photography

Personnel/Models

☐
☐
☐

Installation & Dismantle – Supervision Only

Security

Other (please specify): _____

Products:

☐
☐
☐

Flooring/Carpet Rental

Furniture/Signs/Accessories

Floral

☐
☐
☐

Audio/Visual – Rental/Production/Lighting

Computer Rental

Other (please specify): _____

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

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

Please Type or Print

EAC Information:

EAC Company Name: _____

Address: _____ City/State/Zip _____

EAC Company Phone: _____ Fax Number: _____

EAC Contact Name: _____ EAC Contact Cell: _____

EAC Contact Email: _____

Product/Service Description: _____

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

Exhibitor Signature: _____ Date: _____

Exhibiting Company _____

Contact Name _____ Booth # _____

Phone # _____ Email _____

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

CERTIFICATE HOLDER		CANCELLATION	
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	

exhibitor.services@heritagesvs.com

1-800-360-4323

Fax 314-534-8050

Order online at: heritagesvs.com/ordering**Discount Deadline:
4/26/2023****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.

exhibitor.services@heritagesvs.com

1-800-360-4323

Fax 314-534-8050

Discount Deadline:
4/26/2023

Order online at: heritagesvs.com/ordering

	Item	Quantity	Discount Rate	Standard Rate	Total
Classic Expo Carpet 16 oz	C10 10' x 10'	_____ x _____	\$365.11	\$474.65	= _____
	C20 10' x 20'	_____ x _____	\$716.83	\$931.88	= _____
	C30 10' x 30'	_____ x _____	\$1,071.94	\$1,393.52	= _____
	C40 10' x 40'	_____ x _____	\$1,440.36	\$1,872.47	= _____

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 _____ 100 sq. ft. min.		\$6.19	\$8.05	= _____

Circle your color choice for CLASSIC EXPO carpet:

Red Blue Burgundy Hunter Green Plum Gray Black

	Item	Total Sq. Ft.	Discount Rate	Standard Rate	Total
Prestige Carpet	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 Burgundy Beige Royal Teal

	Item	Total Sq. Ft.	Discount Rate	Standard Rate	Total
Padding and Visqueen	C70 Carpet Padding _____ W x _____ L per sq. ft. _____ x _____		\$3.02	\$3.93	= _____
	C80 Visqueen Covering _____ W x _____ L per sq. ft. _____ x _____		\$1.80	\$2.34	= _____

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 9.5% \$ _____
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



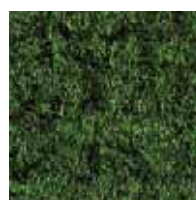
Red



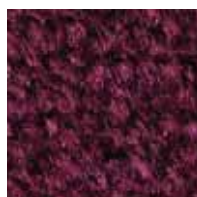
Blue



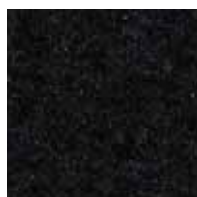
Burgundy



Hunter Green



Plum



Black



Gray

28 oz. Prestige Carpet



Navy



Hunter Green



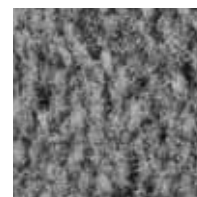
Red



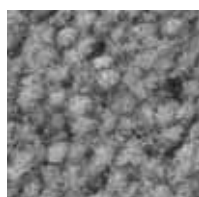
Black



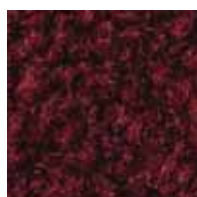
White



Charcoal



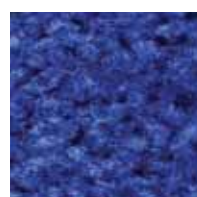
Silver Cloud



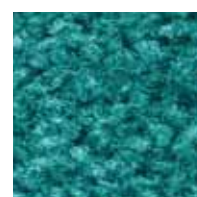
Burgundy



Beige



Royal



Teal

exhibitor.services@heritagesvs.com

1-800-360-4323

Fax 314-534-8050

Discount Deadline:
4/26/2023
Order online at: heritagesvs.com/ordering

	Item	Quantity	Discount Rate	Standard Rate	Total
Furniture	F60 Plastic Side Chair (Gray)		X \$ 114.42	\$ 148.75	=
	F50 Padded Sled Base Chair (Gray)		X \$ 149.34	\$ 194.14	=
	F9 Padded Chair (Gray)		X \$ 149.34	\$ 194.14	=
	F10 Padded Arm Chair (Gray)		X \$ 161.88	\$ 210.44	=
	F20 Custom Padded Arm Chair (Gray)		X \$ 191.22	\$ 248.59	=
	F30 Padded High Stool (Gray)		X \$ 182.82	\$ 237.67	=
	F40 Custom Padded High Stool (Gray)		X \$ 240.06	\$ 312.08	=
	F75 Executive Chair (Black)		X \$ 234.00	\$ 304.20	=
Draped Display Tables	Circle your color choice: Red Blue Teal Burgundy Hunter Green Plum Silver Black White Gold Expo Green				
	F110 4' Table – 30" High		X \$ 206.58	\$ 268.55	=
	F120 6' Table – 30" High		X \$ 248.46	\$ 323.00	=
	F130 8' Table – 30" High		X \$ 290.28	\$ 377.36	=
	F140 4' Table – 42" Counter High		X \$ 256.80	\$ 333.84	=
	F150 6' Table – 42" Counter High		X \$ 298.68	\$ 388.28	=
	F160 8' Table – 42" Counter High		X \$ 340.56	\$ 442.73	=
	F170 4th Side Table Drape - 30" High		X \$ 86.52	\$ 112.48	=
	F180 4th Side Table Drape - 40" High		X \$ 86.52	\$ 112.48	=
	Undraped Display Tables	F190 4' Table – 30" High		X \$ 132.60	\$ 172.38
F200 6' Table – 30" High			X \$ 161.88	\$ 210.44	=
F210 8' Table – 30" High			X \$ 192.60	\$ 250.38	=
F220 4' Table – 42" Counter High			X \$ 143.76	\$ 186.89	=
F230 6' Table – 42" Counter High			X \$ 170.28	\$ 221.36	=
F240 8' Table – 42" Counter High			X \$ 207.96	\$ 270.35	=
F80 30" Diameter Pedestal (Gray) 18" H			X \$ 287.52	\$ 373.78	=
F90 30" Diameter Pedestal (Gray) 30" H			X \$ 287.52	\$ 373.78	=
F100 30" Diameter Pedestal (Gray) 42" H			X \$ 287.52	\$ 373.78	=
Table Risers Covered White		F250 4' Long Riser		X \$ 91.26	\$ 118.64
	F260 6' Long Riser		X \$ 112.20	\$ 145.86	=
	F270 8' Long Riser		X \$ 135.66	\$ 176.36	=
Special Drape Products	Circle your color choice: Red Blue Teal Burgundy Hunter Green Plum Silver Black White Gold Expo Green				
	F280 Drape - 3' H		X \$ 19.79	\$ 25.72	=
	F290 Drape - 8' H		X \$ 27.90	\$ 36.27	=

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

Method of Payment & Credit Card Authorization Form REQUIRED to be submitted with this form.
SUBTOTAL \$
TAX 9.5% \$
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)



Padded Sled Base Chair
F50
(Gray)



Padded Chair
F9
(Gray)



Padded Arm Chair
F10
(Gray)



Custom Padded Arm Chair
F20
(Gray)



Padded High Stool
F30
(Gray)



Custom Padded High Stool
F40
(Gray)



Executive Chair
F75
(Black)

Skirted Tables



4' Display Table
F110
30" High



4' Display Table
F140
42" Counter High



6' Display Table
F120
30" Counter High



6' Display Table
F150
42" High



8' Display Table
F130
30" High



8' Display Table
F160
42" Counter High

Table Skirt and Drape Color Options



Red



Teal



Hunter Green



Silver



White



Blue



Burgundy



Plum



Black



Gold



Expo Green

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)

Accessories

Item	Quantity	Discount Rate	Standard Rate	Total
A10 Wastebasket	_____ x	\$ 40.20	\$ 52.26 =	_____
A20 Tripod Easels	_____ x	\$ 67.02	\$ 87.13 =	_____
A30 Chrome Stanchion	_____ x	\$ 50.22	\$ 65.29 =	_____
A40 Velour Rope 6' Black	_____ x	\$ 50.22	\$ 65.29 =	_____
A50 Coat Tree	_____ x	\$ 145.74	\$ 189.46 =	_____
A60 Chrome Bag Rack	_____ x	\$ 145.74	\$ 189.46 =	_____
A70 Literature Rack	_____ x	\$ 284.70	\$ 370.11 =	_____
A80 Garment Rack 5'	_____ x	\$ 156.30	\$ 203.19 =	_____
A90 2 Way Straight Arm Rack	_____ x	\$ 214.38	\$ 278.69 =	_____
A100 4 Way Slant Arm Rack	_____ x	\$ 240.06	\$ 312.08 =	_____
A107 Fishbowl	_____ x	\$ 30.00	\$ 39.00 =	_____
A110 6' Tensabarrier	_____ x	\$ 227.76	\$ 296.09 =	_____
D130 1M Straight Shelf	_____ x	\$ 141.18	\$ 183.53 =	_____
D131 1M Angle Shelf	_____ x	\$ 141.18	\$ 183.53 =	_____
D210 Acrylic Holder*	_____ x	\$ 41.88	\$ 54.44 =	_____
D220 Arm Light*	_____ x	\$ 89.34	\$ 116.14 =	_____
*For use with Heritage Rentals Only				
D250 Chrome Sign Holder	_____ x	\$ 247.02	\$ 321.13 =	_____

Tackboard

D20 Tackboard Panels (4'x8') Vertical	_____ x	\$ 301.50	\$ 391.95 =	_____
D30 Tackboard Panels (4'x8') Horizontal	_____ x	\$ 301.50	\$ 391.95 =	_____
D31 Fabric Modular Panel 1 Meter x 8'	_____ x	\$ 736.92	\$ 958.00 =	_____

**Circle your fabric modular only
panel color choice:**

Gray Black Blue

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

SUBTOTAL \$ _____

TAX 9.5% \$ _____

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



Coat Tree
A50



Chrome Bag Rack
A60



Literature Rack
A70



Garment Rack 5'
A80



2 Way Straight Arm Rack
A90



4 Way Slant Arm Rack
A100



6' Tensabarrier
A110



Fishbowl
A107

exhibitor.services@heritagesvs.com

1-800-360-4323

Fax 314-534-8050

ASGCT 2023

Order online at: heritagesvs.com/ordering

Discount Deadline: 4/26/2023

	Item	Quantity	Discount Rate	Standard Rate	Total
Pegboard	D10 Pegboard Panels (4'x8')	_____ x	\$ 401.94	\$ 522.52 =	_____
	D09 Pegboard 4" Single Hook	_____ x	\$ 11.13	\$ 14.47 =	_____
	D11 Pegboard 6" Single Hook	_____ x	\$ 17.16	\$ 22.31 =	_____
	D12 Pegboard 8" Single Hook	_____ x	\$ 20.04	\$ 26.05 =	_____
Gondolas	D800 Single Sided 1M x 4' High	_____ x	\$ 890.37	\$ 1157.48 =	_____
	D801 Double Sided 1M x 4' High	_____ x	\$ 1246.51	\$ 1620.47 =	_____
	D802 Single Sided 1M x 8' High	_____ x	\$ 1246.51	\$ 1620.47 =	_____
	D803 Double Sided 1M x 8' High	_____ x	\$ 1780.73	\$ 2314.95 =	_____
Gridwall	D40 Gridwall 2'x8' Black *Legs & Connectors required below	_____ x	\$ 274.68	\$ 357.08 =	_____
	D80 4" Gridwall Single Hook	_____ x	\$ 11.13	\$ 14.47 =	_____
	D60 6" Gridwall Single Hook	_____ x	\$ 17.16	\$ 22.31 =	_____
	D70 8" Gridwall Single Hook	_____ x	\$ 20.04	\$ 26.05 =	_____
	D81 Grid Legs (Black)* *Legs & Connectors required below	_____ x	\$ 48.02	\$ 62.43 =	_____
	D82 Grid Connectors*	_____ x	\$ 26.28	\$ 34.16 =	_____
	D83 3-Ball Waterfall Arm	_____ x	\$ 40.71	\$ 52.92 =	_____
	D84 5-Ball Waterfall Arm	_____ x	\$ 43.80	\$ 56.94 =	_____
	D85 7-Ball Waterfall Arm	_____ x	\$ 47.71	\$ 62.03 =	_____
Slatwall	D50 Slatwall 1 Meter x 8'	_____ x	\$ 368.46	\$ 479.00 =	_____
	D120 Slatwall Waterfall Hooks	_____ x	\$ 60.30	\$ 78.39 =	_____
	D121 Slatwall 8" Bracket	_____ x	\$ 20.04	\$ 26.05 =	_____

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

SUBTOTAL \$ _____

TAX 9.5% \$ _____

TOTAL DUE \$ _____

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

Exhibiting Company _____

Contact Name _____ Booth# _____

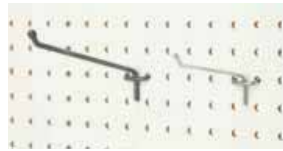
Phone # _____ Email _____

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

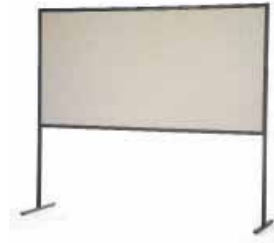
DISPLAYS



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



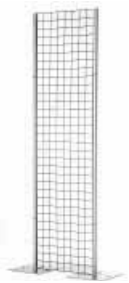
**Pegboard 6" Single
Hook**
D11



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



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



Gridwall 2'x8' Black
D40



**Gridwall 6" Single
Hook**
D60



Slatwall 1 Meter x 8'
D50



**Slatwall Waterwalls
Hooks**
D120



Slatwall 8" Bracket
D121



Shelf 1 meter wide
D130



Acrylic Holder
D210



Arm Light
D220



EXHIBIT ACCESSORIES - COUNTERS & SHOWCASES RENTAL ORDER FORM

exhibitor.services@heritagesvs.com

1-800-360-4323

Fax 314-534-8050

ASGCT 2023

Order online at: heritagesvs.com/ordering

Discount Deadline: 4/26/2023

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	\$ 937.92	\$ 1219.30	= _____
C_084	2 Meter Display Counter with Shelf 2M x 1/2M x 42" High with Sliding Door	_____ x	\$ 956.32	\$ 1243.21	= _____
C_152	1 Meter Curved Counter with Shelf 1M x 1/2M x 42" High with Sliding Door	_____ x	\$ 1031.71	\$ 1341.23	= _____
C_053	1 Meter Radius Counter with Shelf 1M x 1/2M x 42" High with Sliding Door	_____ x	\$ 807.92	\$ 1050.30	= _____
C_179	1 Meter Display Cabinet with Shelf 1M x 1/2M x 42" High with 2 Swing Doors and built in locks	_____ x	\$ 937.92	\$ 1219.30	= _____
MD60	Counter Locks	_____ x	\$ 53.04	\$ 68.95	= _____

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	\$ 887.70	\$ 1154.01	= _____
D150	6' Full View Showcase	_____ x	\$ 954.66	\$ 1241.06	= _____
D160	4' Quarter View Showcase	_____ x	\$ 753.66	\$ 979.76	= _____
D170	6' Quarter View Showcase	_____ x	\$ 848.58	\$ 1103.15	= _____

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

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

SUBTOTAL \$ _____
TAX 9.5% \$ _____
TOTAL DUE \$ _____

Exhibiting Company _____

Contact Name _____ Booth# _____

Phone # _____ Email _____

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

CABINETS AND COUNTERS



Counter

C_092

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



Counter

C_084

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



Curved Counter

C_152

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



Radius Counter

C_053

1M x 1/2M x 42"
High



Cabinet

C_179

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

Display Cases



D140/D150 (shown)

D140 - 4' Full View
Showcase

D150 - 6' Full View
Showcase



D160/D170 (shown)

D160 - 4' Quarter View
Showcase

D170 - 6' Quarter View
Showcase



EVENTS

Please click here to view Heritage's entire
catalog of specialty furniture options

TRADESHOW

FURNISHINGS

exhibitor.services@heritagesvs.com

1-800-360-4323

Fax 314-534-8050

Order online at: heritagesvs.com/ordering

Discount Deadline:

4/26/2023

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	247.40	321.62		
30AGBC	30" Round Cafe Table w/ Standard Black Base	30"RND 29"H	247.40	321.62		
30AGHB	30" Round Bar Table w/ Hydraulic Base	30"RND 45"H	302.38	393.09		
30AGHC	30" Round Cafe Table w/ Hydraulic Base	30"RND 29"H	302.38	393.09		
30BEBB	30" Round Bar Table w/ Standard Black Base	30"RND 42"H	247.40	321.62		
30BEBC	30" Round Cafe Table w/ Standard Black Base	30"RND 29"H	247.40	321.62		
30BEHB	30" Round Bar Table w/ Hydraulic Base	30"RND 45"H	302.38	393.09		
30BEHC	30" Round Cafe Table w/ Hydraulic Base	30"RND 29"H	302.38	393.09		
30BKHB	30" Round Bar Table w/ Hydraulic Base	30"RND 45"H	302.38	393.09		
30BKHC	30" Round Cafe Table w/ Hydraulic Base	30"RND 29"H	302.38	393.09		
30BKSB	30" Round Bar Table w/ Standard Black Base	30"RND 42"H	247.40	321.62		
30BKSC	30" Round Cafe Table w/ Standard Black Base	30"RND 29"H	247.40	321.62		
30BRHB	30" Round Bar Table w/ Hydraulic Base	30"RND 45"H	302.38	393.09		
30BRHC	30" Round Cafe Table w/ Hydraulic Base	30"RND 29"H	302.38	393.09		
30GRHB	30" Round Bar Table w/ Hydraulic Base	30"RND 45"H	302.38	393.09		
30GRHC	30" Round Cafe Table w/ Hydraulic Base	30"RND 29"H	302.38	393.09		
30GSBB	30" Round Bar Table w/ Standard Black Base	30"RND 42"H	247.40	321.62		
30GSBC	30" Round Cafe Table w/ Standard Black Base	30"RND 29"H	247.40	321.62		
30GSHB	30" Round Bar Table w/ Hydraulic Base	30"RND 45"H	302.38	393.09		
30GSHC	30" Round Cafe Table w/ Hydraulic Base	30"RND 29"H	302.38	393.09		
30MAHB	30" Round Madison Bar Table w/ Hydraulic Base	30"RND 45"H	302.38	393.09		
30MAHC	30" Round Madison Cafe Table w/ Hydraulic Base	30"RND 29"H	302.38	393.09		
30MTHB	30" Round Bar Table w/ Hydraulic Base	30"RND 45"H	302.38	393.09		
30MTHC	30" Round Cafe Table w/ Hydraulic Base	30"RND 29"H	302.38	393.09		
30OSBB	30" Round Bar Table w/ Standard Black Base	30"RND 42"H	247.40	321.62		
30OSBC	30" Round Cafe Table w/ Standard Black Base	30"RND 29"H	247.40	321.62		
30OSHB	30" Round Bar Table w/ Hydraulic Base	30"RND 45"H	302.38	393.09		
30OSHC	30" Round Cafe Table w/ Hydraulic Base	30"RND 29"H	302.38	393.09		
30WDBB	30" Round Bar Table w/ Standard Black Base	30"RND 42"H	247.40	321.62		
30WDBC	30" Round Cafe Table w/ Standard Black Base	30"RND 29"H	247.40	321.62		
30WDHB	30" Round Bar Table w/ Hydraulic Base	30"RND 45"H	302.38	393.09		
30WDHC	30" Round Cafe Table w/ Hydraulic Base	30"RND 29"H	302.38	393.09		
30WH29	30" Round Cafe Table w/ Standard Black Base	30"RND 29"H	247.40	321.62		
30WH42	30" Round Bar Table w/ Standard Black Base	30"RND 42"H	247.40	321.62		
30WHHB	30" Round Bar Table w/ Hydraulic Base	30"RND 45"H	302.38	393.09		

Additional items on the next page

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:
4/26/2023

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:
30WHHC	30" Round Cafe Table w/ Hydraulic Base	30"RND 29"H	302.38	393.09		
30YBBB	30" Round Bar Table w/ Standard Black Base	30"RND 42"H	247.40	321.62		
30YSBC	30" Round Cafe Table w/ Standard Black Base	30"RND 29"H	247.40	321.62		
30YSHB	30" Round Bar Table w/ Hydraulic Base	30"RND 45"H	302.38	393.09		
30YSHC	30" Round Cafe Table w/ Hydraulic Base	30"RND 29"H	302.38	393.09		
36ATO	Atomic 36" Round Table	36"RND 30"H	289.29	376.08		
36BKHB	36" Round Bar Table w/ Hydraulic Base	36"RND 45"H	357.36	464.56		
36BKHC	36" Round Cafe Table w/ Hydraulic Base	36"RND 29"H	346.89	450.95		
36BKSB	36" Round Bar Table w/ Standard Black Base	36"RND 42"H	257.87	335.23		
36BKSC	36" Round Cafe Table w/ Standard Black Base	36"RND 29"H	269.65	350.55		
36GRHB	36" Round Bar Table w/ Hydraulic Base	36"RND 45"H	357.36	464.56		
36GRHC	36" Round Cafe Table w/ Hydraulic Base	36"RND 29"H	346.89	450.95		
36MTHB	36" Round Bar Table w/ Hydraulic Base	36"RND 45"H	357.36	464.56		
36MTHC	36" Round Cafe Table w/ Hydraulic Base	36"RND 29"H	346.89	450.95		
36WTHB	36" Round Bar Table w/ Hydraulic Base	36"RND 45"H	357.36	464.56		
36WTHC	36" Round Cafe Table w/ Hydraulic Base	36"RND 29"H	346.89	450.95		
42ATO	Atomic 42" Round Table	42"RND 30"H	331.18	430.53		
42BKCT	42" Round Table	42"RND 29"H	403.17	524.12		
ALC100	Alondra Cocktail Table	47"L 24"D 16"H	346.89	450.95		
ALC200	Alondra Cocktail Table	47"L 24"D 17"H	346.89	450.95		
ALE100	Alondra End Table	20"L 20"D 20"H	269.65	350.55		
ALE200	Alondra End Table	20"L 20"D 21"H	269.65	350.55		
ATHCHA	Atherton Chair	27"L 31"D 30"H	585.12	760.66		
AURA	Aura Round Table	15"RND 22"H	150.54	195.70		
BC8	Madison Bookcase	36"L 12"D 72"H	472.55	614.31		
BCHWHT	Baja Chair	36"L 30.5"D 28"H	632.25	821.92		
BCW	Madrid Chair	30"L 30"D 31"H	585.12	760.66		
BKC10N	10' Table	120"L 48"D 29"H	979.13	1,272.87		
BKC10P	10' Table, Powered	120"L 48"D 29"H	1,183.34	1,538.34		
BKCT5N	5' Table	60"L 48"D 29"H	513.13	667.07		
BKCT5P	5' Table, Powered	60"L 48"D 29"H	566.80	736.84		
BKCT8N	8' Table	96"L 48"D 29"H	979.13	1,272.87		
BKCT8P	8' Table, Powered	96"L 48"D 29"H	1,183.34	1,538.34		
BLDBRD	Blade Barstool	20.5"L 20"D 40.5"H	124.36	161.66		

Additional items on the next page

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:
4/26/2023

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:
BLDBSB	Blade Barstool	20.5"L 20"D 40.5"H	124.36	161.66		
BLDCRD	Blade Chair	20.5"L 19"D 30.5"H	82.47	107.21		
BLDCSB	Blade Chair	20.5"L 19"D 30.5"H	82.47	107.21		
BLVWHT	Baja Loveseat	61"L 30.5"D 28"H	832.52	1,082.28		
BNMCOW	Brooklyn Meeting Chair	24.5"L 25.5"D 31.75"H	340.34	442.44		
BNMCSW	Brooklyn Meeting Chair, Swivel	24.5"L 25.5"D 31.75"H	340.34	442.44		
BOWCHA	Bowery Chair	29.75"L 31"D 27.25"H	585.12	760.66		
BS001	Shark Barstool	22"L 19"D 34-44"H	311.54	405.00		
BS002	Zoey Barstool	15"L 16"D 30-34.75"H	287.98	374.37		
BSFWHT	Baja Sofa	86"L 30"D 28"H	967.35	1,257.56		
BSR	Syntax Barstool	23"L 19"D 43.25"H	218.60	284.18		
BSS	Banana Barstool	21"L 22"D 41"H	287.98	374.37		
BST	Banana Barstool	21"L 22"D 41"H	287.98	374.37		
BVLYBK	Beverly Bench Ottoman	60"L 20"D 18"H	367.83	478.18		
BVLYBN	Beverly Bench Ottoman	60"L 20"D 18"H	367.83	478.18		
BVLYGR	Beverly Bench Ottoman	60"L 20"D 18"H	367.83	478.18		
BVLYLN	Beverly Bench Ottoman	60"L 20"D 18"H	367.83	478.18		
BVLYOB	Beverly Bench Ottoman	60"L 20"D 18"H	367.83	478.18		
BVLYRD	Beverly Bench Ottoman	60"L 20"D 18"H	367.83	478.18		
BVLYWH	Beverly Bench Ottoman	60"L 20"D 18"H	367.83	478.18		
BVSMBK	Beverly Small Bench Ottoman	30"L 20"D 18"H	307.62	399.90		
BVSMBL	Beverly Small Bench Ottoman	30"L 20"D 18"H	307.62	399.90		
BVSMBN	Beverly Small Bench Ottoman	30"L 20"D 18"H	307.62	399.90		
BVSMGN	Beverly Small Bench Ottoman	30"L 20"D 18"H	307.62	399.90		
BVSMGY	Beverly Small Bench Ottoman	30"L 20"D 18"H	307.62	399.90		
BVSMLN	Beverly Small Bench Ottoman	30"L 20"D 18"H	307.62	399.90		
BVSMLV	Beverly Small Bench Ottoman	30"L 20"D 18"H	307.62	399.90		
BVSMOR	Beverly Small Bench Ottoman	30"L 20"D 18"H	307.62	399.90		
BVSMRD	Beverly Small Bench Ottoman	30"L 20"D 18"H	307.62	399.90		
BVSMWH	Beverly Small Bench Ottoman	30"L 20"D 18"H	307.62	399.90		
BVSMYL	Beverly Small Bench Ottoman	30"L 20"D 18"H	307.62	399.90		
C1C	Geo Cocktail Table	50"L 22"D 16"H	280.13	364.16		
C1E	Silverado Cocktail Table	36"RND 17"H	280.13	364.16		
C1FWB	Geo Cocktail Table	47"L 24"D 17"H	280.13	364.16		

Additional items on the next page

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:
4/26/2023

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:
C1WP	Sydney Powered Cocktail Table	48"L 26"D 18"H	399.25	519.02		
C1Y	Sydney Cocktail Table	48"L 26"D 18"H	280.13	364.16		
C1YP	Sydney Powered Cocktail Table	48"L 26"D 18"H	399.25	519.02		
CB8	42" Round Madison Table	42"RND 29"H	404.48	525.83		
CE1	Geo Table, Rounded Square	42"L 42"D 29"H	298.45	387.99		
CE2	Geo Table, Rectangle	60"L 36"D 29"H	513.13	667.07		
CF1	Geo Table, Rounded Square	42"L 42"D 29"H	298.45	387.99		
CF2	Geo Table, Rectangle	60"L 36"D 29"H	513.13	667.07		
CHR002	Allegro Chair	36"L 34.5"D 30"H	632.25	821.92		
CNTCHR	Century Chair	30"L 30"D 31"H	585.12	760.66		
COCHTP	Cordoba Chair	37"L 32"D 32.75"H	511.82	665.36		
COLVTP	Cordoba Loveseat	60.5"L 32"D 33"H	731.73	951.25		
CONF42	42" Round Table	42"RND 29"H	404.48	525.83		
CS4	Syntax Chair	23"L 19"D 32.25"H	218.60	284.18		
CUBPOW	Wireless Charging Table, Powered	20"L 20"D 18"H	494.80	643.24		
CUPCHA	Cupertino Mid Back Chair	27"L 30.5"D 40-43"H	284.05	369.27		
DIVBAR	Clear Divider, Bar/Counter	48-70"L 12"D 31.5"H	202.90	263.76		
DIVFCR	Clear Divider, Freestanding Corner	39"L 39"D 72"H	814.20	1,058.46		
DIVFRE	Clear Divider, Freestanding	39"L 1.5"D 72"H	407.10	529.23		
DIVFST	Clear Divider, Sofa/Table	34"L 11"D 47-74"H	365.21	474.77		
DIVFWB	Divider, Freestanding Whiteboard	39"L 1.5"D 72"H	536.69	697.70		
DIVFWL	Clear Divider, Freestanding Wall	40"L 1.5"D 72"H	407.10	529.23		
DUET	Duet Stack Chair	21"L 23"D 33"H	82.47	107.21		
E1C	Geo End Table	24"L 24"D 20"H	221.22	287.59		
E1E	Silverado End Table	24"RND 22"H	221.22	287.59		
E1FWB	Geo End Table	20"L 20"D 21"H	221.22	287.59		
E1W	Sydney End Table	27"L 23"D 22"H	269.65	350.55		
E1Y	Sydney End Table	27"L 23"D 22"H	221.22	287.59		
END01B	Endless Curved Ottoman	60.5"L 37.5"D 15"H	502.66	653.45		
END01W	Endless Curved Ottoman	60.5"L 37.5"D 15"H	502.66	653.45		
END02B	Endless Square Ottoman	34"L 34"D 15"H	417.57	542.84		
END02W	Endless Square Ottoman	34"L 34"D 15"H	417.57	542.84		
FAIRCW	Fairfax Chair	27"L 26"D 30"H	443.75	576.88		
FAIRSW	Fairfax Sofa	62"L 26"D 30"H	558.94	726.63		

Additional items on the next page

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:
4/26/2023

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:
GENCHA	Genesis Chair	27.5"L 27.5"D 40-	192.42	250.15		
HDG4FT	Boxwood Hedge, 4'	46"L 9"D 47"H	586.43	762.36		
HDG7FT	Boxwood Hedge, 7'	36.5"L 12"D 84"H	916.30	1,191.19		
JD8	Madison Executive Desk	60"L 30"D 29"H	617.85	803.20		
KEYCHR	Key Largo Chair	35"L 35"D 34"H	443.75	576.88		
KEYLOV	Key Largo Loveseat	57"L 35"D 34"H	513.13	667.07		
KEYSOF	Key Largo Sofa	79"L 35"D 34"H	558.94	726.63		
LA14	Mason Table Lamp	16"RND 26"H	146.61	190.59		
LA15	Mason Floor Lamp	18"RND 55"H	273.58	355.66		
LABREA	La Brea Swivel Chair	35"L 27"D 40"H	511.82	665.36		
LENCHA	Lena Chair	27"L 25"D 31"H	511.82	665.36		
LMBAR	Laguna Barstool	18"L 20"D 47"H	192.42	250.15		
LMCHR	Laguna Chair	18"L 19"D 34"H	146.61	190.59		
LUBSCL	Lucent Barstool	22"L 22.5"D 45.5"H	287.98	374.37		
LUCHCL	Lucent Chair	19.5"L 19.75"D 32.5"H	218.60	284.18		
MADC05	Madison 5' Table	60"L 48"D 29"H	513.13	667.07		
MADC08	Madison 8' Table	96"L 60"D 29"H	979.13	1,272.87		
MADC10	Madison 10' Table	120"L 48"D 29"H	979.13	1,272.87		
MALGRN	Malba Chair	20"L 20"D 32"H	82.47	107.21		
MALGRY	Malba Chair	20"L 20"D 32"H	82.47	107.21		
MAR001	Marche Swivel Ottoman	17"RND 18"H	218.60	284.18		
MAR002	Marche Swivel Ottoman	17"RND 18"H	218.60	284.18		
MAR003	Marche Swivel Ottoman	17"RND 18"H	218.60	284.18		
MAR004	Marche Swivel Ottoman	17"RND 18"H	218.60	284.18		
MAR005	Marche Swivel Ottoman	17"RND 18"H	218.60	284.18		
MAR006	Marche Swivel Ottoman	17"RND 18"H	218.60	284.18		
MAR007	Marche Swivel Ottoman	17"RND 18"H	218.60	284.18		
MAR008	Marche Swivel Ottoman	17"RND 18"H	218.60	284.18		
MAR009	Marche Swivel Ottoman	17"RND 18"H	218.60	284.18		
MAR010	Marche Swivel Ottoman	17"RND 18"H	218.60	284.18		
MAR011	Marche Swivel Ottoman	17"RND 18"H	218.60	284.18		
MAR012	Marche Swivel Ottoman	17"RND 18"H	218.60	284.18		
MAR013	Marche Swivel Ottoman	17"RND 18"H	218.60	284.18		
MAR014	Marche Swivel Ottoman	17"RND 18"H	218.60	284.18		

Additional items on the next page

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:
4/26/2023

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:
MAR015	Marche Swivel Ottoman	17"RND 18"H	218.60	284.18		
MAR016	Marche Swivel Ottoman	17"L 17"D 18"H	218.60	284.18		
MARBBE	Marina Barstool	21"L 17.5"D 41.5"H	287.98	374.37		
MARBBK	Marina Barstool	21"L 17.5"D 41.5"H	287.98	374.37		
MARBBR	Marina Barstool	21"L 17.5"D 41.5"H	287.98	374.37		
MARBRD	Marina Barstool	21"L 17.5"D 41.5"H	287.98	374.37		
MARBWH	Marina Barstool	21"L 17.5"D 41.5"H	287.98	374.37		
MARCBE	Marina Chair	17.5"L 19.5"D 35"H	174.10	226.33		
MARCBK	Marina Chair	17.5"L 19.5"D 35"H	174.10	226.33		
MARCBR	Marina Chair	17.5"L 19.5"D 35"H	174.10	226.33		
MARCRD	Marina Chair	17.5"L 19.5"D 35"H	174.10	226.33		
MARCWH	Marina Chair	17.5"L 19.5"D 35"H	174.10	226.33		
MESCTB	Mesa Cocktail Table	32.25"RND 17.25"H	243.47	316.52		
MESCTG	Mesa Cocktail Table	36"RND 17.25"H	243.47	316.52		
MESCTW	Mesa Cocktail Table	32.25"RND 17.25"H	243.47	316.52		
MESETB	Mesa End Table	20.5"RND 21.25"H	179.33	233.13		
MESETG	Mesa End Table	24"RND 21.25"H	179.33	233.13		
MESETW	Mesa End Table	20.5"RND 21.25"H	179.33	233.13		
MIRWHT	Miramar Divider, White	63"L 23"D 83"H	490.88	638.14		
MNCHCH	Munich Armless Chair	22.5"L 27"D 28.5"H	454.22	590.49		
MONCHA	Montreal Chair	30"L 23.25"D 30"H	632.25	821.92		
MTBLPI	Midtown Bar, Lighted w/ Plug In	60"L 18"D 42"H	1,662.43	2,161.16		
MTBUUL	Midtown Bar, Unlighted	60"L 18"D 42"H	1,391.47	1,808.91		
MTCLPI	Midtown Powered Counter, Lighted w/ Plug In	60"L 18"D 42"H	1,662.43	2,161.16		
MTCPU	Midtown Powered Counter, Unlighted	60"L 18"D 42"H	1,568.18	2,038.64		
NPLCHP	Naples Chair, Powered	36"L 30"D 33.25"H	786.71	1,022.72		
NPLCHR	Naples Chair	36"L 30"D 33.25"H	632.25	821.92		
NPLLOP	Naples Loveseat, Powered	62"L 30"D 33.25"H	981.75	1,276.28		
NPLLOV	Naples Loveseat	62"L 30"D 33.25"H	832.52	1,082.28		
NPLSOF	Naples Sofa	87"L 30"D 33.25"H	967.35	1,257.56		
NPLSOP	Naples Sofa, Powered	87"L 30"D 33.25"H	1,150.61	1,495.79		
OCMWHT	Meeting Chair	25.5"L 23.5"D 34"H	340.34	442.44		
P30BWH	30" Round Bar Table, Powered	30" RND 42"H	750.06	975.07		
P30CWH	30" Round Café Table, Powered	30" RND 29"H	750.06	975.07		

Additional items on the next page

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

Discount Deadline:
4/26/2023
Order online at: heritagesvs.com/ordering
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:
PASCHR	Pasadena Chair	27"L 25"D 26"H	357.36	464.56		
PDL36B	Powered Locking Pedestal, 36"	24"L 24"D 36"H	539.31	701.10		
PDL36W	Powered Locking Pedestal, 36"	24"L 24"D 36"H	539.31	701.10		
PDL42B	Powered Locking Pedestal, 42"	24"L 24"D 42"H	636.17	827.03		
PDL42W	Powered Locking Pedestal, 42"	24"L 24"D 42"H	636.17	827.03		
PROEXB	Pro Executive High Back Chair	25"L 24"D 45-48"H	284.05	369.27		
PROEXE	Pro Executive High Back Chair	25"L 24"D 45-48"H	284.05	369.27		
PROGB	Pro Executive Guest Chair	24"L 26"D 36"H	236.93	308.01		
PROMDB	Pro Executive Mid Back Chair	24"L 22"D 36.75-	267.04	347.15		
PROMID	Pro Executive Mid Back Chair	24"L 22"D 36.75-	267.04	347.15		
PSHCCS	Posh Shelving	36"L 18"D 72"H	392.70	510.51		
REGBEN	Regis Bench/Table	47"L 15.5"D 16"H	306.31	398.20		
REGOTT	Regis End Table	16"L 15.5"D 16.5"H	269.65	350.55		
ROLLBL	Lift Barstool	15"RND 23-33.5"H	218.60	284.18		
ROLLGY	Lift Barstool	15"RND 23-33.5"H	218.60	284.18		
ROLLRD	Lift Barstool	15"RND 23-33.5"H	218.60	284.18		
ROLLWH	Lift Barstool	15"RND 23-33.5"H	218.60	284.18		
RSTDIN	Rustique Chair w/ Arms	20"L 18"D 31"H	138.75	180.38		
RSTSQT	Rustique Square Metal Bar Table	23.75"L 23.75"D	302.38	393.09		
RSTSTL	Rustique Barstool	13"L 13"D 30"H	124.36	161.66		
SC10	Razor Armless Chair	15.5"L 23.5"D 30.5"H	82.47	107.21		
SC3	Brewer Chair	20"L 20"D 32"H	146.61	190.59		
SEDBBK	Sedona Side Table	15.75"L 15.75"D 24"H	150.54	195.70		
SEDBWD	Sedona Side Table	15.75"L 15.75"D 24"H	150.54	195.70		
SEDBWH	Sedona Side Table	15.75"L 15.75"D 24"H	150.54	195.70		
SFA002	Allegro Sofa	73"L 34.5"D 30"H	819.43	1,065.26		
STECOA	Sterling Chair	33"L 33.5"D 32"H	786.71	1,022.72		
STESOF	Sterling Sofa	82"L 33.5"D 32"H	1,150.61	1,495.79		
STNCH1	Stanchion w/ Retractable Belt	96"L 37"H	72.00	93.59		
STNSGN	Stanchion Sign Holder	10"L 13"H	60.21	78.28		
SWAN	Swanson Swivel Chair	28"L 25"D 30"H	397.94	517.32		
SYDBEC	Sydney Cocktail Table	48"L 26"D 18"H	280.13	364.16		
SYDBEE	Sydney End Table	27"L 23"D 22"H	269.65	350.55		
SYDWDC	Sydney Cocktail Table	48"L 26"D 18"H	280.13	364.16		

Additional items on the next page

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

Discount Deadline:
4/26/2023
Order online at: heritagesvs.com/ordering
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:
SYDWDE	Sydney End Table	27"L 23"D 22"H	269.65	350.55		
TAOBBK	Taos Side Table	15.75"L 15.75"D 24"H	150.54	195.70		
TAOBWD	Taos Side Table	15.75"L 15.75"D 24"H	150.54	195.70		
TAOBWH	Taos Side Table	15.75"L 15.75"D 24"H	150.54	195.70		
TASKST	Task Stool	27.5"L 27.5"D 32.75"-	166.24	216.12		
TCHGRY	Tech Tablet Chair	30.5"L 29"D 33.5"H	454.22	590.49		
TCHP	Tech Chair, No Tablet	30.5"L 29"D 33.5"H	454.22	590.49		
TECH	Tech Desk, Powered	60"L 30"D 30"H	394.01	512.21		
TECH3	3 Drawer File Cabinet on Castors	16"L 20"D 28"H	183.26	238.24		
TECH3B	Tech Desk, Powered w/ 3 Drawer File Cabinet	60"L 30"D 30"H	599.52	779.38		
TMBTBL	Timber Table	16"RND 17"H	150.54	195.70		
VALCHA	Valencia Chair	28"L 30.5"D 31"H	443.75	576.88		
VALSOF	Valencia Sofa	63"L 30.5"D 31"H	558.94	726.63		
VIB01	Vibe Cube Ottoman	18"L 18"D 18"H	109.96	142.94		
VIB02	Vibe Cube Ottoman	18"L 18"D 18"H	109.96	142.94		
VIB04	Vibe Cube Ottoman	18"L 18"D 18"H	109.96	142.94		
VIB05	Vibe Cube Ottoman	18"L 18"D 18"H	109.96	142.94		
VIB08	Vibe Cube Ottoman	18"L 18"D 18"H	109.96	142.94		
VIB09	Vibe Cube Ottoman	18"L 18"D 18"H	109.96	142.94		
VIB10	Vibe Cube Ottoman	18"L 18"D 18"H	109.96	142.94		
VIB11	Vibe Cube Ottoman	18"L 18"D 18"H	109.96	142.94		
VIB12	Vibe Cube Ottoman	18"L 18"D 18"H	109.96	142.94		
VIB13	Vibe Cube Ottoman	18"L 18"D 18"H	109.96	142.94		
VIB14	Vibe Cube Ottoman	18"L 18"D 18"H	109.96	142.94		
VIB15	Vibe Cube Ottoman	18"L 18"D 18"H	109.96	142.94		
VIB16	Vibe Cube Ottoman	18"L 18"D 18"H	109.96	142.94		
VIB17	Vibe Cube Ottoman	18"L 18"D 18"H	109.96	142.94		
VILHUB	Village Charging Hub	12"L 12"D 28.25"H	306.31	398.20		
VNTBLK	Ventura Communal Bar Table, Powered	72.25"L 26.25"D 42"H	1,053.75	1,369.87		
VNTBMW	Ventura Communal Bar Table w/ Grommet Holes	72.25"L 26.25"D 42"H	789.33	1,026.13		
VNTBNP	Ventura Communal Bar Table	72.25"L 26.25"D 42"H	789.33	1,026.13		
VNTBWW	Ventura Communal Bar Table w/ Grommet Holes	72.25"L 26.25"D 42"H	789.33	1,026.13		
VNTCBK	Ventura Communal Cafe Table, Powered	72.25"L 26.25"D 30"H	824.67	1,072.07		
VNTCBN	Ventura Communal Cafe Table	72.25"L 26.25"D 30"H	600.83	781.08		

Additional items on the next page

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:
4/26/2023

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:
VNTCMW	Ventura Communal Cafe Table w/ Grommet Holes	72.25"L 26.25"D 30"H	600.83	781.08		
VNTCWH	Ventura Communal Cafe Table, Powered	72.25"L 26.25"D 30"H	824.67	1,072.07		
VNTCWN	Ventura Communal Cafe Table	72.25"L 26.25"D 30"H	600.83	781.08		
VNTCWW	Ventura Communal Cafe Table w/ Grommet Holes	72.25"L 26.25"D 30"H	600.83	781.08		
VNTMNP	Ventura Communal Bar Table	72.25"L 26.25"D 42"H	789.33	1,026.13		
VNTWHT	Ventura Communal Bar Table, Powered	72.25"L 26.25"D 42"H	1,053.75	1,369.87		
VNTWNP	Ventura Communal Bar Table	72.25"L 26.25"D 42"H	789.33	1,026.13		
VTB	30" Round Madison Bar Table w/ Standard Black	30"RND 42"H	247.40	321.62		
VTB	30" Round Bar Table w/ Standard Black Base	30"RND 42"H	247.40	321.62		
VTJ	30" Round Bar Table w/ Standard Black Base	30"RND 42"H	247.40	321.62		
VTJ	30" Round Bar Table w/ Standard Black Base	30"RND 42"H	247.40	321.62		
VTK	30" Round Bar Table w/ Standard Black Base	30"RND 42"H	247.40	321.62		
VTN	36" Round Bar Table w/ Standard Black Base	36"RND 42"H	257.87	335.23		
VTP	36" Round Bar Table w/ Standard Black Base	36"RND 42"H	257.87	335.23		
VTW	36" Round Bar Table w/ Standard Black Base	36"RND 42"H	257.87	335.23		
WD3	Work Table	48"L 24"D 30"H	311.54	405.00		
WENCH	Wentworth Swivel Chair	31"L 24"D 31.5"H	397.94	517.32		
XBAR	Christopher Barstool	19"L 19"D 41"H	218.60	284.18		
XCHR	Christopher Chair	17"L 19"D 35"H	128.28	166.77		
ZENBAR	Zenith Barstool	19"L 20"D 44"H	192.42	250.15		
ZENCHR	Zenith Chair	18.25"L 22"D 32"H	146.61	190.59		
ZTA	30" Round Madison Cafe Table w/ Standard Black	30"RND 29"H	247.40	321.62		
ZTB	30" Round Cafe Table w/ Standard Black Base	30"RND 29"H	247.40	321.62		
ZTJ	30" Round Cafe Table w/ Standard Black Base	30"RND 29"H	247.40	321.62		
ZTK	30" Round Cafe Table w/ Standard Black Base	30"RND 29"H	247.40	321.62		
ZTN	36" Round Cafe Table w/ Standard Black Base	36"RND 29"H	269.65	350.55		
ZTP	36" Round Cafe Table w/ Standard Black Base	36"RND 29"H	269.65	350.55		
ZTQ	36" Round Cafe Table w/ Standard Black Base	36"RND 29"H	269.65	350.55		

SUBTOTAL \$ _____

9.5% Tax \$ _____

TOTAL DUE \$ _____

Exhibiting Company _____

Contact Name _____ Booth# _____

Phone # _____ Email _____

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

exhibitor.services@heritagesvs.com

1-800-360-4323

Fax 314-534-8050

Order online at: heritagesvs.com/ordering

Discount Deadline:
4/26/2023

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: \$3,986.25

Standard Price: \$5,182.13

☐

B214

Advanced Price: \$3,986.25

Standard Price: \$5,182.13

☐

B362

Advanced Price: \$3,722.80

Standard Price: \$4,839.64

☐

B310

Advanced Price: \$2,658.40

Standard Price: \$3,455.92

10' x 20' Display

☐

B002

Advanced Price: \$6,225.10

Standard Price: \$8,092.63

☐

B368

Advanced Price: \$8,648.30

Standard Price: \$11,242.79

☐

B004

Advanced Price: \$6,995.38

Standard Price: \$9,093.99

☐

B361

Advanced Price: \$7,168.20

Standard Price: \$9,318.66

Select Carpet

(included in the rental)

Circle your color choice:

Red Blue Burgundy Hunter Green Blue Jay Gray Black Tuxedo Cayenne

Additional carpet colors and flooring options available at listed rates.

☐

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

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

SUBTOTAL \$ _____

TAX 9.5% \$ _____

TOTAL DUE \$ _____

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

Exhibiting Company _____

Contact Name _____ Booth# _____

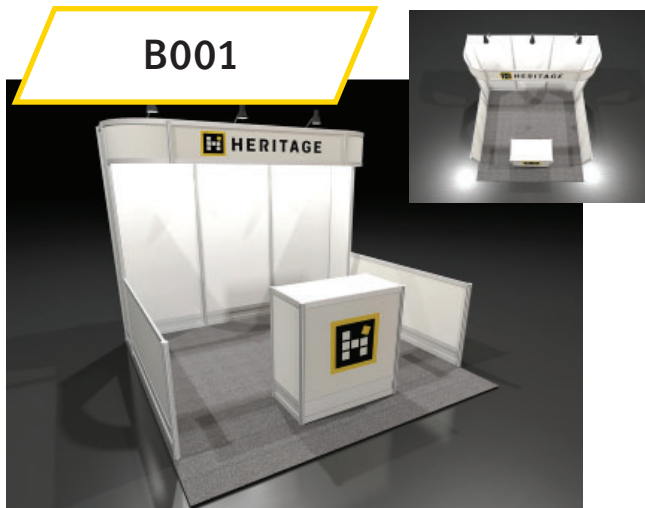
Phone # _____ Email _____

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

10' x 10' 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 \$3,986.25
Standard Price \$5,182.13

INCLUDED:

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

B214



Advanced Price \$3,986.25
Standard Price \$5,182.13

INCLUDED:

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

B362

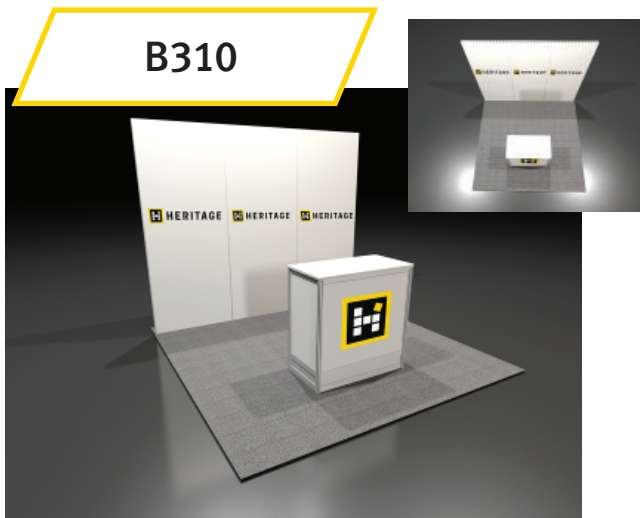


Advanced Price \$3,722.80
Standard Price \$4,839.64

INCLUDED

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

B310



Advanced Price \$2,658.40
Standard Price \$3,455.92

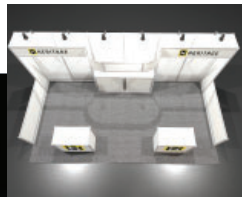
INCLUDED

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

10' x 20' Exhibit Rental Displays

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

B002



Advanced Price \$6,225.10
Standard Price \$8,092.63

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

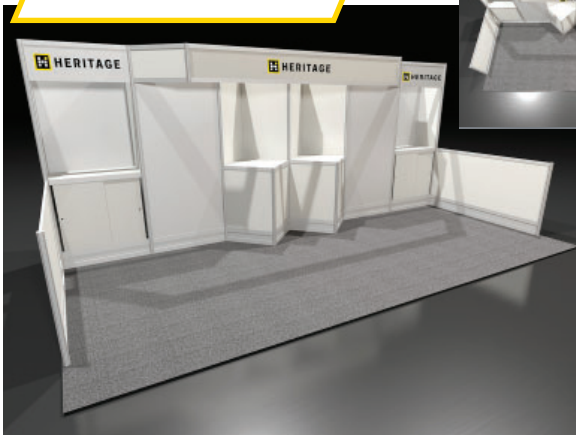
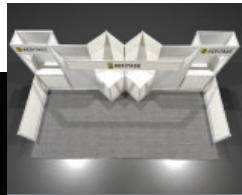
B368



Advanced Price \$8,648.30
Standard Price \$11,242.79

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

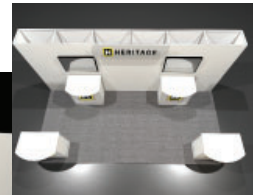
B004



Advanced Price \$6,995.38
Standard Price \$9,093.99

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

B361



Advanced Price \$7,168.20
Standard Price \$9,318.66

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

exhibitor.services@heritagesvs.com

1-800-360-4323

Fax 314-534-8050

Order online at: heritagesvs.com/ordering

Discount Deadline:
4/26/2023

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

20' x 20' Display

☐

B333

Advanced Price: \$11,256.18

Standard Price: \$14,633.03

☐

B215

Advanced Price: \$10,290.90

Standard Price: \$13,378.17

☐

B437

Advanced Price: \$11,944.77

Standard Price: \$15,528.20

☐

B403

Advanced Price: \$16,927.38

Standard Price: \$22,005.59

20' x 30' Display and Larger

☐

B359

Advanced Price: \$24,326.78

Standard Price: \$31,624.81

☐

B360

Advanced Price: \$18,968.42

Standard Price: \$24,658.95

☐

B465

Advanced Price: \$17,220.63

Standard Price: \$22,386.82

☐

B085

Advanced Price: \$20,496.63

Standard Price: \$26,645.62

Select Carpet

(included in the rental)

Circle your color choice:

Red Blue Burgundy Hunter Green Blue Jay Gray Black Tuxedo Cayenne

Additional carpet colors and flooring options available at listed rates.

☐

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

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

SUBTOTAL \$ _____

TAX 9.5% \$ _____

TOTAL DUE \$ _____

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

Exhibiting Company _____

Contact Name _____ Booth# _____

Phone # _____ Email _____

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

20' x 20' Exhibit Rental Displays

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

B333

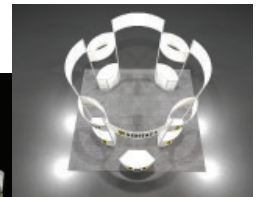


Advanced Price \$11,256.18
Standard Price \$14,633.03

INCLUDED:

Eight arm lights
20' x 20' carpet
Installation/Dismantle Labor
Complimentary consultation for booth alterations

B215



Advanced Price \$10,290.90
Standard Price \$13,378.17

INCLUDED:

Eight arm lights
20' x 20' carpet
Installation/Dismantle Labor
Complimentary consultation for booth alterations

B437

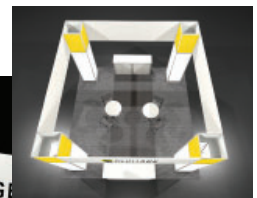


Advanced Price \$11,944.77
Standard Price \$15,528.20

INCLUDED

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

B403



Advanced Price \$16,927.38
Standard Price \$22,005.59

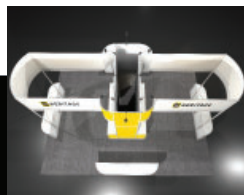
INCLUDED

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

20' x 30' and Larger Exhibit Rental Displays

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

B359

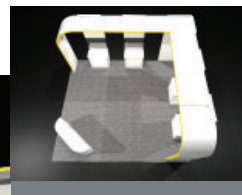


Advanced Price \$24,326.78
Standard Price \$31,624.81

INCLUDED:

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

B360

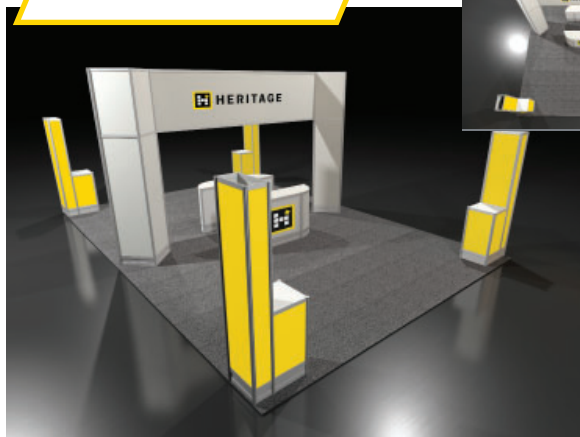


Advanced Price \$18,968.42
Standard Price \$24,658.95

INCLUDED:

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

B465

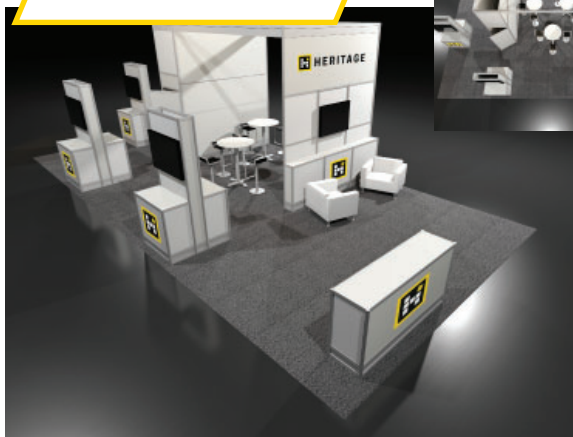
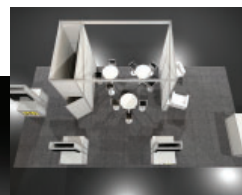


Advanced Price \$17,220.63
Standard Price \$22,386.82

INCLUDED

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

B085



Advanced Price \$20,496.63
Standard Price \$26,645.62

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

- **Crated:** Material that is skidded or is in any type of shipping container that can be unloaded at the dock with **no special handling required**.
- **Special Handling:** Applies to shipments that are loaded by cubic space and/or packed in such a manner as to require additional labor/handling, such as ground unloading, constricted space unloading, designated piece unloading, or stacked shipments. Also included are mixed shipments and shipments without individual bills of lading. Shipments loaded in this manner require additional time, labor, or equipment, to unload, sort and deliver. **Federal Express (FedEx), UPS, USPS and DHL are included in this category due to their delivery procedures.**
- **What about carpet/pad only shipments?** Shipments that consist of carpet and/or carpet padding only require additional handling because of additional labor and equipment to unload.
- **What is a Small Package?** (30lbs. maximum per package) Letters or small packages received at show-site **during show hours only**.
- **What is a Cartage Company?** Freight forwarders, as well as, other carriers, will often outsource the delivery of their freight to third party cartage companies. Cartage companies provide local pick-up and delivery services to and from the event venue, as well as, other locations. In most cases, cartage companies will consolidate shipments from multiple carriers onto a single truck. Due to their loading/unloading procedures, these shipments may fall into the additional handling category.
- **What is Ground Loading/Unloading?** Vehicles that are not dock height, preventing the use of loading docks, such as U-hauls, flat bed trailers, double drop trailers, company vehicles with trailers that are not dock level, etc.
- **What is Constricted Space Loading/Unloading?** Trailer loaded "high and tight" shipments that are not easily accessible. Freight is loaded to full capacity of trailer - top to bottom, side to side. One example of this is freight that is loaded down one side of a trailer that must be bypassed to reach targeted freight.
- **What is Designated Piece Loading/Unloading?** Drivers that require the loading crew to bring multiple pieces of the freight to the rear of the trailer to select the next piece, having to remove freight from the trailer then reload to fit or the trailer must be loaded in a sequence to ensure all items fit.
- **What is Alternate Delivery Location?** Shipments that are delivered by a carrier that requires pieces to be delivered to different areas/levels in the same building, or to other venues (such as a hotel near an event venue).
- **What are Stacked Shipments?** Shipments loaded in such a manner requiring multiple items to be removed to ground level for delivery to booth. Stacked or "cubed out" shipments, loose items placed on top of crates and/or pallets constitute special handling.
- **What are Multiple Shipments?** Multiple shipments on a truck do not automatically indicate special handling, unless the shipments are mixed on the truck, failing to maintain shipment integrity and/or have multiple deliver areas.
- **What are mixed shipments?** Mixed shipments are defined as shipments of mixed crated and uncrated goods, where the percentage of uncrated is minimal and does not warrant the full uncrated rate for the shipment, but does require special handling.
- **What does it mean if I have No Documentation?** Shipments arrive from a small package carrier (including, among others, Federal Express [FedEx] and UPS) without an individual Bill of Lading, requiring additional time, labor and equipment to process.
- **What is Inbound?** Shipments being sent to a warehouse for advance receiving or to show site.
- **What is Outbound?** Shipments leaving show site and being sent to another destination.
- **What is Off Target?** Used when there is a specific date and time that an exhibitor must move in by and is missed.
- **What is a Marshalling Yard Fee?** A marshalling service has been established to ease congestion at the facility and better utilize dock space. All carriers and privately owned vehicles must check in at the marshalling location prior to unloading/loading.
- **What is Overnight Parking Fee?** There is a fee for parking at the marshalling yard. This is for exhibitors with company owned trailers and box trucks only. **Any vehicles left without a parking pass will be towed at owner's expense.**
- **What are Shipments Returned to Warehouse?** Shipments returned to the warehouse at close of show will be charged an additional fee of \$50.00 per CWT (2500lb. min.). Shipments not picked up from the warehouse within 72 hrs. will be charged for storage by Heritage.

exhibitor.services@heritagesvs.com

1-800-360-4323

Fax 314-534-8050

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

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

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

	Description	Price per CWT	200 lb Minimum
Rate Classifications	Warehouse Shipment (200 lb Minimum)		
	Crated or Skidded Shipment	\$214.25	\$428.50
	Special Handling Shipment	\$257.10	\$514.20
	Crated or Skidded after 5/8/2023 deadline date	\$267.81	\$535.62
	Special Handling Shipment after 5/28/2023 deadline date	\$310.66	\$621.32
	Show Site Shipment (200 lb Minimum)		
	Crated or Skidded Shipment	\$238.25	\$476.50
	Special Handling Shipment	\$285.90	\$571.80
	Uncrated or Pad Wrapped Shipment	\$333.55	\$667.10
	Small Package—Maximum Weight is 30 lbs per Shipment	\$50.00	\$50.00

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

ROUND UP TO NEXT CWT (2CWT MINIMUM)

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

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

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

Exhibiting Company _____

Contact Name _____ Booth# _____

Phone # _____ Email _____

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

exhibitor.services@heritagesvs.com

1-800-360-4323

Fax: 314-534-8050

Discount Deadline:
4/26/2023

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

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

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

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

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

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

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

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

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

SUBTOTAL \$ _____
TOTAL DUE \$ _____

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

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

Exhibiting Company _____ Booth# _____

Address _____ City _____ State _____ Zip _____

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



IMPORTANT NOTICE REGARDING DIRECT SHIPMENTS

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

NOTE: Direct shipments will only be received beginning at 10:00 a.m., Monday, May 15th, 2023. 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
LOS ANGELES CONVENTION CENTER – WEST EXHIBIT HALL A
1201 S. FIGUEROA ST.
LOS ANGELES, CA 90015

FOR: ASGCT 2023

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



RELAX WITH OUR CAREFREE LOGISTICS!

HES Logistics is the official show carrier. Our dedicated team of Logistics Specialists will provide you with personalized and efficient shipping solutions to make sure your freight arrives on time. We make shipping easy and convenient!

INBOUND & OUTBOUND LOGISTICS

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

HES VALUE-ADDED SERVICES

- *Priority empty return for all inbound HES Logistics customers*
- *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: 1-866-493-1675

Email: shipping@heritagesvs.com



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.



OUTBOUND (RETURN) SHIPPING

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

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

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

Show Name _____

Booth Name _____

Booth Numbers (if known) _____

Return Delivery Information

Company Name _____

Address _____

Suite _____

City, State, Zip _____

Contact Name _____

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

Delivery Hours _____

☐ Standard Ground Shipping (Estimated 2-7 business days)

☐ Deliver by Date _____

☐ Must Deliver on Specific Date _____

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

- Lowest Material Handling Rate Offered by Heritage
- Complimentary Priority Empty Container Return
- 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 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



INBOUND SHIPPING

NEED A RELIABLE CARRIER TO TRANSPORT YOUR INBOUND FREIGHT?

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

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

Show Name _____

Booth Name _____

Booth Numbers (if known) _____

Inbound Pickup Information

Company Name _____

Address _____

Suite _____

City, State, Zip _____

Contact Name _____

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

Pickup Hours _____

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

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

- Lowest Material Handling Rate Offered by Heritage
- Complimentary Priority Empty Container Return
- 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.



***Must arrive no later than
MONDAY, MAY 8TH, 2023***

ADVANCE SHIPMENT TO WAREHOUSE

TO: _____
EXHIBITOR NAME

BOOTH NUMBER: _____

HERITAGE
TFORCE FREIGHT C/O CRANE FREIGHT & CARTAGE
1515 E. WINSTON RD.
ANAHEIM, CA 92805

FOR: **ASGCT 2023**



***Must arrive no later than
MONDAY, MAY 8TH, 2023***

ADVANCE SHIPMENT TO WAREHOUSE

TO: _____
EXHIBITOR NAME

BOOTH NUMBER: _____

HERITAGE
TFORCE FREIGHT C/O CRANE FREIGHT & CARTAGE
1515 E. WINSTON RD.
ANAHEIM, CA 92805

FOR: **ASGCT 2023**



***Must arrive no later than
MONDAY, MAY 8TH, 2023***

ADVANCE SHIPMENT TO WAREHOUSE

TO: _____
EXHIBITOR NAME

BOOTH NUMBER: _____

HERITAGE
TFORCE FREIGHT C/O CRANE FREIGHT & CARTAGE
1515 E. WINSTON RD.
ANAHEIM, CA 92805

FOR: **ASGCT 2023**



***Must arrive no later than
MONDAY, MAY 8TH, 2023***

ADVANCE SHIPMENT TO WAREHOUSE

TO: _____
EXHIBITOR NAME

BOOTH NUMBER: _____

HERITAGE
TFORCE FREIGHT C/O CRANE FREIGHT & CARTAGE
1515 E. WINSTON RD.
ANAHEIM, CA 92805

FOR: **ASGCT 2023**



DO NOT DELAY!

**DIRECT SHIPMENT
TO SHOW SITE**

MUST NOT ARRIVE BEFORE: MONDAY, MAY 15TH

TO: _____
EXHIBITOR NAME

BOOTH NUMBER: _____

C/O HERITAGE
LA CONVENTION CENTER - WEST EXHIBIT HALL A
1201 S. FIGUEROA ST.
LOS ANGELES, CA 90015

FOR: **ASGCT 2023**



DO NOT DELAY!

**DIRECT SHIPMENT
TO SHOW SITE**

MUST NOT ARRIVE BEFORE: MONDAY, MAY 15TH

TO: _____
EXHIBITOR NAME

BOOTH NUMBER: _____

C/O HERITAGE
LA CONVENTION CENTER - WEST EXHIBIT HALL A
1201 S. FIGUEROA ST.
LOS ANGELES, CA 90015

FOR: **ASGCT 2023**



DO NOT DELAY!

**DIRECT SHIPMENT
TO SHOW SITE**

MUST NOT ARRIVE BEFORE: MONDAY, MAY 15TH

TO: _____
EXHIBITOR NAME

BOOTH NUMBER: _____

C/O HERITAGE
LA CONVENTION CENTER - WEST EXHIBIT HALL A
1201 S. FIGUEROA ST.
LOS ANGELES, CA 90015

FOR: **ASGCT 2023**



DO NOT DELAY!

**DIRECT SHIPMENT
TO SHOW SITE**

MUST NOT ARRIVE BEFORE: MONDAY, MAY 15TH

TO: _____
EXHIBITOR NAME

BOOTH NUMBER: _____

C/O HERITAGE
LA CONVENTION CENTER - WEST EXHIBIT HALL A
1201 S. FIGUEROA ST.
LOS ANGELES, CA 90015

FOR: **ASGCT 2023**

exhibitor.services@heritagesvs.com

1-800-360-4323

Fax 314-534-8050

Order online at: heritagesvs.com/ordering

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	\$188.58	\$245.15
Overtime	4:30 p.m. to 8:00 a.m. Monday through Friday, Saturday, Sunday, and Holidays	\$282.87	\$367.73

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

Installation Labor

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

Emergency Contact: _____ Phone Number: _____

- ☐ Supervision by Exhibitor Personnel

Supervisor will be: _____ Phone Number: _____

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

Dismantle Labor

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

Emergency Contact: _____ Phone Number: _____

- ☐ Supervision by Exhibitor Personnel

Supervisor will be: _____ Phone Number: _____

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

Exhibiting Company _____

Contact Name _____ Booth# _____

Phone # _____ Email _____

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

exhibitor.services@heritagesvs.com

1-800-360-4323

Fax 314-534-8050

Order online at: heritagesvs.com/ordering**Discount Deadline:
4/26/2023****HERITAGE SUPERVISED LABOR****IN ORDER TO BETTER SERVE YOU**--PLEASE COMPLETE THE FOLLOWING INFORMATION IF YOUR DISPLAY IS TO BE SET-UP AND/OR DISMANTLED BY HERITAGE AND YOU WILL NOT BE PRESENT TO SUPERVISE THE INSTALLATION AND/OR DISMANTLE.**INBOUND SHIPPING INFORMATION AND SET-UP INFORMATION:**

Freight will be shipped to: Warehouse _____ Show Site _____ Date _____

Total No. of: Crates _____ Cartons _____ Fiber Cases _____

Other (Specify) _____

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

Carpet: With Exhibit _____ Rented From Heritage _____ Color _____ Size _____

Electrical Placement: Drawing Attached _____ Drawing With Exhibit _____ Electrical Under Carpet _____

Comments: _____

Graphics: With Exhibit _____ Shipped Separately _____

Comments: _____

Special Tools/Hardware Required: _____

OUTBOUND SHIPPING INFORMATION

Ship To: _____

METHOD OF SHIPMENT☐ **HERITAGE EXHIBIT TRANSPORTATION**☐ Common Carrier☐ Air Freight ☐ Next Day ☐ Second Day ☐ Deferred ☐ Expedited**OTHER CARRIER**

Other Common Carrier: _____

Other Air Freight: _____

Van Line: _____

FREIGHT CHARGES☐ Prepaid☐ Collect

Bill To: _____

In the event your selected carrier fails to show on the final move-out day, please select one of the following options:☐ Reroute via Heritage's Choice☐ Delivery back to warehouse at the Exhibitor's expense.

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

Exhibiting Company _____

Contact Name _____ Booth# _____

Phone # _____ Email _____

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

STRUCTURAL INTEGRITY INFORMATION

THIS FORM MUST BE RETURNED FOR ALL SUSPENDED STRUCTURES

_____ the contracted exhibitor at ASGCT 2023 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 **ASGCT, LOS ANGELES C.C., AND HERITAGE** and their subsidiaries, directors, officers, employees, representatives, agents and contractors from and against any and all liability, claims, damage, loss, fines, or penalties arising from the installation, use or dismantling of this structure. All hang points supporting in excess of two hundred (200) pounds may be verified (metered) on site at exhibitor's expense.

Exhibiting Company: _____ Booth #: _____

Authorized Signature: _____

Printed Name: _____ Date: _____

Email: _____

Display House/EAC (if applicable) _____

Authorized Signature: _____

Printed Name: _____ Date: _____

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 5/8/2023. If these procedures are not followed, Heritage cannot guarantee the hanging of your sign.

Ship To:

HERITAGE
TFORCE FREIGHT C/O CRANE FREIGHT & CARTAGE
1515 E. WINSTON RD.
ANAHEIM, CA 92805

FOR: ASGCT 2023

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	\$969.19	\$1,453.79
Show Site Pricing		\$1,259.95	\$1,889.93

**Assembly Crew/
Additional Labor**

Display Assembly Labor	L332	\$188.58	\$282.87
(Per Person/Per Hour)			
Show Site Pricing		\$245.15	\$367.73

Exhibiting Company _____

Contact Name _____ Booth# _____

Phone # _____ Email _____

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

**Discount Deadline:
4/26/2023****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.



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
TFORCE FREIGHT C/O CRANE FREIGHT & CARTAGE
1515 E. WINSTON RD.
ANAHEIM, CA 92805

HERITAGE
TFORCE FREIGHT C/O CRANE FREIGHT & CARTAGE
1515 E. WINSTON RD.
ANAHEIM, CA 92805

FOR: **ASGCT 2023**

FOR: **ASGCT 2023**



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
TFORCE FREIGHT C/O CRANE FREIGHT & CARTAGE
1515 E. WINSTON RD.
ANAHEIM, CA 92805

HERITAGE
TFORCE FREIGHT C/O CRANE FREIGHT & CARTAGE
1515 E. WINSTON RD.
ANAHEIM, CA 92805

FOR: **ASGCT 2023**

FOR: **ASGCT 2023**

exhibitor.services@heritagesvs.com

1-800-360-4323

Fax 314-534-8050

Discount Deadline:
4/26/2023

Order online at: heritagesvs.com/ordering

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	\$ 42.50	\$ 55.25	= _____
	G20 Standard Sign 7" x 44"	_____ x	\$ 49.50	\$ 64.35	= _____
	G30 Standard Sign 11" x 14"	_____ x	\$ 52.25	\$ 67.93	= _____
	G40 Standard Sign 14" x 22"	_____ x	\$ 63.75	\$ 82.88	= _____
	G60 Standard Sign 22" x 28"	_____ x	\$ 86.25	\$ 112.13	= _____
	G70 Standard Sign 28" x 44"	_____ x	\$ 144.50	\$ 187.85	= _____
	G80 Standard Sign 40" x 60"	_____ x	\$ 192.75	\$ 250.58	= _____
	G90 Easelback (up to 11" x 14" sign)	_____ x	\$ 26.50	\$ 34.45	= _____
	G91 Mini Hoffa Sign 24" x 80" with base	_____ x	\$ 246.10	\$ 319.93	= _____
	G92 Meter Board Sign 38" x 80" with base	_____ x	\$ 368.15	\$ 478.60	= _____

Custom Size Signs	Item	Total Sq. Ft.	Discount Rate	Standard Rate	Total
G100	Banner single sided - enter dimensions below <div> <div>_____ W x _____ L = total sq. ft.</div> <div>feet feet</div> </div>	_____ x	\$14.00	\$21.00	= _____
		min. order 9 sq. ft.			
G100	Custom Sign - enter dimensions below <div> <div>_____ W x _____ L = total sq. ft.</div> <div>feet feet</div> </div>	_____ x	\$14.00	\$21.00	= _____
		min. order 9 sq. ft.			
<p>Contact an exhibitor service team member for other custom graphic applications.</p> <div> <div> Method of Payment & Credit Card Authorization Form REQUIRED to be submitted with this form. </div> <div> SUBTOTAL \$ _____ TAX 9.5% \$ _____ TOTAL DUE \$ _____ </div> </div>					

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

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

For Print Ready Graphics

CMYK color mode

150 dpi at 100% scale

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

Vector artwork files preferred - **.PDF, .AI, and .EPS**

Rasterized artwork files - **.TIFF or .JPG**

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

Outline/Rasterize all fonts

Flatten all transparencies

Change all opacities to solid colors

Keep all critical logos and text 0.25" from the edges

Supply links

GRAPHIC SUMMARY REQUIRED for large volume graphic orders.

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

Click **HERE** for a sample graphic summary to download.

For Heritage Designed Graphics

Please supply vector logos - **.AI, .EPS or .PDF**

High resolution photos - **10MB or higher recommended**

Preferred font choice and/or supply font file

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

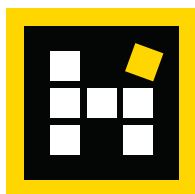
To Submit Artwork Files

Via Dropbox - email **graphics@heritagesvs.com** and Heritage will setup a shared Dropbox folder. Please save/upload files in this folder.

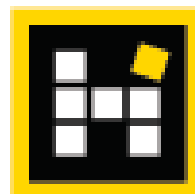
OR

Via Email - attachments 10MB or less.

Acceptable Artwork



NOT Acceptable Artwork



Questions?

Contact Heritage Graphics Department or your Account Executive
graphics@heritagesvs.com | 1-800-360-4323

exhibitor.services@heritagesvs.com

1-800-360-4323

Fax 314-534-8050

Order online at: heritagesvs.com/ordering

Discount Deadline:
4/26/2023

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

INDIVIDUAL CLEANING FOR YOUR BOOTH MAY BE ORDERED BY FILLING IN INFORMATION BELOW.

CHARGES BASED UPON GROSS EXHIBIT BOOTH AREA. (100 SQ. FT. MINIMUM)

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

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

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

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

Special Instructions: _____

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

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

SUBTOTAL \$ _____

TOTAL DUE \$ _____

Exhibiting Company _____

Contact Name _____ Booth# _____

Phone # _____ Email _____

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

INTERNET | TELEPHONE | CABLE TV

LOS ANGELES

CONVENTION CENTER

EXHIBITOR ORDERING GUIDE

YOUR ROADMAP TO
A SUCCESSFUL EVENT



Where TECHNOLOGY Meets HOSPITALITY

EXPERTISE

WE HAVE DESIGNED & INSTALLED
MORE NETWORKS
FOR MAJOR TRADESHOWS
THAN ANY OTHER ORGANIZATION

FIRST CLASS CUSTOMER SERVICE

Leading up to the start of your event, our **customer service team will work with you** to ensure all the required information needed to install services is collected prior to your arrival. These items include; verifying your order, providing all pertinent IP and wireless information, collecting a floor plan, advanced payment, and confirmation of all required signatures. We understand **there are a lot of moving parts** when planning to exhibit at a convention and our mission to make this process as easy as possible.

It's our goal to make our team as accessible as possible. All our events are staffed with local team members for you to utilize, helping **ensure network reliability and the delivery of the services you need**. During move-in and show days, our team is available to assist you with your ordered services.

KNOWLEDGEABLE TECHNICAL SUPPORT

Our experienced technicians are **readily available** to perform troubleshooting, installation of additional services, relocations and much more.

Our team will be available **throughout the entire event** to provide you with the show experience you've always envisioned.

REDUNDANCY OF EQUIPMENT

We always have spares on-hand and are network ready. Smart City always keeps network switches and wireless access points on-hand and connected to the network. If a piece of equipment fails, we can replace it immediately with **little to no downtime**.

24/7 NETWORK MONITORING

All ports on the Smart City network are **polled every minute for network stability**. Certified network engineers are on staff in our Network Operations Center during event hours and on call 24/7.





Is the exclusive provider of the following services:

INTERNET

TELEPHONE

CABLE TV

Need just a **BASIC** CONNECTION?

Our **BASIC INTERNET SERVICE**, ideal for **LIGHT INTERNET USAGE** such as web browsing and checking email via a wired connection.

SERVICE	INCENTIVE**	BASE	ON-SITE
Basic Internet	\$895	\$1,140	\$1,368
Additional Device	\$185	\$220	\$255
EQUIPMENT & LABOR	INCENTIVE**	BASE	ON-SITE
Switch Rental	\$185	\$225	\$270
Patch Cables	\$50	\$62	\$74
Labor (Floor Work)	\$125	\$125	\$125

* **NOT FOR STREAMING**

** **ORDER 21 DAYS PRIOR TO FIRST DAY OF MOVE-IN TO GET THE INCENTIVE RATE!**

Basic Internet Includes:

- 1.54 Mbps burstable to 3 Mbps per device
- Routers are not permitted on this service and will not work
- Each device includes (1) Private IP Address
- Up to 4 additional IPs [devices] may be purchased separately
- Ethernet RJ45 Hardline drop and is DHCP (plug and play)

To connect multiple devices to this service a Switch Rental, Patch Cables and Floor Work are required. If more than 5 devices are needed, another main drop (Basic Internet w/ 1 Private IP) is required. An additional 4 devices can then be added to your order. A maximum of 10 devices in one location is permitted.

ORDER NOW >



Order online at:
<https://orders.smartcitynetworks.com>
or call 888.446.6911

What if it's **MISSION CRITICAL?**

Our **DEDICATED WIRED SERVICES** are the
FASTEST AND MOST RELIABLE way
to deliver high quality experiences at your event.

DEDICATED SERVICES	STREAMING			INCENTIVE*	BASE	ON-SITE
	SD	or HD	or UHD			
3 Mbps Dedicated	1	N/A	N/A	\$3,495	\$4,370	\$5,244
6 Mbps Dedicated	2	1	N/A	\$5,900	\$7,375	\$8,850
10 Mbps Dedicated	3	2	N/A	\$7,850	\$9,810	\$11,772
15 Mbps Dedicated	5	3	N/A	\$11,700	\$14,630	\$17,556
25 Mbps Dedicated	6	4	1	\$19,250	\$24,060	\$28,872

***ORDER 21 DAYS PRIOR TO FIRST DAY OF MOVE-IN TO GET THE INCENTIVE RATE!**

Whether you are setting up your own booth Wi-Fi, Webcasting, HD Streaming, Gaming or require Point to Point connectivity, Dedicated Internet is the way to go!

Dedicated Services Include:

- Ethernet (1) RJ45 Hardline drop with VLAN
- Wireless and Hardline routers are permitted
- (5) Static Public IP addresses
- Speeds up to 1 Gbps available
- Additional Static IP addresses available for purchase

ORDER NOW >



Order online at:
<https://orders.smartcitynetworks.com>
or call 888.446.6911

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 1.5 Mbps PER DEVICE*			
DEVICE LIMIT	INCENTIVE**	BASE	ON-SITE
5 Device Limit	\$2,339	\$2,807	\$3,368
15 Device Limit	\$4,133	\$4,960	\$5,952
30 Device Limit	\$6,762	\$8,114	\$9,737
Additional Access Point Rental	\$750	\$750	\$750

* **NOT FOR STREAMING.**

** **ORDER 21 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:
<https://orders.smartcitynetworks.com>
or call 888.446.6911



<https://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

BANDWIDTH ALLOCATION	STREAMING			INCENTIVE *	BASE	ON-SITE
	SD	or HD	or UHD			
10 Mbps	3	N/A	N/A	\$8,800	\$10,560	\$12,672
20 Mbps	6	4	N/A	\$16,600	\$19,920	\$23,904
30 Mbps	10	6	1	\$24,200	\$29,040	\$34,848
40 Mbps	13	8	1	\$31,550	\$37,860	\$45,434
50 Mbps	16	10	2	\$39,050	\$46,860	\$56,232
Additional Access Point Rental	N/A	N/A	N/A	\$750	\$750	\$750

*** ORDER 21 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:
<https://orders.smartcitynetworks.com>
 or call 888.446.6911



<https://orders.smartcitynetworks.com/wifi-splash-page-design>

NEED TELEPHONE OR CONFERENCE SERVICES?

Our **TELEPHONE SERVICES** provide reliable **VOICE SERVICE** solutions for Single Line, Multi Line, and Conference calls.

VOICE SERVICES	INCENTIVE *	BASE	ON-SITE
Single Line Telephone - With or Without Device	\$275	\$345	\$414
Multi Line Telephone	\$415	\$520	\$624
Polycom Speaker Phone	\$465	\$575	\$690

*** ORDER 21 DAYS PRIOR TO FIRST DAY OF MOVE-IN TO GET THE INCENTIVE RATE!**

We have specialized in telephone services for over 30 years. Smart City provides reliable phone services with crystal clear connections. Our telephone services can be used for reception check-in, conference calls in meeting rooms and for credit card processing machines.

Telephone Service Information:

- Multi Line telephones include (1) Main number and (1) rollover line
- Polycom speakerphones require power source, **electrical** services may need to be ordered separately
- Domestic Long Distance is included
- International calling is billed separately

ORDER NOW >



Order online at:
<https://orders.smartcitynetworks.com>
or call 888.446.6911

NEED CABLE TV SERVICES?

Smart City Networks is the exclusive provider of **CABLE TV SERVICES**. Visit our online ordering site to learn more.

Our cable services deliver high-definition channels with clear and crisp picture quality to satisfy even the most discerning of viewers.

***ORDER 21 DAYS PRIOR TO FIRST DAY OF MOVE-IN TO GET THE INCENTIVE RATE!**

****Cable services may require a deposit in some locations.**

ORDER NOW



Order online at:
<https://orders.smartcitynetworks.com>
or call 888.446.6911

FAQ

Frequently Asked Questions

DOES SMART CITY NETWORKS PROVIDE COMPLIMENTARY WI-FI?

Yes! Smart City Networks provides complimentary Wi-Fi in most designated public areas of the facility, such as the concourse lobbies and food courts. Check with your specific venue for locations. This service is made available to approximately 30 million guests, visitors, and attendees at our convention centers throughout the country. There is no requirement to purchase a Smart City Networks service in order to take advantage of the complimentary Wi-Fi.

WHY DOESN'T SMART CITY NETWORKS PROVIDE COMPLIMENTARY WI-FI IN THE EXHIBIT HALLS?

Exhibit halls are not public areas since this space is typically licensed to a company, government agency, or trade association for a private event. The space license agreement governs the availability of a range of services for the event and the license may or may not call for complimentary Wi-Fi services.

WILL MY PERSONAL HOTSPOT (MI-FI) WORK IN YOUR BUILDING?

Yes – however, the capability of your personal mobile hotspot is limited by your cellular carrier by the spectrum and Internet bandwidth capacity they have made available. Cellular carrier signals penetrate into a facility either from a nearby cellular tower or via an in-building Distributed Antenna System (DAS). It is important to remember that your personal mobile hotspot is obtaining a wireless signal from a shared cellular network, so service may be disrupted or become unreliable due to user density and demand on the carrier's network. In all cases, you have the option to take advantage of the complimentary Wi-Fi throughout the public areas, or if you choose, you can purchase an upgraded package based on your service requirements.

WHAT MUST BE IDENTIFIED ON MY FLOORPLANS?

Floor plans should include the surrounding booth numbers for orientation, measurements and easy identification of all required end location(s). Be sure to distinguish your main distribution line (MDL) and additional patch cables. Please reference Smart City's Communications Floorplan Worksheet.

TIP: Most of our venue's data jacks originate from a floor pocket. Be sure to submit a completed floorplan prior to the first day show move-in to avoid any additional labor charges.



Order online at:
<https://orders.smartcitynetworks.com>
or call 888.446.6911

DO YOU OFFER INCENTIVE RATES?

Yes! Orders received along with payment by the incentive deadline date will receive our early incentive pricing.

WHY ARE ROUTERS NOT ALLOWED ON A SHARED NETWORK?

Many times, Smart City has found that routers on a shared network are installed incorrectly, which can cause problems for other users of the network. Additionally, an accurate count of the number of devices on the network is required to determine the appropriate network size and bandwidth available to the network. For more information and to request the build-out of a special system to meet your needs, contact our team today for a quote.

CAN I PROVIDE MY OWN SWITCH AND/OR CABLING?

Yes, you can provide your own switch and patch cables for in booth cabling. Unless otherwise mandated by the venue.

Please Note: Connectivity can be guaranteed only to the point where Smart City Networks' services originate in the booth. Smart City Networks cannot guarantee service on customer/exhibitor-provided cable(s) and/or equipment. Any request for trouble diagnosis or problem resolution found not to be the fault of Smart City Networks (such as faulty equipment or damaged cable) may be billed to the exhibitor at the prevailing labor rate.

HOW MUCH BANDWIDTH DO I NEED?

To identify how much bandwidth you should require, please reach out to a technical representative in your organization, review your program specifications listed with any demonstrations or downloads you plan to run.

WHAT DOES SD, HD, AND UHD STAND FOR?

SD, HD, and UHD are the abbreviated names of three video streaming formats. The basic difference between each of the formats is the number of pixels comprising the video image. The greater the pixel count the sharper and more detailed your video will be.

FORMAT	RESOLUTION	BANDWIDTH REQUIRED
Standard Definition (SD)	720x480	3.0-5.0 Mbps
High Definition (HD)	1280x720 & 1920x1080	5.0-8.0 Mbps
Ultra High Definition (UHD)	3840x2160	25 Mbps



Smart City Wireless Services

Los Angeles Convention Center



Wireless Options

Depending on where you are in the facility, you may see one or both of the following SSIDs (network names). Although you may see both Exhibitor and Instant Internet, they are not actually supported in all areas. These networks are supported only in the areas designated below. Choose the option which best suits your location and requirements.

1 CONNECT

Connect to the network name (i.e., Exhibitor Internet or Instant Internet) by following your computer's procedure for choosing available wireless networks.

2 OPEN BROWSER

Open your browser (Internet Explorer, Firefox, Safari, or other browser). You should see a page resembling the graphic shown below. If you do not see the graphic shown, please refresh your browser.

3 BUY NOW

If this is your initial purchase click BUY NOW. Follow prompts to complete your purchase. Refer to service options and limitations shown to the right.

4 LOGIN

If you have already created an account and are returning for additional sessions, enter your username and password, then click LOGIN.



Exhibitor Internet

Available throughout the facility.

*Connectivity speeds up to 1.54Mbps up/1.54Mbps down

5 GHz wireless frequency only

1 day for \$79.99

3 day for \$227.97
5% discount

5 day for \$359.95
10% discount

Instant Internet

Available in public spaces and meeting rooms.

*Connectivity speeds up to 768k up/768k down

1 day for \$12.95

Complimentary Internet

Available in public spaces only

* Each purchase is limited to one device. One account cannot be shared among multiple devices simultaneously.

Questions

For questions regarding wireless services or any other wired Internet and Telephone services we provide, please call Smart City at 888-446-6911 or visit us online at www.smartcitynetworks.com



SHOWGEAR PRODUCTIONS

WWW.SHOWGEAR.COM

VIRTUAL EVENTS • ONLINE CONFERENCES • WEBINARS
EXHIBITIONS • TRADE SHOWS • CONVENTIONS • LIVE PRODUCTION

Exhibit Order Form

ALL ORDERS DUE BY: May 1, 2023

ORDERS RECEIVED AFTER DUE DATE WILL
RECEIVE A 25% RUSH ORDER FEE

ADVANCED ORDERS DUE BY: April 10, 2023

Company Information

Name:

Address:

City:

State:

Country:

Postal:

Phone:

Official Audio Visual Supplier For



American Society
of Gene + Cell Therapy

Show Information

Booth/Room Name:

Delivery Date:

Contact Information

First Name:

Last Name:

Email:

Time:

Phone:

Ext:

Fax:

Pick Up Date:

On Site Contact Information

**Disregard if contact information is the same*

First Name:

Last Name:

Email:

Time:

Phone:

Ext:



30312 Esperanza, Rancho Santa Margarita, CA 92688
Email: orders@showgear.com
Phone: (949) 888-4540
Toll-Free: (800) 840-4327

Exhibitor Catalog Packages

**Advanced Rate
Due Date:**
April 10, 2023

Video Packages

Basic

0

Package Includes

55" LCD Monitor

Dual Pole Stand with Shelf

PC Laptop

\$1195
Advanced Rate

\$1425
Show Rate



Deluxe

0

Package Includes

65" LCD Montitors (2)

Dual Pole Stands with Shelves (2)

PC Laptop (1)

\$2195
Advanced Rate

\$2525
Show Rate



Audio Packages

Basic

0

Package Includes

Wireless Microphone Kit (2)

12 Channel Analog Audio Mixer

JBL 10 Pro Speakers 125W (2)

\$900
Advanced Rate

\$1400
Show Rate



Deluxe

0

Package Includes

Wireless Microhpone Kits (2)

12 Channel Analog Audio Mixer

JBL 15 Pro Speakers 300W (2)

\$1050
Advanced Rate

\$1600
Show Rate



Tour Guide Packages

\$500 **\$600**

Advanced Rate Show Rate

0

Small

Includes:
System with
5 Headsets

\$750 **\$850**

Advanced Rate Show Rate

0

Medium

Includes:
System with
10 Headsets

\$1400 **\$1500**

Advanced Rate Show Rate

0

Large

Includes:
System with
20 Headsets

0

Additional Headset Receivers **Advanced Rate \$75** **Show Rate \$90**

Exhibitor Catalog Video

**Advanced Rate
Due Date:**
April 10, 2023

Monitors

4K UHD

	Advanced Rate	Show Rate	QTY	Advanced Subtotal	Show Subtotal
83" 4K UHD Monitor	3500	3750	0	\$ 0	\$ 0
75" 4K UHD Monitor	2100	2300	0	\$ 0	\$ 0
70" LCD UHD Monitor	1800	2000	0	\$ 0	\$ 0
65" 4K UHD Monitor	1400	1600	0	\$ 0	\$ 0
55" 4K UHD Monitor	1000	1200	0	\$ 0	\$ 0
50" 4K UHD Monitor	700	800	0	\$ 0	\$ 0

1080p HD

83" 1080p HD Monitor	1700	1800	0	\$ 0	\$ 0
75" 1080p HD Monitor	1200	1300	0	\$ 0	\$ 0
70" 1080p HD Monitor	1100	1200	0	\$ 0	\$ 0
65" 1080p HD Monitor	900	1000	0	\$ 0	\$ 0
55" 1080p HD Monitor	800	900	0	\$ 0	\$ 0
50" 1080p HD Monitor	700	800	0	\$ 0	\$ 0
46" SMART TV Monitor	650	750	0	\$ 0	\$ 0
43" SMART TV Monitor	550	650	0	\$ 0	\$ 0
42" SMART TV Monitor	550	650	0	\$ 0	\$ 0
32" TV Monitor	250	300	0	\$ 0	\$ 0
27" TV Monitor	200	250	0	\$ 0	\$ 0
24" Monitor	125	175	0	\$ 0	\$ 0
23" Monitor	125	175	0	\$ 0	\$ 0

Accessories

Dual Post Monitor Stand	125	175	0	\$ 0	\$ 0
Shelf	45	75	0	\$ 0	\$ 0

Exhibitor Catalog

Accessories

**Avanced Rate
Due Date:**
April 10, 2023

Audio

	Advanced Rate	Show Rate	QTY	Advanced Subtotal	Show Subtotal
Wireless Handheld	225	275	0	\$ 0	\$ 0
Microhpone Kit					
Wireless Bodypack	225	275	0	\$ 0	\$ 0
Microhpone Kit					
Anchor Explorer	100	150	0	\$ 0	\$ 0
Speaker: 60W					
JBL 10 Pro Speaker 125W	150	200	0	\$ 0	\$ 0
JBL 15 Pro Speaker 300W	225	300	0	\$ 0	\$ 0
12 Channel Analog	150	225	0	\$ 0	\$ 0
Audio Mixer					

Computers

PC Laptop i7 16GB RAM 500 GB	225	275	0	\$ 0	\$ 0
HDD					
MS Surface Pro 3 i5 128 GB HDD	275	375	0	\$ 0	\$ 0
iPad 4G Cellular (Data included)	300	400	0	\$ 0	\$ 0
iPad Wifi	175	275	0	\$ 0	\$ 0

Lighting

Source 4 Leko Fixture	105	150	0	\$ 0	\$ 0
LED Color Up Light	105	150	0	\$ 0	\$ 0
16 Channel Lighting	300	375	0	\$ 0	\$ 0
Contol Board					
4 Channel Dimmer Pack	75	100	0	\$ 0	\$ 0

Cost Breakdown

Advanced Rate
Due Date:

April 10, 2023



**CALL FOR OUR LED
WALL OPTIONS!**

IMPORTANT

Show Gear Productions
requires pre-payment on
all orders.

**ORDERS RECEIVED AFTER DUE DATE WILL
RECEIVE A 25% RUSH ORDER FEE**

Gear Subtotal:

Advance Rate

Show Rate

\$0

\$0

Service Fee 25%:

\$0.00

\$0.00

Service fee includes Delivery,

Set Up, Strike, Pick Up, &
Onsite Support.
No Dryage Fees

Advance Rate

Show Rate

Total: \$0.00

\$0.00

The undersigned has read and agree to all terms and conditions on page 6, and labor rates of this rental agreement. The undersigned authorizes Show Gear Productions to charge the above listed for the equipment, labor, and/or services detailed in this agreement, and for any client approved add-ons and change orders. Unless noted, billing details will be sent separately.

Signature:

Date:

Terms & Conditions

TERMS AND CONDITIONS OF RENTAL

The RENTER (client) agrees that all electronic equipment can fail without notice due to wear and tear, movement during installation, or due to inconsistent power provided by venue, and agrees to hold Show Gear Productions Harmless for any costs or loss of exhibit time due to equipment failure before or during the client's presentation. The only compensation Show Gear Productions will offer is a pro-rated rental cost reduction based upon the duration of the equipment failure beyond a (2) two-hour period. If the equipment is mounted in such a way by the RENTER, or by Show Gear Productions as directed by the RENTER as to limit or delay our ability to replace the item at the time of failure then the item will be replaced at the next available moment and no pro-rate discount can be offered unless no replacement is made available. The RENTER is responsible for any rigging costs incurred to swap out equipment if rigged. The RENTER is responsible for the security and wellbeing of all equipment from the moment delivered (including during drayage/handling by decorators or other 3rd parties assigned by RENTER to handle their booth elements) until picked up by Show Gear Productions. This includes scratches to monitor screens and bezels, missing remotes or mounting hardware or any other loss or damage regardless of cause. Damages will be charged to the credit card on file. By executing this rental agreement, you agree to all terms and conditions on this form.

CANCELLATION POLICY

Availability is NOT guaranteed until order is paid and confirmed. Orders cancelled less than 14 days prior to delivery are subject to a 25% restocking fee. Orders cancelled less than 8 days prior to delivery are subject to a 50% restocking fee. Orders cannot be cancelled less than 5 calendar days before the delivery date unless both parties agree. The "Delivery" Date for all booth orders is considered the first setup date that the exhibitor is allowed to setup, or the delivery date requested on this order form. RENTER must be in the booth and sign for delivery unless you authorize us to leave the equipment in the booth unsecured. Re-delivery may add costs to the RENTERS order. If the RENTER requests Show Gear Productions to leave the equipment in the booth unattended because they cannot be in the booth to sign for the gear at the scheduled delivery time, the RENTER agrees to stipulate the condition of the equipment was good at the time of the delivery, and any damage to the equipment as noted at the time of pickup will be charged to the RENTER.

Terms & Conditions

LABOR POLICY

Show Gear Productions will perform all work that we are ABLE to perform without violation of any union rules or restrictions and deliver the equipment to your booth. The basic delivery charge includes our techs setting up the monitors on their tabletop stands and placing them on a RENTER provided surface or mounting the monitors to a floor stand that WE provide. We will connect the monitor to a local source and remove the empty cases. All other types of installation (mounting monitors on walls, truss, or any other method) is considered advanced installation and must be discussed in advance. If a dedicated tech or technicians are required for this installation, then additional charges may apply. Advanced installation is \$70/per hour, per technician, in most cases and some minimums may apply. Please call us at 949-600-8235 to discuss your booth. We will work with you to minimize costs but please understand if our techs are going to spend several hours or days assembling the AV in your booth, we must be compensated for this work. We can also help you plan all technical considerations such as splitting signals to multiple monitors, HDCP Compliance, signal loss over distance, etc. There is no cost for pre-production services with your order.

DELIVERY / PICKUP POLICY

Delivery and pickup time under the Delivery Section is not guaranteed. This is the target time and date that we aim for, and in almost all cases its not an issue. However, Show Gear Productions does not control the dock. We can only estimate when the equipment will be loaded into the facility and delivered to your booth. Please do not schedule riggers or install crew for audio visual without consulting with Show Gear Productions first. Show Gear Productions cannot be held responsible for labor costs (or any other costs) for wait/stand-by time if the AV is not delivered to the booth at the exact time requested. We recommend a time buffer between the requested delivery time and the scheduling of any install and dismantle labor (including labor booked through Show Gear Productions) to ensure the equipment is in the booth before labor arrives.

Terms & Conditions

TV STAND POLICY

We often get questions as to why we charge what we charge for a TV stand, and then a separate cost for a mount. There are several factors involved, and we have experimented with various price structures in the past and have determined that the best method for all parties is to charge the same rental cost for a stand, regardless of if the monitor is also rented from Show Gear Productions, or if you provide one yourself. However, the commercial (industry standard) Dual Pole 7' Tall Plasma/LCD Stand that we carry does not mount directly to the monitor. The monitor must have a compatible bracket, manufactured by Premier Mounts and it must mount to the PSD Dual Pole Stand. Consumer wall mounts found at box stores such as Best Buy will not mount to the stand. If the client owns the proper mount for their monitor- its no problem. However, if the client brings his/ her own monitor and does not own the compatible mount, then Show Gear Productions can rent the mount. It would be impossible for us to list the cost of these mounts on the order form as there are literally hundreds of models that fit every brand/- make/model of monitor on the market. We will gladly provide a quote for these mounts upon request. We usually rent these mounts to our clients for \$75, but this is not guaranteed. Just email or call us with the exact make/- model of monitor you are bringing. Please understand that if you bring your own monitor you will need to order labor from us if you want us to attach it to the stand. We will do our absolute best to serve you, but AV labor is expensive for us to provide, and hanging client monitors on stands is always a time-consuming endeavor. Show Gear Productions will not be held liable for ANY damage to a client monitor for any reason whatsoever, if you request that Show Gear Productions hang your monitor. There is simply no way for us to verify if any damage to the monitor already existed or was caused by a third party. Internal damage cannot be seen by visual inspection. By ordering labor to handle any of your equipment you agree to hold Show Gear Productions AV and its vendors harmless for any loss or damages of any kind.

ASGCT 2023

May 16-20, 2023



ORDER ELECTRICAL ONLINE!

Take advantage of discounted rates!

Order your electrical services online by

04 / 25 / 2023

ORDERING.EDLEN.COM

Quick, secure, and easy to use!

You may receive an email to finalize your order from
ExhibitorServices-LosAngeles@edlen.com

EDLEN
The Power People

Edlen Electrical Exhibition Services

1201 South Figueroa Street, Los Angeles, CA 90015

213.765.4676 • LACC@edlen.com • www.edlen.com

ELECTRICAL RATE SHEET



ELECTRICAL EXHIBITION SERVICES
1201 South Figueroa St., Los Angeles, CA 90015
Phone: (213) 765-4676 Fax: (213) 765-4679
LACC@edlen.com

Advance Payment Deadline Date: 04/25/23

EXHIBITOR:		BTH #	
EVENT:	American Society for Gene & Cell Therapy		
FACILITY:	Los Angeles Convention Center		
DATES:	May 16-20, 2023	EVENT # 053002LA	

THIS IS NOT AN ORDER FORM - TO BE USED FOR BUDGETING PURPOSE ONLY

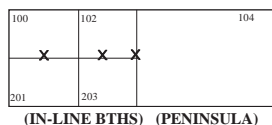
ORDER INSTRUCTIONS	ELECTRICAL OUTLETS Approximately 120V/208V A.C. 60 Cycle - Prices are for Entire Event							
	QTY Show Hours Only	QTY 24hrs/day Double rate	ADVANCE PAYMENT PRICE	REGULAR PAYMENT PRICE	TOTAL COST			
INLINE AND PENINSULA DELIVERY The cost of 120-Volt outlets includes delivery to one location at the rear of inline or peninsula booths. If you require the outlet(s) to be distributed to any other location(s), material and labor charges apply. There is a minimum charge of (1) hour for installation and (1/2) hour for removal. Complete and return the Electrical Distribution Form along with a floor plan layout of your booth space indicating outlet location(s).	120 VOLT							
	500 WATTS (5 AMPS)		145.00	218.00				
	1000 WATTS (10 AMPS)		269.00	404.00				
	1500 WATTS (15 AMPS)		294.00	441.00				
	2000 WATTS (20 AMPS)		320.00	480.00				
ISLAND BOOTH DELIVERY ONE LOCATION Island booths that only need power delivered to one location incur (1) hour labor charge for installation & removal. Return a floor plan layout of your booth space indicating the outlet location with measurements and orientation.	208 VOLT SINGLE PHASE							
	20 AMPS		620.00	930.00				
	30 AMPS		750.00	1125.00				
	60 AMPS		1010.00	1515.00				
ISLAND BOOTH DELIVERY MULTIPLE LOCATIONS Island booths that require power to be delivered to multiple locations within their booth space incur a minimum (1) hour labor charge for installation. The removal of this work will be charged a minimum (1/2) hour or (1/2) the total time of installation. Material charges will apply. Return a floor plan layout of your booth space indicating a main distribution point and all outlet locations with measurements and orientation. If a main distribution point is not provided, Edlen will deliver to the most convenient location.	208 VOLT THREE PHASE							
	20 AMPS		862.00	1293.00				
	30 AMPS		1021.00	1532.00				
	60 AMPS		1288.00	1932.00				
	100 AMPS		1757.00	2636.00				
	200 AMPS		1978.00	2967.00				
	400 AMPS		2778.00	4167.00				
208/480V POWER DELIVERY AND CONNECTIONS Edlen electricians must make all high voltage connections and disconnections on a time and material basis. Complete the Electrical Booth Work Form to schedule your estimated connection time and labor. Return form with your order.	TRANSFORMER(S) Boost 208 Volt to 230 Volt							
	Transformer (20 amp minimum charge)		Total Amps: _____ x 5.50 = _____					
	Please call for information on any services you require that are not listed here.							
MOTOR POWER Order electrical services for motor power required on this form. If unsure of the electrical services required call for a quote.	480V CONNECTIONS Approximately 480V A.C. 60 Cycle - Prices are for Entire Event							
24 HOUR SERVICES Electricity will be turned on within 30 minutes of show opening and off within 30 minutes of show closing, show days only. If you require power at any other time order 24 hour power at double the outlet rate.	480 VOLT THREE PHASE							
	20 AMPS		1724.00	2586.00				
	30 AMPS		2042.00	3063.00				
	60 AMPS		2466.00	3699.00				
	100 AMPS		3514.00	5271.00				
ADVANCE RATES To receive advance rates a complete order inclusive of a scaled electrical layout must be received before the advance payment deadline date. The scaled layout must match the order and include power locations and orientation. Any changes or additional services received after the deadline date will be charged the regular payment price.	120V RENTAL MATERIAL (Must Pick up Items at Onsite Exhibitor Service Center)							
	15' EXTENSION CORD			27.00				
	POWER STRIP			27.00				
TERMS & CONDITIONS I agree in placing this order that I have accepted Edlen's payment policy and the terms and conditions of the contract.	LABOR RATES:							
	STRAIGHT TIME (M-F, 8AM TO 430PM) \$175/HR, ALL OTHER DAYS/TIMES							
	ARE BILLED AT A RATE OF \$350/HR							

TERMS & CONDITIONS

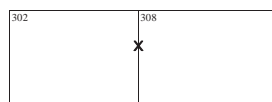
1. Order with payment & floor plan (for island booths or any booth requiring distribution of electrical services) must be received no later than the deadline date on the order form for advance payment rates to apply. Orders received without payment and required floor plan will not be guaranteed advance rates. Orders received after the deadline date will be charged at the regular rate. A purchase order or photocopy of a check are not considered valid forms of payment for securing advanced rate.
2. To receive advance rates a complete order inclusive of a scaled electrical layout must be received before the advance payment deadline date. The scaled layout must match the order and include power locations and orientation. Any changes or additional services received after the deadline date will be charged the regular payment price.
3. In the event order totals are calculated incorrectly, Edlen reserves the right to make the necessary corrections and charge the corrected amount. Exhibitors will be notified by email of any such corrections.
4. Outlet rates listed include bringing services to one location at the rear of inline and peninsula booths.
5. Outlet rates listed **do not** include the connection of any equipment, special wiring, or distribution of the outlets, to other than the standard locations within the booth space. Distribution to all other locations *regardless of booth type* require labor and is performed on a time and material basis. Exhibitors are invited to contact the local Edlen office to discuss any additional costs that may be incurred.
6. A separate outlet must be ordered for each location where an electrical service is required. 5 amps or 500 watts is the minimum amount of power that can be ordered for any one location. Power must be ordered according to peak amperage ratings.
7. Island Booths - Booths that require power to be delivered to multiple locations within their booth space incur a minimum (1) hour labor charge for installation. The removal of this work will be charged a minimum (1/2) hour or (1/2) the total time of installation. Material charges will apply. Return a floor plan layout of your booth space indicating a main distribution point and all outlet locations with measurements and orientation. If a main distribution point is not provided, Edlen will deliver to the most convenient location.
8. There is a total (1) hour or (1/2) hour installation and (1/2) hour removal charge for Island Booths that require delivery to one location.
9. 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. A minimum charge of (1) hour labor will apply for all installation work. The removal of this work will be charged a minimum of 1/2 hour or 1/2 the total time of installation, plus material.
10. Edlen Supervision—A supervisory charge of 10% of the prevailing labor rate will apply to all labor that exceeds one hour.
11. For a dedicated outlet, order a 20 amp outlet.
12. No inverters, self contained power supplies or devices that convert battery power to 120 volt power allowed.
13. In the event 1000 watt overhead quartz lights cannot be mounted to existing catwalks in the convention hall, lift and labor charges will apply. Contact our local office to discuss any additional charges.
14. Edlen employees are authorized to cut floor coverings when essential for installation of services unless otherwise directed.
15. Edlen is the exclusive provider of all material and equipment used in the distribution of temporary electrical services throughout the exhibit hall including the exhibitor booth space. This material is provided on a rental basis ONLY and remains the property of Edlen. It shall be removed only by Edlen employees.
16. Any extension cords or power strips ordered on the front of this form should be picked up at the Exhibitor Service Center. Credit will not be issued for unused items.
17. Standard wall and other permanent building utility outlets or sockets are not part of a booth space and may not be used by exhibitors unless electrical services have been ordered through Edlen.
18. All equipment regardless of source of power, must comply with federal, state and local codes. Edlen reserves the right to inspect all electrical devices and connections to ensure compliance with all codes, for which labor charges can be incurred. Edlen is required to refuse connections where the Exhibitor wiring or equipment is not in accordance with electrical codes.
19. All electrical equipment must be properly tagged and wired with complete information as to the type of current, voltage, phase, cycle, horsepower, etc., required for operation.
20. All Exhibitors' cords must be a minimum of 14 gauge, 3 wire and grounded. Two (2) wire extension cords are not allowed. All exposed, non-current carrying metal parts of fixed equipment which are liable to be energized, shall be grounded.
21. Payment in full must be rendered during the event. Exhibitors ARE NOT billed for services provided. Services may be interrupted if payment is not received.
22. Credit will not be given for services installed and not used. All orders are subject to a 25% cancellation fee if cancelled in writing and received by Edlen (21) calendar days or less prior to the first contracted event move in date. Except sales tax, Edlen will not refund overpayment in amounts less than \$50.00 unless specifically requested in writing.
23. If the event is cancelled within 90 days prior to the first contracted event move-in day all orders are subject to a 25% cancellation fee. No refunds will be issued for events cancelled on or after the first contracted event move-in day.
24. Claims will not be considered or adjustments made unless filed in writing by Exhibitor prior to the close of the event.
25. Exhibitor holds Edlen harmless for any and all losses of power beyond Edlen'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.
26. It is agreed that in the event it becomes necessary to turn this matter over to an attorney for collection, or to file a lien, or foreclosure, or otherwise, Exhibitor will pay Edlen its attorney fees or applicable agency fees.
27. A service charge of 1.5% per month on any unpaid balances will be assessed starting 10 days after date of invoice. A \$25.00 service charge will be assessed for all returned checks and credit cards. Exhibitor agrees to reimburse Edlen for all applicable rental taxes.
28. Exhibitor hereby agrees to all terms and conditions outlined on all order forms and the Edlen General Data Protection Regulation (GDPR) privacy policy which can be reviewed by visiting: <https://ordering.edlen.com/LegalNotices/Terms-Edlen-GDPR.pdf>

COMMONLY ASKED QUESTIONS - WHERE WILL MY OUTLET BE LOCATED?

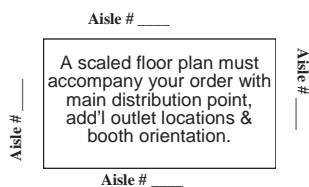
Outlets are located as depicted below for inline & peninsula booths. All other locations require labor on a time & material basis. Exhibitors with hard wall booths must make arrangements with Edlen to bring power inside the booth on a time and material basis.



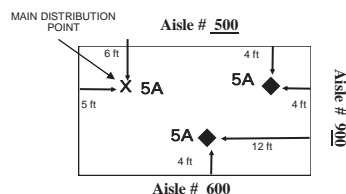
(IN-LINE BTHS) (PENINSULA)



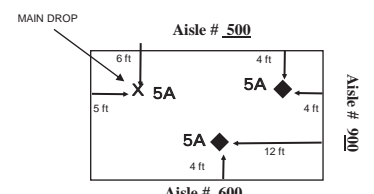
(BACK TO BACK PENINSULAS)



ISLAND BOOTHS



EXAMPLE-FLOOR POWER



EXAMPLE-CEILING POWER

FOR OTHER COMMONLY ASKED QUESTIONS VISIT OUR WEBSITE @ WWW.EDLEN.COM
OR CALL THE NUMBER ON THE ELECTRICAL ORDER FORM

T&CELEC.V4.LA.04.20_PG 3

Levy catering

MENU

taste

Los Angeles

powered by

Levy

city of dreams

LOS ANGELES IS A CITY OF OPPORTUNITY, BUT ALSO A SANCTUARY FOR DIVERSITY. THE CITY'S UNPARALLELED FOOD SCENE HAS LEFT AN INDELIBLE MARK ON OUR APPROACH TO FOOD, FROM USING THE FRESHEST INGREDIENTS IN HEARTY HEALTH-CONSCIOUS DISHES TO MELDING VIBRANT ETHNIC FLAVORS TOGETHER TO CREATE TRENDS THAT ARE DISTINCTLY L.A. OUR CREATIVITY RUNS WILD AND OUR POTENTIAL TO BUILD AWE-INSPIRING, SOUL-SATISFYING DISHES IS LIMITLESS.

THE ENERGY OF POSSIBILITY EMANATES THROUGH THIS CITY, AND YOU CAN FEEL IT IN EVERY DINING EXPERIENCE TO BE HAD TO LACC. WE ARE ALWAYS LOOKING FOR NEW STARS, WHETHER IT BE A PHENOMENAL NEW FOOD TREND OR SOMETHING WHOLLY ORIGINAL COMING STRAIGHT FROM OUR CULINARY TEAM'S MINDS.

LACC TONE:

ELEVATED | VIBRANT | AMBITIOUS

**LOS ANGELES
CONVENTION CENTER
SIGNATURE ITEMS
INCLUDE:**

- KOREAN TACOS
- TAJIN FRIES
- HOUSE-MADE BISON MEATLOAF
- MACARON TOWERS
- SPECIALTY HEALTH SMOOTHIES
- LOCAL CRAFT BEER.



THOUSAND DETAIL DINING

WE BELIEVE THAT EVERY OCCASION SHOULD BE EXTRAORDINARY. IT'S ALL ABOUT THE FOOD AND THE THOUSANDS OF DETAILS THAT SURROUND IT.

YOUR DEDICATED CATERING SALES MANAGER WILL PARTNER WITH YOU TO
SHAPE AN EXPERIENCE THAT **STANDS OUT.**
TOGETHER WE LOOK FORWARD TO DELIVERING



FULL PAYMENT IS REQUIRED PRIOR TO COMMENCEMENT OF SERVICES.

THE LOS ANGELES CONVENTION CENTER FOOD SERVICES DEPARTMENT (LEVY) IS THE EXCLUSIVE CATERER.

ABSOLUTELY NO FOOD OR BEVERAGE, CANDY
LOGO WATER, ETC ARE ALLOWED TO BE BROUGHT INTO THE LOS
ANGELES CONVENTION CENTER WITHOUT PRIOR
AUTHORIZATION.



GUARANTEES



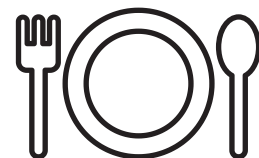
IN ORDER TO PROVIDE THE
HIGHEST QUALITY AND SERVICE, A
GUARANTEED NUMBER OF
ATTENDEES AND
QUANTITIES OF FOOD IS REQUIRED
7 DAYS PRIOR TO YOUR EVENT.
PLEASE REFER TO YOUR CATERING
AGREEMENT
FOR MORE DETAILS.

TAXES & FEES



PLEASE NOTE THAT ALL FOOD
AND BEVERAGE ITEMS ARE
SUBJECT TO A **19% SERVICE
CHARGE** AND A SEPARATE **7.5%
ADMINISTRATIVE FEE**, PLUS
APPLICABLE SALES TAX.
RATES ARE SUBJECT TO CHANGE.
ONLY THE SERVICE CHARGE IS
DISTRIBUTED TO SERVICE
EMPLOYEES.

CHINA SERVICE



CHINA IS INCLUDED WITH
SERVICES IN ALL MEETING ROOMS
AND ANY PLATED FUNCTIONS.
ADDITIONAL **FEES WILL APPLY**
FOR CHINA SERVICE IN ALL OTHER
SPACES.

NO TWO
EVENTS
ARE THE
SAME

This **menu is just a starting point to the
planning process.**
for custom order, or additional menu
options, please email
tasteofla@levyrestaurants.com

breakfast

MENUS

MORNING STROLL

- FRESHLY BAKED SIGNATURE PASTRIES
- SEASONAL FRESH SLICED FRUIT
- SCRAMBLED EGGS
- CINNAMON TOAST CASSEROLE
- APPLEWOOD SMOKED BACON
- CHICKEN APPLE SAUSAGE
- RED BLISS POTATOES

42 PER PERSON

BREAKFAST BITES

- FRESHLY BAKED MINI SIGNATURE PASTRIES
- TASTE OF LA FRUIT SALAD
- LOW FAT GREEK YOGURT PARFAIT *WITH CRUNCHY GRANOLA, SEASONAL BERRIES AND DRIZZLED WITH HONEY*
- MINI SAUSAGE AND GRAVY BREAKFAST TURNOVER
- CHEESE AND EGG CROISSANT SANDWICH

45 PER PERSON

HEALTHY + FIT

- ALMOND BUTTER TOAST
- WITH SLICED BANANAS AND HONEY
- TURKEY BACON
- SEASONAL FRESH SLICED FRUIT
- EGG WHITE FRITTATA
- WITH SPINACH AND GOAT CHEESE
- OATMEAL WITH BROWN SUGAR, DRIED FRUIT AND NUTS
- FRESH PRESSED JUICE

40 PER PERSON

CONTINENTAL

- FRESHLY BAKED SIGNATURE PASTRIES
- LA FRUIT SALAD
- REGULAR COFFEE + HOT TEA SERVICE

25 PER PERSON

**ALL MENUS CAN BE BOXED MEALS FOR AN
ADDITIONAL FEE**

ENHANCEMENTS

OATMEAL	7
<i>BROWN SUGAR, DRIED FRUITS AND FRESH BERRIES</i>	
BREAKFAST QUNIOA BOWL	11
<i>QUINOA, MIXED BERRIES, SERVED WITH WARM SOY MILK & 2% MILK.</i>	
TASTE OF L.A. BREAKFAST BURRITO	10
<i>FILLED WITH FRESH SCRAMBLED EGGS, CHEDDAR CHEESE, TATER TOTS, BREAKFAST SAUSAGE OR BACON SERVED WITH CILANTRO CREMA</i>	
BREAKFAST SANDWICHES	10
<i>CHEDDAR CHEESE AND SCRAMBLED EGGS ON CROISSANT ADD BACON OR SAUSAGE!</i>	

ADDITIONAL STAFFING + SERVICES FEES MAY APPLY

break fast

MENUS

CHEF ACTION STATION

PANCAKE STATION

BUTTERMILK PANCAKES, SWEET CREAM BUTTER, MAPLE SYRUP
SEASONAL BERRY COMPOTE, WHIPPED CREAM,
CHOCOLATE CHIPS, FUNFETTI CREAM
16 PER PERSON + CHEF FEES

WAFFLE STATION

WAFFLES, SWEET CREAM BUTTER, MAPLE SYRUP
SEASONAL BERRY COMPOTE, WHIPPED CREAM
NUTELLA, AND CHOCOLATE CHIPS, WHIPPED PEANUT BUTTER
16 PER PERSON + CHEF FEES

BAGEL STATION

BAGELS, SWEET CREAM BUTTER, CINNAMON BUTTER
PEANUT BUTTER, JELLY, FRESH SLICED BANANAS + ASSORTED
CREAM CHEESES
16 PER PERSON + CHEF FEES

PLATED BREAKFAST

ALL SERVED WITH A BASKET OF FRESH BAKED BREAKFAST BREADS AND PASTRIES
BUTTER AND FRUIT PRESERVES, AND ICE WATER.
ADD COFFEE AND TEA FOR 2.50 PER PERSON
40 PER PERSON

CHOOSE ONE ENTREE:

EGG WHITE FRITTATA
GOAT CHEESE, SPINACH
& SUNDRIED TOMATOES
BRIOCHE FRENCH TOAST
SEASONAL BERRY COMPOTE
BISCUITS & BUTTERMILK GRAVY
TOFU SCRAMBLE
SPINACH, TOMATOES & BLACK BEANS
INDIVIDUAL QUICHE
BLACK FOREST HAM & SMOKED CHEDDAR

CHOOSE TWO SIDES:

FRUIT SALAD
PORK SAUSAGE LINKS
APPLEWOOD SMOKED BACON
TURKEY BACON
BREAKFAST POTATOES
SCRAMBLED EGGS
CHICKEN APPLE SAUSAGE

ADDITIONAL STAFFING + SERVICES FEES MAY APPLY

all day break

MENUS

ENERGIZE

- LOCAL FRESH PRESSED JUICE
- MIXED ARRAY OF DRIED FRUITS AND NUTS
- LOW FAT GREEK YOGURT PARFAITS *WITH CRUNCHY GRANOLA AND SEASONAL BERRIES AND DRIZZLED WITH HONEY*
- PROTIEEN BAR

28 PER PERSON

SWEET + SALTY

- HOUSE MADE POTATO CHIPS
- WITH TRUFFLE SALT + REGULAR WITH PARMESAN DIP
- HOUSE-MADE POPTARTS
- DRIED FRUITS, CHOCOLATE BARK, AND
- SALTED CARAMEL BAR
- COOKIES + BROWNIES

16 PER PERSON

ENHANCEMENTS

FRESH BAKED BREAKFAST PASTRIES	55 PER DOZEN
TO INCLUDE, COFFEE CAKE, BUTTER CROISSANT, BANANA BREAD, AND LEMON POPPY SEED MUFFIN, BUTTER & FRUIT PRESERVES	
AVOIDING GLUTEN + VEGAN PASTRIES	135 PER 2 DOZEN
TO INCLUDE, LEMON RASPBERRY SCONES AND BLUEBERRY MUFFINS	
ASSORTED DONUTS	55 PER DOZEN
ASSORTED BAGELS	55 PER DOZEN
YOGURT PARTFAIT JAR	8
LOW FAT GREEK YOGURT	
HOUSE-MADE GRANOLA, AND FRESH BERRIES	
INDIVIDUAL FRUIT FLAVORED YOGURT	4
ASSORTED FLAVORS	
WHOLE FRESH FRUIT	4
FRESH BAKED COOKIES	55 PER DOZEN
CHOCOLATE FUDGE BROWNIES	55 PER DOZEN
GOURMET DESSERT BARS	55 PER DOZEN
ASSORTED ENERGY & GRANOLA BARS	5
INDIVIDUALLY PACKAGED SNACKS	5
ASSORTED CHIPS, COOKIES, CRACKERS, PRETZELS	
HOMEMADE KETTLE CHIPS	10
WITH ROASTED GARLIC PARMESAN DIP	

ADDITIONAL STAFFING + SERVICES FEES MAY APPLY

beverage

MENUS

HOT BEVERAGES

REGULAR COFFEE
90 PER GALLON

DECAF COFFEE
90 PER GALLON

HOT TEA
90 PER GALLON

ICED COFFEE
150 PER 3 GALLONS



COLD BEVERAGES

REFILLABLE ALUMINUM
BOTTLED WATER
7

ASSORTED SODAS
4.5

TOPO CHICO SPARKLING
WATER
6

WATER COOLER BASE RENTAL
45 PER DAY

5 GAL WATER JUG
55 PER JUG

RED BULL
6

ICED TEA OR LEMONADE
150 PER 3 GALLONS

LOS ANGELES (April 19, 2022) – "This Earth Day, the Los Angeles Convention Center (LACC), owned by the City of Los Angeles and managed by ASM Global, is pleased to announce a ban on single-use plastic bottles throughout the facility."

a la carte lunch

MENUS

SANDWICHES + WRAPS

GREEK CHICKEN WRAP - GF

shredded Chicken, Chopped Romaine with
Marinated Tomato, Cucumber, Feta, Kalamata
Olive, Lemon Vinaigrette on GF Tortilla

FALAFEL PITA SANDWICH - VG

falafel, Tomato, Cucumber + hummus in Pita
Wrap

CLASSIC ITALIAN SANDWICH

Prosciutto, Ham, Salami, Provolone, Arugula,
Pepperoni, Tomatoes, Balsamic Vinaigrette
on Ciabatta

ROAST BEEF SANDWICH

with horseradish cream

TURKEY SANDWICH

with tomato, provolone cheese + lettuce + italian
dressing

CHICKEN CAESAR WRAP

BUFFALO CAULIFLOWER WRAP - VG/GF

with vegan ranch + gf tortilla

HAM HOAGIE SANDWICH

roasted ham, Cheddar cheese, Tomato slices,
Leaf Lettuce, Hoagie Bread

TURKEY CHIPOTLE WRAP - GF

roasted Turkey, Bacon, Spinach, Chipotle Aioli,
Tomato, Gluten-Friendly Tortilla

SALADS

NICOISE SALAD - GF

hard-boiled eggs, potatoes
green beans, tomatoes, tuna, olives with olive oil

CHOPPED GREEK SALAD - VG/GF

Chopped Romaine with Marinated Tomato,
Cucumber, Pickled Red Onion, Sliced Radish,
Kalamata Olive, Lemon Vinaigrette

AUTUMN SALAD - GF

sunflower seeds, pomegranate seeds, sweet
potato squash
with maple vinaigrette + shredded chicken

POWER SALAD - VG/GF

kale, Spinach, Red Quinoa, Sunflower Seeds,
Chia Seeds, Seasonal Fruit, Garbanzo Beans,
Poppy Seed Vinaigrette

ASIAN CHICKEN SALAD

grilled Chicken, Napa Cabbage, Green Onion,
Radish, Shredded Carrots, Snow Peas, Mandarin
Oranges, Slivered Almonds, Fried Rice Noodles,
Sesame Ginger Dressing

14 PER SALAD OR SANDWICH

*A LA CARTE SANDWICHES AND SALADS ARE SERVED ON PLATTERS. IF
YOU REQUEST ITEMS TO BE PACKAGED AND/OR WRAPPED,
ADDITIONAL FEES WILL APPLY.*

want a little
something extra?

WHOLE FRESH FRUIT	4
FRESH BAKED COOKIES	55 PER DOZEN
CHOCOLATE FUDGE BROWNIES	55 PER DOZEN
GOURMET DESSERT BARS	55 PER DOZEN
ASSORTED ENERGY & GRANOLA BARS	5
INDIVIDUALLY PACKAGED SNACKS	5
ASSORTED CHIPS, COOKIES, CRACKERS, PRETZELS	
HOMEMADE KETTLE CHIPS	10
WITH ROASTED GARLIC PARMESAN DIP	

ADDITIONAL STAFFING + SERVICES FEES MAY APPLY

boxed lunch

MENUS

BASIC BOX

ALL MEALS INCLUDE

WHOLE FRUIT, BAG OF CHIPS, FRESH BAKED COOKIE + CHOICE OF
SANDWICH OR SALAD

32 PER BOX

SANDWICH OPTIONS

ROAST BEEF SANDWICH
WITH HORSERADISH CREAM

TURKEY SANDWICH
WITH TOMATO, PROVOLONE CHEESE + LETTUCE + ITALIAN DRESSING

BUFFALO CAULIFLOWER WRAP - VG/GF
WITH VEGAN RANCH + GF TORTILLA

HAM HOAGIE SANDWICH
ROASTED HAM, CHEDDAR CHEESE, TOMATO SLICES, LEAF LETTUCE, HOAGIE BREAD

TURKEY CHIPOTLE WRAP - GF
ROASTED TURKEY, BACON, SPINACH, CHIPOTLE AIOLI, TOMATO, GLUTEN-FRIENDLY
TORTILLA

CHOPPED GREEK SALAD - VG/GF
CHOPPED ROMAINE WITH MARINATED TOMATO, CUCUMBER, PICKLED RED ONION,
SLICED RADISH, KALAMATA OLIVE, LEMON VINAIGRETTE

AUTUMN SALAD - GF
SUNFLOWER SEEDS, POMEGRANATE SEEDS, SWEET POTATO SQUASH
WITH MAPLE VINAIGRETTE + SHREDDED CHICKEN

ADDITIONAL STAFFING + SERVICES FEES MAY APPLY

boxed lunch

MENUS

FANCY BOX

ALL MEALS INCLUDE

WHOLE FRUIT, BAG OF CHIPS, DESSERT BAR + CHOICE OF SANDWICH
OR SALAD
34 PER BOX

SANDWICH OPTIONS

GREEK CHICKEN WRAP - GF

SHREDDED CHICKEN, CHOPPED ROMAINE WITH MARINATED TOMATO, CUCUMBER,
FETA, KALAMATA OLIVE, LEMON VINAIGRETTE ON GF TORTILLA

FALAFEL PITA SANDWICH - VG

FALAFEL, TOMATO, CUCUMBER + HUMMUS IN PITA WRAP

CLASSIC ITALIAN SANDWICH

PROSCIUTTO, HAM, SALAMI, PROVOLONE, ARUGULA, PEPPERONI, TOMATOES,
BALSAMIC VINAIGRETTE
ON CIABATTA

NICOISE SALAD - GF

HARD-BOILED EGGS, POTATOES
GREEN BEANS, TOMATOES, TUNA, OLIVES WITH OLIVE OIL

POWER SALAD - VG/GF

KALE, SPINACH, RED QUINOA, SUNFLOWER SEEDS, CHIA SEEDS, SEASONAL FRUIT,
GARBANZO BEANS, POPPY SEED VINAIGRETTE

ASIAN CHICKEN SALAD

GRILLED CHICKEN, NAPA CABBAGE, GREEN ONION, RADISH, SHREDDED CARROTS,
SNOW PEAS, MANDARIN ORANGES, SLIVERED ALMONDS, FRIED RICE NOODLES,
SESAME GINGER DRESSING

chefs table

MENUS

venice canals

B&B SALAD

RAW BROCCOLI AND SHAVED
BRUSSELS SPROUTS SALAD,
SLICED APPLES
BALSAMIC HYDRATED
RAISINS WHITE BALSAMIC
AND BASIL VINAIGRETTE

TUSCAN CHICKEN

WITH SUNDRIED TOMATOES
AND SPINACH

SPAGHETTI

DI ZUCCA

WITH ORGANIC SQUASH
ZUCCHINI BLOSSOMS
CAMPANIA TOMATOES,
SPINACH AND VEGETABLE
BROTH

ROASTED CARROTS +

PARSNIPS

PARMESAN POLENTA

CHEESECAKE BITES

50 PER PERSON

hollywood wok + roll

SUNSET SALAD

RED AND GREEN CABBAGE
CHOPPED SALAD, CARROT
JICAMA

EDAMAME BEAN PEANUT +
GINGER SOY VINAIGRETTE

PEANUT NOODLE SALAD

RICE NOODLES
MATCHSTICK CUCUMBER
SHAVED CARROT

THAI CHILI CILANTRO LEAVES
GINGER TOASTED SESAME
SEED

+ CREAMY PEANUT DRESSING

THAI VEGETABLE SPRING

ROLLS

WITH HOISIN SAUCE, SERVED
HOT

LEMONGRASS CHICKEN

WITH THAI BASIL, CHILI PEPPER
LIME STIR FRY SZECHUAN

JAPANESE EGGPLANT

GARLIC SAUCE

STEAMED JASMINE RICE

GREEN TEA CRÈME BRÛLÉE

55 PER PERSON

meet me at the greek

COLD BEET SALAD

WITH TAHINI, DILL, MINT
LEMON JUICE, OLIVE OIL,
TOASTED SESAME SEEDS

AUTUMN SALAD

SUNFLOWER SEEDS
POMEGRANATE SEEDS
SWEET POTATO SQUASH
AND MAPLE VINAIGRETTE

ROASTED CARROTS

WITH URFA BIEBER
LABNEH AND HONEY

SAFFRON RICE

WITH CURRENTS
ALMONDS AND CILANTRO

SAUTÉED CHICKEN

MOROCCAN VEGETABLE
TAGINE

LEMON PISTACHIO TARTS

54 PER PERSON

olvera street

MEXICAN CAESAR SALAD

ELOTE CORN SALAD

BUILD YOUR OWN FAJITA BAR:

GRILLED SKIRT STEAK
GRILLED CHICKEN

GRILLED VEGETABLES WITH
PEPPERS AND ONIONS
FLOUR AND CORN
TORTILLAS

PICO DE GALLO, SHREDDED
CHEESE, GUACAMOLE,
SOUR CREAM

CHEESE ENCHILADAS

SPANISH STYLE RICE

RANCHERO STYLE BEANS

CHURRO CHIPS

WITH CHOCOLATE DIPPING
SAUCE

55 PER PERSON

griffith park

CUCUMBER, TOMATO, & ONION SALAD

WITH DILL AND MINT, FETA
VINAIGRETTE

QUINOA TABOULEH,

ARUGULA, CILANTRO,
ROASTED ONIONS, AND
RADISH

SANTA MARIA STYLE TRI TIP

WITH TOMATO CHIMICHURRI

HERB ROASTED CHICKEN BREAST

WITH ROSEMARY PAN GRAVY

HONEY BISCUITS

ROASTED BROCCOLINI

WITH LEMON BUTTER

THREE CHEESE MACARONI & CHEESE

FINGERLING POTATOES

LA FRUIT SALAD

55 PER PERSON

the beverly

CHOPPED ANTIPASTO SALAD

CEASAR SALAD

BAKED ZITI

WITH BOLOGNESE

BOWTIE PESTO PASTA

ROASTED ROSEMARY

CHICKEN

MARINATED GRILLED

VEGETABLES

GARLIC KNOTTS

MINI CANNOLIS

WITH CINNAMON FILLING

45 PER PERSON

recep tion

MENUS

TASTE OF THE MEDITERRANEAN

- **CHICKEN SCHWARMA BOWL**
WITH CHICKEN SCHWARAMA ROTISSERIE + CRISPY
FALAFEL DICED WITH BASMATI RICE, TOMATO, RED
ONION + CUCUMBER SALAD, TZATZIKI SAUCE, PITA
POCKET
- **DOLMA GREEK STUFFED GRAPE LEAVES**
WITH TZATZIKI SAUCE
- **HUMMUS DISPLAY WITH FRESH PITA + PITA CHIPS**
TRADITIONAL AND ROASTED RED PEPPER HUMMUS
AND OLIVE TAMPONADE · CRUMBLED FETA CHEESE
DICED TOMATOES, RED BELL PEPPERS AND GREEN
ONIONS CUCUMBER WITH FRESH MINT SLICED
KALAMATA OLIVES AND SLICED PEPPERONCINI'S
- **SPANAKOPITA WITH ONIONS AND HERBS**
28 PER PERSON

LATE NIGHT LA

- **CARNE ASADA TOT BAR**
CARNE ASADA TOT WITH CARNA ASADA, NACHO
CHEESE, PICO DE GALLO AVOCADO CREMA
- **ELOTE CUP**
CORN NIBBLETS WITH CREMA, QUESO FRESCA,
TAJIN AND CHOPPED CILANTRO. WITH ASSORTED
LOCAL HOT SAUCES (IF YOU DARE)
- **BUILD YOUR OWN GUACAMOLE STATION**
SMASHED AVOCADO, POMEGRANATE SEEDS
BAY SHRIMP, JAPALENOS, CILANTRO, ROASTED
CORN, DICED RED ONIONS, DICED TOMATOES
SERVED WITH FRESH TORTILLA CHIPS
28 PER PERSON

DOWNTOWN DOJO

- **CHICKEN AND PORK SHANGHAI DUMPLINGS**
 - **SESAME CHICKEN MEATBALLS**
 - **VEGETABLE EGG ROLLS**
 - **KOREAN BBQ BEEF TACOS**
- WITH QUESO FRESCO, PICKLED ONIONS AND CILANTRO
24 PER PERSON

LA STREET TACOS

- **CARNE ASADA AND CHICKEN**
JALAPENOS, PICO DE GALLO, CHIPOTLE CREMA
GUACAMOLE, TOMATILLO SALSA, CORN TORTILLAS
- **CORN TORTILLA CHIPS**
22 PER PERSON

PLATTERS

GARDEN FRESH VEGETABLES

CHEF'S COLORFUL SELECTION OF THE FRESHEST
MARKET VEGETABLES
SERVED WITH BUTTERMILK RANCH DIP, TRADITIONAL
HUMMUS
14 PER PERSON

CALIFORNIA ARTISAN CHEESEBOARD

ARTISAN SELECTION OF HAND CRAFTED CHEESES
ACCOMPANIED BY HOUSE MADE CHUTNEYS, HONEY,
ARTISAN BREADS AND CRACKERS
15 PER PERSON

ANTIPASTI

IMPORTED CURED MEATS, CHEESES, LOCAL
SEASONAL VEGETABLES, MARINATED OLIVES SERVED
WITH A VARIETY
OF FLAT BREADS CROSTINI'S AND BREADSTICKS
16 PER PERSON

FRESH FRUIT

SEASONAL LOCAL FRESH FRUITS AND BERRIES
16 PER PERSON

MEDITERRANEAN TABLE

ROASTED GARLIC HUMMUS, TZATZIKI,
TABBOULEH, DOLMAS,
FETA CHEESE STUFFED PEPPERS, MARINATED
OLIVES AND SUN DRIED TOMATOES
CRISP PITA CHIPS, SOFT NAAN BREAD
24 PER PERSON

additional menu options
available upon request.

recep tion

MENUS

BITES

ALL BITES ARE 10 PER PERSON

SAVORY OPTIONS

**BBQ PULLED PORK SLIDER
WITH ONION RING STACK**
SERVED WITH HORSE RADISH CREAM
DIPPING SAUCE

CHARCUTERIE BITES - GF
MEATS, CHEESES, AND ASSORTED
VEGETABLES GARNISHED WITH
ROSEMARY SPRIGS

SHRIMP + GRITS - GF
SERVED IN INDIVIDUAL CUPS

MINI LETTUCE WRAP BURGERS -GF
WITH CHEESE, TOMATO, PICKLES +
SECRET SAUCE

MELON CAPRESE SALAD - GF
WITH PROSCIUTTO, MELON BALLS,
BURRATA, WHITE BALSAMIC + HONEY,
GARNISHED WITH BASIL + MINT

CHICKEN + BISCUIT SANDWICHES

**BUFFALO CAULIFLOWER TACOS -
GF, VG**

WITH AVOCADO + VEGAN CILANTRO
CREMA ON CORN TORTILLAS

MINI STEAK FRITES BITES
WITH TOASTED ROSEMARY

FISH TACOS - GF
SERVED ON A LIME WEDGE

**BONESLESS CHICKEN +
WAFFLE BITES**

WITH MAPLE SYRUP GLAZE

TOFU CEVICHE - GF/VG
WITH CRISPY TORTILLA STRIPS

**MINI MUSHROOM BITES -
GF/VG**

WITH QUINOA + BALSAMIC
GLAZE

SWEET OPTIONS

DESSERT WAFFLE STICKS
RAINBOW SPRINKLES, BREAKFAST CEREAL +
DARK CHOCOLATE WITH PEANUTS

LA FRUIT STAND
SEASONAL FRUIT + MELON TOSSED WITH LIME
AND A HINT OF CHILI PEPPER

HOUSE-MADE POPTARTS

**NON DAIRY, BLACKBERRY
SODA FLOATS**
WITH HOUSEMADE BLACKBERRY SODA

PAPAYA BOATS
WITH NON DAIRY YOGURT, SEASONAL FRUITS
+ SHREDDED COCONUT

bar

MENUS

CANNED COCKTAILS - 14

JUNE SHINE

PASSION FRUIT VODKA SODA

VODKA MULE

VILLAGER SPIRITS

VODKA MAI TAI

TEQUILA MARGARITA

SELTZER - 9

ASHLAND

VARIETY PACK - BLACKBERRY

LEMONADE, PINEAPPLE, LIME,

TANGERINE

WILD BASIN

VARIETY PACK - CLASSIC LIME,

CUCUMBER PEACH, MELON BASIL,

LEMON AGAVE HIBISCUS

WINE - 12

BABE - CANNED

ROSE

PINOT GRIGIO

RED

BEER

CRAFT - 9

CROWN + HOPS

HAZY IPA

STONE

BUENAVEZA SALT & LIME LAGER

DELICIOUS IPA

EL SEGUNDO BREWING CO

CITRA PALE ALE

MADEWEST BREWING CO.

VENTURA LIGHT LAGER

STANDARD BLONDE ALE

THREE WEAVERS BREWING

SEAFARER KOLSCH-STYLE ALE

CLOUD CITY HAZY IPA

IMPORT - 9

MODELO

CORONA

DOMESTIC - 8

BUDLIGHT

CIDER - 9

ANTHEM

APPLE

PEAR

bar selections rotate
+ are subject to change.

bartender
required

every hour is
happy.
hour.
with you.

plated meal

MENUS

PLATED MEALS

ALL MEALS INCLUDE

ONE SALAD, ONE ENTREE OR DUO ENTREE AND ONE DESSERT

Pricing is based on the entrée selection

ICED WATER + ICED TEA + BREAD & BUTTER

COFFEE SERVICE IS AN ADDITIONAL 3 PER PERSON

SALAD OPTIONS

HOUSE SALAD

BABY FIELD GREENS, GRAPE TOMATOES, CUCUMBERS, SHREDDED CARROTS AND RED WINE VINAIGRETTE

TRADITIONAL CAESAR SALAD

CRISP ROMAINE LETTUCE, PARMESAN AND GARLIC CROUTONS WITH CREAMY CAESAR DRESSING

CALIFORNIA SALAD

ORGANIC FIELD GREENS, BLUE CHEESE CRUMBLES, DRIED CRANBERRIES, CANDIED WALNUTS WITH BALSAMIC VINAIGRETTE

PROSCIUTTO SALAD

PROSCIUTTO, BABY ARUGULA, CHERRY GRAPE TOMATOES, WATERMELON, MICRO BASIL BALSAMIC PEARLS AND OLIVE OIL

CARAMELIZED TRI COLORED CAULIFLOWER-STEAK SALAD

WINTER GREENS, GOLDEN BEETS, POMEGRANATE SEEDS
ROASTED SHALLOT VINAIGRETTE

LITTLE GEM WEDGE

TOMATOES, RED ONIONS, BLUE CHEESE CRUMBLES CRISP BACON
WITH CREAMY BLUE CHEESE DRESSING

BBQ SALAD

BABY GEM LETTUCE SALAD WITH TORTILLA CRUNCH, COTIJA CHEESE, SMOKED BACON
BABY TOMATOES, SHAVED PICKLED RED ONIONS
AND BBQ RANCH DRESSING

HEIRLOOM TOMATO AND BUFFALO MOZZARELLA

WILD ARUGULA, BALSAMIC VINAIGRETTE

ADDITIONAL STAFFING + SERVICES FEES MAY APPLY

plated meal

MENUS

ENTREE OPTIONS

CITRUS HERB CHICKEN

PAN ROASTED BRICK CHICKEN, OLIVE OIL
ROASTED POTATOES BUTTERED
ASPARAGUS, SWEET GARLIC JUS
55 PER PERSON

RIGATONI ALLA BOLOGNESE

BASIL, RICOTTA
50 PER PERSON

BRAISED SHORT RIBS

GARLIC PARMESAN POLENTA, BRAISED
CARROTS, PARSNIPS
TRUFFLE REDUCTION
60 PER PERSON

FARMER'S MARKET VEGETABLE

RATATOUILLE PURSE
VEGAN & GLUTEN FREE
55 PER PERSON

PETITE FILET MIGNON

SAUTÉED SPINACH, ROSEMARY
FINGERLING POTATOES, CIPOLLINI ONIONS
THREE PEPPERCORN SAUCE
65 PER PERSON

MISO GLAZED SALMON

COCONUT JASMINE RICE, BABY BOK CHOY
60 PER PERSON

CREOLE CHICKEN AND ROSEMARY GARLIC SHRIMP

WITH TOMATO LEEK RISOTTO CAKE
SPICY RED BELL PEPPER COULIS, FRIED LEEK
70 PER PERSON

STEAK AND SHRIMP

GRILLED NEW YORK STRIP STEAK AND
ACHIOTE BRUSHED GULF SHRIMP "LA
PADELLA"
CURRIED CAULIFLOWER, SAUTÉED PETITE
VEGETABLES
AND ROASTED GARLIC CREAM SAUCE
75 PER PERSON

SURF AND TURF

GRILLED FILET OF BEEF
WITH SAUCE AU POIVRE BUTTER POACHED
LOBSTER TAIL
GRATIN POTATOES, GLAZED BABY CARROTS
SAUTÉED FRENCH BEANS WITH GARLIC AND
GREMOLATA CRUMBS
92 PER PERSON

STEAK AND CHICKEN

LEMON AND BLACK PEPPER MARINATED
AIRLINE CHICKEN BREAST
AND PETITE FILET, AGED WHITE CHEDDAR
CHEESE SCALLOPED POTATOES
ROASTED BRUSSEL SPROUTS AND BELL
PEPPERS
78 PER PERSON

DESSERT

CRÈME BRÛLÉE TRIO

TRADITIONAL, GREEN TEA, LAVENDER

CHOCOLATE MOUSSE

WITH BERRIES IN CHOCOLATE SHELL

RUSTIC APPLE TART

CINNAMON BOURBON CRÈME FRAICHE,
SESAME BRITTLE

BLOOD ORANGE AND CARDAMOM PANNA COTTA

WITH BLOOD ORANGE JELLY AND TOASTED
QUINOA CRUMBLE

DOUBLE CHOCOLATE CAKE

WILD BERRY SAUCE

ADDITIONAL STAFFING + SERVICES FEES MAY APPLY

show stopper

MENUS

Espresso Service

6 HOURS OF SERVICE
attendant included
(400 - 6 OZ. SERVINGS)
4.50 PER SERVING AFTER 400
(BOUGHT IN INCREMENTS OF 100)

ESPRESSO, CAPPUCCINO
MOCHA, LATTE & AMERICANO
SPECIFICATIONS: 100 LBS
REQUIREMENTS: ELECTRICAL AND
5' X 6' OPERATING SPACE

EXHIBITOR TO PROVIDE:
TWO DEDICATED 110 VOLT, 20 AMP
CIRCUITS
3,000 PER DAY

Smoothie Service

6 HOURS OF SERVICE
attendant included
(400 - 7 OZ SERVINGS)
4.50 PER SERVING AFTER 400
(BOUGHT IN INCREMENTS OF 100)

STRAWBERRY OR MANGO
SPECIFICATIONS: 50 LBS
REQUIREMENTS: ELECTRICAL AND
5' X 6' OPERATING SPACE

EXHIBITOR TO PROVIDE:
ONE DEDICATED 110 VOLT, 20 AMP
CIRCUITS
3,000 PER DAY

POPCORN CART includes

- POPCORN MACHINE AND KERNELS FOR POPPING
- POPCORN BAGS
- SERVICE ATTENDANT

FOR UP TO 6 HOURS OF SERVICE
PRICE SATISFIES QUANTITIES
FOR UP TO 400 PORTIONS
4 PER SERVING AFTER 400
(BOUGHT IN INCREMENTS OF 100)
1,200 PER DAY

Infused Waters

FOR 6 HOURS OF SERVICE
CHEF'S SELECTION OF FRUITS AND LOCAL
GROWN HERBS

ON DEMAND FILLING OF BOTTLES
WITH CHILLED STILL & AMBIENT STILL
WATER

INCLUDES A SERVICE ATTENDANT
PRICE SATISFIES QUANTITY
OF 400 BOTTLES OF WATER
6 PER SERVING AFTER 400
(BOUGHT IN INCREMENTS OF 100)
3,000 PER DAY

*ADDITIONAL CUSTOMIZATION AVAILABLE

additional options available on request



Levy catering

MENU

EXHIBITOR ORDER FORM



EVENT NAME:	BOOTH NUMBER:
-------------	---------------

company name:

contact name:

phone number:

email address:

onsite name + phone number:

ALL ITEMS SUBJECT TO AVAILABILITY

email this completed form to
tasteofla@levyrestaurants.com

PLEASE ALLOW UP TO 120
 MINUTES FOR ON-SITE ADD ONS
 AND UNSCHEDULED
 REPLENISHMENTS

**ALL SERVICES ARE SERVED ON
 DISPOSABLE PLATTERS**

EVENT DATE:	TIME:	QUANTITY:	ITEM:	Price:

Taste Los Angeles, Powered by Levy Restaurants
 is the exclusive caterer at the Los Angeles Convention Center
Absolutely no food or beverage, candy, logo water, etc
are allowed to be brought into the
Los Angeles Convention Center without prior authorization.

TABLES AND ELECTRICAL REQUIREMENTS
 Food Services does not provide tables or electricity
 in your exhibit space or Meeting Room space.
 Tables and electricity must be
 ordered through the appropriate contractor.

PAYMENT POLICY

Full Payment is required prior to
 commencement of services.
 A credit card must be on file for all orders.

OTHER CHARGES

A \$50.00 delivery charge will apply
 to each delivery and reorders

Event Photography of North America Corp (EPNAC) Official Photographer

EXHIBITOR ORDER FORM

EPNAC is proud to be the Official Photographer of American Society of Gene and Cell Therapy

and to offer Exhibitors special pricing.* *Note: Pricing subject to change January 2023.*

To order booth photography or videography, **complete the [Exhibitor Order Form](#) online** or complete the order

Company Requesting Order	
Billing Contact	
Billing Address	
Billing Telephone	
Billing Email	
Name of Show & Location	
Company Name Displayed on Booth	
Booth Number	
Onsite Contact Name and Email	
Onsite Contact Mobile	
Name and Email for Delivery of Images	
Additional Information/Requests	

form below and email to contact@epnac.com. Visit EPNAC.com for examples of our work.

PART I – EPNAC Booth Photography (check all that apply) – All images are of booth empty

Standard - includes up to 4 booth angles when available.

- | | |
|--|---|
| <input type="checkbox"/> 100 – 400 nsf booth space ... \$375 | <input type="checkbox"/> Add interior/detailed* (standard fee plus \$375) |
| <input type="checkbox"/> 401 – 700 nsf booth space ... \$500 | <input type="checkbox"/> Add interior/detailed* (standard fee plus \$500) |
| <input type="checkbox"/> 701 – 999 nsf booth space ... \$750 | <input type="checkbox"/> Add interior/detailed* (standard fee plus \$750) |
| <input type="checkbox"/> 1000+ nsf booth space \$1,500 | <input type="checkbox"/> Add interior/detailed* (standard fee plus \$1,500) |

*Interior/Detailed - any photos in addition to the 4 angles.

Digital copies only. Prints available for additional cost.

Check below to add images of the booth with people

- ☐ Images of the booth with people (\$375 additional charge)

PART II – Attendee Activation (check below with interest)

- ☐ Selfie-Stick-iPad-Thing (SSIT) ... \$1500* for 2 hours ([See examples](#))
- ☐ 360 Slo-mo Booth \$3500* for 2 hours ([See examples](#))

*Price not inclusive of shipping. Depending on the location of your booth, \$500 flat rate shipping will be applied.

PART III – EPNAC Videography (check below with interest)

- ☐ Videography starts at \$2,500. Contact us with details to receive a quote.

PAYMENT INFORMATION: Once the order is reviewed and confirmed, an invoice will be sent to the Billing Contact. EPNAC accepts online payments made with major credit cards or payments by check. Instructions are provided in the confirmation email.

For questions or to discuss additional needs and services, please contact us at contact@epnac.com and we will get right back to you!

Tel: (866) 614-6947 | Website: EPNAC.com | Email: contact@epnac.com

ASGCT 2023 Annual Meeting

May 16-20, 2023

Los Angeles Convention Center | Los Angeles, CA

Choose the solution that will *instantly* capture contact & demographic data

See page 2 for our enhanced product descriptions.



Your Lead Retrieval Order Confirmation will be emailed to you.

Note: All equipment must be picked up at the exhibitor services desk unless delivery arrangements are made and paid for in advance of the show.

TERMS AND CONDITIONS:
Purchase Orders are not accepted.

All orders cancelled prior to 30 days of the show will incur a \$100 cancellation fee. Orders cancelled within 30 days of the show will not be refunded.


Click [here](#) for additional Terms and Conditions

* Additional SWAP User Licenses pricing applies to singular booths only. If you are part of a pavilion, please contact Exhibitor Services.

** Taxable items and rates vary among states and are subject to change. Please call for exact quote.

*** Processing fee waived when order is placed using company's online lead portal.

LEAD RETRIEVAL OPTIONS (not taxed)	on or before 3/6/23	from 3/7/23 to 4/17/23	after 4/17/23	number of units	TOTAL
SWAP® Mobile App (up to 3 users) NEW FEATURES!	\$ 549	\$ 579	\$ 599		\$
Add SWAP Mobile App Users* to any featured products after purchase of initial lead option	\$ 149 each				\$
Subtotal A					\$
LEAD RETRIEVAL OPTIONS					
Handheld Badge Scanner (RT2000)	\$ 549	\$ 579	\$ 599		\$
Tablet (Android Device)	\$ 479	\$ 499	\$ 549		\$
Bluetooth Printer Order 1:1 for all SWAP Mobile Users, Handheld Scanners and Tablets purchased	\$ 100	\$ 125	\$ 150		\$
ADDITIONAL SERVICES					
Developer's Kit (Real Time Data Services) Click here for more information	\$ 950				\$
Delivery of Reader to Booth (Post show pickup not available)	\$ 200				\$
Subtotal B with 9.5% tax applied**					\$
Add Subtotals from A & B from fields above					\$
Processing Fee*					\$ 9.99
FINAL TOTAL					\$



Safe &
Secure

Your Safety is our Top Priority!

[Learn more](#) about Exhibiting Safely



Your Safety is our Top Priority!
[Learn more](#) about Exhibiting Safely

Order Online Now: <https://exhibitor.swap.mge360.com/>

Exhibiting Company: _____ Booth #: _____

Check if information is for: ☐ Exhibiting Company ☐ Third Party

3rd Party Company (if applicable): _____ Contact Name: _____

Address: _____ City: _____

State/Country: _____ Zip: _____ Email: _____

Phone: _____ Fax: _____

Do not email credit card information

Upon registration for this event, all guests (foreign and domestic) agreed to Terms of Use which include voluntarily sharing their personal information with exhibiting companies via lead retrieval. Maritz Global Events recommends all customers seek their own expert advice for GDPR Compliance concerns.

Order Online Now: <https://exhibitor.swap.mge360.com/>

For Assistance Contact:

ExhibitorServices@maritz.com
877-623-3487

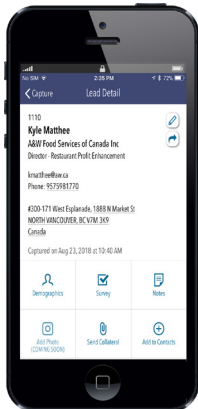
It is against Maritz Global Events' security policy to accept credit card information via email.

Maritz Global Events®
(formerly Experient)

ASG231

LEAD MANAGEMENT ORDER FORM

Which Solution is Right for Your Booth?



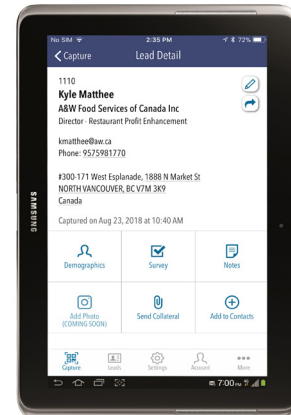
SWAP

- Native app for Android or iOS
- Economical way to get scanning solution into the hands of each salesperson
- Tracks leads by individual
- Supports sending marketing collateral through email
- Printers pair 1:1 with each SWAP mobile device
- Business card scanning



Handheld Scanner (RT2000)

- High Speed: excellent for booth events, product theaters, and in-booth sessions
- Ergonomic—left and right hand enabled
- Good for busy booths that require shared devices
- Printers pair 1:1 with each device



Tablet (Android Device)

- Full connectivity with integrated scanning
- Good for booths that require a shared scanning device
- Larger screen is perfect for long surveys or detailed notes
- Printers pair 1:1 with each device
- Business card scanning

All our badge scanners run on the easy-to-use SWAP platform. Choose the option that's right for your booth or mix and match to create a custom solution.

Every lead choice allows you to:

- Gather data from attendee badges
- Rank leads
- Provide custom surveys
- Add notes to leads
- Access and download data from your secure portal
- Mix and match scanning solutions
- Scan leads with or without data connection
- View and edit data in real time

What's NEW with our badge scanning devices:

- Printers pair 1:1 with all lead solutions
- Copy over surveys from previous events
- Enhanced surveys: new branching functionality to allow for better lead qualification
- Lead matchmaking

Order Online Now: <https://exhibitor.swap.mge360.com/>

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.