



**EASA 2023 Convention**  
National Harbor, Maryland • June 24 -27  
*Solutions Expo June 25-27*

Service Manual

# EASA 2023 SOLUTIONS EXPO

JUNE 25-27<sup>TH</sup>, 2023

GAYLORD NATIONAL RESORT & CONVENTION CENTER  
NATIONAL HARBOR, MARYLAND

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**EASA 2023 SOLUTIONS EXPO****JUNE 25-27<sup>TH</sup>, 2023****GAYLORD NATIONAL RESORT & CONVENTION CENTER  
NATIONAL HARBOR, MARYLAND****Booth Equipment**

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

**Exhibit Hall Carpet**

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

**Discount Price Deadline Date**

In order to receive advance order discount rates listed on the price sheet, we must receive your order and payment by Tuesday, June 6<sup>th</sup>, 2023.

**Shipments to Advance Warehouse Deadline Date**

Heritage will begin receiving freight at the advance warehouse on Friday, May 26<sup>th</sup>, 2023. To avoid late fees, all shipments to the advanced warehouse must arrive no later than Friday, June 16<sup>th</sup>, 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**

Friday	June 23 <sup>rd</sup>	9:00 AM	-	5:00 PM	
Saturday	June 24 <sup>th</sup>	8:00 AM	-	5:00 PM	
Sunday	June 25 <sup>th</sup>	8:00 AM	-	12:00 PM	Hand Carry Only

**Exhibit Hours**

Sunday	June 25 <sup>th</sup>	1:00 PM	-	4:30 PM	
		4:30 PM	-	6:30 PM	EASA's 90 <sup>th</sup> Birthday Bash
Monday	June 26 <sup>th</sup>	12:00 PM	-	4:00 PM	
Tuesday	June 27 <sup>th</sup>	9:30 AM	-	12:00 PM	

**Exhibitor Move-Out**

Tuesday	June 27 <sup>th</sup>	12:00 PM	-	5:00 PM
Wednesday	June 28 <sup>th</sup>	8:00 AM	-	3:00 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 12:00 PM, on Tuesday, June 27<sup>th</sup>.
- All carriers must check-in no later than 12:00 PM, on Wednesday, June 28<sup>th</sup>. All exhibit materials must be removed from the exhibit hall floor by 3:00 PM, on Wednesday, June 28<sup>th</sup>. Heritage will begin redirecting all outbound freight not claimed by appointed freight carriers to the preferred show carrier at 12:00 PM.
- Please refer to the Outbound Shipments Form included in this packet for detailed information regarding outbound shipping procedures.



## GENERAL INFORMATION/QUICK FACTS

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**GAYLORD NATIONAL RESORT & CONVENTION CENTER  
NATIONAL HARBOR, MARYLAND**

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#### Post Show Paperwork and Labels

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

#### HES Freight Logistics

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

#### Ordering Online

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

#### Warehouse Shipping Information:

Exhibitor Company Name and Booth Number  
HERITAGE  
C/O TForce Freight  
6571 Washington Blvd.  
Elkridge, MD 21075

FOR: EASA 2023 Solutions Expo

Heritage will accept exhibit materials beginning Friday, May 26<sup>th</sup>, 2023 at the warehouse address. Material arriving after Friday, June 16<sup>th</sup>, 2023 will be received at the warehouse with an additional after deadline charge.

#### Show Site Shipping Address:

Exhibitor Company Name and Booth Number  
C/O HERITAGE  
Gaylord National Resort & Convention Center  
701 Waterfront St.  
National Harbor, MD 20745

FOR: EASA 2023 Solutions Expo

Crated, boxed, or skidded materials will be accepted at show site beginning at 9:00 AM, Friday, June 23<sup>rd</sup>, 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.

#### Service Center Hours

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

**We Appreciate Your Business!**



# METHOD OF PAYMENT & CREDIT CARD AUTHORIZATION FORM

exhibitor.services@heritagesvs.com

1-800-360-4323

Fax 314-534-8050

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

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

Name of Convention EASA 2023 SOLUTIONS EXPO 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
<input type="checkbox"/> Method of Payment & Credit Card Authorization	<b>Submit With First Order</b>
<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"/> Material Handling - Heavy Equipment	\$
<input type="checkbox"/> Forklift Equipment and Labor	\$
<input type="checkbox"/> Installation & Dismantle Labor	\$
<input type="checkbox"/> HES Shipping	\$
<input type="checkbox"/> Signs	\$
<input type="checkbox"/> Cleaning Service	\$

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

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

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

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

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

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



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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

exhibitor.services@heritagesvs.com

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Fax 314-534-8050

**Order online at: [heritagesvs.com/ordering](http://heritagesvs.com/ordering)****Discount Deadline:  
6/6/2023**

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

**EAC Information:**

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

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

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

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

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

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

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

**Official Show Contractors:**

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

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

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

**The contractor hired by the exhibitor must**

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

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

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

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

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

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

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

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

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





# EXHIBITOR APPOINTED CONTRACTORS (EAC) EASA 2023 SOLUTIONS EXPO

exhibitor.services@heritagesvs.com

1-800-360-4323

Fax 314-534-8050

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

**Discount Deadline:**  
**6/6/2023**

**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](http://heritagesvs.com/ordering)****Discount Deadline:  
6/6/2023****Exhibitor Appointed Contractor (EAC)  
Work Authorization Form**

Return completed EAC Requirement forms to Heritage via email to [exhibitorservices@heritagesvs.com](mailto: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:	<input type="checkbox"/> Installation & Dismantle	<input type="checkbox"/> Installation & Dismantle – Supervision Only
	<input type="checkbox"/> Photography	<input type="checkbox"/> Security
	<input type="checkbox"/> Personnel/Models	<input type="checkbox"/> Other (please specify): _____
Products:	<input type="checkbox"/> Flooring/Carpet Rental	<input type="checkbox"/> Audio/Visual – Rental/Production/Lighting
	<input type="checkbox"/> Furniture/Signs/Accessories	<input type="checkbox"/> Computer Rental
	<input type="checkbox"/> Floral	<input type="checkbox"/> 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**

INSURER A:

INSURER B:

INSURER C:

**EAC FOR:**

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"/> COMMERCIAL GENERAL LIABILITY CLAIMS MADE <input type="checkbox"/> OCCUR	<b>POLICY #</b>	<b>EFF DATE</b>	<b>EXP DATE</b>	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
		GEN'L AGGREGATE LIMIT APLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC					
		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	<b>POLICY #</b>	<b>EFF DATE</b>	<b>EXP DATE</b>	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	<b>POLICY #</b>	<b>EFF DATE</b>	<b>EXP DATE</b>	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	<b>POLICY #</b>	<b>EFF DATE</b>	<b>EXP DATE</b>	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	<b>POLICY #</b>	<b>EFF DATE</b>	<b>EXP DATE</b>	WC STATUTORY LIMITS	OTH-ER \$
						E.L. EACH ACCIDENT	\$1,000,000
						E.L. DISEASE-EA EMPLOYEE	\$1,000,000
						E.L. DISEASE- POLICY LIMIT	\$1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES / EXCLUSIONS ADDED BY ENDORSEMENT / SPECIAL PROVISIONS

**ADDITIONAL INSURED AS RESPECTS LIABILITY PER WRITTEN CONTRACT:**
**CERTIFICATE HOLDER**

 HERITAGE  
 620 Shenandoah Ave.  
 St. Louis, MO 63104

**CANCELLATION**

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

AUTHORIZED REPRESENTATIVE

exhibitor.services@heritagesvs.com

1-800-360-4323

Fax 314-534-8050

**Order online at: [heritagesvs.com/ordering](http://heritagesvs.com/ordering)****Discount Deadline:  
6/6/2023****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.

### HERITAGE is offering Special “Hassle-Free” Booth Packages for EASA 2023 Solutions Expo

Prices only apply to orders received with full payment by the date listed above. Floor orders for Hassle-Free Booth Packages will not be accepted at show site.

All charges for equipment and/or services must be paid in advance. For your convenience, MasterCard, American Express, Discover and Visa will be accepted. Fax orders will be accepted with enclosed credit card authorization form only. Charges for rental items listed below are for the duration of the show, and include delivery and removal.

**NO CANCELLATIONS OR EXCHANGES OF EQUIPMENT WILL BE ACCEPTED!**

Two optional exhibit booth packages are being offered as a special service for EASA exhibitors. Each 10’x10’ “Hassle-Free” booth will receive one (1) 6’ long x 30” high blue skirted display table, two (2) plastic side chairs and one (1) wastebasket. Packages may also be ordered with or without booth carpet as indicated below. **\*\*ONLY ONE (1) PACKAGE PER 10’X10’ BOOTH SPACE\*\* - NO SUBSTITUTIONS ALLOWED**

	Quantity	Discount Rate		Total
<input type="checkbox"/> <b>Package “A”</b> (with booth carpet) <ul style="list-style-type: none"> <li>• One (1) 6’ blue skirted table</li> <li>• Two (2) plastic side chairs</li> <li>• One (1) wastebasket with liner</li> <li>• One (1) 10’ x 10’ tuxedo booth carpet</li> </ul>	_____	x \$ 452.72	=	_____

	Quantity	Discount Rate		Total
<input type="checkbox"/> <b>Package “B”</b> (without booth carpet) <ul style="list-style-type: none"> <li>• One (1) 6’ blue skirted table</li> <li>• Two (2) plastic side chairs</li> <li>• One (1) wastebasket with liner</li> </ul>	_____	x \$ 249.88	=	_____

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

**SUBTOTAL** \$ \_\_\_\_\_  
**TAX 6%** \$ \_\_\_\_\_  
**TOTAL DUE** \$ \_\_\_\_\_

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

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

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

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

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**Discount Deadline:**  
**6/6/2023**

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

	Item	Quantity	Discount Rate	Standard Rate	Total
Classic Expo Carpet 16 oz	<b>C10</b> 10' x 10'	_____ x _____	\$253.55	\$329.62	= _____
	<b>C20</b> 10' x 20'	_____ x _____	\$497.80	\$647.14	= _____
	<b>C30</b> 10' x 30'	_____ x _____	\$744.40	\$967.72	= _____
	<b>C40</b> 10' x 40'	_____ x _____	\$1,000.25	\$1,300.33	= _____

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

Item	Total Sq. Ft.	Discount Rate	Standard Rate	Total
<b>C60</b> Area Carpet Classic _____ W x _____ L per sq. ft. _____ x \$4.30	_____	\$4.30	\$5.59	= _____
100 sq. ft. min.				

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

Red Blue Hunter Green Plum Gray Black

Item	Total Sq. Ft.	Discount Rate	Standard Rate	Total
<b>C90</b> Area Carpet Prestige _____ W x _____ L per sq. ft. _____ x \$6.50	_____	\$6.50	\$8.45	= _____
100 sq. ft. min.				

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

Navy Hunter Green Red Black White  
Charcoal Silver Cloud Beige Royal Teal

Item	Total Sq. Ft.	Discount Rate	Standard Rate	Total
<b>C70</b> Carpet Padding _____ W x _____ L per sq. ft. _____ x \$2.10	_____	\$2.10	\$2.73	= _____
<b>C80</b> Visqueen Covering _____ W x _____ L per sq. ft. _____ x \$1.25	_____	\$1.25	\$1.63	= _____

**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 6%** \$ \_\_\_\_\_  
**TOTAL DUE** \$ \_\_\_\_\_

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

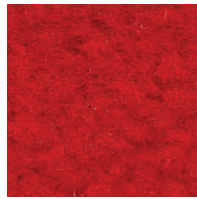
Exhibiting Company \_\_\_\_\_

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

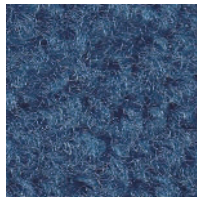
Phone # \_\_\_\_\_ Email \_\_\_\_\_

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

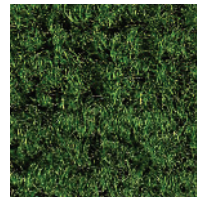
## 16 oz. Classic Expo



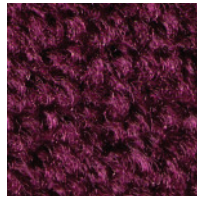
Red



Blue



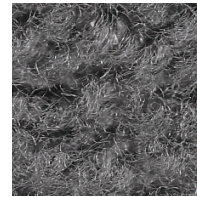
Hunter Green



Plum

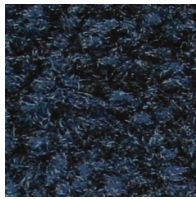


Black

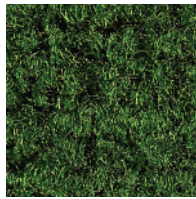


Gray

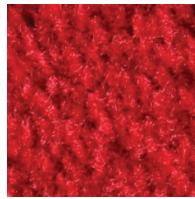
## 28 oz. Prestige Carpet



Navy



Hunter Green



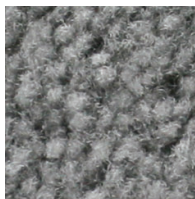
Red



Black



White



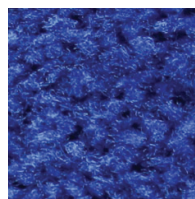
Silver Cloud



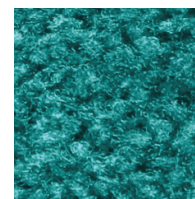
Charcoal



Beige



Royal



Teal



exhibitor.services@heritagesvs.com

1-800-360-4323

Fax 314-534-8050

**Discount Deadline:**  
**6/6/2023**
**Order online at: [heritagesvs.com/ordering](http://heritagesvs.com/ordering)**

	Item	Quantity	Discount Rate	Standard Rate	Total							
<b>Furniture</b>	F60 Plastic Side Chair (Gray)	_____ x	\$ 82.95	\$ 107.84	= _____							
	F50 Padded Sled Base Chair (Gray)	_____ x	\$ 108.20	\$ 140.66	= _____							
	F9 Padded Chair (Gray)	_____ x	\$ 108.20	\$ 140.66	= _____							
	F10 Padded Arm Chair (Gray)	_____ x	\$ 117.30	\$ 152.49	= _____							
	F20 Custom Padded Arm Chair (Gray)	_____ x	\$ 138.55	\$ 180.12	= _____							
	F30 Padded High Stool (Gray)	_____ x	\$ 132.50	\$ 172.25	= _____							
	F40 Custom Padded High Stool (Gray)	_____ x	\$ 173.95	\$ 226.14	= _____							
	F75 Executive Chair (Black)	_____ x	\$ 195.00	\$ 253.50	= _____							
<b>Draped Display Tables</b>	<b>Circle your color choice:</b>											
		Red	Blue	Teal	Burgundy	Hunter Green	Plum	Silver	Black	White	Gold	Expo Green
	F110 4' Table – 30" High	_____ x	\$ 149.70	\$ 194.61	= _____							
	F120 6' Table – 30" High	_____ x	\$ 180.05	\$ 234.07	= _____							
	F130 8' Table – 30" High	_____ x	\$ 210.35	\$ 273.46	= _____							
	F140 4' Table – 42" Counter High	_____ x	\$ 186.10	\$ 241.93	= _____							
	F150 6' Table – 42" Counter High	_____ x	\$ 216.45	\$ 281.39	= _____							
	F160 8' Table – 42" Counter High	_____ x	\$ 246.80	\$ 320.84	= _____							
	F170 4th Side Table Drape - 30" High	_____ x	\$ 62.70	\$ 81.51	= _____							
	F180 4th Side Table Drape - 40" High	_____ x	\$ 62.70	\$ 81.51	= _____							
<b>Undraped Display Tables</b>	F190 4' Table – 30" High	_____ x	\$ 96.10	\$ 124.93	= _____							
	F200 6' Table – 30" High	_____ x	\$ 117.30	\$ 152.49	= _____							
	F210 8' Table – 30" High	_____ x	\$ 139.55	\$ 181.42	= _____							
	F220 4' Table – 42" Counter High	_____ x	\$ 104.15	\$ 135.40	= _____							
	F230 6' Table – 42" Counter High	_____ x	\$ 123.40	\$ 160.42	= _____							
	F240 8' Table – 42" Counter High	_____ x	\$ 150.70	\$ 195.91	= _____							
	F80 30" Diameter Pedestal (Gray) 18" H	_____ x	\$ 208.35	\$ 270.86	= _____							
	F90 30" Diameter Pedestal (Gray) 30" H	_____ x	\$ 208.35	\$ 270.86	= _____							
	F100 30" Diameter Pedestal (Gray) 42" H	_____ x	\$ 208.35	\$ 270.86	= _____							
	<b>Table Risers Covered White</b>	F250 4' Long Riser	_____ x	\$ 66.15	\$ 86.00	= _____						
F260 6' Long Riser		_____ x	\$ 81.30	\$ 105.69	= _____							
F270 8' Long Riser		_____ x	\$ 98.30	\$ 127.79	= _____							
<b>Special Drape Products</b>	<b>Circle your color choice:</b>											
		Red	Blue	Teal	Burgundy	Hunter Green	Plum	Silver	Black	White	Gold	Expo Green
	F280 Drape - 3' H	_____ x	\$ 17.12	\$ 22.26	= _____							
F290 Drape - 8' H	_____ x	\$ 20.25	\$ 26.33	= _____								

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 6% \$ \_\_\_\_\_**
**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)

	Item	Quantity	Discount Rate	Standard Rate	Total
Accessories	<b>A10</b> Wastebasket	_____ x	\$ 29.15	\$ 37.90	= _____
	<b>A20</b> Tripod Easels	_____ x	\$ 48.55	\$ 63.12	= _____
	<b>A30</b> Chrome Stanchion	_____ x	\$ 36.40	\$ 47.32	= _____
	<b>A40</b> Velour Rope 6' Black	_____ x	\$ 36.40	\$ 47.32	= _____
	<b>A50</b> Coat Tree	_____ x	\$ 105.60	\$ 137.28	= _____
	<b>A60</b> Chrome Bag Rack	_____ x	\$ 105.60	\$ 137.28	= _____
	<b>A70</b> Literature Rack	_____ x	\$ 206.30	\$ 268.19	= _____
	<b>A80</b> Garment Rack 5'	_____ x	\$ 113.30	\$ 147.29	= _____
	<b>A90</b> 2 Way Straight Arm Rack	_____ x	\$ 155.35	\$ 201.96	= _____
	<b>A100</b> 4 Way Slant Arm Rack	_____ x	\$ 173.95	\$ 226.14	= _____
	<b>A106</b> Raffle Ticket Drum	_____ x	\$ 80.00	\$ 104.00	= _____
	<b>A107</b> Fishbowl	_____ x	\$ 25.00	\$ 32.50	= _____
	<b>A110</b> 6' Tensabarrier	_____ x	\$ 165.05	\$ 214.57	= _____
	<b>D130</b> 1M Straight Shelf	_____ x	\$ 122.17	\$ 158.82	= _____
	<b>D131</b> 1M Angle Shelf	_____ x	\$ 122.17	\$ 158.82	= _____
	<b>D210</b> Acrylic Holder*	_____ x	\$ 30.35	\$ 39.46	= _____
	<b>D220</b> Arm Light*	_____ x	\$ 64.75	\$ 84.18	= _____
	<i>*For use with Heritage Rentals Only</i>				
<b>D250</b> Chrome Sign Holder	_____ x	\$ 179.00	\$ 232.70	= _____	

Tackboard	<b>D20</b> Tackboard Panels (4'x8') Vertical	_____ x	\$ 218.45	\$ 283.99	= _____
	<b>D30</b> Tackboard Panels (4'x8') Horizontal	_____ x	\$ 218.45	\$ 283.99	= _____
	<b>D31</b> Fabric Modular Panel 1 Meter x 8'	_____ x	\$ 534.00	\$ 694.20	= _____
	<b>Circle your fabric modular only panel color choice:</b>				
	Gray    Black    Blue				

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

**SUBTOTAL** \$ \_\_\_\_\_  
**TAX 6%** \$ \_\_\_\_\_  
**TOTAL DUE** \$ \_\_\_\_\_

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

Exhibiting Company \_\_\_\_\_  
 Contact Name \_\_\_\_\_ Booth# \_\_\_\_\_  
 Phone # \_\_\_\_\_ Email \_\_\_\_\_

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# 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



**Raffle Ticket Drum**  
A106



**Fishbowl**  
A107



**6' Tensabarrier**  
A110

EXHIBIT ACCESSORIES

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**EASA 2023 SOLUTIONS EXPO**
**Discount Deadline: 6/6/2023**

	Item	Quantity	Discount Rate	Standard Rate	Total
<b>Pegboard</b>	<b>D10</b> Pegboard Panels (4'x8')	_____ x	\$ 291.30	\$ 378.69	= _____
	<b>D09</b> Pegboard 4" Single Hook	_____ x	\$ 9.63	\$ 12.52	= _____
	<b>D11</b> Pegboard 6" Single Hook	_____ x	\$ 14.30	\$ 18.59	= _____
	<b>D12</b> Pegboard 8" Single Hook	_____ x	\$ 16.70	\$ 21.71	= _____
<b>Gondolas</b>	<b>D800</b> Single Sided 1M x 4' High	_____ x	\$ 770.46	\$1001.60	= _____
	<b>D801</b> Double Sided 1M x 4' High	_____ x	\$ 1078.65	\$1402.24	= _____
	<b>D802</b> Single Sided 1M x 8' High	_____ x	\$ 1078.65	\$1402.24	= _____
	<b>D803</b> Double Sided 1M x 8' High	_____ x	\$ 1540.92	\$2003.20	= _____
<b>Gridwall</b>	<b>D40</b> Gridwall 2'x8' Black <i>*Legs &amp; Connectors required below</i>	_____ x	\$ 199.05	\$ 258.77	= _____
	<b>D80</b> 4" Gridwall Single Hook	_____ x	\$ 9.63	\$ 12.52	= _____
	<b>D60</b> 6" Gridwall Single Hook	_____ x	\$ 14.30	\$ 18.59	= _____
	<b>D70</b> 8" Gridwall Single Hook	_____ x	\$ 16.70	\$ 21.71	= _____
	<b>D81</b> Grid Legs (Black)* <i>*Legs &amp; Connectors required below</i>	_____ x	\$ 41.56	\$ 54.02	= _____
	<b>D82</b> Grid Connectors*	_____ x	\$ 22.74	\$ 29.56	= _____
	<b>D83</b> 3-Ball Waterfall Arm	_____ x	\$ 35.22	\$ 45.79	= _____
	<b>D84</b> 5-Ball Waterfall Arm	_____ x	\$ 37.90	\$ 49.27	= _____
	<b>D85</b> 7-Ball Waterfall Arm	_____ x	\$ 41.29	\$ 53.67	= _____
<b>Slatwall</b>	<b>D50</b> Slatwall 1 Meter x 8'	_____ x	\$ 267.00	\$ 347.10	= _____
	<b>D120</b> Slatwall Waterfall Hooks	_____ x	\$ 43.70	\$ 56.81	= _____
	<b>D121</b> Slatwall 8" Bracket	_____ x	\$ 16.70	\$ 21.71	= _____

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

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

**TAX 6%** \$ \_\_\_\_\_

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

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

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

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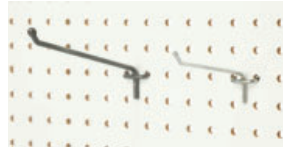
Phone # \_\_\_\_\_ Email \_\_\_\_\_

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# DISPLAYS



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



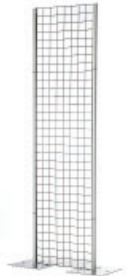
**Pegboard 6" Single  
Hook**  
D11



**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

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**EASA 2023 SOLUTIONS EXPO**

**Discount Deadline: 6/6/2023**

## 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
<b>C_092</b> 1 Meter Display Counter with Shelf 1M x 1/2M x 42" High with Sliding Door	_____ x	\$ 679.65	\$ 883.55	= _____
<b>C_084</b> 2 Meter Display Counter with Shelf 2M x 1/2M x 42" High with Sliding Door	_____ x	\$ 827.53	\$ 1075.79	= _____
<b>C_152</b> 1 Meter Curved Counter with Shelf 1M x 1/2M x 42" High with Sliding Door	_____ x	\$ 747.62	\$ 971.90	= _____
<b>C_053</b> 1 Meter Radius Counter with Shelf 1M x 1/2M x 42" High with Sliding Door	_____ x	\$ 699.12	\$ 908.86	= _____
<b>C_179</b> 1 Meter Display Cabinet with Shelf 1M x 1/2M x 42" High with 2 Swing Doors and built in locks	_____ x	\$ 679.65	\$ 883.55	= _____
<b>MD60</b> Counter Locks	_____ x	\$ 38.45	\$ 49.99	= _____

## Showcases

Item	Quantity	Discount Rate	Standard Rate	Total
<b>D140</b> 4' Full View Showcase	_____ x	\$ 643.25	\$ 836.23	= _____
<b>D150</b> 6' Full View Showcase	_____ x	\$ 691.80	\$ 899.34	= _____
<b>D160</b> 4' Quarter View Showcase	_____ x	\$ 546.15	\$ 710.00	= _____
<b>D170</b> 6' Quarter View Showcase	_____ x	\$ 614.90	\$ 799.37	= _____

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.

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 6%** \$ \_\_\_\_\_  
**TOTAL DUE** \$ \_\_\_\_\_

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

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# CABINETS AND COUNTERS



## Counter

C\_092  
1M x 1/2M x 42" High,  
W/Shelf



## Counter

C\_084  
2M x 1/2M x 42" High,  
W/Shelf



## Curved Counter

C\_152  
1M x 1/2M x 42"  
High W/Shelf



## Radius Counter

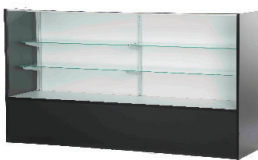
C\_053  
1M x 1/2M x 42"  
High



## Cabinet

C\_179  
1M x 1/2M x 42"  
(White Only/ Comes  
With Lock & Shelf)

# Display Cases



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



D160/D170 (shown)  
D160 - 4' Quarter View  
Showcase  
D170 - 6' Quarter View  
Showcase





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Item #:	Description:	Dimensions:	Advance Price:	Standard Price:	QTY:	Total:
30AGBB	30" Round Bar Table w/ Standard Black Base	30"RND 42"H	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 \_\_\_\_\_

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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**

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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**

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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 \_\_\_\_\_

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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**

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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		
MTCFUL	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**

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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		
STECHA	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		

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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**

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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		
VTA	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		
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		
WENCHA	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 \$** \_\_\_\_\_

**6% Tax \$** \_\_\_\_\_

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

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

**10' x 10'  
Display**

**B001**

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

**B214**

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

**B362**

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

**B310**

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

**10' x 20'  
Display**

**B002**

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

**B368**

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

**B004**

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

**B361**

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

**20' x 20'  
Display**

**B333**

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

**B215**

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

**B437**

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

**B403**

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

**Select Carpet**

(included in the rental)

**Circle your color choice:**

Red Blue Hunter Green Gray Black

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


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

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

**TAX 6%** \$ \_\_\_\_\_

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

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

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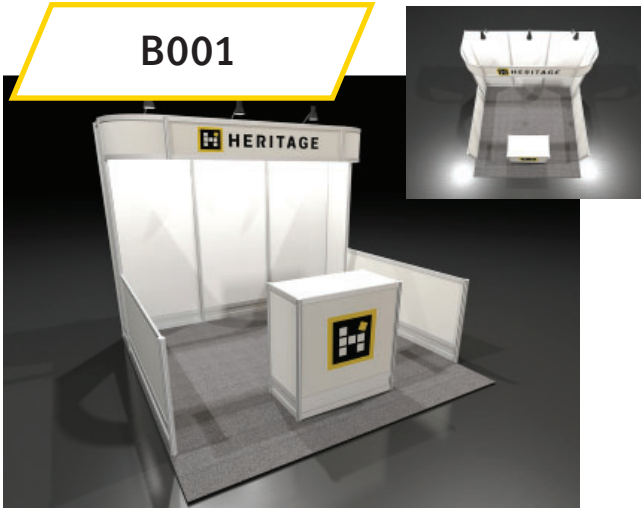
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# 10' x 10' Exhibit Rental Displays

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

**B001**



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

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

**B214**



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

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

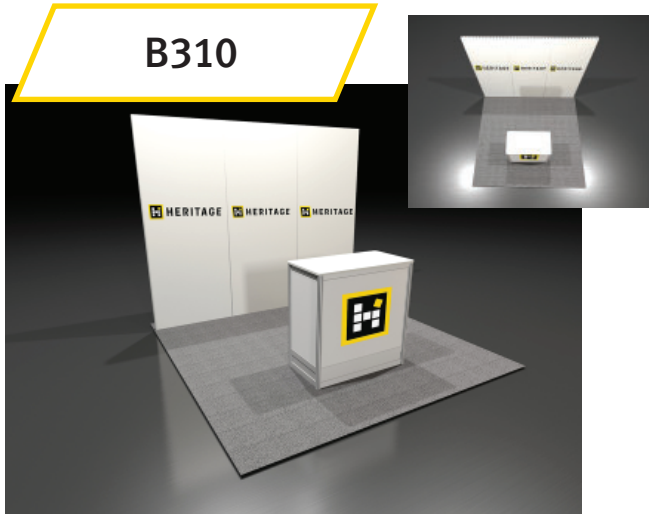
**B362**



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

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

**B310**



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

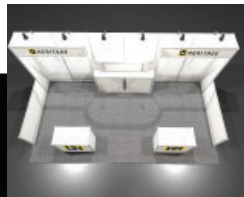
- INCLUDED** Three arm lights  
 10' x 10' carpet  
 Installation/Dismantle Labor  
 Complimentary consultation for booth alterations

# 10' x 20' Exhibit Rental Displays

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

EXHIBITS

**B002**



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

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

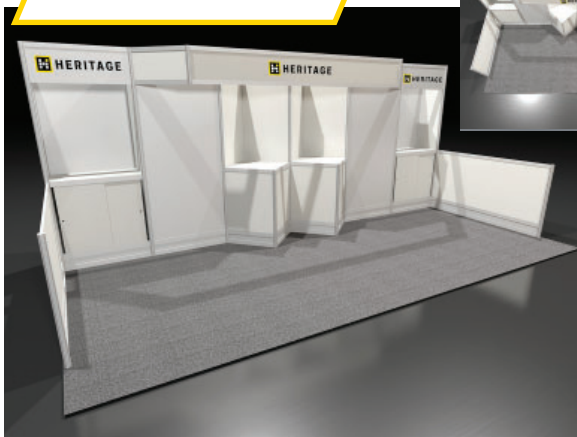
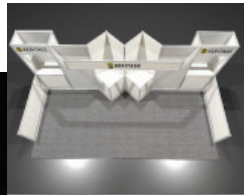
**B368**



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

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

**B004**



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

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

**B361**



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

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



# 20' x 20' Exhibit Rental Displays

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

EXHIBITS

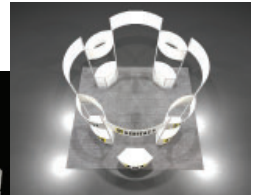
**B333**



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

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

**B215**



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

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

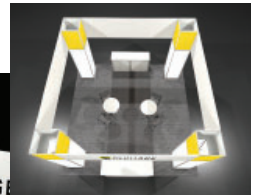
**B437**



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

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

**B403**



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

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

exhibitor.services@heritagesvs.com

1-800-360-4323

Fax 314-534-8050

**Order online at: [heritagesvs.com/ordering](http://heritagesvs.com/ordering)**
**EQUIPMENT, MACHINERY, AND ENGINES**

Machinery rates apply to shipments received directly at show site only. Machinery/Equipment rates do not apply to shipments received in the advance warehouse. Rates quoted below include necessary labor and equipment to unload trucks at the hall and place items in the exhibitor's booth, return of containers to dock and loading on the outbound carriers. One time Spotting will be included.

Rate per pound

**Direct Shipments to show site only – Includes inbound and outbound overtime charges**

0-5,000 lbs.....	\$0.90
5,001-10,000 lbs.....	\$0.82
10,001-15,000 lbs.....	\$0.74
15,001-20,000 lbs.....	\$0.66
20,001+ lbs.....	\$0.58

**Additional Charges - Equipment/Heavy Machinery**

Vehicle spotting charge (round trip) ..... \$195.00

**PLEASE NOTE:** For crated or boxed display goods shipped to the advanced warehouse or directly to show site and for uncrated display goods requiring special handling and all display goods shipped via common carrier, van lines, FedEx, etc., please refer to the enclosed Material Handling Order Form for rates.

**200LB MINIMUM**

Description	Weight	x	Price per pound	=	Estimated Total Cost (200 lb. min)
<i>example: Special Handling</i>	467		\$1.00		\$467.00
<b>TOTAL</b>					

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

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

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

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

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

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

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**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](https://heritagesvs.com/ordering)**

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## LIABILITY

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

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

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

exhibitor.services@heritagesvs.com

1-800-360-4323

Fax 314-534-8050

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

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

**CRATED:** Material that is skidded or is in any type of shipping container that can be unloaded at the dock with no additional handling required.

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

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

Description	Price per lb.
<b>Rate Classifications</b> FRSR10 Warehouse Shipment ** Crated and Skidded Crated and Skidded <i>after 6/16/2023 deadline date</i>	\$1.90 \$2.10
FRSR20 Show Site Shipment Crated, Skidded, and Uncrated	\$1.90
FR50 Small Package Rate Shipments less than 30 lbs.	\$30.00

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

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

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

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

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

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

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

exhibitor.services@heritagesvs.com

1-800-360-4323

Fax 314-534-8050

**Discount Deadline:**  
**6/6/2023**

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

**What is a POV?**

- A POV is defined as a privately owned vehicle, such as cars, vans, and any other trucks primarily designed for passenger use, not cargo or freight
- Pick-ups with trailers attached and tractor trailers are not considered POVs.
- POVs must be able to be loaded/unloaded within 30 minutes of positioning at the designated dock area. The 30 minute maximum is strictly enforced by venue security.
- POVs must be loaded/unloaded by hand without the use of forklifts or special equipment.

**What is POV Cart Service?**

- POV cart service is offered in order to assist exhibitors with off-loading materials from their POV at the loading dock area.
- Exhibitors using the cart service will be provided a laborer with a flat cart to manually off-load and deliver materials to the exhibitor's booth, based on the 30 minute maximum time frame. Each cart will handle a load approximately 3' wide x 4' long x 3' high. Freight must not exceed 300 pounds.
- Vehicles that do not qualify for this service, or that have material that requires mechanical assistance to unload will be directed to the loading dock. The determination of Cart Service vs. Material Handling will be made at the discretion of Heritage Management. Any dispute will be handled at the time of unloading.
- One person will check in with the Heritage Loading Dock Manager, who will direct exhibitors to the POV loading/unloading area.
- One person must remain with the vehicle at all times. Any vehicles left unattended in the loading dock area may be towed at the owner's expense.
- It is the exhibitors responsibility to sign the cart laborer out and back in at the Cart Labor Desk.

**Rate**

	ADVANCE ORDER	ON-SITE ORDER
POV Cart Service Rate (1 Laborer with flat cart)	\$175 (per trip)	\$195.00 (per trip)

**Availability - Cart Service will be available on the following dates and times**

MOVE-IN		MOVE-OUT	
Friday, 6/23/2023	9:00AM - 5:00PM	Tuesday, 6/27/2023	12:00PM - 5:00PM
Saturday, 6/24/2023	8:00AM - 5:00PM	Wednesday, 6/28/2023	8:00AM - 12:00PM

**Vehicles that qualify**



**Car**



**SUV**



**Pickup**



**Van**

**Vehicles that do NOT qualify**



**Trailer**



**Commercial Van**



**Box Trucks**



**Stakebed**

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

### Discount Deadline:

## 6/6/2023

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

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

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

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

	Item		Advance Rate	Show Site Rate
<b>Forklift Labor</b>	L301	<input type="checkbox"/> Forklift w/ Operator – up to 5,000 lbs – ST	\$251.24	\$326.61
		<input type="checkbox"/> Forklift w/ Operator – up to 5,000 lbs – OT	\$376.86	\$489.91
	L302	<input type="checkbox"/> Forklift w/ Operator – up to 10,000 lbs – ST	\$419.92	\$545.90
		<input type="checkbox"/> Forklift w/ Operator – up to 10,000 lbs – OT	\$629.88	\$818.84
	L303	<input type="checkbox"/> Forklift w/ Operator – 4-Stage – ST	\$419.92	\$545.90
		<input type="checkbox"/> Forklift w/ Operator – 4-Stage – OT	\$629.88	\$818.84
<b>Rigging Labor</b>	LR100	<input type="checkbox"/> Rigger – ST	\$108.90	\$141.57
		<input type="checkbox"/> Rigger – OT	\$163.35	\$212.35
<b>Equipment</b>	L304	<input type="checkbox"/> Forklift Cage	\$120.95	\$157.24
	L305	<input type="checkbox"/> Forklift Boom	\$120.95	\$157.24
	L306	<input type="checkbox"/> Pallet Jack	\$120.95	\$157.24
		<input type="checkbox"/> Check here if you need a Scissorlift for booth work		
<b>Special Services</b>	L307	<input type="checkbox"/> Straight Time Pallet Jack with Operator	\$204.72	\$266.14
		<input type="checkbox"/> Overtime Pallet Jack with Operator	\$307.08	\$399.20
	L308	<input type="checkbox"/> Scissor Lift with Operator – ST	\$408.44	\$530.97
		<input type="checkbox"/> Scissor Lift with Operator – OT	\$612.66	\$796.46
	L230	<input type="checkbox"/> Metal Banding – \$0.50 ln. ft.	\$83.77	\$108.90
	L240	<input type="checkbox"/> Shrinkwrap Pallet	\$71.78	\$93.32

**Installation**

**Dismantle**

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

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

**FORKLIFT I/D** \_\_\_\_\_  
**SPECIAL SERVICES** \_\_\_\_\_  
**TOTAL DUE** \_\_\_\_\_

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

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

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

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

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

exhibitor.services@heritagesvs.com

1-800-360-4323

Fax: 314-534-8050

**Discount Deadline:**  
**6/6/2023**

**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
<b>Priority Return</b>   FR350 Priority Empty Container Return	_____ x _____	\$100	= _____

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

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

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

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

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

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

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

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

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

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

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

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

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



## **IMPORTANT NOTICE REGARDING DIRECT SHIPMENTS**

Please be aware that the Gaylord National Resort & 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 9:00 a.m., Friday, June 23<sup>rd</sup>, 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.

<b>EXHIBITOR COMPANY NAME</b> _____
<b>BOOTH NUMBER</b> _____
<b>C/O HERITAGE GAYLORD NATIONAL RESORT &amp; CONVENTION CENTER 701 WATERFRONT ST. NATIONAL HARBOR, MD 20745</b>
<b>FOR: EASA 2023 SOLUTIONS EXPO</b>

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](mailto:shipping@heritagesvs.com)



*Helping to Bring People Together*



## WHAT IS SHIPPING?

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



## WHAT IS MATERIAL HANDLING?

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



### Material Handling Process:

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

## ONE EASY WAY TO KEEP YOUR CHARGES LOWER?

### Consolidate, Consolidate, Consolidate!

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



# 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
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(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  
FRIDAY, JUNE 16<sup>TH</sup>, 2023***

***Must arrive no later than  
FRIDAY, JUNE 16<sup>TH</sup>, 2023***

**ADVANCE SHIPMENT  
TO WAREHOUSE**

**ADVANCE SHIPMENT  
TO WAREHOUSE**

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

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

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

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

HERITAGE  
C/O TFORCE FREIGHT  
6571 WASHINGTON BLVD.  
ELKRIDGE, MD 21075

HERITAGE  
C/O TFORCE FREIGHT  
6571 WASHINGTON BLVD.  
ELKRIDGE, MD 21075

FOR: **EASA 2023 SOLUTIONS EXPO**

FOR: **EASA 2023 SOLUTIONS EXPO**



***Must arrive no later than  
FRIDAY, JUNE 16<sup>TH</sup>, 2023***

***Must arrive no later than  
FRIDAY, JUNE 16<sup>TH</sup>, 2023***

**ADVANCE SHIPMENT  
TO WAREHOUSE**

**ADVANCE SHIPMENT  
TO WAREHOUSE**

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

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

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

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

HERITAGE  
C/O TFORCE FREIGHT  
6571 WASHINGTON BLVD.  
ELKRIDGE, MD 21075

HERITAGE  
C/O TFORCE FREIGHT  
6571 WASHINGTON BLVD.  
ELKRIDGE, MD 21075

FOR: **EASA 2023 SOLUTIONS EXPO**

FOR: **EASA 2023 SOLUTIONS EXPO**



**DO NOT DELAY!**

**DO NOT DELAY!**

**DIRECT SHIPMENT  
TO SHOW SITE**

**DIRECT SHIPMENT  
TO SHOW SITE**

**MUST NOT ARRIVE BEFORE: FRIDAY, JUNE 23<sup>RD</sup>**

**MUST NOT ARRIVE BEFORE: FRIDAY, JUNE 23<sup>RD</sup>**

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

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

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

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

C/O HERITAGE  
GAYLORD NATIONAL RESORT & C.C.  
701 WATERFRONT ST.  
NATIONAL HARBOR, MD 20745

C/O HERITAGE  
GAYLORD NATIONAL RESORT & C.C.  
701 WATERFRONT ST.  
NATIONAL HARBOR, MD 20745

FOR: **EASA 2023 SOLUTIONS EXPO**

FOR: **EASA 2023 SOLUTIONS EXPO**



**DO NOT DELAY!**

**DO NOT DELAY!**

**DIRECT SHIPMENT  
TO SHOW SITE**

**DIRECT SHIPMENT  
TO SHOW SITE**

**MUST NOT ARRIVE BEFORE: FRIDAY, JUNE 23<sup>RD</sup>**

**MUST NOT ARRIVE BEFORE: FRIDAY, JUNE 23<sup>RD</sup>**

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

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

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

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

C/O HERITAGE  
GAYLORD NATIONAL RESORT & C.C.  
701 WATERFRONT ST.  
NATIONAL HARBOR, MD 20745

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GAYLORD NATIONAL RESORT & C.C.  
701 WATERFRONT ST.  
NATIONAL HARBOR, MD 20745

FOR: **EASA 2023 SOLUTIONS EXPO**

FOR: **EASA 2023 SOLUTIONS EXPO**

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.

exhibitor.services@heritagesvs.com

1-800-360-4323

Fax 314-534-8050

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

**Discount Deadline:**  
**6/6/2023**

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

		Advance Price Per Hour	Standard Price per Hour
<b>Straight Time</b>	8:00 a.m. to 4:30 p.m. Monday through Friday	\$136.65	\$177.65
<b>Overtime</b>	4:30 p.m. to 8:00 a.m. Monday through Friday, Saturday, Sunday, and Holidays	\$204.98	\$266.48

- 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](http://heritagesvs.com/ordering)****Discount Deadline:  
6/6/2023****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.

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Fax 314-534-8050

**Discount Deadline:**  
**6/6/2023**

**Order online at: [heritagesvs.com/ordering](http://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
<b>Standard Size Signs</b>	<b>G10</b> Standard Sign 7" x 11"	_____ x	\$ 63.75	\$ 82.88	= _____
	<b>G20</b> Standard Sign 7" x 44"	_____ x	\$ 74.25	\$ 96.53	= _____
	<b>G30</b> Standard Sign 11" x 14"	_____ x	\$ 78.38	\$ 101.90	= _____
	<b>G40</b> Standard Sign 14" x 22"	_____ x	\$ 95.63	\$ 124.32	= _____
	<b>G60</b> Standard Sign 22" x 28"	_____ x	\$ 129.75	\$ 168.68	= _____
	<b>G70</b> Standard Sign 28" x 44"	_____ x	\$ 216.75	\$ 281.78	= _____
	<b>G80</b> Standard Sign 40" x 60"	_____ x	\$ 289.12	\$ 375.86	= _____
	<b>G90</b> Easelback (up to 11" x 14" sign)	_____ x	\$ 39.75	\$ 51.68	= _____
	<b>G91</b> Mini Hoffa Sign 24" x 80" with base	_____ x	\$ 369.15	\$ 479.90	= _____
	<b>G92</b> Meter Board Sign 38" x 80" with base	_____ x	\$ 552.23	\$ 717.90	= _____

	Item	Total Sq. Ft.	Discount Rate	Standard Rate	Total
<b>Custom Size Signs</b>	<b>G100</b> Banner single sided - enter dimensions below _____ W x _____ L = total sq. ft. feet feet	_____ x min. order 9 sq. ft.	\$21.00	\$31.50	= _____
	<b>G100</b> Custom Sign - enter dimensions below _____ W x _____ L = total sq. ft. feet feet	_____ x min. order 9 sq. ft.	\$21.00	\$31.50	= _____
<b>Contact an exhibitor service team member for other custom graphic applications.</b>					
				<b>SUBTOTAL</b>	\$ _____
				<b>TAX 6%</b>	\$ _____
				<b>TOTAL DUE</b>	\$ _____

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

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

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

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

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

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

exhibitor.services@heritagesvs.com

1-800-360-4323

Fax 314-534-8050

**Order online at: [heritagesvs.com/ordering](http://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 sidesVector artwork files preferred - **.PDF, .AI, and .EPS**Rasterized artwork files - **.TIFF or .JPG**

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

Outline/Rasterize all fonts

Flatten all transparencies

Change all opacities to solid colors

Keep all critical logos and text 0.25" from the edges

Supply links

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

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

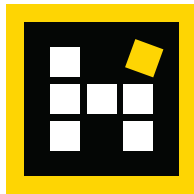
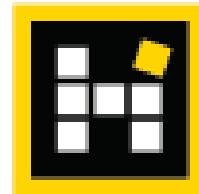
Click **HERE** for a sample graphic summary to download.**For Heritage  
Designed  
Graphics**Please supply vector logos - **.AI, .EPS or .PDF**High resolution photos - **10MB or higher recommended**

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](http://heritagesvs.com/ordering)**

**Discount Deadline:**  
**6/6/2023**

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
<b>Carpet Cleaning</b>	<b>L150</b> Vacuuming before initial opening of Exhibit and DAILY thereafter, including emptying of waste baskets nightly	_____ x _____	_____ x _____	\$0.45 = _____	_____
	Vacuuming ONCE before initial opening of Exhibit	1 x _____	_____ x _____	\$0.45 = _____	_____
<b>SUBTOTAL</b>					_____

	Item	Total # of Days	Total # Sq. Ft.	Standard Rate	Total
<b>Exhibit Cleaning</b>	<b>L200</b> Cleaning and dusting of display background and furnishings before initial opening of Exhibit and DAILY thereafter	_____ x _____	_____ x _____	\$0.55 = _____	_____
	Cleaning and dusting of display background and furnishings ONCE before initial opening of Exhibit	1 x _____	_____ x _____	\$0.55 = _____	_____
<b>SUBTOTAL</b>					_____

	Item	Total # of Days	Total # Hours	Standard Rate	Total
<b>Porter Service</b>	<b>L220</b> Includes emptying of wastebaskets and policing of your exhibit at two-hour intervals during show hours (4 hour minimum per day)	_____ x _____	_____ x _____	\$50.65 = _____	_____
	Requested Time(s) for Porter Service _____				

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

**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.

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.



### EXHIBITS AND DISPLAYS

Fax or Mail to: Gaylord National Resort & Convention Center  
Attn: Exhibit Service Department  
201 Waterfront Street National Harbor Md. 20745  
Office: (301)-965-3710  
Fax: (301)-965-3797

- A discounted rate is provided to exhibitors who order services in advance. Full payment must be received at Least Fourteen (14) days prior to the first day of show to qualify for the Advance Price. Payment is accepted through exhibit services in the form of VISA, MASTERCARD, AMERICAN EXPRESS, DISCOVER, DINERS CLUB and Money Order (U.S. funds drawn on U.S. banks only). Maryland State Sales Tax (6%) will be applied to all equipment & service orders. *Checks and cash are not accepted.*
- The hotel is not responsible for any injury, loss, or damage that may occur to the exhibitor, the exhibitor's agents, employees, or property, or the any other person or property prior, during, or subsequent to the period covered by the exhibit contract.
- In accordance with the Prince Georges County Fire department, no exhibit, display or drape will obstruct, impede or otherwise hinder access to fire strobes, fire speakers, fire department access cabinets or fire pulls.
- Credit will not be given for services ordered and not used. Cancellations must occur prior to the installation of services.
- Exhibits, displays, and equipment are to be brought into and taken from the Exhibit Hall via the loading dock only.
- Stick-on decals (except name tags) may not be distributed or used in the convention center.
- Holes may not be drilled or punched into any surface in the convention center.
- The painting of exhibits or signs is not allowed anywhere inside the convention center.
- Decorations, banners, signs, etc. are not to be affixed to any wall, door, window, column, ceiling, or any surface in the convention center.
- Static helium balloon displays are permitted in the convention center. Helium balloons may not be used as giveaways. Helium tanks must be removed daily. Storage of tank within the building is not permitted. Any balloons that end up in the ceiling area will be removed at \$25.00 per balloon with a \$100.00 minimum charge.
- Tape used on the floor of the exhibit must be low residue carpet tape and low residue safety tape. Accepted brand are Polyken 105C, Renfrew #147, and Asiachem SST-736 or approved equivalent. It is the responsibility of the Official contractor to remove ALL tape from the floor at the end of the event.
- The hotel reserves the right to purchase, prepare and provide all food and beverage items provided in Exhibit Booths. For product(s) specific to a Company's trademark, those which are not procurable by Gaylord National, 2oz. sample sizes may be provided with approval from show management. A Certificate of Insurance naming Gaylord National additional insured as well as a food waiver are required prior to samples being distributed on the show floor.
- Cooking permits must be obtained before any cooking activity is permitted within the convention center. Certificates of Insurance are required naming Gaylord National as additionally insured. A signed Food Waiver will be required. A 3A40 B.C. fire extinguisher must be in the booth, within 30 feet of the each cooking device. Compliance with all Prince Georges County Health and Fire Department rules and regulations is required. Holding tanks for cooking residue (oils, grease, etc.) are required. Cleaning of equipment is not permitted in hotel restrooms. Clean-up arrangements must be coordinated in advance through show management.

- Permission to cook any food within the exhibit area must have prior approval by the Gaylord National Event Manager. The use of “Day tanks” bottled gas may be used in conjunction with an approved exhibit or display for cooking or demonstration purposes. Tanks must have a release valve and be removed from the convention center at the close of daily activities. Storage of tanks inside the building is prohibited.
- Gaylord National reserves the right to request the cease of food production/distribution in an exhibit booth without proper authorization and paperwork on file.
- Vehicles that are used as part of a display should have no more than a 1/4 tank of fuel or 10 gallons whichever is less. The tank must be taped shut or have a locking gas cap and the battery cables must be disconnected.
- Covered or multi-leveled booths over 300 sq. ft. are required to have an automatic extinguishing system or required fire watch personnel. A battery operated smoke detector will be required for each covered booth, structure or tent regardless of square footage. Engineered approved Scaled, stamped plans of the booth must be submitted to the Gaylord National. Cost of fire watch personnel is determined by Prince Georges County Fire and Rescue. Contact Exhibit Services for additional information.
- Haze and/or smoke producing devices must use water-based fluids. The use of these devices must be approved in advance through Conference Services in conjunction with Prince Georges county Fire and Rescue Services.
- **Freight Services:** Material Handling/Freight Deliveries including but not limited to, small package, overnight, LTL & van line carriers will not be accepted by Gaylord National Resort & Convention Center Exhibit Hall representatives prior to your event, during your event & after your event. Shipments during the event contract dates should be in the attention of the events Official Service Contractor. Those events without a service contractor should contact the business center at Gaylord National. Please call your Official Service Contractor with any shipping questions.

## **GUIDELINES FOR ALL CARPETED AREAS**

The following policy and procedure will be in effect for all areas of the hotel with existing carpet.

- Gaylord National does not provide cleaning supplies, vacuums, large waste receptacles, whales or janitorial services for the exhibit hall area unless it is included in the sales contract. Trash removal from the exhibit hall and/or ballroom is the responsibility of the decorating/production company. Any property damaged or destroyed must be replaced to its original condition.
- It is the responsibility of the decorating/production company to return exhibit hall and/or ballroom space to “Move-In Condition”. All tape and tape residue as well as stains and debris must be removed. The decorating/production company is responsible for vacuuming the exhibit hall and/or ballroom prior to departure.
- Chalk marks or the use of chalk lines will be prohibited on any carpeted area for event layout.
- All carpeted areas must be covered with visqueen or Polytac before any decorating/production equipment or freight is brought into the space.
- Prior to installation, the exhibit hall staff must approve any tape applied to the hotel carpet. It is required that low tack tape is applied to the carpet and contractor’s double-face tape be applied to the low tack tape.



## Welcome to Gaylord National Online Ordering

**Gaylord National is excited to be hosting International Electrical Apparatus Service Association EASA Convention 2023**

We're happy to provide access to on-line ordering for all of your facility needs (electric, internet, food/beverage), and we invite you to use our safe and secure online ordering web site to place your order.

To create an account or log in, click on the link below.

<https://gaylordnational.boomerecommerce.com>

### Discount Schedule

<b>Advance Price Beginning:</b>	2/10/2023
<b>Standard Price Applies:</b>	6/1/2023
<b>Exhibit Show Floor Manager:</b>	Ashley Hardester

### Important Information Regarding Food & Beverage

Please note that per our contract agreement and for liability reasons, the hotel is the exclusive provider for all food and beverage. Absolutely NO outside food and/or beverages may be served from your booth during this upcoming event (this includes but is not limited to, logo bottled water or any type of pre-packaged food). If you wish to serve these items, you must request permission via e-mail in advance, and a corkage fee will apply if your items are approved. These requests can be sent to [gnexhibits@gaylordhotels.com](mailto:gnexhibits@gaylordhotels.com).

### Tax Exempt Exhibitors

If your organization is Tax Exempt in the state of Maryland, please create your account first and then contact us at [gnexhibits@gaylordhotels.com](mailto:gnexhibits@gaylordhotels.com). We'll need to receive a copy of your Maryland Tax Exempt Certificate before you can process your order.

**Please contact an Exhibitor Services Representative at (301) 965-3710 or [gnexhibits@gaylordhotels.com](mailto:gnexhibits@gaylordhotels.com) for any questions or additional assistance.**



# Gaylord National Exhibits Electrical Pricing

**\*FOR 2023 PRICING REFERENCE ONLY\***

<b>ADVANCE PRICE IS 2 WEEKS PRIOR TO THE MOVE-IN DATE</b>					
<b>Electrical Packages</b>				<b>Advanced Price</b>	<b>Standard Price</b>
Package A	5 amp 120 volt with an Extension cord and a 6 outlet Multi-strip			\$250.00	\$320.00
Package B	20 amp 120 volt with an Extension cord and a 6 outlet Multi-strip			\$350.00	\$485.00
<b>Volts</b>	<b>Max Watts</b>	<b>Circuit Amps</b>	<b>Phase</b>	<b>Advanced Price</b>	<b>Standard Price</b>
<b>EACH UNIT OF POWER COMES WITH ONE OUTLET</b>					
120	500	5	Single	\$190.00	\$270.00
120	2,000	20	Single	\$300.00	\$435.00
208	3,300	20	Single	\$355.00	\$455.00
208	5,700	20	Three	\$455.00	\$645.00
208	5,000	30	Single	\$460.00	\$620.00
208	8,600	30	Three	\$625.00	\$885.00
208	9,900	60	Single	\$910.00	\$1,295.00
208	17,000	60	Three	\$1,285.00	\$1,850.00
208	20,800	100	Single	\$1,545.00	\$1,885.00
208		100	Three	\$2,060.00	\$2,540.00
208		200	Three	\$3,710.00	\$4,430.00
208		400	Three	\$5,635.00	\$7,175.00
1 Outlet Extension-cord. RENTAL ONLY					\$25.00
6 Outlet Multi-strip. RENTAL ONLY					\$35.00
<b>Compressed Air:</b> Hotel supplies 3/4",1/2",1/4" quick release female connection. 80-100 PSI 125 CFM					\$410.00
<b>Water:</b> Hotel supplies 1/2" male threaded connector. Exhibitor is responsible for bringing adaptors. ( Not available in Ballrooms)					\$440.00
<b>Drainage:</b> Available depending on booth location. A pump may be required at an additional cost. ( Not available in Ballrooms)					\$495.00
One time fill and drain. Maximum of 300 gallons					\$440.00
Transformer Rental					\$175.00
<b>Special orders</b> Example: Overhead electrical, 24 hour service					

**Note: There will be a 16% installation/removal fee and 6% Maryland State tax assessment on all orders.**

**\*\*THIS IS NOT AN ORDER FORM. PLEASE SEND ORDER SUBMISSION THROUGH BOOMER COMMERCE LINK ABOVE\*\***

# Gaylord National Exhibits Internet Pricing

**\*FOR PRICING REFERENCE ONLY\***

**ADVANCE PRICE IS 2 WEEKS PRIOR TO THE MOVE-IN DATE**

Please submit all orders via: <https://gaylordnational.boomerecommerce.com>

Advanced Price is valid until (2) weeks prior to the move-in date		
<b>High-Speed Wireless Access</b>	<b>Advanced Rate</b>	<b>Standard Rate</b>
First Device	\$800.00	\$1,100.00
Additional Connection(s)	\$250.00	\$300.00
<b>High-Speed Wired Access</b>	<b>Advanced Rate</b>	<b>Standard Rate</b>
First Device	\$1,300.00	\$1,500.00
Additional Connection(s)	\$300.00	\$350.00
Please note: any customer switch or access point attached to these lines that has not been pre-approved will result in service cancellation		
<b>Dedicated Internet Access – Dedicated Private VLAN</b>	<b>Advanced Rate</b>	<b>Standard Rate</b>
1.5 Mb/sec	\$2,500.00	\$3,900.00
3.0 Mb/sec	\$5,000.00	\$6,500.00
6.0 Mb/sec	\$10,000.00	\$11,000.00
Static Public IP (requires dedicated selection)	\$350.00	\$400.00
<b>Telecommunications Services</b>	<b>Advanced Rate</b>	<b>Standard Rate</b>
DID telephone line	\$325.00	\$350.00
Speakerphone	\$250.00	\$350.00
Standard Desk Telephone	\$100.00	\$150.00
<b>Labor</b>	<b>Advanced Rate</b>	<b>Standard Rate</b>
Troubleshooting/Move/Change	\$100.00	\$150.00

**Note: There will be a 25% service charge and 6% Maryland State tax assessment on all orders**

**\*\*THIS IS NOT AN ORDER FORM. PLEASE SEND ORDER SUBMISSION THROUGH BOOMER COMMERCE LINK ABOVE\*\***

# Gaylord National Exhibits Food & Beverage Pricing

**\*FOR PRICING REFERENCE ONLY\***

ITEMS	COST	UofM
Freshly Brewed Regular Coffee	\$ 135.00	gal
Freshly Brewed Decaffeinated Coffee	\$ 135.00	gal
White Lion Tea Selection	\$ 135.00	gal
Assorted Pepsi Soft Drinks	\$ 8.40	each
Still Bottled Waters	\$ 8.40	each
Case of 24 Still Bottled Water	\$ 192.00	Each
House Made Pop Tarts	\$ 78.00	dzn
Cake Pops	\$ 77.00	dzn
Cheesecake Pops	\$ 77.00	dzn
Warm Cinnamon Buns	\$ 78.00	dzn
Brownies & Bars	\$ 75.00	dzn
Freshly Baked Cookies	\$ 77.00	dzn
Assorted Mini Cupcakes	\$ 73.00	dzn
Ice Cream Bars	\$ 9.00	each
Warm Soft Pretzels + Grain Mustard	\$ 87.00	dzn
Chips + Pretzels + Popcorn Bags	\$ 7.50	Per bag
Popcorn Cart* (each bag pops approx. 100 bags)* Attendant required**	\$ 500.00	Per bag
Candy Jar Display (approx. 100 portions)	\$ 600.00	each
Bagels + Cream Cheese	\$ 78.00	dzn
Muffins: Blueberry + Cranberry + Oat	\$ 78.00	Dzn
Tea Sandwiches (3 doz min order)	\$ 110.00	Doz
ITEMS	COST	UofM
Domestic & Import Beer	\$ 12.00	drink
Craft Beer	\$13.00	drink
Deluxe Cocktails	\$18.00	drink
Deluxe Wine - White	\$15.00	drink
Deluxe Wine - Red	\$15.00	drink
ITEMS	COST	UofM
*Attendant / Bartender (first 2 hours)	\$ 250.00	each
Attendant / Bartender (additional for each hour or fraction thereafter)	\$75.00	each
<b>(Ask your Catering Representative When this is Required)</b>		
ITEMS	COST	UofM
Delivery Fee(s)	\$50.00	each

**\*\*Please be aware there may be charges and fees associated with your order. To place your order, please visit**

**<https://gaylordnational.boomerecommerce.com>**

**For additional questions please email [gnexhibits@gaylordhotels.com](mailto:gnexhibits@gaylordhotels.com) or call 301-965-3710\*\***

**\*\*THIS IS NOT AN ORDER FORM. PLEASE SEND ORDER SUBMISSION THROUGH BOOMER COMMERCE LINK**

**ABOVE\*\***

# LEAD RETRIEVAL 101

***How are you capturing and following up with all of the leads collected at your booth?***

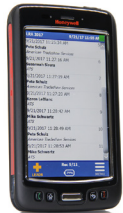
“Maximize your ROI by using ATS Lead Retrieval services.”

Badges at events act as a form of identification and most importantly, electronic business cards. In an effort to streamline session attendance tracking & exhibitor lead capture show managers incorporate QR barcodes fully encoded with attendee contact info as well as important demographic data allowing the exhibitors to easily qualify and follow up.

.....

### **Why use event provided Lead Retrieval services?**

- Easy to scan & capture attendee contact + key demographic information.
- Digital qualifiers & note taking
- Lead data available in real-time & post event (saved in Cloud for up to 60 months)
- Onsite technical support included
- Easily manage your exhibit booth team's leads
- Customization and seamless integrations into your existing CRM system available.



Dedicated device  
to capture leads  
*Just Point & Scan*

**MobilePlus™**



Large format  
device to capture  
leads  
*Just Point & Scan*

**iPad MiniPlus™**



Use your own  
device to capture  
leads  
*Just Point & Scan*

**LeadsPlus™ App**



**AMERICAN  
TRADESHOW SERVICES**

# EASA 2023 CONVENTION · JUNE 24-27

National Harbor, Maryland  
(Washington, DC)

Gaylord National Resort & Convention Center

TOGETHER  
TOWARDS  
SUCCESS

SOLUTIONS EXPO  
JUNE 25-27

**ATS** AMERICAN  
TRADESHOW SERVICES

## LEAD RETRIEVAL ORDER FORM

DISCOUNT DEADLINE: TUESDAY JUNE 6, 2023

Click here to  
ORDER ONLINE

- Instantly capture attendee contact info! Just **"Point and Scan"** the badges QR Code
- Personalize Leads by using our **"Custom Qualifiers"** with the ability for note taking
- Real-time lead data & analytics make following up a breeze; easy and efficient
- Leads stored in the cloud for up to 60 months



Handheld  
"State of the Art"  
Honeywell Scanner

**MobilePlus™**



Use our iPad &  
our LeadsPlus  
Application

**iPad® Mini Plus™**



Use your own  
IOS or Andoid  
Devices

**LeadsPlus™ App**

ITEM	DIS. DEADLINE	SHOW RATE	QTY	SUBTOTAL
Mobile Plus	\$ 369.00	\$ 419.00	_____	\$ _____
iPad Mini Plus	\$ 449.00	\$ 499.00	_____	\$ _____
LeadsPlus App (First License)	\$ 359.00	\$ 409.00	_____	\$ _____
LeadsPlus App (Additional License)	\$ 99.00	\$ 149.00	_____	\$ _____
<b>LeadsPlus App Bundles: (First License Included)</b>				
3 Pack	\$ 499.00	\$ 549.00	_____	\$ _____
6 Pack	\$ 799.00	\$ 849.00	_____	\$ _____
10 Pack	\$ 999.00	\$ 1049.00	_____	\$ _____
<b>Mobile Plus Add-Ons: Post Dis. Deadline</b>				
Z-Printer Plus	\$ 75.00	\$ 95.00	_____	\$ _____
Custom Survey	\$ 60.00	\$ 80.00	_____	\$ _____
Delivery & Setup	\$ 65.00	\$ 85.00	_____	\$ _____

Click here to ORDER ONLINE

Username: EASA2023

Password: 5026

Sub-Total = \$ \_\_\_\_\_

**Total Due (in US Funds) = \$ \_\_\_\_\_**

(PLEASE PRINT) BOOTH NO. \_\_\_\_\_

COMPANY \_\_\_\_\_

EMAIL(S) \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY, STATE, ZIP, COUNTRY \_\_\_\_\_

ORDER CONTACT \_\_\_\_\_

PHONE NO. \_\_\_\_\_

ONSITE CONTACT \_\_\_\_\_

ONSITE CELL PHONE \_\_\_\_\_

CREDIT CARD NO.:

CARDHOLDER NAME: \_\_\_\_\_

EXPIRATION DATE: \_\_\_\_\_ / \_\_\_\_\_ SECURITY CODE: \_\_\_\_\_

CARDHOLDER SIGNATURE: \_\_\_\_\_

Visit Us at: [www.american-tradeshow.com](http://www.american-tradeshow.com) Email Orders to: [orders@american-tradeshow.com](mailto:orders@american-tradeshow.com)

Questions? Please call: 985-240-5507

Fax: 985-809-1888

Mail Checks to: ATTN - American Tradeshow Services | 217 General Patton Ave. Mandeville, LA 70471



# EASA 2023

Washington, DC  
Exhibitor Order Form

Please send completed to [dan@avmanagement.net](mailto:dan@avmanagement.net) or Fax to 407-240-5544 / Tel: 407-240-5511

Description	Qty	Show Price	Line Total
<b>PACKAGE SPECIALS:</b>			
42" LCD/LED Monitor w/ Dual Post Stand		\$ 395.00	\$ -
55" LED Monitor w/ Dual Post Stand		\$ 525.00	\$ -
70" LED Monitor w/ Dual Post Stand		\$ 1,300.00	\$ -
<b>MONITORS, LAPTOPs, TABLETS AND MEDIA SOURCES:</b>			
42" LCD Monitor w/ wall mount		\$ 345.00	\$ -
55" LED Monitor w/ wall mount		\$ 545.00	\$ -
65" LCD Monitor w/ wall mount		\$ 995.00	\$ -
70" LED Monitor w/ wall mount		\$ 1,100.00	\$ -
Lenovo Laptop		\$ 175.00	\$ -
iPad with WIFI		\$ 150.00	\$ -
Macbook Pro Laptop		\$ 225.00	\$ -
Digital Media Player		\$ 50.00	\$ -
<b>DECOR:</b>			
<b>DRAPE</b> (Many Different colors and Heights, CALL FOR QUOTE)		\$ -	\$ -
<b>**LIGHTING** LED UPLIGHT - EACH ARE COLOR CHANGING</b>		\$ 50.00	\$ -
<b>MODULAR SET</b> ( Many to choose from, CALL FOR QUOTE & PICTURES)		\$ -	\$ -
<b>(2) MOVING LIGHTS</b> - ADDED AMBIANCE FOR EXTRA EXPOSURE		\$ 300.00	\$ -
<b>AV PACKAGES</b>			
Small Audio Package: (1) Wireless Microphone, Speaker and small Mixer		\$ 375.00	\$ -
Large Audio Package: (2) Wireless Microphone, 4 Speakers and Mixer		\$ 495.00	\$ -
Tripod Screen, 3k Projector, (1) Wireless Microphon, 2 speakers and Mixer		\$ 850.00	\$ -
VIDEO WALL ( CALL FOR QUOTE)			
<b>***** Please CIRCLE your connecting output &amp; Device if you are bringing your own</b>			
HDMI    VGA    PC Computer    MAC Computer    DVD			

**Credit Card Payment Information:**

Cardholders Name: \_\_\_\_\_

Billing Address: \_\_\_\_\_ Billing Zip Code: \_\_\_\_\_

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

Del Date \_\_\_\_\_ Time: \_\_\_\_\_ Pickup Date: \_\_\_\_\_ Pickup Time: \_\_\_\_\_

CC# \_\_\_\_\_ Exp \_\_\_\_\_ CSC \_\_\_\_\_

Contact: \_\_\_\_\_ Cell: \_\_\_\_\_

[Sign here to decline Damage Waiver](#) \_\_\_\_\_ Print \_\_\_\_\_

<b>SUBTOTAL</b>	\$ -
<b>DAMAGE WAIVER 5.5%</b>	\$
<b>DEL/SET/PICKUP</b>	\$ <b>300.00</b>
<b>SERVICE CHARGE 7.5%</b>	
<b>TOTAL DUE</b>	

Payment must be received in full 7 days prior to delivery. AV Management is the Official Audio Visual Vendor for the EASA Event. This is for equipment rental of show dates and no way a purchase. Thank you for your support! **PLEASE THINK OF US FOR YOUR NEXT EVENT OR SHOW!**

\*Customer agrees to pay for any damages or loss of equipment. Cancellations must be made within 72 hrs for full refund., within 72 hours 50% cancellation fee will apply. On-Site cancellations will be billed at 100%. ALL Drayage & Union fees are customers responsibility. \*\*



**encore**<sup>SM</sup>

EVENTS THAT TRANSFORM



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RESORT & CONVENTION CENTER

*on the Potomac*

## Exhibitor Kit



## Easy Ordering

As the exclusive Technology Provider of [Venue name], Encore is committed to making your experience as easy and stress-free as possible.



**Self-service option available through our online store – EventNow**

### Step 1

Visit [EventNow](#) and select 'I am planning an exhibit booth'

### Step 2

Browse our technology catalog

### Step 3

Select from a list of available products/product packages and service packages, then check out.\*

\* EventNow is only available more than two days prior to event load in. If ordering within two days, contact your Encore on-site team.

Once your order is completed, a confirmation email will be sent with all your order details and a dedicated professional will still be on-hand to answer any questions regarding your order.

# EventNow<sup>SM</sup>

**offers a range of solutions for any exhibitor:**

As the exclusive Technology Provider of [Venue name], Encore is committed to making your experience as easy and stress-free as possible.

- Large and small format HD monitors (40" monitors and above include floor stands)
- PC Based Laptops
- Various Audio Packages
- Wireless Presentation Controls
- HDMI Cables, Distribution Amplifiers, and Adapters
- Power Strips, Extension Cords, and Charging Stations
- LED Lighting
- Flipchart Packages
- Power and Internet Connectivity Packages

## NEED RIGGING

If so, please fill out rigging request, <https://www.encoreglobal.com/rigging-request/>

**Encore representative will be in touch with you.**

## We make it easy



**Easy ordering options**



**Confirmation email is sent with your order details**



**We regularly maintain and service all equipment**



**Encore delivers, installs, and tests equipment**



**After the show, Encore picks up your rental equipment**



**Need assistance or products/solutions not offered in EventNow?**

**Call your Encore on-site contact directly:**

**For Sales Assistance**

[psgnexhibits@encoreglobal.com](mailto:psgnexhibits@encoreglobal.com)

O +1 301-965-2043

**On-Site Support**

+1 443-909-3929

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# What else can we do?

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Fax 314-534-8050

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

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

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

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