

Dear Exhibitor:

Your company is exhibiting at the event below.

Please direct this service manual to the person in charge of your exhibit.



**SOCIETY FOR IMMUNOTHERAPY
OF CANCER
33RD ANNUAL MEETING
& ASSOCIATED PROGRAMS**

NOVEMBER 7 – 11, 2018

**WALTER E. WASHINGTON CONVENTION CENTER
WASHINGTON, DC**



General Information

Booth Equipment

Each 10'x10' booth will be set with 8' high blue and white back drape, 3' high blue side dividers, and a 7" x 44" one-line identification sign.

Exhibit Hall Carpet

The exhibit area is not carpeted, however the aisles are carpeted Tuxedo (gray with black specks). To enhance the appearance of your booth, rental carpet is available through Heritage Trade Show Services. 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 Friday, October 19th, 2018.

Shipments to Advance Warehouse Deadline Date

Heritage will begin receiving freight at the advance warehouse on Friday, October 5th, 2018. To avoid late fees all shipments to the advanced warehouse must arrive no later than Wednesday, October 31st, 2018.

Show Schedule

Exhibitor Move-In

Wednesday	November 7 th	8:00 a.m. - 5:00 p.m.	Exhibitor Move-In
Thursday	November 8 th	8:00 a.m. - 12:00 p.m.	Exhibitor Move-In/Poster Set-Up by Authors

Exhibit Hours

Thursday	November 8 th	5:00 p.m. - 6:30 p.m.	
Friday	November 9 th	8:00 a.m. - 8:00 p.m.	Posters Available for Viewing/Exhibits Open
		12:45 p.m. - 2:15 p.m.	Lunch – Exhibits & Poster Viewing with Author Presentations
		6:30 p.m. - 8:00 p.m.	Reception -Exhibits & Poster Viewing with Author Presentations
Saturday	November 10 th	8:00 a.m. - 8:30 p.m.	Posters Available for Viewing/Exhibits Open
		12:15 p.m. - 1:45 p.m.	Lunch – Exhibits & Poster Viewing with Author Presentations
		6:55 p.m. - 8:30 p.m.	Reception -Exhibits & Poster Viewing with Author Presentations

Exhibitor Move-Out

Saturday	November 10 th	8:30 p.m. - 11:59 p.m.
Sunday	November 11 th	7:00 a.m. - 10:00 a.m.

- Empty crates and containers will begin being returned at 8:30 p.m., Saturday, November 10th.
- All carriers must check-in no later than 8:30 a.m. on Sunday, November 11th. Heritage will begin redirecting all outbound freight not claimed by appointed freight carriers to the preferred show carrier at 8:30 a.m.
- Please refer to the Outbound Shipments Form included in this packet for detailed information regarding outbound shipping procedures.

General Information

Shipping Information

Warehouse Shipping Information:

Exhibitor Company Name and Booth Number
Heritage Trade Show Services
C/O UPS Freight
2400 Beaver Rd.
Landover, MD 20785

FOR: SITC 2018

Heritage will accept exhibit materials beginning Friday, October 5th, 2018 at the above address. Material arriving after Wednesday, October 31st, 2018 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 Trade Show Services
Walter E. Washington Convention Center
801 Mt. Vernon Pl. NW
Washington, DC 20001

FOR: SITC 2018

Freight will be accepted at show site beginning Wednesday, November 7th, 2018. See the Material Handling Instructions within this kit for additional information.

Service Center Hours

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

Assistance

We want you to have a successful show. If we can be of assistance, please call our Exhibitor Services at 314-534-8500.

We Appreciate Your Business





620 Shenandoah Avenue | St. Louis, MO 63104
Phone 314-534-8500 | Fax 314-534-8050
Exhibitor.Services@heritagesvs.com

METHOD OF PAYMENT & CREDIT CARD AUTHORIZATION

NAME OF CONVENTION **SITC 2018** BOOTH # _____
EXHIBITING COMPANY _____ PHONE # _____ FAX # _____
ADDRESS _____ CITY _____ STATE _____ ZIP _____
CONTACT EMAIL _____
PRINT NAME _____ SIGNATURE _____

CREDIT CARD PAYMENT

CARD HOLDER'S NAME (Please print) _____

CARD HOLDER'S SIGNATURE _____

CREDIT CARD BILLING ADDRESS _____

CITY _____ STATE _____ ZIP _____

CREDIT CARD NUMBER _____ V-CODE ____ / ____ / ____ EXP DATE ____ / ____

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.

COMPANY CHECK : Heritage Trade Show Services, 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 so we can properly 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.

FURNITURE \$ _____
CARPET \$ _____
SPECIALTY FURNITURE \$ _____
RIGGING \$ _____
ACCESSORIES \$ _____
RENTAL UNITS \$ _____
ESTIMATED MATERIAL HANDLING/DRAYAGE (Credit Card Required) \$ _____
PRIORITY EMPTY CONTAINER RETURN/ACCESSIBLE STORAGE \$ _____
ESTIMATED LABOR (Credit Card Required) \$ _____
BOOTH CLEANING \$ _____
SIGN SERVICE \$ _____
FLORAL \$ _____

Please note: In some instances equipment or services listed above may be handled by other contractors. Payment should be made directly to those contractors and not listed as part of the total due Heritage.

TOTAL AMOUNT DUE \$ _____

All orders received 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. Heritage requires that you provide a credit card authorization form if you require material handling, sign hanging or labor services. 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 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.

For questions or comments, your Exhibitor Services Representative is available by phone at 314-534-8500, by email at exhibitor.services@heritagesvs.com or in person on the show site at the Service Desk. Thank you for your business.

Remit To:



620 Shenandoah Avenue | St. Louis, MO 63104

Phone 314-534-8500 | Fax 314-534-8050

Exhibitor.Services@heritagesvs.com

FURNITURE/CARPET RENTAL ORDER FORM

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. 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. Cancellation of equipment delivered will be subject to a 100% cancellation charge for labor involved. Orders received after deadline are subject to availability.

ITEM #	QTY	DISCOUNT RATES	STANDARD RATES	AMOUNT
FURNITURE				
F60	Plastic Side Chair (White)	82.95	107.80	
F50	Padded Sled Base Chair (Gray)	108.20	140.70	
F9	Padded Chair (Gray)	108.20	140.70	
F10	Padded Arm Chair (Gray)	117.30	152.50	
F20	Custom Padded Arm Chair	138.55	180.15	
F30	Padded High Stool (Gray)	132.50	172.25	
F40	Custom Padded High Stool	173.95	226.15	
F75	Executive Chair	195.00	253.50	

TABLE RISERS COVERED WHITE

(Riser Dimension: 10" Wide x 8" high)

F260	6' Long riser	81.30	105.70	
F270	8' Long riser	98.30	127.80	

SPECIAL DRAPE BACKGROUNDS

F280	3' H. Background/per ft.	20.25	26.30	
F290	8' H. Background/per ft.	22.25	28.95	

COLORS: ☐ RED ☐ BLUE ☐ TEAL ☐ BURGUNDY ☐ HUNTER GREEN
☐ PLUM ☐ GRAY ☐ BLACK ☐ WHITE ☐ GOLD ☐ EXPO GREEN

*Show colors will be given when color is not selected.

ITEM #	QTY	DISCOUNT RATES	STANDARD RATES	AMOUNT
DRAPED DISPLAY TABLE				
F110	4' Table - 30" high	149.70	194.60	
F120	6' Table - 30" high	180.05	234.05	
F130	8' Table - 30" high	210.35	273.50	
F140	4' Table - 42" Counter high	186.10	241.90	
F150	6' Table - 42" Counter high	216.45	281.35	
F160	8' Table - 42" Counter high	246.80	320.80	
F170	4th side table drape	62.70	81.50	

COLORS: ☐ RED ☐ BLUE ☐ TEAL ☐ BURGUNDY ☐ HUNTER GREEN
☐ PLUM ☐ GRAY ☐ BLACK ☐ WHITE ☐ GOLD ☐ EXPO GREEN

UNDRAPED DISPLAY TABLE

F190	4' Table - 30" high	96.10	124.90	
F200	6' Table - 30" high	117.30	152.50	
F210	8' Table - 30" high	139.55	181.45	
F220	4' Table - 42" Counter high	104.15	135.45	
F230	6' Table - 42" Counter high	123.40	160.40	
F240	8' Table - 42" Counter high	150.70	195.90	
	30" Diameter Pedestal Table (Gray)	208.35	270.85	
F80	18" High			
F90	30" High			
F100	42" High			

5.75% Tax _____

TOTAL ORDER _____NAME OF CONVENTION **SITC 2018** BOOTH # _____

EXHIBITING COMPANY _____ PHONE # _____ FAX # _____

ADDRESS _____ CITY _____ STATE _____ ZIP _____

EMAIL ORDER CONFIRMATION & INVOICE TO _____

CONTACT NAME _____ DATE _____

(Print & Sign)

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

Chairs/Carpet

Chairs

Furniture

F60 Plastic Side Chair, White
F50 Padded Sled Base Chair, Gray
F9 Padded Chair, Gray
F10 Padded Arm Chair, Gray
F30 Padded High Stool, Gray
F20 Padded Arm Chair, Custom
F40 Padded High Stool, Custom
F75 Executive Chair



F60



F50



F9



F10



F30



F20



F40



F75

Display Tables



Pedestal Tables

F80 Pedestal Table 30" x 18" h

F90 Pedestal Table 30" x 30" h

F100 Pedestal Table 30" x 42" h

Draped Display Tables

F110 4' x 2' x 30" F140 4' x 2' x 42"

F120 6' x 2' x 30" F150 6' x 2' x 42"

F130 8' x 2' x 30" F160 8' x 2' x 42"

Undraped Display Tables

F190 4' x 2' x 30" F220 4' x 2' x 42"

F200 6' x 2' x 30" F230 6' x 2' x 42"

F210 8' x 2' x 30" F240 8' x 2' x 42"



F190
F220



F110
F140



F200
F230



F120
F150



F210
F240



F130
F160



Remit To:



620 Shenandoah Avenue | St. Louis, MO 63104
 Phone 314-534-8500 | Fax 314-534-8050
 Exhibitor.Services@heritagesvs.com

CARPET RENTAL ORDER FORM

Discount prices on apply to orders with full payment by the discount date listed on the general info 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. 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. Cancellation of equipment delivered will be subject to a 100% cancellation charge for labor involved. Orders received after the deadline are subject to availability.

CLASSIC EXPO CARPET - 16oz

Choose Color:

<input type="checkbox"/> Red		<input type="checkbox"/> Cayenne	
<input type="checkbox"/> Blue		<input type="checkbox"/> Gray	
<input type="checkbox"/> Hunter Green		<input type="checkbox"/> Black	
<input type="checkbox"/> Burgundy		<input type="checkbox"/> Tuxedo	
<input type="checkbox"/> Blue Jay			

Qty.	Product	Advance	Standard	Total
	9' x 10'	\$253.55	\$329.60	\$
	9' x 20'	\$497.80	\$647.15	\$
	9' x 30'	\$744.40	\$967.70	\$
	9' x 40'	\$1,000.25	\$1,300.35	\$
	9' x Custom	\$253.55	\$329.60	\$

Area Carpet - 100 sq. ft. minimum required

Booth size: _____ x _____ = _____ Sq.Ft.

A 5.75% Sales Tax Will Be Added To All Carpet Orders

Sq. Ft.	Product	Advance	Standard	Total
	Area Carpet	\$4.30	\$5.55	\$

PRESTIGE CARPET - 28oz

Choose Color:

<input type="checkbox"/> Charcoal		<input type="checkbox"/> Silver Cloud	
<input type="checkbox"/> Navy		<input type="checkbox"/> Burgundy	
<input type="checkbox"/> Hunter Green		<input type="checkbox"/> Beige	
<input type="checkbox"/> Red		<input type="checkbox"/> Royal	
<input type="checkbox"/> Black		<input type="checkbox"/> Teal	
<input type="checkbox"/> Tuxedo		<input type="checkbox"/> Blue Jay	
<input type="checkbox"/> Cayenne		<input type="checkbox"/> White	

Minimum of 100 sq. ft. required for all prestige carpet orders.

Booth size: _____ X _____ = _____ Sq. Ft.

Sq. Ft.	Product	Advance	Standard	Total
	Prestige	\$6.50	\$8.45	\$

A 5.75% Sales Tax Will Be Added To All Carpet Orders

PADDING & VISQUEEN

Product	Booth Size	Sq. Ft.		Advance	Standard	Total
Carpet Padding/Per Sq. Ft.	<input type="text"/> X <input type="text"/>	=	X	\$2.10	\$2.70	\$
Visqueen Covering/Per Sq. Ft.	<input type="text"/> X <input type="text"/>	=	X	\$1.25	\$1.65	\$

A 5.75% Sales Tax Will Be Added To All Carpet Orders

Name of Convention **SITC 2018** Booth _____

Exhibiting Company _____

Phone # _____ Fax # _____

Address _____

Email Order Confirmation & Invoice To _____

Contact Name _____ Date _____

Please Return This Form Promptly To The Address Above - Retain One Copy For Your Files

Remit To:



620 Shenandoah Avenue | St. Louis, MO 63104

Phone 314-534-8500 | Fax 314.534.8050

Exhibitor.Services@HeritageSVS.com

ACCESSORIES/DISPLAY RENTAL ORDER FORM

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ITEM #	QTY	DISCOUNT RATES	STANDARD RATES	AMOUNT
ACCESSORIES				
A10	Wastebasket	29.15	37.85	
A20	Tripod Easels	48.55	63.10	
D250	Chrome Sign Holder	179.00	232.70	
A30	Chrome Stanchion	36.40	47.35	
A40	Velour Rope 6' Black	36.40	47.35	
A50	Coat Tree	105.60	137.25	
A60	Chrome Bag Rack	105.60	137.25	
A70	Literature Rack	206.30	268.20	
A80	Garment Rack 5'	113.30	147.25	
A90	2 Way Straight Arm Rack	155.35	201.95	
A100	4 Way Slant Arm Rack	173.95	226.15	
A106	Raffle Ticket Drum	80.00	104.00	
A107	Fishbowl	25.00	32.50	
A110	6' Tensabarrier	165.05	214.60	

DISPLAY CABINETS AND COUNTERS

☐ Black Fabric ☐ Gray Fabric ☐ White PVC

MD20	Counter 1M x 1/2M x 42" High, W/Shelf	679.65	883.55	
	<input type="checkbox"/> Counter Lock	38.45	49.95	
MD21	Counter 2M x 1/2M x 42" High, W/Shelf	950.70	1235.90	
	<input type="checkbox"/> 2 Counter Locks	76.90	99.90	
MD22	Curved Counter 1M x 1/2M x 42" High W/Shelf	747.62	971.91	
	<input type="checkbox"/> Counter Lock	38.45	49.95	
MD23	Radius Counter 1M x 1/2M x 42" High	897.15	1166.30	
MD30	Cabinet 1M x 1/2M x 42" (White Only/ Comes With Lock & Shelf)	815.58	1060.25	

ITEM #	QTY	DISCOUNT RATES	STANDARD RATES	AMOUNT
DISPLAY				
D10	Pegboard Panels (4'x8')	291.30	378.65	
D11	Pegboard 6" Single Hook	14.30	18.59	
D12	Pegboard 8" Single Hook	16.70	21.71	
D20	Tackboard Panels (4'x8')	218.45	284.00	
	<input type="checkbox"/> Horiz. <input type="checkbox"/> Vert.			
D31	Fabric Impact Panel 1 Meter x 8'	534.00	694.10	
D40	Gridwall 2'x8' Black	199.05	258.75	
D60	Gridwall 6" Single Hook	14.30	18.59	
D70	Gridwall 8" Single Hook	16.70	21.71	
D50	Slatwall 1 Meter x 8'	267.00	347.10	
D120	Slatwall Waterwalls Hooks	43.70	56.80	
D121	Slatwall 8" Bracket	16.70	21.71	
D130	Shelf 1 meter wide	72.80	94.65	
D210	Acrylic Holder	30.35	39.45	
D220	Arm Light	64.75	84.15	
D140	4' Full View Showcase	643.25	836.20	
D150	6' Full View Showcase	691.80	899.35	
D160	4' Quarter View Showcase	546.15	710.00	
D170	6' Quarter View Showcase	614.90	799.40	

Looking for something else? Please contact us at Exhibitor.Services@HeritageSVS.com for assistance.

5.75% Tax

TOTAL ORDER

NAME OF CONVENTION **SITC 2018** BOOTH #

EXHIBITING COMPANY PHONE # FAX #

ADDRESS CITY STATE ZIP

EMAIL ORDER CONFIRMATION & INVOICE TO

CONTACT NAME DATE

(Print & Sign)

Accessories



A10



D250



A30



A40



A20



A70



A80



A60



A100



A90



A110



A106



A107

Accessories:

A10 Wastebasket
A20 Tripod Easel
D250 Chrome Sign Holder
A30 Chrome Stanchion
A40 Velour Rope 6' Black
A50 Coat Tree
A60 Chrome Bag Rack

A70 Literature Rack
A80 Garment Rack 5'
A90 2 Way Straight Arm Rack
A100 4 Way Slant Arm Rack
A110 6' Tensabarrier
A106 Raffle Ticket Drum
A107 Fishbowl

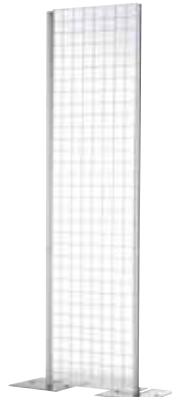
Display



D10



D50



D40



D31



D11
D12



D121



D60
D70



D130



D220



D120



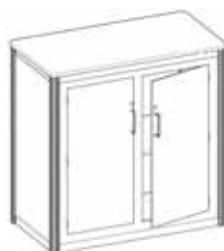
D140
D150 (Shown)



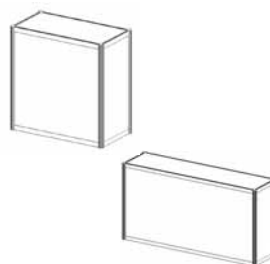
D160
D170 (Shown)



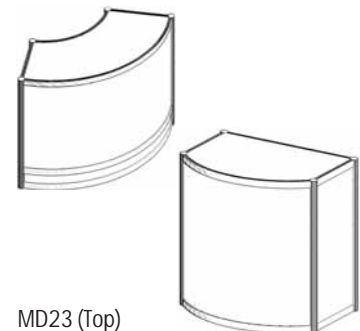
D20
D30 (Shown)



MD30



MD20 (Top)
MD21 (Bottom)



MD23 (Top)
MD22 (Bottom)

Display

D10 Pegboard Panels 4'x8' Vertical
D50 Slatwall 1 Meter x 8'
D40 Gridwall 2'x8'
D31 Fabric Impact Panel 1 Meter x 8'
D11 Pegboard 6" Single Hook

D12 Pegboard 8" Single Hook
D121 Slatwall 8" Bracket
D60 Gridwall 6" Single Hook
D70 Gridwall 8" Single Hook
D130 Shelf 1 meter wide x 12" deep
D220 Arm Light

D120 Slatwall Waterwalls Hooks
D140 4' Full View Showcase
D150 6' Full View Showcase
D160 4' Quarter View Showcase
D170 6' Quarter View Showcase
D20 Vertical Tackboard

D30 Horizontal Tackboard
MD30 Display Cabinet 1 Meter
MD20 Display Counter 1 Meter
MD21 Display Counter 2 Meter
MD22 Curved Counter 1 Meter
MD23 Radius Counter 1 Meter Dia.

TRADE SHOW FURNISHINGS

Product Guide



Featuring:

- POWERED Collections
- Modular Seating
- Executive Seating
- Communal Tables
- Barstools



Power Up In Style.

Denotes Powered Products



ROMA



CHRPWR Chair, Powered
(white vinyl) 37"L 31"D 33"H



ROMA



SFAPWR Sofa, Powered
(white vinyl) 78"L 31"D 33"H



Powered Seating

Empower attendees at your next show with functional charging furniture from CORT and make searching for wall outlets history. From soft seating and tables to pedestals and lamps, our complete charging collection lets you Power Up the Possibilities. Charging adapters are available to rent for all powered products.



Powered Seating

Please Note: Client is responsible for providing labor and an electrical power source to the furniture. One 110V power source is required for each charging panel. Two charging units can be daisy chained together. 10A max per charging panel.

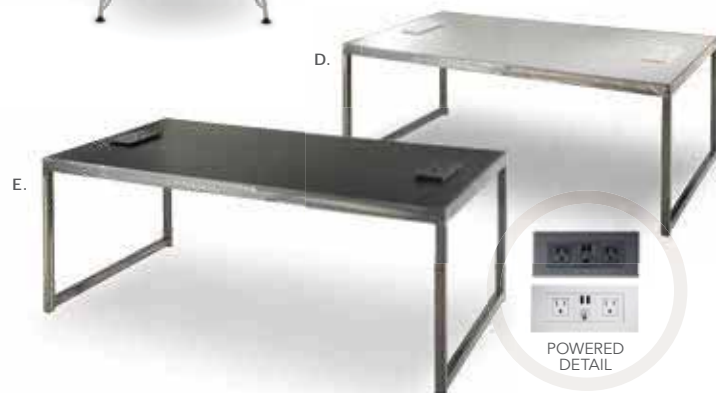


A) NPLCHP
Naples Chair, Powered
(black vinyl)
36"L 30"D 33.25"H

B) NPLSOP
Naples Sofa, Powered
(black vinyl)
87"L 30"D 33.25"H

C) NPLLOP
Naples Loveseat, Powered
(black vinyl)
62"L 30"D 33.25"H

Powered Tables



Ventura Powered Tables
A) VNTWHT Bar
(white top)

72.25"L 26.25"D 42"H

B) VNTBLK Bar
(black top)
72.25"L 26.25"D 42"H

G30 Powered Tables
(white top)

C) G30DWP Café
72"L 26"D 30"H

Sydney Powered Cocktail Tables
D) C1WP

(white, brushed steel)
48"L 26"D 18"H

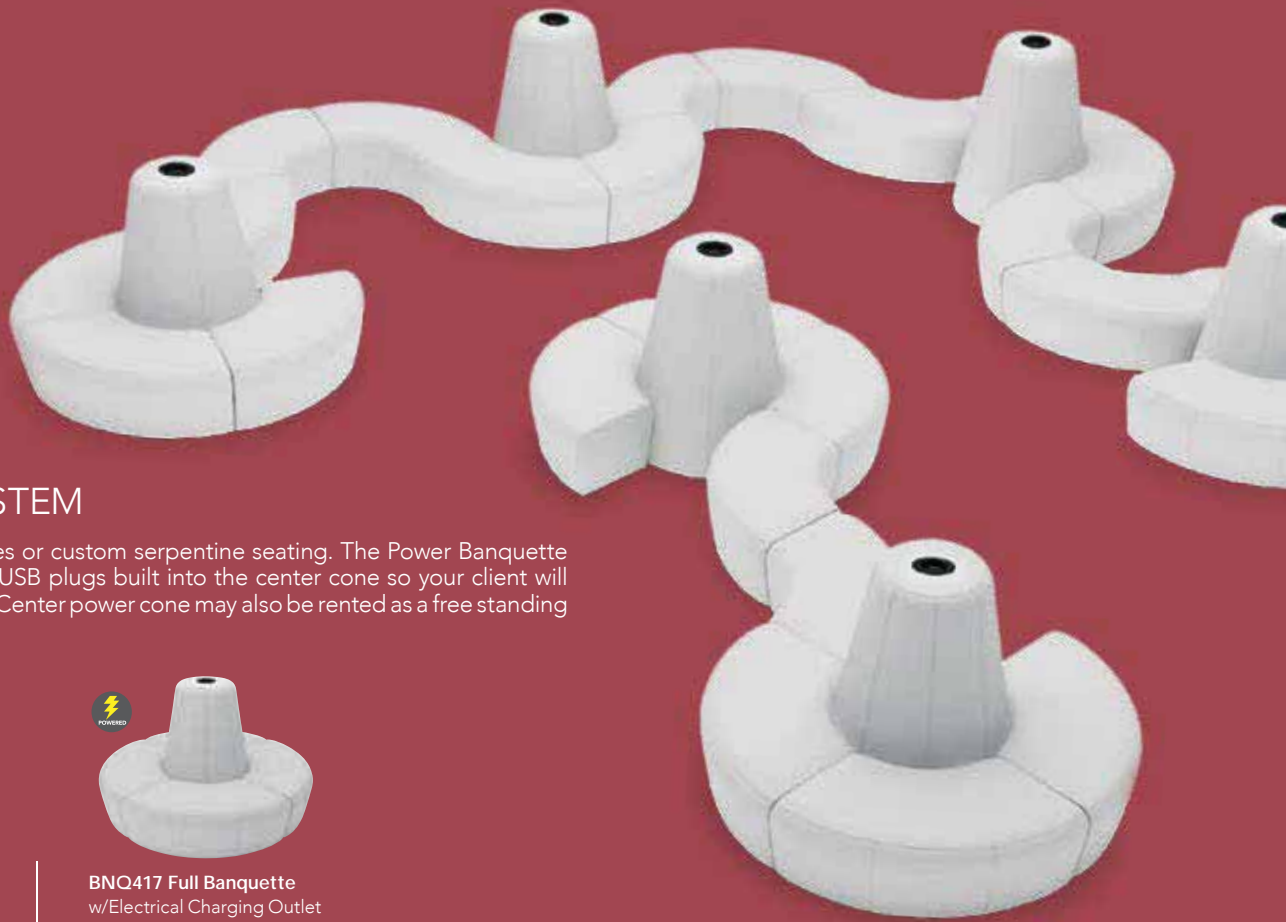
E) C1YP
(black, brushed steel)
48"L 26"D 18"H

Charging Adapters
F) ADAPTWH (white)
G) ADPTB (black)

Charging adapters are available to rent for all powered products.

Powered Banquettes.

Denotes Powered Products



MODULAR SYSTEM

Create round banquettes or custom serpentine seating. The Power Banquette system has 3 AC and 2 USB plugs built into the center cone so your client will never be left powerless. Center power cone may also be rented as a free standing charging station.



BNQTL7 Center Cone
w/Electrical Charging Outlet
(white vinyl)
38" RND 51"H



BNQ417 Full Banquette
w/Electrical Charging Outlet
(white vinyl)
72" RND 51"H



BNQR17 Ottoman Ring
(4 ottoman seats)
(white vinyl)
72" RND 18"H



BNQ7 Quarter Curve Ottoman
(white vinyl)
53"L 22"D 18"H



WHT12 Half Bench Ottoman
(white vinyl)
39"L 22"D 18"H



Detail of Electrical
Charging Outlet

Powered Pedestals

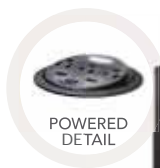


Denotes AC and USB charging outlets

Please Note: Client is responsible for providing labor and an electrical power source to the furniture. One 110V power source is required for each charging panel. Two charging units can be daisy chained together. 10A max per charging panel.



A. | B.



C. | D.



(The flip top electrical units rotate 180 degrees, allowing devices to be charged from inside the locked cabinet or on the surface)

Powered Locking Pedestal

A) PDL36W (white)

24"L 24"D 36"H

B) PDL42W (white)

24"L 24"D 42"H

C) PDL36B (black)

24"L 24"D 36"H

D) PDL42B (black)

24"L 24"D 42"H

Charging Adapters

E) ADAPTW (white)

F) ADAPT B (black)

Charging adapters are available to rent for all powered products.

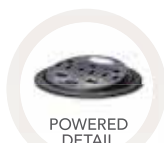


Powered Tech Desk



Denotes AC and USB charging outlets

A.



B.



C.



A) TECH3B Tech Desk, Powered w/3 Drawer File Cabinet

(black metal, laminate)
60"L 30"D 30"H

B) TECH Tech Desk, Powered

(black metal, laminate)
60"L 30"D 30"H

C) TECH3 3 Drawer File Cabinet on Castors

(black metal, laminate)
16"L 20"D 28"H

Charging Adapter

D) ADAPT B (black)

Charging adapters are available to rent for all powered products.



Soft Seating

Create Engaging Booth Environments

HOPI

(gray linen)

HOPCH, Chair

21"L 25"D 34"H

HOPLV, Loveseat

48"L 25"D 34"H

PEDESTAL

PDL42W

Powered Locking

(white)

24"L 24"D 42"H

CAFÉ TABLE

30WHHC

Hydraulic Chrome Base

(laminated white top)

30" Round 29"H

REGIS

REGOTT End Table

(brushed metal)

16"L 15.5"D 16.5"H

MARCHE

MAR010 Swivel Ottoman

(blue fabric)

17" RND 18"H



Soft Seating Collections

Available in Power 

A.



B.



BAJA

A) BCHWHT Chair
(white vinyl)
36"L 30.5"D 28"H

B) BLVWHT Loveseat
(white vinyl)
61"L 30.5"D 28"H

A.



B.



FAIRFAX

A) FAIRSW Sofa
(white vinyl, brushed metal)
62"L 26"D 30"H

B) FAIRCW Chair
(white vinyl, brushed metal)
27"L 26"D 30"H

A.



B.



C.



NAPLES

A) NPLCHR Chair
(black vinyl)
36"L 30"D 33.25"H
NPLCHP (Powered)

B) NPLSOF Sofa
(black vinyl)
87"L 30"D 33.25"H
NPLSOP (Powered)

C) NPLLOV Loveseat
(black vinyl)
62"L 30"D 33.25"H
NPLLOP (Powered)

Munich Collection

Modular Seating to Design Custom Exhibits



MUNICH

MNCHSC Sectional 3pc.
(gray fabric)
93.5" L 27" D 28.5" H

SILVERADO

C1E Cocktail Table
(glass, chrome)
36" Round 17" H



MNCHCH Munich Armless Chair
(gray fabric)
22.5" L 27" D 28.5" H



MNCHCC Munich Corner Chair
(gray fabric)
26" L 27" D 28.5" H

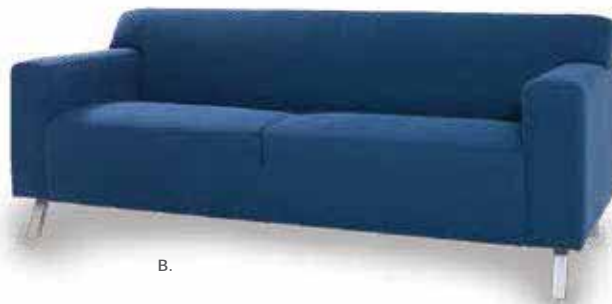


MNCHLV Munich Armless Loveseat
(gray fabric)
45" L 27" D 28.5" H

Soft Seating Collections



A.



B.

ALLEGRO

A) CHR002 Chair
(blue fabric)
36"L 34.5"D 30"H
B) SFA002 Sofa
(blue fabric)
73"L 34.5"D 30"H



A.



B.



C.

TANGIERS

A) TANSOF Sofa
(beige textured)
78"L 37"D 36"H
B) TANCHR Chair
(beige textured)
34"L 37"D 36"H
C) TANLOV Loveseat
(beige textured)
57.5"L 37"D 37"H



A.



B.



C.

KEY LARGO

A) KEYCHR Chair
(black fabric)
35"L 35"D 34"H
B) KEYLOV Loveseat
(black fabric)
57"L 35"D 34"H
C) KEYSOF Sofa
(black fabric)
79"L 35"D 34"H

SOUTH BEACH

A) SO1 Sofa
(platinum suede)
69"L 29"D 33"H
B) OTS Ottoman
(platinum suede)
25"L 31"D 18"H
C) SO2
Sofa Sectional 3pc.
(platinum suede)
152"L 40"D 33"H

A.



B.

C.

Accent Chairs

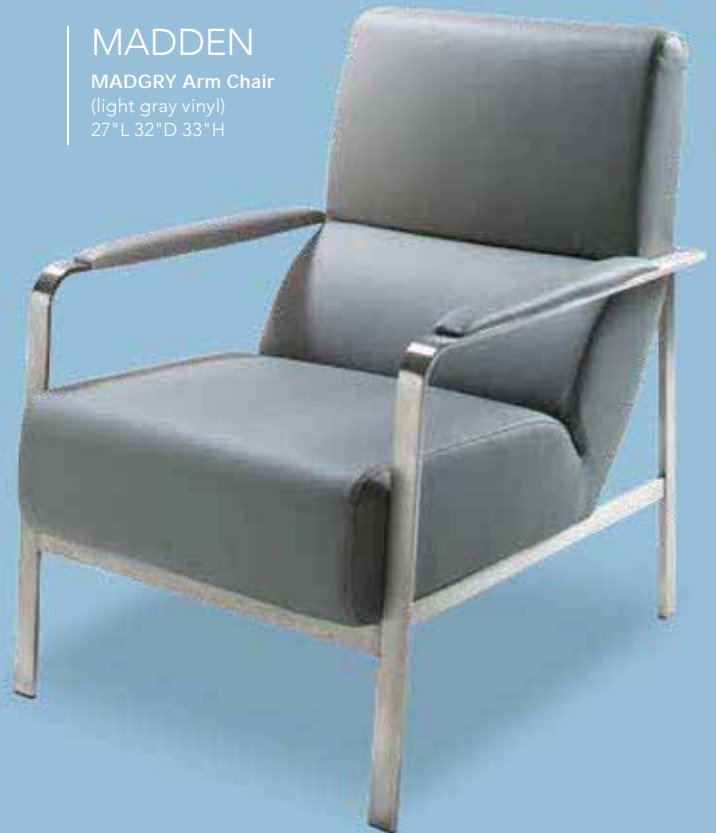
KEY WEST

OCB Chair
(black)
31"L 31"D 31"H



MADDEN

MADGRY Arm Chair
(light gray vinyl)
27"L 32"D 33"H



SWANSON

SWAN Swivel Chair
(white vinyl)
28"L 25"D 30"H



Accent Chairs



A.



B.



C.

**A) BCW
Madrid Chair**
(white vinyl)
30"L 30"D 31"H

**B) OCH
Madrid Chair**
(black vinyl)
30"L 30"D 31"H

C) FAIRCW Chair
(white vinyl, brushed metal)
27"L 26"D 30"H

**D) LABREA
La Brea Swivel Chair**
(charcoal gray, fabric)
35"L 27"D 40"H

**E) MNCHCH
Munich Armless Chair**
(gray fabric)
22.5"L 27"D 28.5"H

F) HOPCH, Chair
(gray linen)
21"L 25"D 34"H



D.



E.



F.

Meeting & Stage Chairs



A.



B.



C.

Meeting Chair
25.5"L 23.5"D 34"H
A) OCMESP (espresso vinyl)
B) OCMTAU (taupe fabric)
C) OCMWHT (white vinyl)

ZENITH

A) ZENCHR Chair
(white, chrome)
18.25"L 22"D 32"H

B) 30MAHC
Madison Hydraulic
Café Table
(chrome base, gray
acajou top)
30"RND 29"H



LAGUNA

C) LMCHR Chair
(maple, chrome)
18"L 19"D 34"H

D) 30WHHC
Round Café Table
(white laminate top,
chrome hydraulic base)
30" Round 29"H



MALBA

MALGRY Chair
(gray)
20"L 20"D 32"H



MALBA

MALGRN Chair
(green)
20"L 20"D 32"H



Group Seating

Styles & Shapes



Berlin Chair

18"L 22"D 32"H

A) CS8 (black, white)

B) CS9 (red, white)

C) CS4

Syntax Chair

(black, chrome)

23"L 19"D 32.25"H

D) XCHR

Christopher Chair

(white vinyl, chrome)

17"L 19"D 35"H

E) CH002

Wendy Chair

(clear acrylic)

15"L 20"D 36"H

F) SC10

Razor Armless Chair

(white)

15.38"L 15.5"D 30.5"H

G) SC3

Brewer Chair

(onyx, black)

20"L 20"D 32"H

H) XC6

Altura Guest Chair

(black crepe)

25"L 20"D 34"H

Mix & Match

Create the ultimate seating configuration. Choose from a variety of shapes and sizes to design the perfect look.

I) RSTDIN Rustique Chair w/arms (gunmetal) 20"L 18"D 31"H

J) DUET Duet Chair (black, chrome) 21"L 23"D 33"H





Ottomans

VIBE CUBE

18"L 18"D 18"H

- A) VIB09 (white vinyl)
- B) VIB10 (black vinyl)
- C) VIB11 (steel blue vinyl)
- D) VIB13 (purple vinyl)
- E) VIB12 (silver vinyl)
- F) VIB07 (beige vinyl)
- G) VIB04 (red vinyl)
- H) VIB06 (gold/bronze vinyl)
- I) VIB01 (green vinyl)
- J) VIB03 (pink vinyl)
- K) VIB05 (yellow vinyl)
- L) VIB02 (blue vinyl)
- M) VIB08 (orange vinyl)

Styles & Shapes



C.



F.



I.



L.



O.



A.



D.



G.



J.



M.



P.



B.



E.



H.



K.



N.



Q.

Beverly Bench

60"L 20"D 18"H

A) BVLYWH (white vinyl)

B) BVLYBK (black vinyl)

C) BVLYGR (gray fabric)

D) BVLYRD (red fabric)

E) BVLYOB (ocean blue fabric)

F) BVLYLN (linen fabric)

G) BVLYBN (brown fabric)

H) WHT12 Half Bench

(white vinyl)

39"L 22"D 18"H

ENDLESS Square

34"L 34"D 15"H

I) END02B (black)

J) END02W (white)

ENDLESS Curved

60.5"L 37.5"D 15"H

K) END01B (black)

L) END01W (white)

M) BNQ7 Quarter Curve

(white vinyl)

53"L 22"D 18"H

N) BNQR17 Ring

(4 ottoman seats)

(white vinyl)

72"RND 18"H

O) SAL Sally Stool

(white)

12" Round 17"H

P) CUBL20 Edge

LED Cube

(white plastic)

20"L 20"D 20"H

A/C power only

Q) REGBEN

Regis Bench

(brushed metal)

47"L 15.5"D 16"H

Marche Swivel



A.



B.



C.



D.



E.



F.



G.



H.



I.



J.

Marche Swivel Ottomans

17"RND 18"H

A) MAR001 (white vinyl)

B) MAR005 (red fabric)

C) MAR009

(pear yellow fabric)

D) MAR007 (plum fabric)

E) MAR010 (blue fabric)

F) MAR002 (gray fabric)

G) MAR006

(rose quartz fabric)

H) MAR003 (linen fabric)

I) MAR004

(raspberry fabric)

J) MAR008

(meadow green fabric)

Accent Tables

ALONDRA

Cocktail Table

47"L 24"D 16"H

A) ALC100 (glass, chrome)

B) ALC200 (wood, chrome)

A.



B.



C.



D.



ALONDRA

End Table

20"L 20"D 20"H

C) ALE100 (glass, chrome)

D) ALE200 (wood, chrome)

GEO

Cocktail Table

50"L 22"D 16"H

A) C1C (glass, chrome)

B) C1FWB (wood, black)

A.



B.



C.



D.



GEO

End Table

26"L 26"D 20"H

C) E1C (glass, chrome)

D) E1FWB (wood, black)

Styles & Shapes

Available in Power 



SYDNEY

(brushed steel)

Cocktail Tables

48"L 26"D 18"H

A) C1W (white)

C1WP (Powered)

B) C1Y (black)

C1YP (Powered)

End Tables

27"L 23"D 22"H

C) E1W (white)

D) E1Y (black)

REGIS

(brushed metal)

E) REGBEN Bench Table

47"L 15.5"D 16"H

F) REGOTT End Table

16"L 15.5"D 16.5"H

SILVERADO

(glass, chrome)

G) E1E End Table

24" Round 22"H

H) C1E Cocktail Table

36" Round 17"H

OLIVER

(walnut finish)

I) EOLI End Table

22" Round 22"H

J) COLI Cocktail Table

47"L 27"D 19"H

RUSTIC

(wood)

K) ETBL E-Table

21"L 15.5"D 27.5"H

L) TMBTBL Timber Table

16" Round 17"H

M) AURA

Aura Round Table

(white metal)

15" Round 22"H

N) CUBTBL Edge LED
Cube Table

(plexi top, white plastic)

20"L 20"D 20"H

A/C power only



Café Tables



A) 30MAHC Madison Hydraulic Café Table
(chrome base, gray acajou top)
30" RND 29"H

B) MALGRN Malba Chair
(green)
20"L 20"D 32"H



30" Round Café Tables
Standard Black Base

30" Round 29"H

A) ZTH (liquid steel blue top)

B) ZTB (red top)

Hydraulic Chrome Base
30" Round 29"H

C) 30WHHC (white laminate top)

D) 30STHC (silver textured)

E) CS4 Syntax Chair
(black, chrome)
23"L 19"D 32.25"H

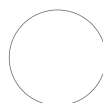


Customize And Create

Choose your base, black or chrome, then pick a color that suits your design.



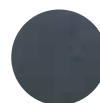
MAPLE



WHITE LAMINATE



SILVER TEXTURED



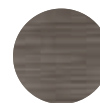
GRAPHITE NEBULA



LIQUID STEEL BLUE



RED



MADISON/GRAY ACAJOU



A.



B. | G.



C. | H.



D. | F.



E.



I.



J. | N.



K. | O.



L.



M.

Café Tables

Standard Black Base
30" Round 29"H

- A) ZTG (silver textured)
- B) ZTJ (graphite nebula)
- C) ZTK (maple)
- D) 30WH29 (white laminate)
- E) ZTA (Madison/gray acajou)

36" Round 29"H

- F) ZTQ (white laminate)
- G) ZTN (graphite nebula)
- H) ZTP (maple)

Café Tables

Hydraulic Chrome Base
30" Round 29"H

- I) 30SBHC (liquid steel blue)
- J) 30GRHC (graphite nebula)
- K) 30MTHC (maple)
- L) 30BRHC (red)

36" Round 29"H

- M) 36WTHC (white laminate)
- N) 36GRHC (graphite nebula)
- O) 36MTHC (maple)

Mix & Match

Create the ultimate look. Choose from a wide variety of colorful Group Seating for the perfect style.

- A) ZENCHR Zenith Chair (white, chrome) 18.25"L 22"D 32"H
- B) DUET Duet Chair (black, chrome) 21"L 23"D 33"H



Bar Tables



A) 30WHHB
30" Round Bar Table
(white laminate top, chrome hydraulic base)
30" RND 45"H
B) APS12
Apex Barstools
(blue ultra suede)
21"L 21"D 33"H

C) 30SBHB
30" Round Bar Table
(liquid steel blue top, chrome hydraulic base)
30" RND 45"H

D) LMBAR
Laguna Barstool (maple, chrome)
18"L 20"D 47"H



E) RSTSQT
Rustique Square Metal Bar Table
(gunmetal)
23.75"L 23.75"D 41.25"H

F) RSTSTL
Rustique Barstool
(gunmetal)
13"L 13"D 30"H

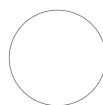


Customize And Create

Choose your base, black or chrome, then pick a color that suits your design.



MAPLE



WHITE LAMINATE



SILVER TEXTURED



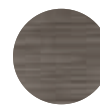
GRAPHITE NEBULA



LIQUID STEEL BLUE



RED



MADISON/GRAY ACAJOU



A. | I.



B. | J.



C.



D.



E. | H.



F.



G.



K. | P.



L. | Q.



M.



N.



O.

Bar Tables

Standard Black Base

30" Round 42"H

A) VTJ (graphite nebula)

B) VTK (maple)

C) VTG (silver textured)

D) VTB (red)

E) 30WH42 (white laminate)

F) VTH (liquid steel blue)

G) VTA (Madison/

gray acajou)

36" Round 42"H

H) VTW (white laminate)

I) VTN (graphite nebula)

J) VTP (maple)

Bar Tables

Hydraulic Chrome Base

30" Round 45"H

K) 30GRHB (graphite nebula)

L) 30MTHB (maple)

M) 30STHB (silver textured)

N) 30BRHB (red)

36" Round 45"H

O) 36WTHB (white laminate)

P) 36GRHB (graphite nebula)

Q) 36MTHB (maple)

Style & Design

Create the right look. Choose from a wide variety of Bar Table heights and colors for the perfect look.

R) 30MAHB 30" Round Bar Table w/Hydraulic Chrome Base
(Madison/gray acajou) 30" RND 45"H

S) ZENBAR Zenith Barstool (white, chrome) 19"L 20"D 44"H



Barstools



LIFT BARSTOOLS

15" Round 23–33.5"H

A) ROLLWH (white vinyl)

B) ROLLRD (red vinyl)

C) ROLLBL (black vinyl)

D) ROLLGY (gray vinyl)

Styles & Shapes



A.



B.



C.



D.



E.



F.



G.



H.



I.



J.



K.



L.



M.



N.

Apex Barstools

21"L 21"D 33"H

A) APS08 (black vinyl)

B) APS59 (red vinyl)

C) APS75 (white vinyl)

D) APS12 (blue ultra suede)

Zoey Barstools

15"L 16"D 30-34.75"H

E) BS002 (white, chrome)

F) BS003 (black, chrome)

Banana Barstools

21"L 22"D 41.75

G) BSS (black, chrome)

H) BST (white, chrome)

Oslo Barstools

17"L 20"D 45"H

I) BSD (blue)

J) BSC (white)

K) XBAR Christopher Barstool

(white vinyl, chrome)

19"L 15"D 41"H

L) BS001 Shark Barstool

(white, chrome)

22"L 19"D 34-44"H

M) BSR Syntax Barstool

(black, chrome)

23"L 19"D 43.25"H

N) RSTSTL Rustique Barstool

(gunmetal)

13"L 13"D 30"H

Mix & Match

Create the ultimate look. Choose from a wide variety of select Bar Seating for the perfect style.

O) ZENBAR Zenith Barstool (white, chrome) 19"L 20"D 44"H

P) LMBAR Laguna Barstool (maple, chrome) 18"L 20"D 47"H



O.



P.

Conference Tables



PWRUSB

Powered Conference Table Module
(black) 5"L 2.25"D 2"H

Includes 2 AC and 2 USB outlets. Available for all conference tables except the Geo, Merlin, Atomic and Work Tables.



A.

B.

C.

42" Round Conference Table

42"RND 29"H

A) CONF42 (white laminate)

B) CB1 (graphite nebula)

C) CB8 (Madison/gray acajou)

E.

D.

F.

MADISON

(Madison/gray acajou)

D) MADC05 5' Table

60"L 48"D 29"H

E) MADC08 8' Table

96"L 60"D 29"H

F) MADC10 10' Table

120"L 48"D 29"H

Styles & Shapes

A.



C.



D.



E.



F.



G.



H.



I.



J.



K. | L.



M.



Atomic Round Tables

(glass, chrome)

A) 42ATO 42"RND 30"H
(not shown)

36ATO 36"RND 30"H

Geo Rounded Square Tables

42"L 42"D 29"H

C) CE1 (glass, chrome)

D) CF1 (glass, black)

Geo Rectangular Tables

60"L 36"D 29"H

E) CF2 (glass, black)

D) CE2 (glass, chrome)

G) MERLIN Merlin Multi Use Table

(gray laminate, black)

46"L 29"D 30"H

H) WD3 Work Table

(white laminate, white)

48"L 24"D 30"H

Conference Tables

(graphite nebula)

I) CB3 8'

96"L 48"D 29"H

J) CB2 6'

72"L 42"D 29"H

Conference Tables

(granite)

K) C508GR 8'

96"L 44"D 29"H

L) CT10GR 10'

120"L 46"D 29"H

M) CT06GR 6'

72"L 36"D 29"H

Mix & Match

N) PROEXB Pro Executive High Back Chair (black vinyl) 25"L 24"D 48"H Adjustable.

O) PROMID Pro Executive Mid Back Chair (white vinyl) 24"L 22"D 40"H Adjustable.

N.



O.



Executive Seating

A.



Pro Executive High Back Chair

25"L 24"D 48"H Adjustable.
A) PROEXE (white classic vinyl)
B) PROEXB (black vinyl)

B.



PROMDB Pro Executive Mid Back Chair
(black vinyl)
24"L 22"D 40"H Adjustable



PROMID Pro Executive Mid White Chair
(white vinyl)
24"L 22"D 40"H Adjustable



PROGB Pro Executive Guest Chair
(black vinyl)
24"L 22"D 36"H



SY1 Altura Steno Chair
(black crepe)
25"L 26"D 21"H

Communal and Powered Tables

Denotes AC and USB
charging outlets



(ADAPT W)

Charging adapters
are available to rent
for all Powered
Table Products.

Ventura BAR TABLES

Choose from Powered, Solid or Grommet Hole Table Tops.



A.



POWERED
DETAIL

B.

C.

Ventura Powered Bar Tables



(silver frame)
72.25"L 26.25"D 42"H

A) VNTBLK (black top)
VNTWHT (white top)

Ventura Communal Bar Tables

(silver frame)
72.25"L 26.25"D 42"H

Maple Top
B) VNTMNP (solid)
VNTBMW (grommets)

White Top
C) VNTBWW (grommets)
VNTWNP (solid)

Black Top
VNTBNP (solid)

Table Top Options

Colors not available in all table options.
Please check options listed to the right.



BLACK



WHITE



MAPLE

G30 CAFÉ TABLES



A.



POWERED
DETAIL

B.

C.

D.

E.

G30 Powered Café Tables



72"L 26"D 30"H.

A) G30DWP
(silver frame, white top)

G30 Communal Café Tables

(silver frame)
72"L 26"D 30"

Maple Top
B) G30DMS (solid)
C) G30DMW (grommets)

White Top
D) G30DWS (solid)
E) G30DWW (grommets)

Office Essentials

MADISON

A) JD8 Madison Executive Desk

(gray acajou) 60"L 30"D 29"H

B) CR8 Madison Credenza

(gray acajou) 60"L 20"D 29"H

C) PROMDB Pro Executive
Mid Back Chair

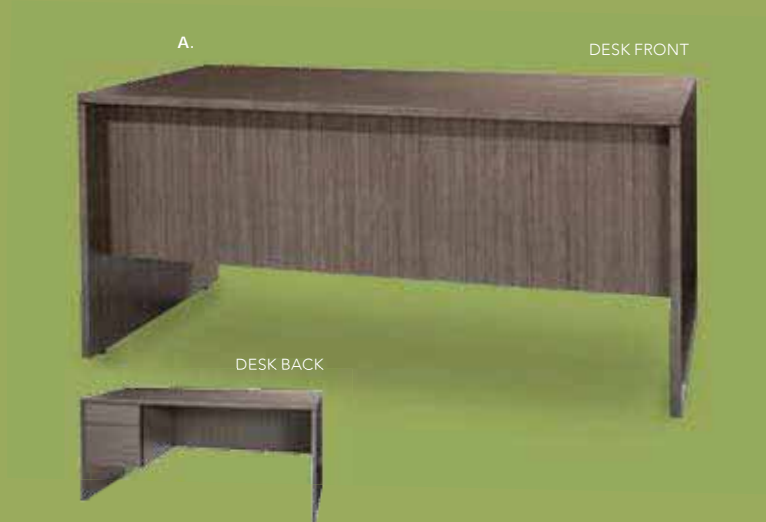
(black vinyl)

24"L 22"D 40"H Adjustable

D) PROEXE Pro Executive
High Back Chair

(white classic vinyl)

25"L 24"D 48"H Adjustable



TECH COLLECTION



Denotes AC and USB charging outlets

A. 



POWERED
DETAIL

A) TECH3B Tech Desk, Powered, w/3 Drawer File Cabinet

(black metal, laminate)
60"L 30"D 30"H

B) TECH Tech Desk, Powered

(black metal, laminate)
60"L 30"D 30"H

C) TECH3 3 Drawer File Cabinet on Castors

(black metal, laminate)
16"L 20"D 28"H

B. 



C.



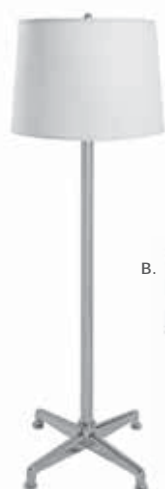
D.

Charging Adapters
D) ADAPT B (black)

Charging adapters are available to rent for all powered products.

LIGHTING & PRODUCT DISPLAY

A.



B.



C.



D.



ACCENT LAMPS

MASON LAMPS
(brushed silver)

A) LA15 Floor Lamp
18" Round 55"H

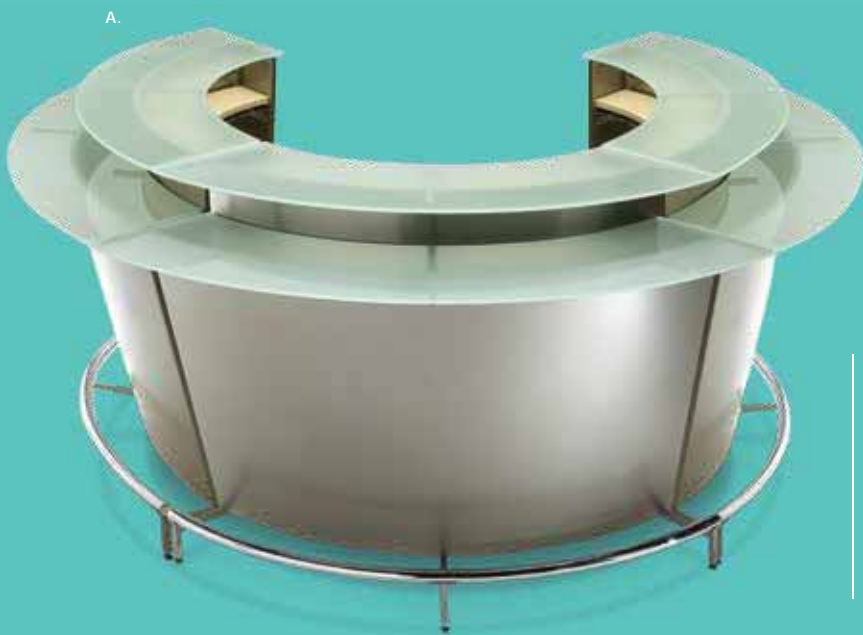
B) LA14 Table Lamp
16" Round 26"H

SHELVING

C) PSHCCS
Posh Shelving
(Chrome, Acrylic)
36"L 18"D 72"H

D) BC8
Madison Bookcase
(gray acajou)
36"L 12"D 72"H

Show Essentials



MARTINI BAR

A) BRC Martini Bar Circle
Comprised of three BR1 Martini Bars
100"L 100"D 45"H

B) BR1 Martini Bar
(gray metal, frosted glass top)
67"L 22"D 45"H

REFRIGERATORS

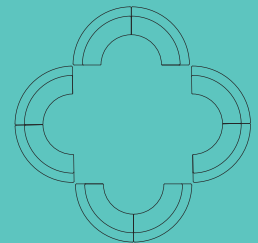


C) R1R Large
(White, 14.0 cubic feet)
28"L 28"D 64"H

D) R1Q Small
(White, 4.0 cubic feet)
20"L 22"D 33"H



Suggested Uses of Martini Bar



LIGHTED PRODUCTS

LED light available in white, red, green, blue and rolling color.



A.



B.

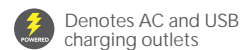
A) CUBL20 Edge LED Cube Ottoman

(white plastic)
20"L 20"D 20"H
A/C power only

B) CUBTBL Edge LED Cube Table

(plexi top, white plastic)
20"L 20"D 20"H
A/C power only

MOBILE TABLET STANDS & ACCESSORIES



A.

B.



C.

D.

E.

TABLET STANDS

A) TBSTND (black)
14"L 13"D 44.5"H

B) TBSTDW (white)
14"L 13"D 44.5"H

ACCESSORIES

C) TBBCHR
Brochure Holder
(black)
8.625"L 1.1"D 11.325"H

D) TBSHLF
Charging Shelf
(black)
14.85"L 7.17"D 1"H

E) TBPNTR
Wireless Printer Holder
(black)
3.3"L 1.9"D 5.28"H



SELECTION



DESIGN

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SOLUTIONS



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CORT Trade Show Furnishings is proud to offer this collection of the highest quality, design-oriented furnishings. Our nationwide distribution and professional staff is dedicated to the success of your exhibit. Make CORT Trade Show Furnishings your furniture solution.



DELIVERY INFORMATION			
Show Name:			
Contractor:	Heritage Trade Show Services		
Booth Number:		Show Date:	
Venue:			

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Heritage Trade Show Services
620 Shenandoah Ave.
St. Louis, MO 63104
Email: Exhibitor.Services@HeritageSVS.com
Phone: 314-534-8500
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ORDER INFORMATION	
Exhibiting Co:	
Address:	
City, State, Zip:	
Phone:	
Fax:	
Contact:	
Email:	
Authorized By:	

PRICING & PAYMENT INFORMATION	
Advance Price Deadline Date:	
Sales Tax Rate:	
Order Total from Pages 1 and 2: \$	
PLEASE INCLUDE THE HERITAGE METHOD OF PAYMENT FORM WHEN YOU SUBMIT YOUR ORDER FORMS.	

LATE ORDERS: Orders received within 7 days prior to show opening are subject to a 30% late order fee.

CANCELLATIONS: If cancelled within 14 days prior to move-in, a 50% charge will be applied. Cancellations made after move-in begins receive no refund.

CODE	QTY	ITEM	ADVANCE	STANDARD	TOTAL:	CODE	QTY	ITEM	ADVANCE	STANDARD	TOTAL:
30BRHB.		30" Round Bar Table - Red Top w/ Hydraulic Base	\$ 324.80	\$ 422.24		DUET.		Duet Stack Chair	\$ 77.00	\$ 100.10	
30BRHC.		30" Round Café Table - Brushed Red Top w/ Hydraulic Chrome Base	\$ 323.40	\$ 420.42		BS001.		Shark Barstool	\$ 344.40	\$ 447.72	
30GRHB.		30" Round Bar Table - Graphite Nebula Top w/ Hydraulic Base	\$ 324.80	\$ 422.24		BS002.		Zoey Barstool	\$ 316.40	\$ 411.32	
30GRHC.		30" Round Café Table - Graphite Nebula Top w/ Hydraulic Chrome Base	\$ 323.40	\$ 420.42		BS003.		Zoey Barstool (Black)	\$ 316.40	\$ 411.32	
30MAHB.		30" Round Bar Table - Madison Gray Acajou Top w/ Hydraulic Chrome Base	\$ 315.00	\$ 409.50		BSC.		White Oslo Barstool	\$ 284.20	\$ 369.46	
30MAHC.		30" Round Café Table, Madison Gray Acajou Top w/ Hydraulic Chrome Base	\$ 315.00	\$ 409.50		BSD.		Blue Oslo Barstool	\$ 284.20	\$ 369.46	
30MTHB.		30" Round Bar Table - Maple Top w/ Hydraulic Chrome Base	\$ 323.40	\$ 420.42		BSR.		Syntax Barstool, Black/Chrome	\$ 236.60	\$ 307.58	
30MTHC.		30" Round Café Table - Maple Top w/ Hydraulic Chrome Base	\$ 324.80	\$ 422.24		BSS.		Black Banana Barstool	\$ 267.40	\$ 347.62	
30SBHB.		30" Round Bar Table - Liquid Steel Blue Top w/ Hydraulic Base	\$ 359.80	\$ 467.74		BST.		White Banana Barstool	\$ 267.40	\$ 347.62	
30SBHC.		30" Round Café Table - Liquid Steel Blue Top w/ Hydraulic Chrome Base	\$ 324.80	\$ 422.24		BVLYBK		Beverly Bench Ottoman Black	\$ 409.05	\$ 531.77	
30STHB.		30" Round Bar Table - Silver Textured Top w/ Hydraulic Base	\$ 323.40	\$ 420.42		BVLYBN		Beverly Bench Ottoman Brown	\$ 409.05	\$ 531.77	
30STHC.		30" Round Café Table - Silver Textured Top w/ Hydraulic Chrome Base	\$ 352.80	\$ 458.64		BVLYGR		Beverly Bench Ottoman Gray	\$ 409.05	\$ 531.77	
30WH29		30" Round Café Table w/ Standard Black Base	\$ 241.65	\$ 314.15		BVLYLN		Beverly Bench Ottoman Linen	\$ 409.05	\$ 531.77	
30WH42		30" Round Bar Table w/ Standard Black Base	\$ 264.60	\$ 343.98		BVLYOB		Beverly Bench Ottoman Ocean Blue	\$ 409.05	\$ 531.77	
30WHHB		30" Round Bar Table w/ Hydraulic Base	\$ 329.40	\$ 428.22		BVLYRD		Beverly Bench Ottoman Red	\$ 409.05	\$ 531.77	
30WHHC		30" Round Café Table w/ Hydraulic Base	\$ 329.40	\$ 428.22		BVLYWH		Beverly Bench Ottoman White	\$ 409.05	\$ 531.77	
36ATO		Atomic 36" Round Table	\$ 322.65	\$ 419.45		C1C.		Chrome Geo Cocktail Table with Glass	\$ 273.00	\$ 354.90	
36GRHB.		36" Round Bar Table - Graphite Nebula Top w/ Hydraulic Base	\$ 355.60	\$ 462.28		C1E.		Silverado Cocktail Table with Glass	\$ 303.80	\$ 394.94	
36GRHC.		36" Round Café Table - Graphite Nebula Top w/ Hydraulic Chrome Base	\$ 352.80	\$ 458.64		C1FWB.		Geo Cocktail Table, Wood/Black	\$ 308.00	\$ 400.40	
36MTHB.		36" Round Bar Table - Maple Top w/ Hydraulic Base	\$ 355.60	\$ 462.28		C1W.		White Sydney Cocktail Table	\$ 305.20	\$ 396.76	
36MTHC.		36" Round Café Table - Maple Top w/ Hydraulic Chrome Base	\$ 352.80	\$ 458.64		C1WP.		White Sydney Cocktail Table, Powered	\$ 386.40	\$ 502.32	
36WTHB.		36" Round Bar Table - White Laminate Top w/ Hydraulic Base	\$ 355.60	\$ 462.28		C1Y.		Black Sydney Cocktail Table	\$ 305.20	\$ 396.76	
36WTHC.		36" Round Café Table - White Laminate Top w/	\$ 355.60	\$ 462.28		C1YP.		Black Sydney Cocktail Table, Powered	\$ 386.40	\$ 502.32	
42ATO		Atomic 42" Round Table	\$ 322.65	\$ 419.45		C508GR.		8" Table	\$ 586.60	\$ 762.58	
ADAPT.B.		Charging Adapter (Black)	\$ 25.20	\$ 32.76		CB1.		42" Round Graphite Conference Table	\$ 415.80	\$ 540.54	
ADAPT.W.		Charging Adapter (White)	\$ 351.40	\$ 456.82		CB2.		6" Graphite Conference Table	\$ 497.00	\$ 646.10	
ALC100.		Alondra Cocktail Table, Glass/Chrome	\$ 351.40	\$ 456.82		CB3.		8" Graphite Conference Table	\$ 586.60	\$ 762.58	
ALC200.		Alondra Cocktail Table, Wood/Chrome	\$ 253.40	\$ 329.42		CB8.		42" Round Conference Table, Madison Gray Acajou	\$ 180.04	\$ 234.05	
ALE100.		Alondra End Table, Glass/Chrome	\$ 253.40	\$ 329.42		CCE.		Ice Chair	\$ 238.00	\$ 309.40	
ALE200.		Alondra End Table, Wood/Chrome	\$ 240.80	\$ 313.04		CE1.		Square Round Chrome Geo Conference Table	\$ 344.40	\$ 447.72	
APS08.		Black Vinyl Apex Barstool	\$ 240.80	\$ 313.04		CE2.		Chrome Geo Conference Table	\$ 488.60	\$ 635.18	
APS59.		Red Vinyl Apex Barstool	\$ 240.80	\$ 313.04		CF1.		Square Round Black Geo Conference Table	\$ 344.40	\$ 447.72	
APS75.		White Vinyl Apex Barstool	\$ 240.80	\$ 313.04		CF2.		Black Geo Conference Table	\$ 488.60	\$ 635.18	
AURA.		Aura Round Table	\$ 156.80	\$ 203.84		CH002.		Wendy Chair	\$ 124.60	\$ 161.98	
BC8.		Madison Bookcase, Gray Acajou	\$ 460.60	\$ 598.78		CHR002.		Allegro Chair	\$ 530.60	\$ 689.78	
BCHWHT		Baja Chair	\$ 569.70	\$ 740.61		CHRPWR.		Roma Chair, Powered	\$ 681.80	\$ 886.34	
BCW.		White Madrid Chair	\$ 698.60	\$ 908.18		COLI.		Oliver Cocktail Table	\$ 259.00	\$ 336.70	
BLVWHT		Baja Loveseat	\$ 834.30	\$ 1,084.59		CONF42.		42" Round Table	\$ 415.80	\$ 540.54	
BNQ417.		Full Banquet, Powered, White Vinyl	\$ 2,412.20	\$ 3,135.86		CR8.		Madison Credenza, Gray Acajou	\$ 539.00	\$ 700.70	
BNQ7.		Quarter Curve Ottoman, White Vinyl	\$ 518.00	\$ 673.40		CS4.		Syntax Chair, Black/Chrome	\$ 217.00	\$ 282.10	
BNQR17.		Ottoman Ring, White Vinyl	\$ 1,855.00	\$ 2,411.50		CS8.		Black Berlin Stacking Chair	\$ 133.00	\$ 172.90	
BNQTL7.		Center Cone, Powered, White Vinyl	\$ 760.20	\$ 988.26		CS9.		Red Berlin Stacking Chair	\$ 133.00	\$ 172.90	
BR1.		Martini Bar	\$ 1,415.40	\$ 1,840.02		CT06GR.		6 Foot Rectangle Granite Conference Table	\$ 509.60	\$ 662.48	
BRC.		Martini Bar Circle	\$ 4,075.40	\$ 5,298.02		OTS.		South Beach Wedge Ottoman	\$ 343.00	\$ 445.90	
CT10GR.		10' Rectangle Granite Conference Table	\$ 880.60	\$ 1,144.78		PDL36B.		Powered Locking Pedestal, 36" (Black)	\$ 544.60	\$ 707.98	
CUBL20.		Edge LED Cube Ottoman	\$ 207.20	\$ 269.36		PDL36W.		Powered Locking Pedestal, 36" (White)	\$ 544.60	\$ 707.98	
CUBTBL.		Edge LED Cube Table	\$ 208.60	\$ 271.18		PDL42B.		Powered Locking Pedestal, 42" (Black)	\$ 648.20	\$ 842.66	

CODE	QTY	ITEM	ADVANCE	STANDARD	TOTAL:	CODE	QTY	ITEM	ADVANCE	STANDARD	TOTAL:
E1C.		Chrome Geo End Table with Glass	\$ 267.40	\$ 347.62		R1R.		White Standard Refrigerator	\$ 940.80	\$ 1,223.04	
E1E.		Silverado End Table with Glass	\$ 278.60	\$ 362.18		REGBEN.		Regis Bench/Table	\$ 310.80	\$ 404.04	
E1FWB.		Geo End Table, Wood/Black	\$ 267.40	\$ 347.62		REGOTT.		Regis End Table	\$ 222.60	\$ 289.38	
E1W.		White Sydney End Table	\$ 267.40	\$ 347.62		ROLLBL.		Black Lift Barstool	\$ 231.00	\$ 300.30	
E1Y.		Black Sydney End Table	\$ 267.40	\$ 347.62		ROLLGY.		Gray Lift Barstool	\$ 231.00	\$ 300.30	
END01B.		Black Endless Curved Ottoman	\$ 452.20	\$ 587.86		ROLLRD.		Red Lift Barstool	\$ 231.00	\$ 300.30	
END01W.		White Endless Curved Ottoman	\$ 452.20	\$ 587.86		ROLLWH.		White Lift Barstool	\$ 231.00	\$ 300.30	
END02B.		Black Endless Square Ottoman	\$ 387.80	\$ 504.14		RSTDIN.		Rustique Chair w/ arms	\$ 158.20	\$ 205.66	
END02W.		White Endless Square Ottoman	\$ 387.80	\$ 504.14		RSTSQT.		Rustique Square Metal Bar Table	\$ 278.10	\$ 361.53	
EOLI.		Oliver End Table	\$ 224.00	\$ 291.20		RSTSTL.		Rustique Barstool	\$ 144.20	\$ 187.46	
ETBL.		E Table	\$ 193.20	\$ 251.16		SAL.		Sally Stool/Ottoman	\$ 96.60	\$ 125.58	
FAIRCW.		Fairfax Chair	\$ 371.00	\$ 482.30		SC10.		Razor Armless Chair	\$ 91.00	\$ 118.30	
FAIRSW.		Fairfax Sofa	\$ 513.80	\$ 667.94		SC3.		Black Brewer Chair	\$ 183.40	\$ 238.42	
G30BMS.		G30 Communal Bar Table (Maple)	\$ 721.00	\$ 937.30		SFA002.		Allegro Sofa	\$ 757.40	\$ 984.62	
G30BMW.		G30 Communal Bar Table w/ Grommet Holes	\$ 721.00	\$ 937.30		SFAPWR.		Roma Sofa, Powered	\$ 1,093.40	\$ 1,421.42	
G30BWW.		G30 Communal Bar Table w/ Grommet Holes (White)	\$ 721.00	\$ 937.30		SO1.		South Beach Sofa	\$ 721.00	\$ 937.30	
G30CMS.		G30 Communal Cocktail Table (Maple)	\$ 403.20	\$ 524.16		SO2.		South Beach Sofa Set	\$ 1,722.00	\$ 2,238.60	
G30CMW.		G30 Communal Cocktail Table w/ Grommet Holes	\$ 403.20	\$ 524.16		SWAN.		Swanson Swivel Chair	\$ 389.20	\$ 505.96	
					SY1.		Altura Steno Chair	\$ 217.00	\$ 282.10		
G30CWS.		G30 Communal Cocktail Table (White)	\$ 403.20	\$ 524.16		TANCHR.		Tangiers Chair	\$ 466.20	\$ 606.06	
G30CWW.		G30 Communal Cocktail Table w/ Grommet Holes (White)	\$ 403.20	\$ 524.16		TANLOV.		Tangiers Loveseat	\$ 702.00	\$ 912.60	
G30DMS.		G30 Communal Café Table (Maple)	\$ 576.80	\$ 749.84		TANSOF.		Tangiers Sofa	\$ 725.20	\$ 942.76	
G30DMW.		G30 Communal Cafe Table w/ Grommet Holes	\$ 576.80	\$ 749.84		TBBCHR.		Brochure Holder	\$ 68.60	\$ 89.18	
G30DWP.		G30 Powered Communal Café Table (White)	\$ 659.40	\$ 857.22		TBPNTR.		Wireless Printer Holder	\$ 68.60	\$ 89.18	
G30DWS.		G30 Communal Café Table (White)	\$ 576.80	\$ 749.84		TBSHLF.		Charging Shelf	\$ 68.60	\$ 89.18	
G30DWW.		G30 Communal Cafe Table w/ Grommet Holes (White)	\$ 576.80	\$ 749.84		TBSTDW.		White Mobile Tablet Stand	\$ 147.00	\$ 191.10	
HOPCH.		Hopi Chair, Gray Linen	\$ 250.60	\$ 325.78		TBSTND.		Black Mobile Tablet Stand	\$ 147.00	\$ 191.10	
HOPLV.		Hopi Loveseat, Gray Linen	\$ 392.00	\$ 509.60		TECH.		Tech Desk, Powered	\$ 492.80	\$ 640.64	
HS008.		Heathrow Sectional	\$ 1,902.60	\$ 2,473.38		TECH3.		3 Drawer File Cabinet on Castors	\$ 156.80	\$ 203.84	
JD8.		Madison Executive Desk, Gray Acajou	\$ 637.00	\$ 828.10		TECH3B.		Tech Desk, Powered w/ 3 Drawer File Cabinet	\$ 603.40	\$ 784.42	
KEYCHR.		Key Largo Chair	\$ 336.00	\$ 436.80		TMBTBL.		Timber Table	\$ 186.20	\$ 242.06	
KEYLOV.		Key Largo Loveseat	\$ 394.80	\$ 513.24		VIB01.		Vibe Cube Ottoman - Green	\$ 147.00	\$ 191.10	
KEYSOF.		Key Largo Sofa	\$ 518.00	\$ 673.40		VIB02.		Vibe Cube Ottoman - Blue	\$ 147.00	\$ 191.10	
LA14.		Mason Table Lamp	\$ 155.40	\$ 202.02		VIB03.		Vibe Cube Ottoman - Pink	\$ 147.00	\$ 191.10	
LA15.		Mason Floor Lamp	\$ 238.00	\$ 309.40		VIB04.		Vibe Cube Ottoman - Red	\$ 147.00	\$ 191.10	
LABREA.		La Brea Swivel Chair	\$ 448.00	\$ 582.40		VIB05.		Vibe Cube Ottoman - Yellow	\$ 147.00	\$ 191.10	
LMBAR.		Laguna Barstool, Maple/Chrome	\$ 196.00	\$ 254.80		VIB06.		Vibe Cube Ottoman - Gold	\$ 147.00	\$ 191.10	
LMCHR.		Laguna Chair, Maple/Chrome	\$ 155.40	\$ 202.02		VIB07.		Vibe Cube Ottoman - Beige	\$ 147.00	\$ 191.10	
MADC05.		5' Madison Table, Madison Gray Acajou	\$ 505.40	\$ 657.02		VIB08.		Vibe Cube Ottoman - Orange	\$ 147.00	\$ 191.10	
MADC08.		8' Madison Table, Gray Acajou	\$ 1,009.40	\$ 1,312.22		VIB09.		Vibe Cube Ottoman - White	\$ 147.00	\$ 191.10	
MADC10.		Madison 10' Table	\$ 1,009.40	\$ 1,312.22		VIB10.		Vibe Cube Ottoman - Black	\$ 147.00	\$ 191.10	
MADGRY.		Madden Arm Chair	\$ 462.00	\$ 600.60		VIB11.		Vibe Cube Ottoman - Steel Blue	\$ 147.00	\$ 191.10	
MALGRN.		Malba Chair, Green	\$ 119.00	\$ 154.70		VIB12.		Vibe Cube Ottoman - Silver	\$ 147.00	\$ 191.10	
MALGRY.		Malba Chair, Gray	\$ 119.00	\$ 154.70		VIB13.		Vibe Cube Ottoman - Purple	\$ 147.00	\$ 191.10	
MAR001.		Marche Swivel, White Vinyl	\$ 196.00	\$ 254.80		VNTBLK.		Ventura Communal Bar Table, Powered	\$ 803.25	\$ 1,044.23	
MAR002.		Marche Swivel, Gray Fabric	\$ 196.00	\$ 254.80		VNTBMW.		Ventura Communal Bar Table w/ Grommet Holes	\$ 695.25	\$ 903.83	
MAR003.		Marche Swivel, Linen Fabric	\$ 196.00	\$ 254.80		VNTBNP.		Ventura Communal Bar Table	\$ 695.25	\$ 903.83	
MAR004.		Marche Swivel, Raspberry Fabric	\$ 196.00	\$ 254.80		VNTBWW.		Ventura Communal Bar Table w/ Grommet Holes	\$ 695.25	\$ 903.83	
MAR005.		Marche Swivel, Red Fabric	\$ 196.00	\$ 254.80		VNTMNP.		Ventura Communal Bar Table	\$ 695.25	\$ 903.83	
MAR006.		Marche Swivel, Rose Quartz Fabric	\$ 196.00	\$ 254.80		VNTWHT.		Ventura Communal Bar Table, Powered	\$ 803.25	\$ 1,044.23	
MAR007.		Marche Swivel, Plum Fabric	\$ 196.00	\$ 254.80		VNTWNP.		Ventura Communal Bar Table	\$ 695.25	\$ 903.83	
MAR008.		Marche Swivel, Meadow Green Fabric	\$ 196.00	\$ 254.80		VTA.		30" Round Bar Table - Madison Gray Acajou Top w// Standard Black Base	\$ 259.00	\$ 336.70	
MAR009.		Marche Swivel, Pear Yellow Fabric	\$ 196.00	\$ 254.80		VTB.		30" Round Bar Table - Red Top w/ Black Base	\$ 266.00	\$ 345.80	
MAR010.		Marche Swivel, Blue Fabric	\$ 196.00	\$ 254.80		VTG.		30" Round Bar Table - Silver Textured Top w/ Black Base	\$ 266.00	\$ 345.80	
MERLIN.		Merlin Multi Use Table	\$ 373.80	\$ 485.94		VTH.		30" Round Bar Table - Steel Blue Top w/ , Standard Black Base	\$ 267.40	\$ 347.62	
MNCHCC.		Munich Corner Chair	\$ 572.40	\$ 744.12		VTJ.		30" Round Bar Table - Nebula Top w/ Black Base	\$ 266.00	\$ 345.80	
MNCHCH.		Munich Armless Chair	\$ 472.50	\$ 614.25		VTK.		30" Round Bar Table - Maple Top w/ Black Base	\$ 266.00	\$ 345.80	
MNCHLV.		Munich Armless Loveseat	\$ 839.70	\$ 1,091.61		VTN.		36" Round Bar Table - Graphite Nebula Top w/ Black Base	\$ 288.40	\$ 374.92	
MNCHSC.		Munich Sectional, 3 Pc.	\$ 1,884.60	\$ 2,449.98		VTP.		36" Round Bar Table - Maple Top w/ Black Base	\$ 288.40	\$ 374.92	
NPLCHP.		Naples Chair, Powered	\$ 681.80	\$ 886.34		VTW.		36" Round Bar Table - White Laminate Top w/ Black Base	\$ 288.40	\$ 374.92	
NPLCHR.		Naples Chair	\$ 631.40	\$ 820.82		WD3.		Work Table	\$ 358.40	\$ 465.92	
NPLLOP.		Naples Loveseat, Powered	\$ 949.20	\$ 1,233.96		WHT12.		Half Bench Ottoman, White Vinyl	\$ 394.63	\$ 513.01	
NPLLOV.		Naples Loveseat	\$ 757.40	\$ 984.62		XBAR.		Christopher Barstool	\$ 193.20	\$ 251.16	
NPLSOF.		Naples Sofa	\$ 905.80	\$ 1,177.54		XC1.		Luxor Highback Executive Chair	\$ 435.40	\$ 566.02	
NPLSOP.		Naples Sofa, Powered	\$ 1,093.40	\$ 1,421.42		XC2.		Luxor Midback Executive Chair	\$ 407.40	\$ 529.62	
OCB.		Key West Chair	\$ 432.60	\$ 562.38		XC3.		Luxor Guest Chair	\$ 365.40	\$ 475.02	
OCH.		Black Madrid Chair	\$ 786.80	\$ 1,022.84		XC6.		Altura Guest Chair	\$ 334.60	\$ 434.98	
OCMESP.		Meeting Chair (Espresso)	\$ 299.60	\$ 389.48		XCHR.		Christopher Chair	\$ 110.60	\$ 143.78	
OCMTAU.		Meeting Chair (Taupe)	\$ 295.40	\$ 384.02		ZENBAR.		Zenith Barstool, White/Chrome	\$ 173.60	\$ 225.68	
OCMWHIT.		Meeting Chair (White)	\$ 271.60	\$ 353.08		ZENCHR.		Zenith Chair, White/Chrome	\$ 175.00	\$ 227.50	
PDL42W.		Powered Locking Pedestal, 42" (White)	\$ 648.20	\$ 842.66		ZTA.		30" Round Café Table, Standard Black Base, Madison Gray Acajou Top	\$ 243.60	\$ 316.68	
PROEXB.		Pro Executive High Back Chair (Black)	\$ 390.60	\$ 507.78		ZTB.		30" Round Café Table - Red Top w/ Black Base	\$ 243.60	\$ 316.68	
PROEXE.		Pro Executive High Back Chair (White)	\$ 390.60	\$ 507.78		ZTG.		30" Round Café Table - White Laminate Top w/ Black Base	\$ 243.60	\$ 316.68	
PROGB.		Madison 10' Table	\$ 273.00	\$ 354.90		ZTH.		30" Round Café Table, Standard Black Base/ Liquid Steel Blue Top	\$ 243.60	\$ 316.68	
PROMDB.		Pro Executive Mid Back Chair (Black)	\$ 254.80	\$ 331.24		ZTJ.		30" Round Café Table - Nebula Top w/ Black Base	\$ 243.60	\$ 316.68	
PROMID.		Pro Executive Mid Back Chair (White)	\$ 254.80	\$ 331.24		ZTK.		30" Round Café Table - Maple Top w/ Black Base	\$ 243.60	\$ 316.68	
PSHCCS.		Posh Shelving	\$ 522.45	\$ 679.19		ZTN.		36" Round Café Table - Nebula Top w/ Black Base	\$ 261.80	\$ 340.34	
PWRUSB.		Powered Conference Table Module	\$ 79.80	\$ 103.74		ZTP.		36" Round Café Table - Maple Top w/ Black Base	\$ 261.80	\$ 340.34	
R1Q.		White Mini Refrigerator	\$ 330.40	\$ 429.52		ZTQ.		36" Round Café Table - White Laminate Top w/ Black Base	\$ 261.80	\$ 340.34	

Total:

TURN-KEY BOOTH PACKAGES

Turn-Key Booths are often the best solution for creating an easy, unique, and professional space. We offer a wide selection of booth designs in every sponsorship level, catering to our most requested booth alterations.

And of course, all booth designs are still highly customizable, both with graphic applications as well as the physical layout.

The following items are included in booth packages:

- (1) Waste basket per 100 sq ft
- (3) arm lights per 100 sq ft
- Carpet
- Full color logo printed on header panel*
- Installation/Dismantle Labor
- Complimentary consultation for booth alterations

Additional items included in specific booth packages

4 STEPS TO ORDER YOUR TURN-KEY BOOTH

1. Purchase your Turn-Key Booth package through our online ordering system by visiting: www.heritagevs.com/ordering
2. A dedicated Heritage Design Consultant will reach out to coordinate graphic file submission and any booth alterations.
3. Your team submits forms and graphic files directly to your Design Consultant
4. Your Design Consultant sends graphic proofs of your space for final approval

The following items are not included in booth packages:

- Internet
- Electric
- Graphics ***
- A/V equipment
- Furnishings**

Please Note:

***Advanced Pricing ends 11:59 pm CST
Friday, October 19, 2018***

Have questions? We're here to help!

Email: Graphics@heritagevs.com | Phone: 314-534-8500 | Fax: 314-534-8050

*Full color header graphic that is included in each space is a full color logo applied to a white background. For more information contact us at graphics@heritagevs.com

**Some furnishings are included in booth packages. Please see the following pages for items included in the specific booth package.

***Graphics beyond the full color logo printed on header panel are an additional cost. Please consult the graphic pricing sheet, or contact your Heritage Design Consultant for pricing.

TURN-KEY BOOTH PACKAGES

10' x 10'

A



CODE: 023

Advanced Price: \$1,811.25 **Standard Price:** \$2,354.63

Booth Includes These Items:

- (1) Waste basket
- (3) Arm lights
- (1) Padded high Stool
- 10' x 10' Gray carpet
- Full color logo printed on header panel*
- Installation/Dismantle Labor
- Complimentary consultation for booth alterations

B



CODE: 112

Advanced Price: \$1,811.25 **Standard Price:** \$2,354.63

Booth Includes These Items:

- (1) waste basket
- (3) arm lights
- (1) Padded high Stool
- 10' x 10' Gray carpet
- Full color logo printed on header panel*
- Installation/Dismantle Labor
- Complimentary consultation for booth alterations

C



CODE: 046

Advanced Price: \$1,811.25 **Standard Price:** \$2,354.63

Booth Includes These Items:

- (1) Waste basket
- (3) Arm lights
- (1) Padded high Stool
- 10' x 10' Gray carpet
- Full color logo printed on header panel*
- Installation/Dismantle Labor
- Complimentary consultation for booth alterations

D



CODE: 113

Advanced Price: \$1,811.25 **Standard Price:** \$2,354.63

Booth Includes These Items:

- (1) waste basket
- (3) arm lights
- (1) Padded high Stool
- 10' x 10' Gray carpet
- Full color logo printed on header panel*
- Installation/Dismantle Labor
- Complimentary consultation for booth alterations

TURN-KEY BOOTH PACKAGES

10' x 20'

E



CODE: 047

Advanced Price: \$4,147.50 **Standard Price:** \$5,391.75

Booth Includes These Items:

- (2) Waste basket
- (6) Arm lights
- (2) Padded high Stool
- 10' x 20' Gray carpet
- Full color logo printed on header panel*
- Installation/Dismantle Labor
- Complimentary consultation for booth alterations

F



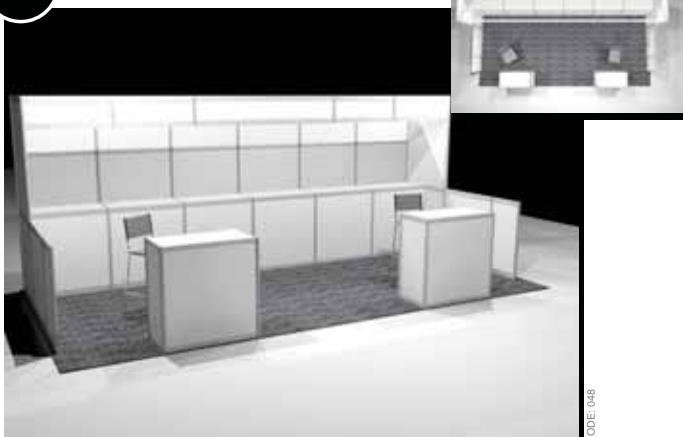
CODE: 114

Advanced Price: \$4,147.50 **Standard Price:** \$5,391.75

Booth Includes These Items:

- (2) Waste basket
- (6) Arm lights
- (2) Padded high Stool
- 10' x 20' Gray carpet
- Full color logo printed on header panel*
- Installation/Dismantle Labor
- Complimentary consultation for booth alterations

G



CODE: 048

Advanced Price: \$4,147.50 **Standard Price:** \$5,391.75

Booth Includes These Items:

- (2) Waste basket
- (6) Arm lights
- (2) Padded high Stool
- 10' x 20' Gray carpet
- Full color logo printed on header panel*
- Installation/Dismantle Labor
- Complimentary consultation for booth alterations

H



CODE: 115

Advanced Price: \$4,147.50 **Standard Price:** \$5,391.75

Booth Includes These Items:

- (2) Waste basket
- (6) Arm lights
- (2) Padded high Stool
- 10' x 20' Gray carpet
- Full color logo printed on header panel*
- Installation/Dismantle Labor
- Complimentary consultation for booth alterations

TURN-KEY BOOTH PACKAGES

20' x 20'

J



CODE: 091

Advanced Price: \$8,006.25 **Standard Price:** \$10,408.13

Booth Includes These Items:

- (4) Waste baskets
- (8) Arm lights
- (4) Padded high Stool
- 20' x 20' Gray carpet
- Full color logo printed on (4) exterior corner header panels*
- Installation/Dismantle Labor
- Complimentary consultation for booth alterations

K



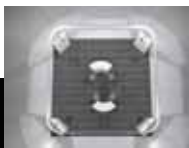
CODE: 122

Advanced Price: \$8,006.25 **Standard Price:** \$10,408.13

Booth Includes These Items:

- (4) waste baskets
- (8) arm lights
- (4) Padded high Stool
- 20' x 20' Gray carpet
- Full color logo printed on (4) exterior corner header panels*
- Installation/Dismantle Labor
- Complimentary consultation for booth alterations

L



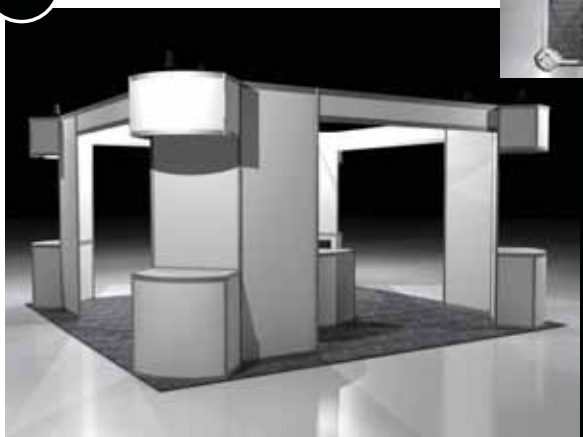
CODE: 031

Advanced Price: \$8,006.25 **Standard Price:** \$10,408.13

Booth Includes These Items:

- (4) Waste baskets
- (8) Arm lights
- (4) Padded high Stool
- 20' x 20' Gray carpet
- Full color logo printed on (4) exterior corner header panels*
- Installation/Dismantle Labor
- Complimentary consultation for booth alterations

M



CODE: 121

Advanced Price: \$8,006.25 **Standard Price:** \$10,408.13

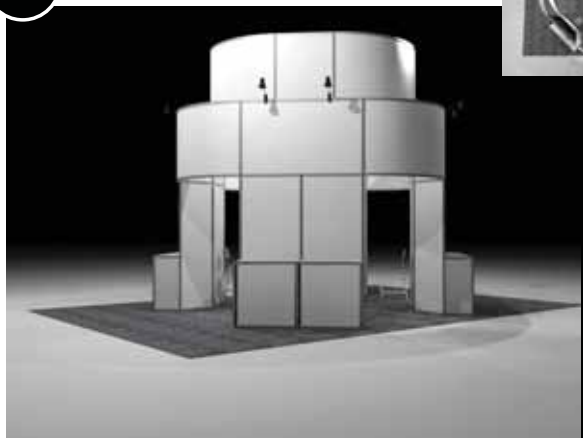
Booth Includes These Items:

- (4) waste baskets
- (8) arm lights
- (4) Padded high Stool
- 20' x 20' Gray carpet
- Full color logo printed on (4) exterior corner header panels*
- Installation/Dismantle Labor
- Complimentary consultation for booth alterations

TURN-KEY BOOTH PACKAGES

20' x 30'

N



CODE: 124

Advanced Price: \$13,225 **Standard Price:** \$17,175

Booth Includes These Items:

- (4) Waste baskets
- (8) Arm lights
- (6) Padded high Stool
- 20' x 30' Gray carpet
- Full color logo printed on (4) center header panels*
- Installation/Dismantle Labor
- Complimentary consultation for booth alterations

P



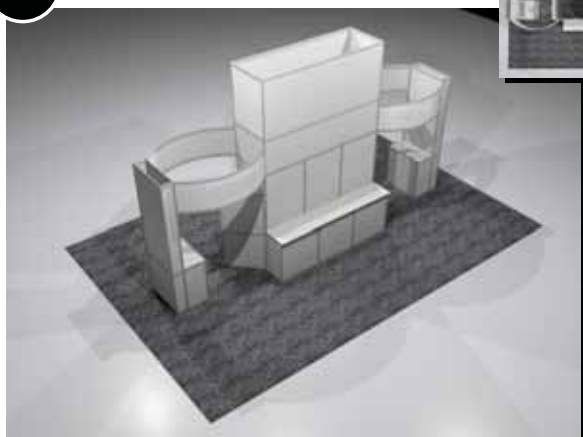
CODE: 123

Advanced Price: \$14,725 **Standard Price:** \$19,150

Booth Includes These Items:

- (4) waste baskets
- (8) arm lights
- (6) Padded high Stool
- 20' x 30' Gray carpet
- Full color logo printed on (2) counter kick panels*
- Installation/Dismantle Labor
- Complimentary consultation for booth alterations

Q



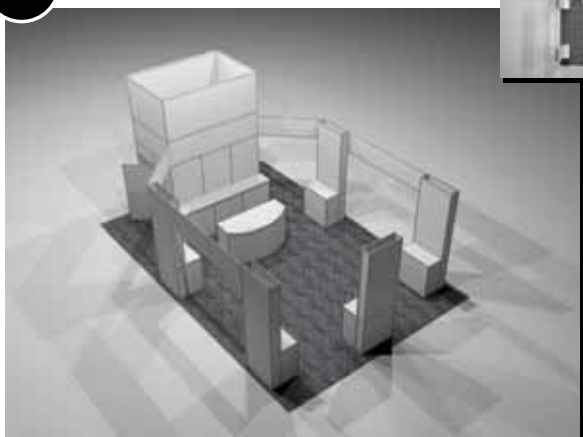
CODE: 039

Advanced Price: \$13,925 **Standard Price:** \$18,075

Booth Includes These Items:

- (4) Waste baskets
- (8) Arm lights
- (6) Padded high Stool
- 20' x 30' Gray carpet
- Full color logo printed on (2) tower end panels*
- Installation/Dismantle Labor
- Complimentary consultation for booth alterations

R



CODE: 038

Advanced Price: \$15,525 **Standard Price:** \$20,450

Booth Includes These Items:

- (4) waste baskets
- (8) arm lights
- (6) Padded high Stool
- 20' x 30' Gray carpet
- Full color logo printed on (2) header panels*
- Installation/Dismantle Labor
- Complimentary consultation for booth alterations

Remit To:



620 Shenandoah Avenue | St. Louis, MO 63104
Phone 314-534-8500 | Fax 314-534-8050
Exhibitor.Services@heritagesvs.com

MATERIAL HANDLING INFORMATION

Heritage shall not be liable for piece count or condition of any shipments received without individual carrier receipts or freight bills from carriers such as UPS, Federal Express, Express Mail, Parcel Post, private vehicles, etc, due to their delivery procedures.

A. MATERIAL HANDLING FOR DELIVERIES TO WAREHOUSE

Heritage Trade Show Services will start receiving crated, boxed or skidded materials 30 days prior to show move-in. Shipments will be received Monday through Friday between the hours of 10:00 a.m. and 4:00 p.m. For uncrated and loose shipments, please refer to shipments to show site below. Shipments must be sent with freight charges prepaid. **Collect shipments will not be accepted.** A 200 lb. minimum will apply for each shipment received. Rates below include receipt of your freight; delivery to the booth; storage and return of empty crates; and reloading.

Label each piece and address all shipping documents/bills of lading as follows for shipments to warehouse:

EXHIBITOR COMPANY NAME
HERITAGE TRADE SHOW SERVICES
C/O UPS FREIGHT
2400 BEAVER RD.
LANDOVER, MD 20785
FOR: SITC 2018

BOOTH NO. _____

TOTAL PIECES _____

APPROX. WT. _____

****DELIVERIES TO THE WAREHOUSE MUST BE MADE BETWEEN THE HOURS OF 10 AM – 4 PM, MONDAY THROUGH FRIDAY****

RATES FOR DELIVERIES TO WAREHOUSE

Deadline Date: Wednesday, October 31st, 2018 To Avoid Late Fees

	Description	Rate per 100 lbs.	Min Charge
I	Packaged Shipments to the Advance Warehouse	\$ 140.75	\$ 281.50
II	Packaged Shipments via Van Line, Specialized Carrier, Federal Express, UPS or U.S. Mail to the Advance Warehouse	\$ 168.90	\$ 337.80
III	Packaged Shipments to the Advance Warehouse after the deadline date	\$ 175.94	\$ 351.88
IV	Packaged Shipments via Van Line, Specialized Carrier, Federal Express, UPS, or U.S. Mail to the Advance Warehouse after the deadline date	\$ 204.09	\$ 408.18

B. MATERIAL HANDLING FOR DELIVERIES TO SHOWSITE

Heritage Trade Show Services will receive and unload shipments at show site only during scheduled exhibitor move-in times. Do not ship to show site at any other times, as the facility has no provisions to accept advance shipments. Shipments must be sent with freight charges prepaid. **Collect shipments will not be accepted.** A 200 lb. minimum will apply for each shipment received. Rates below include receipt of your freight; delivery to the booth; storage and return of empty crates; and reloading.

Label each piece and address all shipping documents/bills of lading as follows for shipments to show site:

EXHIBITOR COMPANY NAME
C/O HERITAGE TRADE SHOW SERVICES
WALTER E. WASHINGTON CONVENTION CENTER
801 MT. VERNON PL. NW
WASHINGTON, DC 20001
FOR: SITC 2018

BOOTH NO. _____

TOTAL PIECES _____

APPROX. WT. _____

RATES FOR DELIVERIES TO SHOWSITE

	Description	Rate per 100 lbs.	Min Charge
VI	Packaged Shipments to the Show site	\$ 156.50	\$ 313.00
VII	Packaged Shipments via Van Line, Specialized Carrier, Federal Express, UPS or U.S. Mail to the Show site	\$ 187.80	\$ 375.60
VIII	Loose or Uncrated Shipments or Shipments requiring Special Handling to the Show site (Rate will not be split for mixed shipments. The uncrated rate will apply)	\$ 219.10	\$ 438.20

The per cwt. (100 lb.) rates listed above are based on inbound weight only, rounded up to the next 100 lbs.. Services include receiving, unloading, delivery to booth, storage and return of empty containers, moving materials to the dock and reloading on designated outbound carrier.

ESTIMATED COSTS. * (Round to next highest whole number)

Estimated Weight in lbs. _____ ÷ 100 = _____ * x Rate _____ = _____ Total

CONTINUED ON NEXT PAGE

C. INBOUND SHIPMENTS

All shipments must have a bill-of-lading or delivery receipt showing number of pieces, true weight (via certified scale ticket), and description of merchandise. If shipments arrive without weight on bill-of-lading and weight is unobtainable, Heritage will estimate the weight. If actual scale weights are not submitted prior to move-out the estimated weight will be final and binding. All shipments received are subject to reweigh. Copies of bills-of-lading, with the name of the carrier, should be forwarded to HERITAGE TRADE SHOW SERVICES as soon as shipments are made. This will assist in tracing, if required. Shipments received at the warehouse after scheduled exhibitor set-up or shipments received at show site after exhibitor move-in times, are subject to surcharges to cover additional trucking or labor and will be billed accordingly.

D. EMPTY CONTAINER LABELS

Empty container labels will be available at the service desk for all exhibitors using Heritage material handling services. Affixing the labels is the sole responsibility of the exhibitor or his representative. All previous labels should be removed or obliterated. Heritage assumes no responsibility for removal of containers with old empty labels, improper information on empty labels or valuables stored in containers removed for storage.

E. ADDITIONAL AVAILABLE SERVICES

All per 100 lb. Rates quoted in the foregoing do not include any Blocking, Spotting, or Bracing in booth, or Local pickups for deliveries. For such services, the following rates apply:

	STRAIGHT TIME	OVERTIME
Forklift with Operator (Up to 4,000 lb. Capacity)	\$ 195.00 per hr.	\$ 295.00 per hr. (One Hour Minimum)
Material Handler	\$ 118.85 per hr.	\$ 178.28 per hr. (One Hour Minimum)
Local Pickups & Deliveries	\$ 282.70 per hr.	\$ 424.05 per hr. (One Hour Minimum)

F. SPECIAL SERVICES

Metal banding will be available for securing outbound shipments at a rate of \$.50 per foot, plus labor (One Hour Minimum). Shrink wrap of a pallet will be charged at \$50.00 per pallet. Mobile equipment will be moved into and out of the exhibit facility at \$150.00 per round trip unless otherwise noted in this kit.

G. OUTBOUND SHIPMENTS

Exhibitors are responsible for labeling their exhibit materials and providing outbound shipping information. To assist you with these arrangements, Heritage will have a Service Desk in the exhibit hall with labels, bills-of-lading and available shipping information. When materials are labeled, packed and ready to be shipped, completed bills-of-lading should be turned in at the Service Desk. Pick ups for local deliveries or small package shipments, i.e., UPS and Parcel Post should be dealt with in the same manner as all other outbound shipments. In order to expedite removal of materials, Heritage reserves the right to change designated carriers, if such carriers fail to pickup or refuse to accept shipments. Where no disposition is made, materials will be returned to the warehouse awaiting shipping instructions.

H. RETURNED SHIPMENTS TO HERITAGE WAREHOUSE

Where no disposition has been made for outbound shipments or later scheduled pickups are necessary; Heritage will return exhibit materials to the warehouse and load on outbound carriers at the rate of \$30.00 per 100 lbs. or fraction thereof for each shipment returned. Minimum charge: \$300.00.

I. LIMITS OF LIABILITY AND RESPONSIBILITY

1. Heritage Trade Show Services shall not be responsible for loss, theft, or disappearance of exhibitor's materials after same has been delivered to exhibitor's booth and shall not be responsible for damage to uncrated materials, materials improperly packed, or concealed damage.
2. Heritage Trade Show Services shall not be responsible for loss, theft, or disappearance of materials before they are picked up from exhibitor's booth for reloading after the Show. Bills-of lading covering outgoing shipments, which are furnished by Heritage Trade Show Services to exhibitors, will be checked at time of actual pickup from the booth and corrections made where discrepancies occur.
3. Heritage Trade Show Services liability shall be limited to the physical loss of or damage to the specific article which is lost or damaged, and in any event Heritage Trade Show Services' maximum liability shall be limited to \$.30 per pound per article with a maximum liability of \$50.00 per item, or \$1,000.00 per shipment, whichever is less.
4. Heritage Trade Show Services 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.

AUTHORITY TO HANDLE

All terms and conditions herein stated are understood and accepted.

NAME OF CONVENTION SITC 2018 BOOTH # _____

EXHIBITING COMPANY _____ PHONE # _____ FAX # _____

ADDRESS _____ CITY _____ STATE _____ ZIP _____

EMAIL ORDER CONFIRMATION & INVOICE TO _____

CONTACT NAME _____ DATE _____

(Print & Sign)

Please Return This Form Promptly To Heritage Trade Show Services-Retain One Copy For Your File.

Remit To:



620 Shenandoah Avenue | St. Louis, MO 63104
Phone 314-534-8500 | Fax 314-534-8050
Exhibitor.Services@heritagesvs.com

PRIORITY RETURN/ ACCESSIBLE STORAGE FORM

All orders must have a credit card authorization form on file.

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. If you would like this service, please fill out the information below and return to Heritage Trade Show Services, Inc..

Priority Empty Container Return.....\$100.00 per container

Estimated Number of Pieces.....

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

ACCESSIBLE STORAGE

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 materiel in storage on the last day of the show will be returned to their designated booth space at the close of the show. Due to fire regulations and for security purposes, **NO LARGE DELIVERIES CAN BE MADE DURING SHOW HOURS**. Show management reserves the right to stop deliveries at any time during the show hours, so please schedule deliveries prior to show opening. Storage space may be limited. Orders **MUST** be received by the deadline date to guarantee storage space. The charge for storage space is as follows:

Accessible Storage Rate: \$100.00 base charge, plus labor charges per delivery (one hour minimum)

Labor Rates:

Straight Time: (one hour minimum per man).....\$118.85

8:00 a.m. - 4:30 p.m. Monday - Friday

Over Time: (one hour minimum per man).....\$178.28

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.

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.

NAME OF CONVENTION SITC 2018 BOOTH # _____

EXHIBITIING COMPANY _____ PHONE # _____ FAX # _____

ADDRESS _____ CITY _____ STATE _____ ZIP _____

EMAIL ORDER CONFIRMATION & INVOICE TO _____

CONTACT NAME _____ DATE _____

HERITAGE

Trade Show Services

DO NOT DELAY!

ADVANCE SHIPMENT
TO WAREHOUSE

TO: _____

EXHIBITOR NAME

BOOTH NUMBER: _____

HERITAGE TRADE SHOW SERVICES
C/O UPS FREIGHT
2400 BEAVER RD
LANDOVER, MD 20785

FOR: SITC 2018

HERITAGE

Trade Show Services

DO NOT DELAY!

ADVANCE SHIPMENT
TO WAREHOUSE

TO: _____

EXHIBITOR NAME

BOOTH NUMBER: _____

HERITAGE TRADE SHOW SERVICES
C/O UPS FREIGHT
2400 BEAVER RD
LANDOVER, MD 20785

FOR: SITC 2018

HERITAGE

Trade Show Services

DO NOT DELAY!

ADVANCE SHIPMENT
TO WAREHOUSE

TO: _____

EXHIBITOR NAME

BOOTH NUMBER: _____

HERITAGE TRADE SHOW SERVICES
C/O UPS FREIGHT
2400 BEAVER RD
LANDOVER, MD 20785

FOR: SITC 2018

HERITAGE

Trade Show Services

DO NOT DELAY

ADVANCE SHIPMENT
TO WAREHOUSE

TO: _____

EXHIBITOR NAME

BOOTH NUMBER: _____

HERITAGE TRADE SHOW SERVICES
C/O UPS FREIGHT
2400 BEAVER RD
LANDOVER, MD 20785

FOR: SITC 2018



IMPORTANT NOTICE REGARDING DIRECT SHIPMENTS

Please be aware that the Walter E. Washington 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 8:00 a.m., Wednesday, November 7th, 2018. Any materials sent to the venue prior to this date may be returned to sender and/or may be turned over to Heritage Trade Show Services and will be billed according to the Show's Shipping & Receiving Rates, and will be subject to venue assessed fees.

EXHIBITOR COMPANY NAME _____

BOOTH NUMBER _____

**C/O HERITAGE TRADE SHOW SERVICES
WALTER E WASHINGTON CONVENTION CENTER
801 MT. VERNON PL. NW
WASHINGTON, DC 20001**

FOR: SITC 2018

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 TRADE SHOW SERVICES**

HERITAGE

Trade Show Services

DO NOT DELAY

DIRECT SHIPMENT TO
SHOW SITE

MUST NOT ARRIVE BEFORE
WEDNESDAY, NOVEMBER 7TH, 2018

TO: _____

EXHIBITOR NAME

BOOTH NUMBER: _____

C/O HERITAGE TRADE SHOW SERVICES
WALTER E. WASHINGTON C.C.
801 MT. VERNON PL. NW
WASHINGTON, DC 20001

FOR: SITC 2018

HERITAGE

Trade Show Services

DO NOT DELAY

DIRECT SHIPMENT TO
SHOW SITE

MUST NOT ARRIVE BEFORE
WEDNESDAY, NOVEMBER 7TH, 2018

TO: _____

EXHIBITOR NAME

BOOTH NUMBER: _____

C/O HERITAGE TRADE SHOW SERVICES
WALTER E. WASHINGTON C.C.
801 MT. VERNON PL. NW
WASHINGTON, DC 20001

FOR: SITC 2018

HERITAGE

Trade Show Services

DO NOT DELAY

DIRECT SHIPMENT TO
SHOW SITE

MUST NOT ARRIVE BEFORE
WEDNESDAY, NOVEMBER 7TH, 2018

TO: _____

EXHIBITOR NAME

BOOTH NUMBER: _____

C/O HERITAGE TRADE SHOW SERVICES
WALTER E. WASHINGTON C.C.
801 MT. VERNON PL. NW
WASHINGTON, DC 20001

FOR: SITC 2018

HERITAGE

Trade Show Services

DO NOT DELAY

DIRECT SHIPMENT TO
SHOW SITE

MUST NOT ARRIVE BEFORE
WEDNESDAY, NOVEMBER 7TH, 2018

TO: _____

EXHIBITOR NAME

BOOTH NUMBER: _____

C/O HERITAGE TRADE SHOW SERVICES
WALTER E. WASHINGTON C.C.
801 MT. VERNON PL. NW
WASHINGTON, DC 20001

FOR: SITC 2018



NEED A RELIABLE CARRIER TO TRANSPORT YOUR FREIGHT?

Email, fax, or call in the information needed below to have your freight shipped to the advance warehouse, 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 Number (if known)_____

Pickup Information

Company Name_____

Address_____

Suite_____

City, ST Zip_____

Contact Name_____

Contact Number_____

(for the driver to call, if needed)

Pickup Hours_____

Pickup Date_____

(call HES Logistics to discuss, if needed)

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

BENEFITS INCLUDED

- *Lowest Material Handling Rate Offered by Heritage*
- *Complimentary Priority Empty Container Return*
- *Complimentary Shrink Wrapping and / or Banding at the Show Site, if requested*
- *No need to schedule a pickup for the return shipment*

Description of Pieces & Loading Area

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

Is there a loading dock at the pickup address?_____ If not, please describe pickup area and / or additional

instructions for the driver:_____

(ex. Lift Gate Truck Required / Residential / Inside pickup / Notify / White Glove Service)

For return (outbound) shipping, all exhibitors must visit the Exhibitor Services Desk at the show site to arrange handling, unless you are hand carrying all of your items out of the show.

Phone: 1-866-493-1675 Fax: 1-314-534-8050 Email: exhibitfreight@heslogistics.com

IMPORTANT INFORMATION REGARDING OUTBOUND SHIPMENTS

To ensure that your outbound shipment is handled according to your instructions, please be advised of the following:

- **CONTACT YOUR CARRIER TO SCHEDULE PICK UP OF YOUR SHIPMENT.** You must call your carrier, unless you are using the show recommended carrier. Carriers, including FED EX and UPS, will not pick up your shipment unless you have made arrangements with them. In the event your selected carrier fails to show on final move-out day, your shipment will be rerouted to Heritage's show carrier.
- **PACK AND LABEL YOUR MATERIALS.** Banding, shrink wrap and shipping labels are available at the Heritage Service Desk.
- **COMPLETE AND TURN IN A HERITAGE BILL OF LADING FOR EACH OUTBOUND SHIPMENT.** Bill of lading may be obtained from the Heritage Service Desk. Complete a bill of lading for each shipment/destination. Turn in all completed bill of lading to the Heritage Service Desk once your shipments are ready to be loaded out.
- For your convenience, show recommended carriers are available to handle outbound transportation.

Thank you and we hope you have a great show!



UNION JURISDICTION RULES

Since Work Rules and Union Jurisdictions vary from city to city, we apprise you of 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.

NOTE:

- 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. 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.

Remit To:



620 Shenandoah Avenue | St. Louis, MO 63104
Phone 314-534-8500 | Fax 314-534-8050
Exhibitor.Services@heritagesvs.com

EXHIBITOR APPOINTED CONTRACTOR THIRD PARTY AUTHORIZATION

EXHIBITOR APPOINTED CONTRACTOR

If your company plans to use a firm who is not the official service contractor as designated by Show Management, please complete this form and return to the address above.

NOTE: If you require material handling, sign hanging or exhibit labor, Heritage requires a completed credit card authorization form on file in order to provide these services.

EXHIBITOR APPOINTED CONTRACTOR

ADDRESS

CONTACT PERSON _____

PHONE _____

Non-official contractors must use labor supplied by Heritage unless the following requirements are fulfilled:

- Exhibitors must return this completed form to Heritage at least thirty (30) days prior to the show.
- Non-official contractors must **submit proof of adequate insurance**, in the form of an original policy rider, listing Heritage as an additional insured, furnished by their broker to Heritage's office no later than thirty (30) days in advance of actual installation dates. This must include a copy of your Worker's Compensation insurance.
- All personnel must be properly badged for the show.
- Labor must conform to local labor jurisdiction as outlined under the appropriate section of this service manual.

Non-official installation and dismantle contractors may provide supervision. Non-official contractors are allowed on the exhibit floor only during official installation and dismantle hours, providing the information above it supplied.

It is the responsibility of the exhibitor to assure that each representative of an Exhibitor Appointed Contractor abides by the official rules and regulations of this event.

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 ACCOUNT NO. _____

EXPIRATION DATE ____/____/____ VERIFICATION CODE ____/____/____

☐ PERSONAL CREDIT CARD ☐ COMPANY CREDIT CARD

CARDHOLDER'S NAME _____

AUTHORIZED SIGNATURE _____

PRINT NAME _____

COMPANY NAME _____

ADDRESS _____

CITY/STATE/ZIP _____

PHONE _____ FAX _____

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)

NAME OF CONVENTION **SITC 2018** _____ BOOTH # _____

EXHIBITING COMPANY _____ PHONE # _____ FAX # _____

ADDRESS _____ CITY _____ STATE _____ ZIP _____

EMAIL ORDER CONFIRMATION & INVOICE TO _____

CONTACT NAME _____ DATE _____

(Print & Sign)

Please Return This Form Promptly To the Address Above-Retain One Copy for Your Files

Remit To:



620 Shenandoah Avenue | St. Louis, MO 63104
Phone 314-534-8500 | Fax 314-534-8050
Exhibitor.Services@heritagesvs.com

EXHIBIT LABOR ORDER FORM

DISPLAY LABOR FOR INSTALLATION & DISMANTLE OF EXHIBITS

The enclosed credit card authorization form must be completed and returned when ordering Exhibit Labor. For your convenience, MasterCard, American Express, Visa and Discover will be accepted.

RATES:

STRAIGHT TIME (One hour minimum per man).....\$118.85 PER HOUR
8:00 A.M. to 4:30 P.M. Monday through Friday
OVERTIME (One hour minimum per man)\$178.28 PER HOUR
After 4:30 P.M. to 8:00 A.M. Monday – Friday and all hours on Saturday and Sunday

Starting time can be guaranteed only in those instances where men are requested for the start of the working day, which is 8:00 a.m. The minimum charge for one hour per man will apply and time will commence in accordance with exhibitor's request. Failure to call for labor at requested time will result in a one hour charge per man requested unless 48 hour advance notice is provided. Individual workmen's interpretations of plans diagrams, photos, and their speed of installation and dismantling cannot be guaranteed to conform to your estimate or past experience.

INSTALLATION

☐ ERECT EXHIBIT UNDER HERITAGE SUPERVISION

Heritage will supervise the installation of your exhibit, however, specific instruction, blueprints, etc., should be provided to facilitate an economical, correct installation. A supervision charge of 30%, minimum charge \$45.00, will be added to your labor invoice. **The next page must also be filled out if your exhibit will be assembled by Heritage.**

No of men _____ Estimated hours each man _____ Total hrs _____ X rate ST/OT _____ + 30% _____ = _____
Please complete the reverse side of this form

☐ FURNISH LABOR TO ERECT EXHIBIT UNDER EXHIBITOR'S SUPERVISION

Have _____ (No.) of men available as close as possible to _____ (A.M.-P.M.) on _____ (Day) _____ (Date) to erect exhibit under exhibitor's supervision. Exhibitor must check in at service desk to obtain labor.

No. of men _____ Estimated hrs each man _____ Total hrs _____ X rate ST/OT _____ = _____

DISMANTLE

☐ DISMANTLE EXHIBIT UNDER HERITAGE SUPERVISION

Heritage will supervise the dismantling of your exhibit, when crates are returned. Make sure complete outbound shipping

information has been given to the freight service desk. A supervision charge of 30%, minimum charge \$45.00, will be added to your labor invoice. **The next page must also be filled out if your exhibit will be disassembled by Heritage.**

No of men _____ Estimated hours each man _____ Total hrs _____ X rate ST/OT _____ + 30% _____ = _____
Please complete the reverse side of this form

☐ FURNISH LABOR TO DISMANTLE EXHIBIT UNDER EXHIBITOR'S SUPERVISION

Have _____ (No.) of men available as close as possible to _____ (A.M.-P.M.) on _____ (Day) _____ (Date) to dismantle exhibit under exhibitor's supervision. Exhibitor must check in at service desk to obtain labor.

No. of men _____ Estimated hrs each man _____ Total hrs _____ X rate ST/OT _____ = _____

ESTIMATED TOTAL _____

NAME OF CONVENTION SITC 2018 BOOTH # _____

EXHIBITING COMPANY _____ PHONE # _____ FAX # _____

ADDRESS _____ CITY _____ STATE _____ ZIP _____

EMAIL ORDER CONFIRMATION & INVOICE TO _____

CONTACT NAME _____ DATE _____

(Print & Sign)

(CONTINUED ON NEXT PAGE)

COMPANY NAME _____
BOOTH # _____

PLEASE COMPLETE THE FOLLOWING INFORMATION IF YOUR DISPLAY IS TO BE SET-UP AND/OR DISMANTLED BY HERITAGE I&D AND YOU WILL NOT BE PRESENT TO SUPERVISE THE INSTALLATION AND/OR DISMANTLE.

INBOUND SHIPPING INFORMATION

Carrier _____ Carrier Phone Number _____
Shipped to: Warehouse _____ Show Site _____ From: City/State _____ Date _____
Total No. of: Crates _____ Cartons _____ Fiber Cases _____ Other (Specify) _____

SET-UP INFORMATION

Set up 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: ☐ Common Carrier ☐ Air Freight ☐ Van Line ☐ Other (Specify) _____

Carrier: (If Known) _____

Freight Charges: ☐ Prepaid ☐ Bill To: _____
☐ Collect _____

Please note: Heritage will not be responsible for product or literature that is not properly packed and labeled by exhibitor personnel, nor for concealed damage which may occur during shipping.

SPECIAL INSTRUCTIONS/COMMENTS:

PLEASE PROVIDE AN EMERGENCY CONTACT:

Name _____ Phone No. _____

Remit To:



620 Shenandoah Avenue | St. Louis, MO 63104
Phone 314-534-8500 | Fax 314-534-8050
Exhibitor.Services@heritagesvs.com

SIGN & BANNER HANGING ORDER FORM

The enclosed Credit Card Authorization form must be completed and returned when ordering Sign & Banner Hanging. For your convenience, MasterCard, American Express, Visa and Discover will be accepted. **IMPORTANT:** Please contact Heritage Trade Show Services directly to confirm your sign hanging requirements to ensure the feasibility of hanging above your exhibit space.

INSTRUCTIONS & CONDITIONS

1. All truss/ hanging signs, in accordance with your show contract, must be approved in advance by Show Management for design, copy and placement in the display area.
2. All signs must be hung by Heritage Trade Show Services - the official service contractor. According to the rules and regulations of the facility no other firm will be allowed to bring high-lift or boom equipment onto the show floor during the installation or dismantle of the show.
3. All signs must have rigging points, except for cloth banners, which must have grommets or pockets.
4. Electrical signs must be in good working order and conform to the National Electric Code. Complete the Electrical Services request form for power requirements.
5. All signs suspended from the ceiling of the facility must be in Heritage Trade Show Services possession on the first day of contractor's move-in. All signs must be marked appropriately, and either shipped to HES warehouse or shipped directly to the facility in the back of your truck to allow immediate access. Exhibitor is responsible for arrangements of collecting signage at the close of the show.
6. If assembly is required, set-up instructions must be sent along with Exhibit Labor Order Form enclosed. One (1) hour minimum applies. Heritage Trade Show Services will be responsible for preassembly of all signs.
7. If you require this service, return this form at least 10 days prior to show opening, attaching sketch or printed illustration.
8. Heritage Trade Show Services is not responsible for, liable for, and will not hang any signage constructed in a manner it deems unsafe. Exhibitor indemnifies, holds harmless and waives all claims against Heritage Trade Show Services and the exposition facility concerning all overhead signage. Include engineer stamped assembly and hanging instructions with the order.
9. All trusses and hoists must be from a recognized manufacturer and must be in good working order and manufacturer load specifications must be at show site prior to rigging and hoist maintenance records available to Heritage.
10. If you require a sign to be hung please contact Ryan Yemm at Ryan.Yemm@HeritageSVS.com and please provide diagrams and specs of the sign.

RATES: (Hourly)

Boom/Lift and 3 man rigging crew

Additional rigger

STRAIGHT TIME

\$725.00

\$157.15

OVERTIME

\$895.00

\$253.73

Materials

Cables, clamps, etc. are
additional and will be charged accordingly

One Hour Minimum Charge Installation, One Hour Minimum Charge Dismantle. All labor before 8:00 a.m. and after 4:30 p.m. weekdays and all hours on Saturday will be charged overtime rate. Additional sign hangers will be utilized as required for safety.

Installation

Supervision: Install with HES Supervision _____ Exhibitor Supervision _____ Arrival Date and Time: _____

Name of Exhibitor Supervisor _____

ESTIMATED CHARGES: Estimated number of hours _____ x hourly rate _____ = \$ _____

Dismantle

Supervision: Dismantle with HES Supervision _____ Exhibitor Supervision _____ Arrival Date and Time: _____

Name of Exhibitor Supervisor _____

ESTIMATED CHARGES: Estimated number of hours _____ x hourly rate _____ = \$ _____

Sign Type: Metal _____ Wood _____ Cloth Banner _____ Other _____ Please explain: _____

Sign Shape: Rectangle _____ Square _____ Circle _____ Triangle _____ Please explain: _____

Size: Height _____ Width _____ Length _____ Weight _____

Electrical Required: Yes _____ No _____ (Complete Electrical Service Form) Assembly required: Yes _____ No _____

Feet from: Left _____ Right _____ Rear _____ Number of feet from floor to bottom of sign: _____

NAME OF CONVENTION SITC 2018 _____ BOOTH # _____

EXHIBITING COMPANY _____ PHONE # _____ FAX # _____

ADDRESS _____ CITY _____ STATE _____ ZIP _____

EMAIL ORDER CONFIRMATION & INVOICE TO _____

CONTACT NAME _____ DATE _____

(Print & Sign)

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

Remit To:



620 Shenandoah Avenue | St. Louis, MO 63104

Phone 314-534-8500 | Fax 314.534.8050

STRUCTURAL INTEGRITY FORM FOR HANGING STRUCTURES

STRUCTURAL INTEGRITY INFORMATION

THIS FORM MUST BE RETURNED FOR ALL SUSPENDED STRUCTURES

_____, the contracted exhibitor at The 2018 SITC Annual Meeting & Programs and (if applicable), the display house or builder for the aforementioned exhibitor, do hereby certify and guarantee that the stress points for the hanging structure have been properly engineered and tested. We further certify that the structure can be hung safely and has been constructed to meet all applicable regulations and safety measures.

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

Exhibiting Company:

Booth #:

Authorized Signature:

Printed Name:

Date:

Email:

Display House/Builder (if applicable)

Authorized Signature:

Printed Name:

Date:

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

Remit To:



620 Shenandoah Avenue | St. Louis, MO 63104
Phone 314-534-8500 | Fax 314-534-8050
Exhibitor.Services@heritagesvs.com

BOOTH CLEANING SERVICE ORDER FORM

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 CHECKING BELOW THE SERVICES DESIRED.
CHARGES BASED UPON GROSS EXHIBIT BOOTH AREA. (100 SQ. FT. MINIMUM)

CARPET CLEANING

☐ Vacuuming before initial opening of Exhibit and daily thereafter,
including emptying of waste baskets nightly

RATES

45¢ per sq. ft.
per day

☐ Vacuuming ONCE before initial opening of Exhibit

45¢ per sq. ft.

TOTAL SQ FT _____ X RATE PER SQ FT _____ = DAILY COST _____ X NO. OF DAYS _____ = TOTAL \$ _____

EXHIBIT CLEANING

☐ Cleaning and dusting of display background and furnishings before
initial opening of Exhibit and DAILY thereafter

55¢ per sq. ft.
per day

☐ Cleaning and dusting of display background and furnishings ONCE
before initial opening of exhibits

55¢ per sq. ft.

TOTAL SQ FT _____ X RATE PER SQ FT _____ = DAILY COST _____ X NO. OF DAYS _____ = TOTAL \$ _____

PORTER SERVICE

☐ Includes emptying of wastebaskets and policing of your exhibit at
two-hour intervals during show hours (4 hour minimum per day)

\$50.65 per hour

TOTAL HOURS _____ X RATE PER HOUR \$ _____ = DAILY COST _____ X NO. OF DAYS _____ = TOTAL \$ _____

REQUESTED TIME(S) FOR PORTER SERVICE: _____

Special Instructions : _____

TOTAL ORDER AMOUNT \$ _____

NAME OF CONVENTION SITC 2018 BOOTH # _____

EXHIBITING COMPANY _____ PHONE # _____ FAX # _____

ADDRESS _____ CITY _____ STATE _____ ZIP _____

EMAIL ORDER CONFIRMATION & INVOICE TO _____

CONTACT NAME _____ DATE _____

(Print & Sign)

Please Return This Form Promptly To The Address Above-Retain One Copy For Your File

Remit To:



620 Shenandoah Avenue | St. Louis, MO 63104
Phone 314-534-8500 | Fax 314-534-8050
Exhibitor.Services@heritagesvs.com

SIGN SERVICE ORDER FORM

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.

STANDARD SIZE SIGNS

QTY	DISCOUNT PRICE	STANDARD PRICE	TOTAL
7"X11" ____@	41.25	53.65 = \$ ____	
7"X44" ____@	48.75	63.40 = \$ ____	
11"X14" ____@	48.75	63.40 = \$ ____	
14"X22" ____@	56.25	73.15 = \$ ____	
14"X44" ____@	66.75	86.80 = \$ ____	
22"X28" ____@	66.75	86.80 = \$ ____	
28"X44" ____@	90.00	117.00 = \$ ____	
40"X60" ____@	139.50	181.35 = \$ ____	
Easel			
Back ____@	7.50	9.75 = \$ ____	
Sentra ____X____@	16.50 sq.ft. 24.75 sq. ft =	\$ ____	

DIGITAL GRAPHICS

Heritage has the capabilities to provide you with the finest digital graphic reproduction available. Capabilities include four-color, photo-quality, high resolution digital printing in virtually any size for banners, signage, exhibit graphics and more.

____ L X ____ W = sq. ft.
sq. ft. ____ x \$12.75 = \$ ____

- \$12.75 per sq. ft. (standard price \$16.55)
- Minimum order 9 sq. ft. (1296 sq. in.)
- Double sq. ft. for double-sided graphics
- Round sq. ft. to next whole increment
- File conversion, retouching, cloning or color correcting may incur additional labor charges

Any art designs are inclusive of the above prices. Please send any **high quality files** sized appropriately or able to be proportionately enlarged with the **fonts embedded or outlined**. If text is to be edited by Heritage then please send the font files as well. Preferred files are high resolution PDF's.

INDICATE YOUR SIGN COPY HERE

*Please feel free to attach additional sign copy on separate page.

Vertical ☐ Horizontal ☐ Easel Back ☐
Color of Background _____
Color of Lettering _____

Note: File conversion, retouching, cloning or color correcting may incur additional labor charges.

SETUP/COMPUTER LABOR

Straight Time - \$88.00 Overtime - \$156.00
Double Time - \$176.00

5.75% TAX _____
TOTAL _____

(PLEASE PRINT)

NAME OF CONVENTION SITC 2018 BOOTH # _____

EXHIBITING COMPANY _____ PHONE # _____ FAX # _____

ADDRESS _____ CITY _____ STATE _____ ZIP _____

EMAIL ORDER CONFIRMATION & INVOICE TO _____

CONTACT NAME _____ DATE _____

(Print & Sign)

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

Remit To:



620 Shenandoah Avenue | St. Louis, MO 63104
Phone 314-534-8500 | Fax 314-534-8050
Exhibitor.Services@heritagesvs.com

PLANT RENTAL SERVICE ORDER FORM

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.

PLANT RENTALS

QUANTITY	DESCRIPTION	TYPE PREFERRED	DISCOUNT RATE	STANDARD RATE	AMOUNT
	2' - 3' GREEN PLANTS		54.00	70.20	
	4' - 5' GREEN PLANTS		84.00	109.20	
	6' - 7' GREEN PLANTS		130.00	170.05	
	8' - 9' GREEN PLANTS		185.00	240.50	
	HANGING PLANTS		58.00	114.40	
	HANGING FERNS		48.00	62.40	

PLANTS AND FLORAL FOR PURCHASE

	*FLOWERING MUM PLANT		45.00	58.50	
	CUT FLORAL ARRANGEMENT - SMALL		78.00	101.40	
	CUT FLORAL ARRANGEMENT - LARGE		128.00	166.40	
	FLORAL BOUTONNIERE		35.30	45.85	
	FLORAL CORSAGE		35.30	45.85	

All prices include delivery, maintenance, and pick up.
Rental plants not in booth at close of show will be charged at twice the rental price.

5.75% Sales Tax _____

TOTAL _____

For special arrangements call 314/534-8500

*COLOR DESIRED: ☐ YELLOW ☐ WHITE ☐ PURPLE ☐ RUST

NAME OF CONVENTION SITC 2018 BOOTH # _____

EXHIBITING COMPANY _____ PHONE # _____ FAX # _____

ADDRESS _____ CITY _____ STATE _____ ZIP _____

EMAIL ORDER CONFIRMATION & INVOICE TO _____

CONTACT NAME _____ DATE _____

(Print & Sign)

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



Welcome to Hi-Tech Electric!

We are pleased to be your electrical, plumbing and rigging services provider for your upcoming event.

Hi-Tech Electric is going green!

In support of saving the environment as much as possible, we now offer a new convenient, paperless, and secure online ordering for all of our services. This new system allows exhibitors to access their account 24/7, update account and payment information, upload floor plans, and download invoices. The online ordering system is PCI (Payment Card Industry) compliant ensuring a secure environment for all credit card transactions and data storage. Upon order completion, an automatic email is sent to confirm the order.

Please visit our website www.hi-techelectric.com to begin the order process.

If you still prefer to print out the service contract, please send it to dcexhibitorservices@hi-techelectric.com or fax them to 202-249-3601.

Thank you for your cooperation and we are looking forward to working with you!

801 Mount Vernon Place, NW
Washington, DC 20001
202-249-3600
202-249-3601 FAX



ELECTRICAL SERVICE CONTRACT



801 Mount Vernon Place, NW
Washington, DC 20001
202-249-3600
202-249-3601 FAX
dcexhibitorservices@hi-techelectric.com
www.hi-techelectric.com

Signature on page 2 is required. Full payment for services ordered and retainer credit card must be remitted to process this contract.

Fed ID # 88-0437088 **2018-2019**** 10/1/18**

Deadline Date for Incentive Rates:

10/14/18

Event Name: Society for Immunotherapy of Cancer 2018 Annual Meeting & Pre-Conference Programs		Event Dates: 11/7/18 – 11/11/18
Company Name		Booth No.
Credit Card Billing Address (exact address for credit card)		
City / State / Zip	Phone	Country
Credit Card No	Exp Date	Check Number
VISA <input type="checkbox"/>	MC <input type="checkbox"/>	AMEX <input type="checkbox"/>
Cardholder Name as it appears on card (Please Print)		

Authorized Contact Name (Please Print)	Phone	Authorized Contact Email
--	-------	--------------------------

******* PAYMENT MUST BE RECEIVED 21 DAYS**

BEFORE EVENT BEGINS TO RECEIVE INCENTIVE RATES *****

ELECTRICAL OUTLETS / LIGHTING SERVICES

Power strips and extension cords available to rent onsite

Please read page 3 regarding additional labor and material charges "Description of Outlet Location & Distribution Charges"

Description Of Service	Total Outlets	Incentive	Base	24 Hr or Dedicated 20 amp	Overhead Service	Floor Service	Total Price
120 V Outlet - Maximum of One (1) connection per outlet							
5 Amp / 500 watts		109.00	133.00				
10 Amp /1000 watts		135.00	162.00				
20 Amp / 2000 watts		204.00	253.00				
208 V 1Ø Motor & Equipment Outlet - Maximum of One (1) connection per outlet							
20 Amp- <i>Minimum for European Power</i>		362.00	444.00				
30 Amp		492.00	605.00				
40 Amp		619.00	765.00				
50 Amp		684.00	851.00				
60 Amp		893.00	1095.00				
100 Amp		1108.00	1353.00				
208 V 3Ø Motor & Equipment Outlet - Maximum of One (1) connection per outlet							
20 Amp		488.00	601.00				
30 Amp		730.00	854.00				
60 Amp		1078.00	1,334.00				
100 Amp		1,956.00	2,357.00				
200 Amp		3,841.00	4,803.00				

400 Amp		6,322.00	7,903.00				
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24 Hr Power and dedicated 20amp / 120v outlets are double the listed price

Transformer(s): Check off European Power column in this section. If you have European Power. European Power is all 60HZ 208v transformers to 240 1ph European. 60HZ 480v-3ph transformer to 380v/3ph European: Hi-Tech Electric or the United States power does not offer 50 HZ. Please check your equipment to see if it can operate at 60 HZ. Pricing for transformer includes the transformer and power. Labor, Materials, and Lift are additional to installation.

Description Of Service	Qty	Incentive	Base	European Power	Total Price
Boost 208V to 230V Euro Transformer 208V-240V (Min 20 Amp/208/1ph)(Max 30 Amp/208/1ph)		545.00	661.00		
European Transformer 480V -380V (Min 60 amp 480V 3ph)		925.00	1,325.00		

480V 3Ø Motor & Equipment Outlets

25KW/Kilowatts 30A-480v		728.00	873.00		
50KW/Kilowatts 60A-480v		1,296.00	1,554.00		
100KW/Kilowatts 100A-480v		2,807.00	3,628.00		
200KW/Kilowatts 200A-480v		5,614.00	7,296.00		

Overhead Quartz Lights: *Please Use Exhibitor Rigging Order Form*

Additional Booth Lighting Services

90 Watt On Stanchion Inline Booths Only		109.00	133.00		
250 Watt Krypton On Stanchion - Inline Booths Only		170.00	206.00		
Stem Lights Hard Wall Use Only-10's spreader bar required		109.00	133.00		
Track Lighting – (3) 75watt fixtures		238.00	249.00		

See Terms and Conditions Section for Labor Rates

Subtotal of Charges	\$
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THIRD PARTY PAYMENT

Exhibiting firm acknowledges the responsibility for any additional charges in the event a third party named does not make payment. All balances must be settled onsite prior to the event closing.

Labor Request Section:

Send PDF or DWG for all Island booths 30x30 or larger to: dcexhibitorservices@hi-techelectric.com	
<input type="checkbox"/> Floor Plan included with outlet locations/orientation <input type="checkbox"/> Floor Plan to follow <input type="checkbox"/> OK to proceed without exhibitor present <input type="checkbox"/> Do Not proceed until exhibitor is onsite Scaled floor plan showing all outlet locations and booth orientation required	Installation Labor date: Installation Time: Size of Booth: Type of Booth: Inline <input type="checkbox"/> Island <input type="checkbox"/> Peninsula <input type="checkbox"/> Other <input type="checkbox"/> *****Indicate all 24 hr and dedicated outlets on floor plan

Authorized Signature:

I agree that I am the Authorized Card Holder on behalf of the Exhibitor, and I accept Hi-Tech Electric's payment policies and terms of contract described below on pages 3-5.

TERMS AND CONDITIONS

Page (2) must be signed in order for electrical installation to be scheduled

Additional Labor and Material Fees May Apply (See Terms and Conditions below for Details)

ELECTRICAL LABOR RATES FOR OUTLET DISTRIBUTION AND CONNECTION

- \$104.00 per hour during Straight Time: 8am-4:30pm M-F
- \$198.00 per hour during Premium Time: After 4:30 pm M-F, Weekends, & Holidays
- Lift Rates: \$190.00 per hour (one hour minimum) plus operator's time.
- The minimum charge per booth is one hour installation and ½ the total time for dismantle.

RIGGING LABOR (For overhead booth lighting, Hanging Structures 200lbs & over, Chain Motors, Truss, Points)

Please Use Exhibitor Rigging Order Form

- \$104.00 per hour during Straight Time: 8am-4:30pm M-F
- \$198.00 per hour during Premium Time: After 4:30 pm M-F, Weekends, & Holidays
- Lift Rates: \$190.00 per hour (one hour minimum) plus operator's time.
- A four (4) hour minimum per man labor call applies.

DESCRIPTION OF OUTLET LOCATION & DISTRIBUTION CHARGES

- All electrical outlets will be installed on the floor at the baseline back wall of in-line pipe and draped booths unless otherwise ordered by the exhibitor.
- All electrical outlets for Island booths will be dropped from one main drop location per the exhibitor's floor plan. Delays in installation can occur if no main drop location is provided.
- All Island booths will be charged labor and materials which are determined by the diagram submitted.
- All booths or displays requiring multiple outlet distribution and connection are chargeable on a time and material basis.
- Re-distribution of such installation, additional power drops, and/or additional locations will be charged on a time and material basis.
- All 208 volt outlets will require labor and materials.
- All overhead services will require lift, labor, and materials.
- **24-hour power** and dedicated 20amp/120v circuits are **double** the listed price. Indicate total outlets on order form.
- Electricity will be turned on within 30 minutes of show daily.
- **Payment:** Payments must be received in full 21 days before show move-in to secure the incentive rate. No credit or refund will be issued for connections installed and not used. Full payment is required to process order. A retainer credit card is required. All balances must be settled prior to event closing. An outstanding balance may preclude the Exhibitor from retaining HTE services at any future event domestically or internationally. Any amount not paid at event closing is subject to interest up to the maximum amount allowed by law. Any outstanding balance is subject to in-house collections or to a credit reporting debt collection agency.
- **Unauthorized Power Usage:** Exhibitors using outlets without an order will be charged the base rate. A memo will be delivered onsite to all booths accessing outlets without an order.
- **Labor Rates:** All Labor Rates are subject to the current labor contract effective at time of performed labor.

HI-TECH ELECTRIC JURISDICTION

- Only Hi-Tech equipment is allowed for electrical distribution.
- Exhibitors are not permitted to bring their own distribution system.
- Hi-Tech installs all motor and equipment hook-ups requiring hard wiring connections.
- Hi-Tech performs all installations and/or repair of electrical fixtures.
- Hi-Tech performs installations of all electrical motors and electrical apparatus to be energized.
- Hi-Tech electrical labor is required to inspect pre-wired equipment that connects to Hi-Tech distribution systems. Exhibitor must give HTE notice of intended use of pre-wired equipment and schedule an inspection by Hi-Tech. Hi-Tech is not responsible for any loss or damage resulting from the use or installation of pre-wired equipment. The Exhibitor is responsible for any loss or damage caused by the use or installation of pre-wired equipment to Hi-Tech distribution systems.
- Hi-Tech provides labor for all overhead truss rigging and overhead booth lighting.
- Hi-Tech performs all installations of electrical cords under any booth space flooring.
- The exhibitor, Display House, and Show General Contractor will indemnify Hi-Tech Electric for any and all work related accidents.

RIGGING JURISDICTION (All Rigging is installed by the in house Rigging Contractor GLP.)

- Rigging includes all motorized rigging-to-building structures.
- All exhibit hall rigging must provide a floor plan for approval by Hi-Tech Electric/GLP.
- All motors for rigging must be ordered through Hi-Tech Electric/GLP.
- All labor for rigging-to-building structures will be provided through Hi-Tech Electric/GLP.
- No other Contractor or Persons may attach motorized equipment for rigging to building. Hi-Tech/GLP is not responsible for any loss or damage resulting from any other Contractor or Person attaching motorized equipment to the building.
- Failure to start labor as scheduled due to any delays with client-owned equipment will result in the hourly charges per man per hour of delay.
- A four (4) hour minimum applies per rigging labor call.

SPECIAL EQUIPMENT

Special Equipment orders require 30 days notice prior to move-in.

HI-TECH ELECTRIC MATERIALS

All materials and equipment furnished by Hi-Tech Electric shall remain the property of Hi-Tech and shall be removed only by Hi-Tech at the close of the show.

FLOOR COVERINGS

Unless otherwise directed, Hi-Tech Electric personnel are authorized to cut floor coverings to permit installation of service. Hi-Tech Electric is not liable for any costs incurred by the Exhibitor for such cuts.

RAMPING UTILITY LINES

All ramping of utility lines in booth are done on Straight Time plus materials. Laying of lines under carpet or floor or spotting from ceiling will incur additional labor charges. Minimum per removal of lines is 1 hour each. Floor plan is required with order to show location of lines.

ESTIMATES / REVISIONS

- Estimate requests are encouraged for budgeting purposes. Requests must be received 30 days in advance before move in begins in order to prevent delays in processing. Reductions made to an existing order are subject to a 10% surcharge.

SUPERVISION FEES/INVOICES

- All booths and displays with labor incur a 20% supervision fee of the total labor charge.
- Invoices are available upon request onsite at the service desk or via email. Please email dcexhibitorservices@hi-techelectric.com

CANCELLATIONS

- Cancellation up to 21 days prior to event start date is subject to 20% charge of services ordered.
- Cancellation within 21 days of event start date is subject to 50% charge of services ordered.
- Once services are installed, there is no refund.

DISCONNECTION / INTERRUPTION OF SERVICES

- All services will be disconnected and/or shut-off at the conclusion of the show unless advance notice given by the Exhibitor *and* acknowledged by Hi-Tech Electric.
- Exhibitor may have services disconnected if payment has not been rendered in full at the beginning of the event.

DELAYS

In the event the completion of work is prevented or delayed due to damage or destruction of the building, fire, accident, vandalism, earth movement, hurricane, tornado, windstorm, theft, labor strikes, warfare, material shortage, delay of any governmental agency in issuing any required permit or certificate, or in performing inspections, litigation, or any act of God, Hi-Tech Electric or GLP is due payment for all executed work, labor, and materials.

ON-SITE PAYMENTS / TIPPING

- All payments must be submitted only to a Customer Service Representative or Hi-Tech Management.
- Tipping or any gratuity or gift, is not permitted to be accepted by any Hi-Tech personnel.

INDEMNITY

The Exhibitor, Display House, and Show General Contractor will indemnify Hi-Tech Electric, LLC or GLP for any and all work related claims, accidents, losses, and damage.



Welcome to Hi-Tech Electric!

We are pleased to be your electrical, plumbing and rigging services provider for your upcoming event.

Hi-Tech Electric is going green!

In support of saving the environment as much as possible, we now offer a new convenient, paperless, and secure online ordering for all of our services. This new system allows exhibitors to access their account 24/7, update account and payment information, upload floor plans, and download invoices. The online ordering system is PCI (Payment Card Industry) compliant ensuring a secure environment for all credit card transactions and data storage. Upon order completion, an automatic email is sent to confirm the order.

Please visit our website www.hi-techelectric.com to begin the order process.

If you still prefer to print out the service contract, please send it to dcexhibitorservices@hi-techelectric.com or fax them to 202-249-3601.

Thank you for your cooperation and we are looking forward to working with you!

801 Mount Vernon Place, NW
Washington, DC 20001
202-249-3600
202-249-3601 FAX

****PLUMBING SERVICE CONTRACT****

801 Mount Vernon Place, NW
 Washington, DC 20001
 202-249-3600
 202-249-3601 FAX

dcexhibitorservices@hi-techelectric.com
www.hi-techelectric.com

Deadline Date for Incentive Rates:

10/14/18

Signature on page 2 is required. Full payment for services ordered and retainer credit card must be remitted to process this contract.

Fed ID # 88-0437088 **2018 – 2019 **10/1/18**

Event Name: Society for Immunotherapy of Cancer 2018 Annual Meeting & Pre-conference Programs		Event Dates: 11/7/18 – 11/11/18	
Company Name		Booth No.	
Credit Card Billing Address (exact address for credit card)			
City / State / Zip		Phone	Country
Credit Card No		Exp Date	Check Number
VISA <input type="checkbox"/>	MC <input type="checkbox"/>	AMEX <input type="checkbox"/>	Cardholder Name as it appears on card (Please Print)
Authorized Contact Name (Please Print)		Phone	Authorized Contact Email

***** PAYMENT MUST BE RECEIVED 21 DAYS BEFORE EVENT BEGINS TO RECEIVE INCENTIVE RATES *****

AIR / WATER / DRAIN

Please read page 3 regarding additional labor and material charges "Description of Outlet Location & Distribution Charges"

Description Of Service	Total Outlets or Connections	Incentive	Base	24 Hour Service Add 50%	Total Price
Compressed Air: 90-100 lbs. PSI					
1. First outlet at rear of booth (24 hr Service: Add 50%)		258.00	310.00		
2. Additional outlets (24 hr Service: Add 50%)		204.00	248.00		
3. Number of connections		88.00	106.00		
*Size of connections					
*PSI (Required)					
*CFM (Required)					
Water 1/2" and 3/4"					
1. First outlet at rear of booth		258.00	310.00		
2. Additional outlets		204.00	248.00		
3. Number of connections		88.00	106.00		
*Size of connections					
*GPM					
Continuous Water & Drain		362.00	432.00		
Drain Outlets 1/2" & 3/4"					
1. First outlet at rear of booth		195.00	240.00		
2. Additional outlets		145.00	177.00		
3. Number of connections		88.00	106.00		
* Size of connections					

Description Of Service	Quantity	Incentive	Base	Total Price
Sinks & Water Heaters Booth Package				
1. Single Sink : Includes cold water,drain,labor/materials		918.00	1,250.00	
2. Double Sink : Includes cold water,drain,labor/materials		1,147.00	1,377.00	
3. Hot Water Heater/ 40 gallons (includes electric)		598.00	711.00	
* Based on straight time labor.25% of total will be added if installed between 4:30pm-8:00am M-F Plus Weekends & Holidays				
Fill and Drain				
1. Fill and Drain 0 -199 Gallons		145.00	177.00	
2. Fill and Drain 200 - 399 Gallons		215.00	264.00	
3. Fill and Drain 400 – Gallons and over		321.00	383.00	
Natural Gas				
1. First outlet at rear of booth Call for estimate of total invoice		398.00	588.00	
Subtotal of Charges				\$

See Terms and Conditions Section for Labor Rates

THIRD PARTY PAYMENT

Exhibiting firm acknowledges the responsibility for any additional charges in the event a third party named does not make payment. All balances must be settled onsite prior to the event closing.

Labor Request Section:

Send PDF or DWG for all Island booths 30x30 or larger to: dcexhibitorservices@hi-techelectric.com	
<p><input type="checkbox"/> Floor Plan included indicating all plumbing services</p> <p><input type="checkbox"/> Floor Plan to follow</p> <p><input type="checkbox"/> OK to proceed without exhibitor present</p> <p><input type="checkbox"/> Do Not proceed until exhibitor is onsite</p> <p>Scaled floor plan showing all outlet locations and booth orientation required. Labor will not begin without floor plan, service locations, and booth orientation.</p>	<p>Installation Labor date:</p> <p>Installation Time:</p> <p>Size of Booth:</p> <p>Type of Booth: Inline <input type="checkbox"/> Island <input type="checkbox"/> Peninsula <input type="checkbox"/> Other <input type="checkbox"/></p> <p>Indicate all 24 hr services on floor plan</p>

Authorized Signature:

I agree that I am the Authorized Card Holder on behalf of the Exhibitor, and I accept Hi-Tech Electric's payment policies and terms of contract described below on pages 3-5.

Print Name:

Signature:

Booth No:

TERMS AND CONDITIONS

Page (2) must be signed in order for Air / Water / Drain installation to be scheduled
Additional Labor and Material Fees May Apply (See Terms and Conditions below for Details)

PLUMBING LABOR RATES FOR SERVICES ORDERED

1. \$104.00 per hour during Straight Time: 8am-4:30pm M-F
2. \$198.00 per hour during Premium Time: After 4:30 pm M-F, Weekends, & Holidays
3. The minimum charge for plumbing service is one hour installation and ½ the total time for dismantle.
4. All drain dismantle labor hours will be equal to the Fill installation labor hours

DESCRIPTION OF OUTLET LOCATION & DISTRIBUTION CHARGES

Outlet Locations: All first outlets will be installed on the floor at the back wall of booth. Added outlets must be indicated on floor plan and will be charged on a time and material basis.

Special Equipment: Hi-Tech Electric (HTE) requires 30 days-notice prior to move-in to supply special regulators, strainers, traps, etc.

Hi-Tech Electric Materials: All materials and equipment furnished by HTE shall remain the property of HTE and shall be removed only by HTE at the close of the show.

Service/ Repairs: HTE has exclusive jurisdiction to make Plumbing service connections or repairs.

Floor Coverings: Unless otherwise directed, HTE personnel are authorized to cut floor coverings to permit installations of service.

Equipment Requiring Water: All equipment using water must have an inlet and outlet properly tagged by exhibitor representative for installation by HTE.

Moisture/ Sediment/ Loss of Pressure: HTE is not responsible for the accumulation of moisture, oil, or water in air lines. Exhibitors should supply their own filter or equipment to handle moisture or water. HTE is not responsible for sediment, color, or taste of water in line. HTE is not responsible for loss of pressure. Pressure may vary. No guarantee can be made of minimum or maximum pressure. If pressure is critical, the exhibitor should arrange to have a pressure regulator valve or pump installed. HTE is not responsible for any costs associated with such accumulation in air lines or loss of pressure. Water filters are recommended and are available on request.

Cylinders: All cylinders must be firmly attached to exhibit. If cylinder must be made secure by HTE it is subject to a labor charge. A connection of a regulator to cylinder or equipment will be subject to a 1 hour minimum labor charge plus material at the prevailing labor rate.

Ramping of Utility Lines: All ramping of utility lines in booth are done on a time and material basis. Laying of lines under carpet or floor or spotting from ceiling will incur an additional labor charge.

ESTIMATES / REVISIONS

- Estimate requests are encouraged for budgeting purposes. Requests must be received 30 days in advance before move in begins in order to prevent delays in processing. Estimate requests are subject to a minimum of one hour labor per revision.
- Reductions made to an existing order are subject to a 10% surcharge.

SUPERVISION FEES

All booths and displays with labor will incur a 20% supervision fee of the total labor hours.

CANCELLATIONS

- Cancellation up to 21 days prior to event start date is subject to 20% charge of services ordered.
- Cancellation within 21 days of event start date is subject to 50% charge of services ordered.
- Once services are installed, there is no refund for cancellation.

DISCONNECTION

All services will be disconnected and/or shut-off at the conclusion of the show unless advance notice given by the Exhibitor to (*and* acknowledged by) HTE.

CLAIMS AND/OR INVOICE DISPUTES

Any claims or disputes to charges with regards to the services provided by HTE will not be placed under review by HTE management unless filed by the Exhibitor prior to the close of the exposition. Such dispute must be in writing by the Exhibitor and provided to HTE management. HTE management will conduct a billing audit and handle such disputes on a case by case basis.

DELAYS

In the event the completion of work is prevented or delayed due to damage or destruction of the building, fire, accident, vandalism, earth movement, hurricane, tornado, windstorm, theft, labor strikes, warfare, material shortage, delay of any governmental agency in issuing any required permit or certificate, or in performing inspections, litigation, or any act of God, HTE is due payment for all executed work, labor, and materials.

PAYMENT

Payments must be received in full 21 days before show move-in to secure the incentive rate. No credit or refund will be issued for connections installed and not used. Full payment is required to process order. A retainer credit card is required. All balances must be settled prior to event closing.

ON-SITE PAYMENTS / TIPPING

All on-site payments must be submitted only to a Customer Service Representative or HTE Management. Tipping or gratuity of any kind is not permitted.

LABOR RATES

All Labor Rates are subject to the current labor contract effective at time of performed labor.

INDEMNITY

The Exhibitor, Display House, and Show General Contractor will indemnify Hi-Tech Electric, LLC for any and all work related claims, accidents, losses, and damage.



Welcome to Hi-Tech Electric!

We are pleased to be your electrical, plumbing and rigging services provider for your upcoming event.

Hi-Tech Electric is going green!

In support of saving the environment as much as possible, we now offer a new convenient, paperless, and secure online ordering for all of our services. This new system allows exhibitors to access their account 24/7, update account and payment information, upload floor plans, and download invoices. The online ordering system is PCI (Payment Card Industry) compliant ensuring a secure environment for all credit card transactions and data storage. Upon order completion, an automatic email is sent to confirm the order.

Please visit our website www.hi-techelectric.com to begin the order process.

If you still prefer to print out the service contract, please send it to dcexhibitorservices@hi-techelectric.com or fax them to 202-249-3601.

Thank you for your cooperation and we are looking forward to working with you!

801 Mount Vernon Place, NW
Washington, DC 20001
202-249-3600
202-249-3601 FAX



RIGGING SERVICE CONTRACT Exhibitor Order



801 Mount Vernon Place NW
Washington, DC 20001
202-249-3600
202-249-3601 FAX
dcexhibitorservices@hi-techelectric.com
www.hi-techelectric.com

Signature on page 2 is required. Full payment for services ordered and retainer credit card must be remitted to process this contract.

Fed ID # 88-0437088 **2018-2019**10/1/18**

Deadline Date for Incentive Rates:

10/14/18

Event Name: Society for Immunotherapy of Cancer 2018 Annual Meeting & Pre-Conference Programs		Event Dates: 11/7/18 – 11/11/18	
Company Name		Booth No.	
Credit Card Billing Address (exact address for credit card)			
City / State / Zip		Phone	Country
Credit Card No		Exp Date	Check Number
VISA <input type="checkbox"/>	MC <input type="checkbox"/>	AMEX <input type="checkbox"/>	Cardholder Name as it appears on card (Please Print)
Authorized Contact Name (Please Print)		Authorized Contact Email	

**** PAYMENT MUST BE RECEIVED 21 DAYS BEFORE EVENT BEGINS TO RECEIVE INCENTIVE RATES ****

TRUSS / MOTORIZED HOIST / RIGGING LABOR

Description Of Service	Qty	Incentive	Base		Total Price
Overhead Quartz Lights: <i>Booth Package for All Booths in Halls ABC Only</i> <i>Includes Power, Rigging, Labor & One Time Focus (One Time Focus labor must be scheduled on straight time)</i> <i>25% of total price added if installed between 4:30 pm – 8:00 am Monday – Friday, Holidays & Weekends</i>					
Package Price Per Each Overhead Quartz Light: <i>For Hall ABC</i>		812.00	1,042.00		
Overhead Quartz Lights: <i>For Hall DE</i>		396.00	484.00		
Overhead Quartz Lights: For booths that are supplying their own truss: Power, Rigging, Labor, Focus not included. Call for Quote					

TRUSS					
10X12X12 Truss		212.00	244.00		
Corner Blocks		138.00	157.00		
CHAIN MOTOR up to 1 Ton		589.00	624.00		
GLP provides all motors for all overhead rigging					
Price includes power and points					
ROTATING MOTOR		589.00	624.00		
RIGGING POINTS Per Point		127.00	142.00		

Dimmer Boards / Custom Truss / Satellite Cable Run (Please call for Quote)	\$
Subtotal of Charges	

Authorized Signature:

I agree that I am the Authorized Card Holder on behalf of the Exhibitor, and I accept Hi-Tech Electric's payment policies and terms of contract described below on pages 3-5.

Print Name:

Signature

Labor Request Section: 4 Hour Minimum per Man

See Terms and Conditions Section for Labor/Lift Rates

Installation Day/Date	No. Stagehands	No. Riggers		Dismantle Day/Date	No. Stagehands	No. Riggers
M				M		
T				T		
W				W		
Th				Th		
F				F		
Sa				Sa		
Su				Su		

TERMS AND CONDITIONS

RIGGING LABOR

- \$104.00 per hour during Straight Time: 8am-4:30pm M-F
- \$198.00 per hour during Premium Time: After 4:30 pm M-F, Weekends, & Holidays
- A four (4) hour minimum per man labor call applies.
- Lift Rates: \$190.00 per hour (one hour minimum) plus operator's time.

RIGGING JURISDICTION

- Rigging includes all motorized rigging-to-building structures.
- All exhibit hall rigging must provide a floor plan for approval by HTE/GLP
- **All chain motors** for rigging must be ordered through HTE/GLP. HTE/GLP only hangs structures over 200lbs unless the hanging item is a speaker, light or a piece of special equipment. Please email to dcexhibitorservices@hi-techelectric.com for a quote.
- **Rotating motors** are available by request; however, exhibitor may also bring own rotation motor. Rotating motors not supplied by HTE/GLP will require a separate order for overhead power.
- All labor for rigging-to-building structures will be provided by HTE/GLP.
- No other Contractor or Persons may attach motorized equipment for rigging to building. HTE/GLP is not responsible for any loss or damage resulting from any other Contractor or Person attaching motorized equipment to the building.
- Failure to start labor as scheduled due to any delays with client-owned equipment will result in the hourly charges per man per hour of delay.
- A four (4) hour minimum applies per rigging labor call.

SPECIAL EQUIPMENT / ONSITE ORDERS

- Special Equipment orders require 30 days notice prior to move-in.
- Onsite orders increase by 50%.

HI-TECH ELECTRIC/GLP MATERIALS

All materials and equipment furnished by HTE/GLP shall remain the property of HTE/GLP and shall be removed only by HTE/GLP at the close of the show.

ESTIMATES / REVISIONS

- Estimate requests are encouraged for budgeting purposes. Requests must be received 30 days in advance before move in begins in order to prevent delays in processing. Estimate requests are subject to a minimum of one hour labor per revision.
- Reductions made to an existing order are subject to a 10% surcharge.

SUPERVISION FEES

All booths and displays with labor incur a 20% supervision fee of the total labor charge.

CANCELLATIONS

- *Cancellation up to 21 days prior to event start date is subject to 20% of services ordered.*
- *Cancellation within 21 days of event start date up until decorator move-in date is subject to 50% of services ordered.*
- *Once services are installed, there is no refund for cancellation.*

THIRD PARTY PAYMENT

Exhibiting firm acknowledges the responsibility for any additional charges in the event a third party named does not make payment. All balances must be settled prior to the event closing.

DISCONNECTION / INTERRUPTION OF SERVICES

- All services will be disconnected and/or shut-off at the conclusion of the show unless advance notice given by the Exhibitor *and* acknowledged by GLP/HTE.
- Exhibitor may have services disconnected if payment has not been rendered in full at the beginning of the event.

DELAYS

In the event the completion of work is prevented or delayed due to damage or destruction of the building, fire, accident, vandalism, earth movement, hurricane, tornado, windstorm, theft, labor strikes, warfare, material shortage, delay of any governmental agency in issuing any required permit or certificate, or in performing inspections, litigation, or any act of God, Hi-Tech Electric,LLC/GLP is due payment for all executed work, labor, and materials.

TIPPING

Tipping is not permitted to HTE/GLP employees. All payments must be made to a Customer Service Representative or HTE/GLP Management.

INDEMNITY

The Exhibitor, Display House, and Show General Contractor will indemnify GLP/ Hi-Tech Electric, LLC for any and all work related claims, accidents, losses, and damage.



Exhibitor Company Name:	Show Name:
Billing Company Name:	Show Dates: / / To / /
Billing Company Address:	Incentive Order Deadline: 21 Days Prior to 1 st Day of Show Move-in
City, State / Country, Zip:	Booth / Room #:
Contact Name:	Phone Number: () -
Contact Email:	Cell Number: () -
On-Site Contact:	On-Site Number: () -

When your order is processed, you will receive an email with a link to Smart City Networks payment portal. Payment in full is required prior to the event.

With execution of this document the Customer hereby authorizes Smart City to provide services as requested herein, is authorized to request such services and acknowledges full and complete understanding of the Terms and Conditions and Attachments.

View complete Terms & Conditions at: orders.smartcitynetworks.com/tc.aspx?center=015

Print Authorized Name Accepting Terms and Conditions:	Authorized Signature Accepting Terms and Conditions:
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<p align="center">Dedicated Wired Internet Routers Allowed</p> <p align="center">Connection speeds of 3Mbps and up</p> <p>Required for:</p> <ul style="list-style-type: none"> • Web Casting • HD Streaming • Routers(wired or wireless) <p>Includes 5 Static Public IP Addresses</p>	<p align="center">Broadband Wired Internet No Wired or Wireless Routers</p> <p align="center">Connection speeds 1.5Mbps Burstable to 3Mbps, DHCP</p> <p>Recommended for:</p> <ul style="list-style-type: none"> • Internet Applications • Social Media • Multi Media Downloads <p>Includes 1 Private IP Address</p>
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Wireless services are NOT included on this form – contact the event venue for specific rates.

ORDER ONLINE: orders.smartcitynetworks.com/ordering.aspx

*****Incentive rate applies to orders received with payment 21 days prior to 1st day of show move-in*****

	QTY	Incentive	Base	On-Site	Total
1. Internet Services – Routers Prohibited					
a. Broadband Internet Service		\$895	\$1,140	\$1,368	
b. Additional Device for Broadband Service, Per Device Up to 4		\$185	\$220	\$255	
If you require 6 or more devices – Please call (888) 446-6911.					
2. Dedicated Internet Services – Routers Supported					
a. Dedicated 3Mbps w/ 5 Public IP address		\$3,495	\$4,370	\$5,244	
b. Dedicated 6Mbps w/ 5 Public IP address		\$5,900	\$7,375	\$8,850	
c. Dedicated 10Mbps w/ 5 Public IP address		\$7,850	\$9,810	\$11,772	
Higher Bandwidth Services Available – Please call (888) 446-6911 for quote.					
3. Internet Equipment & Labor					
a. Switch Rental – <input type="checkbox"/> 8-port <input type="checkbox"/> 24-port		\$185	\$225	\$270	
b. Patch Cable (up to 50') – Cat5e		\$50	\$62	\$74	
c. Labor / Floor Work – Fee Per Hour		\$125	\$125	\$125	
4. Voice Services: PBX Service – Domestic LD Included					
a. Single Line – <input type="checkbox"/> Instrument, <input type="checkbox"/> Non Dial 9, <input type="checkbox"/> Int'l LD		\$275	\$345	\$414	
b. Multi-line Phone w/ 1 main number & 1 rollover line		\$415	\$520	\$624	
c. Conference Phone Line w/ Instrument (Conference service not included)		\$465	\$575	\$690	
5. Cable TV Service					
a. Digital Cable TV Service w/ set top box converter		\$625	\$780	\$936	
6. Special Quote – Attachment A or Statement of Work (if applicable)					
7. Distance Fee of \$500 Internet / \$100 Telephone for each line outside the convention venue x (number of lines)					
For extension of 3rd party data circuits (ISDN, DSL, T-1, DS3, Ethernet) please call for quote.					
			SUBTOTAL		
Make Checks Payable to SMART CITY NETWORKS Send Completed Orders with Payment To: 5795 W. Badura Avenue, Suite 110 Las Vegas, NV 89118 (888) 446-6911 FAX (702) 943-6001 csr@smartcity.com			ESTIMATED 10% TAX / FEES		
			GRAND TOTAL		
Effective January 1, 2018 – December 31, 2018		Customer No: 2018 - 015 -			

INTERNET – TELEPHONE – CABLE TV SERVICE CONTRACT

SMART CITY

Terms and Conditions / Payment Options

1. **Smart City is the exclusive provider and installer on the Facility property of all Voice, Data and Network services (wired and wireless) including communications cabling.** This includes but is not limited to all cabling fiber optic, twisted pair (Category 3, 5 and 6), coaxial and all other data and telecommunications related cabling to meeting rooms, booths, within booths (under carpet and flooring), tents and other locations on the Facility property (inside and outside).
2. The network connection(s) provided by Smart City may be used only by the Customer and **cannot be resold or distributed to other companies or individuals.**
3. **Incentive Price** applies when a completed order with payment is received no later than 14 days prior to the first day of show move-in. **Base Price** applies to (a) all orders received from One (1) to Thirteen (13) days before show move-in has started or (b) orders received on or before the 14 day Incentive Deadline without payment. **Orders placed on site or after show move-in has started will be at Base Price plus an additional 20%.**
4. **Conditions for processing service order form for On-time Installation:** (a) Full payment for service(s) must accompany signed order form. (b) Booth number(s) must be identified on face of order form. (c) Complete Floor Plan itemizing location of service(s) in Customer's booth must be designated on form or Customer provided diagram(s) 5 days prior to the 1st day of move-in to avoid additional charges. (d) Customer provided / ordered circuits must be installed and working 2 days before show move-in and Customer must provide Smart City with Circuit Number and Provider's name. Without this information Smart City cannot guarantee delivery of the circuit to Customer desired location. Additional charges will apply for extending Customer provided circuit to desired location in the facility. Late orders / changes received after show move-in has started will be installed after all other show orders are completed (additional fees may apply). Incomplete order form forms will delay processing, please provide all information requested.
5. **Shared Internet Services Specific:** Routers, Streaming Applications, VoIP, DHCP, NAT or Proxy Servers are **not allowed with any of Smart City's shared Internet / Network services.** This includes, but is not limited to, Premium Internet & Basic Internet. Smart City can engineer a custom dedicated network(s) to accommodate such special requests. Please call for quote.
6. Order Form Rates listed include a single IP address with standard installation to the booth in the most convenient manner. To connect additional devices to the bandwidth product a Smart City assigned IP address or additional device charge must be purchased.
7. **Internet Security Disclaimer:** Smart City does not provide security such as, but not limited to, firewalls, etc. for any data circuit(s) it provides. It is the sole responsibility of Customer to provide any necessary security. Customer agrees to hold Smart City; its agents and contractors harmless for any and all liabilities arising from the use of non-secured data circuits.
8. **VIRUS PROTECTION REQUIREMENT – WARNING –** Smart City requires that all devices directly or indirectly accessing Smart City's network have the latest virus scan software, Windows security updates, system patches, and any other technological precautions necessary to protect Customer and others from viruses, malicious programs and other disruptive applications. Any device(s) which adversely impacts Smart City's network(s) will be disconnected from the network(s) with or without prior notice at Smart City's sole discretion. The device(s) in question will remain disconnected from the network(s) until all issues are adequately resolved. Additional charges may apply for trouble diagnosis and / or problem resolution. No refunds will be issued to Customer as the result of Smart City's actions to disconnect disruptive device(s).
9. **Network Security Declaration:** Customer is responsible for providing a signed Network Security Declaration prior to Smart City activating Internet / Network Service(s) for Customer.
10. **Use of Network Connection:** (a) Services provided by Smart City are intended to facilitate communications between the Customer's authorized users and the entities reachable through the Internet. Users of Smart City services shall use reasonable efforts to promote efficient use of the networks to minimize, and avoid if possible, unnecessary network traffic and interference with the work of other users of the interconnected networks. (b) Users of Smart City services **shall not disrupt** any of the Smart City or other associated networks as a whole or any equipment of system forming part of networks, or any services provided over, or in connection with any of the Smart City or other associated networks. Smart City services shall not be used to transmit any communication where the meaning of the message, or its transmission, distribution, would violate any applicable law or regulation or would likely be highly offensive to the recipient or recipients thereof.

11. **Wireless Specific:** (a) Smart City is the exclusive provider of voice, wired and wireless data service(s) for the Facility. **Wireless Devices not authorized by Smart City are strictly prohibited.** If Customer desires to showcase its wireless products, it must contact Smart City 21 days in advance of show move-in to register their device, applicable registration fee will apply. Smart City will investigate the potential of Smart City engineering a customized cohesive network to operate without interference to other Customers, (applicable charges may apply). (b) The use of any wireless device that interferes with the facility's 2.4 / 5 GHz wireless data frequency range is prohibited and subject to disconnection at the Customer expense.
12. Unless otherwise directed, Smart City is authorized to cut floor coverings to permit installation of service.
13. **Internet Performance Disclaimer:** Smart City does not guarantee the performance, routing, or throughput; either expressed or implied, of any data circuit(s) connectivity with regards to the Internet and / or Internet backbone(s) beyond the Facility.
14. Only Smart City personnel are authorized to modify system wiring or cabling. Material and equipment furnished by Smart City for this service order form shall remain the property of Smart City.
15. **CANCELLATION** – There is a minimum \$150 or 10% Cancellation Fee (whichever is lower). Cancellations must be in writing. Additional cancellation charges will apply for orders that have already incurred labor, material, and / or engineering costs. Some broadband services and special circuits cannot be cancelled once ordered and will incur full charges listed / quoted. Credit will not be given for service(s) installed and not used.
16. Service problems must be reported to the Smart City Service Desk. Service problems will not be considered unless filed in writing by Customer prior to close of show.
17. **Any additional cost incurred by SMART CITY to:** (a) assist in trouble diagnosis or problem resolution found not to be the fault of SMART CITY or (b) collect information required to complete the installation that Customer fails to provide (i.e. floor plans or special circuit numbers) may be billed to Customer at the prevailing rate.
18. **Equipment Management:** (a) Customer should pick up switches, wireless devices, telephone instruments and other rental equipment at the Smart City Service Desk. (b) Customer will be fully responsible for the protection and safekeeping of rental equipment and will be responsible for returning all rental equipment to the Smart City Service Desk within one (1) hour following close of the show.
19. The prices listed on this order form do not include Federal, State, Local or other Taxes, Tax surcharges or Regulatory Fees. Taxes / Tax surcharges and Regulatory Fees will be included on Customer's final bill. **Federal Tax ID is 65-0524748.**
20. **NOTE: THE CUSTOMER IS RESPONSIBLE FOR ALL INTERNATIONAL LONG DISTANCE AND OTHER APPLICABLE CHARGES AGAINST ASSIGNED TELEPHONE NUMBER(S).** Additional Long Distance deposits for international accounts will apply and will be determined upon request for service.
21. The number(s) assigned to Customer are for the duration of this event only. Service cannot be moved or transferred outside of the Center and intercept service cannot be provided.
22. **International Calls and Line Restrictions:** (a) Toll restriction will block all lines except local only or local and "1-800" calling only. All other "1+" or "0+" dialing will be blocked (this includes all long distance access). (b) All lines will be blocked from "976" and "900" dialing unless otherwise requested. Additional deposits may be applicable. (c) Smart City will provide a detailed listing of all toll / billable type calls made from applicable services.
23. A per line move fee starting at \$100 (Telephone), \$200 (Internet) may apply to relocate the line(s) after it is installed.
24. Order Form prices are based upon current rates and are subject to change without notice.
25. **Smart City is hereby authorized to charge Customer's credit card for any additional amounts incurred as well as any initial charges not otherwise paid.**
26. Smart City accepts payments in US dollars, Checks drawn on a US bank, Wire Transfers or the following Credit Cards: (Amex, MasterCard, Visa,). Make all checks payable to: **Smart City.**
27. Any Order exceeding \$10,000 must be paid by company check, wire / ACH transfer or money order. Checks must reference Facility and Show Name. Please contact Smart City for wire / ACH transfer instructions. Payer is responsible for all service charges.
28. There will be a \$50 service charge for all returned checks.
29. Purchase Orders are not accepted as a form of payment but as a convenience can be referenced on Customer's invoice upon prior written request.
30. Any refunds due in the amount of \$10.00 or less will not be refunded.

31. Any unpaid balance at close of show will incur a 1.5% / month service charge monthly (or, if lower, the highest rate permitted by law), or \$10 minimum. Additionally any further collection costs and fees will be the responsibility of Customer.
32. **Tipping is not permitted. Any request from personnel for gratuities should be reported to Management immediately.**

(1) All Customer contracts and agreements are solely between SMART CITY and the prospective Customer; (2) SMART CITY is not the employee, agent or partner of the Facility; (3) The Facility is not a party to, nor shall it have any obligations or liabilities whatsoever to any Customer, under any Customer Contract including without limitation, the obligation to provide any of the services covered by such Customer Contract; (4) No representations or warranties are being made by the Facility with respect to any Customer Contract or any Communications Services; (5) The right of Customer to receive any Communications Service will be terminated if this Agreement is terminated for any reason; and the Facility will have no obligation to continue providing such service unless the Facility elects in its sole discretion to continue to provide such services itself or through a third party; (6) The provisions of the Customer Contract are separate and independent from the provisions of Customer's lease of space in the building and shall not affect Customer's obligations under such lease and without limiting the foregoing, in no event shall any default by SMART CITY under the Customer Contract or any failure with respect to any Communications Services have any effect on any of Customer's obligations to the Facility under any lease or any other occupancy agreement between Customer and the Facility.

LIMITATION OF LIABILITY

Limited Warranty. SMART CITY warrants that: (a) it has the right to provide and install all Voice, Data, and Network Services and Applications (the "Services"). In the event that the Services are not performed in accordance with this warranty you agree to inform SMART CITY of such fact, by written notice prior to close of the Show / Event, and, as Customer's sole and exclusive remedy, SMART CITY will either: (a) repair or replace the Services to correct any defects in performance without any additional charge to you, or (b) in the event that such repair or replacement cannot be done within a reasonable time, terminate the Customer Contract and provide you with a pro rata refund of the fees paid to SMART CITY for the Services hereunder with respect to such calendar year.

The foregoing warranties will not apply to the extent that: (a) the Services are used for any purpose other than those set forth in the Customer Contract regardless of whether SMART CITY has terminated the Customer Contract because of such misuse; (b) the cause of a breach of warranty is due to a malfunction in your hardware, software or communications network through which the Services are accessed; or (c) the cause of a breach of warranty is due to any other cause outside of SMART CITY'S sole and reasonable control.

DISCLAIMER OF WARRANTY. THE FOREGOING CONSTITUTE SMART CITY'S ONLY WARRANTIES WITH RESPECT TO THE PERFORMANCE OR NONPERFORMANCE OF THE SYSTEMS AND APPLICATIONS AND/OR THE SERVICES WHICH ARE OTHERWISE PROVIDED ON AN "AS IS" AND "AS AVAILABLE" BASIS. THE FOREGOING LIMITED WARRANTIES ARE IN LIEU OF, AND SMART CITY HEREBY EXPRESSLY DISCLAIMS, ALL OTHER WARRANTIES, EXPRESS OR IMPLIED, INCLUDING, WITHOUT LIMITATION, WARRANTIES OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE.

Indemnification.

Customer agrees to indemnify, defend, and hold harmless Smart City, its affiliates, and its current and former employees and agents, and defend any action brought against same with respect to any claim, demand, cause of action, debt or liability (including reasonable attorneys' fees) brought by a third party arising out of, or in connection with a breach of Customer's representations, warranties, covenants and agreements set forth in the Customer Contract or to the extent attributable to Customer's negligence or willful misconduct.

In claiming any indemnification hereunder, the Smart City shall promptly provide Customer with written notice of any claim which Smart City believes falls within the scope of the foregoing paragraphs. Customer may, at its own expense, assist in the defense if it so chooses, provided that Smart City may, if it elects, control such defense and all negotiations relative to the settlement of any such claim and further provided that any settlement intended to bind Smart City shall not be final without the Smart City's written consent, which shall not be unreasonably withheld.

The terms of these provisions shall survive the expiration or termination of the Customer Contract.

LIMITATION OF LIABILITY. EXCEPT FOR SMART CITY'S WILLFUL MISCONDUCT OR GROSS NEGLIGENCE, CUSTOMER AGREES THAT UNDER NO CIRCUMSTANCES IS SMART CITY LIABLE TO CUSTOMER FOR ANY INDIRECT, INCIDENTAL, SPECIAL, PUNITIVE OR CONSEQUENTIAL DAMAGES OR LOST PROFITS ARISING OUT OF THE SYSTEMS OR SMART CITY'S SERVICES OR OBLIGATIONS UNDER THIS AGREEMENT EVEN IF SMART CITY HAS BEEN ADVISED OF THE POSSIBILITY OF SUCH DAMAGES. IN ANY EVENT, CUSTOMER'S EXCLUSIVE REMEDY AND SMART CITY'S ENTIRE LIABILITY TO CUSTOMER FOR ANY REASON UPON ANY CAUSE OF ACTION ARISING OUT OF THE SYSTEM OR SMART CITY'S SERVICES UNDER THIS AGREEMENT SHALL BE THE AMOUNT ACTUALLY PAID BY CUSTOMER TO SMART CITY WITH RESPECT TO THOSE DEFICIENT SERVICES.

THE FOREGOING LIMITATION IS A FUNDAMENTAL PART OF THE BASIS OF THE BARGAIN HEREUNDER AND IS INTENDED TO APPLY WITHOUT REGARD TO WHETHER OTHER PROVISIONS OF THIS AGREEMENT HAVE BEEN BREACHED OR HAVE BEEN HELD TO BE INVALID OR INEFFECTIVE.

NO ACTION, REGARDLESS OF FORM, ARISING OUT OF OR RELATED TO THE USE OF THE SERVICES PURSUANT TO THIS AGREEMENT MAY BE BROUGHT BY YOU MORE THAN 12 MONTHS AFTER THE CAUSE OF ACTION FIRST AROSE.

Network Security Declaration

Center: Washington CC (015) - DC

Company Name: _____

Show: _____

Booth / Room #: _____

Customer / Ref #: 2018 - 015 -

The Network Security Policy implemented for this Facility requires Customer(s) adherence to several necessary precautions in order for Smart City to maintain a healthy, viable network for all Customers. This declaration of compliance with the security requirements as noted herein is an acknowledgement of Smart City's filtering policies and must be completed, signed by an authorized Customer representative and mailed or faxed to Smart City prior to the requested network service(s) being activated for Customer's usage.

Network Security Policy:

Smart City requires that all devices directly or indirectly accessing Smart City's network(s) have the latest virus scan software, Windows® security updates, system patches, and any other technological precautions necessary to protect the Customer(s) and others from viruses, malicious programs, and other disruptive applications. Any device(s) which adversely impacts Smart City's network(s) may cause service interruptions to Customer(s) which can lead to disconnection of the Customer's equipment from the network(s), with or without prior notice at Smart City's sole discretion. The device(s) in question will remain disconnected until all issues are adequately resolved. All charges will apply and no refunds will be given. Additional charges may apply for trouble diagnosis and / or problem resolution.

Smart City has implemented filtering policies on all Internet routers. These filters block all inbound Internet Control Message Protocol (ICMP) -- Ping, Traceroute, etc. -- destined to any Smart City Network(s). Smart City understands that Ping and Traceroute are valuable troubleshooting tools; therefore Smart City's Policy does allow ICMP (Ping & Traceroute) packets sourced from any Smart City network(s).

Further, to avoid infection by common Internet worms (Nachi, MSBlaster, LoveSAN, etc.), Smart City has implemented similar filters on the following TCP and UDP port numbers: UDP – 137, 138, 402, 1434 and TCP – 135, 139, 402, 445, 4444.

Customers requiring inbound or outbound access to any of the filtered ports, should contact a Smart City customer service representative in advance of the event with details of the specific requirements so that Smart City may consider the potential of a customized alternative.

Each Customer's business is important to Smart City and with advanced and timely notification of a Customer's needs we are confident that we can provide network services that perform as expected for all clients.

*** Please inform all show site personnel about the importance of Smart City's Network Security compliance issues ***

*** Services are activated after Smart City is in receipt of this signed declaration of compliance with our network security requirements ***

Device(s) Operating System: _____

Total # of Devices
Connecting to Smart
City's Network: _____

Type of Anti-Virus Software Installed: _____

Norton

McAfee

Other: _____

Virus Scan Last Updated - Date: _____ / _____ / _____

Security Updates Last Performed - Date: _____ / _____ / _____

Are You Renting Computers? _____

Yes

No

Rental Company Name: _____

Rental Company Contact: _____

Contact Number: _____

With execution of this document the Customer hereby attests that Customer provided equipment, which will be connected to Smart City's network(s) at the above noted Facility and Show / Event has been properly protected, contains anti-virus software, and the latest patches and security updates have been installed. Customer(s) also accepts the responsibility for the performance of Customer's equipment and understands the conditions placed on service delivery by this document as well as the potential that additional charges may be incurred should Customer's equipment be found to adversely impact Smart City's network(s) performance. The Customer acknowledges that this Network Security Declaration is part of the Customer Contract allowing Smart City to provide requested service(s) and is subject to change without notice.

Signature _____

Date _____

Printed Name _____

Title _____



5795 W. Badura Ave, Suite 110 • Las Vegas • Nevada 89118 • (888) 446-6911 • (702) 943-6087 • Fax (702) 943-6001



WALTER E. WASHINGTON
CONVENTION CENTER

Floor Plan – Communications Cable

Center: Washington CC (015) - DC

Show: A B C Example Show

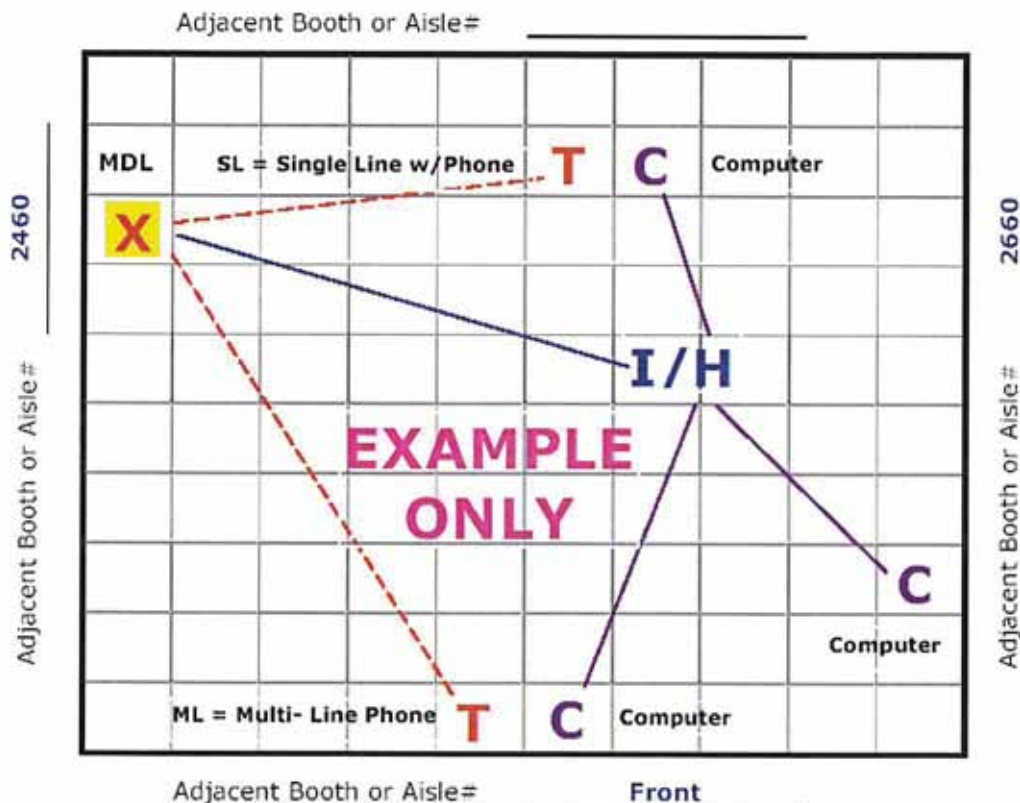
Company Name: ABC Example Company

Booth / Room #: 1 2 3 4

Customer / Ref #: 2018 - 015 - XXX - XXXX

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

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



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

T = Location of Telephones, Fax lines or other telecommunications equipment "T".

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

Orientation = The Booth or Aisle #'s surrounding your booth. A minimum of one surrounding Booth or Aisle # is required (two or more would be more helpful) for Smart City to accurately install your services.

Size = Booth dimensions (example 10x10) 20 x 20 . **Scale** = 1 Box is equal to 2 ft.

Floor Plan – Communications Cable

Center: Washington CC (015) - DC
 Show: _____

Company Name: _____
 Booth / Room #: _____
 Customer / Ref #: 2018 - 015 -

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

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Adjacent Booth or Aisle# _____									
Adjacent Booth or Aisle# _____									

Adjacent Booth or Aisle# _____

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Orientation = The Booth or Aisle #'s surrounding your booth. A minimum of one surrounding Booth or Aisle # is required (two or more would be more helpful) for Smart City to accurately install your services.

Size = Booth dimensions (example 10x10) _____. **Scale** = 1 Box is equal to _____ ft.



Smart City Wireless Services

Walter E. Washington Convention Center

WiFi Connection Guide

- Open your browser (Internet Explorer, Firefox, Safari, or other standard browser). You should see a page resembling the graphic shown.*
- If this is your initial purchase, enter your username (email address) and password in the area shown on the left and click BUY NOW. Follow additional prompts to complete your purchase or log-in. Refer to service options and limitations shown to the right.
- If you have already created an account and are returning for an additional session, click LOGIN.

*If you do not see the above screenshot when you open your browser, please refresh your browser. If you still do not see this page you may need to manually select the SSID (network name) by following your computer's procedure for viewing and selecting a wireless network. The Smart City SSIDs to look for are "Exhibitor Internet" or "FreeConventionCenterWiFi."

Wireless Options

Depending on where you are in the facility, you will see one or both of the following SSIDs (network names). Choose the option which best suits your location and requirements.

Smart City does NOT recommend wireless service for event critical services such as registration, presentations or product demonstrations.

• Exhibitor Internet

Available throughout the convention center. With a 30 minute idle timeout.

*Connectivity speeds up to 1.54Mbps up/down.

5 GHz wireless frequency only

- 1 day for \$79.99
- 3 day for \$159.99
- 5 day for \$239.99

• Free Convention Center WiFi

Available throughout all public spaces, exhibit halls, meeting rooms and ballrooms. With a 10 minute idle timeout.

*Connectivity speeds up to 768k up/down.

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

Questions?

For questions regarding wireless services or any of the other wired Internet and telephone services we provide, please call Smart City at 202-249-3800 or visit us online at www.smartcitynetworks.com

Exhibit Hall Fire Regulations

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 positions 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.

--over--

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 main doors in air walls, etc.