

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 34TH ANNUAL MEETING & PRE-CONFERENCE PROGRAMS

NOVEMBER 6 – 10, 2019

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



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 Monday, October 21st, 2019.

Shipments to Advance Warehouse Deadline Date

Heritage will begin receiving freight at the advance warehouse on Thursday, October 10th, 2019. To avoid late fees all shipments to the advanced warehouse must arrive no later than Thursday, October 31st, 2019.

Show Schedule

Exhibitor Move-In

Thursday	November 7 th	8:00 a.m. - 10:00 p.m.
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Exhibit Hours

Friday	November 8 th	7:00 a.m. - 8:00 p.m.	Posters available for viewing – Exhibits Open
		12:30 p.m. - 2:00 p.m.	Lunch – Exhibits & Poster viewing
		6:30 p.m. - 8:00 p.m.	Reception – Exhibits & Poster viewing
Saturday	November 9 th	7:00 a.m. - 8:30 p.m.	Posters available for viewing – Exhibits Open
		12:35 p.m. - 2:05 p.m.	Lunch – Exhibits & Poster viewing
		7:00 p.m. - 8:30 p.m.	Reception – Exhibits & Poster viewing

Exhibitor Move-Out

Saturday	November 9 th	8:30 p.m. - 11:59 p.m.
Sunday	November 10 th	7:00 a.m. - 10:00 a.m.

- Empty crates and containers will begin being returned at 8:30 p.m., Saturday, November 9th.
- All carriers must check-in no later than 8:30 a.m. on Sunday, November 10th. 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 2019

Heritage will accept exhibit materials beginning Thursday, October 10th, 2019 at the above address. Material arriving after Thursday, October 31st, 2019 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
Gaylord National Hotel and Convention Center
701 Waterfront St.
National Harbor, MD 20745

FOR: SITC 2019

Freight will be accepted at show site beginning Thursday, November 7th, 2019. 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 2019** 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 \$ _____
SIGN AND BANNER HANGING \$ _____
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 (Gray)	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			

6% Tax _____

TOTAL ORDER _____

NAME OF CONVENTION **SITC 2019** 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

Chairs

Furniture

F60 Plastic Side Chair, Gray
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"



F80



F90



F100



F190
F220



F110
F140



Red



Teal



Burgundy



Gray



Plum



White



Hunter
Green



Expo
Green



Gold



F200
F230



F120
F150



Blue



Black



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

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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 is required for all booths larger than 30'
or for booths configured as islands or peninsulas.

Area Carpet - 100 sq. ft. minimum required
Booth size: _____ x _____ = _____ Sq.Ft.

A 6% 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 6% 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 6% Sales Tax Will Be Added To All Carpet Orders

Name of Convention **SITC 2019** 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.

6% Tax _____

TOTAL ORDER _____

NAME OF CONVENTION **SITC 2019** 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

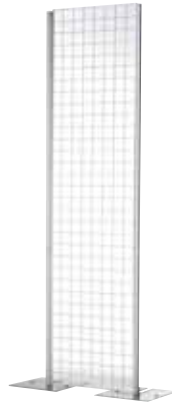
Display



D10



D50



D40



D31



D11
D12



D121



D60
D70



D130



D220



D120



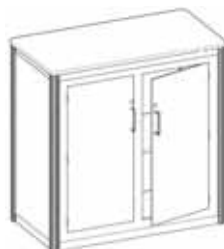
D140
D150 (Shown)



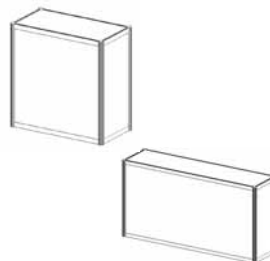
D160
D170 (Shown)



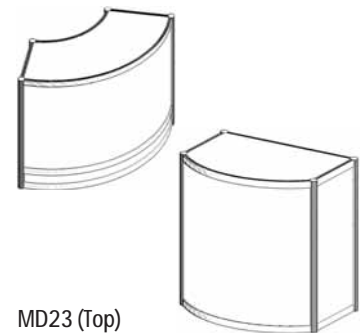
D20
D30 (Shown)



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.

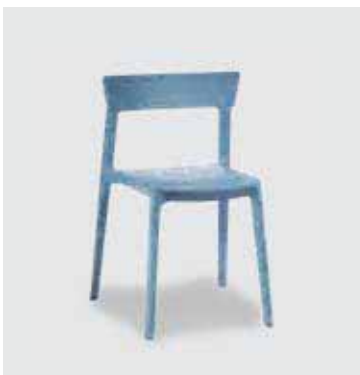
TRADE SHOW FURNISHINGS 2019

Product Guide



FEATURING:

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



ROMA

10'x20' Powered Chair & Sofa Booth



Denotes AC and USB
charging outlets



10'x10' Fairfax & La Brea Booth



10'x20' Hopi Lounge & Zenith Café Booth

DELIVERING TRADE SHOW SOLUTIONS YOU CAN COUNT ON.

Your inspiration deserves great execution with modern furnishings from CORT. Rest assured, you have an experienced partner to help you create unique selling environments that will excite your clients and bring your brand to life.



10'x10' Munich Sectional Booth



10'x20' Malba Café & Bench Theater Booth

Power Up In Style.

Denotes Powered Products



POWERED
DETAIL

HEDGE

HDG4FT
Boxwood Hedge, 4'
46"L 9"D 47"H

ROMA




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

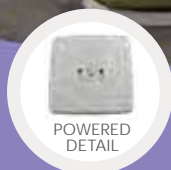
ROMA



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



 **WIRELESS
CHARGING TABLE,
POWERED**
CUBPOW
(white, ac plug-in)
20"L 20"D 18"H



POWERED
DETAIL

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.

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.

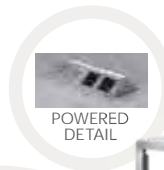


A) NPLCHP
Naples Chair, Powered
(black vinyl)
36" L 30" D 33.25" H

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



A.

Ventura Powered Bar Tables
72.25" L 26.25" D 42" H
(silver frame)
A) VNTWHT (white top)
B) VNTBLK (black top)



D.



B.

Ventura Powered Café Tables
72.25" L 26.25" D 30" H
(silver frame)
C) VNTCBK (black top)
D) VNTCWH (white top)



F.

E.



POWERED DETAIL

Sydney Powered Cocktail Tables
48" L 26" D 18" H
(brushed steel)
E) C1WP (white)
F) C1YP (black)

Powered Banquettes.

Denotes Powered Products

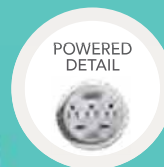


MODULAR SYSTEM

Create round banquettes or custom serpentine seating. The Power Banquette system has three AC and two 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.



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



POWERED
DETAIL

Detail of Electrical
Charging Outlet



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



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




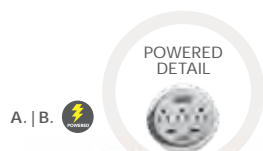
BNQ7 Quarter Curve Ottoman
(white vinyl)
53"L 22"D 18"H



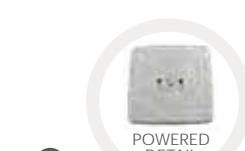
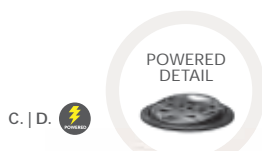
WHT12 Half Bench Ottoman
(white vinyl)
39"L 22"D 18"H

Powered Pedestals

 Denotes AC and USB charging outlets



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



(Mobile devices must be compatible with Qi wireless charging pad.)

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

Wireless Charging Table, Powered

- E) CUBPOW
(white, AC plug-in)
20"L 20"D 18"H

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.

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

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

HEDGE

HDG7FT

Boxwood Hedge, 7'

36.5"L 12"D 84"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



10'x20' Hopi Lounge & Zenith Café Booth

Soft Seating Collections

Available in Power 

A.



B.



C.



BAJA

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

B) BSWHT Sofa
(white vinyl)
86"L 28"D 30"H

C) 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

Denotes Powered Products



MUNICH

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



POWERED
DETAIL



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



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

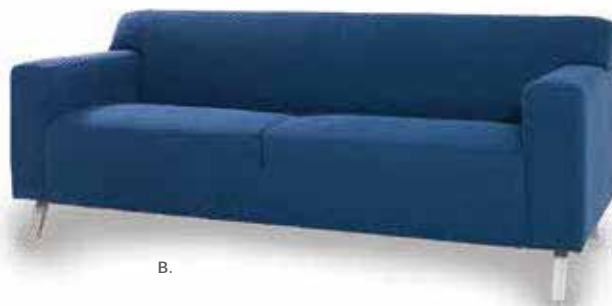


MNCHCH Munich Armless Chair
(gray fabric)
22.5" L 27" D 28.5" H

Soft Seating Collections



A.



B.



A.



B.



C.



A.



B.



C.



A.

B.

C.

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

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

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

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

Accent Chairs



SWANSON

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

KEY WEST

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



LA BREA

LABREA Chair
(charcoal gray, fabric)
35" L 27" D 40" H



WENTWORTH

WENCHA Chair
(brown vinyl)
32.1" L 26" D 31.5" H



AURA

AURA Round Table
(white metal)
15" Round 22" H



Accent Chairs



A.



B.



C.



D.



E.



F.

Madrid Chair

A) BCW

(white vinyl)

30"L 30"D 31"H

B) OCH

(black vinyl)

30"L 30"D 31"H

C) FAIRCW

Fairfax Chair

(white vinyl, brushed metal)

27"L 26"D 30"H

D) MNCHCH

Munich Armless Chair

(gray fabric)

22.5"L 27"D 28.5"H

E) HOPCH

Hopi Chair

(gray linen)

21"L 25"D 34"H

F) PROGB

Pro Executive Guest Chair

(black vinyl)

24"L 22"D 36"H

Meeting & Stage Chairs



A.



B.



C.



D.



E.



F.

Marina Chair

17.5"L 19.5"D 35"H

A) MARCBK (black vinyl)

B) MARCBR (brown fabric)

C) MARCWH (white vinyl)

Meeting Chair

25.5"L 23.5"D 34"H

D) OCMESP (espresso vinyl)

E) OCMTAU (taupe fabric)

F) OCMWHT (white vinyl)

Group Seating

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



A.

B.



MALBA

20" L 20" D 32" H

A) MALGRY Chair (gray)
B) MALGRN Chair (green)

MARINA

17.5" L 19.5" D 35" H

A) MARCWH (white vinyl)
B) MARCBK (black vinyl)
C) MARCBB (brown fabric)
D) MARCBE (ocean blue fabric)
E) MARCRD (red fabric)

A.



B.

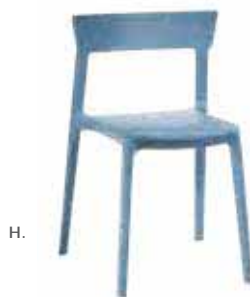
C.

D.

E.



Styles & Shapes



**A) CS8
Berlin Chair**
(black, white)
18"L 22"D 32"H

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

**C) XCHR
Christopher Chair**
(white vinyl, chrome)
17"L 19"D 35"H

**D) SC3
Brewer Chair**
(onyx, black)
20"L 20"D 32"H

**E) XC6
Altura Guest Chair**
(black crepe)
25"L 20"D 34"H

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

**G) SC10
Razor Armless Chair**
(white)
15.38"L 15.5"D 30.5"H

**H) BLDCSB
Blade Chair**
(sky blue)
20.5"L 19"D 30.5"H

**I) BLDCRD
Blade Chair**
(red)
20.5"L 19"D 30.5"H

Mix & Match

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

J) LUCHCL Lucent Chair (frosted, acrylic) 19.5"L 19.75"D 32.5"H

K) 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)

19" L 19" D 19" 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.

K.

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)

K) MAR011

(orange fabric)

Accent Tables

ALONDRA

Cocktail Table

47"L 24"D 16"H

A) ALC100 (glass, chrome)

B) ALC200 (wood, chrome)



ALONDRA

End Table

20"L 20"D 20"H

C) ALE100 (glass, chrome)

D) ALE200 (wood, chrome)

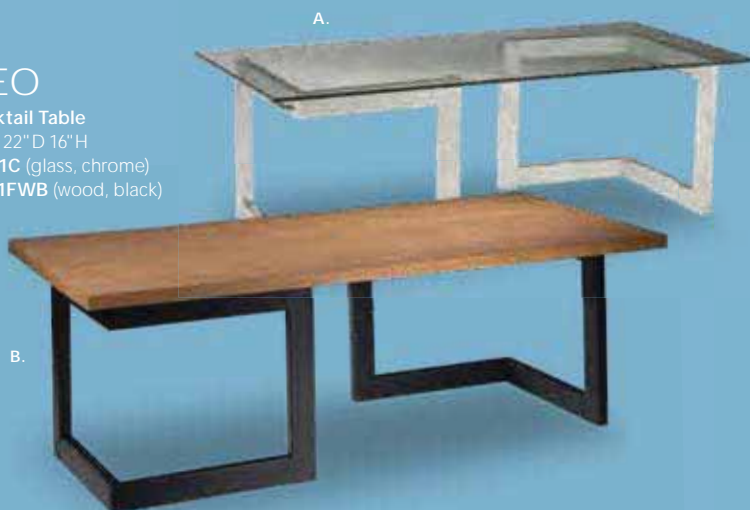
GEO

Cocktail Table

50"L 22"D 16"H

A) C1C (glass, chrome)

B) C1FWB (wood, black)



GEO

End Table

26"L 26"D 20"H

C) E1C (glass, chrome)

D) E1FWB (wood, black)

Styles & Shapes

Available in Power 



Sydney Cocktail Tables
(brushed steel)
48"L 26"D 18"H
A) C1W (white)
C1WP (Powered)
B) C1Y (black)
C1YP (Powered)
C) SYDBEC (blue)
D) SYDWDC (wood)

Sydney End Tables
27"L 23"D 22"H
E) E1W (white)
F) E1Y (black)
G) SYDBEE (blue)
H) SYDWDE (wood)

Regis Tables
(brushed metal)
I) REGBEN Bench Table
47"L 15.5"D 16"H
J) REGOTT End Table
16"L 15.5"D 16.5"H

Silverado Tables
(glass, chrome)
K) E1E End Table
24" Round 22"H
L) C1E Cocktail Table
36" Round 17"H

Oliver Tables
(walnut finish)
M) EOLI End Table
22" Round 22"H
N) COLI Cocktail Table
47"L 27"D 19"H

Rustic Tables
(wood)
O) ETBL E-Table
21"L 15.5"D 27.5"H
P) TMBTBL Timber Table
16" Round 17"H

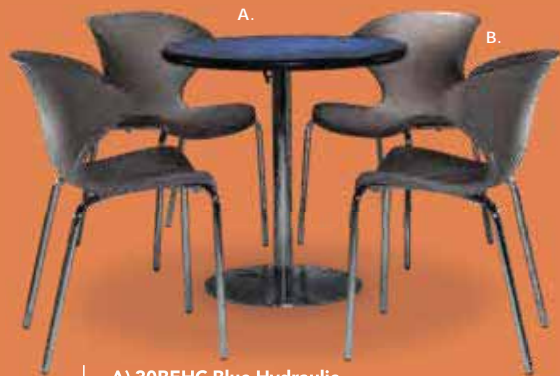
Aura Round Table
Q) AURA
(white metal)
15" Round 22"H

Edge LED Cube Table
R) CUBTBL
(plexi top, white plastic)
19"L 19"D 19"H
A/C power only

Wireless Charging Table, Powered
S) CUBPOW
(white, AC plug-In)
20"L 20"D 18"H



Café Tables



**A) 30BEHC Blue Hydraulic
Café Table**
(chrome base, blue top)
30" RND 29"H

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



**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



LUCHCL Lucent Chair
(frosted, acrylic)
19.5"L 19.75"D 32.5"H

**30" Round Café Tables
Standard Black Base**
30" RND 29"H
A) 30WDBC (wood top)
B) ZTB (red top)

Hydraulic Chrome Base
30" RND 29"H
C) 30WHHC (white top)
D) 30STHC (silver textured)

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



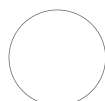
**HDG7FT
Boxwood Hedge, 7'**
36.5"L 12"D 84"H

Customize and Create

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



MAPLE



WHITE LAMINATE



SILVER TEXTURED



GRAPHITE NEBULA



BLUE LAMINATE



RED



MADISON/GRAY ACAJOU



WOOD LAMINATE



A.



B. | I.



C. | J.



D. | H.



E.



F.



G.



K. | Q.



L. | R.



M.



N.



O.



P.

Café Tables

Standard Black Base
30" RND 29"H

- A) ZTG (silver textured)
- B) ZTJ (graphite nebula)
- C) ZTK (maple)
- D) 30WH29 (white)
- E) ZTA (Madison/gray acajou)
- F) 30BEBC (blue)
- G) 30WDBC (wood)

36" RND 29"H

- H) ZTQ (white)
- I) ZTN (graphite nebula)
- J) ZTP (maple)

Café Tables

Hydraulic Chrome Base
30" RND 29"H

- K) 30GRHC (graphite nebula)
- L) 30MTHC (maple)
- M) 30BRHC (red)
- N) 30BEHC (blue)
- O) 30WDHC (wood)

36" RND 29"H

- P) 36WTHC (white)
- Q) 36GRHC (graphite nebula)
- R) 36MTHC (maple)

Mix & Match

Create the ultimate look. Choose from a wide variety of colorful group seating options for the perfect style.

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

T) BLDCRD Blade Chair (red) 20.5" L 19" D 30.5" H



Bar Tables



A) 30WHHB
30" Round Bar Table
 (white top, chrome
 hydraulic base)
 30" RND 45" H

B) APS12
Apex Barstool
 (blue ultra suede)
 21" L 21" D 33" H

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

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



HDG4FT
Boxwood Hedge, 4'
 46" L 9" D 47" H



E) 30BEHB
30" Round Bar Table
 (blue top, chrome
 hydraulic base)
 30" RND 45" H

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

Customize and Create

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



Bar Tables

Standard Black Base
30" RND 42"H
A) VTJ (graphite nebula)
B) VTK (maple)
C) VTG (silver textured)
D) VTB (red)
E) 30WH42 (white)
F) VTA (Madison/
gray acajou)
G) 30BEBB (blue)
H) 30WDBB (wood)

36" RND 42"H
I) VTW (white)
J) VTN (graphite nebula)
K) VTP (maple)

Bar Tables

Hydraulic Chrome Base
30" RND 45"H
L) 30GRHB (graphite nebula)
M) 30MTHB (maple)
N) 30STHB (silver textured)
O) 30BRHB (red)
P) 30BEHB (blue)
Q) 30WDHB (wood)

36" RND 45"H
R) 36WTHB (white)
S) 36GRHB (graphite nebula)
T) 36MTHB (maple)

Style & Design

Choose from a wide variety of table tops and colors for the perfect look.

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

V) 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"H

G) BSS (black, chrome)

H) BST (white, chrome)

I) BSC Oslo Barstool

(white)

17"L 20"D 45"H

J) XBAR Christopher Barstool

(white vinyl, chrome)

19"L 15"D 41"H

K) BS001 Shark Barstool

(white, chrome)

22"L 19"D 34-44"H

L) BSR Syntax Barstool

(black, chrome)

23"L 19"D 43.25"H

M) ZENBAR Zenith Barstool

(white, chrome)

19"L 20"D 44"H

N) RSTSTL Rustique Barstool

(gunmetal)

13"L 13"D 30"H



O.



P.



Q.



R.

O) LUBSCL Lucent Barstool (frosted, acrylic) 22"L 22.5"D 45.5"H

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

Q) BLDBRD Blade Barstool (red) 20.5"L 20.125"D 40.5"H

R) BLDBSB Blade Barstool (sky blue) 20.5"L 20.125"D 40.5"H

Conference Tables



PWRUSB

Powered Conference Table Module

(black) 5"L 2.25"D 2"H

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



42" Round Conference Table

42" RND 29"H

A) CONF42 (white laminate)

B) CB1 (graphite nebula)

C) CB8 (Madison/gray acajou)



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. | B.



C.



D.



E.



F.



G.



H.



I.



J.



K. | L.



M.



Atomic Round Tables

(glass, chrome)

A) 42ATO 42" RND 30"H

B) 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)

F) 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

Pro Executive High Back Chair

25" L 24" D 48" H

A) PROEXE (white vinyl)

B) PROEXB (black vinyl)

Adjustable height



A.

B.

Task Stool

TASKST

(black fabric)

27.5" L 27.5" D 32.75" - 40.25" H

Adjustable height



Pro Executive Guest Chair

24" L 22" D 36" H

PROGB (black vinyl)



Pro Executive Mid Back Chair

24" L 22" D 40" H

A) PROMID (white vinyl)

B) PROMDB (black vinyl)

Adjustable height



A.

B.

Communal and Powered Tables

Ventura BAR TABLES

Choose from Powered, Solid or Grommet Hole Table Tops.



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



POWERED
DETAIL



Table Top Options

BLACK

WHITE

MAPLE

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

Ventura CAFÉ TABLES



POWERED
DETAIL



Denotes AC and USB
charging outlets



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)

Ventura Powered Café Tables



(silver frame)
72.25" L 26.25" D 30" H

A) VNTCBK (black top)
B) VNTCWH (white top)

Ventura Communal Café Tables (silver frame)

72.25" L 26.25" D 30" H

Maple Top
C) VNTCMN (solid)
VNTCMW (grommets)

White Top
D) VNTCWW (grommets)
VNTCWN (solid)

Black Top
E) VNTCBN (solid)

Office Essentials

A.

DESK FRONT



DESK BACK

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) TASKST Task Stool

(black fabric)

27.5" L 27.5" D 32.75" - 40.25" H Adjustable

D) PROEXE Pro Executive High Back Chair

(white classic vinyl)

25" L 24" D 48" H Adjustable

B.

CREDENZA FRONT




CREDENZA BACK

C.

D.



TECH POWERED 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

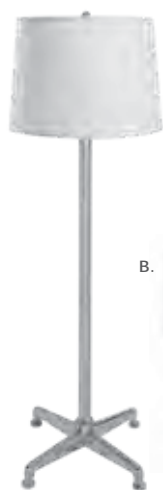
(black metal, laminate)
60" L 30" D 30" H

C) TECH3 3 Drawer File Cabinet on Castors

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

LIGHTING & PRODUCT DISPLAY

A.



B.



C.



D.



ACCENT LAMPS

Mason Lamps
(brushed silver)

A) LA15 Floor Lamp
18" RND 55" H

B) LA14 Table Lamp
16" RND 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



Denotes AC and USB charging outlets



Midtown Powered Counter

Metallic pewter gray curved counter with taupe-colored glass top features two AC & three USB charging outlets, locking storage cabinet and two shelves.

HDG7FT
Boxwood Hedge, 7'
36.5"L 12"D 84"H



Midtown Powered Counter
60"L 18"D 42"H
(pewter/glass)
MTCPU (unlighted)
MTCLPI (lighted with plug-in)



(back)



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

Midtown Bar

Metallic pewter gray curved bar with taupe-colored glass top features locking cabinet for storage and two shelves.



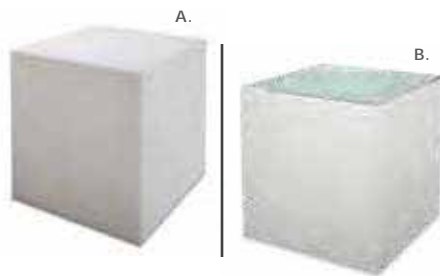
Midtown Bar
60" L 18" D 42" H
(pewter/glass)

A) MTBUUL
(unlighted)

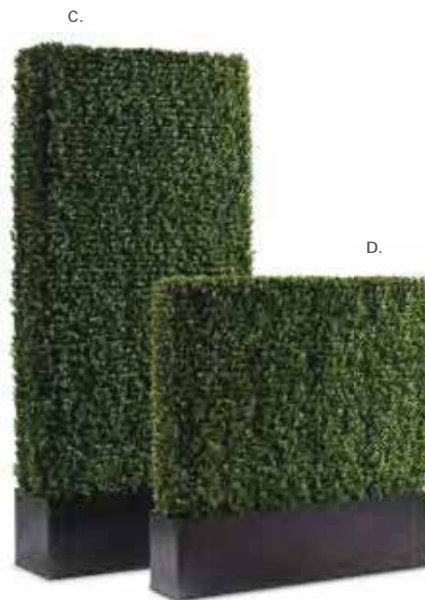
B) MTBLPI
(lighted with plug-in)

Apex Barstool
C) APS12
(blue ultra suede)
21" L 21" D 33" H

LIGHTED & GREENERY PRODUCTS



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




A) CUBL20 Edge
LED Cube Ottoman
(white plastic)

19" L 19" D 19" H
A/C power only

B) CUBTBL Edge LED
Cube Table
(plexi top, white plastic)
19" L 19" D 19" H
A/C power only

C) HDG7FT
Boxwood Hedge, 7'
36.5" L 12" D 84" H
D) HDG4FT
Boxwood Hedge, 4'
46" L 9" D 47" H

Specialty Furnishings Order Form				Please email or fax all pages to: Heritage Trade Show Services 620 Shenandoah Ave. St. Louis, MO 63104 Email: Exhibitor.Services@HeritageSVS.com Phone: 314-534-8500 Fax: 314-534-8050			
Show Name:							
Contractor:	Heritage Trade Show Services						
Booth Number:							
Venue:							
Show Date:							
ORDER INFORMATION				PRICING & PAYMENT INFORMATION			
Exhibiting Co:				Advance Price Deadline Date:			
Address:				Sales Tax Rate:			
City, State, Zip:				Order Total:		\$	
Phone:				PLEASE INCLUDE THE HERITAGE METHOD OF PAYMENT FORM WHEN YOU SUBMIT YOUR ORDER FORMS.			
Fax:							
Contact:							
Email:							
Authorized By:							
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.							
Item #:	Description:	Dimensions:	Advance Price:	Standard Price:	QTY:	Total:	
30WDHB	30" Round Bar Table w/ Hydraulic Base	30"RND 45"H	\$350.63	\$455.81			
30WDHC	30" Round Café Table w/ Hydraulic Base	30"RND 29"H	\$350.63	\$455.81			
30WH29	30" Round Café Table w/ Standard Black Base	30"RND 29"H	\$259.46	\$337.30			
30WH42	30" Round Bar Table w/ Standard Black Base	30"RND 42"H	\$287.51	\$373.77			
30WHHB	30" Round Bar Table w/ Hydraulic Base	30"RND 45"H	\$350.63	\$455.81			
30WHHC	30" Round Café Table w/ Hydraulic Base	30"RND 29"H	\$350.63	\$455.81			
36ATO	Atomic 36" Round Table	36"RND 30"H	\$350.63	\$455.81			
36GRHB	36" Round Bar Table w/ Hydraulic Base	36"RND 45"H	\$378.68	\$492.28			
36GRHC	36" Round Café Table w/ Hydraulic Base	36"RND 29"H	\$378.68	\$492.28			
36MTHB	36" Round Bar Table w/ Hydraulic Base	36"RND 45"H	\$378.68	\$492.28			
36MTHC	36" Round Café Table w/ Hydraulic Base	36"RND 29"H	\$378.68	\$492.28			
36WTHB	36" Round Bar Table w/ Hydraulic Base	36"RND 45"H	\$378.68	\$492.28			
36WTHC	36" Round Café Table w/ Hydraulic Base	36"RND 29"H	\$378.68	\$492.28			
42ATO	Atomic 42" Round Table	42"RND 30"H	\$350.63	\$455.81			
ALC100	Alondra Cocktail Table	47"L 24"D 16"H	\$378.68	\$492.28			
ALC200	Alondra Cocktail Table	47"L 24"D 17"H	\$378.68	\$492.28			
ALE100	Alondra End Table	20"L 20"D 20"H	\$273.49	\$355.53			
ALE200	Alondra End Table	20"L 20"D 21"H	\$273.49	\$355.53			
APS08	Apex Barstool	21"L 21"D 33"H	\$259.46	\$337.30			
APS12	Apex Barstool	21"L 21"D 33"H	\$259.46	\$337.30			
APS59	Apex Barstool	21"L 21"D 33"H	\$259.46	\$337.30			
APS75	Apex Barstool	21"L 21"D 33"H	\$259.46	\$337.30			
AURA	Aura Round Table	15"RND 22"H	\$168.30	\$218.79			
BC8	Madison Bookcase	36"L 12"D 72"H	\$489.47	\$636.31			
BCHWHT	Baja Chair	36"L 30.5"D 28"H	\$610.09	\$793.11			
BCW	Madrid Chair	30"L 30"D 31"H	\$741.92	\$964.50			
BLDBRD	Blade Barstool	20.5"L 20.125"D 40.5"H	\$147.26	\$191.44			
BLDBSB	Blade Barstool	20.5"L 20.125"D 40.5"H	\$147.26	\$191.44			
BLDCRD	Blade Chair	20.5"L 19"D 30.5"H	\$77.14	\$100.28			
BLDCSB	Blade Chair	20.5"L 19"D 30.5"H	\$77.14	\$100.28			
BLVWHT	Baja Loveseat	61"L 30.5"D 28"H	\$897.60	\$1,166.88			
BNQ417	Full Banquette w/ Electrical Charging Outlet *CA117	72"RND 51"H	\$1,395.49	\$1,814.13			
BNQ7	Quarter Curve Ottoman *CA117	53"L 22"D 18"H	\$553.99	\$720.18			
BNQR17	Ottoman Ring *CA117	72"RND 18"H	\$1,683.00	\$2,187.90			
BNQTL7	Center Cone w/ Electrical Charging Outlet *CA117	38"RND 51"H	\$806.44	\$1,048.37			
BS001	Shark Barstool	22"L 19"D 34-44"H	\$371.66	\$483.16			
BS002	Zoey Barstool	15"L 16"D 30-34.75"H	\$336.60	\$437.58			
BS003	Zoey Barstool	15"L 16"D 30-34.75"H	\$336.60	\$437.58			
BSC	Oslo Barstool	17"L 20"D 45"H	\$301.54	\$392.00			
BSFWHT	Baja Sofa	86"L 28"D 30"H	\$974.74	\$1,267.16			
BSR	Syntax Barstool	23"L 19"D 43.25"H	\$251.05	\$326.36			
BSS	Banana Barstool	21"L 22"D 41.75"H	\$287.51	\$373.77			
BST	Banana Barstool	21"L 22"D 41.75"H	\$287.51	\$373.77			
BVLYBK	Beverly Bench Ottoman	60"L 20"D 18"H	\$441.79	\$574.32			
BVLYBN	Beverly Bench Ottoman	60"L 20"D 18"H	\$441.79	\$574.32			
BVLYGR	Beverly Bench Ottoman	60"L 20"D 18"H	\$441.79	\$574.32			

Item #:	Description:	Dimensions:	Advance Price:	Standard Price:	QTY:	Total:
BVLYLN	Beverly Bench Ottoman	60"L 20"D 18"H	\$441.79	\$574.32		
BVLYOB	Beverly Bench Ottoman	60"L 20"D 18"H	\$441.79	\$574.32		
BVLYRD	Beverly Bench Ottoman	60"L 20"D 18"H	\$441.79	\$574.32		
BVLYWH	Beverly Bench Ottoman	60"L 20"D 18"H	\$441.79	\$574.32		
C1C	Geo Cocktail Table	50"L 22"D 16"H	\$321.17	\$417.52		
C1E	Silverado Cocktail Table	36"RND 17"H	\$329.59	\$428.46		
C1FWB	Geo Cocktail Table	47"L 24"D 17"H	\$321.17	\$417.52		
C1W	Sydney Cocktail Table	48"L 26"D 18"H	\$329.59	\$428.46		
C1WP	Sydney Powered Cocktail Table	48"L 26"D 18"H	\$413.74	\$537.86		
C1Y	Sydney Cocktail Table	48"L 26"D 18"H	\$329.59	\$428.46		
C1YP	Sydney Powered Cocktail Table	48"L 26"D 18"H	\$413.74	\$537.86		
C508GR	8' Table	96"L 44"D 29"H	\$624.11	\$811.35		
CB1	42" Round Table	42"RND 29"H	\$441.79	\$574.32		
CB2	6' Conference Table	72"L 42"D 29"H	\$532.95	\$692.84		
CB3	8' Conference Table	96"L 48"D 29"H	\$624.11	\$811.35		
CB8	42" Round Madison Conference Table	42"RND 29"H	\$441.79	\$574.32		
CE1	Geo Table, Rounded Square	42"L 42"D 29"H	\$371.66	\$483.16		
CE2	Geo Table, Rectangle	60"L 36"D 29"H	\$518.93	\$674.60		
CF1	Geo Table, Rounded Square	42"L 42"D 29"H	\$371.66	\$483.16		
CF2	Geo Table, Rectangle	60"L 36"D 29"H	\$518.93	\$674.60		
CHR002	Allegro Chair	36"L 34.5"D 30"H	\$568.01	\$738.42		
CHRPWR	Roma Chair, Powered	37"L 31"D 33"H	\$722.29	\$938.97		
COLI	Oliver Cocktail Table	47"L 27"D 19"H	\$280.50	\$364.65		
CONF42	42" Round Table	42"RND 29"H	\$441.79	\$574.32		
CR8	Madison Credenza	60"L 20"D 29"H	\$573.62	\$745.71		
CS4	Syntax Chair	23"L 19"D 32.25"H	\$231.41	\$300.84		
CS8	Berlin Chair	18"L 22"D 32"H	\$147.26	\$191.44		
CT06GR	6' Table	72"L 36"D 29"H	\$546.98	\$711.07		
CT10GR	10' Table	120"L 46"D 29"H	\$939.68	\$1,221.58		
CUBL20	Edge LED Cube Ottoman	20"L 20"D 20"H	\$208.97	\$271.66		
CUBPOW	Wireless Charging Table, Powered	20"L 20"D 18"H	\$497.89	\$647.25		
CUBTBL	Edge LED Cube Table	20"L 20"D 20"H	\$208.97	\$271.66		
DUET	Duet Stack Chair	21"L 23"D 33"H	\$84.15	\$109.40		
E1C	Geo End Table	26"L 26"D 20"H	\$287.51	\$373.77		
E1E	Silverado End Table	24"RND 22"H	\$301.54	\$392.00		
E1FWB	Geo End Table	20"L 20"D 21"H	\$287.51	\$373.77		
E1W	Sydney End Table	27"L 23"D 22"H	\$287.51	\$373.77		
E1Y	Sydney End Table	27"L 23"D 22"H	\$287.51	\$373.77		
END01B	Endless Curved Ottoman	60.5"L 37.5"D 15"H	\$483.86	\$629.02		
END01W	Endless Curved Ottoman	60.5"L 37.5"D 15"H	\$483.86	\$629.02		
END02B	Endless Square Ottoman	34"L 34"D 15"H	\$413.74	\$537.86		
END02W	Endless Square Ottoman	34"L 34"D 15"H	\$413.74	\$537.86		
EOLI	Oliver End Table	22"RND 22"H	\$238.43	\$309.95		
ETBL	E Table	21"L 15.5"D 27.5"H	\$210.38	\$273.49		
FAIRCW	Fairfax Chair	27"L 26"D 30"H	\$399.71	\$519.63		
FAIRSW	Fairfax Sofa	62"L 26"D 30"H	\$561.00	\$729.30		
HDG4FT	Boxwood Hedge, 4'	46"L 9"D 47"H	\$503.50	\$654.55		
HDG7FT	Boxwood Hedge, 7'	36.5"L 12"D 84"H	\$826.07	\$1,073.89		
HOPCH	Hopi Chair	21"L 25"D 34"H	\$265.07	\$344.59		
HOPLV	Hopi Loveseat	48"L 25"D 34"H	\$405.32	\$526.92		
JD8	Madison Executive Desk	60"L 30"D 29"H	\$657.77	\$855.10		
KEYCHR	Key Largo Chair	35"L 35"D 34"H	\$357.64	\$464.93		
KEYLOV	Key Largo Loveseat	57"L 35"D 34"H	\$419.35	\$545.15		
KEYSOF	Key Largo Sofa	79"L 35"D 34"H	\$553.99	\$720.18		
LA14	Mason Table Lamp	16"RND 26"H	\$168.30	\$218.79		
LA15	Mason Floor Lamp	18"RND 55"H	\$252.45	\$328.19		
LABREA	La Brea Swivel Chair	35"L 27"D 40"H	\$476.85	\$619.91		
LMBAR	Laguna Barstool	18"L 20"D 47"H	\$203.36	\$264.37		
LMCHR	Laguna Chair	18"L 19"D 34"H	\$161.29	\$209.67		
LUBSCL	Lucent Barstool	22"L 22.5"D 45.5"H	\$293.12	\$381.06		
LUCHCL	Lucent Chair	19.5"L 19.75"D 32.5"H	\$203.36	\$264.37		
MADC05	Madison 5' Table	60"L 48"D 29"H	\$525.94	\$683.72		
MADC08	Madison 8' Table	96"L 60"D 29"H	\$1,044.86	\$1,358.32		
MADC10	Madison 10' Table	120"L 48"D 29"H	\$1,044.86	\$1,358.32		
MALGRN	Malba Chair	20"L 20"D 32"H	\$124.82	\$162.27		
MALGRY	Malba Chair	20"L 20"D 32"H	\$124.82	\$162.27		

Item #:	Description:	Dimensions:	Advance Price:	Standard Price:	QTY:	Total:
MAR001	Marche Swivel Ottoman	17"RND 18"H	\$217.39	\$282.60		
MAR002	Marche Swivel Ottoman	17"RND 18"H	\$217.39	\$282.60		
MAR003	Marche Swivel Ottoman	17"RND 18"H	\$217.39	\$282.60		
MAR004	Marche Swivel Ottoman	17"RND 18"H	\$217.39	\$282.60		
MAR005	Marche Swivel Ottoman	17"RND 18"H	\$217.39	\$282.60		
MAR006	Marche Swivel Ottoman	17"RND 18"H	\$217.39	\$282.60		
MAR007	Marche Swivel Ottoman	17"RND 18"H	\$217.39	\$282.60		
MAR008	Marche Swivel Ottoman	17"RND 18"H	\$217.39	\$282.60		
MAR009	Marche Swivel Ottoman	17"RND 18"H	\$217.39	\$282.60		
MAR010	Marche Swivel Ottoman	17"RND 18"H	\$217.39	\$282.60		
MAR011	Marche Swivel Ottoman	17"L 17"D 18"H	\$217.39	\$282.60		
MARCBE	Marina Chair	17.5"L 19.5"D 35"H	\$166.90	\$216.97		
MARCBK	Marina Chair	17.5"L 19.5"D 35"H	\$166.90	\$216.97		
MARCBR	Marina Chair	17.5"L 19.5"D 35"H	\$166.90	\$216.97		
MARCRD	Marina Chair	17.5"L 19.5"D 35"H	\$166.90	\$216.97		
MARCWH	Marina Chair	17.5"L 19.5"D 35"H	\$166.90	\$216.97		
MERLIN	Merlin Multi Use Table	46"L 29"D 30"H	\$399.71	\$519.63		
MNCHCC	Munich Corner Chair	26"L 27"D 28.5"H	\$617.10	\$802.23		
MNCHCH	Munich Armless Chair	22.5"L 27"D 28.5"H	\$511.91	\$665.49		
MNCHLV	Munich Armless Loveseat	45"L 27"D 28.5"H	\$904.61	\$1,176.00		
MNCHSC	Munich Sectional, 3 Pc.	93.5"L 27"D 28.5"H	\$2,019.60	\$2,625.48		
MTBLPI	Midtown Bar, Lighted w/ Plug In	60"L 18"D 42"H	\$1,704.04	\$2,215.25		
MTBUUL	Midtown Bar, Unlighted	60"L 18"D 42"H	\$1,597.45	\$2,076.68		
MTCLPI	Midtown Powered Counter, Lighted w/ Plug In	60"L 18"D 42"H	\$1,704.04	\$2,215.25		
MTCFUL	Midtown Powered Counter, Unlighted	60"L 18"D 42"H	\$1,605.86	\$2,087.62		
NPLCHP	Naples Chair, Powered	36"L 30"D 33.25"H	\$715.28	\$929.86		
NPLCHR	Naples Chair	36"L 30"D 33.25"H	\$671.80	\$873.34		
NPLLOP	Naples Loveseat, Powered	62"L 30"D 33.25"H	\$932.66	\$1,212.46		
NPLLOV	Naples Loveseat	62"L 30"D 33.25"H	\$806.44	\$1,048.37		
NPLSOF	Naples Sofa	87"L 30"D 33.25"H	\$967.73	\$1,258.04		
NPLSOP	Naples Sofa, Powered	87"L 30"D 33.25"H	\$1,134.62	\$1,475.01		
OCB	Key West Chair	31"L 31"D 31"H	\$461.42	\$599.85		
OCH	Madrid Chair	30"L 30"D 31"H	\$741.92	\$964.50		
OCMESP	Meeting Chair	25.5"L 23.5"D 34"H	\$322.58	\$419.35		
OCMTAU	Meeting Chair	25.5"L 23.5"D 34"H	\$322.58	\$419.35		
OCMWHT	Meeting Chair	25.5"L 23.5"D 34"H	\$322.58	\$419.35		
OTS	South Beach Wedge Ottoman	25"L 31"D 18"H	\$364.65	\$474.05		
PDL36B	Powered Locking Pedestal, 36"	24"L 24"D 36"H	\$582.04	\$756.65		
PDL36W	Powered Locking Pedestal, 36"	24"L 24"D 36"H	\$582.04	\$756.65		
PDL42B	Powered Locking Pedestal, 42"	24"L 24"D 42"H	\$694.24	\$902.51		
PDL42W	Powered Locking Pedestal, 42"	24"L 24"D 42"H	\$694.24	\$902.51		
PROEXB	Pro Executive High Back Chair	25"L 24"D 48"H	\$420.75	\$546.98		
PROEXE	Pro Executive High Back Chair	25"L 24"D 48"H	\$420.75	\$546.98		
PROGB	Pro Executive Guest Chair	24"L 26"D 36"H	\$294.53	\$382.88		
PROMDB	Pro Executive Mid Back Chair	24"L 22"D 40"H	\$273.49	\$355.53		
PROMID	Pro Executive Mid Back Chair	24"L 22"D 40"H	\$273.49	\$355.53		
PSHCCS	Posh Shelving	36"L 18"D 72"H	\$559.60	\$727.48		
PWRUSB	Powered Conference Table Module	5"L 2.25"D 2"H	\$91.16	\$118.51		
REGBEN	Regis Bench/Table	47"L 15.5"D 16"H	\$336.60	\$437.58		
REGOTT	Regis End Table	16"L 15.5"D 16.5"H	\$237.02	\$308.13		
ROLLBL	Lift Barstool	15"RND 23-33.5"H	\$245.44	\$319.07		
ROLLGY	Lift Barstool	15"RND 23-33.5"H	\$245.44	\$319.07		
ROLLRD	Lift Barstool	15"RND 23-33.5"H	\$245.44	\$319.07		
ROLLWH	Lift Barstool	15"RND 23-33.5"H	\$245.44	\$319.07		
RSTDIN	Rustique Chair w/ arms	20"L 18"D 31"H	\$166.90	\$216.97		
RSTSQT	Rustique Square Metal Bar Table	23.75"L 23.75"D 41.25"H	\$301.54	\$392.00		
RSTSTL	Rustique Barstool	13"L 13"D 30"H	\$152.87	\$198.73		
SAL	Sally Stool/Ottoman	12"RND 17"H	\$112.20	\$145.86		
SC10	Razor Armless Chair	15.38"L 15.5"D 30.5"H	\$96.77	\$125.80		
SC3	Brewer Chair	20"L 20"D 32"H	\$194.95	\$253.43		
SFA002	Allegro Sofa	73"L 34.5"D 30"H	\$806.44	\$1,048.37		
SFAPWR	Roma Sofa, Powered	78"L 31"D 33"H	\$1,157.06	\$1,504.18		
SO1	South Beach Sofa	69"L 29"D 33"H	\$771.38	\$1,002.79		
SO2	South Beach Sectional	152"L 40"D 33"H	\$1,830.26	\$2,379.34		
SWAN	Swanson Swivel Chair	28"L 25"D 30"H	\$413.74	\$537.86		
SYDBEC	Sydney Cocktail Table	48"L 26"D 18"H	\$329.59	\$428.46		

Item #:	Description:	Dimensions:	Advance Price:	Standard Price:	QTY:	Total:
SYDBEE	Sydney End Table	27"L 23"D 22"H	\$287.51	\$373.77		
SYDWDC	Sydney Cocktail Table	48"L 26"D 18"H	\$329.59	\$428.46		
SYDWDE	Sydney End Table	27"L 23"D 22"H	\$287.51	\$373.77		
TANCHR	Tangiers Chair	34"L 37"D 36"H	\$469.84	\$610.79		
TANLOV	Tangiers Loveseat	57.5"L 37"D 37"H	\$750.34	\$975.44		
TANSOF	Tangiers Sofa	78"L 37"D 36"H	\$876.56	\$1,139.53		
TASKST	Task Stool	27.5"L 27.5"D 32.75"-40.25"H	\$166.90	\$216.97		
TECH	Tech Desk, Powered	60"L 30"D 30"H	\$525.94	\$683.72		
TECH3	3 Drawer File Cabinet on Castors	16"L 20"D 28"H	\$168.30	\$218.79		
TECH3B	Tech Desk, Powered w/ 3 Drawer File Cabinet	60"L 30"D 30"H	\$643.75	\$836.87		
TMBTBL	Timber Table	16"RND 17"H	\$203.36	\$264.37		
VIB01	Vibe Cube Ottoman	18"L 18"D 18"H	\$161.29	\$209.67		
VIB02	Vibe Cube Ottoman	18"L 18"D 18"H	\$161.29	\$209.67		
VIB03	Vibe Cube Ottoman	18"L 18"D 18"H	\$161.29	\$209.67		
VIB04	Vibe Cube Ottoman	18"L 18"D 18"H	\$161.29	\$209.67		
VIB05	Vibe Cube Ottoman	18"L 18"D 18"H	\$161.29	\$209.67		
VIB06	Vibe Cube Ottoman	18"L 18"D 18"H	\$161.29	\$209.67		
VIB07	Vibe Cube Ottoman	18"L 18"D 18"H	\$161.29	\$209.67		
VIB08	Vibe Cube Ottoman	18"L 18"D 18"H	\$161.29	\$209.67		
VIB09	Vibe Cube Ottoman	18"L 18"D 18"H	\$161.29	\$209.67		
VIB10	Vibe Cube Ottoman	18"L 18"D 18"H	\$161.29	\$209.67		
VIB11	Vibe Cube Ottoman	18"L 18"D 18"H	\$161.29	\$209.67		
VIB12	Vibe Cube Ottoman	18"L 18"D 18"H	\$161.29	\$209.67		
VIB13	Vibe Cube Ottoman	18"L 18"D 18"H	\$161.29	\$209.67		
VNTBLK	Ventura Communal Bar Table, Powered	72.25"L 26.25"D 42"H	\$862.54	\$1,121.30		
VNTBMW	Ventura Communal Bar Table w/ Grommet Holes	72.25"L 26.25"D 42"H	\$743.33	\$966.32		
VNTBNP	Ventura Communal Bar Table	72.25"L 26.25"D 42"H	\$743.33	\$966.32		
VNTBWW	Ventura Communal Bar Table w/ Grommet Holes	72.25"L 26.25"D 42"H	\$743.33	\$966.32		
VNTCBK	Ventura Communal Café Table, Powered	72.25"L 26.25"D 30"H	\$666.19	\$866.04		
VNTCBN	Ventura Communal Café Table	72.25"L 26.25"D 30"H	\$587.65	\$763.94		
VNTCMN	Ventura Communal Café Table	72.25"L 26.25"D 30"H	\$587.65	\$763.94		
VNTCMW	Ventura Communal Café Table w/ Grommet Holes	72.25"L 26.25"D 30"H	\$587.65	\$763.94		
VNTCWH	Ventura Communal Café Table, Powered	72.25"L 26.25"D 30"H	\$666.19	\$866.04		
VNTCWN	Ventura Communal Café Table	72.25"L 26.25"D 30"H	\$587.65	\$763.94		
VNTCWW	Ventura Communal Café Table w/ Grommet Holes	72.25"L 26.25"D 30"H	\$587.65	\$763.94		
VNTMNP	Ventura Communal Bar Table	72.25"L 26.25"D 42"H	\$743.33	\$966.32		
VNTWHT	Ventura Communal Bar Table, Powered	72.25"L 26.25"D 42"H	\$862.54	\$1,121.30		
VNTWNP	Ventura Communal Bar Table	72.25"L 26.25"D 42"H	\$743.33	\$966.32		
VT A	30" Round Madison Bar Table w/ Standard Black Base	30"RND 42"H	\$280.50	\$364.65		
VTB	30" Round Bar Table w/ Standard Black Base	30"RND 42"H	\$287.51	\$373.77		
VTG	30" Round Bar Table w/ Standard Black Base	30"RND 42"H	\$287.51	\$373.77		
VTJ	30" Round Bar Table w/ Standard Black Base	30"RND 42"H	\$287.51	\$373.77		
VTK	30" Round Bar Table w/ Standard Black Base	30"RND 42"H	\$287.51	\$373.77		
VTN	36" Round Bar Table w/ Standard Black Base	36"RND 42"H	\$308.55	\$401.12		
VTP	36" Round Bar Table w/ Standard Black Base	36"RND 42"H	\$308.55	\$401.12		
VTW	36" Round Bar Table w/ Standard Black Base	36"RND 42"H	\$308.55	\$401.12		
WD3	Work Table	48"L 24"D 30"H	\$385.69	\$501.39		
WENCH A	Wentworth Chair	32"L 26"D 31.5"H	\$371.66	\$483.16		
WHT12	Half Bench Ottoman	39"L 22"D 18"H	\$419.35	\$545.15		
XBAR	Christopher Barstool	19"L 15"D 41"H	\$224.40	\$291.72		
XC6	Altura Guest Chair	25"L 20"D 34"H	\$357.64	\$464.93		
XCHR	Christopher Chair	17"L 19"D 35"H	\$126.23	\$164.09		
ZENBAR	Zenith Barstool	19"L 20"D 44"H	\$210.38	\$273.49		
ZENCHR	Zenith Chair	18.25"L 22"D 32"H	\$189.34	\$246.14		
ZTA	30" Round Madison Café Table w/ Standard Black Base	30"RND 29"H	\$251.05	\$326.36		
ZTB	30" Round Café Table w/ Standard Black Base	30"RND 29"H	\$259.46	\$337.30		
ZTG	30" Round Café Table w/ Standard Black Base	30"RND 29"H	\$259.46	\$337.30		
ZTJ	30" Round Café Table w/ Standard Black Base	30"RND 29"H	\$259.46	\$337.30		
ZTK	30" Round Café Table w/ Standard Black Base	30"RND 29"H	\$259.46	\$337.30		
ZTN	36" Round Café Table w/ Standard Black Base	36"RND 29"H	\$279.10	\$362.83		
ZTP	36" Round Café Table w/ Standard Black Base	36"RND 29"H	\$279.10	\$362.83		
ZTQ	36" Round Café Table w/ Standard Black Base	36"RND 29"H	\$279.10	\$362.83		

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
Monday, October 21st, 2019**

Have questions? We're here to help!

Email: Graphics@heritagesvs.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@heritagesvs.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: \$3,280 **Standard Price:** \$4,265

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: \$3,595 **Standard Price:** \$4,675

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: 045

Advanced Price: \$3,280 **Standard Price:** \$4,265

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: \$4,335 **Standard Price:** \$5,635

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: \$5,775 **Standard Price:** \$7,525

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: \$6,275 **Standard Price:** \$8,155

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: \$5,775 **Standard Price:** \$7,525

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: \$6,795 **Standard Price:** \$8,845

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



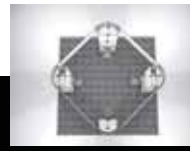
CODE: 091

Advanced Price: \$11,895 **Standard Price:** \$15,465

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: \$11,475 **Standard Price:** \$14,925

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: \$12,325 **Standard Price:** \$16,025

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: \$12,325 **Standard Price:** \$16,025

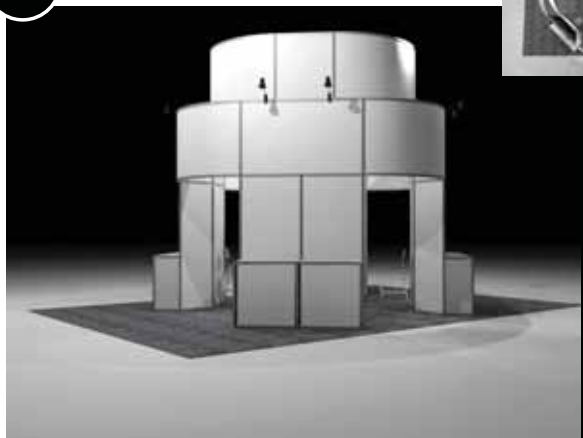
Booth Includes These Items:

- (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: \$16,525 **Standard Price:** \$21,525

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



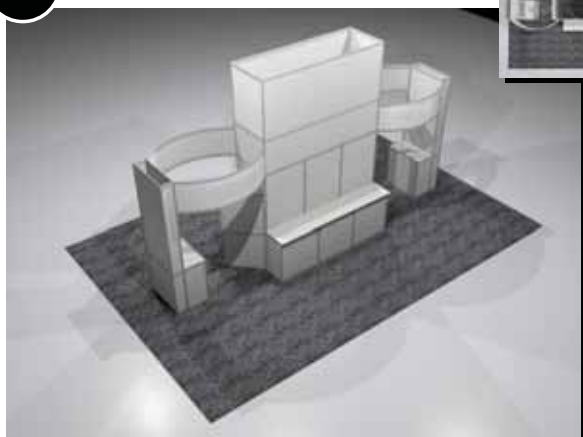
CODE: 123

Advanced Price: \$18,400 **Standard Price:** \$23,925

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



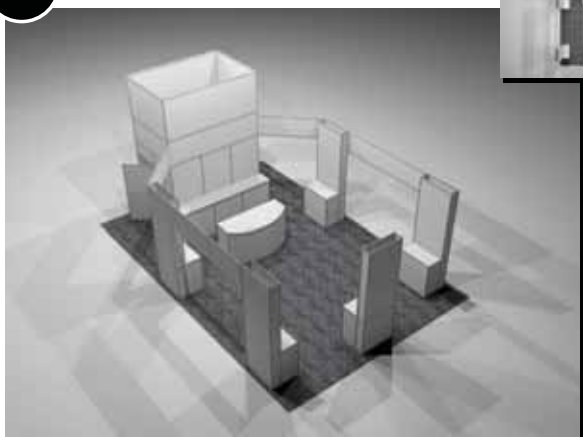
CODE: 039

Advanced Price: \$17,375 **Standard Price:** \$22,585

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: \$19,675 **Standard Price:** \$25,575

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






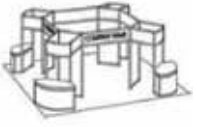
Exhibitor.Services@heritagesvs.com

MODULAR RENTAL DISPLAY ORDER FORM

Cancellation: No refunds if cancelled after the deadline.

Late Request: Request after deadline will be filled as available at the standard rate.

Choose Your Exhibit – Check One

<input type="checkbox"/> MD01 DISPLAY ONE: 10' STANDARD DISPLAY Package Includes: Installation and dismantling labor 1 Header One 10' x 10' Standard Carpet One 1 meter counter Three Arm Lights	<table border="1"><tr><th>ADVANCED RATE</th><th>STANDARD RATE</th></tr><tr><td>\$2,201.60</td><td>\$2,862.05</td></tr></table> 	ADVANCED RATE	STANDARD RATE	\$2,201.60	\$2,862.05	<input type="checkbox"/> MD02 DISPLAY TWO: 20' STANDARD DISPLAY Package Includes: Installation and dismantling labor One 10' x 20' Standard carpet 2 Headers One 2 meter counter Two 1 meter counters 6 Halogen Lights	<table border="1"><tr><th>ADVANCED RATE</th><th>STANDARD RATE</th></tr><tr><td>\$5,041.30</td><td>\$6,553.70</td></tr></table> 	ADVANCED RATE	STANDARD RATE	\$5,041.30	\$6,553.70
ADVANCED RATE	STANDARD RATE										
\$2,201.60	\$2,862.05										
ADVANCED RATE	STANDARD RATE										
\$5,041.30	\$6,553.70										
<input type="checkbox"/> MD03 DISPLAY THREE: 20' DELUXE DISPLAY Package Includes: Installation and dismantling labor One 10' x 20' Standard Carpet 2 Headers One 1.5 meter counter Four shelves 5 Halogen Lights	<table border="1"><tr><th>ADVANCED RATE</th><th>STANDARD RATE</th></tr><tr><td>\$5,424.20</td><td>\$7,051.45</td></tr></table> 	ADVANCED RATE	STANDARD RATE	\$5,424.20	\$7,051.45	<input type="checkbox"/> MD04 DISPLAY FOUR: 20' DELUXE DISPLAY Package Includes: Installation and dismantling labor One 10' x 20' Standard carpet 1 Header 4 Counters 5 Halogen Lights	<table border="1"><tr><th>ADVANCED RATE</th><th>STANDARD RATE</th></tr><tr><td>\$5,902.80</td><td>\$7,673.65</td></tr></table> 	ADVANCED RATE	STANDARD RATE	\$5,902.80	\$7,673.65
ADVANCED RATE	STANDARD RATE										
\$5,424.20	\$7,051.45										
ADVANCED RATE	STANDARD RATE										
\$5,902.80	\$7,673.65										
<input type="checkbox"/> MD05 DISPLAY FIVE: 20 X 20 ISLAND DISPLAY Package Includes: Installation and dismantling labor One 20' x 20' Standard carpet 2 Headers 4 Counters	<table border="1"><tr><th>ADVANCED RATE</th><th>STANDARD RATE</th></tr><tr><td>\$9,731.65</td><td>\$12,651.15</td></tr></table> 	ADVANCED RATE	STANDARD RATE	\$9,731.65	\$12,651.15	<input type="checkbox"/> MD06 DISPLAY SIX: 20 X 20 ISLAND DISPLAY Package Includes: Installation and dismantling labor One 20' x 20' Standard carpet 4 Headers 4 Counters	<table border="1"><tr><th>ADVANCED RATE</th><th>STANDARD RATE</th></tr><tr><td>\$10,529.30</td><td>\$13,688.10</td></tr></table> 	ADVANCED RATE	STANDARD RATE	\$10,529.30	\$13,688.10
ADVANCED RATE	STANDARD RATE										
\$9,731.65	\$12,651.15										
ADVANCED RATE	STANDARD RATE										
\$10,529.30	\$13,688.10										
<input type="checkbox"/> MD05 DISPLAY FIVE: 20 X 20 ISLAND DISPLAY Package Includes: Installation and dismantling labor One 20' x 20' Standard carpet 2 Headers 4 Counters		Choose Your Panels Standard and Optional Panel Choices <table border="1"><tr><td><input type="checkbox"/> White Hardwall <input type="checkbox"/> Black/Gray Velcro – Circle: Black or Gray <input type="checkbox"/> Opt. Color Hardwall (per panel) - Specify</td><td>Advanced Rates: Included Included \$70.00 ea.</td><td>Advanced Rates: Included Included \$91.00 ea.</td></tr></table>		<input type="checkbox"/> White Hardwall <input type="checkbox"/> Black/Gray Velcro – Circle: Black or Gray <input type="checkbox"/> Opt. Color Hardwall (per panel) - Specify	Advanced Rates: Included Included \$70.00 ea.	Advanced Rates: Included Included \$91.00 ea.					
<input type="checkbox"/> White Hardwall <input type="checkbox"/> Black/Gray Velcro – Circle: Black or Gray <input type="checkbox"/> Opt. Color Hardwall (per panel) - Specify	Advanced Rates: Included Included \$70.00 ea.	Advanced Rates: Included Included \$91.00 ea.									

Circle your carpet color:

Black Blue Burgundy Gray Red

Indicate Your Header Sign Copy

Your company name will be printed in block lettering on the White Header sign.

Check which color lettering you would like ☐ Black ☐ Blue ☐ Red

☐ Please indicate here if you would like us to assist you with logo identification or other customized graphics.

• Remember to order the following items, they are NOT included in booth package; • Furniture • Electrical Service • Custom Logo • Floral • Cleaning Service

☐ Yes, I have completed and enclosed the Payment Form Sub. Total _____

6% Tax _____

TOTAL ORDER _____

NAME OF CONVENTION SITC 2019 BOOTH # _____

EXHIBITING COMPANY _____ PHONE # _____ FAX # _____

ADDRESS _____ CITY _____ STATE _____ ZIP _____

EMAIL ORDER CONFIRMATION & INVOICE TO _____

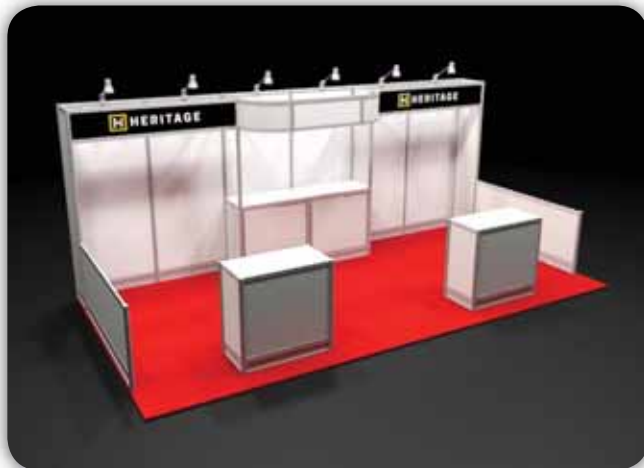
CONTACT NAME _____ DATE _____

(Print & Sign)

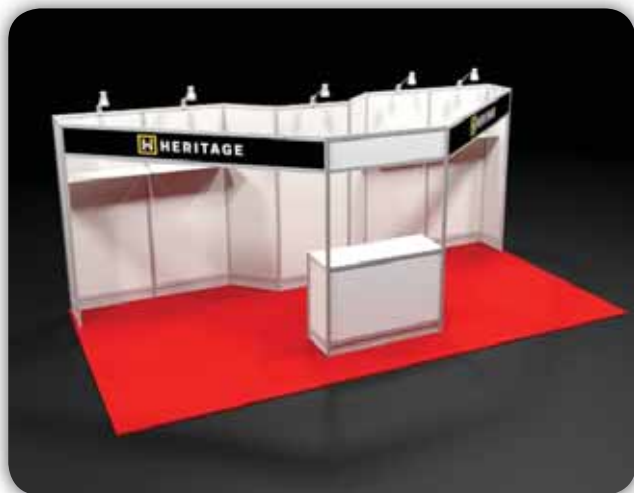
Modular Displays



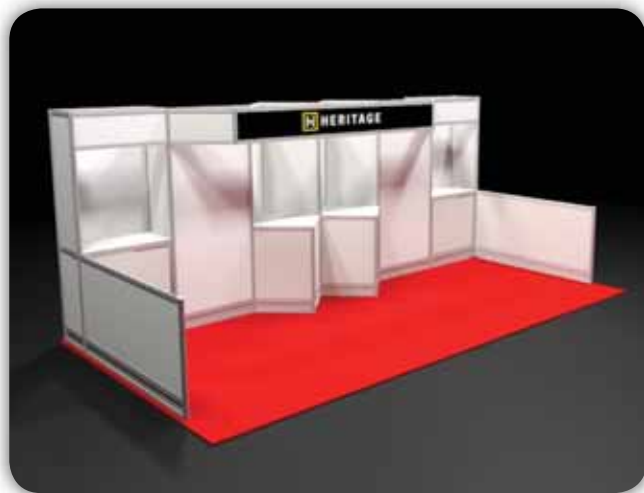
MD01 Modular Hardwall Display Package 1



MD02 Modular Hardwall Display Package 2



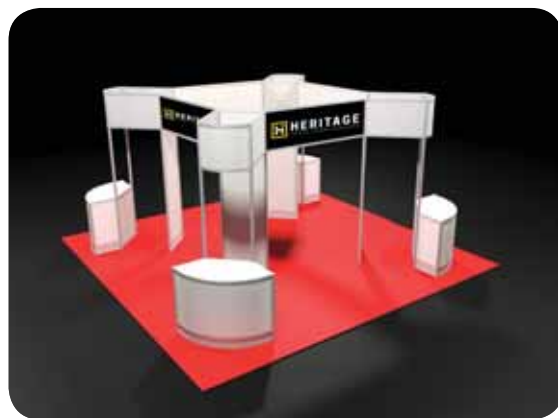
MD03 Modular Hardwall Display Package 3



MD04 Modular Hardwall Display Package 4



MD05 Modular Hardwall Display Package 5



MD06 Modular Hardwall Display Package 6

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. 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 2019

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: Thursday, October 31st, 2019 To Avoid Late Fees

	Description	Rate per 100 lbs.	Min Charge
I	Packaged Shipments to the Advance Warehouse	\$ 162.00	\$ 324.00
II	Packaged Shipments via Van Line, Specialized Carrier, Federal Express, UPS or U.S. Mail to the Advance Warehouse	\$ 194.40	\$ 388.80
III	Packaged Shipments to the Advance Warehouse after the deadline date	\$ 202.50	\$ 405.00
IV	Packaged Shipments via Van Line, Specialized Carrier, Federal Express, UPS, or U.S. Mail to the Advance Warehouse after the deadline date	\$ 234.90	\$ 469.80

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
GAYLORD NATIONAL HOTEL AND CONVENTION CENTER
701 WATERFRONT ST.
NATIONAL HARBOR, MD 20745
FOR: SITC 2019

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	\$ 180.00	\$ 360.00
VII	Packaged Shipments via Van Line, Specialized Carrier, Federal Express, UPS or U.S. Mail to the Show site	\$ 216.00	\$ 432.00
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)	\$ 252.00	\$ 504.00

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 2019 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 2019 BOOTH # _____

EXHIBITIING 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

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 2019

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 2019

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 2019

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 2019



IMPORTANT NOTICE REGARDING DIRECT SHIPMENTS

Please be aware that the Gaylord National Harbor Resort and 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., Thursday, November 7th, 2019. 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
GAYLORD NATIONAL RESORT AND CONVENTION CENTER
701 WATERFRONT ST.
NATIONAL HARBOR, MD 20745**

FOR: SITC 2019

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
THURSDAY, NOVEMBER 7TH, 2019

TO: _____

EXHIBITOR NAME

BOOTH NUMBER: _____

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

FOR: SITC 2019

HERITAGE

Trade Show Services

DO NOT DELAY

DIRECT SHIPMENT TO
SHOW SITE

MUST NOT ARRIVE BEFORE
THURSDAY, NOVEMBER 7TH, 2019

TO: _____

EXHIBITOR NAME

BOOTH NUMBER: _____

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

FOR: SITC 2019

HERITAGE

Trade Show Services

DO NOT DELAY

DIRECT SHIPMENT TO
SHOW SITE

MUST NOT ARRIVE BEFORE
THURSDAY, NOVEMBER 7TH, 2019

TO: _____

EXHIBITOR NAME

BOOTH NUMBER: _____

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

FOR: SITC 2019

HERITAGE

Trade Show Services

DO NOT DELAY

DIRECT SHIPMENT TO
SHOW SITE

MUST NOT ARRIVE BEFORE
THURSDAY, NOVEMBER 7TH, 2019

TO: _____

EXHIBITOR NAME

BOOTH NUMBER: _____

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

FOR: SITC 2019



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: shipping@heritagesvs.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 ladings may be obtained from the Heritage Service Desk. Complete a bill of lading for each shipment/destination. Turn in all completed bill of ladings 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 2019** _____ 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 2019 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

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 2019 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" ____@	42.50	63.75 = \$ ____	
7"X44" ____@	49.50	74.25 = \$ ____	
11"X14" ____@	52.25	78.50 = \$ ____	
14"X22" ____@	63.75	95.50 = \$ ____	
14"X44" ____@	86.25	129.00 = \$ ____	
22"X28" ____@	86.25	129.00 = \$ ____	
28"X44" ____@	144.50	216.75 = \$ ____	
40"X60" ____@	192.75	289.00 = \$ ____	
Easel			
Back ____@	26.50	40.00 = \$ ____	
Sentra ____x____@	14.00 sq.ft.	21.00 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 \$14.00 = \$ ____

- \$14.00 per sq. ft. (standard price \$21.00)
- 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

6% TAX _____
TOTAL _____

(PLEASE PRINT)

NAME OF CONVENTION SITC 2019 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.

6% Sales Tax _____

TOTAL _____

For special arrangements call 314/534-8500

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

NAME OF CONVENTION SITC 2019 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



RULES AND REGULATIONS FOR EXHIBITS AND DISPLAYS

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

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

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

GUIDELINES FOR ALL CARPETED AREAS

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

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



Welcome to Gaylord National Online Ordering

Gaylord National is excited to be hosting SITC 2019 Annual Meeting & Associated Programs 2019

SOCIETY FOR IMMUNOTHERAPY OF CANCER



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

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

<https://gaylordnational.boomerecommerce.com>

Discount Schedule

Advance Price Beginning:

Thursday June 13, 2019

Standard Price Applies:

Wednesday October 23, 2019

Exhibit Show Floor Manager:

Janaye Roy

Important Information Regarding Food & Beverage

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

Tax Exempt Exhibitors

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

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

Gaylord National Exhibits Electrical Pricing

FOR PRICING REFERENCE ONLY

ADVANCE PRICE IS 2 WEEKS PRIOR TO THE MOVE-IN DATE					
Electrical Packages				Advanced Price	Standard Price
Package A	5 amp 120 volt with an Extension cord and a 6 outlet Multi-strip			\$175.00	\$215.00
Package B	20 amp 120 volt with an Extension cord and a 6 outlet Multi-strip			\$255.00	\$280.00
Volts	Max Watts	Circuit Amps	Phase	Advanced Price	Standard Price
EACH UNIT OF POWER COMES WITH ONE OUTLET					
120	500	5	Single	\$145.00	\$185.00
120	2,000	20	Single	\$230.00	\$255.00
208	3,300	20	Single	\$300.00	\$350.00
208	5,700	20	Three	\$400.00	\$475.00
208	5,000	30	Single	\$410.00	\$490.00
208	8,600	30	Three	\$550.00	\$655.00
208	9,900	60	Single	\$700.00	\$840.00
208	17,000	60	Three	\$1,100.00	\$1,300.00
208	20,800	100	Single	\$1400.00	\$1700.00
208		100	Three	\$1900.00	\$2300.00
208		200	Three	\$3400.00	\$3900.00
208		400	Three	\$5200.00	\$6500.00
1 Outlet Extension-cord. RENTAL ONLY					\$15.00
6 Outlet Multi-strip. RENTAL ONLY					\$25.00
Compressed Air: Hotel supplies 3/4", 1/2", 1/4" quick release female connection. 80-100 PSI 125 CFM					\$375.00
Water: Hotel supplies 1/2" male threaded connector. Exhibitor is responsible for bringing adaptors. (Not available in Ballrooms)					\$400.00
Drainage: Available depending on booth location. A pump may be required at an additional cost. (Not available in Ballrooms)					\$450.00
One time fill and drain. Maximum of 300 gallons					\$400.00
Transformer Rental					\$150.00
Special orders <i>Example: Overhead electrical, 24 hour service</i>					

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

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

Gaylord National Exhibits Internet Pricing

FOR PRICING REFERENCE ONLY

ADVANCE PRICE IS 2 WEEKS PRIOR TO THE SHOW DATE

	<u>QTY</u>	<u>Advance Rate</u> >2 weeks Adv	<u>Standard Rate</u> <2 weeks	<u>Total</u>
<u>High-Speed Wireless Access</u>				
Wireless Internet (1st Device)	_____	\$800.00	\$1,100.00	_____
Additional Connection	_____	\$250.00	\$300.00	_____
Please choose a User ID: _____				
Please choose a Password: _____				
<u>High-Speed Wired Access</u>				
<i>*Please note any customer switch or access point attached to these lines that has not been pre-approved will result in service cancellation.</i>				
Wired Internet Access (1st Device)	_____	\$1,300.00	\$1,500.00	_____
Additional Connection	_____	\$300.00	\$350.00	_____
<u>Dedicated Internet Access – Dedicated Private VLAN</u>				
1.5 Mb/sec	_____	\$2,500.00	\$3,900.00	_____
3.0 Mb/sec	_____	\$5,000.00	\$6,500.00	_____
6.0 Mb/sec	_____	\$10,000.00	\$11,000.00	_____
Static Public IP <i>Requires dedicated selection</i>	_____	\$350.00	\$400.00	_____
<u>Telecommunication (Telephone) Services</u>				
Standard DID telephone/fax/modem line	_____	\$325.00	\$350.00	_____
Polycom (speakerphone)	_____	\$250.00	\$350.00	_____
Standard Desk Telephone	_____	\$30.00	\$40.00	_____
 Labor - Troubleshooting / Move / Change	 _____	 \$100.00	 \$150.00	 _____

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

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

Gaylord National Exhibits Food & Beverage Pricing

FOR PRICING REFERENCE ONLY

ITEMS	COST	Qty	UofM	Sub total	25% svc chg	6% sales tax
Freshly Brewed Regular Coffee	\$ 104.00		gal			
Freshly Brewed Decaffeinated Coffee	\$ 104.00		gal			
White Lion Tea Selection	\$ 104.00		gal			
Soft Drinks	\$ 6.50		each			
Still and Sparkling Bottled Waters	\$ 6.50		each			
Bake Shop Specialties, Preserves, Butter	\$ 68.00		dzn			
Freshly Baked Cookies or Brownies	\$ 68.00		dzn			
Assorted Mini Cupcakes	\$ 68.00		dzn			
Haagen-Dazs Ice Cream Bars	\$ 7.00		each			
Popcorn Cart* (each bag pops approx. 100 bags)	\$ 500.00		bag			
Candy Jar Display (approx. 100 portions)	\$ 600.00		each			
5-Gallon Water bubbler (Power Required)	\$ 250.00		each			
5-Gallon Water bubbler Refill	\$ 75.00		each			
CQ Mango Mint Pineapple	\$ 225.00		container			
CQ Strawberry Basil	\$ 225.00		container			
CQ Lemon Cucumber	\$ 225.00		container			
CQ Black Raspberry Acai Jalapeno	\$ 225.00		container			

ITEMS	COST	Qty	UofM	Sub total	25% svc chg	9% sales tax
Domestic & Import Beer	\$10.00		drink			
Craft Beer	\$11.50		drink			
Deluxe Cocktails	\$12.50		drink			
Deluxe Wine - White (by the bottle)	TBD		drink			
Deluxe Wine - Red (by the bottle)	TBD		drink			

ITEMS	COST	Qty	UofM	Sub total	25% svc chg	6% sales tax
*Attendant / Bartender (first 2 hours)	\$225.00		each			
Attendant / Bartender (additional for each hour or fraction thereafter)	\$75.00		each			

(Ask your Catering Representative When this is Required)

ITEMS	COST	Qty	UofM	Sub total	25% svc chg	6% sales tax
Delivery Fee(s)	\$50.00					

****Please be aware there may be charges and fees associated with your order. For a full quote please reach out to gnexhibits@gaylordhotels.com or call 301-965-3710****

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



EXHIBITOR SERVICES

Create the ultimate brand experience with a sensory-rich environment that drives attendee interest.



GAYLORD NATIONAL®

RESORT & CONVENTION CENTER

on the Potomac

NAME OF CONFERENCE		START DATE	END DATE	NO. OF EVENT DAYS
ORGANIZATION NAME		ON-SITE CONTACT NAME		ROOM/EXHIBIT BOOTH NO.
STREET ADDRESS		CITY	STATE	ZIP CODE
TELEPHONE NUMBER	DELIVERY DATE	DELIVERY TIME <input type="checkbox"/> AM <input type="checkbox"/> PM	PICKUP DATE	PICKUP TIME <input type="checkbox"/> AM <input type="checkbox"/> PM
EMAIL ADDRESS		ORDERED BY		

ORDERING INSTRUCTIONS: To guarantee equipment availability and advanced-rate pricing, place your order at least 21 days prior to delivery. Prices are for exhibit floor only. All rental prices subject to a 15% markup if ordered day of. Operator labor, if requested, is subject to the prevailing hourly rate with a four-hour minimum. An electronic receipt will be emailed to you. The total charge per item is determined by multiplying the price by the quantity ordered by the days rented. Please include applicable Sales Tax on equipment rental.

PSAV WILL CONTACT YOU DIRECTLY FOR PAYMENT INFORMATION. PRICING IS PER DAY.

Tax Exempt Status – If you are exempt from payment of sales tax, we require you to forward an exemption certificate for the state in which the services are to be provided.

Cancellations – Cancellations received within 48 hours of the scheduled delivery date are subject to a 50 percent fee applicable to equipment and tax. Cancellations received on the day of scheduled delivery or “no shows” are subject to the full amount of the order, including installation, drayage and tax. Labor and/or service charges may apply and/or loss damage waiver.

Shipping Instructions – Mark any materials sent to the venue as follows:

1. Address Packages to: Gaylord National, 201 Waterfront Street, National Harbor, MD 20745
2. Hold for Arrival - Attn: Guest's Name and/or Organization
3. Complete Return Address
4. Number of Boxes (ex: Box 1 of 2, Box 2 of 2)

Form Submission – Email completed forms to: psgnexhibits@psav.com.

MONITORS

	PRICE	QTY	DAYS	TOTAL
<input type="checkbox"/> 24" Monitor	\$ 327			\$ 0
<input type="checkbox"/> Wall mount <input type="checkbox"/> Single-pole stand				
<input type="checkbox"/> 32" LCD monitor	\$ 357			\$ 0
<input type="checkbox"/> Dual-post stand <input type="checkbox"/> Table stand <input type="checkbox"/> Speakers				
<input type="checkbox"/> 46" LCD monitor	\$ 781			\$ 0
<input type="checkbox"/> Dual-post stand <input type="checkbox"/> Table stand <input type="checkbox"/> Speakers				
<input type="checkbox"/> 55" LCD monitor	\$ 981			\$ 0
<input type="checkbox"/> Dual-post stand <input type="checkbox"/> Table stand <input type="checkbox"/> Speakers				
<input type="checkbox"/> 70" LCD monitor	Please contact PSAV for quote			
<input type="checkbox"/> Dual-post stand <input type="checkbox"/> Table stand <input type="checkbox"/> Speakers				

AUDIO EQUIPMENT

	PRICE	QTY	DAYS	TOTAL
<input type="checkbox"/> CD player	\$ 95			\$ 0
<input type="checkbox"/> Wired microphone	\$ 84			\$ 0
<input type="checkbox"/> Handheld <input type="checkbox"/> Lavalier				
<input type="checkbox"/> Wireless microphone	\$ 245			\$ 0
<input type="checkbox"/> Handheld <input type="checkbox"/> Lavalier				
<input type="checkbox"/> Wireless headset microphone	\$ 98			\$ 0
<i>Requires wireless microphone unit to operate</i>				
<input type="checkbox"/> Sound system	\$ 363			\$ 0
<input type="checkbox"/> two speakers, two stands, one mixer, one wired microphone				
<input type="checkbox"/> up to 20 people				

ACCESSORIES

	PRICE	QTY	DAYS	TOTAL
<input type="checkbox"/> DVD player	\$ 105			\$ 0
<input type="checkbox"/> Laptop	\$ 255			\$ 0

PROJECTION

	PRICE	QTY	DAYS	TOTAL
<input type="checkbox"/> LCD projector	\$ 560			\$ 0
<input type="checkbox"/> Tripod screen	\$ 105			\$ 0
<input type="checkbox"/> 5' <input type="checkbox"/> 6' <input type="checkbox"/> 7' <input type="checkbox"/> 8'				

LIGHTING

	PRICE	QTY	DAYS	TOTAL
<input type="checkbox"/> LEKO/ Par	\$ 72			\$ 0

RIGGING

All rigging requests should be placed using the [Rigging Request Form](#).

CUSTOM ITEMS

	PRICE	QTY	DAYS	TOTAL
<input type="checkbox"/>	\$			\$ 0
<input type="checkbox"/>	\$			\$ 0
<input type="checkbox"/>	\$			\$ 0
<input type="checkbox"/>	\$			\$ 0
<input type="checkbox"/>	\$			\$ 0

SPECIAL REQUESTS

Please add any items not listed above that you require.

PSAV® Representative

Gaylord National

201 Waterfront St., National Harbor, MD

office: 301.965.2047 email: psgnexhibits@psav.com





BOOTH DIAGRAM

ORGANIZATION NAME	ROOM/EXHIBIT BOOTH NO.
SHOW NAME	SHOW DATES

Internet

Please indicate on the grid the location of your internet drop(s) using **W** to signify a wired internet drop and **T** to signify a telephone wiring. If no location is indicated, the internet drop will be placed in the middle back of the booth.

Power

Please indicate on the grid the location of your power drop(s) using exact measurements and how many amps each power drop should have (e.g., 15A). If no location is indicated, the power drop will be placed in the middle back of the booth. There is a minimum labor charge for hook-up and dismantle for all non-standard locations, multiple outlet locations, island booths and 208V services.

Adjacent Booth No. _____

Adjacent
Booth
No. _____

Adjacent
Booth
No. _____

Adjacent Booth No. _____



EXHIBITOR SERVICES —RIGGING



To request exhibitor Rigging, please submit a request at <https://www.psav.com/riggingform>

PSAV WILL CONTACT YOU DIRECTLY TO PROVIDE A DETAILED PROPOSAL AND PAYMENT INFORMATION.

> ALL RENTAL PRICES ARE SUBJECT TO A 20% FEE IF ORDERED LESS THAN 21 BUSINESS DAYS PRIOR TO SHOW OPENING.

EQUIPMENT	PRICE PER DAY
Hang Point	\$70
Motor & Point package	\$230
Truss – 12"x12"x10'	\$80
Truss – 12"x12"x5'	\$45
Truss – Corner Block	\$50
<i>Additional Truss sizes available on request</i>	
House Lift (hourly)	\$45
LABOR	PRICE/HR
CAD Safety Review	\$100
Rigger	\$125
Truss Builders	\$100
OVERTIME CONDITIONS	
Monday - Friday, 8 a.m. - 5 p.m.	Straight Time
Monday - Friday, 5 p.m. - Midnight	Time and 1/2
Monday - Sunday, Midnight - 8 a.m.	Double Time
Saturday, 8 a.m. - Midnight	Time and 1/2
Sunday, All Day	Double Time
Holidays**, All Day	Double Time

If your show has multi-day setup, labor may apply.

All rigging calls require 3 Riggers and a 3 hour minimum for setting and 2 hour for striking. We will provide an estimate for equipment and labor based upon our experience. Actual hours will be billed.

Upon receiving a rigging request a PSAV representative will send over an order based on your request with pricing and payment information.

- PSAV will review all rigging request and will determine if your request requires motors/ truss or additional items based on the location of your booth.
- PSAV must make all attachments to the rigging system, ceiling, and supporting structure of the building.
- Orders must be received 21 days prior to delivery to avoid penalty rate, and guarantee equipment and crew availability.
- All rigging must conform to Show Management regulations.
- Signs must include necessary harnesses. PSAV can build custom harnesses with adequate notice and at an additional charge.
- Electrical signs must be in good working order and conform to the National Electrical Code.
- Electrical service must be ordered through Gaylord National Exhibits Department: 301.965.3710 or GNExhibits@gaylordhotels.com
- All overhead signs and banners must be assembled prior to the rigging call time.
- Riggers work in minimum teams of 3. Clients cannot be used as a substitute for riggers.
- PSAV will not "dead hang" items over 100 lbs or 15' in length. Chain hoists may be used for these items.
- Show Management and Gaylord National Conference Services must approve banner placement in advance.
- PSAV does not build exhibit signs. All signs must be built prior to scheduled rigging time.
- A service charge of 25% on equipment will be added to the subtotal before tax. Please include applicable sales tax on equipment rental.
- TAX EXEMPT STATUS - If you are exempt from sales tax payment, we require a State of Maryland exemption certificate.

Power and Internet must be ordered from the hotel

Gaylord National Exhibits
301.965.3710
gnexhibits@gaylordhotels.com

PSAV at
Gaylord National Resort & Convention Center
201 Waterfront Street
National Harbor, MD 20745

Exhibitor Services: 301.965.2047
Fax: 877.917.1223
Email: psgnexhibits@psav.com
Pricing is valid until December 31, 2018





Gaylord National Resort & Convention Center

Advanced Show Rate Before October 23, 2019 Regular Show Rates Will Apply After October 24th, 2019

Official Audiovisual Order Form

Company Name _____ Billing Name _____

Billing Address _____

City _____ State _____ Zip Code _____

Country _____ Ordered by _____

Phone _____ Ext. _____ Fax _____

Email _____ Event Name _____

Booth # _____ Deliver Date _____ Pickup Date _____

On-Site Contact _____ On-Site Contact Phone _____

On-Site Contact Email _____ Order Comments _____

CREDIT CARD AUTHORIZATION

Type of Card: ☐ Visa ☐ Mastercard ☐ Amex ☐ Discover

Credit Card Account # _____ Vcode* _____ Exp. Date _____

* 3 digit number on back of Visa, MC and Discover or 4 digit number on front of AmEx card.

The undersigned has read and agrees to all of the terms and conditions, and labor rates of this rental agreement. The undersigned authorizes Show Gear to charge the above listed credit card for the equipment, labor and/or services detailed in this agreement, and for any client approved add-ons and change orders.

Your Order Total _____ Digital Signature _____







TO COMPLETE THIS ORDER PLEASE FAX COMPLETED FORM TO (949)-888-4811 OR SCAN AND EMAIL TO ORDERS@SHOWGEAR.COM

Show Gear Productions | 30312 Esperanza | Rancho Santa Margarita, CA 92688
P:(949).888.4540 T: (800).840.4327 | f: (949).888.4811 | Orders@Showgear.com



Exhibit Floor Order Form

PRICES ARE FOR EXHIBIT FLOOR ONLY. ALL RENTAL PRICES SUBJECT TO A 15% MARKUP IF ORDERED DAY OF.

4K UHD 4K LCD/LED		Qty	Advanced Rate	Show Rate	Totals
98" Monitor- Ultra HD Video, HDMI Inputs			Call	Call	
90" Monitor Ultra HD Video, HDMI Inputs			Call	Call	
86" Monitor Ultra HD Video, HDMI Inputs			\$3,500.00	\$3,750.00	
75" Monitor Ultra HD Video, HDMI Inputs			\$2,100.00	\$2,300.00	
70" Monitor Ultra HD Video, HDMI Inputs			\$1,800.00	\$2,000.00	
65" Monitor Ultra HD Video, HDMI Inputs			\$1,400.00	\$1,600.00	
55" Monitor Ultra HD Video, HDMI Inputs			\$1,000.00	\$1,200.00	
Touch Screen		Qty	Advanced Rate	Show Rate	Totals
98" Plannar Ultra UR9851			Call	Call	
80" Sharp Touch Screen			\$2,500.00	\$2,700.00	
70" Sharp Touch Screen			\$2,000.00	\$2,200.00	
65" Samsung OTS Touch Screen			\$1,900.00	\$2,100.00	
55" Samsung OTS Touch Screen			\$1,500.00	\$1,700.00	
46" Samsung OTS Touch Screen			\$1,200.00	\$1,400.00	
40" Samsung OTS Touch Screen			\$1,000.00	\$1,200.00	
GIANT ITAB TOUCHSCREENS		Qty	Advanced Rate	Show Rate	Totals
55" Showcase			\$2,400.00	\$2,500.00	
42" Smartphone Lite Full Enclosure			\$2,000.00	\$2,100.00	
23" Smartphone Lite			\$900.00	\$1,000.00	
Android APP Configuration			\$100.00	\$200.00	
iOS APP Configuration (must have acc			\$600.00	\$700.00	
HD Monitors		Qty	Advanced Rate	Show Rate	Totals
90" Monitor- 1920x 1080 HD Video, HDMI Inputs			Call	Call	
80" Monitor 1920x 1080 HD Video, HDMI Inputs			\$1,600.00	\$1,800.00	
75" Monitor 1920x 1080 HD Video, HDMI Inputs			\$1,200.00	\$1,300.00	
60" Monitor 1920x 1080 HD Video, HDMI Inputs			\$900.00	\$1,000.00	
55" Monitor 1920x 1080 HD Video, HDMI Inputs			\$800.00	\$900.00	
50" Monitor 1920x 1080 HD Video, HDMI Inputs			\$700.00	\$800.00	
46"Monitor 1920x 1080 HD Video, HDMI Inputs			\$650.00	\$750.00	
42" Monitor 1920x 1080 HD Video, HDMI Inputs			\$550.00	\$650.00	
32" HD LCD			\$250.00	\$300.00	
23" HD LCD (No USB Play Back)			\$125.00	\$175.00	
Dual Post Monitor Stand			\$125.00	\$175.00	
Shelf for Dual Post Monitor Stand			\$45.00	\$75.00	
For USB Playback power point presentation must be saved as a PDF Video must be formatted as a MP4 with a maximum Resolution of 1920x 1080					
AUDIO EQUIPMENT		Qty	Advanced Rate	Show Rate	Totals
Wireless Handheld Microphone			\$225.00	\$275.00	
Wireless Head Set Microphone			\$225.00	\$275.00	
Anchor Explorer speaker: 60 watts			\$100.00	\$150.00	
JBL 10 Professional speaker: 125 W			\$150.00	\$200.00	
JBL 15 Professional speaker: 300 W			\$225.00	\$300.00	
12 Channel Audio Mixer			\$75.00	\$100.00	
DATA VIDEO INTERFACE		Qty	Advanced Rate	Show Rate	Totals
DVD Player			\$50.00	\$75.00	
LIGHTING EQUIPMENT		Qty	Advanced Rate	Show Rate	Totals
Source 4 Leko Fixture			\$35.00	\$50.00	
LED Colored Up lights			\$35.00	\$50.00	
16 Channel Lighting Control Board			\$75.00	\$100.00	
Dimmer Pack			\$50.00	\$65.00	
COMPUTER EQUIPMENT		Qty	Advanced Rate	Show Rate	Totals
Laptop Dual Core i7 16GB Ram 500 Gig HD			\$225.00	\$275.00	
MS Surface Pro 3 i5 128GB/Wi-Fi/2x camera 12' 2160 x 1440			\$275.00	\$375.00	
iPad 4G Cellular Data Included			\$300.00	\$400.00	
iPad Wi-Fi			\$175.00	\$275.00	
IMPORTANT INFORMATION			ORDER SUMMARY		TOTALS
Show Gear Productions requires pre payment on all orders.			Equipment Charges		
Set up, Strike & Onsite Support is charged at 20 % of the equipment total			Service Fee 20%		
Delivery and Pick up fee included with rental			TOTAL		
No Dravage Fees					

Show Gear Productions is the Official AUDIO VISUAL supplier for SITC! We are a One-stop shop for all your tech needs, with an onsite team offering 24/7 service & support. We can also provide advanced installation and operators including LED / video techs, audio engineers, cameras & operators, and much more.

PROJECTION, LED WALLS, MONITORS, CUSTOM VIDEO SOLUTIONS, LIVE AUDIO, LIGHTING
 Questions? Call (800-840-4327, or email us at Orders@Showgear.com and we can discuss your custom AV Needs

Exhibit Floor Order Form Tour Guide System

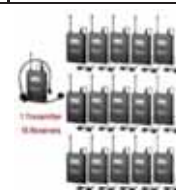
PRICES ARE FOR EXHIBIT FLOOR ONLY. ALL RENTAL PRICES SUBJECT TO A 15% MARKUP IF ORDERED DAY OF.

Due to Wireless Frequency Cross Over, Show Gear is the Exclusive Tour Guide System Provider at SITC

Tour Guide System	Qty	Advanced	Show Rate	Totals
Tour Guide System with (5 Headsets)		\$500.00	\$600.00	
Tour Guide System with (10 Headsets)		\$750.00	\$850.00	
Tour Guide System with (20 Headsets)		\$1,400.00	\$1,500.00	
Individual Additional Headsets Receivers		\$75.00	\$90.00	
Items needed for additional inputs.	Qty	Advanced Rate	Show Rate	Totals
Wireless Headset Microphone (Additional Presenters)		\$225.00	\$275.00	
12 Channel Audio Mixer (needed for additional inputs)		\$105.00	\$145.00	
Direct Box Input Box (Audio from computer)		\$30.00	\$45.00	



The tour guide system offers excellent quality audio and extremely reliable interference free communications. It was designed to allow tour guides to communicate remotely to a small audience with no interruptions or external noises !



IMPORTANT INFORMATION	ORDER SUMMARY	TOTALS
Show Gear Productions requires pre payment on all orders.	Equipment Charges	
Set up, Strike & Onsite Support is charged at 20 % of the equipment total	Service Fee 20%	
Delivery and Pick up fee included with rental	TOTAL	
No Drayage Fees		

Exhibit Floor Order Form Video Wall

46" NEC SEAMLESS LCD/LED MONITORS	Qty	Advanced Rate	Show Rate	Totals
46" NEC Narrow Bezel Monitor (Ea. Monitor)		\$950.00	\$1,150.00	
(2 x 2) 46" Seamless HD LCD Wall (4 Monitors)		\$3,800.00	\$4,600.00	
(3 x 3) 46" Seamless HD LCD Wall (9 Monitors)		\$8,550.00	\$10,350.00	
(4 x 4) 46" Seamless HD LCD Wall (16 Monitors)		\$15,200.00	\$18,400.00	

Seamless



&



LED

2mm COLEDER LED PANELS



2mm LED Video, each panel are 19.68" x 19.68" x 3.54" (HxWxD) and can be configured to any configuration. LED walls can be rigged from the ceiling or ground supported. Please call or email for a quote

IMPORTANT INFORMATION	ORDER SUMMARY	TOTALS
Show Gear Productions requires pre payment on all orders.	Equipment Charges	
Set up, Strike & Onsite Support is charged at 20 % of the equip. total	Service Fee 20%	
Delivery and Pick up fee included with rental	TOTAL	
No Drayage Fees		

Meeting Room Order Form

PRICES ARE FOR EXHIBIT FLOOR ONLY. ALL RENTAL PRICES SUBJECT TO A 15% MARKUP IF ORDERED DAY OF.

Screens		Qty	Day Rate	Late Day Rate	Totals
100" Insta-Theater Screen			\$75.00	\$97.50	
8' Tripod Screen with dress kit			\$75.00	\$97.50	
5.65' x 10' Fast Fold Screen with Dress Kit			\$175.00	\$227.50	
10' Cradle Screen with Dress Kit			\$125.00	\$162.50	
6.75' x 12' Fast Fold Screen with Dress Kit			\$225.00	\$292.50	
7.8' x 14' Fast Fold Screen with Dress Kit			\$250.00	\$325.00	
9' x 16' Fast Fold Screen with Dress Kit			\$300.00	\$390.00	
12' x 16' Fast Fold Screen with Dress Kit			\$350.00	\$455.00	
15' x 20' Fast Fold Screen with Dress Kit			\$500.00	\$650.00	
Projectors		Qty	Day Rate	Late Day Rate	Totals
3000 Lumens Hi Def LCD Projector			\$175.00	\$227.50	
5000 Lumens Hi Def LCD Projector			\$275.00	\$357.50	
6500 Lumens Hi Def LCD Projector			\$475.00	\$617.50	
10000 Lumens Hi Def Laser Projector			\$950.00	\$1,235.00	
12,000 Lumens LCD Projector			\$850.00	\$1,105.00	
AUDIO EQUIPMENT		Qty	Day Rate	Late Day Rate	Totals
JBL Eon 10 Powered Speaker on a Stand: 125 watts			\$50.00	\$65.00	
JBL Eon 15 Powered Speaker on a Stand: 125 watts			\$75.00	\$97.50	
12 Channel Audio Mixer			\$50.00	\$65.00	
14 Channel Audio Mixer			\$75.00	\$97.50	
Direct Input Box includes cabling 4 Computer and iPod sound			\$15.00	\$19.50	
Microphones		Qty	Day Rate	Late Day Rate	Totals
Wired Mic			\$25.00	\$32.50	
Podium Mic			\$30.00	\$39.00	
Table Top Mic			\$30.00	\$39.00	
Wireless Lavalier			\$75.00	\$97.50	
Wireless Hand Held			\$95.00	\$123.50	
Wireless Head Set			\$95.00	\$123.50	
Lighting Equipment		Qty	Day Rate	Late Day Rate	Totals
10' - 12' Lighting Poll with base and sandbags Source 4 Leko			\$50.00	\$65.00	
Fixture			\$35.00	\$45.50	
LED Colored Up lights			\$35.00	\$45.50	
16 Channel Lighting Control Board			\$75.00	\$97.50	
Dimmer Pack			\$50.00	\$65.00	
Video Equipment		Qty	Day Rate	Late Day Rate	Totals
Screen Pro Video Switcher			\$350.00	\$455.00	
Video Switcher			\$250.00	\$325.00	
DVD Player			\$25.00	\$26.00	
1 x 2 DA			\$25.00	\$32.50	
42" LCD Display (Confidence Monitor) with stand			\$200.00	\$260.00	
Other Equipment		Qty	Day Rate	Late Day Rate	Totals
Laptop Computer			\$75.00	\$97.50	
Wireless Slide Advancer			\$20.00	\$26.00	
Wireless Cue Light			\$65.00	\$84.50	
Speaker Timer			\$65.00	\$84.50	
Flip Chart with Markers and Pens			\$35.00	\$45.50	
Black Velour Pipe & Drape per foot			\$12.00	\$15.60	
Laser Pointer			\$5.00	\$6.50	
IMPORTANT INFORMATION			ORDER SUMMARY		TOTALS
Show Gear Productions requires pre payment on all orders.			Equipment Charges		
Set up, Strike & Onsite Support is charged at 20 % of the equipment total			Service Fee 20%		
Delivery and Pick up fee included with rental			TOTAL		
No Dravage Fees					



TERMS AND CONDITIONS OF RENTAL

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

CANCELLATION POLICY

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

LABOR POLICY

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

DELIVERY / PICKUP POLICY

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

TV STAND POLICY

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

OPTION Showlead Mobile™

App for iOS + Android smartphones / tablet devices

- Simply scan the QR Code using a smartphone or tablet with rear facing camera.
- Complete with 10 standard sales qualifiers, ability to add notes, email, follow-up and store contacts within seconds.
- Application can be used anywhere – both on and off the show floor.
- Real time lead access; by email or at www.showlead.com.
- Devices with no internet or data service will capture; Badge ID, First and last name. Leads will sync once internet service is restored.
- Requires internet connectivity to sync data.

Note: Limited mini iPads available for rent Onsite or use your own Smartphone/Tablet Device.



OPTION Showlead Touch™

- Compact, portable barcode scanner allows simple badge scanning to capture contact details and demographic profile with the ability to add notes.
- Colour graphic touch LCD display to verify scanned data.
- Ability to add notes to your lead data.
- Connects wirelessly to available Bluetooth portable printer.
- All scans are date and time stamped.
- Scanner includes 10 standard sales qualifiers with the option to add custom sales qualifiers.
- Lead data will be available for download post show at www.showlead.com



Note: This device does not require power.

OPTION Showlead™ - Badge Reader

- Compact, portable barcode scanner allows simple badge scanning to capture contact details and demographic profile.
- Graphic LCD display to verify scanned data.
- Connects wirelessly to available Bluetooth portable printer.
- All scans are date and time stamped.
- Scanner includes 10 standard sales qualifiers with the option to add custom sales qualifiers.
- Lead data will be available for download post show at www.showlead.com

Note: This device does not require power.



ACCESSORIES

Mini Ipad Rental (for use with the purchase of a Showlead Mobile License for the length of the event)

- Do you want to experience the "Showlead Mobile App" but don't want to use your personal device?
- Rent an Ipad Mini and experience the easy use of the Showlead Mobile App.
- Take it to breakfast and sessions, add notes about future clients.
- Complete lead data will be sent to our secure web portal real time with wi-fi connectivity or at the end of the show.

Showlead Print™

(for use with the Showlead & Showlead Touch Badge Reader)

- Wireless printer.
- Compact, portable thermal printer provides paper receipts.
- Extremely quiet and fast printing.
- Connects directly to the Showlead unit via Bluetooth technology.

Custom Sales Qualifiers (for use with Showlead & Showlead Touch Badge Reader)

- Add up to 30 custom sales action codes to better qualify prospects (max. 21 characters per line including spaces).

E-blast Email Service

Don't struggle trying to send out an email to your valuable leads. Simply select one of our standard html Designs and provide us with the verbiage and links you would like to send with an email campaign to your Lead contacts.

USB Flash Drive

(available for Showlead, Showlead Touch Badge Readers)

- Leads downloaded on USB flash drive at the end of the event
- Leads will also be available post-show online at www.showlead.com.



Society for Immunotherapy of Cancer



ORDER ONLINE: www.showlead.com/orders

EVENT CODE: SITC1911S

EMAIL: leads@showcare.com

FAX: (905) 479-9743

PHONE: 1 (866) 267-2107

Lead Management Options	Specifications	EARLY Thru Oct 11/19	LATE from Oct 12/19	QUANTITY	TOTAL
Each exhibitor will receive 1 COMPLIMENTARY mobile app					
Showlead Mobile App For Smartphone/Tablet devices (IOS/Android)	ADD ADDITIONAL:				
	- 1 License for Single Device	\$290	\$315		
	- 2 Licenses for Multiple Devices	\$380	\$435		
	- 3 Licenses for Multiple Devices	\$450	\$525		
	- 5 Licenses for Multiple Devices	\$750	\$875		
<small>Mobile app for your IOS or Android - Real Time lead data with data or wi-fi service</small>					
Showlead Essential (no electricity req'd)	- Showlead hand-held badge reader - Wireless printer - Custom sales qualifiers	\$450	\$550		
Showlead Optimum (no electricity req'd)	- Showlead Touch badge reader - Custom sales qualifiers - USB Flash drive & e-blast email service	\$525	\$625		
Showlead Touch	Wireless Colour touch badge reader	\$475	\$575		
Showlead	Wireless badge reader	\$325	\$475		
Showlead Print	For Showlead, Showlead Touch	\$100	\$140		
Accessories					
Mini iPad Rental	For use with Showlead Mobile license	\$75	\$100		
Custom Qualifiers	For Showlead, Showlead Touch	\$80	\$100		
Leads on USB Key	For Showlead, Showlead Touch	\$80	\$100		
Delivery & Pick-Up Service	For Showlead, Showlead Touch	\$100	\$125		
E-blast email service	For Showlead, Showlead Touch	\$150	\$175		
Data Reconciliation Service	Third party post-show solution	\$400	\$475		

Processing Fee

\$10

ORDER TOTAL (Payable in US Funds)

Contact Information

Contact Name:	
Exhibiting Company:	
Phone:	Address:
Email:	
City:	State & Country:
Zip:	Booth #

Payment Information

☐ MC ☐ VISA ☐ AMEX ☐ Check

Card No.

Name on Card:

Expiration Date:

Signature: _____

Authorization (your signature denotes acceptance of all the Terms & Conditions).

FEATURES	SHOWLEAD MOBILE	SHOWLEAD	SHOWLEAD TOUCH
Real time lead data	●		●
Add Notes	●		●
Includes Standard Sales Qualifiers	●	●	●
Add Custom Sales Qualifiers		●	●
Handheld/Wireless	●	●	●
Optional Bluetooth Printer		●	●
Add Lead data to Contacts	●		

Terms & Conditions: All orders & usage of Showlead equipment provided by Showcare are/is subject to the following Conditions.

A) Orders and Order Deadlines

1. All orders must be paid for in full prior to unit pick-up.
2. Orders received after the stated deadline will be charged at AFTER DEADLINE RATES without exception. The date payment is received shall determine the applicable rate.
3. All items ordered after the order deadlines are subject to availability.

B) Payment Terms and Cancellations

1. Service will be rendered after receipt of full payment by credit card or check.
2. Showcare will correct any miscalculations in the "Order Total" column if different than total amount on the order form.
3. All cancellations made more than 30 days prior to the event will be subject to a \$50 processing fee per unit. No refunds will be considered for cancellations requested 30 days prior to the event start date.
4. Unclaimed units or unused orders are not refundable once paid for.

C) On-Site Services and Terms

1. All orders which include rental hardware must be picked up from the Showcare counter on-site. It is highly recommended that your company representative(s) pick up your ordered units to avoid delays.
2. A minimum of one hour for processing time will be required to fulfill on-site orders, subject to availability.
3. On-site modification(s) or addition of existing Custom Sales Qualifiers will be subject to a \$50.00 processing fee.

D) User Terms

1. At all times Showcare remains sole owner of each Showlead unit including all the software and hardware.
2. All data acquired through use of units under this agreement remains the property of the show management of the event where used.
3. If the rented unit(s) are not returned to the Lead Retrieval Desk at the on-site Exhibitor Service. The Renter agrees to pay an additional late fee of \$150.00 (one hundred fifty U.S dollars) per day, up to a maximum of the unit cost as well as any additional fees incurred by Showcare to retrieve said unit (i.e shipping charges). Replacement Costs:

- a. Showlead \$1750.00 USD
- b. Showlead Touch \$2350 USD
- c. Showlead Print \$550.00 USD
- d. Mini iPad \$400 USD
- e. Unreturned Symbol Barcode Scanner Rental \$170.00 and Wireless Honeywell Scanner \$360.
- f. Zebra Mobile \$700 USD

4. If any Showlead unit is misplaced, stolen or damaged while in the user's care, the user shall be responsible for said repair costs or replacement fees as indicated in item 3.

E) Increased visibility

1. Showcare does not guarantee and shall not be held liable should the user not achieve overall success of the exhibit with respect to the expected revenue, expected number of leads, booth

traffic, return on investment (ROI), profits and attendance by using Showcare's equipment, software or know how.

2. The user and Showcare each agree to indemnify, defend and hold harmless the other party and its respective successors and permitted assigns, and its officers, directors, members, agents, employees and/or representatives from and against any claim, action, cause of action, and liabilities including damages (including court costs and attorney fees and other fees of professionals) which may be asserted by third parties arising out of the performance of either party's obligations pursuant to the services rendered by Showcare to the user, except for the willful misconduct or gross negligence of the other party.
3. "Force Majeure" shall refer to any cause or event(s) that is beyond the reasonable control of Showcare or the organizer of the meeting, that could not have been reasonably foreseen and prevented by means reasonably available to it, and that causes the Event(s) to be either canceled or postponed "sine die" and this term shall include but shall not be restricted to acts of God, civil unrest or of the public enemy, acts of the Government, fires, flood, epidemics, strikes, lockouts, curtailment of transportation facilities or service. In any such event of Force Majeure, the obligations of Showcare for services not yet rendered shall become automatically terminated and Showcare shall be entitled to retain all the payments already received.

F) Privacy Policy

1. Showcare will collect personal data such as name and contact information for the only purpose of fulfilling the lead retrieval service agreement. Personal information will not be shared with any third parties that are not data sub-processors. You can read our complete privacy policy here: <http://www.showcare.com/privacy-policy/>
2. The General Data Protection Regulation (GDPR) is a European law that is enforced on May 25th, 2018. As per that law, personal data of European Union (EU) subjects has to be treated with particular care. In the context of this law, personal data means any information that can identify a person, individually or in combination with other data. Hefty fines could be given to offenders. You can find more information about GDPR here: https://ec.europa.eu/commission/priorities/justice-and-fundamental-rights/data-protection/2018-reform-eu-data-protection-rules_en
3. Showcare is a data processor in the lead retrieval services, acting as a facilitator between you and the attendees. As you determine what information is gathered and how to use it, you are the data controller and will be liable in the end if the personal data of attendees is misused.
4. As you will be the main responsible for gathering and using the data, Showcare is reminding you of the following:
You need to obtain consent before scanning an attendee badge. Don't forget to ask! Attendees might ask you about the following subjects before they give you their consent:
 - o How are the leads used?
 - o Will you be contacting the attendees after the event? For what purpose?
 - o Are the leads transferred to third parties? Will they be able to contact the attendees?
 - o What are the controls in place to keep their information safe?
 - o How long is the personal data kept in your database?

Your order and usage implies that you have read, understood and agreed to be subject to the terms and conditions stipulated herein.

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.

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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.