

Service Manual

2024 BUILDERS ST. CHARLES HOME SHOW

APRIL 5-7TH, 2024

ST. CHARLES CONVENTION CENTER
ST. CHARLES, MISSOURI

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



exhibitor.services@heritagesvs.com

1-800-360-4323

Fax 314-534-8050



METHOD OF PAYMENT & CREDIT CARD AUTHORIZATION FORM

exhibitor.services@heritagesvs.com

1-800-360-4323

Fax 314-534-8050

Must be completed and submitted with any HERITAGE order forms

Order online at: heritagesvs.com/ordering

Name of Convention 2024 ST. CHARLES HOME SHOW Booth# _____

Exhibiting Company _____

Phone # _____ Fax # _____

Address _____

City _____ State _____ ZIP _____

Contact Email _____

Print Name _____ Signature _____

Credit Card Payment

Cardholder's Name (Please print) _____

Credit Card Billing Address _____

City _____ State _____ ZIP _____

Credit Card # _____ V-Code _____ EXP _____

Charge to: American Express MasterCard Visa Discover

If for any reason the submitted credit card or check is declined or returned, a \$50.00 processing fee will be added to the final invoice. For your convenience, we will also process your card for payment of any additional charges incurred at show site. We will automatically provide this service unless informed otherwise by you.

CARD HOLDER'S SIGNATURE _____

By signing the above, I acknowledge and understand that all services rendered will be billed to this credit card. I agree to be bound by all terms and conditions in this service manual.

Company Check

Make Check Payable to: HERITAGE
620 Shenandoah Ave
St. Louis, MO 63104
Attn: Exhibitor Services

Please include a copy of this order form with your check.

Bank Wire Transfer

Enterprise Bank and Trust
St. Louis, MO 63127
ABA# 081006162
ACCT# 0040520 HERITAGE
Swift Code - Entrus44

Please reference name of show & booth number to credit your account. Customers are responsible for any bank processing fees. Please add \$25.00 to your invoice total for each wire to cover inbound bank processing fees.

Please note: In some instances equipment or services may be handled by other contractors.

All orders received on site at the Exhibitor Service Desk will be charged at standard rates. All outstanding balances must be paid by the close of the show. Adjustments to your invoice will not be made after the close of the show. For your convenience, we will use this authorization to charge your credit card account for your advance orders, and any additional amounts incurred as a result of show site orders placed by your representative. These charges may include all Heritage companies, including but not limited to HES Logistics, Inc., or any charges which Heritage may be obligated to pay on behalf of the Exhibitor, including without limitation, any shipping charges. By submitting this form or ordering materials or services from Heritage, you agree to be bound by all terms & conditions included in your service manual.

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

Order Services Early and SAVE!

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

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

TOTAL AMOUNT DUE **\$** _____

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

Exhibiting Company _____

Contact Name _____ Booth # _____

Phone # _____ Email _____

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

**Discount Deadline:
3/18/2024**

Exhibiting Company _____ Booth Number _____

EAC Information:

Company Name: _____

Billing Address: _____

City: _____ State: _____ Zip: _____ Country: _____

Contact Name: _____ Email Address: _____

Telephone Number: _____ Fax Number: _____

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

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

Official Show Contractors:

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

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

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

The contractor hired by the exhibitor must

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

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

INCOMPLETE OR UNSIGNED FORMS WILL NOT BE ACCEPTED.

Signature of Exhibitor: _____ Date: _____

Service to be Performed: _____

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

Exhibiting Company _____

Contact Name _____ Booth # _____

Phone # _____ Email _____



EXHIBITOR APPOINTED CONTRACTORS (EAC) 2024 ST. CHARLES HOME SHOW

exhibitor.services@heritagesvs.com

1-800-360-4323

Fax 314-534-8050

Order online at: heritagesvs.com/ordering

Discount Deadline:
3/18/2024

Certificate of Insurance: Each EAC shall provide Heritage with a valid Certificate of Insurance and a copy of the additional insured endorsements required on the primary and excess/umbrella general liability policies. The insurance form must list as Additional Insureds and/or Covered Locations:

**HERITAGE
ORGANIZER
FACILITY**

Exhibitor(s) Represented (all Exhibitors represented by the contractor must be named as additional insured)

SHOW Move-In date(s) through Move-Out date(s) (See General Information Page)

The insurance form must list as the Certificate Holder:

**HERITAGE
620 Shenandoah Ave.
St. Louis, MO 63104**

Minimum Coverage Requirements for Primary & Excess/Umbrella Commercial General Liability: Each EAC shall maintain insurance coverage of the types and in the minimum amounts as follows:

Limits: Primary: Each Occurrence \$1,000,000; Products - COMP/OP AGG \$2,000,000; Personal & Adv Injury \$1,000,000; General Aggregate \$2,000,000
Excess/Umbrella: Each occurrence \$1,000,000; Aggregate \$1,000,000
Coverage for contractual liability and products liability

The following entities shall be named as Additional Insureds for all ongoing operations:

**HERITAGE
ORGANIZER
FACILITY**

Exhibitor(s) Represented (all Exhibitors represented by the contractor must be named as Additional Insured)

SHOW Move-In date(s) through Move-Out date(s) (See Quick Facts pages)

Insurer shall waive any right of subrogation against **ORGANIZER** and HERITAGE, their officers, directors, agents or employees. Coverage cannot be cancelled or reduced without at least 30 days prior written notice to **ORGANIZER** and HERITAGE.

Workers' Compensation Insurance: Each EAC shall maintain Workers' Compensation and Occupational Disease Insurance in full compliance with all federal and state laws, covering all of the EAC's employees engaged in the performance of any work for the Exhibitor. Coverage for Workers' Compensation and Employers' Liability shall be insured for the following limit:

Each Accident \$1,000,000 Disease - Each Employee \$1,000,000 Disease - Policy Limit \$1,000,000

WCI Insurer shall waive any right of subrogation against ORGANIZER and HERITAGE, their officers, directors, agents or employees. Coverage cannot be cancelled or reduced without at least 30 days prior written notice to ORGANIZER and HERITAGE.

Automobile Liability: Automobile liability must be covered whether the EAC has a vehicle on-site or not. Each EAC shall maintain insurance coverage in the minimum amounts as follows: Combined Single Limit \$1,000,000

EAC acknowledges reading and accepting this Agreement and agrees that it will be fully governed by the provisions described herein.

Name of EAC: _____ Booth Number: _____

By (print name): _____

Signature: _____ Date: _____

exhibitor.services@heritagesvs.com

1-800-360-4323

Fax 314-534-8050

Order online at: heritagesvs.com/ordering**Discount Deadline:
3/18/2024****Exhibitor Appointed Contractor (EAC)
Work Authorization Form**

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

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

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

Electrical Booth Cleaning Plumbing Material Handling Telecommunications Hanging Signs Rigging

Services:	<input type="checkbox"/> Installation & Dismantle	<input type="checkbox"/> Installation & Dismantle – Supervision Only
	<input type="checkbox"/> Photography	<input type="checkbox"/> Security
	<input type="checkbox"/> Personnel/Models	<input type="checkbox"/> Other (please specify): _____
Products:	<input type="checkbox"/> Flooring/Carpet Rental	<input type="checkbox"/> Audio/Visual – Rental/Production/Lighting
	<input type="checkbox"/> Furniture/Signs/Accessories	<input type="checkbox"/> Computer Rental
	<input type="checkbox"/> Floral	<input type="checkbox"/> Other (please specify): _____

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

**Note Other Products/Services Here:

Please Type or Print**EAC Information:**

EAC Company Name: _____

Address: _____ City/State/Zip _____

EAC Company Phone: _____ Fax Number: _____

EAC Contact Name: _____ EAC Contact Cell: _____

EAC Contact Email: _____

Product/Service Description: _____

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

Exhibitor Signature: _____ Date: _____

Exhibiting Company _____

Contact Name _____ Booth # _____

Phone # _____ Email _____

CERTIFICATE OF LIABILITY INSURANCE

SAMPLE

DATE (MM/DD/YYYY)

00/00/0000

PRODUCER (000) 000-0000

FAX

AGENTS NAME
AGENTS ADDRESS
THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.
INSURERS AFFORDING COVERAGE **NAIC #**
INSURED
YOUR COMPANY NAME
YOUR COMPANY ADDRESS

INSURER A:

INSURER B:

INSURER C:

EAC FOR:

INSURER D:

INSURER E:

COVERAGES

THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. AGGREGATE LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSL LTR	ADD'L INSRD	TYPES OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YY)	POLICY EXPIRATION DATE (MM/DD/YY)	LIMIT S	
		TYPES OF INSURANCE <input type="checkbox"/> COMMERCIAL GENERAL LIABILITY CLAIMS MADE <input type="checkbox"/> OCCUR	POLICY #	EFF DATE	EXP DATE	EACH OCCURRENCE	\$1,000,000
						DAMAGE TO RENTED PREMISES (EA OCCURRENCE)	\$500,000
						MED EXP (Any one person)	\$5,000
						PERSONAL & ADV INJURY	\$1,000,000
						GENERAL AGGREGATE	\$2,000,000
						PRODUCTS-COMP-OP AGG	\$2,000,000
		GEN'L AGGREGATE LIMIT APLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC					
		AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> NON-OWNED AUTOS	POLICY #	EFF DATE	EXP DATE	COMBINED SINGLE LIMIT (ea accident)	\$1,000,000
						BODILY INJURY (per person)	\$
						BODILY INJURY (per accident)	\$
						PROPERTY DAMAGE (per accident)	\$
		<input type="checkbox"/> GARAGE LIABILITY <input type="checkbox"/> ANY AUTO	POLICY #	EFF DATE	EXP DATE	AUTO ONLY-EA ACCIDENT	\$
						OTHER THAN EA ACC	\$
						AUTO ONLY: ACC	\$
		EXCESS/UMBRELLA LIABILITY <input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS MADE <input type="checkbox"/> DEDUCTABLE <input type="checkbox"/> RETENTION \$10,000	POLICY #	EFF DATE	EXP DATE	EACH OCCURRENCE	\$1,000,000
						AGGREGATE	\$1,000,000
		WORKERS COMPENSATION AND EMPLOYERS LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? If yes, describe under SPECIAL PROVISIONS below	POLICY #	EFF DATE	EXP DATE	WC STATUTORY LIMITS	OTH-ER \$
						E.L. EACH ACCIDENT	\$1,000,000
						E.L. DISEASE-EA EMPLOYEE	\$1,000,000
						E.L. DISEASE- POLICY LIMIT	\$1,000,000

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

ADDITIONAL INSURED AS RESPECTS LIABILITY PER WRITTEN CONTRACT:
CERTIFICATE HOLDER

 HERITAGE
 620 Shenandoah Ave.
 St. Louis, MO 63104

CANCELLATION

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

AUTHORIZED REPRESENTATIVE

exhibitor.services@heritagesvs.com

1-800-360-4323

Fax 314-534-8050

Order online at: heritagesvs.com/ordering**Discount Deadline:**
3/18/2024**THIRD PARTY AUTHORIZATION**

FOR USE OF AN EXHIBITOR APPOINTED CONTRACTOR: We understand and agree that we, the exhibiting firm, are ultimately responsible for payment of charges. In the event that the named third party does not discharge payment of the invoice prior to the last day of the show, charges will revert to the exhibiting company. The items checked below are to be invoiced to the third party:

- ALL SERVICES
 BOOTH CLEANING
 I & D LABOR
 MATERIAL HANDLING/IN & OUT
 RENTAL FURNITURE & CARPET
 SIGNS
 OTHER (Please specify)

THIRD PARTY AGENT:

CREDIT CARD NUMBER _____

EXPIRATION DATE ___/___/___ VERIFICATION CODE ___/___/___/___

 VISA AMERICAN EXPRESS MASTERCARD DISCOVER

CARDHOLDER'S NAME _____

AUTHORIZED SIGNATURE _____

PRINT NAME _____

COMPANY NAME _____

ADDRESS _____

CITY/STATE/ZIP _____

PHONE _____ FAX _____

EMAIL _____

We have read, understand and agree to all terms as described above and have advised our show site representative accordingly.

Exhibitor Signature: _____ **Print Name:** _____ **Date:** _____

(Please Print)

Exhibiting Company _____

Contact Name _____ Booth# _____

Phone # _____ Email _____

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exhibitor.services@heritagesvs.com

1-800-360-4323

Fax 314-534-8050

Discount Deadline:
3/18/2024

Order online at: heritagesvs.com/ordering

	Item	Quantity	Discount Rate	Standard Rate	Total
Classic Expo Carpet 16 oz	C10 10' x 10'	_____ x	\$152.20	\$197.86	= _____
	C20 10' x 20'	_____ x	\$298.83	\$388.48	= _____
	C30 10' x 30'	_____ x	\$446.88	\$580.94	= _____
	C40 10' x 40'	_____ x	\$600.50	\$780.65	= _____

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

Item	Total Sq. Ft.	Discount Rate	Standard Rate	Total
C60 Area Carpet Classic _____ W x _____ L per sq. ft. _____ x \$2.57	_____	\$2.57	\$3.35	= _____
100 sq. ft. min.				

Circle your color choice for CLASSIC EXPO carpet:

Red Blue Hunter Green Plum Gray Black

Item	Total Sq. Ft.	Discount Rate	Standard Rate	Total
C90 Area Carpet Prestige _____ W x _____ L per sq. ft. _____ x \$6.83	_____	\$6.83	\$8.87	= _____
100 sq. ft. min.				

Circle your color choice for PRESTIGE carpet:

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

Item	Total Sq. Ft.	Discount Rate	Standard Rate	Total
C70 Carpet Padding _____ W x _____ L per sq. ft. _____ x \$1.26	_____	\$1.26	\$1.64	= _____
C80 Visqueen Covering _____ W x _____ L per sq. ft. _____ x \$0.74	_____	\$0.74	\$0.96	= _____

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

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

SUBTOTAL \$ _____

TOTAL DUE \$ _____

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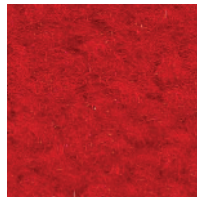
Exhibiting Company _____

Contact Name _____ Booth# _____

Phone # _____ Email _____

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

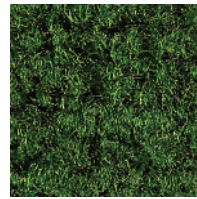
16 oz. Classic Expo



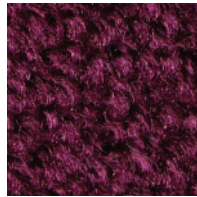
Red



Blue



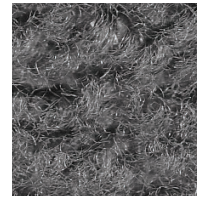
Hunter Green



Plum

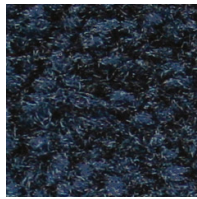


Black

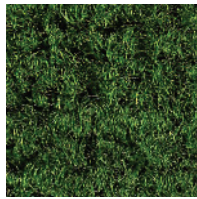


Gray

28 oz. Prestige Carpet



Navy



Hunter Green



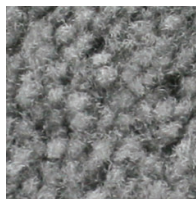
Red



Black



White



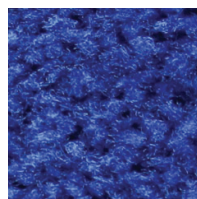
Silver Cloud



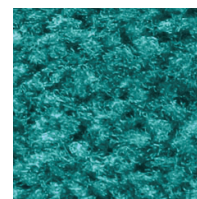
Charcoal



Beige



Royal



Teal

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Discount Deadline:
3/18/2024
Order online at: heritagesvs.com/ordering

	Item	Quantity	Discount Rate	Standard Rate	Total							
Furniture	F60 Plastic Side Chair (Gray)	_____ x	\$ 57.28	\$ 74.47	= _____							
	F50 Padded Sled Base Chair (Gray)	_____ x	\$ 74.71	\$ 97.13	= _____							
	F9 Padded Chair (Gray)	_____ x	\$ 74.71	\$ 97.13	= _____							
	F10 Padded Arm Chair (Gray)	_____ x	\$ 81.01	\$ 105.32	= _____							
	F20 Custom Padded Arm Chair (Gray)	_____ x	\$ 95.66	\$ 124.35	= _____							
	F30 Padded High Stool (Gray)	_____ x	\$ 91.46	\$ 118.89	= _____							
	F40 Custom Padded High Stool (Gray)	_____ x	\$ 120.12	\$ 156.16	= _____							
	F75 Executive Chair (Black)	_____ x	\$ 204.75	\$ 266.18	= _____							
Draped Display Tables	Circle your color choice:											
		Red	Blue	Teal	Burgundy	Hunter Green	Plum	Silver	Black	White	Gold	Expo Green
	F110 4' Table – 30" High	_____ x	\$ 103.32	\$ 134.32	= _____							
	F120 6' Table – 30" High	_____ x	\$ 124.27	\$ 161.55	= _____							
	F130 8' Table – 30" High	_____ x	\$ 145.22	\$ 188.78	= _____							
	F140 4' Table – 42" Counter High	_____ x	\$ 128.47	\$ 167.01	= _____							
	F150 6' Table – 42" Counter High	_____ x	\$ 149.42	\$ 194.24	= _____							
	F160 8' Table – 42" Counter High	_____ x	\$ 170.36	\$ 221.48	= _____							
	F170 4th Side Table Drape - 30" High	_____ x	\$ 43.31	\$ 56.31	= _____							
F180 4th Side Table Drape - 40" High	_____ x	\$ 43.31	\$ 56.31	= _____								
Undraped Display Tables	F190 4' Table – 30" High	_____ x	\$ 66.36	\$ 86.27	= _____							
	F200 6' Table – 30" High	_____ x	\$ 81.01	\$ 105.32	= _____							
	F210 8' Table – 30" High	_____ x	\$ 96.34	\$ 125.24	= _____							
	F220 4' Table – 42" Counter High	_____ x	\$ 71.93	\$ 93.50	= _____							
	F230 6' Table – 42" Counter High	_____ x	\$ 85.21	\$ 110.78	= _____							
	F240 8' Table – 42" Counter High	_____ x	\$ 104.06	\$ 135.27	= _____							
	F80 30" Diameter Pedestal (Gray) 18" H	_____ x	\$ 143.85	\$ 187.00	= _____							
	F90 30" Diameter Pedestal (Gray) 30" H	_____ x	\$ 143.85	\$ 187.00	= _____							
	F100 30" Diameter Pedestal (Gray) 42" H	_____ x	\$ 143.85	\$ 187.00	= _____							
Table Risers Covered White	F250 4' Long Riser	_____ x	\$ 45.68	\$ 59.38	= _____							
	F260 6' Long Riser	_____ x	\$ 56.12	\$ 72.96	= _____							
	F270 8' Long Riser	_____ x	\$ 67.88	\$ 88.24	= _____							
Special Drape Products	Circle your color choice:											
		Red	Blue	Teal	Burgundy	Hunter Green	Plum	Silver	Black	White	Gold	Expo Green
F280 Drape - 3' H	_____ x	\$ 13.97	\$ 18.15	= _____								
F290 Drape - 8' H	_____ x	\$ 14.47	\$ 18.82	= _____								

SUBTOTAL \$ _____

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TOTAL DUE \$ _____

Exhibiting Company _____

Contact Name _____ Booth# _____

Phone # _____ Email _____

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Chairs



Plastic Side Chair

F60
(Gray)



Padded Sled Base Chair

F50
(Gray)



Padded Chair

F9
(Gray)



Padded Arm Chair

F10
(Gray)



Custom Padded Arm Chair

F20
(Gray)



Padded High Stool

F30
(Gray)



Custom Padded High Stool

F40
(Gray)



Executive Chair

F75
(Black)

Skirted Tables



4' Display Table

F110
30" High



4' Display Table

F140
42" Counter High



6' Display Table

F120
30" Counter High



6' Display Table

F150
42" High



8' Display Table

F130
30" High



8' Display Table

F160
42" Counter High

Table Skirt and Drape Color Options



Red



Teal



Hunter Green



Silver



White



Blue



Burgundy



Plum



Black



Gold



Expo Green

Undraped Display Tables



4' Display Table
F190
30" High



4' Display Table
F220
42" Counter High



6' Display Table
F200
30" High



6' Display Table
F230
42" Counter High



8' Display Table
F210
30" High



8' Display Table
F240
42" Counter High



30" Diameter Pedestal
F80
18" H (Gray)



30" Diameter Pedestal
F90
30" H (Gray)



30" Diameter Pedestal
F100
42" H (Gray)

	Item	Quantity	Discount Rate	Standard Rate	Total
Accessories	A10 Wastebasket	_____ x	\$ 20.11	\$ 26.15	= _____
	A20 Tripod Easels	_____ x	\$ 33.50	\$ 43.54	= _____
	A30 Chrome Stanchion	_____ x	\$ 25.15	\$ 32.70	= _____
	A40 Velour Rope 6' Black	_____ x	\$ 25.15	\$ 32.70	= _____
	A50 Coat Tree	_____ x	\$ 72.92	\$ 94.80	= _____
	A60 Chrome Bag Rack	_____ x	\$ 72.92	\$ 94.80	= _____
	A70 Literature Rack	_____ x	\$ 142.43	\$ 185.17	= _____
	A80 Garment Rack 5'	_____ x	\$ 78.23	\$ 101.69	= _____
	A90 2 Way Straight Arm Rack	_____ x	\$ 107.26	\$ 139.44	= _____
	A100 4 Way Slant Arm Rack	_____ x	\$ 120.12	\$ 156.16	= _____
	A106 Raffle Ticket Drum	_____ x	\$ 57.75	\$ 75.08	= _____
	A107 Fishbowl	_____ x	\$ 21.00	\$ 27.30	= _____
	A110 6' Tensabarrier	_____ x	\$ 113.98	\$ 148.18	= _____
	D130 1M Straight Shelf	_____ x	\$ 103.26	\$ 134.23	= _____
	D131 1M Angle Shelf	_____ x	\$ 103.26	\$ 134.23	= _____
	D210 Acrylic Holder*	_____ x	\$ 20.95	\$ 27.24	= _____
	D220 Arm Light* <i>*For use with Heritage Rentals Only</i>	_____ x	\$ 44.68	\$ 58.09	= _____
	D250 Chrome Sign Holder	_____ x	\$ 123.59	\$ 160.66	= _____

Tackboard	D20 Tackboard Panels (4'x8') Vertical	_____ x	\$ 150.83	\$ 196.09	= _____
	D30 Tackboard Panels (4'x8') Horizontal	_____ x	\$ 150.83	\$ 196.09	= _____
	D31 Fabric Modular Panel 1 Meter x 8'	_____ x	\$ 368.66	\$ 479.25	= _____
<p>Circle your fabric modular only panel color choice: Gray Black Blue</p>					

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ACCESSORIES



Wastebasket
A10



Tripod Easels
A20



Chrome Sign Holder
D250



Chrome Stanchion
A30



Velour Rope 6' Black
A40



Coat Tree
A50



Chrome Bag Rack
A60



Literature Rack
A70



Garment Rack 5'
A80



2 Way Straight Arm Rack
A90



4 Way Slant Arm Rack
A100



Raffle Ticket Drum
A106



Fishbowl
A107



6' Tensabarrier
A110

EXHIBIT ACCESSORIES

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Order online at: heritagesvs.com/ordering

2024 ST. CHARLES HOME SHOW

Discount Deadline: 3/18/2024

		Item	Quantity	Discount Rate	Standard Rate	Total
Pegboard	D10	Pegboard Panels (4'x8')	_____ x	\$ 201.08	\$ 261.40	= _____
	D09	Pegboard 4" Single Hook	_____ x	\$ 8.14	\$ 10.58	= _____
	D11	Pegboard 6" Single Hook	_____ x	\$ 10.08	\$ 13.10	= _____
	D12	Pegboard 8" Single Hook	_____ x	\$ 11.71	\$ 15.23	= _____
<hr/>						
Gondolas	D800	Single Sided 1M x 4' High	_____ x	\$ 651.20	\$ 846.56	= _____
	D801	Double Sided 1M x 4' High	_____ x	\$ 911.68	\$1185.19	= _____
	D802	Single Sided 1M x 8' High	_____ x	\$ 911.68	\$1185.19	= _____
	D803	Double Sided 1M x 8' High	_____ x	\$ 1302.40	\$1693.13	= _____
<hr/>						
Gridwall	D40	Gridwall 2'x8' Black <i>*Legs & Connectors required below</i>	_____ x	\$ 137.39	\$ 178.62	= _____
	D80	4" Gridwall Single Hook	_____ x	\$ 8.14	\$ 10.58	= _____
	D60	6" Gridwall Single Hook	_____ x	\$ 10.08	\$ 13.10	= _____
	D70	8" Gridwall Single Hook	_____ x	\$ 11.71	\$ 15.23	= _____
	D81	Grid Legs (Black)* <i>*Legs & Connectors required below</i>	_____ x	\$ 35.12	\$ 45.66	= _____
	D82	Grid Connectors*	_____ x	\$ 19.22	\$ 24.99	= _____
	D83	3-Ball Waterfall Arm	_____ x	\$ 29.77	\$ 38.70	= _____
	D84	5-Ball Waterfall Arm	_____ x	\$ 32.04	\$ 41.64	= _____
	D85	7-Ball Waterfall Arm	_____ x	\$ 34.89	\$ 45.37	= _____
<hr/>						
Slatwall	D50	Slatwall 1 Meter x 8'	_____ x	\$ 184.33	\$ 239.63	= _____
	D120	Slatwall Waterfall Hooks	_____ x	\$ 30.19	\$ 39.25	= _____
	D121	Slatwall 8" Bracket	_____ x	\$ 11.71	\$ 15.23	= _____

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SUBTOTAL \$ _____

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Exhibiting Company _____

Contact Name _____ Booth# _____

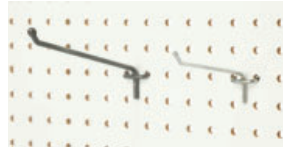
Phone # _____ Email _____

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DISPLAYS



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



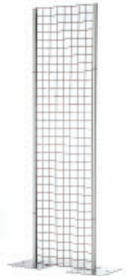
**Pegboard 6" Single
Hook**
D11



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



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



Gridwall 2'x8' Black
D40



**Gridwall 6" Single
Hook**
D60



Slatwall 1 Meter x 8'
D50



**Slatwall Waterwalls
Hooks**
D120



Slatwall 8" Bracket
D121



Shelf 1 meter wide
D130



Acrylic Holder
D210



Arm Light
D220

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Fax 314-534-8050

Order online at: heritagesvs.com/ordering

2024 ST. CHARLES HOME SHOW

Discount Deadline: 3/18/2024

Exhibit Cabinets & Counters

All metal is silver

Circle your panel choice: White PVC Black PVC *Printed Graphic Black Fabric Gray Fabric

*If yes on Printed Graphic choice above, please order graphics on the Sign Service form and submit per the form's instructions.

Item	Quantity	Discount Rate	Standard Rate	Total
C_092 1 Meter Display Counter with Shelf 1M x 1/2M x 42" High with Sliding Door	_____ x	\$ 469.25	\$ 610.02	= _____
C_084 2 Meter Display Counter with Shelf 2M x 1/2M x 42" High with Sliding Door	_____ x	\$ 699.44	\$ 909.27	= _____
C_152 1 Meter Curved Counter with Shelf 1M x 1/2M x 42" High with Sliding Door	_____ x	\$ 516.17	\$ 671.02	= _____
C_053 1 Meter Radius Counter with Shelf 1M x 1/2M x 42" High with Sliding Door	_____ x	\$ 590.91	\$ 768.18	= _____
C_179 1 Meter Display Cabinet with Shelf 1M x 1/2M x 42" High with 2 Swing Doors and built in locks	_____ x	\$ 469.25	\$ 610.02	= _____
MD60 Counter Locks	_____ x	\$ 26.51	\$ 34.47	= _____

Showcases

Item	Quantity	Discount Rate	Standard Rate	Total
D140 4' Full View Showcase	_____ x	\$ 444.10	\$ 577.33	= _____
D150 6' Full View Showcase	_____ x	\$ 477.59	\$ 620.88	= _____
D160 4' Quarter View Showcase	_____ x	\$ 377.06	\$ 490.17	= _____
D170 6' Quarter View Showcase	_____ x	\$ 424.52	\$ 551.87	= _____

All showcases come with lights, sliding doors and jewelers lock. If you want to add graphics, please contact Customer Service at exhibitor.services@heritagesvs.com.

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SUBTOTAL \$ _____

TOTAL DUE \$ _____

Exhibiting Company _____

Contact Name _____ Booth# _____

Phone # _____ Email _____

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CABINETS AND COUNTERS



Counter

C_092
1M x 1/2M x 42" High,
W/Shelf



Counter

C_084
2M x 1/2M x 42" High,
W/Shelf



Curved Counter

C_152
1M x 1/2M x 42"
High W/Shelf



Radius Counter

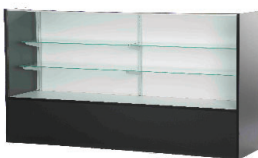
C_053
1M x 1/2M x 42"
High



Cabinet

C_179
1M x 1/2M x 42"
(White Only/ Comes
With Lock & Shelf)

Display Cases



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



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

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Fax 314-534-8050

Order online at: heritagesvs.com/ordering
Discount Deadline:
3/18/2024

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

**10' x 10'
Display**

B001

 Advanced Price: \$3,139.17
 Standard Price: \$4,080.92

B214

 Advanced Price: \$3,139.17
 Standard Price: \$4,080.92

B362

 Advanced Price: \$2,931.71
 Standard Price: \$3,811.22

B310

 Advanced Price: \$1,530.33
 Standard Price: \$1,989.44

**10' x 20'
Display**

B002

 Advanced Price: \$4,902.27
 Standard Price: \$6,372.94

B368

 Advanced Price: \$6,810.54
 Standard Price: \$8,853.69

B004

 Advanced Price: \$5,508.87
 Standard Price: \$7,161.53

B361

 Advanced Price: \$5,644.96
 Standard Price: \$7,338.45

**20' x 20'
Display**

B333

 Advanced Price: \$8,864.25
 Standard Price: \$11,523.52

B215

 Advanced Price: \$8,104.09
 Standard Price: \$10,535.31

B437

 Advanced Price: \$9,406.51
 Standard Price: \$12,228.46

B403

 Advanced Price: \$13,330.32
 Standard Price: \$17,329.41

Select Carpet

(included in the rental)

Circle your color choice:

Red Blue Hunter Green Gray Black

Additional carpet colors and flooring options available at listed rates.

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

Method of Payment & Credit Card Authorization Form REQUIRED to be submitted with this form.
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TOTAL DUE \$ _____

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Exhibiting Company _____

Contact Name _____ Booth# _____

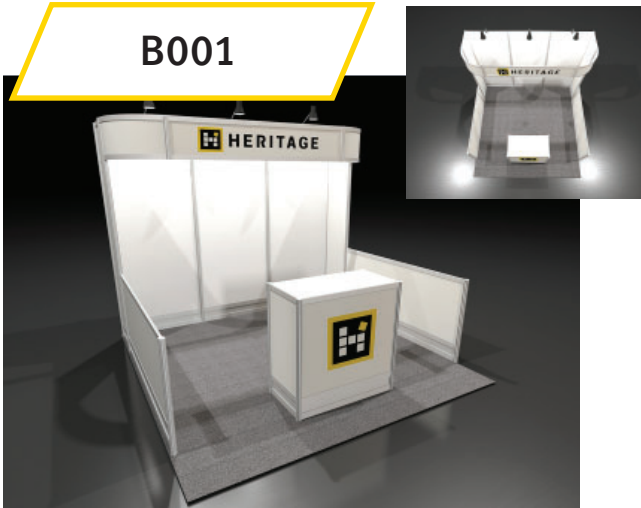
Phone # _____ Email _____

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10' x 10' Exhibit Rental Displays

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

B001



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

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

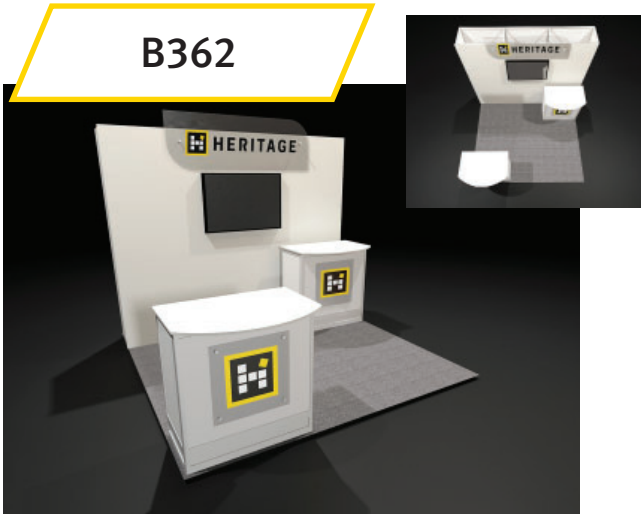
B214



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

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

B362



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

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

B310



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

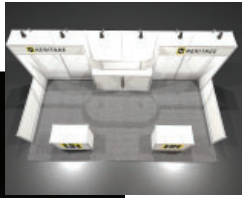
- INCLUDED** Three arm lights
 10' x 10' carpet
 Installation/Dismantle Labor
 Complimentary consultation for booth alterations

10' x 20' Exhibit Rental Displays

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

EXHIBITS

B002



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

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

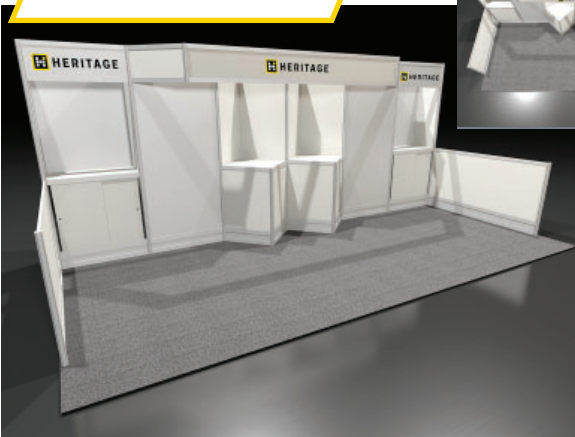
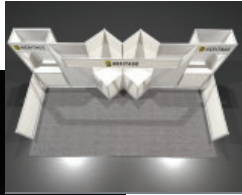
B368



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

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

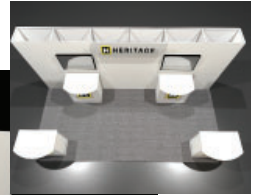
B004



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

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

B361



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

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

20' x 20' Exhibit Rental Displays

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

EXHIBITS

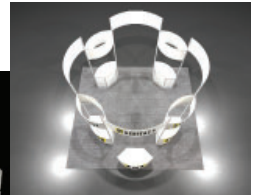
B333



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

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

B215



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

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

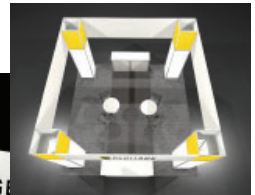
B437



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

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

B403



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

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

exhibitor.services@heritagesvs.com

1-800-360-4323

Fax 314-534-8050

Order online at: heritagesvs.com/ordering

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

EMPTY REMOVAL INSTRUCTIONS

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

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

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

CERTIFIED WEIGHT TICKETS

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

OVERTIME

- Overtime charges are assessed when Heritage has been granted access to the facility during overtime, per the contractual agreement between show management and facility. This includes warehouse shipments.
- Late Driver Check-In: Drivers checking in after 1:30 pm are not guaranteed Straight Time rates.
- The overtime rate is applied to all shipments loaded or unloaded on Saturday, Sunday, holidays, and any time other than 8:00 am to 4:30 pm Monday through Friday.
- All weights are rounded off to the next cwt per Round Trip.
- The consignment or delivery of a shipment to Heritage by an exhibitor, or by a shipper on behalf of the exhibitor, shall be construed as an acceptance by such exhibitor (and/or shipper) of the terms and conditions set forth.
- If shipment is moved into or out of show site on overtime due to scheduling beyond Heritage's control.

INSURANCE

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

INBOUND SHIPMENT(S)

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

OUTBOUND SHIPMENT(S)

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

exhibitor.services@heritagesvs.com

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Fax 314-534-8050

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LIABILITY

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

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

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

exhibitor.services@heritagesvs.com

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

exhibitor.services@heritagesvs.com

1-800-360-4323

Fax 314-534-8050

Order online at: heritagesvs.com/ordering

MATERIAL HANDLING SERVICES

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

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

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

STRAIGHT TIME: 8:00 A.M. to 4:30 P.M. Monday through Friday

OVERTIME: 4:30 P.M. to 8:00 A.M. Monday through Friday, Saturday, Sunday, and Holidays

Union Holidays: New Year's Day, Martin Luther King Day, President's Day, Good Friday, Patriot's Day, Memorial Day, Independence Day, Labor Day, Columbus Day, Veteran's Day, Thanksgiving Day, Christmas Day
NOTE: The advanced warehouse will only receive shipments between 10 AM and 4:30 PM, Monday through Friday

Description		Price per CWT	200 lb Minimum
Rate Classifications	Warehouse Shipment (200 lb Minimum)		
	Crated or Skidded Shipment	<u>\$52.76</u>	<u>\$105.53</u>
	Special Handling Shipment	<u>\$63.32</u>	<u>\$126.63</u>
	Show Site Shipment (200 lb Minimum)		
	Crated or Skidded Shipment	<u>\$52.76</u>	<u>\$105.53</u>
	Special Handling Shipment	<u>\$63.32</u>	<u>\$126.63</u>
	Uncrated or Pad Wrapped Shipment	<u>\$73.87</u>	<u>\$147.74</u>
	Small Package—Maximum Weight is 30 lbs per Shipment	<u>\$52.50</u>	<u>\$52.50</u>

*A small package shipment is a shipment totaling any number of pieces with a combined weight not to exceed 30 lbs that is received on the same day, from the same shipper and delivered by the same carrier.

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

Additional Surcharges			
Shipment Delivered After Deadline Date (in addition to above rates)			
Warehouse Shipment Crated or Skidded, After Deadline 3/28/2024.	<u>\$13.19</u>	<u>\$26.38</u>	
Warehouse Shipment Special Handling, After Deadline 3/28/2024.	<u>\$15.83</u>	<u>\$31.67</u>	
All rates quoted above are straight time rates. All freight received at the warehouse that must be moved into or out of the booth before 8:00 am or after 4:30 pm on weekdays will be charged overtime rates for each instance. Show site overtime hours are before 8:00 am and after 4:30 pm on weekdays. Any time on Saturday, Sunday or holidays will be charged overtime each way in addition to the above rates.			
Overtime Charge—Warehouse Shipment (in addition to above rates)			
Crated or Skidded Shipment	<u>\$13.19</u>	<u>\$26.38</u>	
Special Handling Shipment	<u>\$15.83</u>	<u>\$31.67</u>	
Overtime Charge—Show Site Shipment (in addition to above rates)			
Crated or Skidded Shipment	<u>\$13.19</u>	<u>\$26.38</u>	
Special Handling Shipment	<u>\$15.83</u>	<u>\$31.67</u>	
Uncrated or Pad Wrapped Shipment	<u>\$18.47</u>	<u>\$36.94</u>	
Off-Target Charge (in addition to above rates)	<u>25% additional</u>		

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

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

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

Exhibiting Company _____

Contact Name _____ Booth# _____

Phone # _____ Email _____

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

exhibitor.services@heritagesvs.com

1-800-360-4323

Fax 314-534-8050

Discount Deadline:

3/18/2024

Order online at: heritagesvs.com/ordering

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

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

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

	Item		Advance Rate	Show Site Rate
Forklift Labor	L301	<input type="checkbox"/> Forklift w/ Operator – up to 5,000 lbs – ST	\$145.43	\$189.06
		<input type="checkbox"/> Forklift w/ Operator – up to 5,000 lbs – OT	\$218.14	\$283.59
	L302	<input type="checkbox"/> Forklift w/ Operator – up to 10,000 lbs – ST	\$243.08	\$316.00
		<input type="checkbox"/> Forklift w/ Operator – up to 10,000 lbs – OT	\$364.62	\$474.00
	L303	<input type="checkbox"/> Forklift w/ Operator – 4-Stage – ST	\$243.08	\$316.00
		<input type="checkbox"/> Forklift w/ Operator – 4-Stage – OT	\$364.62	\$474.00
Rigging Labor	LR100	<input type="checkbox"/> Rigger – ST	\$63.04	\$81.95
		<input type="checkbox"/> Rigger – OT	\$94.56	\$122.92
Equipment	L304	<input type="checkbox"/> Forklift Cage	\$70.01	\$91.01
	L305	<input type="checkbox"/> Forklift Boom	\$70.01	\$91.01
	L306	<input type="checkbox"/> Pallet Jack	\$70.01	\$91.01
		<input type="checkbox"/> Check here if you need a Scissorlift for booth work		
Special Services	L307	<input type="checkbox"/> Straight Time Pallet Jack with Operator	\$118.50	\$154.06
		<input type="checkbox"/> Overtime Pallet Jack with Operator	\$177.75	\$231.07
	L308	<input type="checkbox"/> Scissor Lift with Operator – ST	\$236.43	\$307.36
		<input type="checkbox"/> Scissor Lift with Operator – OT	\$354.65	\$461.03
	L230	<input type="checkbox"/> Metal Banding – \$0.50 ln. ft.	\$48.49	\$63.04
	L240 <input type="checkbox"/> Shrinkwrap Pallet	\$41.55	\$54.01	

Installation

Dismantle

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

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

FORKLIFT I/D _____
SPECIAL SERVICES _____
TOTAL DUE _____

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

Exhibiting Company _____

Contact Name _____ Booth# _____

Phone # _____ Email _____

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



IMPORTANT NOTICE REGARDING DIRECT SHIPMENTS

Please be aware that the St. Charles 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 7:00 a.m., Thursday, April 4th, 2024. Any materials sent to the venue prior to this date may be returned to sender and/or may be turned over to Heritage and will be billed according to the Show's Shipping & Receiving Rates, and will be subject to venue assessed fees.

EXHIBITOR COMPANY NAME _____
BOOTH NUMBER _____
C/O HERITAGE ST. CHARLES CONVENTION CENTER 1 CONVENTION CENTER PLAZA ST. CHARLES, MO 63303
FOR: 2024 ST. CHARLES HOME SHOW

All shipments should be accompanied with a Bill of Lading or Packing List indicating the total weight of shipment and piece count.

See the enclosed Shipping Information/Material Handling Order Form for detailed service descriptions, rates and limits of liability.

**WE APPRECIATE YOUR COOPERATION.
HERITAGE EXPOSITION SERVICES**



***Must arrive no later than
THURSDAY, MARCH 28TH, 2024***

***Must arrive no later than
THURSDAY, MARCH 28TH, 2024***

**ADVANCE SHIPMENT
TO WAREHOUSE**

**ADVANCE SHIPMENT
TO WAREHOUSE**

TO: _____
EXHIBITOR NAME

TO: _____
EXHIBITOR NAME

BOOTH NUMBER: _____

BOOTH NUMBER: _____

HERITAGE
C/O TFORCE FREIGHT
8500 N. HALL ST.
ST. LOUIS, MO 63147

HERITAGE
C/O TFORCE FREIGHT
8500 N. HALL ST.
ST. LOUIS, MO 63147

FOR: **2024 ST. CHARLES HOME SHOW**

FOR: **2024 ST. CHARLES HOME SHOW**



***Must arrive no later than
THURSDAY, MARCH 28TH, 2024***

***Must arrive no later than
THURSDAY, MARCH 28TH, 2024***

**ADVANCE SHIPMENT
TO WAREHOUSE**

**ADVANCE SHIPMENT
TO WAREHOUSE**

TO: _____
EXHIBITOR NAME

TO: _____
EXHIBITOR NAME

BOOTH NUMBER: _____

BOOTH NUMBER: _____

HERITAGE
C/O TFORCE FREIGHT
8500 N. HALL ST.
ST. LOUIS, MO 63147

HERITAGE
C/O TFORCE FREIGHT
8500 N. HALL ST.
ST. LOUIS, MO 63147

FOR: **2024 ST. CHARLES HOME SHOW**

FOR: **2024 ST. CHARLES HOME SHOW**



DO NOT DELAY!

DO NOT DELAY!

**DIRECT SHIPMENT
TO SHOW SITE**

**DIRECT SHIPMENT
TO SHOW SITE**

MUST NOT ARRIVE BEFORE: THURSDAY, APRIL 4TH

MUST NOT ARRIVE BEFORE: THURSDAY, APRIL 4TH

TO: _____
EXHIBITOR NAME

TO: _____
EXHIBITOR NAME

BOOTH NUMBER: _____

BOOTH NUMBER: _____

C/O HERITAGE
ST. CHARLES CONVENTION CENTER
1 CONVENTION CENTER PLAZA
ST. CHARLES, MO 63303

C/O HERITAGE
ST. CHARLES CONVENTION CENTER
1 CONVENTION CENTER PLAZA
ST. CHARLES, MO 63303

FOR: **2024 ST. CHARLES HOME SHOW**

FOR: **2024 ST. CHARLES HOME SHOW**



DO NOT DELAY!

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**DIRECT SHIPMENT
TO SHOW SITE**

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EXHIBITOR NAME

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BOOTH NUMBER: _____

C/O HERITAGE
ST. CHARLES CONVENTION CENTER
1 CONVENTION CENTER PLAZA
ST. CHARLES, MO 63303

C/O HERITAGE
ST. CHARLES CONVENTION CENTER
1 CONVENTION CENTER PLAZA
ST. CHARLES, MO 63303

FOR: **2024 ST. CHARLES HOME SHOW**

FOR: **2024 ST. CHARLES HOME SHOW**

exhibitor.services@heritagesvs.com

1-800-360-4323

Fax 314-534-8050

Order online at: heritagesvs.com/ordering

Discount Deadline:
3/18/2024

EXHIBIT LABOR (One Hour Minimum per Worker)

		Advance Price Per Hour	Standard Price per Hour
Straight Time	8:00 a.m. to 4:30 p.m. Monday through Friday	\$94.34	\$122.65
Overtime	4:30 p.m. to 8:00 a.m. Monday through Friday, Saturday, Sunday, and Holidays	\$141.51	\$183.98

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

Installation Labor

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

Emergency Contact: _____ Phone Number: _____

- Supervision by Exhibitor Personnel

Supervisor will be: _____ Phone Number: _____

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

Dismantle Labor

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

Emergency Contact: _____ Phone Number: _____

- Supervision by Exhibitor Personnel

Supervisor will be: _____ Phone Number: _____

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

Exhibiting Company _____

Contact Name _____ Booth# _____

Phone # _____ Email _____

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

exhibitor.services@heritagesvs.com

1-800-360-4323

Fax 314-534-8050

Order online at: heritagesvs.com/ordering**Discount Deadline:**
3/18/2024**HERITAGE SUPERVISED LABOR****IN ORDER TO BETTER SERVE YOU**--PLEASE COMPLETE THE FOLLOWING INFORMATION IF YOUR DISPLAY IS TO BE SET-UP AND/OR DISMANTLED BY HERITAGE AND YOU WILL NOT BE PRESENT TO SUPERVISE THE INSTALLATION AND/OR DISMANTLE.**INBOUND SHIPPING INFORMATION AND SET-UP INFORMATION:**

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

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

Other (Specify) _____

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

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

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

Comments: _____

Graphics: With Exhibit _____ Shipped Separately _____

Comments: _____

Special Tools/Hardware Required: _____

OUTBOUND SHIPPING INFORMATION

Ship To: _____

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

OTHER CARRIER

Other Common Carrier: _____

Other Air Freight: _____

Van Line: _____

FREIGHT CHARGES Prepaid Collect

Bill To: _____

In the event your selected carrier fails to show on the final move-out day, please select one of the following options: Reroute via Heritage's Choice Delivery back to warehouse at the Exhibitor's expense.*PLEASE NOTE: Heritage will not be responsible for product or literature that is not properly packed and labeled by exhibitor personnel.*

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STRUCTURAL INTEGRITY INFORMATION

THIS FORM MUST BE RETURNED FOR ALL SUSPENDED STRUCTURES

_____ the contracted exhibitor at 2024 ST. CHARLES HOME SHOW and (if applicable), the display house or EAC for the aforementioned exhibitor, do hereby certify and guarantee that the stress points for the hanging structure have been properly engineered and tested. We further certify that the structure can be hung safely and has been constructed to meet all applicable regulations and safety measures.

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

Exhibiting Company: _____ Booth #: _____

Authorized Signature: _____

Printed Name: _____ Date: _____

Email: _____

Display House/EAC (if applicable) _____

Authorized Signature: _____

Printed Name: _____ Date: _____

HANGING SIGN LABOR AND EQUIPMENT

INSTRUCTIONS

- All ceiling rigging must conform to Show Management rules and regulations and facility limitations.
- All overhead hanging signs or banners must be assembled, installed and removed by Heritage. Exhibitors, display company and/or I&D representatives may supervise, but will not be allowed to assemble or install and remove the hanging sign.
- Please complete the enclosed Labor Order Form to assemble your hanging sign.
- All overhead electrical hanging signs must be certified for structural integrity and safety in order to be approved by the building. Complete the enclosed Structural Integrity Form. Hanging signs greater than 250 lbs. must be certified for structural integrity and safety in order to be approved by the convention facility.
- Set up instructions must be provided for signs needing assembly.
- Hanging anchor points must be pre-fabricated and ready for use.
- Electrical signs must be in working order and in accordance with the National Electrical Code. ELECTRICAL SERVICE requirements must be ordered in advance on the enclosed ELECTRICAL SERVICE Order Form.
- All Electrical Sign or Signs with Motor and/or Truss will need to be hung by the building.
- If any hang point supports over 250 lbs., notify Heritage immediately for special authorization.
- Overhead hanging signs are to be sent in separate containers directly to advance warehouse using the enclosed Hanging Sign Labels. This container **MUST** arrive no later than 3/28/2024. If these procedures are not followed, Heritage cannot guarantee the hanging of your sign.

Ship To:

HERITAGE
 C/O: TFORCE FREIGHT
 8500 N. HALL ST.
 ST. LOUIS, MO 63147
 FOR: 2024 ST. CHARLES SPRING HOME SHOW

EQUIPMENT AND LABOR RATES TO HANG SIGNS
Straight Time: 8:00 a.m. - 4:30 p.m., Monday through Friday

Overtime: 4:30 p.m. - 8:00 a.m., Monday through Friday, Saturdays, Sundays, and Holidays

Crew Size: Three (3) Laborers

Materials: Cables, clamps, etc. additional and charged accordingly

Equipment With Crew

- **Show Site rates will apply to ALL labor orders placed at show site**
- Rates are per lift and crew per hour
- One Hour minimum per lift and crew
- Straight Time cannot be guaranteed

		STRAIGHT TIME	OVERTIME
Condor			
Condor with Crew	L331	\$946.66	\$1,419.99
Show Site Pricing		\$1,230.65	\$1,845.98
Assembly Crew/ Additional Labor			
Display Assembly Labor	L332	\$94.34	\$141.51
(Per Person/Per Hour)			
Show Site Pricing		\$112.15	\$168.23

Exhibiting Company _____

Contact Name _____ Booth# _____

Phone # _____ Email _____

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

Discount Deadline:
3/18/2024

Sign Description, Size, & Weight

For signs other than banners, include blueprint or drawing with detailed information so hanging anchor points may be determined

Type: Cloth Banner _____
 Metal or Wood _____
 Other _____

Shape: Square _____
 Triangle _____
 Rectangle _____
 Other _____

Size: Height _____
 Length _____
 Width _____
 Weight of Sign _____

Does your sign require:
 Electricity? _____
 Assembly? _____

Is your sign designed to rotate? _____ Yes _____ No
 (Check next to answer)

Placement Diagram

Please submit the booth grid form with this hanging sign labor form. Indicate how far in from each boundary you would like your sign placed.

The ceiling structure and relation to the support beams may require your sign to be moved from your specified location.

Installation Estimate

Approx. Hours	@	Hourly Rate	=	Estimated Sub-Total
_____	@	_____	=	_____

Dismantle Estimate

_____	@	_____	=	_____
-------	---	-------	---	-------

Estimated Sub-Total	_____
Tax	NA
Total	_____

Supervision for assembly and disassembly of overhead hanging can be provided by Heritage at an additional cost, or by your company representative, display house, independent or lighting contractor.

Please indicate method of supervision you require for assembly and disassembly:

_____ No Supervision Required
 _____ Heritage I&D
 _____ Exhibitor Personnel
 _____ Display House

Exhibiting Company _____

Contact Name _____ Booth# _____

Phone # _____ Email _____

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



RUSH! – HANGING SIGN

RUSH! – HANGING SIGN

**ADVANCE SHIPMENT
TO WAREHOUSE**

**ADVANCE SHIPMENT
TO WAREHOUSE**

TO: _____
EXHIBITOR NAME

TO: _____
EXHIBITOR NAME

BOOTH NUMBER: _____

BOOTH NUMBER: _____

HERITAGE
C/O TFORCE FREIGHT
8500 N. HALL ST.
ST. LOUIS, MO 63147

HERITAGE
C/O TFORCE FREIGHT
8500 N. HALL ST.
ST. LOUIS, MO 63147

FOR: **2024 ST. CHARLES HOME SHOW**

FOR: **2024 ST. CHARLES HOME SHOW**



RUSH! – HANGING SIGN

RUSH! – HANGING SIGN

**ADVANCE SHIPMENT
TO WAREHOUSE**

**ADVANCE SHIPMENT
TO WAREHOUSE**

TO: _____
EXHIBITOR NAME

TO: _____
EXHIBITOR NAME

BOOTH NUMBER: _____

BOOTH NUMBER: _____

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FOR: **2024 ST. CHARLES HOME SHOW**

FOR: **2024 ST. CHARLES HOME SHOW**

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Discount Deadline:
3/18/2024

Order online at: heritagesvs.com/ordering

Enhance your booth with custom graphics from HERITAGE. Graphics and signs are created in-house and our Design Team offers many options to fit your needs. Our Design Team can create digital custom graphics that fit your exhibit. Send us your logo and any graphics you want to produce and let us do the rest. All signs are printed using 6 color printing and produced on a solid substrate. Consult a HERITAGE Team Member for specialty material choices.

Please submit high resolution PDFs with the fonts embedded or outlined. If text is to be edited then please submit the font files and font name. Please contact HERITAGE and the customer graphic submission guidelines for specific instructions on formatting your graphics and submitting your graphic files.

File conversion, retouching, cloning or color correcting may incur additional labor charges (straight time is \$85.00 per hour and custom charges apply outside normal business hours). The pricing below is based on print ready files submitted.

	Item	Quantity	Discount Rate	Standard Rate	Total
Standard Size Signs	G10 Standard Sign 7" x 11"	_____ x	\$ 44.63	\$ 58.01	= _____
	G20 Standard Sign 7" x 44"	_____ x	\$ 51.98	\$ 67.57	= _____
	G30 Standard Sign 11" x 14"	_____ x	\$ 54.86	\$ 71.33	= _____
	G40 Standard Sign 14" x 22"	_____ x	\$ 66.94	\$ 87.02	= _____
	G60 Standard Sign 22" x 28"	_____ x	\$ 90.56	\$ 117.74	= _____
	G70 Standard Sign 28" x 44"	_____ x	\$ 151.73	\$ 197.24	= _____
	G80 Standard Sign 40" x 60"	_____ x	\$ 202.39	\$ 263.11	= _____
	G90 Easelback (up to 11" x 14" sign)	_____ x	\$ 27.83	\$ 36.17	= _____
	G91 Mini Hoffa Sign 24" x 80" with base	_____ x	\$ 258.41	\$ 335.93	= _____
	G92 Meter Board Sign 38" x 80" with base	_____ x	\$ 386.56	\$ 502.53	= _____

	Item	Total Sq. Ft.	Discount Rate	Standard Rate	Total
Custom Size Signs	G100 Banner single sided - enter dimensions below _____ W x _____ L = total sq. ft. feet feet	_____ x	\$14.70	\$22.05	= _____
		min. order 9 sq. ft.			
G100	Custom Sign - enter dimensions below _____ W x _____ L = total sq. ft. feet feet	_____ x	\$14.70	\$22.05	= _____
		min. order 9 sq. ft.			
Contact an exhibitor service team member for other custom graphic applications.					
Method of Payment & Credit Card Authorization Form REQUIRED to be submitted with this form.				SUBTOTAL	\$ _____
				TAX 8.95%	\$ _____
				TOTAL DUE	\$ _____

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

Exhibiting Company _____

Contact Name _____ Booth# _____

Phone # _____ Email _____

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

**For Print Ready
Graphics****CMYK** color mode**150 dpi at 100% scale**Bleed is **ONLY** required on fabric prints - .5" all sidesVector artwork files preferred - **.PDF, .AI, and .EPS**Rasterized artwork files - **.TIFF or .JPG**

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

Outline/Rasterize all fonts

Flatten all transparencies

Change all opacities to solid colors

Keep all critical logos and text 0.25" from the edges

Supply links

GRAPHIC SUMMARY REQUIRED for large volume graphic orders.

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

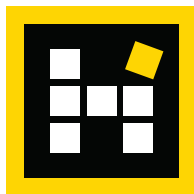
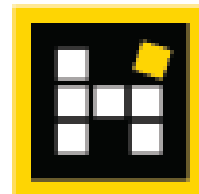
Click **HERE** for a sample graphic summary to download.**For Heritage
Designed
Graphics**Please supply vector logos - **.AI, .EPS or .PDF**High resolution photos - **10MB or higher recommended**

Preferred font choice and/or supply font file

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

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

OR

Via Email - attachments 10MB or less.**Acceptable
Artwork****NOT Acceptable
Artwork****Questions?**Contact Heritage Graphics Department or your Account Executive
graphics@heritagesvs.com | 1-800-360-4323

exhibitor.services@heritagesvs.com

1-800-360-4323

Fax 314-534-8050

Order online at: heritagesvs.com/ordering

Discount Deadline:
3/18/2024

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

INDIVIDUAL CLEANING FOR YOUR BOOTH MAY BE ORDERED BY FILLING IN INFORMATION BELOW.
CHARGES BASED UPON GROSS EXHIBIT BOOTH AREA. (100 SQ. FT. MINIMUM)

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

	Item	Total # of Days	Total # Sq. Ft.	Standard Rate	Total
Carpet Cleaning	L150 Vacuuming before initial opening of Exhibit and DAILY thereafter, including emptying of waste baskets nightly	_____ x _____	_____ x _____	\$0.65 =	_____
	Vacuuming ONCE before initial opening of Exhibit	1 x _____	_____ x _____	\$0.65 =	_____
SUBTOTAL					_____

	Item	Total # of Days	Total # Sq. Ft.	Standard Rate	Total
Exhibit Cleaning	L200 Cleaning and dusting of display background and furnishings before initial opening of Exhibit and DAILY thereafter	_____ x _____	_____ x _____	\$0.79 =	_____
	Cleaning and dusting of display background and furnishings ONCE before initial opening of Exhibit	1 x _____	_____ x _____	\$0.79 =	_____
SUBTOTAL					_____

	Item	Total # of Days	Total # Hours	Standard Rate	Total
Porter Service	L220 Includes emptying of wastebaskets and policing of your exhibit at two-hour intervals during show hours (4 hour minimum per day)	_____ x _____	_____ x _____	\$72.94 =	_____
	Requested Time(s) for Porter Service _____				

Special Instructions: _____

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

SUBTOTAL \$ _____
TOTAL DUE \$ _____

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

Exhibiting Company _____

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

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

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