

31st Annual Builders

Home & Remodeling Show SM

October 14-16, 2011
St. Charles Convention Center

EXHIBITOR MANUAL

TABLE OF CONTENTS

GENERAL INFORMATION

Home Show Staff
Show Hours and Colors
HBA Home Show Office Location
Exhibitor Lounge Locations
Exhibitor Service Desk Location
Sales Tax
Exhibitor Food Service
Exhibitor Pass Information
Important Exhibitor Deadlines
Hotel Accommodations

SHOW PROMOTIONS

Promotional Opportunities
Show Logos

MOVE-IN AND MOVE-OUT INFORMATION

EXHIBITOR DO'S AND DON'TS

2	SHOW DECORATOR / ORDER FORMS	7-29
	Credit Card Authorization	7
	Furniture/Carpet Rental	8
	Note: See EXHIBIT FLOOR COVERINGS & TABLES, page 5 prior to ordering	
	Freight - Shipping/Material Handling	9-10
	Third Party Authorization Form	11
	Labor	12-13
	Sign & Banner Hanging	14
	Sign Service Order Form	15
	Display Rental	16
	Florist	17
	SCCC Amenities & Services	18
	Vendor Concession Order Form	19
	SCCC Policies & Procedures	20-25
	Utility Services Conditions & Regulations	26-27
4	Electricity, Telecommunications & Audio Visual	28
	Water & Booth Cleaning	29



Home Builders Association
of St. Louis and Eastern Missouri

GENERAL INFORMATION

Dear Home Show Exhibitor,

Thank you for exhibiting at the 2011 Builders Home & Remodeling Show. This manual was designed to answer your questions and provide you with important show information. Rules and procedures for this show are different than our downtown show. Please review this manual thoroughly. Planning ahead is the key to your success in the show.

The home show staff is looking forward to working with you. We want you to have a successful show. If you have questions, please contact us at 314-994-7700. Meet the Home Show staff.



Tammy x124
Show
Manager



Ellen x120
Show
Marketing



Renee x118
Sales &
Operations



Joyce x126
Show Office
Manager

SHOW HOURS AND COLORS

Friday, October 14 and Saturday, October 15: 10 a.m. - 8 p.m.
Sunday, October 16: 10 a.m. - 5 p.m.

Lower Level - blue and white drape, blue carpet, blue skirted tables

Upper Level - burgundy and white drape, gray carpet, burgundy skirted tables

Exhibitors may enter the building beginning at 8:30 a.m. each show day. **Note: Prior to the opening of public entrances at 10 a.m., exhibitors must enter through the Exhibitor Only Entrance on the south side of the Convention Center.**

HBA HOME SHOW OFFICE

Located just inside the exhibitor entrance on the south side of the building.

EXHIBITOR LOUNGES

Meeting Room 101 - Lower Level and Board Room 2307 - Upper Level.

EXHIBITOR SERVICE DESK

Located in the main lobby on the Lower Level near the escalator.

SALES TAX

7.5%

EXHIBITOR FOOD SERVICE

Unless special-ordered from Food Service, food options include a concession stand inside the main exhibit hall on the Lower Level, the Cyber Cafe located across from the escalator in the Lower Level lobby area and a portable concession stand located on the Upper Level.

Note: Receive a discount by telling the cashier that you are an exhibitor.

EXHIBITOR PASS INFORMATION

No exhibitor passes for entry to the show will be necessary due to the free admission policy for the general public. Exhibitors may enter through any of the regular public entry areas or through the Home Show Office located on the south side of the Convention Center.

Note: Prior to the opening of public entrances at 10 a.m., exhibitors must enter the show through the Exhibitor Only Entrance on the south side of the Convention Center.

EXHIBITOR DEADLINES

August 12	Directory Listing - HBA
August 18	Final Booth Payment - HBA
September 6	News Release Information (Media) - HBA
September 26	Supplement Advertising - Suburban Journals
September 28	Decorator Order - Heritage Display Group
September 28	Electrical Order - Convention Center
September 28	Phone/Internet Order - Convention Center
September 30	Floral Advance Order - Walter Knoll Florist

NOTE: Missing these deadlines can cost you money!

HOTEL ACCOMMODATIONS

Rooms can be reserved at the Fairfield Inn located a half a block from the Convention Center. You may make your room reservation by calling 1-800-228-2800 or by calling the hotel directly at 636-946-1900. You may also stay at the Embassy Suites Hotel that is connected to the Convention Center. To book a room at the Embassy Suites, call 636-946-5544. No special rate is available for either hotel, so rates will be the prevailing rates at the time of booking.

SHOW PROMOTIONS

SHOW DIRECTORY AND NEWSPAPER SUPPLEMENT

An outstanding opportunity exists for exhibitors to get their message directly into 196,000 homes in the metro St. Louis region (with an emphasis on St. Charles County), as well as in the hands of each visitor to the Builders Home & Remodeling Show. The show directory will be inserted into select Suburban Journals, Post-Dispatch and Troy newspapers the week of the Show. This same supplement will be distributed at the show as the Show Directory. It will be a comprehensive guide to exhibitors, features and stage events at the show. You will receive one **FREE** listing in the product/service section of the directory when you submit your directory listing form. The directory listing form will be sent in an email with a deadline of August 12, 2011 or go to www.STLHomeShow.com to submit your form. For more information, contact Renee at the HBA at 314-994-7700 x118.

You can purchase an ad in the supplement/directory at a very special rate. Contact Andrea Griffith of the Suburban Journals at 314-269-8838 by September 26, 2011.

PRESS RELEASES & PHOTOS

FREE publicity has never been so easy. A combined newspaper supplement and show directory/buyer's guide makes this opportunity twice as valuable as ever before. The Suburban Journals is looking for exciting new product information to include in the supplement/show directory. Exhibitors are encouraged to submit press information about their products and services to the HBA by September 6, 2011. The information is supplied to the Suburban Journals and other local media who request information about the show. Voila! **FREE** Publicity. For more information, contact Ellen at the HBA at 314-994-7700 x120.

These promotional opportunities can help maximize your booth investment and visibility with consumers. We encourage exhibitors to take advantage of these opportunities.

See us at the
31st Annual Builders

Home & Remodeling Show
October 14-16
St. Charles
Convention Center

See us at the
31st Annual Builders

Home & Remodeling Show
October 14-16
St. Charles
Convention Center

Please use these logos for your print advertising and other promotions.

To receive high-resolution logos contact Ellen Viehmann at 314-994-7700 x120 or ViehmannE@hbastl.com

See us at the
31st Annual Builders

Home & Remodeling Show
October 14-16
St. Charles Convention Center

MOVE-IN AND MOVE-OUT INFORMATION

MOVE-IN TIMES AND PROCEDURES

To assist exhibit move-in, we schedule exhibitor set-up times based on booth size and circumstances. Please follow this schedule and procedure.

MOVE-IN WEDNESDAY, OCTOBER 12 - WITH SCHEDULED MOVE-IN TIME ONLY!

Move-In - 9 a.m. - 5 p.m.

10' x 20' and larger booths may call for a move-in time. Times will be assigned based on location in the exhibit hall and the order in which calls are received.

Booths 100 through 321 - Move-In South Overhead Door
Booths 400 through 1208 - Move-In Loading Docks A, B & C
Booths 2000 through 2500 (Upper Level) - Move-In Loading Docks D, E & F

Move-in on Wednesday, October 12 is **ONLY** for exhibitors with a scheduled move-in time. You must call for a move-in time. **NO TIME - NO MOVE-IN!**

Note: NO DRIVING ONTO THE SHOW FLOOR IS ALLOWED. BRING YOUR OWN DOLLIES AND CARTS. You will move your own exhibit to your booth.

Crated and palleted exhibits will unload with teamsters and forklifts at the loading dock. Indicate that you need a forklift when reserving your move-in time.

Call beginning Tuesday, September 6 to reserve your move-in time. (ALL booths in ALL halls that are 10' x 20' or larger.) Call Renee at the HBA at 314-994-7700 x118 or email her at MincherR@hbastl.com.

Note: Forklifts CAN NOT operate on the Upper Level or in Aisles 800 and 900 of the main exhibit hall on the Lower Level or in the front lobby due to carpet.

MOVE-IN THURSDAY, OCTOBER 13 - ALL SPACE

Move-In - 8 a.m. - 5 p.m.

All exhibitors may move in on Thursday, October 13 by going to your assigned move-in door. There will be no scheduled move-in. Move-in is first-come, first-served.

Booths 100 through 321 - Move-In South Overhead Door
Booths 400 through 1208 - Move-In Loading Docks A, B & C
Booths 2000 through 2500 (Upper Level) - Move-In Loading Docks D, E & F

Note: NO DRIVING ONTO THE SHOW FLOOR IS ALLOWED. BRING YOUR OWN DOLLIES AND CARTS. You will move your own exhibit to your booth.

Crated and palleted exhibits will unload with teamsters and forklifts at the loading dock. Indicate that you need a forklift when reserving your move-in time.

Note: Forklifts CAN NOT operate on the Upper Level or in Aisles 800 and 900 of the exhibit hall on the Lower Level or in the front lobby due to carpet.

MOVE-OUT TIMES AND PROCEDURES

Sunday, October 16 5:30-9 p.m. (No forklifts available)
Monday, October 17 8 a.m. - 2 p.m.

- **Breaking down or moving out booths before the close of the show on Sunday is strictly prohibited.**
- All move-out is first come, first-served.
- Use the same door for move-out that you used for move-in.
- Bring your own dollies and two wheelers to move your exhibit to your vehicles. Have the necessary labor with you.
- Crated and palleted exhibits on the Lower Level will be loaded with forklifts provided by the HBA. **No teamster labor is provided on Sunday evening.**

Note: NO DRIVING ONTO THE SHOW FLOOR IS ALLOWED.

MOVE-OUT PASSES

Move-Out Passes will be distributed to all companies prior to the show. These passes are provided for your protection, so that unauthorized people do not remove items from exhibitors' booths. Please show passes to the HBA floor manager or building guard at the door on your way out.

IMPORTANT - ALL EXHIBITS MUST BE OUT OF THE CONVENTION CENTER BY 2 P.M. ON MONDAY, OCTOBER 17!

EXHIBITOR DO'S AND DON'TS

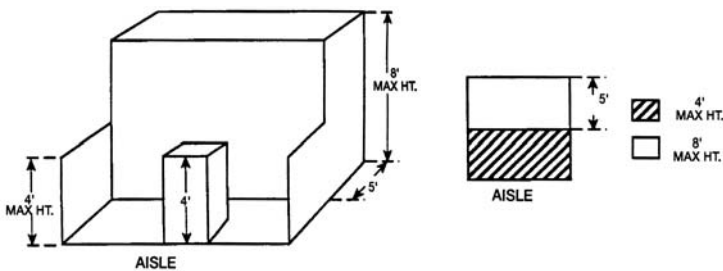
EXHIBIT CONSTRUCTION

Standard exhibit configuration is 10' square and multiples thereof. Displays may not exceed 8' in height across the booth's back (including sign) and not more than 4' in height half the distance from the aisle to the back curtain. See picture below.

INTENT - If a portion of an exhibit booth extends above 8' high, the exhibit booth background will detract from the overall impact of the exhibit directly behind that booth regardless of how the rear of the offending exhibit is furnished.

Display fixtures over 4' high must be confined to that area of the booth that is at least 5' from the aisle line. **NOTE: Island displays do not have an 8' height limitation.** (Read further in Exhibitor Do's and Don'ts for island signage limitations.)

10' x 10' LINEAR BOOTH



A peninsula booth is an exhibit that is 20'x20' or larger with an aisle on three sides. Display fixtures and components may not exceed 8' in height. All display fixtures over 4' in height and placed within 10 linear feet of a neighboring exhibit must be confined to the area within 5' of the center line to avoid blocking the sightline from the aisle. See picture below.

INTENT - Exhibitors adjoining peninsula exhibits are entitled to the same reasonable sightline from the aisle as they would expect if they were adjacent to another 10'x10' booth. If you have any questions regarding exhibit design or configurations, please call Tammy at 314-994-7700 x124.

PENINSULA BOOTH

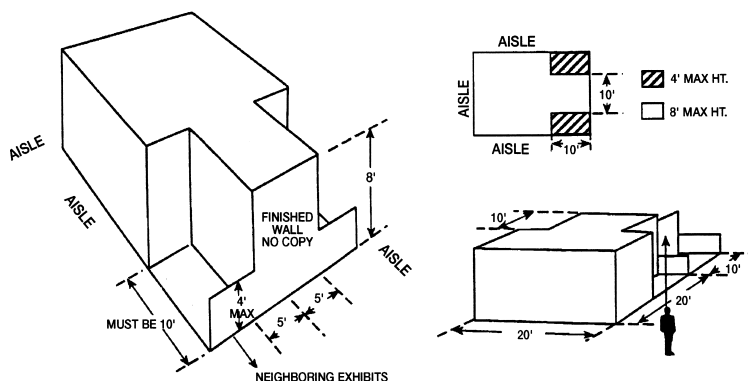


EXHIBIT FLOOR COVERINGS & TABLES

Your exhibit booth includes carpeting - blue on the Lower Level and gray on the Upper Level. A table, if requested on your Application for Exhibit Space, is also included with your booth. If you are on the Lower Level, the table skirt will be blue. If you are on the Upper Level, the table skirt will be burgundy.

If you need additional tables, booth display backdrop or other decorator items, use the form in the last section of this manual or call Heritage at 314-534-8500.

EXHIBIT ELECTRICITY

All Convention Center electricity must be ordered from the Convention Center using the order form in the last section of this manual. Electricity must be ordered by September 28, 2011 to receive the Advance Price. The price increases approximately 50% after this date. **To avoid additional expenses, bring your own power strips and extension cords to get the power from their cord to where you need it.** Call Exhibitor Services at the St. Charles Convention Center at 636-669-3000 if you have questions.

NOTE: If you are using water in an electrical device (i.e., spa, pond) you **MUST** have a G.F.I. in your electric circuit. Bring your own G.F.I. cord to save money.

NOTE: You must order 24 hour electric service, if needed, for items such as refrigerators, etc.

SIGNAGE

Booth signage must have the appearance of being professionally produced. **No signage may extend above the 8' backdrape of an in-line booth.** All balloons used as signage or decorations are banned if they are tethered above the exhibit.

ISLAND DISPLAY SIGNAGE

Only island displays with four sides open may request permission to hang a banner over their island. If the location of the requested banner does not block aisle drops or other show signage and has the necessary ceiling support, permission may be granted by Show Management.

USE OF NON-FLAMMABLE MATERIALS

Materials used in the exhibit hall **MUST** be nonflammable to conform with St. Charles Fire Department Fire Regulations. Cloth decorations must be able to pass a Fire Department flame test. Materials not conforming will be removed immediately at the exhibitor's expense.

EXHIBITOR DO'S AND DON'TS

FIRE-RETARDANT REQUIREMENTS

If you are using a tent, it must be fire-retardant. All exhibits over 100 square feet with a solid roof must have a fire extinguisher in the exhibit. They must be designed porous to allow for the effective operation of building fire sprinklers. Major exhibit materials such as booth draping and table skirting must be treated with a flame retardant.

TELEPHONE SERVICE

If you need telephone service in your booth, use the order form in the last section of this manual.

STAFFING EXHIBITS

Exhibits must be staffed during ALL show hours. Breaking down or moving out booths before the close of the show on Sunday is strictly prohibited. Exhibitors who do so will not be allowed in future HBA shows.

DELIVERY OF MERCHANDISE ON SHOW DAYS

Merchandise deliveries for restocking can be made Friday, Saturday and Sunday from 8-9:30 a.m. at Loading Docks A, B & C on the Lower Level ONLY. The freight elevator next to Docks A, B & C can be used to take merchandise upstairs.

Pull up to the door, sound your horn, and a security guard will open the door. No labor will be provided. Have your own dollies and two wheelers available. Be prepared to move your own merchandise to your booth.

CRATE & BOX STORAGE

The St. Charles Convention Center does not have crate and box storage areas inside of the building. Exhibitors should be prepared to remove all boxes and crates from the Convention Center prior to the show opening on Friday, October 14. After the show closes on Sunday, October 16, crates and boxes can be returned to the Convention Center for repacking and move-out.

Contact Tammy at 314-994-7700 x124 if you have special needs or questions.

NO SMOKING POLICY

The St. Charles Convention Center has a non-smoking policy in the Convention Center. **To smoke you must exit the building.**

PAINTING OF EXHIBITS

No painting of exhibits, signage, etc. inside or on Convention Center property is allowed by the St. Charles Convention Center. Touch-up of exhibits is allowed as long as the floor and surrounding area is protected. Exhibitor will be charged for damages from spilled paint or overspray.

BAN ON HELIUM FILLED BALLOONS

A Convention Center policy prohibits the use of helium filled balloons as giveaways.

PRIZE DRAWINGS

Show related prize drawings must be company owned or purchased merchandise. Vacation packages or other merchandise provided by an outside, non-exhibiting company may NOT be used as giveaways.

BOOTH MUSIC OR VIDEOS

By law, exhibitors that use copyrighted music must have the composer's or publisher's permission or be covered by a blanket license which can be purchased for the show from ASCAP and/or BMI.

FLOWERS AND PLANTS

Exhibitors are encouraged to have plants in their booths. They may be purchased from a vendor of your choice.

FOOD SAMPLING

Food and beverage samples can not be larger than 2 oz. and must be a product sold or manufactured by the exhibitor. Securing all necessary permits is the responsibility of the exhibitor. Exhibitors must follow all St. Charles Health Department guidelines. All food items sold must operate through Convention Center Food Service. A Health Department application and \$50.00 fee must be sent to the Health Department prior to the show. If you need an application call Tammy at the HBA at 314-994-7700 x124. Call the Health Department at 636-949-7900 x4204 with any questions.

On behalf of the Home Show Staff and the HBA, we want to thank you for participating in the Builders Home & Remodeling Show.

We hope you have an outstanding show!

Remit To:

HERITAGE

EXPOSITION SERVICES

620 Shenandoah Ave. • St. Louis, MO 63104
Phone 314/534-8500 • Fax 314/533-0906

CREDIT CARD AUTHORIZATION RECAP OF SERVICES FORM

One copy of this form with your check or credit card information must be forwarded to Heritage at the above address. All orders received at the Exhibitor Service Desk will be charged at standard rates. All outstanding balances must be paid by the close of the show. Adjustments to your invoice will not be made after the close of the show. Heritage requires that you provide a credit card authorization form if you require material handling, sign hanging or labor services.

If you wish to charge the amount of your advance order to your credit card account, please complete the following:

Card Holder's Name (*Please print*): _____

Cardholder's Signature: _____

Cardholder's Address: _____

City, State & Zip: _____

Account Number: _____ Verification Code / / / Expiration Date /

Charge to: American Express MasterCard Visa Discover

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. If for any reason the submitted credit card or check is declined or returned, a \$25.00 processing fee will be added to the invoice.

FURNITURE/CARPET	\$ _____
RENTAL UNITS.....	\$ _____
SIGNS & BANNERS	\$ _____
ESTIMATED LABOR.....	\$ _____
ESTIMATED MATERIAL HANDLING/DRAYAGE (A minimum of 50% is due in advance)	\$ _____

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

TOTAL AMOUNT DUE \$ _____

NAME OF CONVENTION 2011 Fall Home Show BOOTH # _____

FIRM NAME _____ PHONE # _____ FAX # _____

ADDRESS _____ CITY _____ STATE _____ ZIP _____

BY _____ EMAIL _____ NAME _____ DATE _____

(Signature)

(Please Print)

Please Fax or Mail This Form Promptly To The Address Above-Retain One Copy For Your Files CC-REC

Remit To:

HERITAGE

EXPOSITION SERVICES

620 Shenandoah Ave. • St. Louis, MO 63104
Phone 314/534-8500 • Fax 314/533-0906

FURNITURE/CARPET RENTAL ORDER FORM

Discount prices only apply to orders received with full payment at the above address 14 days prior to first day of set up. All charges for equipment and/or services are payable in advance or when placing order at show site. Orders will not be processed without payment. For your convenience, MasterCard, American Express, Visa and Discover will be accepted. Fax orders will be accepted with enclosed credit card authorization form only. Charges for rental items listed below are for the duration of the show, and include delivery and removal. Cancellation of equipment delivered will be subject to a 100% cancellation charge for labor involved. Orders received after deadline are subject to availability.

CODE	QTY	DISCOUNT	STANDARD	AMOUNT
		RATES	RATES	RATES

FURNITURE

_____	Padded Arm Chair (Gray)	44.00	55.00	_____
_____	Padded High Stool (Gray)	48.00	60.00	_____
_____	Padded Sled Base Chair (Gray)	51.00	63.50	_____
_____	Plastic Side Chair (White)	35.00	40.00	_____
_____	30" Dia Pedestal Tbl/30" H (Gray)	110.00	137.00	_____
_____	30" Dia Pedestal Tbl/42" H (Gray)	110.00	137.00	_____

ACCESSORIES

_____	Wastebasket	12.50	16.00	_____
_____	Tripod Easels	26.00	32.00	_____
_____	Chrome Stanchions	34.00	43.00	_____
_____	Velour Rope(Burgundy) 6' Length	27.00	33.00	_____
_____	Coat Tree	29.00	36.00	_____
_____	Chrome Bag Rack	69.00	87.00	_____
_____	Black Literature Rack	86.00	108.00	_____
_____	Pegboard Panels (4'x8')	104.00	130.00	_____
_____	<input type="checkbox"/> Horiz. <input type="checkbox"/> Vert.			
_____	Tackboard Panels (4'x8')	104.00	130.00	_____
_____	<input type="checkbox"/> Horiz. <input type="checkbox"/> Vert.			

CARPET

_____	9' X 10'	102.00	127.00	_____
_____	9' X 20'	204.00	254.00	_____
_____	9' X 30'	306.00	381.00	_____
_____	9' X 40'	408.00	508.00	_____
_____	9' X _____ Per 10' increment	102.00	127.00	_____

AREA CARPET (Indicate Dimensions for Special Size Carpet)

_____	' X _____' per sq. ft. (100 sq. ft. min.)	2.25	2.75	_____
-------	---	------	------	-------

COLORS: RED BLUE TEAL BURGUNDY PLUM

GRAY BLACK

PADDING AND VISQUEEN (90 sq. ft. min.)

_____	' X _____' Carpet padding/per sq. ft.	.80	1.00	_____
_____	' X _____' Visqueen covering/per sq. ft.	.55	.70	_____

CODE	QTY	DISCOUNT	STANDARD	AMOUNT
		RATES	RATES	RATES

DRAPED DISPLAY TABLE

_____	4' Table - 30" high	71.50	89.50	_____
_____	6' Table - 30" high	84.50	105.50	_____
_____	8' Table - 30" high	99.50	124.00	_____
_____	4' Table - 42" Counter high	80.00	100.00	_____
_____	6' Table - 42" Counter high	94.50	118.00	_____
_____	8' Table - 42" Counter high	115.50	144.00	_____
_____	4th side table drape	18.25	23.00	_____

COLORS: RED BLUE TEAL BURGUNDY HUNTER GREEN

PLUM GRAY BLACK WHITE GOLD EXPO GREEN

UNDRAPED DISPLAY TABLE

_____	4' Table - 30" high	32.50	41.00	_____
_____	6' Table - 30" high	37.00	46.00	_____
_____	8' Table - 30" high	42.00	52.00	_____
_____	4' Table - 42" Counter high	45.00	57.00	_____
_____	6' Table - 42" Counter high	49.50	59.00	_____
_____	8' Table - 42" Counter high	55.00	68.50	_____

TABLE RISERS COVERED WHITE

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

_____	4' Long riser	36.75	46.25	_____
_____	6' Long riser	41.00	51.00	_____
_____	8' Long riser	44.00	55.00	_____

SPECIAL DRAPE BACKGROUNDS

_____	8' H. Background/per ft.	11.50	14.55	_____
_____	3' H. Background/per ft.	8.50	10.50	_____

COLORS: RED BLUE TEAL BURGUNDY HUNTER GREEN

PLUM GRAY BLACK WHITE GOLD EXPO GREEN

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

TOTAL ORDER _____

NAME OF CONVENTION 2011 Fall Home Show BOOTH # _____

FIRM NAME _____ PHONE # _____ FAX # _____

ADDRESS _____ CITY _____ STATE _____ ZIP _____

BY _____ EMAIL _____ NAME _____ DATE _____

(SIGNATURE)

(PLEASE PRINT)

Please Fax or Mail This Form Promptly To The Address Above-Retain One Copy For Your File

FC-H

Remit To:

HERITAGE

EXPOSITION SERVICES

Phone 314/534-8500 • Fax 314/533-0906

IMPORTANT FREIGHT INFORMATION AND RATE SCHEDULE

The HBA provides manpower with material handling equipment (i.e. dollies and pushcarts) to assist exhibitors during move-in with the unloading and delivery of products and materials to their respective booths on a complimentary basis.

This complimentary service DOES NOT include the handling of crated exhibits and displays or for equipment requiring the use of forklifts. For information and rates on these services, see below.

CRATED, BOXED & CONTAINERIZED DISPLAY OR EXHIBIT MATERIALS:

Crated displays and exhibit materials shipped in advance to the Heritage warehouse or directly to exhibit site during set up hours by common carriers, van lines, company trucks, air freight companies or special delivery services will be received by Heritage and delivered to respective booths at the convention site. Empty containers will be removed from the booth, placed in storage and returned to the booth at the close of the show. Materials will be removed from the booth to the dock and reloaded on designated vehicles. Rates for this service are based on a per 100 lb. basis or fraction thereof (200 lb. minimum charge) for each shipment received, as follows:

<u>IN & OUT</u>	<u>IN & OUT</u>	<u>IN & OUT</u>
STRAIGHT TIME \$29.50 per CWT	STRAIGHT TIME/OVERTIME \$37.00 per CWT	OVERTIME \$44.50 per CWT

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

ADVANCE SHIPPING ADDRESS	TO: (Name of Exhibitor & Booth Number) FOR: HBA Home Show c/o: Heritage Exposition Services 605 Lambert Pointe Drive Hazelwood, MO 63042	TO: (Name of Exhibitor & Booth Number) FOR: HBA Home Show c/o: Heritage Exposition Services One Convention Center Plaza St. Charles, MO 63303	DIRECT SHIPPING ADDRESS
--------------------------	--	---	-------------------------

FORKLIFT SERVICES:

Heavy equipment, machinery, or palletized goods, delivered directly to the exhibit site during set up hours, which require the use of a forklift for unloading and delivery to the exhibitors booth will be charged to the exhibitor at the following hourly rates:

		<u>STRAIGHT TIME</u>	<u>OVERTIME</u>	<u>DOUBLETIME</u>
Forklift with operator (maximum 4,000 lbs.)	(1 hr. minimum)	\$103.50 hr.	\$132.00 hr.	\$166.00 hr.
Material Handler	(1 hr. minimum)	\$68.50 hr.	\$98.00 hr.	\$131.00 hr.

Straight time is Monday through Friday, 8:00 a.m. to 4:30 p.m. After 4:30 p.m. Monday through Friday and all day Saturday is at overtime rates. Sunday and holidays are at double time rates.

Forklift required at _____ (A.M.-P.M.) on _____ (Day) _____ (Date) to unload material.

Forklift required at _____ (A.M.-P.M.) on _____ (Day) _____ (Date) to reload material.

Exhibitor must check in at service desk to obtain forklift.

(1hour minimum in/out) Est. hrs each way _____ Total hrs _____ X rate ST/OT/DT _____ = _____

NAME OF CONVENTION 2011 Fall Home Show BOOTH # _____

FIRM NAME _____ PHONE # _____ FAX # _____

ADDRESS _____ CITY _____ STATE _____ ZIP _____

BY _____ EMAIL _____ NAME _____ DATE _____
(SIGNATURE) (PLEASE PRINT)

Mail This Form Promptly To The Address Above-Retain One Copy For Your File
Please See Reverse Side

INBOUND SHIPMENTS

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

EMPTY CONTAINER LABELS

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

ADDITIONAL AVAILABLE SERVICES

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

	STRAIGHT TIME	OVERTIME	DOUBLETIME
Forklift with Operator (Up to 4,000 lb. Capacity)	\$103.50 per hr.	\$133.00 per hr.	\$166.00 per hr. (One Hour Minimum)
Material Handler	\$68.50 per hr.	\$98.00 per hr.	\$131.00 per hr. (One Hour Minimum)
Local Pickups & Deliveries	\$92.50 per hr.	\$122.25 per hr.	\$152.25 per hr. (One Hour Minimum)

BANDING

Metal banding will be available for securing outbound shipments at a rate of .50 per foot, plus labor (One Hour Minimum).

OUTBOUND SHIPMENTS

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

RETURNED SHIPMENTS TO HERITAGE WAREHOUSE

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

LIMITS OF LIABILITY AND RESPONSIBILITY

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

Remit To:

HERITAGE

EXPOSITION SERVICES

620 Shenandoah Ave. • St. Louis, MO 63104
Phone 314/534-8500 • Fax 314/533-0906

EXHIBITOR APPOINTED CONTRACTOR THIRD PARTY AUTHORIZATION

EXHIBITOR APPOINTED CONTRACTOR

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

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

EXHIBITOR APPOINTED CONTRACTOR

ADDRESS

CONTACT PERSON

PHONE

Inform your Exhibitor Appointed Contractor that they must send a copy of a General Liability Insurance Certificate no later than 30 days prior to show date or they will not be permitted to service your exhibit.

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

THIRD PARTY AUTHORIZATION

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

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

THIRD PARTY AGENT:

CREDIT CARD ACCOUNT NO. _____

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

PERSONAL CREDIT CARD COMPANY CREDIT CARD

CARDHOLDER'S NAME _____

AUTHORIZED SIGNATURE _____

PRINT NAME _____

COMPANY NAME _____

ADDRESS _____

CITY/STATE/ZIP _____

PHONE _____ FAX _____

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

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

NAME OF CONVENTION 2011 Fall Home Show BOOTH # _____

FIRM NAME _____ PHONE # _____ FAX # _____

ADDRESS _____ CITY _____ STATE _____ ZIP _____

BY _____ EMAIL _____ NAME _____ DATE _____

(Signature)

(Please Print)

Please Fax or Mail This Form Promptly To The Address Above-Retain One Copy For Your Files

Remit To:

HERITAGE

EXPOSITION SERVICES

620 Shenandoah Ave. • St. Louis, MO 63104
Phone 314/534-8500 • Fax 314/533-0906

EXHIBIT LABOR ORDER FORM DISPLAY LABOR FOR INSTALLATION & DISMANTLE OF EXHIBITS

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

RATES:

STRAIGHT TIME (One hour minimum per man).....\$ 59.75 PER HOUR
8:00 A.M. to 4:30 P.M. Monday through Friday

OVERTIME (One hour minimum per man)\$119.50 PER HOUR
After 4:30 P.M. to 8:00 A.M. Monday – Friday and all hours on Saturday, Sunday and Holidays

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

INSTALLATION

ERECT EXHIBIT UNDER HERITAGE SUPERVISION
Heritage will supervise the installation of your exhibit, however, specific instruction, blueprints, etc., should be provided to facilitate an economical, correct installation. A supervision charge of 30%, minimum charge \$45.00, will be added to your labor invoice.
No of men _____ Estimated hours each man _____ Total hrs _____ X rate ST/OT _____ + 30% _____ = _____

- Please complete the reverse side of this form

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

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

DISMANTLE

DISMANTLE EXHIBIT UNDER HERITAGE SUPERVISION
Heritage will supervise the dismantling of your exhibit, when crates are returned. Make sure complete outbound shipping information has been given to the freight service desk. A supervision charge of 30%, minimum charge \$45.00. will be added to your labor invoice.
No of men _____ Estimated hours each man _____ Total hrs _____ X rate ST/OT _____ + 30% _____ = _____

- Please complete the reverse side of this form

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

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

ESTIMATED TOTAL _____

NAME OF CONVENTION 2011 Fall Home Show BOOTH # _____

FIRM NAME _____ PHONE # _____ FAX # _____

ADDRESS _____ CITY _____ STATE _____ ZIP _____

BY _____ EMAIL _____ NAME _____ DATE _____

Mail This Form Promptly To The Address Above-Retain One Copy For Your File
(CONTINUED ON REVERSE SIDE)

COMPANY NAME _____
BOOTH # _____

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

INBOUND SHIPPING INFORMATION

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

SET-UP INFORMATION

Set up Plan/Photo: Attached _____ To Be Sent With Exhibit _____ In Crate No. _____
Carpet: With Exhibit _____ Rented From Heritage _____ Color _____ Size _____
Electrical Placement: Drawing Attached _____ Drawing With Exhibit _____ Electrical Under Carpet _____
Comments: _____
Graphics: With Exhibit _____ Shipped Separately _____
Comments: _____
Special Tools/Hardware Required: _____

OUTBOUND SHIPPING INFORMATION:

Ship To: _____
Method: Common Carrier Air Freight Van Line Other (Specify) _____
Carrier:(If Known) _____
Freight Charges: Prepaid Bill To: _____
 Collect _____

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

SPECIAL INSTRUCTIONS/COMMENTS:

PLEASE PROVIDE AN EMERGENCY CONTACT:

Name _____ Phone No. _____

Remit To:

HERITAGE

EXPOSITION SERVICES

620 Shenandoah Ave. • St. Louis, MO 63104

Phone 314/534-8500 • Fax 314/533-0906

SIGN & BANNER HANGING ORDER FORM

The enclosed Credit Card Authorization form must be completed and returned when ordering Sign & Banner Hanging. For your convenience, MasterCard, American Express, Visa and Discover will be accepted.

INSTRUCTIONS & CONDITIONS

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

RATES: (Hourly)

Boom/Lift and 3 man rigging crew

Additional rigger

STRAIGHT TIME

285.00

65.00

OVERTIME

415.00

110.00

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

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

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

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

Size: Height _____ Width _____ Length _____ Weight _____

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

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

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

Name of Exhibitor Supervisor _____

NAME OF CONVENTION **2011 Fall Home Show** BOOTH # _____

FIRM NAME _____ PHONE # _____ FAX # _____

ADDRESS _____ CITY _____ STATE _____ ZIP _____

BY _____ EMAIL _____ NAME _____ DATE _____

(SIGNATURE)

(PLEASE PRINT)

Please Fax or Mail This Form Promptly To The Address Above-Retain One Copy For Your File

SBH-S

Remit To:

HERITAGE

EXPOSITION SERVICES

620 Shenandoah Ave. • St. Louis, MO 63104
Phone 314/534-8500 • Fax 314/533-0906

SIGN SERVICE ORDER FORM

Discount prices only apply to orders received with full payment at the above address 14 days prior to first day of set up. All charges for equipment and/or services are payable in advance or when placing order at show site. Orders will not be processed without payment. For your convenience, MasterCard, American Express, Visa and Discover will be accepted.

STANDARD SIZE SIGNS

QTY	DISCOUNT PRICE	STANDARD PRICE	TOTAL
7"X11" _____ @	34.00	60.00 = \$ _____	
7"X44" _____ @	39.00	67.00 = \$ _____	
11"X14" _____ @	43.00	76.00 = \$ _____	
14"X22" _____ @	50.00	88.00 = \$ _____	
14"X44" _____ @	63.00	110.00 = \$ _____	
22"X28" _____ @	67.00	118.00 = \$ _____	
28"X44" _____ @	87.00	151.00 = \$ _____	
40"X60" _____ @	186.00	325.00 = \$ _____	
Easel Back _____ @	7.50	11.50 = \$ _____	
Sentra _____ X _____ @	16.50 sq.ft.	24.75 sq. ft = \$ _____	

DIGITAL GRAPHICS

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

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

- \$12.75 per sq. ft. (standard price \$19.00)
- Minimum order 9 sq. ft. (1296 sq. in.)
- Double sq. ft. for double-sided graphics
- Round sq. ft. to next whole increment
- File conversion, retouching, cloning or color correcting may incur additional labor charges

Emblems, trademarks, logos, special style lettering, etc., are **inclusive** of the above prices if provided to us in a digital format. Please provide in a PC Vector format if available, or PC Raster is the second option. If you can only provide in Mac format, we will attempt to convert, but cannot guarantee 100% accuracy in conversion. If you have any questions on formats supported, please contact our graphics department.

INDICATE YOUR SIGN COPY HERE

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

Vertical Horizontal Easel Back

Color of Background _____

Color of Lettering _____

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

SETUP/COMPUTER LABOR

Straight Time - \$85.00 Overtime - \$127.50
Double Time - \$170.00

7.625% MO Sales Tax _____

TOTAL _____

NAME OF CONVENTION 2011 Fall Home Show BOOTH # _____

FIRM NAME _____ PHONE # _____ FAX # _____

ADDRESS _____ CITY _____ STATE _____ ZIP _____

BY _____ EMAIL _____ NAME _____ DATE _____

(SIGNATURE)

(PLEASE PRINT)

Please Fax or Mail This Form Promptly To The Address Above-Retain One Copy For Your File.

Remit To:

HERITAGE

EXPOSITION SERVICES

620 Shenandoah Ave. • St. Louis, MO 63104

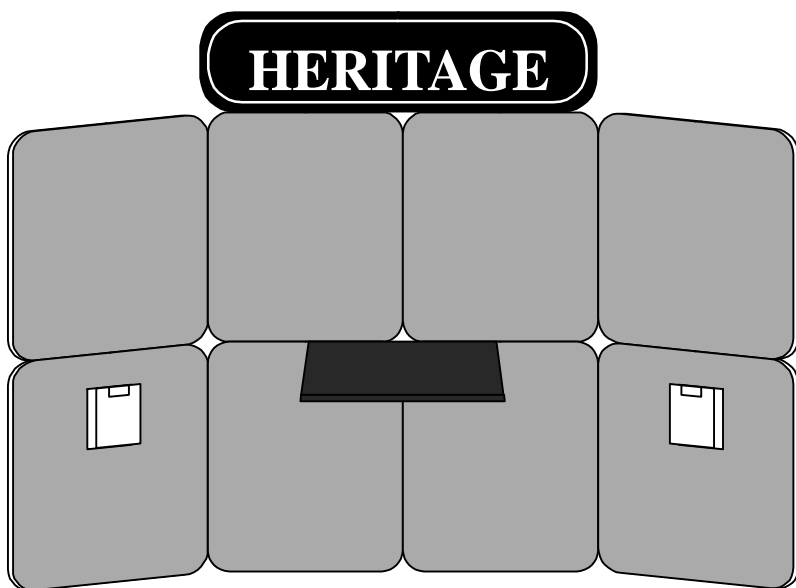
Phone 314/534-8500 • Fax 314/533-0906

RENTAL DISPLAY ORDER FORM

**Deadline Date: Two Weeks Prior
To Show Set-up**

Orders received after Deadline Date will be charged an additional 30% of the Listed Prices and color selections are subject to availability. For your convenience, MasterCard, American Express, Visa and Discover will be accepted. Fax orders will be accepted with enclosed credit card authorization form only. Cancellation Policy - Due to material and labor costs, orders cancelled before move-in begins will be charged 50% of original price. Similarly, orders cancelled after move-in will be charged 100%. Thank you for your understanding.

THE HERITAGE LINE



10' BACKWALL DISPLAY

PACKAGE INCLUDES:

- Labor to install and dismantle exhibit
- Acrylic header sign with company name (white block lettering on black background-special logos additional cost)
- One (1) literature shelf
- Two (2) clear acrylic holders
- Choice of one (1) 9'x10' carpet, one (1) draped table and two (2) chairs selected from the enclosed Furniture/Carpet Rental Order Form

The 10' display consists of eight 34" x 40" panels covered with velcro receptive fabric, "non-tool" connectors and a black 14" x 68" two piece acrylic header to identify your company or product. All graphics attach with velcro.

Four colors available:

(89_) Blue Burgundy Grey Black (Check one please)
(10) (20) (30) (40)

INDICATE HEADER COPY IN BOX BELOW OR ATTACH

If logo is to be used indicate position and enclose a print or copy of logo desired.

QTY	ITEM	AMOUNT
___	10' Rental Display Pkg @ 995.00..	_____
ACCESSORIES		
___	Arm Lights @ 45.00	_____
(Electric not included)		
___	Literature Shelf @ 40.00	_____
___	Acrylic Holders @ 15.00	_____
TOTAL		_____

NAME OF CONVENTION 2011 Home Show BOOTH # _____

FIRM NAME _____ PHONE # _____ FAX # _____

ADDRESS _____ CITY _____ STATE _____ ZIP _____

BY _____ EMAIL _____ NAME _____ DATE _____

(SIGNATURE)

(PLEASE PRINT)

Please Fax or Mail This Form Promptly To The Address Above-Retain One Copy For Your File

Walter Knoll FLORIST

SPECIAL SHOW PRICES for the: **St. Charles Home Show**

Discount rate available with 2 week notice

Ordered by: 9/30/2011

Plant Rentals

Qty	Description	Type Preferred (Palm/Tree/Bushy)	Discount Rate	Standard Rate	Amount
	2 - 3' Green Plant		\$26.40	\$33.00	
	3 - 4' Green Plant		\$35.20	\$44.00	
	4 - 5' Green Plant		\$44.00	\$55.00	
	6 - 7' Green Plant		\$61.60	\$77.00	
	7 - 8' Green Plant		\$70.40	\$88.00	
	8 - 10' Green Plant		\$148.00	\$185.00	
	Small Fern / Vining		\$12.00	\$15.00	
	Large Fern / Vining		\$18.40	\$23.00	

Blooming Plants & Florals (To see our large selection of florals visit us at WKF.com)

Qty	Description	Color	Discount Rate	Standard Rate	Amount
	Flowering Mum Plant		\$18.00	\$22.50	
	Flowering Premium Plant		\$28.00	\$35.00	
	Flowering Small Basket of assorted Potted Plants		\$32.00	\$40.00	
	Flowering Large Basket of assorted Potted Plants		\$52.00	\$65.00	
	Floral Arrangement Small (Coffee Table)		\$32.00	\$40.00	
	Floral Arrangement Med (End Table)		\$68.00	\$85.00	
	Floral Arrangement Large (Front Counter)		\$100.00	\$125.00	
	Floral Boutonniere		\$8.80	\$11.00	
	Floral Corsage		\$15.20	\$19.00	

For Special Arrangements Call 314-633-8770

Sub total

Add 8.50% Sales Tax _____

Total _____

All Prices include Delivery to Booth, Maintenance, and Pick up.

Rental plants not in booth at close of show will be charged at twice the rental price.

Show Dates: **October 14-16**

Booth #

Company Name

Please call 314-633-8770 for credit card payments.

Contact Name

We accept all major credit cards

Address

Please fax back to 314-633-8764 or send a copy to

City/State/Zip

2 Knoll Place Arnold, MO 63010

Phone #

Cell Phone #

All orders will have a confirmation number given to ensure

E-Mail Address

the accuracy and verification of the date and products.

Walter Knoll Florist offers many other services such as Balloons, VIP Gifts, Banquet Services, as well as many others. Please call for more information.

All Orders must be paid prior to show or a 15% charge will be added

rev 7-21-10

Dear Exhibitor,

Congratulations on your decision to be an exhibitor at the St. Charles Convention Center!

The St. Charles Convention Center is the exclusive provider of utility and booth cleaning services for the facility. To order services, please complete and return the order forms located in this packet. Be sure to read all the materials carefully. Payment must be made by Visa, Mastercard, American Express, Discover, certified check or money order. Please note that ordering your items in advance will save you a substantial amount of money. In order to receive the advance discounted prices, payment must be received 14 days prior to the first scheduled move-in date of the show.

As the decorator, the St. Charles Convention Center will provide drayage services. Packages should be scheduled to arrive on the first move in day. Shipments that are received 2 weeks prior to the first move in day shall be refused. Items arriving during the 2 week time frame are subject to additional charges. Please see the shipping form for a complete list of guidelines.

Additional features for being an exhibitor at SCCC include:

- ⊗ **Concessions Discounts**
15% discount on purchases at our Cyber café and other concession outlets. Simply show your exhibitor badge to take advantage of the discount.
- ⊗ **Exhibitor Meal Delivery Service**
The Exhibitor Meal Delivery Order Form allows you to order lunch prior to move in and have it delivered right to your booth.
- ⊗ **Convenient Parking**
Parking Lot C is located next to the exhibit hall, creating a convenient parking lot for exhibitor passenger vehicles, during exhibit shows. Larger vehicles such as trucks, trailers, buses, etc. must utilize Parking Lot D.
- ⊗ **Marketing and Advertising**
Utilize our in-house marketing department to drive traffic to your booth with our internal flat panel displays and for other graphic design needs. Call 636-669-3009.
- ⊗ **Miscellaneous Services**
Utilize our preferred vendors for discounted rates on **printing** and **rental car** needs. Call 636-669-3009 to receive these discounted rates.



We are looking forward to a successful show for all. If you need additional assistance, please contact our Exhibitor Services Department at (636) 896-1801 or exhibitorsvs@scmocc.com. All forms and upcoming events can be found on our website at www.stcharlesconventioncenter.com.

Sincerely,



Exhibitor Meal Delivery Order Form

Event Name _____

Delivery Date _____ Lunch or Dinner
(11:30a-11:30p) (4:30p-5:00p)

Company Name _____

On-site Contact _____

Phone Number _____ Email Address: _____

Booth Number # _____

All meals include Bag of Chips, Cookie, and (1) 20 Oz. Soft Drink or Water for \$9.00

- | | |
|---|---------------------------------------|
| <input type="checkbox"/> Home-style Chicken Salad Sandwich | <input type="checkbox"/> Pepsi |
| <input type="checkbox"/> Smoked Turkey and Swiss Sandwich | <input type="checkbox"/> Diet Pepsi |
| <input type="checkbox"/> Honey Baked Ham and Swiss Sandwich | <input type="checkbox"/> Mountain Dew |
| <input type="checkbox"/> Carved Roast Beef and Cheddar Sandwich | <input type="checkbox"/> Sierra Mist |
| <input type="checkbox"/> Grilled Chicken Caesar Salad | <input type="checkbox"/> Water |

PAYMENT INFORMATION	
Credit Card Type:	Credit Card Number:
Expiration Date:	Security Code <small>(Last 3 digits on back of card or 4 digits on front of Amex.)</small>
Name on card (Please Print)	
Signature	Date
Billing Address:	
City:	State:
Zip:	

All orders must be placed **by Noon 24 hours before the show opens**. Orders for multiple days must be placed with your first order using a separate form for each day. All meals not pre-paid must be paid for at time of delivery with cash only & exact change. Tax has already been included.

**Fax completed order form to 636-896-1802. Questions please call 636-896-1801
 or email exhibitorsvs@scmocc.com**



SCCC POLICIES AND PROCEDURES

Alcohol

No alcoholic beverages may be brought into, or taken from the SCCC. No alcoholic beverages may be consumed in any of the SCCC parking lots unless it is being served by the SCCC staff.

Animals

With the exception of ADA service animals or animals used as part of SCCC approved exhibits or events, animals are not permitted in the Facility. The ADA defines a service animal as any guide dog, signal dog, or other animal individually trained to provide assistance to an individual with a disability. A written request must be presented to the General Manager or designee no later than 30 days prior to the event. When any approved display includes pens or enclosures containing live animals, the following minimal provisions must be made:

- A protective coating such as plastic or visqueen must be used to protect all floors and equipment
- Absorbent (i.e. saw dust or fire retardant wood shavings) must be placed within the pens
- Curbing or bike rack must be provided to contain animals
- Animals must be supervised at all times
- Provide clean up and proper disposal of absorbents and waste

Licensee will adhere to all other safety measures as required by Operator. Animals are not permitted within 50 ft. of any food prep or service area, unless they are ADA service animals. Licensee is responsible for ensuring that any approved use of animals within the Facility is also in adherence to any and all applicable local, state and federal laws.

Booth Cleaning

SCCC offers exclusive exhibitor booth cleaning services to all shows. Booth cleaning will be performed by SCCC staff. Services can be ordered by exhibitors utilizing the forms available in the exhibitor packet on our website

Bulk Trash

We ask you to take responsibility for removal of bulk trash prior to, during, and after the show. Bulk trash items include crates, pallets, boxes, or any items not easily removed by a push broom or vacuum. All exhibitor trash is to be removed and cardboard is to be broken down and disposed of properly. Any costs incurred by the SCCC for bulk trash removal will be charged to show management at the prevailing rate.

Compressed Gases

Compressed flammable gases are prohibited without prior written approval of the General Manager and the Fire Marshal. This includes acetylene, hydrogen, propane and butane. All requests to use such gasses must be submitted to your Event Manager no later than 30 days prior to the event. Vehicles or equipment fueled by LP gas, such as forklifts, may be used during move in and move out only. The vehicles may not be operated during event hours. Vehicles used must comply with NFPA #58 regarding the storage, handling, transportation, and use of LP-Gas.

Concessions

The Center can provide concessions, as well as banquet service, snacks, luncheons, and beverage service. These services are provided exclusively by the SCCC. **No outside food or beverage is allowed in the SCCC.**

Cooking Demonstrations

Cooking demonstrations or commercial cooking must be approved in writing by the SCCC. Once permission is obtained, all cooking devices and operations shall comply with NFPA, Life Safety Code, 2000 edition. All cooking appliances shall be equipped with ventilating hoods and equipment as deemed necessary by the Fire Marshal and installed in accordance with the provisions of the City Building and Fire Codes. Cooking equipment shall be placed on a noncombustible surface, such as metal, hardwood board or glass and be separated from other equipment by a minimum horizontal distance of 2 ft. Countertop fryers not exceeding 288 sq. inches and single well may be used without the necessary ventilating hood and surface protection equipment, provided there are two (2) ten (10) lb B.C. extinguishers positioned on each side of fryer. All cooking appliances shall be listed by a NATIONAL TESTING AGENCY, i.e. Underwriters Laboratory or Factor Mutual. All equipment shall

have regulator(s) at appliance and gas cylinder(s). All supply lines (tubing or hoses) shall be lead-tight and in good repair. Hoses shall be listed for the type of product it supplies.

Decorations

Decorations may not be taped, nailed, tacked or otherwise attached to surfaces or fixtures (i.e. ceilings, glass, doors, columns, walls, etc.). Items such as glitter, confetti, rice, birdseed, sand, dirt, moss and mulch are not permitted on any carpeted areas. All decorations, including but not limited to, drapes, table coverings, skirts, carpet, signs, banners, acoustical materials, straw, bamboo, fabric, linen and similar decorative materials must be rendered flame retardant. Proof of satisfactory flame retardant treatment is required, and must be maintained within the specific exhibit area for inspection. If proof of satisfactory flame retardant treatment is not present, a sample of the decorative material must be made available for flame testing by the Fire Marshal. Items that cannot be treated to meet requirements, such as, but not limited to, oilcloth, tarpaper, nylon, plastic cloth, and certain other plastic materials, are prohibited.

Candles may be used only on tables when securely supported on substantial noncombustible bases so located as to avoid danger of ignition of combustible materials and only if approved in writing by the SCCC Director of Event Services. The candle flame must be protected.

Exterior Doors

Exhibitors should only use entranceways designated for loading exhibit materials in and out. For security reasons, other exterior doors may not be propped open for any reason.

Fire and Safety Requirements

The provisions of the National Fire Protection Association (NFPA) 101 Life Safety Code 2000 edition and the NFPA Fire Prevention Code, 2000 edition for public assembly facilities have been established as a standard for review of occupancies and events in the SCCC. The information contained in this outline is a summary of relevant provisions contained in these Codes as well as standard operating procedures established in cooperation with the Fire Marshal of the City of St. Charles.

- a) All curtains, drapes and decorations must be constructed of flameproof material, or treated with an approved flame proofing solution. (Treatment shall be renewed as often as may be necessary to maintain the flame proofing effect.)
- b) All exits, hallways, and aisles are to be kept clear and unobstructed at all times.
- c) A 20' roadway shall be maintained for fire equipment access to all parts of the building.
- d) No part of a stairway, whether interior or exterior, hallway, corridor, vestibule, balcony, or bridge leading to a stairway or exit, shall be used in a manner that will obstruct its use as an exit or that will present a hazardous condition.
- e) Storage of any kind is prohibited behind back drapes & display walls or inside display areas. All cartons, crates, containers, and packing materials that are necessary for re-packing shall be removed from the show floor. The SCCC inspects all exhibits to ensure compliance.
- f) Crates, packing materials, wooden boxes and other highly combustible materials may not be stored in the SCCC. All outside displays that are under the cover of the building roof or extension of the roof or porch area shall be governed by the same rules of an inside display.
- g) No exit doors shall be locked, bolted, or otherwise fastened or obstructed at any time the SCCC is open to the public. Moreover, it shall be unlawful to obstruct or reduce passageway or other means of egress. Additionally, all required exits shall be so located as to be discernible and accessible with unobstructed access thereto.
- h) All sawdust and shavings shall be thoroughly treated with an approved flame-retardant product, stored and maintained in a manner approved by the Fire Marshal.
- i) Compressed cylinders shall be used, handled and stored in accordance with applicable fire code requirements. The 1997 Uniform Fire Code is not applicable.
- j) No unauthorized persons are to alter, remove, deface or tamper with any required fire safety equipment contained with the SCCC. These items include the fire sprinkler system, fire alarm system, emergency lights or exit signs, portable fire extinguishers, exit doors, or other related safety equipment.
- k) The use of Liquefied Petroleum Gases (LPG) inside building, tents or other areas is strictly prohibited, except for demonstration purposes when approved by the SCCC, and the Fire Marshal. Maximum LPG allowed for exhibition purposes is a 16-oz. non-refillable cylinder. There may be a maximum of 24 containers stored in any one location.
- l) All standpipe, fire hose cabinets, hydrants, & fire department connections shall be kept clear and unobstructed.
- m) The SCCC along with the Fire Marshal shall check egress of the facilities before it 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.
- n) No curtains, drapes, or decorations shall be hung in such a manner as to cover any exit signs.
- o) No person shall interfere with the City Fire Rescue Department when performing emergency and non-emergency functions at the SCCC. All orders issued by a member of the Fire Rescue Department shall be obeyed immediately.

- p) No overcrowding of any area of the SCCC will be allowed. Persons shall not be in excess of posted occupant loads, nor can persons stand in aisles, or block exits.
- q) The City Fire Chief or Fire Marshal has the authority to require Fire Rescue personnel to stand-by during certain events at the SCCC.
- r) Explosives and blasting agents shall be prohibited. Ammunition and pyrotechnics may be allowed under certain conditions: but only with the advance approval of the SCCC and the St. Charles Fire Marshal's Office. If pyrotechnic materials are used/fired within the building a Fireworks Permit will be required with the following parameter:
 - 1) 15-day minimum application period (State Law)
 - 2) Licensed explosive handler required
 - 3) \$1,000,000 liability insurance

Written authorization from SCCC General Manger and the Fire Marshal is required for the following:

- *Exhibit booths which have enclosed ceilings, upper decks or any large overhead advertising device in excess of 100 square feet;* these require the use of perforated or porous materials that will not obstruct fire sprinkler protection. The City of St. Charles Fire Marshal requires such booths to be equipped with portable fire extinguishers, as well as an automatic smoke detection system.
- *Display and operation of any heater, heat producing or open flame devices such as barbeques, candles, lanterns, torches, fireplaces, etc.* Candles may be used on tables if securely supported on substantial noncombustible bases so located as to avoid danger of ignition of combustible materials and only if approved by the authority having jurisdiction. The candle flame shall be protected.
- *Display and operation of any electrical, mechanical, or chemical devices* which may be deemed hazardous by the City of St. Charles Fire Marshal.
- *Use of storage of flammable liquids, compressed gas, or dangerous chemicals.*

Floor Covering

Displays including, but not limited to, those utilizing soil, humus, water or other landscaping materials and displays containing live animals must take appropriate steps to protect the Facility surfaces and equipment. A protective coating must be used on the floor, such as heavy plastic, visqueen or similar strength material.

Fog/Smoke Machines

For public safety fog/smoke machine usage is restricted to water-based chemicals. Approval must be obtained from the SCCC and the Fire Marhsal's office during the event permit process.

Food & Beverage Sampling

Food & beverage samples may be no greater than 2 oz. Items must be manufactured, processed, and distributed by the exhibiting firm and must be related to participation in the event. Sales of food & beverage items that are larger than 2 oz. in size & are designed for on-site consumption, may be permitted, but must be pre-approved by the facility and are subject to a 35% concessionaire fee. Additionally all unsealed food products intended for sale require a health permit. Securing of all necessary licenses and permits is the responsibility of the exhibitor. In some instances a permit may not be required for sampling. Please refer to the F&B Vendor Packet for additional information. Exhibitors are responsible for complying with all St. Charles City & St. Charles County Health Department regulations regarding food sampling, storage, equipment, temperature, etc. If an exhibitor is not in compliance or does not obtain the proper licenses or permits, the Health Department can shut down the booth. A Food & Beverage Vendor Packet should be obtained from the Facility Event Manager.

Alcohol sampling is also limited to 2 oz samples and does not require a health permit. Exhibitors who plan to distribute samples must display a liquor license and have the presence of an SCCC bartender (2 hour minimum). Sale of alcoholic beverages by the drink is prohibited. Bottled wine which is sealed will be permitted for sale once the show promoter has secured a promoters permit from the City of St. Charles. Each individual vendor selling wine by the bottle must be listed on the promoter's permit.

For public health reasons, restrooms, concession stands, facility kitchen and janitorial closets, may not be used as exhibitor clean-up areas. Costs associated with the disposal of trash, waste, grease from exhibitor sampling are the responsibility of the exhibitor.

Hazardous Materials

These include, but are not limited to: open flames, hot coals, natural gas hook-ups, compressed gas cylinders (such as propane, butane, hydrogen and acetylene), gasoline, radioactive material, and/or any flammable, combustibile or toxic liquid, solid or gas. The use of hazardous materials is not permitted without the written approval of the SCCC and the Fire Marshall. All requests to use such gasses must be submitted to your Event Manager no later than 30 days prior to the event. Once approval is

obtained, only a limited supply of the material to be demonstrated is allowed in the building. Excess fuel and cylinders must be properly stored outside of the exhibit hall. All transferring of fuel must be done with safety cans. All compressed gas cylinders must be securely anchored. Aerosol cans and other products containing flammable or combustible ingredients are not permitted in the exhibit area unless empty.

(cont on next page)

All demonstrations using hazardous materials must be approved by the Fire Marshall at least five days prior to the event. They include, but are not limited to: welding, brazing, laser cutting, LP gas cooking and heater demonstrations. Plexiglas shields or other protections must be utilized wherever sparks may be emitted or injury to bystanders could occur. Material-specific fire extinguishers must be nearby. Vehicles used must comply with NFPA #58.

Helium Balloons

Helium balloons are not allowed to be displayed in the Pre-function/Foyer spaces of the SCCC. However, they are allowed in the Grand Ballroom and Meeting Rooms with a \$100 deposit. If any balloons become loose & require retrieval by the SCCC staff, a \$25 removal fee will be charged for the first balloon and \$5 for each balloon thereafter. Helium balloons are ONLY allowed in the Exhibit Hall if assembled by a licensed and insured Balloon Artist. Said artist will be required to submit a \$250 deposit, as well as a Certificate of Liability Insurance.

Housekeeping Services for Trade or Consumer Shows

Cleaning is provided by our staff in the lobbies and restrooms during show hours, with one general cleaning after show hours at a time scheduled with your Event Manager. This does not include show offices. Exhibit booths and/or aisle carpeting are not included unless SCCC has been contracted as the decorator for these services. If more frequent or extensive cleaning is desired, consult our Event Manager about services and rates. Exhibitors have the option of purchasing booth cleaning exclusively from SCCC.

Lighting & HVAC

Full house lighting, heating and/or air conditioning of all rented spaces are provided by the SCCC for one hour prior to and during actual hours the event is open. Work lighting and minimal heating and/or a/c will be provided in the exhibit halls during move-in and move-out.

Liquid Disposal

No oils, combustibles, or any liquids other than water may be poured in the SCCC drainage or sewer systems. No tools, machines, cookware, or any other items may be emptied, washed, or rinsed in the SCCC restrooms. Fountains, aquariums, pools, etc. may not be filled from SCCC restrooms or janitorial closets. For water fills or drains, please fill out the order form enclosed.

Loading Dock Policy

SCCC security is required for all move in and move out times on the dock. The guard will be scheduled 30 minutes prior to move in/out times and will be onsite until the process is complete. There is a 4 hour minimum of all SCCC staffing. Exhibitors may choose to load/unload uncrated materials from any vehicle not requiring a commercial license including rental vans, mini-vans, station wagons and pick-up trucks. The use of mechanical equipment (i.e. forklifts, pallet jacks, lifts, etc.) by exhibitors is prohibited. Forklift use in the facility is restricted to SCCC forklift with driver or the use of an outside forklift driven by a certified union driver. All freight brought into the facility on carts or dollies must be brought in through the loading docks. ONLY hand-carried items may be brought in through the public entrances. Please use the freight elevator for movement of freight from level to level; passenger elevators & escalators are NOT to be used. Damage to the facility will be charged to the customer.

The registered Exhibitor may perform all setup/teardown of their booth, displays, and/or product materials (including the use of power tools) subject to safety policies established by the SCCC. However, shows which have contracted with a decorator may be bound by terms of that contract, including restrictions on Exhibit Appointed Contractors. In addition, there may be certain instances where the use of SCCC labor or union labor is required.

Parking

Parking at docks is permitted for loading & unloading only & is time-limited. All other parking on docks is prohibited. Exhibitor parking is available in Parking Lot C, just south of the Exhibit Halls. All trailers, vehicles that require multiple parking spaces (which include but are not limited to semi-trucks, busses, & uninhabited RVs or campers) must park in Parking Lot D. No RVs or campers, which are inhabited overnight, will be allowed to park in SCCC parking lots.

Shipping/Freight

ALL SHIPMENTS RECEIVED PRIOR TO THE FIRST MOVE IN DAY AT SCCC WILL BE CHARGED A STORAGE FEE. PLEASE SEE SHIPPING FORM FOR RATES. Any items received more than 2 weeks prior to move in day will be refused.

When SCCC is serving as the decorator all advanced & outbound shipping must be arranged through the carrier of your choice. When an outside decorator is being used shipments made directly to the SCCC on a move-in day for an exhibit hall show must be routed to the attention of the show or contracted decorator. A representative MUST be present to receive all shipments. All equipment, freight, decorations, and miscellaneous items must be removed from the premises at the expiration of the Licensee's contract. Unless outbound shipping arrangements are made with SCCC when serving as the decorator, items left behind will be treated as abandoned and disposed of as the facility sees fit. The SCCC is not responsible for lost or misplaced freight. The SCCC is not responsible for any materials left unattended.

Smoking

For the benefit of our patrons, exhibitors, and employees, and in compliance with state and local laws, the SCCC is a non-smoking facility. Smoking is not permitted anywhere in the SCCC. We do not restrict smoking in outdoor areas of our premises, and are grateful for everyone's cooperation in preventing litter and inconvenience to others. Our goal is to create a pleasant and healthy environment for everyone, and we ask your help in informing exhibitors and patrons about this policy.

Tape Removal

Customer is responsible for the removal of all tape and residue marks from the exhibit hall and pre-function floors. The repair cost for any damage caused to a surface by the use of inappropriate cleaning chemicals or tools will be billed to the customer. The use of high residue tape is prohibited on any carpeted, tiled, concrete, or hardwood surface.

Utility Services

All service connections and overload protection equipment must be installed and removed by the SCCC. Any connections requiring 208v will require a 2 hour minimum charge for an electrician. All equipment and material furnished shall remain the property of the SCCC and shall be removed only by the Operations department at the close of the show. See enclosed order form for available electrical services. Booth power will be turned on 1-hour prior to each day's show and turned off 30 minutes after closing. Written requests should be made to the SCCC for installation of equipment with special voltage and/or other specialized power requirements. These requests should be received at least 30 days prior to the first scheduled move-in day.

Rates quoted for booth connections cover the cost of bringing one electrical service connection to the back wall of the exhibit booth or other location determined convenient by the SCCC electricians. These rates do not include connecting equipment, wiring or taping electrical cords to meet safety requirements, special placement, or relocation of service; these services are available for an additional charge. Anything requiring 24-hour current must be ordered in advance and clearly marked on the Electrical Service Order Form.

Orders will be processed and installed in a first-come, first-serve basis, or as we determine most convenient. Service will begin on the start date and end after the close of the show, unless special arrangements for early or late connection/disconnection have been made. If cancellation occurs before installation and more than 6 days prior to the first scheduled move-in day, a 90% refund will be given. If cancellation occurs before installation and in 6 days or less than the first scheduled move-in day, a 75% refund will be given. If cancellation occurs after installation or after the start of the first scheduled move-in day, no refund will be given.

Non-exhibit and "non-production" use of the prefunction, ballroom, or meeting room permanent 120V electrical outlets is included in meeting room rental, subject to review. Electrical service for exhibit booth space, staging, lighting or other production lighting must be ordered through SCCC. All electrical equipment must be properly tagged or marked as to the type and amount of current, voltage, phase, frequency, horsepower, etc. The use of open clip sockets, latex or lamp cord wire, unapproved duplex or triplex attachment plugs is prohibited. All extension cords must be 120 Volt three pronged, grounded cords. All exposed non-current carrying metal parts of fixed equipment must be grounded. All equipment, regardless of power source, must comply with local, state, and national safety codes.

The SCCC reserves the right to refuse any connection or equipment that is deemed unsafe. Obstructions blocking utility floor boxes are subject to relocation as necessary. The SCCC Operations department is authorized to cut floor coverings to permit installation of service unless otherwise directed. The SCCC cannot accept responsibility for voltage fluctuation or power failure due to temporary conditions beyond our control. For your protection, we advise installing a surge protector on all your computers and other sensitive equipment. We will not be responsible for damage or loss to any equipment, components,

computer hardware, software or data, or injury to any person caused by the unauthorized installation of any equipment, connection to service, or wiring of any equipment by persons other than SCCC house electricians.

Vehicles

Vehicles are not permitted within the Facility for loading and unloading without the prior authorization of your Event Manager. All approved vehicles must be attended while in the Facility and may not have the motors running while stationary. All such vehicles must be removed prior to the opening of the event. All gasoline and diesel powered vehicles and equipment on display inside the facility shall have no more than ¼ tank or (5) gallons, whichever is less, of fuel in the tank; all fuel tanks shall be locked or effectively sealed and at least one battery cable 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. Placement of display vehicles in carpeted areas requires prior written approval of the General Manager or designee. Carpeting or visqueen must be placed underneath the vehicle for any possible leakage.

For the safety of all exhibitors, employees, and guests, carts, forklifts, bicycles, etc. are not permitted on carpeted areas. No liquid fuel powered vehicles should be operated outside the exhibit halls due to noise, air pollution, and fire hazard. Forklifts are not permitted in the ballroom, pre-function space, or meeting rooms.

Water Fills & Drains

Tanks, drums, barrels, and other containers requiring water fill and drain exceeding 10 gallon capacity must be filled and drained by house engineers and are subject to a service charge. All fountains or other decorative water containers must be waterproof and of sufficient density to avoid leaks. Plastic must be placed underneath the display for additional protection. All water displays must be pre-approved by the General Manager or designee. We reserve the right to fill any container that shows sign of leakage or is otherwise deemed inadequate by a house engineer. Containers showing signs of leakage will be drained by a house engineer without prior notice.

Exhibitor assumes responsibility for any damage to SCCC facilities caused by faulty exhibitor equipment or negligent operation of exhibitor equipment. We cannot accept responsibility for pressure fluctuations due to temporary conditions beyond our control. For your protection, we advise installing appropriate regulators on any connection requiring critical control of pressure, moisture content, etc. We will not be responsible for damage or loss to any equipment or components or injury to any person caused by the unauthorized installation of any equipment, connection to service or interconnection of any equipment by persons other than house engineers.

Welding

For public safety reasons, the use of welding equipment and cutting equipment must be approved by the SCCC and the Fire Marshal. The following requirements must be adhered to:

- Cutting and welding equipment must be in good condition
- No combustibles or flammables can be within 35 ft. of work site. When 35 ft. cannot be obtained, protective covers, fire resistant shields, or guard must be used.
- All wall and floor openings within 35 ft. of the site must be tightly covered to prevent the passage of spark to adjacent areas.
- Cylinders containing compressed gasses for use at the site shall not be charged in excess of one half (1/2) their maximum capacity. Total gas capacity of cylinders is limited to 2500 cubic ft.
- Beyond the cylinders connected for use, additional cylinders may be stored at the site to furnish approximately one day's consumption. Other cylinders shall be stored in an approved storage area.

UTILITY SERVICES CONDITIONS AND REGULATIONS

1. PAYMENT INFORMATION

- a. We can accept company checks, money orders, Visa, MasterCard, Discover, and American Express for payment. Acceptance of checks and credit cards is subject to verification at our discretion. A service charge of \$25.00 will be administered for each returned check.
- b. Advance service orders and payment IN FULL must be RECEIVED a minimum of fourteen (14) days prior to the first scheduled move-in date before a show. Orders submitted without full payment and orders received after the 14-day cut off date are subject to FLOOR PRICES.
- c. Arrangements for payment of Labor & Services must be made before service is installed. Payment IN FULL must be rendered before start of show unless prior arrangements have been made with the Event Services Office.

2. RATES AND LABOR CHARGES

- a. Rates quoted for all connections cover only the bringing of service to the booth in the most convenient manner, and DO NOT include connecting equipment to provided services.
- b. Special placement or relocation of service will result in a labor charge. Payment IN FULL shall be rendered for such services before the start of the event.
- c. Services ordered during exhibitor move-in may not be installed before the event opens.
- d. All prices are based on current wage rates and are subject to change without notice.

3. INSTALLATION OF SERVICES

- a. Rates quoted for all connections cover only the bringing of service to the booth in the most convenient manner, and DO NOT include connecting equipment to provided services.
- b. Orders will be processed and installations completed on a first-come, first-served basis, or as we determine most convenient. Earliest orders normally receive highest priority.
- c. All materials and equipment furnished by the St. Charles Convention Center for any services ordered shall remain the St. Charles Convention Center's property and shall be disconnected and removed ONLY by house staff at the close of the event.
- d. Service will begin on the start date and end after the close of the event, unless special arrangements for early connect and/or late disconnect are made.

4. CANCELLATION POLICY

- a. If cancellation occurs before installation and more than 6 days prior to the first scheduled move-in day: 90% REFUND.
- b. If cancellation occurs before installation but 6 days or less prior to the first scheduled move-in day: 75% REFUND.
- c. If cancellation occurs after installation or after the start of the first scheduled move-in day: NO REFUND.

5. SERVICE GUIDELINES

- a. Electrical
 - Special voltage and/or other specialized power requirements must be received at least thirty (30) days prior to exhibitor's scheduled arrival and move-in. Electrical services available are: 120 volt AC – 1 phase 60 cycle, 208 volt AC – 1 phase and 3 phase 60 cycle, and 480 volt AC – 3 phase 60 cycle. All 208v connections will require a 2 hour electrician minimum to be paid.
 - 24-hour power will only be provided to those locations that have ordered and paid for 24-hour service. Otherwise, booth power will be turned on one (1) hour prior to each day's event opening and turned off thirty (30) minutes after closing. Only STCCC house electricians are permitted to service connections and overload protection to equipment.
 - Electrical Connections – Exhibitors or exhibitors' agents may plug into purchased outlets and connect signal wiring (i.e. antenna, audio, video, speakers) within a booth or between the exhibitor's equipment with one booth. Otherwise, under NO circumstances shall anyone other than house electricians make electrical connections. Power requirements crossing aisles will not be installed unless approved by show management AND our Event Services department.
 - Obstructions blocking utility floor boxes are subject to relocation as necessary. House electricians are authorized to cut floor coverings to permit installation of service unless otherwise directed. Standard wall, column and permanent building electrical outlets are not a part of booth space and are not to be used by exhibitors unless authorized by event service department.
 - Prohibited Usage – Use of open clip sockets, latex or lamp cord wire, or unapproved duplex or triplex attachment plugs in exhibits are prohibited.

UTILITY SERVICES CONDITIONS AND REGULATIONS

- **Equipment** – All equipment must be properly tagged or marked with complete information as to the type and/or amount of current, voltage, phase, frequency, horsepower, etc. required. 120-volt cords must be of the three-wire grounded type. All exposed, non-current carrying metal parts of fixed equipment, which are liable to be energized, must be grounded. We reserve the right to refuse connection to any exhibitor whose equipment is deemed unsafe by our electrical supervisors. Special equipment requiring company engineers or technicians for assembly, servicing, preparatory work and operation may be executed without house electricians. However, all equipment, regardless of the source of power, must comply with all federal, state and local state safety codes.
 - **NOTICE:** We cannot accept responsibility for voltage fluctuation or power failure due to temporary conditions beyond our control. For your protection, we advise installing a surge protector on all your computers and other sensitive equipment. All electrical installations and connections to electrical service must be made by a house electrician. We will not be responsible for damage or loss to any equipment, components, computer hardware, software or data, or injury to any person caused by the unauthorized installation of any equipment, connection to service, or wiring of any equipment by persons other than St. Charles Convention Center house electricians.
- b. Mechanical
- **Service Connection Guidelines:** Under NO circumstances shall anyone other than house engineers make service connections. Service requirements crossing aisles will not be installed unless approved by show management AND our Event Services department. Obstructions blocking utility floor boxes or other service access points are subject to relocation as necessary. House engineers are authorized to cut floor coverings to permit installation of service unless otherwise directed.
 - **Equipment:** All equipment must comply with all federal, state and local safety codes. Where applications require critical regulation of pressure, flow or moisture content, the exhibitor is responsible for supplying the necessary regulator, conditioner, etc. All equipment must be properly tagged or marked with appropriate information about requirements or tolerances regarding pressure, flow, capacity, rate of fill and/or other factors pertinent to safety. We reserve the right to refuse connection to any exhibitor whose equipment is deemed unsafe by an engineering supervisor. All materials and equipment furnished by St. Charles Convention Center for this service order shall remain St. Charles Convention Center property and shall be disconnected and removed only by house engineers at the close of the show. Tanks, drums, barrels and other containers requiring water fill and drain exceeding 30-gallon capacity must be filled and drained by house engineers and are subject to a service charge. We reserve the right to not fill any container that shows signs of leakage or is otherwise deemed inadequate by an engineering supervisor. Containers showing signs of leakage will be drained by a house engineer without prior notice.
 - **NOTICE:** Exhibitor assumes responsibility for any damage to St. Charles Convention Center facilities caused by faulty exhibitor equipment or negligent operation of exhibitor equipment. We cannot accept responsibility for pressure fluctuations due to temporary conditions beyond our control. For your protection, we advise installing appropriate regulators on any connection requiring critical control of pressure, moisture content, etc. All installations and connections to mechanical services must be made by house engineers. We will not be responsible for damage or loss to any equipment or components or injury to any person caused by the unauthorized installation of any equipment, connection to service or interconnection of any equipment by persons other than house engineers.



ST. CHARLES CONVENTION CENTER

1 CONVENTION CENTER PLAZA

ST. CHARLES, MO 63303

WWW.STCHARLESCONVENTIONCENTER.COM



PHONE: (636) 896-1801 FAX: (636) 896-1802

EMAIL: exhibitorsvs@scmocc.com

EXHIBITOR SERVICES ORDER FORM

Event:	Company Name:
Event Dates:	Mailing Address:
Exhibit Location/Booth:	City: State: Zip:
Ordered By:	Phone: Fax:
On-Site Contact:	E-mail:

ADVANCED PRICING IS VALID WITH FULL PAYMENT RECEIVED
14 CALENDAR DAYS PRIOR TO EVENT MOVE IN.

EQUIPMENT	QTY	14 DAY ADV PRICE	REG PRICE	TOTAL
-----------	-----	------------------	-----------	-------

ELECTRIC				24 HR ?
120 V-SINGLE PHASE 10 AMPS (960 WATTS)		\$ 65	\$ 90	Y or N
120 V-SINGLE PHASE 20 AMPS (1920 WATTS)		\$ 90	\$ 120	Y or N
POWER STRIP		\$25		
24 HOUR POWER = TOTAL PRICE OF OUTLETS _____ X .5				
Electric Subtotal				\$

TELECOM				
WIRELESS INTERNET (PER DAY)		\$ 50	\$ 50	
WIRED INTERNET (PER DAY)		\$ 50	\$ 50	
ADDITIONAL IP ADDRESSES		\$ 75	\$ 100	
PRIVATE SECURED NETWORK		\$ 25	\$ 75	
ANALOG DIRECT PHONE LINE Dial 9 to get outside line		\$ 125	\$ 150	1x fee
CABLE TV (TV must be cable ready)		\$ 50	\$ 75	1x fee
IT Technician (15 minute minimum)		\$ 60/hr	\$ 60/hr	
Telecom Subtotal				\$

208V ELECTRIC			
208 V-SINGLE PHASE 30 AMPS		\$ 175	\$ 250
208 V-THREE PHASE 30 AMPS		\$ 200	\$ 270
208 V-SINGLE PHASE 50 AMPS		\$ 300	\$ 370
208 V-THREE PHASE 50 AMPS		\$ 325	\$ 400
208 V-SINGLE PHASE 100 AMPS		\$ 400	\$ 560
208 V-THREE PHASE 100 AMPS		\$ 425	\$ 585
208 V-THREE PHASE 200 AMPS		\$ 600	\$ 760
24 HOUR POWER = TOTAL PRICE OF OUTLETS _____ X .5			

A/V SERVICES **				
<i>Monitors/VCR/Other</i>				
32" HD LCD TV w/ DVD		\$ 175	\$ 200	
CD Player/DVD Player		\$ 50	\$ 75	
<i>Projectors- higher output available</i>				
SVGA LCD projector (1200 Lumen)		\$ 190	\$ 210	
XGA LCD projector (3000 lumen)		\$ 400	\$ 425	
<i>Screens - larger sizes available</i>				
6' or 7' tripod w/ skirt		\$ 40	\$ 50	
**A/V Services are subject to a 20% Supplemental Fee				
A/V Subtotal				\$
20% Supplemental Charge				
SUBTOTAL				\$

ELECTRICIAN- 2 HOUR MINIMUM FEE PER CONNECTION REQUIRED		\$85 /hr	\$95 /hr
---	--	----------	----------

NEMA PLUG # IF AVAILABLE	#	
208V Electrical Subtotal		\$

Power will be turned on (1) hour prior to each day's event opening, and turned off (30) minutes after closing. Please order 24 hour power if you will be in need of additional service.

CANCELLATION POLICY
If cancellation occurs before installation and more than 6 days prior to the first scheduled move-in day: 90% REFUND.
If cancellation occurs before installation but 6 days or less prior to the first scheduled move-in day: 75% REFUND.
If cancellation occurs after installation or after the start of the first scheduled move-in day: NO REFUND.

All terms, conditions, and rates on this form are subject to change at any time without notice.

PAYMENT INFORMATION

Please make checks payable to: ST. CHARLES CONVENTION CENTER

Credit Card Type:	Credit Card Number:
Expiration Date:	Security Code (Last 3 digits on back of card or 4 digits on front of Amex.)
Name on card (Please Print)	
Signature	Date
CC Billing Address:	
City:	State: Zip:

FINAL SUBTOTALS	\$
x 7.45% Sales Tax	
LABOR FEES	\$
NEW SUBTOTAL	\$
x 1% Tourism Tax (of NEW subtotal)	
GRAND TOTAL	\$



**ST. CHARLES CONVENTION CENTER
EXHIBITOR SERVICE ORDER FORM**

1 CONVENTION CENTER PLAZA
ST. CHARLES, MO 63303

WWW.STCHARLESCONVENTIONCENTER.COM

PHONE: (636) 896-1801 FAX: (636) 896-1802 Exhibitorsvs@scmocc.com



WATER & CLEANING SERVICES

Event:	Company Name:		
Event Dates:	Mailing Address:		
Exhibit Location/Booth:	City:	State:	Zip:
Ordered By:	Phone:	Fax:	
On-Site Contact:	E-mail:		

**ADVANCED PRICING IS VALID WITH FULL PAYMENT RECEIVED
14 CALENDAR DAYS PRIOR TO EVENT MOVE IN**

EQUIPMENT	QTY	14 DAY ADV PRICE	REG PRICE	TOTAL
WATER				
Water Connection: One Time Fill, & Drain (11-1,000 Gallons)		\$ 150	\$ 185	
Water Connection: One Time Fill, & Drain (1,000 + Gallons)		\$ 250	\$ 300	



STANDARD CLEANING SERVICES						
√	OPTION	Cleaning Service*	ADVANCED PRICING		DAY OF PRICING	
	1	Initial vacuum before first show / event day only	\$0.25	per sq ft	\$0.30	per sq ft Single Service
	2	Daily vacuum of booth for all show / event days (Includes #1 above)	\$0.20	per sq ft	\$0.25	per sq ft Per Day
	3	Daily vacuum and Cleaning Service Includes #1 & #2 above PLUS periodic carpet sweeping of booth and wastebasket pick-up	\$0.50	per sq ft	\$0.60	per sq ft Per Day

* Rates do not apply to food shows

Note: Amount must be based on a minimum of 100 sq ft. per single booth

Please compute cost below:

Booth Size X = Total Sq. Ft. (Min 100 Sq. Ft.)
 Length Width

 X X = \$
 Total Sq. Ft. Rate per # of days Total
 (Min 100 Sq. Ft.) Sq. Ft.

PAYMENT INFORMATION

Credit Card Type:	Credit Card Number:		
Expiration Date:	Security Code (Last 3 digits on back of card or 4 digits on front of Amex.)		
Name on card (Please Print)			
Signature	Date		Please make checks payable to: St. Charles Convention Center
Billing Address:			
City:	State:	Zip:	
CANCELLATION POLICY If cancellation occurs more than 6 days prior to the first scheduled move-in day: 90% REFUND. If cancellation occurs 6 days or less prior to the first scheduled move-in day: 75% REFUND. If cancellation occurs after the start of the first scheduled move-in day: NO REFUND.		All terms, conditions, and rates on this form are subject to change at any time without notice.	
		Total Sales	\$ <u> </u>
		x 7.45% Sales Tax	<u> </u>
		SUBTOTAL	\$ <u> </u>
		x 1% Tourism Tax (of subtotal)	<u> </u>
		GRAND TOTAL	\$ <u> </u>

*100 sq ft. is the minimum requirement. Additional charges may apply to larger booths.