

# 2021 EXHIBITOR MANUAL

44th Annual Builders St. Louis

# Home & Garden Show<sup>SM</sup>

Produced by



Exhibitor manual is subject to updates or changes without notification.

MARCH 18-21 • America's Center • St. Louis, MO • [STLHomeShow.com](http://STLHomeShow.com)

Dear Home Show Exhibitor,

Thank you for exhibiting at the 2021 Builders St. Louis Home & Garden Show. Planning ahead is the key to your success in the Show. This manual was designed to answer your questions and provide important Show information.

The Home Show team is looking forward to working with you. We want you to have a successful Show. If you have questions, please don't hesitate to contact us!

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Tammy x124



**Show Manager**  
RidgleyT@hbastl.com  
314-817-5624

Ellen x120



**Show Marketing**  
ViehmmanE@hbastl.com  
314-817-5620

Renee x118



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MincherR@hbastl.com  
314-817-5618

# GENERAL INFORMATION

## CONVENTION CENTER ADDRESS

**America's Center Convention Complex**  
701 Convention Plaza  
St. Louis, MO 63101

## SHOW HOURS & COLORS

**Thursday, March 18** 10 am - 8 pm  
**Friday, March 19** 10 am - 8 pm  
**Saturday, March 20** 10 am - 8 pm  
**Sunday, March 21** 10 am - 5 pm

**Kitchen & Bath** - red drape, cayenne aisle carpet  
**Lawn & Garden** - lime green drape  
**Interior Design** - silver drape, gray aisle carpet  
**Pool & Spa** - blue and white drape  
**New Construction Zone** - black drape, cayenne aisle carpet  
**Balance of Show** - black and white drape

## HBA HOME SHOW OFFICE

Room 116, located at the front of Aisle 3400 and accessible from the Show floor and the Washington Avenue lobby.

## DECORATOR & BUILDING SERVICES

The Show Decorator, Heritage Trade Show Services, can be contacted prior to the show at 314-534-8500. For questions about electrical, plumbing or gas please contact Tammy at 314-817-5624.

## SHOW VISITOR ADMISSION PRICES & DISCOUNTS

### REGULAR TICKET PRICES:

**Adults** \$10  
**Children 6-12** \$4  
**Children 5 and under** Free

### DISCOUNTS:

**Online coupon** good for \$2 off on Thursday and Friday or \$1 off on Saturday and Sunday.

**\$2 discount** on adult tickets purchased online

**Senior citizen discount** - half price admission on Thursday only. 62 years and older with valid ID.

No coupon necessary.

**\$5 After 5 pm**

## SALES TAX

9.679%

## FIRST AID

Some first aid products are available in the Home Show Office, Room 116. The First Aid Station, with an EMT (located in the lobby) will be open during Show hours.

## 2021 BUILDERS ST. CHARLES HOME SHOW & 2021 BUILDERS HOME & REMODELING SHOW EXHIBIT SALES

Exhibit space for the Builders St. Charles Home Show, April 9-11, 2021 and the Builders Home & Remodeling Show, September 24-26, 2021, both at the St. Charles Convention Center, will be available at the Home Show Office, Room 116.

## EXHIBITOR DEADLINES

**January 15** Advanced Rate for Electrical, Plumbing, Gas, Phone, Internet, Floral, etc. Orders  
**January 15** Final Booth Payment - HBA  
**January 22** Food Sampling Form - America's Ctr. Catering  
**January 22** Directory Listing and Advertising - HBA  
**January 22** News Release Information - HBA  
**February 10** Decorator Order - Heritage Trade Show Svcs.  
**February 21** Exhibitor Pass/VIP Ticket Advance Order - HBA

**NOTE: Missing these deadlines can cost you money!**

## EXHIBITOR FOOD OPTIONS

Various types of concessions are available. America's Center will offer discount coupons to exhibitors for concessions.

## HOTEL ACCOMMODATIONS

The HotelLumiere at The Arch, located at 901 N. 1st Street, is offering a discounted rate of \$115 per night, plus tax on a limited number of rooms. Discounted daily parking rate is \$10. **Deadline to reserve rooms is Friday, March 5, 2021.** Call the Reservations line at 1-877-450-7711 and use Group Code: **STLHG21** or book online [here](#). (\*Upon arriving to page guest must enter dates of stay (3/12/21-3/22/21) and click check availability.)

# GENERAL INFORMATION

## EXHIBITOR PARKING

\$8 exhibitor parking will be available on Saturday, March 20 and Sunday, March 21 at the 7th and Locust Garage.

**Exhibitors are required to purchase parking in advance to get this great rate and if purchasing parking for both Saturday and Sunday, two separate purchases are required. Email confirmation must be printed and given to parking attendant upon exiting the lot each day. Click here to order discounted parking. Select date by clicking on "Choose Event Date" and toggling calendar to March 2021. "Discount Code" is H&GSHOW2021.**

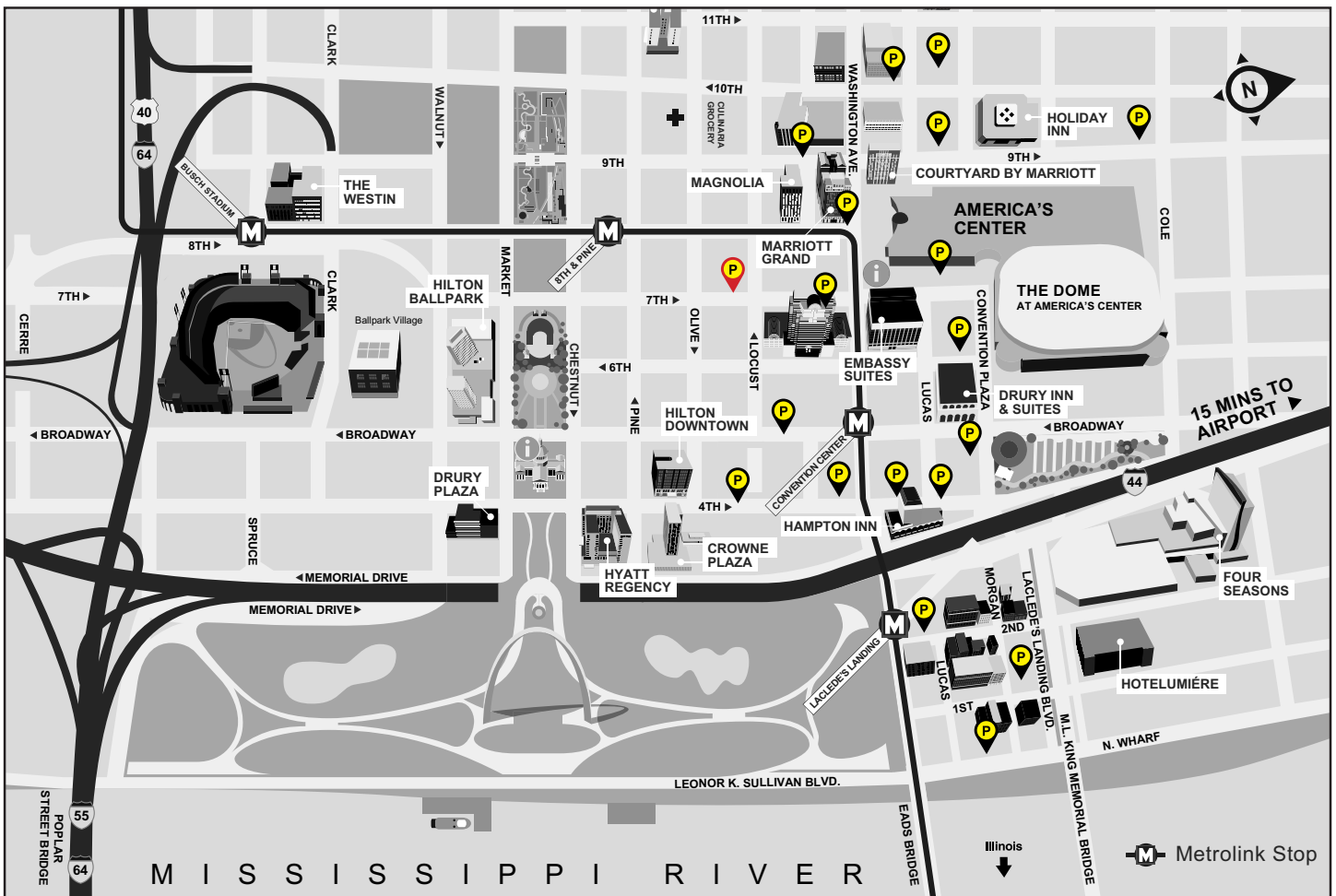
**Valet Parking - \$20 for the day - Located at Main Entrance on Washington Ave.**

## RV PARKING

If you have an RV and need a place to stay, St. Louis RV Park has full service, showers, dumping station and 24-hour security. The park is located at 900 N. Jefferson. Call 314-241-3330.

## HARDWARE STORE

Forget something? Marx Hardware & Paint Company, established in 1875, is only five minutes north of America's Center at 2501 N. 14th St. & Benton. One of the last "a little bit of everything" hardware stores left - 314-231-8435.



# SHOW PROMOTIONS / PASSES & TICKETS

Take advantage of these great opportunities to maximize your booth investment and increase visibility with consumers!

## HOME SHOW DIRECTORY OPPORTUNITIES

The printed Show Directory is distributed at Show entrances. A recent survey indicated that **64%** of attendees left with a directory to use as a buying guide and **81%** will make a purchase for their home within one year.

Each exhibitor will receive one **FREE** listing in the directory Product/Service section, **if form is submitted by January 22.**

Enlarge or **bold** your listing or add your website for just \$30 each. Additional category listings can also be purchased for \$35 each. **Each exhibitor will receive a free website listing with link on [www.STLHomeShow.com](http://www.STLHomeShow.com) if website is listed on form submitted by January 22. (This website will NOT be printed in the Show Directory.)**

**Advertise in the directory.** Stand out from other exhibitors and keep your name and product/service in front of consumers.

**Complete the Directory Listing Form in the Exhibitor Portal at [STLHomeShow.com](http://STLHomeShow.com) by January 22.** If you have questions contact Renee at 314-817-5618 or [MincherR@hbastl.com](mailto:MincherR@hbastl.com).

## SEND INFORMATION FOR MEDIA INQUIRIES

Help us help you! The media is always looking for newsworthy information and interesting products/services that they can feature on their shows. FREE publicity is priceless!

Do you have a brand new product? A new twist on an old product? We can help you spread the word! Contact the manufacturer of your product for a press release. Or write an article about how your product/service fulfills a need consumers have, including product benefits and how your product stands out from others. Submit your information with high resolution photos and you could receive FREE publicity. Information can be submitted at [STLHomeShow.com](http://STLHomeShow.com) in the Exhibitor Portal and must be submitted by January 22. For more information about advertising and promotion, contact Ellen at 314-817-5620 or [ViehmannE@hbastl.com](mailto:ViehmannE@hbastl.com).

2020 Builders St. Louis Home & Garden Show			
<b>FOOD PRODUCTS (CONT'D)</b>		<b>FOUNDATION REPAIRS</b>	
GERM & Bazaar	3000	North Westwooding	2710
Bill's Bazaar	(314) 252-0565	34 Professional Home	2715
Regarded Foods	(314) 255-5555		
Grocery Delivery	(314) 464-6454		
Joe's Market Subs	3021	<b>FURNITURE</b>	
2020-2024-2024		Geographical Interiors	2021
Natural of the Ville	2022	(888) 244-2883	
Heritage Brick Center	(314) 842-3333	Green Prairie Woodworks	2051
Decorative Woodwork		SEE AD - INSIDE FRONT COVER	
Western Chrome & Sausage	1502	<b>FURNITURE - OUTDOOR</b>	
2020-2024-2024		Home Depot Outdoor	2700
<b>FOUNDATION PIERING</b>		Nation Door	2715
Moody Basement Systems, Inc.	3410	Classic Outdoor Seals	2215
(314) 984-1695		Outdoor Woodcraft	15
<a href="http://www.MoodyBasementSystems.com">www.MoodyBasementSystems.com</a>			
		<b>GLASS - DECORATIVE</b>	
		Blue Bird Construction	2008
		2020-2024-2024	
		Langley of St. Louis	
		By Handmade Garage Door	
		and Fence Company	1419
		(888) 341-6666	



**MID AMERICA CHEVY DEALERS**

[STLHomeShow.com](http://STLHomeShow.com)

Visit the Mid America Chevy Dealers Display to view the 2020 Chevrolet models and register to receive a free gift.

## EXHIBITOR PASSES

Exhibitor Passes are to be used by people working your booth. **Do not provide them to friends, customers, family members or children.** An Exhibitor Pass can be used once each day and will be punched each day by the ushers. If you need to exit and return to the Show, you must have your hand stamped before you leave. A different person can use the pass each Show day. **If you need to order more passes, go to the Exhibitor Portal at [STLHomeShow.com](http://STLHomeShow.com).**

**EXHIBITOR PASS DISTRIBUTION: Exhibitor passes are NOT mailed. All exhibitor passes must be picked up at the Home Show Office, Room 116 or at the HBA, 10104 Old Olive St. Rd., St. Louis, MO 63141, prior to move-in. YOUR THREE OPTIONS:**

1. If you would like to distribute passes to your employees prior to the Show, pick them up at the HBA Office between February 8 and March 11 from 8:30 am - 4 pm.
2. Pick up your passes at the Home Show Office, Room 116 during move-in March 15-17 from 9 am - 5 pm.
3. Leave your passes in Will Call at the Home Show Office, Room 116 and have your employees pick them up individually. Someone from your company will be required to sign for your passes when they are picked up, as proof that you have received them. Employees picking up individual passes at Will Call will be required to show ID.

Exhibitor Passes are required starting at 8 am on opening day and throughout the Show. **Exhibitor passes are the ONLY tickets that allow entry prior to the Show opening to the public at 10 am. If you lose/forget your pass, you must buy a one-day pass for \$4 or a full-Show pass for \$8** (employee ID or business card must be presented to buy a one-day pass). One-Day Exhibitor Passes ordered in advance will be held in the Home Show Office and distributed one at a time to employees presenting proper ID.

## VIP TICKETS & INDUSTRY DAY PASSES

VIP Tickets are for use by customers and family. They admit one person any Show day and provide a special invitation from you. They can be purchased in blocks of 10 for \$50. To order VIP Tickets, visit the Exhibitor Portal at [STLHomeShow.com](http://STLHomeShow.com).

Industry Day Passes are for distribution to customers and industry members and will be mailed with your counter-signed application and final invoice. They are available in limited quantities. **They are good only for opening day, Thursday, March 18. Under no circumstances should Industry Day Passes be distributed at the Convention Center.**

# LOGOS / COUPONS / SOCIAL MEDIA

Spread the word about your participation in the Show! Include the Show logo in your advertising, promotional materials and social media.

## HOME SHOW LOGOS

Promote your participation in the Home & Garden Show by using the Show logo in your print and electronic advertising, on coupons and in all of your other promotional materials. To receive high-resolution logos, email Ellen at ViehmannE@hbastl.com or you can download them at STLHomeShow.com in the Press Room accessible from the Show Visitors section of the website.

**RECEIVE 10 FREE VIP TICKETS when you use the Show logo in your advertising!**

Insert the Home & Garden Show information in your print ads, TV commercials, newsletters or direct mail prior to the Home Show (including Show logo and dates) and we will thank you with a 10-pack of VIP Tickets. Submit your ad to us at the HBA prior to the Show or in the Home Show Office during the Show to receive your free tickets. **NOTE: Limit two 10-packs with two different ads in different publications/stations.** Feature the Home Show in your social media campaign, with a minimum of 6 posts, and receive a 10-pack of VIP Tickets.

See us at the

44th Annual Builders St. Louis



March 18-21 at America's Center

## HOME SHOW COUPON/INVITATION

Invite your customers to come see you at the Home & Garden Show. The HBA makes it easy! We create an electronic invitation, **with a coupon**, that you can email to your database or include in social media posts. Look for this invitation - it will be emailed to all exhibitors 30 days prior to the Show.



## SOCIAL MEDIA

Share, tweet, like, follow, mention and comment about the Show, your Show booth # and your Show specials on all your social platforms. Be sure to tag, mention and share the St. Louis & St. Charles Home Shows pages and posts in your social media posts and use #STLHomeShow. Everybody wins when we get "social" together!

**Facebook with us ...** [www.facebook.com/stlhomeshow](http://www.facebook.com/stlhomeshow)

**Tweet with us ...** [www.twitter.com/STLHomeShow](http://www.twitter.com/STLHomeShow)

**Join us on Instagram ...** [www.instagram.com/stlhomeshow](http://www.instagram.com/stlhomeshow)

**Connect with us on LinkedIn ...**

[www.linkedin.com/company/st-louis-&-st-charles-home-shows](http://www.linkedin.com/company/st-louis-&-st-charles-home-shows)

### Sample posts and tweets:

- Come see us at the St. Louis Home & Garden Show, March 18-21 at America's Center. We are in booth xxx. #STLHomeShow
- Looking to improve your home? Visit us at the St. Louis Home & Garden Show in booth xxx to take advantage of our show specials. #STLHomeShow
- Don't miss Missouri's largest home product market place, the St. Louis Home & Garden Show! Visit us in booth xxx. #STLHomeShow

# MOVE-IN & MOVE-OUT INFORMATION

## MOVE-IN TIMES & PROCEDURES

Drive-in times are scheduled based on booth size and circumstances and are reserved for large booths that require extensive set-up. If you would like to schedule a drive-in time for Monday, March 15, contact us between December 1, 2020 and January 29, 2021. You must call us to request a drive-in time and availability is on a first-come, first-served basis. All exhibits must be set up prior to 5 pm on Wednesday, March 17.

### MONDAY, MARCH 15

#### (DRIVE-IN ONLY WITH SCHEDULED TIME)

Drive-in 8 am - 5 pm with scheduled time only.

To schedule a drive-in time, you **MUST** contact us beginning December 1 and speak to:

**Doors 2, 3A, 3B** - Renee, 314-817-5618/MincherR@hbastl.com

**Doors 4A, 4B, 5** - Tammy, 314-817-5624/RidgleyT@hbastl.com

**NOTE: ONLY TWO TRUCKS PER COMPANY ARE ALLOWED TO DRIVE INTO THE EXHIBIT HALL AT ANY ONE TIME.** All vehicles must be unloaded and removed from the building immediately. Overhead doors lower and lock daily at 5 pm. You may work until 10 pm, but you will not be able to re-enter the building if you leave after 5 pm.

### TUESDAY, MARCH 16 & WEDNESDAY, MARCH 17

#### (NO DRIVE-IN)

**Move-In Doors 2, 3A, 3B, 4B and 5**

Move-in 8 am - 5 pm on a first-come, first-served basis.

**Move In Door 4A: SELF UNLOADING P.O.V. (Privately Owned Vehicles) ONLY (located off 9th Street) 8 am - 5 pm unload curbside on a first-come, first-served basis. See Guidelines on page 8.**

Exhibitors at doors 2, 3A, 3B, 4B or 5 may unload vehicle at assigned door onto a provided cart or pallet. Once vehicle is unloaded, it must be removed from the overhead door. A teamster will take the cart to your booth while you are parking.\* No dollies/carts may be used by exhibitors, unless you are utilizing the **SELF UNLOADING DOOR 4A**. Teamsters and carts will be available free of charge for move-in and move-out.\*

If you have a crated display or your freight is coming on a common carrier, you must contact Heritage at 314-534-8500 to arrange for drayage and rates on pages 42-46 will apply.

### THURSDAY, MARCH 18 (NO MOVE-IN OR DRIVE-IN)

**SHOW OPENS TO THE PUBLIC AT 10 AM.** Exhibitors may enter the Show starting at 8 am through public entrances **ONLY WITH EXHIBITOR PASS.**

## MOVE-OUT TIMES & PROCEDURES

**SUNDAY, MARCH 21** - 5:30-9 pm

**MONDAY, MARCH 22** - 8 am - 3 pm

**All exhibits must be removed before 3 pm on Monday, March 22.** Move-out is handled on a first-come, first-served and location basis. Note: Exhibitors are allowed to drive on the Show floor to load up for move-out where possible.

- **No dollies/carts may be used by exhibitors during move-out.** Teamsters and carts will be available free of charge. If you have a crated display or your freight is coming on a common carrier you must contact Heritage at 314-534-8500 to arrange for drayage and rates on pages 42-46 will apply.
- **Tear-down prior to the Show closing is prohibited.** This is a huge liability and makes the Show and everyone in it look bad! **Those companies found in violation by Show Management Will be notified via letter and will receive a \$200 invoice as a fine that must be paid before being allowed to exhibit in another one of our Shows.** The following are prohibited during Show hours: dismantling of displays (including but not limited to walls, pop-ups, tables, removal of banners, etc.), carts/dollies on the Show floor and the use of tools (powered and powerless) for the purposes of dismantling displays.
- **You must have move-out permits to carry out material.** Move-out permits will be mailed with your counter-signed application. Additional permits can be picked up at the Home Show Office, Room 116.
- **For security reasons, have exhibit personnel at your booth Sunday evening and Monday.** The loss of display materials occurs mainly during move-out. Guards will handle security throughout the show, but it is impossible to completely control such a large number of exhibitors without your cooperation.

**TRASH/WASTE:** America's Center staff will **ONLY** pick up cardboard, paper and shrink-wrap from your booth. Exhibitors are responsible for removing and disposing of all other materials off site and will be charged if building materials are left at the Show.

**\* TEAMSTER LABOR AND ASSISTANCE: The Show will provide complimentary teamster labor and fork lift service for non-crated/palleted materials that do not come on over-the-road trucks. Neither the Show nor the Show Decorator assume liability for any property that is damaged through using this service. If you want the Show Decorator to assume this liability to move your materials, you must order drayage and pay the 100lb weight. For freight details see pages 42-46.**

# MOVE-IN & MOVE-OUT INFORMATION SELF-UNLOADING DOOR GUIDELINES

## GUIDELINES FOR SELF-UNLOADING OF PRIVATELY OWNED VEHICLES (P.O.V.)

Door 4A on Tuesday, March 16 and Wednesday, March 17 ONLY

Union Rules and Regulations allow for qualifying exhibitors to unload their privately owned vehicles curbside (**you are not allowed to pull into building**) and deliver products and display goods to their designated booth area.

**Exhibitors who wish to unload their own P.O.V.s must adhere to the following guidelines:**

- Ground level unloading only
- Freight docks may not be used
- Four-wheel dollies or carts, pallet jacks or motorized equipment may not be used
- No self-unloading of vehicles, trailer, etc. inside of the exhibit hall will be allowed
- Two-wheel handcarts are allowed
- Hired or contracted labor is not allowed except for the Official Exposition Contractor

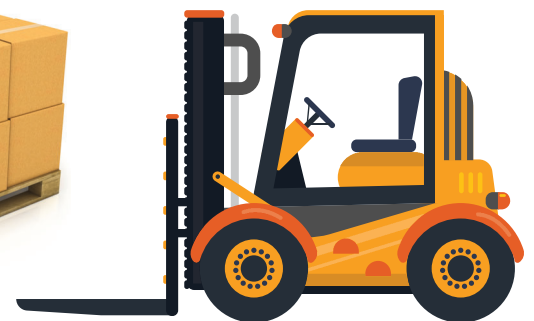
Exhibitors meeting these criteria may unload curbside along 9th Street and enter through overhead door 4A ONLY. Exhibitors that do not qualify for "Self-Unloading" will need to use their assigned door to use the Show-provided labor and assistance.

**\*If you have a crated display or your freight is coming on a common carrier, you must contact Heritage at 314-534-8500 to arrange for drayage and rates on pages 42-46 will apply.**

### ALLOWED



### NOT ALLOWED



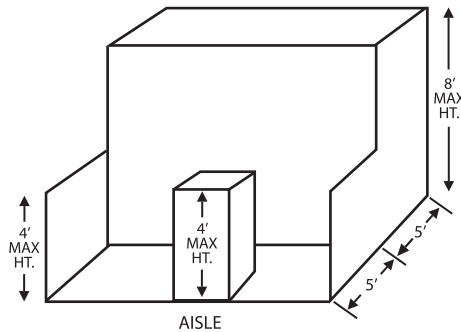


# EXHIBITOR DO'S & DON'TS

## EXHIBIT CONSTRUCTION

Standard exhibit configuration is 10' square and multiples thereof. Exhibits may not exceed 8'3" in height including signage. When you purchase a 10'x10' exhibit there is no additional space – exhibits should be constructed at 9'6"x9'6" to accommodate pipe and drape and ensure that you fit within your area and between your neighbors comfortably. 10' square pop-up tents will only be allowed in 10'x20' or larger exhibits, must be centered and cannot have names or logos on the back or sides. No signage may appear as if it is representing a neighboring company. 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 8'3" height limitation.** (Read further in Exhibitor Do's and Don'ts for island signage limitations.)

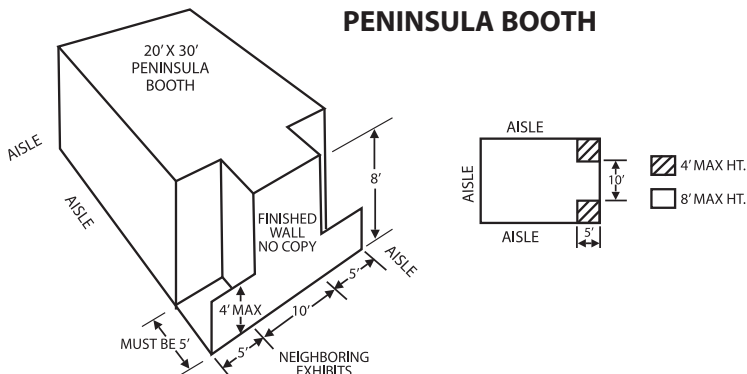
### STANDARD 10'X10' EXHIBIT GUIDELINES



A peninsula booth is an exhibit that is 20'x20' or larger with an aisle on three sides. All display fixtures over 4' in height and placed within 5 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 314-817-5624.

### PENINSULA BOOTH



## CUTTING OF STONE MATERIAL

Dry cutting of any stone material is prohibited inside the Convention Center. Only wet cuts may be made inside. All other cutting **MUST** be done outside the building. It is the exhibitor's responsibility to remove all by-products, sludge, particles and scrap from the building.

## EXHIBIT FLOOR COVERING

All exhibits **MUST** have floor covering of some kind - carpet, patio block, wood, vinyl, tile, etc. You may supply your own or order it from the Show Decorator (order form on pages 34-36).

## CARPET TAPE

The use of double-sided tape on the convention floor is banned. Please use tape that can be removed completely without sticky residue. Tape which is not removed by you will be removed at your expense. Carpet tape is available from the show decorator at their service desk.

## EXHIBIT ELECTRICITY

All Convention Center electrical work must be installed by Edlen Electric. Wiring installed prior to display delivery must be installed by a licensed electrician of your choice. (Electrical service order form, pages 13-18.) **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.**

## SIGNAGE

Signage must have the appearance of being professionally produced. **Signage height is limited to 8'3" for inline booths smaller than 20'x20'. Any signage above the 8' drape must be single-sided and finished on the back. Booths 20'x20' or larger or perimeter booths do not have a height limit but may not block neighboring exhibits' sightlines. Island displays do not have a height limitation. NOTE: Feather flags and balloons are considered signage and these rules apply.** Any signage/displays found in violation will be removed and stored by the Show Decorator. Exhibitor must pick up items no later than show move-out hours or items will be forfeited.

Signage may be hung over 20'x20' or larger booths ONLY. They are limited in length to half the length of the booth and no more than 3' in height. The banner top can be no more than 15' from the floor. Banners must be hung by the Show Decorator (order form on pages 50-52). Any variations from the above guidelines must be approved by Show Management prior to the Show.

# EXHIBITOR DO'S & DON'TS

## USE OF NON-INFLAMMABLE MATERIALS

Materials used in the exhibit hall **MUST** be non-inflammable to conform with St. Louis 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.

## OPEN FLAME PERMIT APPLICATION

**Call Tammy for more information at 314-817-5624.**

## TELEPHONE SERVICE

If you need telephone service, please contact Tammy at 314-817-5624. See order form on page 27.

## STAFFING EXHIBITS

Exhibits must be staffed during **ALL** show hours. Breaking down booths before 5 pm on Sunday is strictly prohibited.

**NOTE: Exhibitors must stay within their booths. Working aisles is strictly prohibited. If you are working the aisles and are asked to stop more than twice by Show Management, you will not be allowed to exhibit in future shows.**

## MERCHANDISE DELIVERY ON SHOW DAYS

Merchandise deliveries can be made on Friday, Saturday and Sunday from 8-9:45 am at **Overhead Door 5**. Pull up to the door, sound your horn, and a guard will open the door. No vehicles are allowed in the hall. Have the necessary manpower ready to unload your vehicle. A teamster and cart will be available **free of charge** to assist in moving materials to your booth. The door will be locked at 9:45 am Friday, Saturday and Sunday.

**NOTE: NO DELIVERIES WILL BE ALLOWED ON OPENING DAY THURSDAY, MARCH 18 AND DELIVERIES WILL NOT BE ALLOWED AFTER 9:45 ON FRIDAY, SATURDAY OR SUNDAY!**

## 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 GIVEN AWAY MAY NOT REQUIRE RECIPIENTS TO PAY A FEE.** Non-company owned merchandise cannot be given away with a non-exhibiting firm being the recipient of registration forms or mailing lists derived from the Show.

## BOOTH MUSIC OR VIDEOS

By law, exhibitors that use copy-written 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 & PLANTS

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

## FOOD SAMPLING

If you are distributing food samples to attendees, you must complete the City of St. Louis' Health Department licensing form and return it to America's Center Catering. Failure to do so could result in your exhibit being shut down by the Health Department. See form on pages 28-30. There is no fee.

## CATERING NEEDS

During the show, for your catering needs, call America's Center Catering at 314-342-5194.

## BUSINESS CENTER

For your business needs, the Convention Center can make copies or send faxes for a charge. For this service, inquire in the Home Show Office, Room 116. There is a FedEx Kinko's located at 700 Olive St., at the corner of 7th and Olive.

## NO SMOKING POLICY

The city of St. Louis has a non-smoking ordinance in the Convention Center. **To smoke you must exit the building.**

## HANGING FLAT SCREEN TVs

**IMPORTANT COST-SAVING SUGGESTION:** This work has been claimed by the Electricians and now requires labor to install and remove. You will be charged a fee by Edlen to hang/mount TVs in your exhibit. To avoid these charges, we recommend setting TVs on shelves or flat surfaces so mounting is not required. If you have questions, contact Tammy at 314-817-5624.

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## PLEASE NOTE:

Electrical, gas and water are purchased through the HBA and should be ordered through the Exhibitor Portal on STLHomeShow.com. See forms on pages 13-25 for information and instructions.

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Remit To:



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



**SAVE \$75.00**

**Heritage Trade Show Services is offering a Special "Hassle Free" Booth Package for the 2021 HBA Home and Garden Show**

Prices only apply to orders received with full payment at the above address 14 days prior to first day of set up. Floor orders for Hassle Free Exhibit Booth will not be accepted at show site.

All charges for equipment and/or services must be paid in advance. For your convenience, MasterCard, American Express 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.

Each 10'x10' "Hassle Free" booth will receive one (1) 8' long x 30" high silver gray skirted display table, one (1) 9'x10' black carpet, two (2) black samsonite folding chairs and one (1) wastebasket at a cost of \$241.50 per package, **(regularly \$305.00)**. (Each additional 10' of black carpeting add \$ 99.75, i.e., 10'x20' booth with one "Hassle Free" package and 10' additional feet of carpet is \$341.25 total.)

**\*NO CUSTOMIZING AND/OR SUBSTITUTIONS ALLOWED\***

Quantity of "Hassle-Free" packages \_\_\_\_\_ @ \$241.50 each..... \_\_\_\_\_

Additional 10' sections of carpet \_\_\_\_\_ @ \$99.75 each ..... \_\_\_\_\_

**TOTAL ORDER \_\_\_\_\_**

To order this "Hassle-Free" booth return this form with check or credit card payment

For additional rental items and **Added Savings**, please refer to the enclosed Furniture/Carpet Rental Order Form.

NAME OF CONVENTION 2021 SPRING HOME & GARDEN SHOW BOOTH # \_\_\_\_\_

EXHIBITING COMPANY \_\_\_\_\_ PHONE # \_\_\_\_\_ FAX # \_\_\_\_\_

ADDRESS \_\_\_\_\_ CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

EMAIL ORDER CONFIRMATION & INVOICE TO \_\_\_\_\_

CONTACT NAME \_\_\_\_\_ DATE \_\_\_\_\_

(Print & Sign)

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

# ORDER INSTRUCTIONS

Advance Payment Deadline Date: 01/15/2021



Produced By:



<b>EXHIBITOR:</b>		<b>BTH #</b>	
<b>EVENT:</b>	<b>Builders Home &amp; Garden Show 2021</b>		
<b>FACILITY:</b>	<b>AMERICA'S CENTER</b>		
<b>DATES:</b>	<b>March 18-21, 2021</b>	<b>EVENT #031004SL</b>	

Return this form to Tammy Ridgley.  
HBA will invoice you for services ordered.  
Fax: (314) 432-7185 / RidgleyT@hbastl.com

## COMPLETE THE STEPS BELOW TO PLACE UTILITY ORDERS

### Step 1 Complete the Method of Payment

This form must be completed and returned with the order forms below.

### Step 2 Complete Utility Order Forms as Required

- A. Electrical Order
- B. Plumbing Order
- C. Lighting Order
- D. Booth Cleaning
- E. Floral

### Step 3 Review Electrical Labor Instructions

This form will help you determine if you require electrical labor in your booth.

- A. What electrical work in your booth space needs to be performed by Edlen Electricians.
- B. How power is delivered to your booth in the facility (from the floor or ceiling).
- C. What other forms are required in order to schedule and pre-pay your estimated labor cost.

### Step 4 Complete Additional Labor forms as Required

Forms include the following:

#### A. Electrical Distribution

This form is used for the distribution of power on the floor in your booth space. The form should be completed by all island booths. Inline and peninsula booths need to provide this information only if power is required at any location other than the rear of the booth space.

#### B. Plumbing Distribution

This form is used for the distribution of air/water & drain services in your booth space. The form should be completed by all island booths. Inline and peninsula booths need to provide this information only if plumbing is required at any location other than the rear of the booth space.

### Step 5 Complete the Electrical & Plumbing Layout Forms (if applicable)

All island booths must return an electrical layout and plumbing layout (if applicable) indicating a main distribution point as well as any other locations requiring power or plumbing services. Inline and peninsula booths need to return an electrical layout only if power is needed at any other location than the rear of the booth.

# ELECTRICAL ORDER

E  M

**Advance Payment Deadline Date: 01/15/2021**

44th Annual Builders St. Louis

Produced By:



<b>EXHIBITOR:</b>		<b>BTH #</b>	
<b>EVENT:</b>	<b>Builders Home &amp; Garden Show 2021</b>		
<b>FACILITY:</b>	<b>AMERICA'S CENTER</b>		
<b>DATES:</b>	<b>March 18-21, 2021</b>	<b>EVENT #031004SL</b>	

Return this form to Tammy Ridgley. HBA will invoice you for services ordered. Fax: (314) 432-7185 / RidgleyT@hbastl.com

ORDER INSTRUCTIONS
<p><b>INLINE AND PENINSULA DELIVERY</b> The cost of 120-Volt outlets includes delivery to one location at the rear of inline or peninsula booths. If you require the outlet(s) to be distributed to any other location(s), material and labor charges apply. There is a minimum charge of (1) hour for installation and (1/2) hour for removal. Complete and return the Electrical Distribution Form along with a floor plan layout of your booth space indicating outlet location(s).</p>
<p><b>ISLAND BOOTH DELIVERY ONE LOCATION</b> Island booths that only need power delivered to one location include a (1) hour labor charge for installation &amp; removal. Return a floor plan layout of your booth space indicating the outlet location with measurements and orientation.</p>
<p><b>ISLAND BOOTH DELIVERY MULTIPLE LOCATIONS</b> Island booths that require power to be delivered to multiple locations within their booth space incur a minimum (1) hour labor charge for installation. The removal of this work will be charged a minimum (1/2) hour or (1/2) the total time of installation. Material charges will apply. Return a floor plan layout of your booth space indicating a main distribution point and all outlet locations with measurements and orientation. If a main distribution point is not provided, Edlen will deliver to the most convenient location.</p>
<p><b>208/480V POWER DELIVERY AND CONNECTIONS</b> Edlen electricians must make all high voltage connections and disconnections on a time and material basis. Complete the Electrical Booth Work Form to schedule your estimated connection time and labor. Return form with your order.</p>
<p><b>24 HOUR SERVICES</b> Electricity will be turned on within 30 minutes of show opening and off within 30 minutes of show closing, show days only. If you require power at any other time order 24 hour power at double the outlet rate.</p>
<p><b>CANCELLATIONS</b> Credits will not be issued for services delivered and not used. See #13, 19 &amp; 20 on back of form for additional details.</p>
<p><b>TERMS &amp; CONDITIONS</b> I agree in placing this order that I have accepted Edlen's payment policy and the terms and conditions of the contract.</p>

## ELECTRICAL OUTLETS Approximately 120V/208V A.C. 60 Cycle - Prices are for Entire Event

	QTY Show Hours Only	QTY 24hrs/day Double rate	ADVANCE PAYMENT PRICE	REGULAR PAYMENT PRICE	TOTAL COST
<b>120 VOLT</b>					
500 WATTS (5 AMPS)	_____	_____	80.00	118.00	_____
1000 WATTS (10 AMPS)	_____	_____	112.00	168.00	_____
1500 WATTS (15 AMPS)	_____	_____	137.00	210.00	_____
2000 WATTS (20 AMPS)	_____	_____	168.00	251.00	_____
<b>208 VOLT SINGLE PHASE</b>					
20 AMPS	_____	_____	258.00	387.00	_____
30 AMPS	_____	_____	322.00	494.00	_____
60 AMPS	_____	_____	492.00	765.00	_____
<b>208 VOLT THREE PHASE</b>					
20 AMPS	_____	_____	322.00	488.00	_____
30 AMPS	_____	_____	467.00	702.00	_____
60 AMPS	_____	_____	721.00	1080.00	_____
100 AMPS	_____	_____	1153.00	1730.00	_____
200 AMPS	_____	_____	1461.00	2146.00	_____
400 AMPS	_____	_____	2458.00	3688.00	_____
<b>TRANSFORMER(S) Boost 208 Volt to 230 Volt</b>					
Transformer (20 amp minimum charge)			Total Amps: _____ x 5.00 = _____		

**Please call for information on any services you require that are not listed here.**

## 480V CONNECTIONS Approximately 480V A.C. 60 Cycle - Prices are for Entire Event

<b>480 VOLT THREE PHASE</b>					
20 AMPS	_____	_____	586.00	878.00	_____
30 AMPS	_____	_____	702.00	1051.00	_____
60 AMPS	_____	_____	917.00	1376.00	_____
100 AMPS	_____	_____	1212.00	1819.00	_____

## 120V RENTAL MATERIAL (Must Pick up Items at Onsite Exhibitor Service Center)

15' EXTENSION CORD	_____	27.00	_____
POWER STRIP	_____	27.00	_____

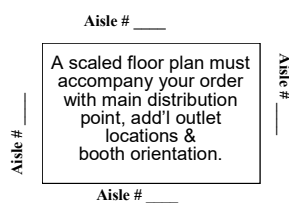
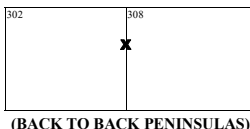
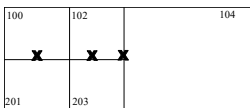
<b>TRANSFER TOTAL TO BOX #2 ON METHOD OF PAYMENT FORM</b>	<b>TOTAL</b>	_____
PRINT NAME: _____		
EMAIL: _____	PHONE: _____	

# TERMS & CONDITIONS

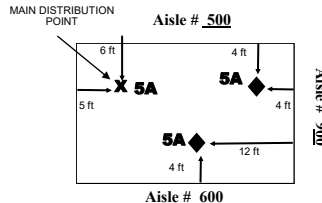
1. Order with payment & floor plan (for island booths or any booth requiring distribution of electrical services) must be received no later than the deadline date on the order form for advance payment rates to apply. Orders received without payment and required floor plan will not be guaranteed advance rates. Orders received after the deadline date will be charged at the regular rate. A purchase order or photocopy of a check are not considered valid forms of payment for securing advanced rate.
2. To receive advance rates a complete order inclusive of a scaled electrical layout must be received before the advance payment deadline date. The scaled layout must match the order and include power locations and orientation. Any changes or additional services received after the deadline date will be charged the regular payment price.
3. In the event order totals are calculated incorrectly, Edlen reserves the right to make the necessary corrections and charge the corrected amount. Exhibitors will be notified by email of any such corrections.
4. Outlet rates listed include bringing services to one location at the rear of inline and peninsula booths.
5. Outlet rates listed **do not** include the connection of any equipment, special wiring, or distribution of the outlets, to other than the standard locations within the booth space. Distribution to all other locations *regardless of booth type* require labor and is performed on a time and material basis. Exhibitors are invited to contact the local Edlen office to discuss any additional costs that may be incurred.
6. A separate outlet must be ordered for each location where an electrical service is required. 5 amps or 500 watts is the minimum amount of power that can be ordered for any one location. Power must be ordered according to peak amperage ratings.
7. Island Booths - Booths that require power to be delivered to multiple locations within their booth space incur a minimum (1) hour labor charge for installation. The removal of this work will be charged a minimum (1/2) hour or (1/2) the total time of installation. Material charges will apply. Return a floor plan layout of your booth space indicating a main distribution point and all outlet locations with measurements and orientation. If a main distribution point is not provided, Edlen will deliver to the most convenient location.
8. There is a total (1) hour or (1/2) hour installation and (1/2) hour removal charge for Island Booths that require delivery to one location.
9. Labor rates are based on current wage scales and are subject to change in the event of a wage increase after rates have been published. A minimum charge of (1) hour labor will apply for all installation work. The removal of this work will be charged a minimum of 1/2 hour or 1/2 the total time of installation, plus material.
10. Edlen Supervision—A supervisory charge of 10% of the prevailing labor rate will apply to all labor that exceeds one hour.
11. For a dedicated outlet, order a 20 amp outlet.
12. No inverters, self contained power supplies or devices that convert battery power to 120 volt power allowed.
13. In the event 1000 watt overhead quartz lights cannot be mounted to existing catwalks in the convention hall, lift and labor charges will apply. Contact our local office to discuss any additional charges.
14. Edlen employees are authorized to cut floor coverings when essential for installation of services unless otherwise directed.
15. Edlen is the exclusive provider of all material and equipment used in the distribution of temporary electrical services throughout the exhibit hall including the exhibitor booth space. This material is provided on a rental basis ONLY and remains the property of Edlen. It shall be removed only by Edlen employees.
16. Any extension cords or power strips ordered on the front of this form should be picked up at the Exhibitor Service Center. Credit will not be not issued for unused items.
17. Standard wall and other permanent building utility outlets or sockets are not part of a booth space and may not be used by exhibitors unless electrical services have been ordered through Edlen.
18. All equipment regardless of source of power, must comply with federal, state and local codes. Edlen reserves the right to inspect all electrical devices and connections to ensure compliance with all codes, for which labor charges can be incurred. Edlen is required to refuse connections where the Exhibitor wiring or equipment is not in accordance with electrical codes.
19. All electrical equipment must be properly tagged and wired with complete information as to the type of current, voltage, phase, cycle, horsepower, etc., required for operation.
20. All Exhibitors' cords must be a minimum of 14 gauge, 3 wire and grounded. Two (2) wire extension cords are not allowed. All exposed, non-current carrying metal parts of fixed equipment which are liable to be energized, shall be grounded.
21. Payment in full must be rendered during the event. Exhibitors ARE NOT billed for services provided. Services may be interrupted if payment is not received.
22. Credit will not be given for services installed and not used. All orders are subject to a 25% cancellation fee if cancelled in writing and received by Edlen (21) calendar days or less prior to the first contracted event move in date. Except sales tax, Edlen will not refund overpayment in amounts less than \$50.00 unless specifically requested in writing.
23. If the event is cancelled within 90 days prior to the first contracted event move-in day all orders are subject to a 25% cancellation fee. No refunds will be issued for events cancelled on or after the first contracted event move-in day.
24. Claims will not be considered or adjustments made unless filed in writing by Exhibitor prior to the close of the event.
25. Exhibitor holds Edlen harmless for any and all losses of power beyond Edlen's control, including, but not limited to, losses due to utility company failure, permanent power distribution failure, power failure caused by vandalism, faulty Exhibitor equipment or overloads caused by Exhibitor.
26. It is agreed that in the event it becomes necessary to turn this matter over to an attorney for collection, or to file a lien, or foreclosure, or otherwise, Exhibitor will pay Edlen its attorney fees or applicable agency fees.
27. A service charge of 1.5% per month on any unpaid balances will be assessed starting 10 days after date of invoice. A \$25.00 service charge will be assessed for all returned checks and credit cards. Exhibitor agrees to reimburse Edlen for all applicable rental taxes.
28. Exhibitor hereby agrees to all terms and conditions outlined on all order forms and the Edlen General Data Protection Regulation (GDPR) privacy policy which can be re-

## COMMONLY ASKED QUESTIONS - WHERE WILL MY OUTLET BE LOCATED?

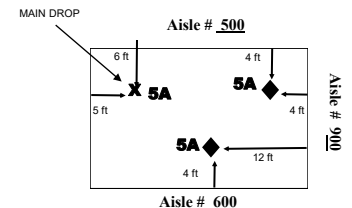
Outlets are located as depicted below for inline & peninsula booths. All other locations require labor on a time & material basis. Exhibitors with hard wall booths must make arrangements with Edlen to bring power inside the booth on a time and material basis.



**ISLAND BOOTHS**



**EXAMPLE-FLOOR POWER**



**EXAMPLE-CEILING POWER**

**FOR OTHER COMMONLY ASKED QUESTIONS VISIT OUR WEBSITE @ [WWW.EDLEN.COM](http://WWW.EDLEN.COM)  
OR CALL THE NUMBER ON THE ELECTRICAL ORDER FORM**

# ELECTRICAL LABOR INSTRUCTIONS

Advance Payment Deadline Date: 01/15/2021

44th Annual Builders St. Louis



Produced By:



EXHIBITOR:		BTH #	
EVENT:	Builders Home & Garden Show 2021		
FACILITY:	AMERICA'S CENTER		
DATES:	March 18-21, 2021	EVENT #031004SL	

Return this form to Tammy Ridgley. HBA will invoice you for services ordered. Fax: (314) 432-7185 / RidgleyT@hbastl.com

## LABOR ORDERING INSTRUCTIONS

### Step 1 Review Jurisdiction Information Below

The work outlined under Electrical Jurisdiction below must be performed by Edlen Electricians and cannot be performed by any other union or I&D House. Determine the type of work required in your booth space and complete the corresponding labor forms. The Power Delivery section indicates if power typically comes from the ceiling or the floor which may impact your booth layout.

### Step 2 Complete the Appropriate Forms

There are 2 different forms utilized to schedule labor in your booth space. This allows exhibitors to pre-pay the estimated labor cost. This is only an estimate. Final labor and/or lift cost may be greater or less depending on time required and minimum labor charges.

#### A. Electrical Distribution

This form is used for the distribution of power on the floor in your booth space. This form should be completed for all island booths. Inline and peninsula booths need to provide this information only if power is required at any other location than the rear of the booth space.

### Step 3 Return the following forms to Edlen

Electrical Order, Method of Payment, applicable Labor Forms and Electrical Layout.

## ELECTRICAL JURISDICTION

### WORK REQUIRING EDLEN ELECTRICIANS

1. Delivery of main power line to Island Booths only
2. Electrical distribution under carpet or overhead
3. Connection of all high voltage services
4. Hardwiring of any electrical apparatus
5. Installation of lighting hung from ceiling
6. Assembly & installation of lighting hung from ground supported truss
7. Installation of lighting & monitors
8. Installation & disconnect of powers packs/inverters

## POWER DELIVERY

**Power is typically delivered from the floor** in this facility and is brought to one main distribution point. From this point it is distributed to all other locations in the booth space. Depending on the total power requirements an electrical panel may be placed at the main distribution point. Electrical panels utilize a minimum of 1'x1'6" floor space. Please call if you have any concerns.

# ELECTRICAL DISTRIBUTION

44th Annual Builders St. Louis



Produced By:



**Advance Payment Deadline Date: 01/15/2021**

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<b>EXHIBITOR:</b>		<b>BTH #</b>	
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<b>FACILITY:</b>	<b>AMERICA'S CENTER</b>		
<b>DATES:</b>	<b>March 18-21, 2021</b>	<b>EVENT #</b>	<b>#031004SL</b>

## ELECTRICAL DISTRIBUTION UNDER CARPET

**ALL Island booths MUST provide the information below. Inline and peninsula booths need to provide this information ONLY if power is required at any location other than the rear of the booth space.** This information allows Edlen the opportunity to expedite move-in by having your power distribution complete prior to your scheduled move-in time. Complete all of the fields below including the "Labor Estimate" Section. Edlen will make every attempt to complete the work prior to your arrival, but it can not be guaranteed.

1. Provide an Electrical Layout Form:
  - A. The electrical layout must indicate each power outlet and its location with exact measurements.
  - B. The electrical layout must reflect booth orientation. Use surrounding booth or aisle numbers.
  - C. Identify a main distribution point. Power is delivered to that point and then distributed to other locations. Inline or peninsula booths do not need to provide a main distribution point. Power will be located at the rear of the booth.
  - D. If power is only required in one location in Island booths, indicate that location with measurements on your electrical layout.
2. What date will you begin building your booth?
  - A. Date: \_\_\_\_\_ Time: \_\_\_\_\_
3. Will you be utilizing any specialty floor covering other than carpet, such as vinyl or wood?
  - A. Describe flooring: \_\_\_\_\_
  - B. Estimated date and time flooring installation will begin. Date: \_\_\_\_\_ Time: \_\_\_\_\_
4. Show site supervisor:
 

Name \_\_\_\_\_ Cell # \_\_\_\_\_

Email \_\_\_\_\_ Company \_\_\_\_\_
5. The exhibitor acknowledges there is a minimum 1 hour labor charge for the distribution of services and 1/2 hour for the removal of services. Island booths that only require power delivered to one location incur a 1 hour installation and removal charge.
6. In the event a lift is required to deliver power from the ceiling, or if the exhibitor requests power be delivered from above when it's available on the floor, lift charges will apply for installation and removal. There is a minimum 1 hour installation and 1 hour removal cost for both lift and labor. For safety reasons lifts require a 2 man crew.

LABOR RATES AND HOURS	
<b>Labor Minimums</b>	Enter a minimum of 1 hour for installation and 1/2 hour for removal. For installation labor greater than 1 hour, dismantle is 1/2 the total installation time.
<b>Straight Time</b>	Monday - Friday, 8:00 AM - 4:30 PM, except Holidays.
<b>Overtime</b>	Monday - Friday 4:30 PM - 8:00 AM, Saturday.
<b>Double Time</b>	Saturday after eight hours of OT, all day Sunday & Holidays

DISTRIBUTION LABOR ESTIMATE			
MAN HRS		RATE	TOTAL
_____	ST	\$85.00	_____
_____	OT	\$127.50	_____
_____	DT	\$170.00	_____

BOOTH LABOR ESTIMATE			
MAN HRS		RATE	TOTAL
_____	ST	\$85.00	_____
_____	OT	\$127.50	_____
_____	DT	\$170.00	_____

TRANSFER ESTIMATED TOTAL TO BOX #3 ON METHOD OF PAYMENT FORM

**ESTIMATED TOTAL**

## AUTHORIZATION

PRINT NAME: \_\_\_\_\_ DATE: \_\_\_\_\_



# ELECTRICAL BOOTH WORK

**Advance Payment Deadline Date: 01/15/2021**

44th Annual Builders St. Louis

Produced By:



<b>EXHIBITOR:</b>		<b>BTH #</b>	
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<b>DATES:</b>	<b>March 18-21, 2021</b>	<b>EVENT #</b>	<b>#031004SL</b>

Return this form to Tammy Ridgley. HBA will invoice you for services ordered. Fax: (314) 432-7185 / RidgleyT@hbastl.com

## BOOTH LABOR REQUIREMENTS

The date and times completed below assist Edlen in scheduling electrical manpower. These times and number of men are not guaranteed. Otherwise, all requests are performed on a first come first serve basis. A representative must come to Edlen's service desk prior to each individual labor request time in order to confirm the booth is ready for labor. If labor is dispatched at the requested time and no "exhibitor supervision" is available, a minimum 1/2 hour labor charge per electrician applies.

### Hardwiring of any Device or Apparatus (Any electrical device that does not come with a plug attached)

Day \_\_\_\_\_ Date \_\_\_\_\_ Time \_\_\_\_\_ # Elec \_\_\_\_\_ Hrs. Each \_\_\_\_\_ Total \_\_\_\_\_

### Connection of High Voltage Services (208V - 480V)

Day \_\_\_\_\_ Date \_\_\_\_\_ Time \_\_\_\_\_ # Elec \_\_\_\_\_ Hrs. Each \_\_\_\_\_ Total \_\_\_\_\_

### Installation of Booth Lighting and/or Monitors

Day \_\_\_\_\_ Date \_\_\_\_\_ Time \_\_\_\_\_ # Elec \_\_\_\_\_ Hrs. Each \_\_\_\_\_ Total \_\_\_\_\_

## OVERHEAD LIGHTING / OVERHEAD SIGNS / LIGHTING REQUIREMENTS

### Assembly & Installation of Lighting Hung from Ceiling or in Booth (Complete Lighting Order Form)

## LIFT RENTAL

In the event a lift is required lift charges will apply for installation and removal. There is a minimum 1 hour installation and 1 hour removal cost for both lift and labor. For safety reasons lifts require a 2 man crew.

LABOR RATES AND HOURS	
<b>Labor Minimums</b>	Enter a minimum of 1 hour for installation and 1/2 hour for removal. For installation labor greater than 1 hour, dismantle is 1/2 the total installation time.
<b>Straight Time</b>	Monday - Friday, 8:00 AM - 4:30 PM, except Holidays.
<b>Overtime</b>	Monday - Friday 4:30 PM - 8:00 AM, Saturday.
<b>Double Time</b>	Saturday after eight hours of OT, all day Sunday & Holidays

BOOTH LABOR ESTIMATE		
MAN HRS	RATE	TOTAL
_____ ST	\$85.00	_____
_____ OT	\$127.50	_____
_____ DT	\$170.00	_____

LIFT RENTAL ESTIMATE		
MAN HRS	RATE	TOTAL
_____ ST	\$85.00	_____
_____ OT	\$127.50	_____
_____ DT	\$170.00	_____

**TRANSFER ESTIMATED TOTAL TO BOX #3 ON THE METHOD OF PAYMENT FORM**

**ESTIMATED TOTAL** \_\_\_\_\_

## AUTHORIZATION

PRINT NAME: \_\_\_\_\_

DATE: \_\_\_\_\_



# LIGHTING ORDER

44th Annual Builders St. Louis

**Advance Payment Deadline Date: 01/15/2021**



Produced By:



Return this form to Tammy Ridgley.  
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Fax: (314) 432-7185 / RidgleyT@hbastl.com

<b>EXHIBITOR:</b>		<b>BTH #</b>	
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<b>DATES:</b>	<b>March 18-21, 2021</b>	<b>EVENT #031004SL</b>	

## OVERHEAD LIGHTING FIXTURES (Price includes power for the fixture)



Par can lights are attached to ceiling structure of the venue. A lift is required to hang the light, as well as 2 electrician's.

FIXTURE	ADV	REG	=	SUBTOTAL	x	QTY	=	TOTAL
1000 WATT PAR CAN	632.00	945.00						

## BOOTH LIGHTING (Price includes power for the fixture)



**Rates below are a Per Fixture cost.  
Pricing = Light rental + 1 hour labor to install and remove.**

**Labor is based on the Straight Time Labor rate. Prevailing rates will be applied.**

- \* Pole lights are placed along the side rail or back wall of inline booths.
- \* Pole lights cannot be placed remotely. They must be secured to side rail or booth structure.

FIXTURE	ADV	REG	+	LABOR	=	SUBTOTAL	x	QTY	=	TOTAL
8 FT POLE WITH 1 LIGHT	20.00	30.00		95.00						
8 FT POLE WITH 2 LIGHTS	30.00	45.00		95.00						



\* Arm Lights must be mounted to a hard wall structure. They cannot be mounted to pipe and drape or pop-up displays.

FIXTURE	ADV	REG	+	LABOR	=	SUBTOTAL	x	QTY	=	TOTAL
ARM LIGHT	25.00	37.50		95.00						

## TRACK LIGHTING (Price includes power for the fixture)



**Rates below are a Per Fixture cost.  
Pricing = Light rental + 2 hours labor to install and remove.**

**Labor is based on the Straight Time Labor rate. Prevailing rates will be applied.**

- \* Call to discuss HANGING options for track lighting.
- \* Track is white with MR 16 Fixtures

FIXTURE	ADV	REG	+	LABOR	=	SUBTOTAL	x	QTY	=	TOTAL
4' TRACK WITH 2 FIXTURES	30.00	45.00		190.00						
4' TRACK WITH 3 FIXTURES	35.00	52.50		190.00						
ADDT'L MR 16 LIGHT FIXTURES	15.00	22.50		N/A						

<b>FLOOR PLAN</b>	<b>TRANSFER TOTAL TO BOX #4 ON METHOD OF PAYMENT FORM</b>	<b>TOTAL</b>	
Send floor plan indicating light locations for overhead lights and pole lights	PRINT NAME:		
	EMAIL:	PHONE:	

# BOOTH CLEANING ORDER

Advance Payment Deadline Date: 01/15/2021

44th Annual Builders St. Louis



Produced By:



<b>EXHIBITOR:</b>		<b>BTH #</b>	
<b>EVENT:</b>	<b>Builders Home &amp; Garden Show 2021</b>		
<b>FACILITY:</b>	<b>AMERICA'S CENTER</b>		
<b>DATES:</b>	<b>March 18-21, 2021</b>	<b>EVENT #031004SL</b>	

Return this form to Tammy Ridgley. HBA will invoice you for services ordered. Fax: (314) 432-7185 / RidgleyT@hbastl.com

## ORDER INSTRUCTIONS

### SCHEDULING SERVICES

Please note which days you will require cleaning services. If no information is provided, services will begin on first day of show opening and continue until the number of days ordered are utilized.

### VACUUM SCHEDULING

Dates Requested

1st Day \_\_\_\_\_  
 2nd Day \_\_\_\_\_  
 3rd Day \_\_\_\_\_  
 4th Day \_\_\_\_\_

### MOPPING SCHEDULING

Dates Requested

1st Day \_\_\_\_\_  
 2nd Day \_\_\_\_\_  
 3rd Day \_\_\_\_\_  
 4th Day \_\_\_\_\_

### PORTER SERVICE SCHEDULING

Dates Requested

1st Day \_\_\_\_\_  
 2nd Day \_\_\_\_\_  
 3rd Day \_\_\_\_\_  
 4th Day \_\_\_\_\_

### PORTER SERVICE RATES

Rates include emptying waste baskets and policing of your exhibit area at two hour intervals during show hours.

### TRASH REMOVAL

Small office style trash cans placed at the edge of an exhibit booth at the end of the day will be emptied by the facility at no cost prior to the start of the event each day. Large trash cans that need to be emptied where they are located within the booth space need to order Porter Service.

## VACUUMING (Charged per square foot with 100' minimum cost)

Total Sq. Ft.	(Please schedule what days you would like the service provided in the Vacuum scheduling block on the left)	Advance Price	Regular Price	TOTAL COST
_____	Vacuum Booth - 1 Day .....	.28	.34	_____
_____	Vacuum Booth - 2 Days .....	.52	.65	_____
_____	Vacuum Booth - 3 Days .....	.78	.97	_____
_____	Vacuum Booth - 4 Days .....	1.04	1.30	_____

## SHAMPOOING (Charged per square foot with 100' minimum cost)

Total Sq. Ft.	Date Service Requested	Advance Price	Regular Price	TOTAL COST
_____	Shampoo Carpet - One Time Only Date: _____	.36	.44	_____

## MOPPING (Charged per square foot with 100' minimum cost)

Total Sq. Ft.	(Please schedule what days you would like the service provided in the Mopping scheduling block on the left)	Advance Price	Regular Price	TOTAL COST
_____	Mop Booth - 1 Day .....	.36	.44	_____
_____	Mop Booth - 2 Days .....	.72	.90	_____
_____	Mop Booth - 3 Days .....	1.08	1.35	_____
_____	Mop Booth - 4 Days .....	1.44	1.80	_____

## PORTER SERVICES (Charged per day)

# of Days	(Please schedule what days you would like the service provided in the Porter Service scheduling block on the left)	Advance Price	Regular Price	TOTAL COST
_____	Up to 1500 square feet .....	44.00	55.00	_____
_____	1501 - 3000 square feet .....	66.00	83.00	_____
_____	3001 and over - call for a quote .....			_____

## SPECIAL CLEANING REQUIREMENTS

Please indicate below any special cleaning requests or instructions that you may have. You can also use this space to indicate that you would like the America's Center to provide more information and pricing on cleaning your display.

<b>TOTAL</b>	
--------------	--

**TRANSFER ESTIMATED TOTAL TO BOX #5 ON THE METHOD OF PAYMENT FORM**

## AUTHORIZATION

PRINT NAME:

EMAIL:

PHONE:

## BOOTH CLEANING TERMS & CONDITIONS

1. Cleaning your exhibit area is not included in space rental.
2. Cleaning service can be ordered on site at the regular rate.
3. Our exclusive cleaning contract will not permit other service contractors to provide this service.
4. If you have any questions or need assistance with any orders items not listed, please call and ask for your Event Services Manager Representative.
5. Full payment is due in advance or at show site before any service is provided. Purchase orders are not considered payment.
6. It is your responsibility to advise our service center representative of any problem with any of your orders, and to check your invoice for accuracy prior to the close of the exhibition.
7. We require 100% prepayment of advanced orders, any orders or services placed at show site must be paid at show site. Payment must be in U.S. Funds and drawn on a U.S. Bank.
8. Should there be any unpaid balance after the close of the show, terms will be net, due and payable upon receipt of invoice. Effective 30 days after invoice date, any unpaid balance will bear a finance charge at the lesser on the maximum rate allowed by applicable law, or 1.5% per month, which is an annual percentage rate of 18%, and future orders will be on a prepayment basis only. If any finance charge hereunder exceeds the maximum rate allowed by applicable law, the finance charge shall automatically be reduced to the maximum rate allowed, and any excess finance charge received shall be either applied to reduce the principle unpaid balance or refunded to the payer.
9. This payment terms and conditions agreement shall be governed by and construed with the laws of the State of Missouri.
10. Exhibitor hereby agrees to all terms and conditions outlined on all order forms and the Edlen General Data Protection Regulation (GDPR) privacy policy which can be reviewed by visiting: <https://ordering.edlen.com/LegalNotices/Terms-Edlen-GDPR.pdf>

# PLUMBING ORDER

E  M

**Advance Payment Deadline Date: 01/15/2021**

44th Annual Builders St. Louis

Produced By:



<b>EXHIBITOR:</b>		<b>BTH #</b>	
<b>EVENT:</b>	<b>Builders Home &amp; Garden Show 2021</b>		
<b>FACILITY:</b>	<b>AMERICA'S CENTER</b>		
<b>DATES:</b>	<b>March 18-21, 2021</b>	<b>EVENT #031004SL</b>	

Return this form to Tammy Ridgley. HBA will invoice you for services ordered. Fax: (314) 432-7185 / [RidgleyT@hbastl.com](mailto:RidgleyT@hbastl.com)

## IMPORTANT NOTES

### ADDITIONAL CONNECTIONS

If you have more than one machine or multiple connections on a machine, you must order an additional connection for each machine or connection within 20 feet of the outlet ordered. Otherwise you must order another outlet.

### AIR LINE RESPONSIBILITIES

Edlen is not responsible for moisture, oil, or water in air lines, loss of flow, or increase in pressure in line to equipment. Exhibitor should supply their own filters, driers, or other equipment as needed. No compressors are permitted other than those supplied by Edlen unless they are a fixed part of your machine.

### WATER PRESSURE

Pressure may vary. No guarantee can be made to minimum or maximum pressures. If pressure is critical, the Exhibitor should arrange to have a pressure regulator valve or pump installed. Edlen is not responsible for sediment, color or taste of water.

## LABOR NOTES

### OUTLET DELIVERY

There is a minimum labor charge of 1 hour to deliver and 1/2 hour to remove each air, water, and drain outlet. Outlets are delivered to the rear of inline and peninsula booths, and to one location in island booths. If a lift is required to drop the outlets from the ceiling, a 1 hour lift charge for installation and 1 hour for removal will apply.

### OUTLET DISTRIBUTION

Once outlets have been delivered, the raming and/or distribution of services on the floor will be done on a time and material basis. A minimum 1 hour labor charge for installation and 1/2 hour for removal will apply.

### OUTLET CONNECTIONS

Connection to exhibitor equipment is included in the cost of the service. Special equipment requiring company engineering or technicians for assembly, servicing, preparatory work and operation may be executed without Edlen plumbers.

### TERMS & CONDITIONS

I agree in placing this order that I have accepted Edlen's payment policy and the terms and conditions of contract.

## UTILITY SERVICES

**COMPRESSED AIR: 90-100 LBS. PSI**

	ADVANCE	REGULAR	TOTAL
Air Outlet (call for a quote for 24-hour Air)	457.00	685.50	
Additional Connections within 20' of Outlet	318.00	478.00	
Size of connection required: _____			

### CFM REQUIREMENTS

**Must order CFM with air services. Refer to # 9 on Plumbing Terms, Conditions & Regulations.**

CFM (There is a 5 CFM minimum charge per outlet/connection)	Total CFM = _____
Total CFM _____ x ADVANCE Rate 7.00	= _____
Total CFM _____ x REGULAR Rate 10.50	= _____

### WATER LINES (Edlen is not responsible for sediment or the color or taste of water.)

Water Outlet	422.00	633.00	
Additional Connections within 20' of Outlet	318.00	478.00	
# of connections required: _____ Size of connection required: _____			
PSI required: _____ GPM required: _____			

### DRAIN LINES (If waste water contains hazardous materials, chemicals, or metals, Edlen cannot drain it.)

Drain Outlet	422.00	633.00	
Additional Connections within 20' of Outlet	318.00	478.00	
Number of connections required: _____ Size of connection required: _____			

### FILL & DRAIN LABOR (Edlen is not responsible for sediment or the color of water)

1 – 50 Gallons	183.00	270.00	
51 – 200 Gallons	183.00	270.00	
201 – 500 Gallons	270.00	400.00	
<b>Each additional 100 Gallons up to 1,000 Gallons</b>	29.00	44.00	

## LABOR

**Labor is required for all air, water, & drain lines, as well as distribution of services in your booth space or overhead. Complete the Plumbing Distribution form and include it with your order.**

## GAS & MISCELLANEOUS REQUIREMENTS (Call for a Quote)

<b>TRANSFER TOTAL TO BOX #6 ON METHOD OF PAYMENT FORM</b>	<b>TOTAL</b>	
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PRINT NAME:

EMAIL:

PHONE:

# PLUMBING DISTRIBUTION

Advance Payment Deadline Date: 01/15/2021



Produced By:



<b>EXHIBITOR:</b>		<b>BTH #</b>	
<b>EVENT:</b>	<b>Builders Home &amp; Garden Show 2021</b>		
<b>FACILITY:</b>	<b>AMERICA'S CENTER</b>		
<b>DATES:</b>	<b>March 18-21, 2021</b>	<b>EVENT #031004SL</b>	

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## PLUMBING JURISDICTION

The work described below falls within the jurisdiction of Edlen Plumbers and cannot be performed by any other union, I&D house or exhibitor. Contact our office for clarification regarding scope of work.

- Delivery of Air, Water and Fill & Drain lines
- Installation of lines delivered from overhead
- Distribution of Air, Water & Drain lines under carpet

## 1. REVIEW EACH SECTION AND COMPLETE LABOR ESTIMATE

### A. Outlet Delivery & Removal

There is a minimum 1 hour labor charge for the delivery and 1/2 hour for the removal of each air, water and drain service. If a lift is required to drop services from overhead, a minimum 1 hour for installation and 1 hour for removal will apply.

### B. Outlet Distribution Throughout Booth Space

Air, Water and Drain lines are brought to one location at the rear of inline, peninsula and island booths. If you require the distribution of services to any other location within the booth space, there is a minimum 1 hour labor charge for distribution and 1/2 hour for removal, or 1/2 the total time of installation, whichever is greater.

### C. Outlet Connections

Connection to exhibitor equipment is included in the cost of the service.

## 2. DISTRIBUTION OF SERVICES IN BOOTH SPACE

### A. Island Booths need to provide the following information:

1. The plumbing layout must indicate each outlet and its location with exact measurements.
2. Each location should indicate the type of service. All air locations must include CFM requirements.
3. The plumbing layout must reflect booth orientation. Use surrounding booth or aisle numbers.
4. Identify a main distribution point. Services are delivered to that point and then distributed to other locations.

### B. Inline or Peninsula booths must provide the same information with the exception of the main distribution point. The main distribution point will be located at the rear of the booth space.

C. Date you will begin building your booth: \_\_\_\_\_ Estimated time: \_\_\_\_\_

D. Will you be utilizing any specialty floor covering other than carpet, such as vinyl or wood?

1. Describe flooring: \_\_\_\_\_

E. What time do you estimate needing the physical connection to your equipment? Date: \_\_\_\_\_ Time: \_\_\_\_\_

F. Show site supervisor: \_\_\_\_\_ Company: \_\_\_\_\_  
Cell #: \_\_\_\_\_ Email: \_\_\_\_\_

G. This information allows Edlen the opportunity to expedite move-in by having your plumbing distribution complete prior to your scheduled move-in time. Complete the "Labor Estimate" Section below. Edlen will make every attempt to complete the work prior to your arrival.

PLUMBING LABOR ESTIMATE		
MAN HRS	RATE	TOTAL
ST	\$85.00	
OT	\$127.50	
DT	\$170.00	

**ESTIMATED TOTAL**

**TRANSFER ESTIMATED TOTAL TO BOX #3 ON THE METHOD OF PAYMENT FORM**

WORK RATE SCHEDULE	
<b>ST</b>	Monday - Friday, 8:00 AM - 4:30 PM, except Holidays.
<b>OT</b>	Monday - Friday 4:30 PM - 8:00 AM, Saturday
<b>DT</b>	Saturday after eight hours of OT, all day Sunday & Holidays

**AUTHORIZATION**

PRINT NAME: \_\_\_\_\_

DATE: \_\_\_\_\_



# PLUMBING LAYOUT

Advance Payment Deadline Date: 01/15/2021

EXHIBITOR:		BTH #	
EVENT:	Builders Home & Garden Show 2021		
FACILITY:	AMERICA'S CENTER		
DATES:	March 18-21, 2021	EVENT #	031004SL

Return this form to Tammy Ridgley. HBA will invoice you for services ordered. Fax: (314) 432-7185 / RidgleyT@hbastl.com

## PLUMBING SERVICES ORIGINATE FROM THE FLOOR IN THIS VENUE

Air, water & drain services are delivered from a floor port to a “main distribution point” in island booths and then distributed from that point. Indicate this location and all other outlet locations using the legend & grid below. Inline and peninsula booths need to provide this information only if these services are needed at any other location than the rear of the booth. (See T&C page 4 for examples):

INDICATE BOOTH TYPE	INDICATE SCALE & TOTAL SQ FT	OUTLET LEGEND
Island _____	<p>Example: 1 Square = 1 Foot</p> <p>_____ Square = _____ Ft</p> <p>Total Square Footage = _____</p>	<b>X</b> = Main Distribution Point
Inline _____		<b>W</b> = Water
Peninsula _____		<b>D</b> = Drain
		<b>A</b> = Air
		<b>AC</b> = Add'l connection

Adjacent Booth or Aisle # \_\_\_\_\_

Adjacent Booth or Aisle # \_\_\_\_\_


Adjacent Booth or Aisle # \_\_\_\_\_

Adjacent Booth or Aisle # \_\_\_\_\_



## PLUMBING TERMS, CONDITIONS & REGULATIONS

1. A complete order with payment and floor plan inclusive of a scaled layout (for island booths or any booth requiring distribution of plumbing services) must be received no later than the deadline date for advance payment rates to apply. Orders received without payment and required floor plan are not guaranteed advance rates. Orders received after the deadline date will be charged at the regular rate. A purchase order or photocopy of a check are not considered valid forms of payment for securing advanced rate.
2. To receive advance rates a complete order inclusive of a scaled plumbing layout must be received before the advance payment deadline date. The scaled layout must match the order and include plumbing locations and orientation. Any changes or additional services received after the deadline date will be charged the regular payment price.
3. In the event that totals are calculated incorrectly, Edlen reserves the right to make the necessary corrections. Exhibitors will be notified by email of any corrections made. This includes adding the required minimum CFM charges when applicable and labor charges.
4. All outlets will be installed on the floor at the back wall of inline and peninsula booths. All services ordered for island booths will be dropped to one location in the booth. Edlen will make every attempt to deliver these services to a location convenient to the exhibitor.
5. Distribution of services throughout the booth space, whether under the carpet, above the carpet or overhead is done on a time and material basis. Lift charges may also apply for overhead distribution.
6. Additional footage charges apply when an Exhibitor requires services that are further than 90 feet away from closest outlet and when dropped from overhead when services originate on the floor or columns.
7. Labor charges apply when an exhibitor requires services to be dropped from overhead when services originate on the floor or columns.
8. The CFM requirements (Cubic Feet per Minute) determine the volume of air required to properly operate exhibitors equipment. CFM is a labor charge for sizing and installation of the service infrastructure.
9. In some instances a pump is required to drain services out of an exhibitor's booth. When this occurs, time & material charges apply. Exhibitors are encouraged to contact Edlen to discuss any potential additional costs.
10. Connection to exhibitor equipment is included in the cost of the service. Special equipment requiring company engineering or technicians for assembly, servicing, preparatory work and operation may be executed without Edlen plumbers.
11. Service outlet size is determined by the volume required. Air line size is dictated by the CFM requirements and air line terminations vary.
12. Compressed Air is supplied during show hours only. If compressed air is required for non-show hours call for a quote.
13. Wall, column and permanent building utility outlets are not part of booth space and are not to be used by exhibitors.
14. Unless otherwise directed, Edlen personnel are authorized to cut floor coverings to permit installing service(s) ordered.
15. Pressure for Water Services may vary. No guarantee can be made of minimum or maximum pressure. If pressure is critical, the exhibitor should arrange to have a pressure regulator valve installed.
16. Natural Gas "when available" is not regulated by Edlen and is at the facility pressure. Call for price quote when available.
17. Gas & Cylinders "when available" 1025 - 1030 BTU per cubic foot at 7' water column pressure. Credit will not be provided on unused cylinders.
18. All equipment using water must have inlet and outlet properly tagged.
19. All equipment must comply with state and local codes.
20. Edlen will not be responsible for moisture or water in air lines. Exhibitors should supply their own filter or other equipment to handle moisture or water.
21. For gas cylinders or any other special requirements call for a quote. Delivery charges will apply to any specialty equipment delivered and removed from the exhibitor booths.
22. Edlen must have 30 days notice in order to supply special regulators, strainers, traps, etc.
23. Credit will not be given for services installed and not used. All orders are subject to a 25% cancellation fee if cancelled in writing and received by Edlen (21) calendar days or less prior to the first contracted event move in date. Except sales tax, Edlen will not refund overpayment in amounts less than \$50.00 unless specifically requested in writing.
24. If the event is cancelled within 90 days prior to the first contracted event move-in day all orders are subject to a 25% cancellation fee. No refunds will be issued for events cancelled on or after the first contracted event move-in day.
25. Claims will not be considered or adjustments made unless filed in writing prior to close of the event; no exceptions.
26. Credit will not be given for outlets installed or connections made and not used.
27. Payment in full for all plumbing services provided must be made in full prior to close of the event.
28. It is agreed that in the event it becomes necessary to turn this matter over to an attorney for collection, or to file a lien, or foreclosure, or otherwise, exhibitor will pay Edlen its attorney fees or applicable agency fees.
29. A service charge of \$25.00 will be assessed for all returned checks or declined credit cards.
30. A service charge of 1.5% per month on any unpaid balances will be made starting 10 days after date of invoice.
31. Exhibitor hereby agrees to all terms and conditions outlined on all order forms and the Edlen General Data Protection Regulation (GDPR) privacy policy which can be reviewed by visiting: <https://ordering.edlen.com/LegalNotices/Terms-Edlen-GDPR.pdf>

**POWER TO OPERATE ANY PLUMBING APPARATUS IS NOT INCLUDED.  
ALL ELECTRICAL REQUIREMENTS MUST BE ORDERED ON THE ELECTRICAL FORM.**

For further information visit our website @ [www.edlen.com](http://www.edlen.com)  
or call the number on the Plumbing Order form

# FLORAL ORDER FORM

Advance Payment Deadline Date: 01/15/2021

44th Annual Builders St. Louis

Produced By:



<b>EXHIBITOR:</b>		<b>BTH #</b>	
<b>EVENT:</b>	<b>Builders Home &amp; Garden Show 2021</b>		
<b>FACILITY:</b>	<b>AMERICA'S CENTER</b>		
<b>DATES:</b>	<b>March 18-21, 2021</b>	<b>EVENT #031004SL</b>	

Return this form to Tammy Ridgley. HBA will invoice you for services ordered. Fax: (314) 432-7185 / RidgleyT@hbastl.com

<b>ORDER INSTRUCTIONS</b>
<p><b>ADVANCE PAYMENT PRICE</b></p> <p>For advance payment price to apply we must receive your order with payment prior to the deadline date posted on the top of this order form.</p>
<p><b>FLORAL DELIVERY</b></p> <p>All floral pricing includes delivery and pickup from the booth or designated location within the America's Center.</p>
<p><b>RENTAL RETURNS</b></p> <p>Rental items that are not in the booth at the close of the show will be charged a minimum of 2X the rental price again.</p>
<p><b>STRING LIGHT RENTAL</b></p> <p>If you order string lights, you must also order electric for them separately on the electrical order form. Power is not included in the rental price.</p>
<p><b>CONTAINER UPGRADES</b></p> <p>Container upgrades are available in Gold and Silver for an additional fee. These containers must be pre-ordered. Delivery can not be guaranteed for on-site orders.</p>
<p><b>SALES TAX</b></p> <p>The rental rate of all items on this form includes sales tax added at a rate of 9.68%.</p>
<p><b>FLORIST</b></p> <p>All floral services will be delivered by Walter Knoll Florist.</p>
<p><b>TERMS &amp; CONDITIONS</b></p> <p>I agree in placing this order that I have accepted Edlen's payment policy and the terms and conditions of contract.</p>
Form FLO-0314SL

GREEN PLANTS					
(Please circle type of plant when ordering)					
		QTY	Advance Price	Regular Price	TOTAL COST
3' GREEN PLANTS	Circle one: Palm Tree Bushy	_____	40.61	54.83	_____
4' GREEN PLANTS	Circle one: Palm Tree Bushy	_____	51.59	69.64	_____
5' GREEN PLANTS	Circle one: Palm Tree Bushy	_____	62.56	84.47	_____
6' GREEN PLANTS	Circle one: Palm Tree Bushy	_____	73.54	99.29	_____
7' GREEN PLANTS	Circle one: Palm Tree Bushy	_____	84.51	114.09	_____
8' GREEN PLANTS	Circle one: Palm Tree Bushy	_____	138.30	179.37	_____
10' GREEN PLANTS	Circle one: Palm Tree Bushy	_____	142.70	192.65	_____
12' GREEN PLANTS	Circle one: Palm Tree Bushy	_____	160.25	216.35	_____
15' GREEN PLANTS	Circle one: Palm Tree Bushy	_____	215.14	290.44	_____
LARGE FERN / VINING		_____	32.93	44.47	_____
CASCADING 1' WIDE X 10" TALL		_____	27.44	36.98	_____
UPRIGHT SMALL 18" WIDE X 1' TALL		_____	27.44	36.98	_____
FLOWERING PLANTS (Select color when ordering)					
FLOWERING MUM PLANT (Yellow / White / Lavender /Asst)		_____	37.83	48.38	_____
BROMELIAD (Red / Lavender / Orange / Pink)		_____	38.42	51.87	_____
AXALEA (Red / Orange / White)		_____	43.90	59.27	_____
KALANCHOE (Red / Orange / Yellow/Pink)		_____	38.42	51.87	_____
FLORALS & MISCELLANIOUS					
FRESH CUT ARRANGEMENT - SMALL		_____	65.86	88.92	_____
FRESH CUT ARRANGEMENT - MEDIUM		_____	93.30	125.96	_____
FRESH CUT ARRANGEMENT - LARGE		_____	164.65	222.28	_____
BLOOMING BASKET - SMALL		_____	65.86	88.92	_____
BLOOMING BASKET - MEDIUM		_____	93.30	125.96	_____
BLOOMING BASKET - LARGE		_____	164.65	222.28	_____
FLORAL BOUTONNIERE (Specify color pallet: _____)		_____	13.18	17.79	_____
FLORAL CORSAGE (Specify color pallet: _____)		_____	32.93	44.47	_____
MINI LIGHTS		_____	16.47	20.45	_____
6" BUBBLE BOWL		_____	32.93	44.47	_____
10" BUBBLE BOWL		_____	54.88	73.97	_____
CONTAINERS	Select color: Gold/Silver/Black	_____	27.44	27.44	_____

<b>SALES TAX DUE UNLESS EXEMPTION CERTIFICATE ACCOMPANIES ORDER</b>	
<b>TRANSFER TOTAL TO BOX #7 ON METHOD OF PAYMENT FORM</b>	<b>TOTAL</b>
PRINT NAME:	
EMAIL:	PHONE:



**AMERICA'S  
CENTER®**



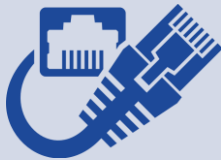
**Builders Association of St. Louis and Eastern Missouri**

March 18<sup>th</sup> – 21<sup>st</sup>, 2021

Order 14 days prior to the 1<sup>st</sup> day of the event move-in for incentive rate.

**Incentive deadline for the above event is February 25<sup>th</sup>, 2021**

Smart City is the exclusive telecommunications service provider for the  
America's Center Convention Complex.



**Hardwired Internet  
Service**

- Dedicated Bandwidth Services



**Wireless Internet Service**

- Custom Hot Spot
- On-Site / On-Demand Services



**Telephone Service**

- Single-Line
- Multi-Line
- Conference Telephone Services



To review and order our services visit

<https://orders.smartcitynetworks.com>

Questions? Contact us at (888) 446•6911 or [customerservice@smartcitynetworks.com](mailto:customerservice@smartcitynetworks.com).

# Food and Beverage Sampling and Selling Policies

Levy Restaurants has the exclusive rights to sell food and beverage in and around the America's Center Complex and Dome. All food items must be provided by Levy Restaurants. Menu selections, room requirements and all other arrangements must be received by Levy Restaurants, in writing, 30 days prior to the function date. No food or beverage items may be brought onto the premises unless written permission is requested by the customer and written permission is granted as stipulated under contract terms and conditions. No food items may be removed from any function.

There is no charge for sampling of food or non-alcoholic beverage provided:

- (1) The exhibitor is the manufacturer or distributor of the product(s) and the sole purpose of the exhibit is to market the product to the show attendees and not for the purpose of retail sales of the product(s) for profit.
- (2) The product is offered in single bite portions no larger than 2 inch by 2 inch dimensions or no larger than 4 ounce liquid portions. No liquid product may be handed out in their original packaging at any time.
- (3) The product is properly dispensed in full compliance with all applicable federal, state and local health and sanitation regulations. Local Health Department permits are not required but the completed Exhibitor Sampling Form for Levy Restaurants will still be required.

## **Storage and handling**

Refrigerated, frozen, and dry storage is available at a rate of \$50.00+ per pallet. There is a onetime handling fee of \$50.00+ and a \$25.00+ charge per delivery. Use of the kitchen facility is available for a fee with prior approval of the Executive Chef. Storage may not always be available; it is the responsibility of the exhibitor/vendor to supply adequate storage in this case. Levy Restaurants is not responsible for any loss of product.

## **Selling of food or beverage**

Requests for the right to sell food must be submitted prior to an event by both the sponsoring event management and the requesting vendor. Upon approval, there will be a charge per location per day which must be paid in advance to Levy Restaurants. This fee is non-negotiable and non-refundable. Outside food and beverage is not permitted in the America's Center/The Dome and MUST be approved before the show.

All approved vendors selling products must submit pricing and specifications to Levy Restaurants 30 days in advance. All approved vendors are responsible for all booth rental fees, tables, electrical, plumbing, drayage, and all other America's Center Services. Vendors must also have \$1,000,000.00 Liability Insurance naming Levy Restaurants as additional insured, and are responsible for all local and state laws. A Certificate of Insurance must be provided. **NO EXCEPTIONS.**

## **Alcoholic beverage sampling**

All alcoholic products to be sampled must be approved prior to show. All alcoholic products must be delivered to the America's Center dock (off of Cole Street) from an approved distributor, and delivery times are to be coordinated between the exhibitor and Levy. All invoices must be invoiced to Levy Restaurants and paid in full to Levy Restaurants by the exhibitor 2 weeks prior to the event. The distributor will then be reimbursed according to Missouri State liquor laws within 30 days of the invoice. With prior approval from Levy, sponsored or donated alcohol is permitted, and Levy should receive a \$0 invoice with receipt of payment 2 weeks prior to the event. A Certificate of Insurance must be provided and an Alcohol Release and Indemnity Contract signed, and they must be exact. This is law and we can't allow any exceptions.

Alcohol sampling requires service from union bartenders through Levy Restaurants. Bartender fees of \$150.00+ per 4 hours with a 4 hour minimum will be applied.

Name(type or print): \_\_\_\_\_ Signature: \_\_\_\_\_  
Date: \_\_\_\_\_

# Exhibitor Sampling Form

Page 1

To be filled out by exhibitor & emailed to Renee Simpson at Levy Catering at the America's Center: [simpson@levyrestaurants.com](mailto:simpson@levyrestaurants.com)

Name of Show: \_\_\_\_\_

Date(s) of Show: \_\_\_\_\_

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

Contact Name: \_\_\_\_\_

Company Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

List of food items to be displayed and/or served, method & location of preparation and method of holding food product for service.

ITEM	PREP LOCATION	STORAGE

Name (type or print): \_\_\_\_\_ Signature: \_\_\_\_\_

Date: \_\_\_\_\_



# Exhibitor Sampling Form

## Page 2

1. All products prepared and/or sampled must be approved by America's Center Catering and are subject to the Terms and Conditions and applicable service charges. Food sampling is permitted only by the manufacturing company or the distributor of the product.
2. Any food that is fully or partially baked, grilled, fried, heated or otherwise prepared in the booth for attendee sampling must be listed on the Booth Form. Temperature sensitive foods such as milk or egg products (dips, ice cream, mayonnaise, etc.), cold cuts, fish, or any other product that requires a regulated temperature should also be listed on this Booth Form.
3. The exhibitor is the manufacturer or distributor of the product(s) and the sole purpose of the exhibit is to market the product to the show attendees and not for the purpose of retail sales of the product(s) for profit.
4. The product is offered in single bite portions no larger than 2 inch by 2 inch dimensions or no larger than 4 ounce liquid portions. No liquid product may be handed out in their original packaging at any time and product must be non-alcoholic unless permits have been provided and approved by Levy.
5. The product is properly dispensed in full compliancy with all applicable federal, state and local health and sanitation regulations. Local Health Department permits are not required but the completed Exhibitor Sampling Form for Levy Restaurants will still be required.
6. All food must be prepared on-site or at an approved food establishment, which obtains its products from an approved source.
7. Food temperatures must be 140 degrees or above (hot), 45 degrees or below (cold).
8. Metal-stemmed thermometers must be provided at booth to monitor product temperature.
9. Each booth must have adequate refrigeration (mechanical or dry ice).
10. Ice must come from a licensed commercial source (not made at home).
11. Wet ice can be used for canned or bottled soda in cold storage.
12. Wet ice used for drinks must be kept in separate containers with an ice scoop provided.
13. Ice cream dipping- see Event manager for special instructions.
14. Food containers (transportation and storage) must be hard, food grade plastic or stainless steel and easy to clean (no Styrofoam).
15. Single service items such, as cups, plates, spoons, forks, etc., shall be used in dispensing of food and be provided by the exhibitor.
16. Tongs, plastic gloves or other appropriate utensils are required in the handling of food products and provided by the exhibitor.
17. Eating or smoking in the booth is prohibited.
18. Proper hand wash facilities must be provided at booth (sanitary towelettes are acceptable).
19. Persons with any type of infection are prohibited from handling food and from working in a food preparation area.
20. Sufficient clothing must be worn while working in booth (no tank tops or similar attire).
21. At least a five (5) gallon container of water with approved sanitizing such as 1 tsp. Bleach for each 2 gallons of water must be available to clean and sanitize utensils or pans that may have been dropped or need cleaning.

Name(type or print):\_\_\_\_\_Signature:\_\_\_\_\_

Date:\_\_\_\_\_



# AMERICA'S CENTER<sup>®</sup>

## Exhibit Hall Fire Regulations

The information contained in this brief outline does not by any means cover completely the ordinances and regulations contained in the "City of St. Louis Fire Prevention Code."

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

1. All curtains, drapes and decorations must be constructed of flameproof material, or treated with an approved flameproofing solution. (Treatment shall be renewed as often as may be necessary to maintain the flameproofing effect.)
2. No combustible materials, merchandise or signs shall be attached to, hung from, or draped over flameproofed side and rear divider draperies of booths or attached to table skirting facing aisles, unless flameproofed.
3. All exits, hallways and aisles leading from buildings or tents are to be kept clear and unobstructed at all times.
4. No exit door shall be locked, bolted or otherwise fastened or obstructed at any time an exhibit building is open to the public. Moreover, it shall be unlawful to obstruct, or reduce in any manner, the clear width of any doorway, hallway, passageway or other means of egress. Additionally, all required exits shall be so located as to be discernible and accessible with unobstructed access thereto.
5. Access through turnstiles, gates, rails or similar devices shall not be permitted unless such a device is equipped to swing readily in the direction of exit travel under a total force of not more than 15 pounds and/or prior approval of the Fire Marshal.
6. All sawdust, shavings, hay and straw shall be flame-proofed, stored and maintained in a manner approved by the Fire Marshal.
7. Automobiles, trucks, tractors, machinery and other motor vehicles utilizing flammable fuels, which are placed on display inside any building shall have no more than two (2) gallons of fuel in the tank; all fuel tanks shall be locked or effectively sealed and battery cables shall be disconnected from the ignition system. Ignition keys for vehicles on display shall be kept by a responsible person at the display location for removal of such vehicles from the building in the event of an emergency.
8. There shall not be any gasoline powered forklifts or carts allowed in a place of assembly. Exceptions: Propane or electric vehicles are allowed.
9. The use of liquefied petroleum gases inside buildings, tents or other areas is strictly prohibited, except for demonstration purposes when approved by the Fire Marshal. Maximum LPG allowed for exhibition purposes is a 6 (six) pound cylinder.
10. "No Smoking by Order of Fire Marshal" signs shall be posted and maintained in areas designated by the Fire Marshal.
11. Provide for daily removal and disposal of trash and rubbish from buildings and tents.
12. All electrical wiring shall be installed in a manner approved by the City Chief Electrical Inspector.
13. Provide and maintain approved fire extinguishing equipment in all areas as designated by the Fire Marshal.
14. All standpipe and hose cabinets shall be kept clear and unobstructed at all times.
15. All appliances fired by natural gas shall be approved by the City Chief Mechanical Inspector and Fire Marshal before being used.
16. The use of welding and cutting equipment for demonstration purposes must be by permit from the Fire Marshal.
17. Cylinders of compressed gases are prohibited unless approved by the Fire Marshal, and shall be secured in a vertical or horizontal position depending on the tank use and design.
18. The operator or the person in charge of operation or use of any place of assembly or education shall check

egress facilities before such building is occupied for any use. If such inspection reveals that any element of the required means of egress is obstructed, inaccessible, locked, fastened or otherwise unsuited for immediate use, admittance to the building shall not be permitted until necessary corrective action has been completed.

19. There shall not be any obstructions blocking exit doors from the outside of any building, such as autos parked in doorways or barricades across sidewalks.
20. No curtains, drapes or decorations shall be hung in such a manner as to cover any exit signs.
21. No vehicles shall be parked in fire lanes outside of buildings.
22. No flammable liquids shall be used or admitted inside of buildings except by approval of the Fire Marshal.
23. Artificial lighting such as lanterns and candles are prohibited.
24. The use of all gas-fired heating units, either portable or stationary, shall meet the approval of the City Chief Mechanical Inspector and the Fire Marshal. The use of the so-called "salamander" stove is strictly prohibited.
25. All cooking appliances shall be equipped with ventilating hoods and equipment as deemed necessary by the Fire Marshal, but in any instance such equipment shall be installed in accordance with provision of the City Building and Fire Codes.

However, countertop fryers not exceeding 15 lbs. of oil may be used without the necessary ventilating hood and surface protection requirements, additionally, the exhibitor shall be allowed no more than one (1) fryer per booth and shall provide two (2) ten (10) pound B.C. extinguishers; positioned on both sides of said fryers.

All cooking appliances shall be listed by a **National Testing Agency**, i.e. Underwriters Laboratory or Factory Mutual.

26. Booth and seating plans must be approved by the Fire Marshal. Submit plans to Fire Marshal no later than **15 days** before set-up date.
27. There shall not be any ticket booths, tables, or any other display setup in the lobby without the prior approval of the Fire Marshal.

28. All aisles shall be maintained at a minimum of ten (10) feet clearance.
29. Ferrara Theatre seating capacity shall be limited to the fixed seating of 1,411 with absolutely no standing allowed!
30. All covered structures in excess of ninety (90) square feet in area shall be protected by an automatic fire detection system approved by the Fire Marshal.
31. All floor plans submitted shall be totally representative of the halls, rooms, and/or areas in which the events are held in, such as the location of manual pull stations, fire hose standpipe closets, exits, aisles and man doors in air walls, etc.
32. Should there be any questions regarding plans and/or code requirements, contact the St. Louis Fire Inspector, 1421 N. Jefferson, St. Louis, MO 63106, Telephone: (314) 289-1900; Fax: (314) 289-1985.



# HOME SHOW PAYMENTS

## HOME BUILDERS ASSOCIATION OF ST. LOUIS & EASTERN MO CREDIT CARD AUTHORIZATION FORM

You can also pay online at [www.STLHomeShow.com](http://www.STLHomeShow.com) in the Exhibitor Portal. If you are unable to pay online, please PRINT and complete this form.

Show Name: St. Louis Builders Home & Garden Show

Name on Card: \_\_\_\_\_

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

If different than name on credit card,  
who is authorizing this payment? \_\_\_\_\_

Day Phone # : ( \_\_\_\_\_ ) \_\_\_\_\_ - \_\_\_\_\_ Ext: \_\_\_\_\_

Billing Address for Credit Card (this is where the billing statement is received):

Street Address: \_\_\_\_\_

City, State & Zip: \_\_\_\_\_

Type of Card: Mastercard Visa American Express Discover

Credit Card Number: \_\_\_\_\_

Expiration Date: \_\_\_\_\_ (month/year)

CSC Code: \_\_\_\_\_ (3 or 4 digit # on back of credit card - AMEX on front of card above cc#)

Amount to charge: \_\_\_\_\_

Payment Type: Utilities / Directory / Passes (Please provide detail in Comment section below)

Comments \_\_\_\_\_

or \_\_\_\_\_

Special Requests: \_\_\_\_\_

Please note: A credit card receipt is always mailed to the credit card holder's billing address.

**Signature**

*(Required - will NOT be processed without signature)*

The Home Builders Association of St. Louis & Eastern Missouri federal I.D. is 43-0199685. If you require a W-9 form please visit our website at [www.stlhba.com](http://www.stlhba.com) and look under the "ABOUT US" menu.

Remit To:



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

FURNITURE/CARPET RENTAL ORDER FORM

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

Table with columns: ITEM #, QTY, DISCOUNT RATES, STANDARD RATES, AMOUNT. Includes Furniture items like Plastic Side Chair, Padded Sled Base Chair, etc.

CARPET

Table with columns: ITEM #, QTY, DISCOUNT RATES, STANDARD RATES, AMOUNT. Includes Carpet items like 9' X 10', 9' X 20', etc.

AREA CARPET (Indicate Dimensions for Special Size Carpet)

Table with columns: ITEM #, QTY, DISCOUNT RATES, STANDARD RATES, AMOUNT. Includes Area Carpet item.

COLORS: RED BLUE HUNTER GREEN BURGUNDY PLUM GRAY BLACK

Area carpet is required for all booths larger than 30', or for booths configured as islands or peninsula areas.

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

Table with columns: ITEM #, QTY, DISCOUNT RATES, STANDARD RATES, AMOUNT. Includes Padding and Visqueen items.

Table with columns: ITEM #, QTY, DISCOUNT RATES, STANDARD RATES, AMOUNT. Includes Draped Display Table items like 4' Table - 30" high, 6' Table - 30" high, etc.

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

UNDRAPED DISPLAY TABLE

Table with columns: ITEM #, QTY, DISCOUNT RATES, STANDARD RATES, AMOUNT. Includes Undraped Display Table items like 4' Table - 30" high, 6' Table - 30" high, etc.

TABLE RISERS COVERED WHITE

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

Table with columns: ITEM #, QTY, DISCOUNT RATES, STANDARD RATES, AMOUNT. Includes Table Risers items.

SPECIAL DRAPE BACKGROUNDS

Table with columns: ITEM #, QTY, DISCOUNT RATES, STANDARD RATES, AMOUNT. Includes Special Drape Backgrounds items.

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 2021 SPRING HOME & GARDEN SHOW BOOTH #

EXHIBITING COMPANY PHONE # FAX #

ADDRESS CITY STATE ZIP

EMAIL ORDER CONFIRMATION & INVOICE TO

CONTACT NAME DATE

(Print & Sign)

Please Fax, Mail or Email This Form Promptly To Heritage Using The Information At The Top Of The Page - Retain One Copy for Your Files

# Chairs/Carpet

## Chairs



## Furniture

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

## Carpet



Black



Red



Burgundy



Gray



Blue



Plum



Hunter Green

# Display Tables

## Pedestal Tables

F80 Pedestal Table 30" x 18" h

F90 Pedestal Table 30" x 30" h

F100 Pedestal Table 30" x 42" h

## Draped Display Tables

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

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

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

## Undraped Display Tables

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

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

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



F80



F90



F100



F190  
F220



F110  
F140



Red



Teal



Burgundy



Gray



Plum



White



Hunter  
Green



Expo  
Green



Gold



Blue



Black



F200  
F230



F120  
F150



F210  
F240



F130  
F160

Remit To:



620 Shenandoah Avenue | St. Louis, MO 63104

Phone 314-534-8500 | Fax 314.534.8050

Exhibitor.Services@HeritageSVS.com

**ACCESSORIES/DISPLAY  
RENTAL ORDER FORM**

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

ITEM #	QTY	DISCOUNT RATES	STANDARD RATES	AMOUNT
<b>ACCESSORIES</b>				
A10	_____	Wastebasket .....	17.48	22.73 _____
A20	_____	Tripod Easels.....	29.14	37.91 _____
D250	_____	Chrome Sign Holder.....	107.48	139.70 _____
A30	_____	Chrome Stanchion.....	21.84	28.88 _____
A40	_____	Velour Rope 6' Black.....	21.84	28.88 _____
A50	_____	Coat Tree.....	63.37	82.43 _____
A60	_____	Chrome Bag Rack.....	63.37	82.43 _____
A70	_____	Literature Rack.....	123.85	161.02 _____
A80	_____	Garment Rack 5'.....	67.99	88.41 _____
A90	_____	2 Way Straight Arm Rack.....	93.24	121.22 _____
A100	_____	4 Way Slant Arm Rack.....	104.74	135.77 _____
A106	_____	Raffle Ticket Drum.....	57.75	75.08 _____
A107	_____	Fishbowl.....	21.00	27.30 _____
A110	_____	6' Tensabarrier.....	99.07	128.84 _____

**DISPLAY CABINETS AND COUNTERS**

Black Fabric     Gray Fabric     White PVC

MD20	_____	Counter 1M x 1/2M x 42" High, W/Shelf.....	408.30	530.41 _____
	_____	<input type="checkbox"/> Counter Lock .....	23.05	29.98 _____
MD21	_____	Counter 2M x 1/2M x 42" High, W/Shelf .....	570.73	741.98 _____
	_____	<input type="checkbox"/> 2 Counter Locks .....	46.10	59.96 _____
MD22	_____	Curved Counter 1M x 1/2M x 42" High W/Shelf....	448.83	583.45 _____
	_____	<input type="checkbox"/> Counter Lock .....	23.05	29.98 _____
MD23	_____	Radius Counter 1M x 1/2M x 42" High .....	538.60	700.19 _____
MD30	_____	Cabinet 1M x 1/2M x 42" (White Only/ Comes With Lock & Shelf)	489.64	632.80 _____

ITEM #	QTY	DISCOUNT RATES	STANDARD RATES	AMOUNT
<b>DISPLAY</b>				
D10	_____	Pegboard Panels (4'x8').....	174.88	227.33 _____
D11	_____	Pegboard 6" Single Hook.....	8.77	11.40 _____
D12	_____	Pegboard 8" Single Hook.....	10.19	13.28 _____
D20	_____	Tackboard Panels (4'x8').....	131.15	170.52 _____
		<input type="checkbox"/> Horiz. <input type="checkbox"/> Vert.		
D31	_____	Fabric Impact Panel 1 Meter x 8'.....	320.57	416.73 _____
D40	_____	Gridwall 2'x8' Black.....	119.49	155.35 _____
D60	_____	Gridwall 6" Single Hook.....	8.77	11.40 _____
D70	_____	Gridwall 8" Single Hook.....	10.19	13.28 _____
D50	_____	Slatwall 1 Meter x 8'.....	160.28	208.37 _____
D120	_____	Slatwall Waterwalls Hooks.....	26.25	34.13 _____
D121	_____	Slatwall 8" Bracket.....	10.19	13.28 _____
D130	_____	Shelf 1 meter wide.....	43.73	56.86 _____
D210	_____	Acrylic Holder.....	18.22	23.68 _____
D220	_____	Arm Light.....	38.85	50.50 _____
D140	_____	4' Full View Showcase.....	386.19	502.10 _____
D150	_____	6' Full View Showcase.....	415.33	539.91 _____
D170	_____	6' Quarter View Showcase.....	369.18	498.76 _____

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

**TOTAL ORDER** \_\_\_\_\_

NAME OF CONVENTION 2021 SPRING HOME & GARDEN SHOW BOOTH # \_\_\_\_\_

EXHIBITING COMPANY \_\_\_\_\_ PHONE # \_\_\_\_\_ FAX # \_\_\_\_\_

ADDRESS \_\_\_\_\_ CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

EMAIL ORDER CONFIRMATION & INVOICE TO \_\_\_\_\_

CONTACT NAME \_\_\_\_\_ DATE \_\_\_\_\_

(Print & Sign)

# Accessories



A10



D250



A30



A40



A20



A70



A80



A60



A100



A90



A110



A106





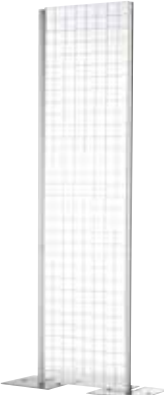









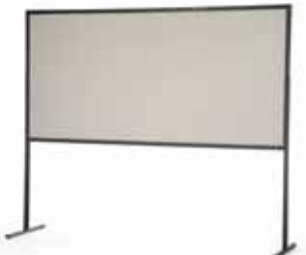



A107

## Accessories:

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

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

# Display

 <p>D10</p>	 <p>D50</p>	 <p>D40</p>	 <p>D31</p>
 <p>D11 D12</p>	 <p>D121</p>	 <p>D60 D70</p>	 <p>D130</p>
 <p>D220</p>	 <p>D120</p>	 <p>D140 D150 (Shown)</p>	 <p>D160 D170 (Shown)</p>
 <p>D20 D30 (Shown)</p>	 <p>MD30</p>	 <p>MD20 (Shown) MD21</p>	 <p>MD22</p>

## Display

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

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

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

D30 Horizontal Tackboard  
MD30 Display Cabinet 1 Meter  
MD20 Display Counter 1 Meter  
MD21 Display Counter 2 Meter  
MD22 Curved Counter 1 Meter

Remit To:



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

# MODULAR RENTAL DISPLAY ORDER FORM

**Cancellation:** No refunds if cancelled after the deadline.

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

## Choose Your Exhibit – Check One

<input type="checkbox"/> <b>MD01 DISPLAY ONE: 10' STANDARD DISPLAY</b> <b>Package Includes:</b> Installation and dismantling labor 1 Header One 10' x 10' Standard Carpet One 1 meter counter Three Arm Lights	<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <th style="text-align: center;">ADVANCED RATE</th> <th style="text-align: center;">STANDARD RATE</th> </tr> <tr> <td style="text-align: center;">\$1,875.41</td> <td style="text-align: center;">\$2,413.48</td> </tr> </table>	ADVANCED RATE	STANDARD RATE	\$1,875.41	\$2,413.48		<input type="checkbox"/> <b>MD02 DISPLAY TWO: 20' STANDARD DISPLAY</b> <b>Package Includes:</b> Installation and dismantling labor One 10' x 20' Standard carpet 2 Headers One 2 meter counter Two 1 meter counters 6 Halogen Lights	<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <th style="text-align: center;">ADVANCED RATE</th> <th style="text-align: center;">STANDARD RATE</th> </tr> <tr> <td style="text-align: center;">\$4,251.19</td> <td style="text-align: center;">\$5,526.57</td> </tr> </table>	ADVANCED RATE	STANDARD RATE	\$4,251.19	\$5,526.57					
ADVANCED RATE	STANDARD RATE																
\$1,875.41	\$2,413.48																
ADVANCED RATE	STANDARD RATE																
\$4,251.19	\$5,526.57																
<input type="checkbox"/> <b>MD03 DISPLAY THREE: 20' DELUXE DISPLAY</b> <b>Package Includes:</b> Installation and dismantling labor One 10' x 20' Standard Carpet 2 Headers One 1.5 meter counter Four shelves 5 Halogen Lights	<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <th style="text-align: center;">ADVANCED RATE</th> <th style="text-align: center;">STANDARD RATE</th> </tr> <tr> <td style="text-align: center;">\$4,574.06</td> <td style="text-align: center;">\$5,946.31</td> </tr> </table>	ADVANCED RATE	STANDARD RATE	\$4,574.06	\$5,946.31		<input type="checkbox"/> <b>MD04 DISPLAY FOUR: 20' DELUXE DISPLAY</b> <b>Package Includes:</b> Installation and dismantling labor One 10' x 20' Standard carpet 1 Header 4 Counters 5 Halogen Lights	<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <th style="text-align: center;">ADVANCED RATE</th> <th style="text-align: center;">STANDARD RATE</th> </tr> <tr> <td style="text-align: center;">\$4,977.68</td> <td style="text-align: center;">\$6,470.94</td> </tr> </table>	ADVANCED RATE	STANDARD RATE	\$4,977.68	\$6,470.94					
ADVANCED RATE	STANDARD RATE																
\$4,574.06	\$5,946.31																
ADVANCED RATE	STANDARD RATE																
\$4,977.68	\$6,470.94																
<input type="checkbox"/> <b>MD05 DISPLAY FIVE: 20 X 20 ISLAND DISPLAY</b> <b>Package Includes:</b> Installation and dismantling labor One 20' x 20' Standard carpet 2 Headers 4 Counters	<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <th style="text-align: center;">ADVANCED RATE</th> <th style="text-align: center;">STANDARD RATE</th> </tr> <tr> <td style="text-align: center;">\$8,206.38</td> <td style="text-align: center;">\$10,668.32</td> </tr> </table>	ADVANCED RATE	STANDARD RATE	\$8,206.38	\$10,668.32		<input type="checkbox"/> <b>MD06 DISPLAY SIX: 20 X 20 ISLAND DISPLAY</b> <b>Package Includes:</b> Installation and dismantling labor One 20' x 20' Standard carpet 4 Headers 4 Counters	<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <th style="text-align: center;">ADVANCED RATE</th> <th style="text-align: center;">STANDARD RATE</th> </tr> <tr> <td style="text-align: center;">\$8,879.60</td> <td style="text-align: center;">\$11,542.81</td> </tr> </table>	ADVANCED RATE	STANDARD RATE	\$8,879.60	\$11,542.81					
ADVANCED RATE	STANDARD RATE																
\$8,206.38	\$10,668.32																
ADVANCED RATE	STANDARD RATE																
\$8,879.60	\$11,542.81																
<p><b>Circle your carpet color:</b></p> <p>Black    Blue    Burgundy    Gray    Red</p>		<p><b>Choose Your Panels</b> Standard and Optional Panel Choices</p> <table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td style="width:70%;"><input type="checkbox"/> White Hardwall</td> <td style="width:15%; text-align: center;"><b>Advanced Rates:</b></td> <td style="width:15%; text-align: center;"><b>Advanced Rates:</b></td> </tr> <tr> <td><input type="checkbox"/> Blue/Gray Velcro – Circle: Blue or Gray</td> <td style="text-align: center;">Included</td> <td style="text-align: center;">Included</td> </tr> <tr> <td><input type="checkbox"/> Opt. Color Hardwall (per panel) - Specify</td> <td style="text-align: center;">Included</td> <td style="text-align: center;">Included</td> </tr> <tr> <td></td> <td style="text-align: center;">\$73.50 ea.</td> <td style="text-align: center;">\$95.55 ea.</td> </tr> </table>				<input type="checkbox"/> White Hardwall	<b>Advanced Rates:</b>	<b>Advanced Rates:</b>	<input type="checkbox"/> Blue/Gray Velcro – Circle: Blue or Gray	Included	Included	<input type="checkbox"/> Opt. Color Hardwall (per panel) - Specify	Included	Included		\$73.50 ea.	\$95.55 ea.
<input type="checkbox"/> White Hardwall	<b>Advanced Rates:</b>	<b>Advanced Rates:</b>															
<input type="checkbox"/> Blue/Gray Velcro – Circle: Blue or Gray	Included	Included															
<input type="checkbox"/> Opt. Color Hardwall (per panel) - Specify	Included	Included															
	\$73.50 ea.	\$95.55 ea.															

**Indicate Your Header Sign Copy**

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

Check which color lettering you would like  Black  Blue  Red

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

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

Yes, I have completed and enclosed the Payment Form    Sub. Total \_\_\_\_\_

TOTAL ORDER \_\_\_\_\_

NAME OF CONVENTION 2021 SPRING HOME & GARDEN SHOW BOOTH # \_\_\_\_\_

EXHIBITIING COMPANY \_\_\_\_\_ PHONE # \_\_\_\_\_ FAX # \_\_\_\_\_

ADDRESS \_\_\_\_\_ CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

EMAIL ORDER CONFIRMATION & INVOICE TO \_\_\_\_\_

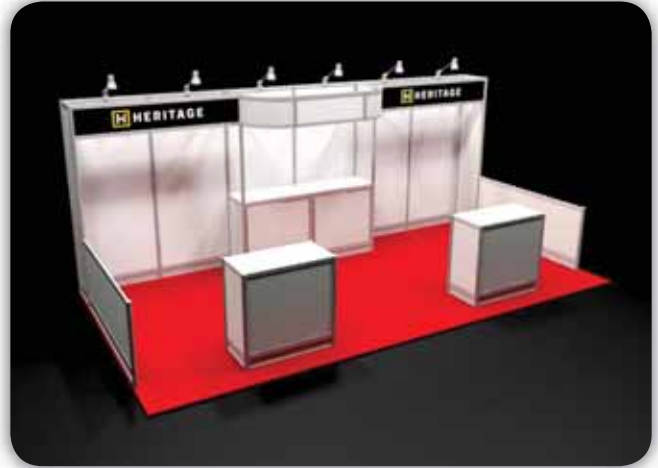
CONTACT NAME \_\_\_\_\_ DATE \_\_\_\_\_



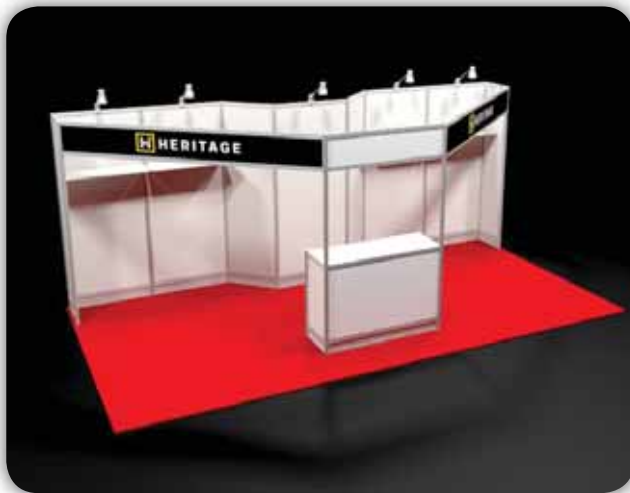
# Modular Displays



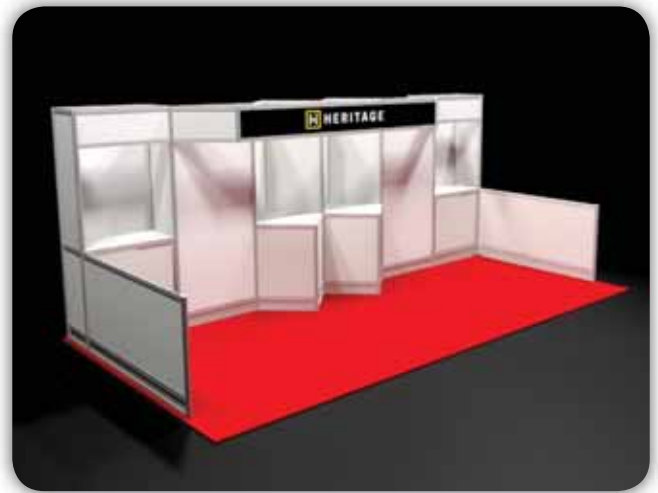
MDO1 Modular Hardwall Display Package 1



MDO2 Modular Hardwall Display Package 2



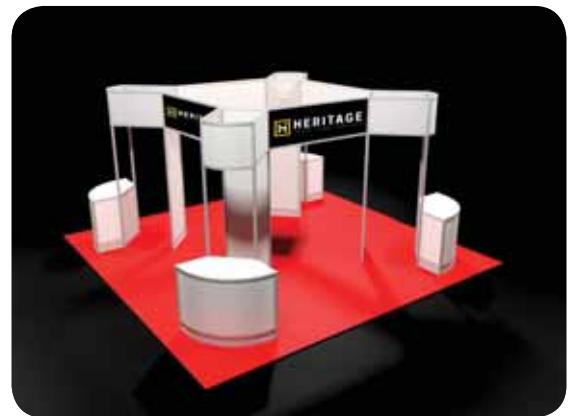
MDO3 Modular Hardwall Display Package 3



MDO4 Modular Hardwall Display Package 4



MDO5 Modular Hardwall Display Package 5



MDO6 Modular Hardwall Display Package 6

**Remit To:**



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

**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:

<b><u>IN &amp; OUT</u></b>	<b><u>IN &amp; OUT</u></b>	<b><u>IN &amp; OUT</u></b>
STRAIGHT TIME	STRAIGHT TIME/OVERTIME	OVERTIME
\$44.10 per CWT	\$54.60 per CWT	\$65.10 per CWT

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

ADVANCE SHIPPING ADDRESS	TO: (Name of Exhibitor & Booth Number) FOR: 2021 Spring Home & Garden Show c/o: YRC 400 Barton St. St. Louis, MO 63104	TO: (Name of Exhibitor & Booth Number) FOR: 2021 Spring Home & Garden Show c/o: Heritage Trade Show Services America's Center (Cole Street Docks) 800 Cole Street St. Louis, MO 63101	DIRECT SHIPPING ADDRESS
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**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:

Forklift with operator	(1 hr. minimum)	<b><u>STRAIGHT TIME</u></b>	<b><u>OVERTIME</u></b>	<b><u>DOUBLETIME</u></b>
(maximum 4,000 lbs.)		\$131.25 hr.	\$163.80 hr.	\$204.75 hr.
Material Handler	(1 hr. minimum)	\$84.00 hr.	\$126.00 hr.	\$161.70 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 **2021 SPRING HOME & GARDEN SHOW** BOOTH # \_\_\_\_\_

EXHIBITING COMPANY \_\_\_\_\_ PHONE # \_\_\_\_\_ FAX # \_\_\_\_\_

ADDRESS \_\_\_\_\_ CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

EMAIL ORDER CONFIRMATION & INVOICE TO \_\_\_\_\_

CONTACT NAME \_\_\_\_\_ DATE \_\_\_\_\_

## **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 TRADE SHOW SERVICES as soon as shipments are made. This will assist in tracing, if required. Shipments received at the warehouse after scheduled exhibitor set-up or shipments received at show site after exhibitor move-in times, are subject to surcharges to cover additional trucking or labor and will be billed accordingly.

## **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:

	<b>STRAIGHT TIME</b>	<b>OVERTIME</b>	<b>DOUBLETIME</b>
Forklift with Operator (Up to 4,000 lb. Capacity)	\$131.25 per hr.	\$163.80 per hr.	\$204.75 per hr. (One Hour Minimum)
Material Handler	\$84.00 per hr.	\$126.00 per hr.	\$161.70 per hr. (One Hour Minimum)
Local Pickups & Deliveries	\$113.40 per hr.	\$152.25 per hr.	\$186.90 per hr. (One Hour Minimum)

## **BANDING**

Metal banding will be available for securing outbound shipments at a rate of .55 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 Trade Show Services shall not be responsible for loss, theft, or disappearance of exhibitor's materials after same has been delivered to exhibitor's booth and shall not be responsible for damage to uncrated materials, materials improperly packed, or concealed damage.
2. Heritage Trade Show Services shall not be responsible for loss, theft, or disappearance of materials before they are picked up from exhibitor's booth for reloading after the Show. Bills-of lading covering outgoing shipments, which are furnished by Heritage Trade Show Services to exhibitors, will be checked at time of actual pickup from the booth and corrections made where discrepancies occur.
3. Heritage Trade Show Services liability shall be limited to the physical loss of or damage to the specific article which is lost or damaged, and in any event Heritage Trade Show Services' maximum liability shall be limited to \$ .30 per pound per article with a maximum liability of \$50.00 per item, or \$1,000.00 per shipment, whichever is less.
4. Heritage Trade Show Services shall not be liable to any extent whatsoever for any actual, potential, or assumed loss of profits or revenues, or for any collateral costs, which may result from any loss or damage to an exhibitor's materials which may make it impossible or impractical to exhibit same.

# HERITAGE

Trade Show Services

**DO NOT DELAY!**

**ADVANCE SHIPMENT  
TO WAREHOUSE**

TO: \_\_\_\_\_

EXHIBITOR NAME

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

C/O YRC  
400 BARTON ST.  
ST. LOUIS, MO 63104

FOR: 2021 SPRING HOME & GARDEN SHOW

# HERITAGE

Trade Show Services

**DO NOT DELAY!**

**ADVANCE SHIPMENT  
TO WAREHOUSE**

TO: \_\_\_\_\_

EXHIBITOR NAME

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

C/O YRC  
400 BARTON ST.  
ST. LOUIS, MO 63104

FOR: 2021 SPRING HOME & GARDEN SHOW

# HERITAGE

Trade Show Services

**DO NOT DELAY!**

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TO WAREHOUSE**

TO: \_\_\_\_\_

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

C/O YRC  
400 BARTON ST.  
ST. LOUIS, MO 63104

FOR: 2021 SPRING HOME & GARDEN SHOW

# HERITAGE

Trade Show Services

**DO NOT DELAY**

**ADVANCE SHIPMENT  
TO WAREHOUSE**

TO: \_\_\_\_\_

EXHIBITOR NAME

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

C/O YRC  
400 BARTON ST.  
ST. LOUIS, MO 63104

FOR: 2021 SPRING HOME & GARDEN SHOW



## IMPORTANT NOTICE REGARDING DIRECT SHIPMENTS

Please be aware that the America's Center does NOT receive exhibitor freight, literature or supplies through the center's package room. The venue's package room is too small to handle Exhibit Materials and the center's everyday receiving. All exhibit materials, being shipped directly to show site must be addressed as listed below to insure unloading and delivery to your booth area.

NOTE: Direct shipments will only be received beginning at 8:00 a.m., Monday, March 15<sup>th</sup>, 2021. Any materials sent to the venue prior to this date may be returned to sender and/or may be turned over to Heritage Trade Show Services and will be billed according to the Show's Shipping & Receiving Rates, and will be subject to venue assessed fees.

<p>EXHIBITOR COMPANY NAME _____</p> <p>BOOTH NUMBER _____</p> <p>C/O HERITAGE TRADE SHOW SERVICES AMERICA'S CENTER (COLE ST. DOCKS) 800 COLE ST. ST. LOUIS, MO 63101</p> <p>FOR: 2021 SPRING HOME &amp; GARDEN SHOW</p>
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All shipments should be accompanied with a Bill of Lading or Packing List indicating the total weight of shipment and piece count.

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

**WE APPRECIATE YOUR COOPERATION.  
HERITAGE TRADE SHOW SERVICES**

# HERITAGE

Trade Show Services

DO NOT DELAY

DIRECT SHIPMENT TO  
SHOW SITE

**MUST NOT ARRIVE BEFORE  
MONDAY, MARCH 15<sup>TH</sup>, 2021**

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

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

C/O HERITAGE TRADE SHOW SERVICES  
AMERICA'S CENTER (COLE ST. DOCKS)  
800 COLE ST.  
ST. LOUIS, MO 63101  
FOR: 2021 SPRING HOME & GARDEN SHOW

# HERITAGE

Trade Show Services

DO NOT DELAY

DIRECT SHIPMENT TO  
SHOW SITE

**MUST NOT ARRIVE BEFORE  
MONDAY, MARCH 15<sup>TH</sup>, 2021**

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

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

C/O HERITAGE TRADE SHOW SERVICES  
AMERICA'S CENTER (COLE ST. DOCKS)  
800 COLE ST.  
ST. LOUIS, MO 63101  
FOR: 2021 SPRING HOME & GARDEN SHOW

# HERITAGE

Trade Show Services

DO NOT DELAY

DIRECT SHIPMENT TO  
SHOW SITE

**MUST NOT ARRIVE BEFORE  
MONDAY, MARCH 15<sup>TH</sup>, 2021**

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

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

C/O HERITAGE TRADE SHOW SERVICES  
AMERICA'S CENTER (COLE ST. DOCKS)  
800 COLE ST.  
ST. LOUIS, MO 63101  
FOR: 2021 SPRING HOME & GARDEN SHOW

# HERITAGE

Trade Show Services

DO NOT DELAY

DIRECT SHIPMENT TO  
SHOW SITE

**MUST NOT ARRIVE BEFORE  
MONDAY, MARCH 15<sup>TH</sup>, 2021**

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

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

C/O HERITAGE TRADE SHOW SERVICES  
AMERICA'S CENTER (COLE ST. DOCKS)  
800 COLE ST.  
ST. LOUIS, MO 63101  
FOR: 2021 SPRING HOME & GARDEN SHOW

Remit To:



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

EXHIBITOR APPOINTED CONTRACTOR
THIRD PARTY AUTHORIZATION

EXHIBITOR APPOINTED CONTRACTOR

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

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

EXHIBITOR APPOINTED CONTRACTOR

\_\_\_\_\_

ADDRESS

\_\_\_\_\_
\_\_\_\_\_

CONTACT PERSON \_\_\_\_\_

PHONE \_\_\_\_\_

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

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

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

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

THIRD PARTY AUTHORIZATION

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

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

THIRD PARTY AGENT:

CREDIT CARD ACCOUNT NO. \_\_\_\_\_

EXPIRATION DATE \_\_\_/\_\_\_/\_\_\_ VERIFICATION CODE \_\_\_/\_\_\_/\_\_\_/\_\_\_

PERSONAL CREDIT CARD COMPANY CREDIT CARD

CARDHOLDER'S NAME \_\_\_\_\_

AUTHORIZED SIGNATURE \_\_\_\_\_

PRINT NAME \_\_\_\_\_

COMPANY NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY/STATE/ZIP \_\_\_\_\_

PHONE \_\_\_\_\_ FAX \_\_\_\_\_

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

Exhibitor Signature: \_\_\_\_\_ Print Name: \_\_\_\_\_ Date: \_\_\_\_\_

(Please Print)

NAME OF CONVENTION 2021 SPRING HOME & GARDEN SHOW BOOTH # \_\_\_\_\_

EXHIBITING COMPANY \_\_\_\_\_

PHONE # \_\_\_\_\_ FAX # \_\_\_\_\_

ADDRESS \_\_\_\_\_ CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

BY \_\_\_\_\_ EMAIL \_\_\_\_\_

NAME \_\_\_\_\_ DATE \_\_\_\_\_

(Signature)

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

Remit To:



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

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

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

RATES: DISCOUNTED STANDARD
STRAIGHT TIME (One hour minimum per man).....\$76.65 PER HOUR \$99.65 PER HOUR
8:00 A.M. to 4:30 P.M. Monday through Friday
OVERTIME (One hour minimum per man).....\$153.30 PER HOUR \$199.30 PER HOUR
After 4:30 P.M. to 8:00 A.M. Monday through Friday
and all hours on Saturday and Sunday

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

INSTALLATION

ERECT EXHIBIT UNDER HERITAGE SUPERVISION

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

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

FURNISH LABOR TO ERECT EXHIBIT UNDER EXHIBITOR'S SUPERVISION

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

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

DISMANTLE

DISMANTLE EXHIBIT UNDER HERITAGE SUPERVISION

Heritage will supervise the dismantling of your exhibit, when crates are returned. Make sure complete outbound shipping information has been given to the freight service desk. A supervision charge of 30%, minimum charge \$45.00, will be added to your labor invoice. The next page must also be filled out if your exhibit will be disassembled by Heritage.

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

FURNISH LABOR TO DISMANTLE EXHIBIT UNDER EXHIBITOR'S SUPERVISION

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

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

ESTIMATED TOTAL \_\_\_\_\_

NAME OF CONVENTION 2021 SPRING HOME & GARDEN SHOW BOOTH # \_\_\_\_\_

EXHIBITING COMPANY \_\_\_\_\_ PHONE # \_\_\_\_\_ FAX # \_\_\_\_\_

ADDRESS \_\_\_\_\_ CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

EMAIL ORDER CONFIRMATION & INVOICE TO \_\_\_\_\_

CONTACT NAME \_\_\_\_\_ DATE \_\_\_\_\_

(Print & Sign)



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: \_\_\_\_\_  
\_\_\_\_\_

Contact Name \_\_\_\_\_ Phone \_\_\_\_\_

Method:  Common Carrier  Air Freight  Van Line  Other (Specify)

Carrier: (If Known) \_\_\_\_\_

Freight Charges:  Prepaid  Bill To: \_\_\_\_\_  
 Collect \_\_\_\_\_

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

### SPECIAL INSTRUCTIONS/COMMENTS:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### PLEASE PROVIDE AN EMERGENCY CONTACT:

Name \_\_\_\_\_ Phone No. \_\_\_\_\_

Remit To:



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

# SIGN & BANNER HANGING ORDER FORM

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

## INSTRUCTIONS & CONDITIONS

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

RATES: (Hourly)	ADVANCED		STANDARD	
	STRAIGHT TIME	OVERTIME	STRAIGHT TIME	OVERTIME
Boom/Lift and 3 man rigging crew	\$360.15	\$540.75	\$468.30	\$702.45
Additional rigger	\$81.90	\$141.75	\$106.05	\$159.60

**Materials**  
Cables, clamps, etc. are extra and will be charged accordingly

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

### Installation

Supervision: Install with HES Supervision \_\_\_\_\_ Exhibitor Supervision \_\_\_\_\_ Arrival Date and Time: \_\_\_\_\_  
Name of Exhibitor Supervisor \_\_\_\_\_

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

### Dismantle

Supervision: Dismantle with HES Supervision \_\_\_\_\_ Exhibitor Supervision \_\_\_\_\_ Arrival Date and Time: \_\_\_\_\_  
Name of Exhibitor Supervisor \_\_\_\_\_

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

Sign Type: Metal \_\_\_\_\_ Wood \_\_\_\_\_ Cloth Banner \_\_\_\_\_ Other \_\_\_\_\_ Please explain: \_\_\_\_\_  
Sign Shape: Rectangle \_\_\_\_\_ Square \_\_\_\_\_ Circle \_\_\_\_\_ Triangle \_\_\_\_\_ Please explain: \_\_\_\_\_  
Size: Height \_\_\_\_\_ Width \_\_\_\_\_ Length \_\_\_\_\_ Weight \_\_\_\_\_  
Electrical Required: Yes \_\_\_\_\_ No \_\_\_\_\_ (Complete Electrical Service Form) Assembly required: Yes \_\_\_\_\_ No \_\_\_\_\_  
Feet from: Left \_\_\_\_\_ Right \_\_\_\_\_ Rear \_\_\_\_\_ Number of feet from floor to bottom of sign: \_\_\_\_\_

NAME OF CONVENTION **2021 SPRING HOME & GARDEN SHOW** BOOTH # \_\_\_\_\_

EXHIBITING COMPANY \_\_\_\_\_ PHONE # \_\_\_\_\_ FAX # \_\_\_\_\_

ADDRESS \_\_\_\_\_ CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

EMAIL ORDER CONFIRMATION & INVOICE TO \_\_\_\_\_

CONTACT NAME \_\_\_\_\_ DATE \_\_\_\_\_

(Print & Sign)

Remit To:



620 Shenandoah Avenue | St. Louis, MO 63104

Phone 314-534-8500 | Fax 314.534.8050

## STRUCTURAL INTEGRITY FORM FOR HANGING STRUCTURES

### **STRUCTURAL INTEGRITY INFORMATION** **THIS FORM MUST BE RETURNED FOR ALL SUSPENDED STRUCTURES**

\_\_\_\_\_, the contracted exhibitor at The 2021 HBA Home & Garden Show and (if applicable), the display house or builder for the aforementioned exhibitor, do hereby certify and guarantee that the stress points for the hanging structure have been properly engineered and tested. We further certify that the structure can be hung safely and has been constructed to meet all applicable regulations and safety measures.

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

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

Authorized Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_ Date: \_\_\_\_\_

Email: \_\_\_\_\_

Display House/Builder (if applicable) \_\_\_\_\_

Authorized Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_ Date: \_\_\_\_\_

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

Remit To:



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

# SIGN SERVICE ORDER FORM

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

### STANDARD SIZE SIGNS

QTY	DISCOUNT PRICE	STANDARD PRICE	TOTAL
7"X11" ____@	42.50	63.75 = \$	_____
7"X44" ____@	49.50	74.25 = \$	_____
11"X14" ____@	52.25	78.50 = \$	_____
14"X22" ____@	63.75	95.50 = \$	_____
14"X44" ____@	86.25	129.00 = \$	_____
22"X28" ____@	86.25	129.00 = \$	_____
28"X44" ____@	144.50	216.75 = \$	_____
40"X60" ____@	192.75	289.00 = \$	_____
Easel			
Back ____@	26.50	40.00 = \$	_____
Sentra ____X____@	14.00 sq.ft.	21.00 sq.ft = \$	_____

### DIGITAL GRAPHICS

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

\_\_\_\_\_ L X \_\_\_\_\_ W = sq. ft.  
sq. ft. \_\_\_\_\_ x \$15.00 = \$ \_\_\_\_\_

- \$15.00 per sq. ft. (standard price \$21.00)
- Minimum order 9 sq. ft. (1296 sq. in.)
- Double sq. ft. for double-sided graphics
- Round sq. ft. to next whole increment
- File conversion, retouching, cloning or color correcting may incur additional labor charges

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

### INDICATE YOUR SIGN COPY HERE

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

Vertical  Horizontal  Easel Back

Color of Background \_\_\_\_\_

Color of Lettering \_\_\_\_\_

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

### SETUP/COMPUTER LABOR

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

9.679% TAX \_\_\_\_\_  
TOTAL \_\_\_\_\_

(PLEASE PRINT)

NAME OF CONVENTION 2021 SPRING HOME & GARDEN SHOW BOOTH # \_\_\_\_\_

EXHIBITING COMPANY \_\_\_\_\_ PHONE # \_\_\_\_\_ FAX # \_\_\_\_\_

ADDRESS \_\_\_\_\_ CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

EMAIL ORDER CONFIRMATION & INVOICE TO \_\_\_\_\_

CONTACT NAME \_\_\_\_\_ DATE \_\_\_\_\_

(Print & Sign)

Please Fax, Mail or Email This Form Promptly To Heritage Using The Information At The Top Of The Page - Retain One Copy for Your Files



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

## METHOD OF PAYMENT & CREDIT CARD AUTHORIZATION

NAME OF CONVENTION 2021 SPRING HOME & GARDEN SHOW BOOTH # \_\_\_\_\_

EXHIBITING COMPANY \_\_\_\_\_ PHONE # \_\_\_\_\_ FAX # \_\_\_\_\_

ADDRESS \_\_\_\_\_ CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

CONTACT EMAIL \_\_\_\_\_

PRINT NAME \_\_\_\_\_ SIGNATURE \_\_\_\_\_

**CREDIT CARD PAYMENT**

CARD HOLDER'S NAME *(Please print)* \_\_\_\_\_

CARD HOLDER'S SIGNATURE \_\_\_\_\_

CREDIT CARD BILLING ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

CREDIT CARD NUMBER \_\_\_\_\_ V-CODE \_\_\_\_ / \_\_\_\_ / \_\_\_\_ EXP DATE \_\_\_\_ / \_\_\_\_

Charge to: \_\_\_\_\_ American Express \_\_\_\_\_ MasterCard \_\_\_\_\_ Visa \_\_\_\_\_ Discover

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

**COMPANY CHECK :** Heritage Trade Show Services, 620 Shenandoah Ave, St Louis, MO 63104, Attn: Exhibitor Services. Please include a copy of this order form with your check.

**BANK WIRE TRANSFER :** Enterprise Bank and Trust; St. Louis, MO 63127. ABA#081006162; ACCT#0040520 HERITAGE; Swift Code-Entrus44. Please reference name of show & booth number so we can properly credit your account. Customers are responsible for any bank processing fees. Please add \$25.00 to your invoice total for each wire to cover inbound bank processing fees.

HASSLE-FREE BOOTH PACKAGE.....	\$ _____
FURNITURE/CARPET.....	\$ _____
ACCESSORIES.....	\$ _____
RENTAL UNITS.....	\$ _____
ESTIMATED MATERIAL HANDLING/DRAYAGE (Credit Card Required).....	\$ _____
PRIORITY EMPTY CONTAINER RETURN/ACCESSIBLE STORAGE.....	\$ _____
ESTIMATED LABOR (Credit Card Required).....	\$ _____
SIGNS & BANNERS.....	\$ _____

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

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

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

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



44th Annual Builders St. Louis

# Home & Garden Show SM

March 18-21, 2021  
America's Center, St. Louis

There will be a room block at the **Hotel Lumiere at The Arch**, with a rate of \$115 a night (plus tax) with discounted \$10 daily parking.

**Deadline: Friday, March 5, 2021**

Call the Reservations line at  
1-877-450-7711  
and use Group Code: **STLHG21**  
or book online here.  
(\*Upon arriving to page guest must enter dates of stay (3/12/21-3/22/21) and click check availability.)

