

# 2020 EXHIBITOR MANUAL

40th Anniversary Builders

# Home & Remodeling Show SM

Presented by



Produced by



Exhibitor manual  
is subject to  
updates or  
changes without  
notification.

Dear Home Show Exhibitor,

Thank you for exhibiting at the 2020 Builders Home & Remodeling Show, Presented by LP SmartSide Trim & Siding. 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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**5**

**6-7**

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# GENERAL INFORMATION

## CONVENTION CENTER ADDRESS

### St. Charles Convention Center

1 Convention Center Plaza  
St. Charles, MO 63303

## SHOW HOURS & COLORS

<b>Friday, September 25</b>	10 am - 7 pm
<b>Saturday, September 26</b>	10 am - 7 pm
<b>Sunday, September 27</b>	10 am - 5 pm

Yellow and white drape, gray carpet, yellow skirted tables.

## HBA HOME SHOW OFFICE

Located just inside the Exhibitor Entrance on the south side of the building.

## EXHIBITOR LOUNGE

Board Room 2307 - Upper Level.

## SALES TAX

7.95%

## EXHIBITOR FOOD SERVICE

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

## EXHIBITOR PASS INFORMATION

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

**Note: On Show days prior to the Show opening to the public at 10 am, exhibitors can get into the building at 8 am. The only entrance open is the Exhibitor Entrance on the south side of the building next to the Home Show Office.**

## EXHIBITOR DEADLINES

<b>July 30</b>	Final Booth Payment - HBA
<b>July 30</b>	Electrical Order for Advance Price - HBA
<b>July 30</b>	Water & Booth Cleaning Orders for Advance Price - HBA
<b>August 28</b>	Directory Listing Form - HBA
<b>August 28</b>	News Release Information (Media) - HBA
<b>August 28</b>	Advertising Deadline for Show Directory - HBA
<b>September 4</b>	Decorator Order - Heritage Display Group

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

## HOTEL ACCOMMODATIONS

Local convenient hotels include the Embassy Suites Hotel that is connected to the Convention Center and the Fairfield Inn located a half block from the Convention Center. No special rates are available for either hotel, so rates will be the prevailing rates at the time of booking. Call 636-946-5544 for reservations at the Embassy Suites or 636-946-1900 for reservations at the Fairfield Inn.



# PROMOTIONS / LOGOS / SOCIAL MEDIA

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

## HOME SHOW DIRECTORY OPPORTUNITIES

Each exhibitor will receive one **FREE** listing in the directory Product/Service section **if form is completed in the Exhibitor Portal by August 28.**

The printed Show Directory is distributed at Show entrances. A recent survey indicated that **79%** of attendees left with a directory to use as a buying guide and **82%** will make a purchase for their home within one year. 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 STLHomeShow.com if website is listed on form. (Website will NOT be printed in the Show Directory.)** If you have questions contact Renee at 314-817-5618 or MincherR@hbastl.com.

**Advertise in the directory.** Stand out from other exhibitors and keep your name and product/service in front of consumers. There is a limited amount of advertising space available on a first-come, first-served basis. Pricing: \$450 for 1/2 page color, \$400 for 1/2 page black & white, \$250 for 1/4 page color and \$200 for 1/4 page black & white. Deadline for advertising space is August 28.

## 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! Your information may be included in the Show Directory if there is room and supplied to the media, upon inquiry.

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 in the Exhibitor Portal and must be submitted by August 28. For more information about advertising and promotion, contact Ellen at 314-817-5620 or ViehmannE@hbastl.com.

Spread the word about your participation in the Show!

## HOME SHOW LOGOS & INVITATION

Include the Show logo in your advertising and social media. To receive 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. Invite your customers to come see you at the Home & Remodeling Show. The HBA makes it easy! We create an electronic invitation that you can email to your database or include in social media posts. Look for this invitation - it will be emailed to exhibitors 30 days prior to the Show.

See us at the  
40th Anniversary Builders  
**Home & Remodeling Show**  
Presented by  
**LP SmartSide**  
TRIM & SIDING  
**September 25-27**  
**St. Charles Convention Center**

The St. Louis Area's Largest Fall Home Event  
20th Annual Builders Home & Remodeling Show  
Produced By: Home Builders Association of St. Louis and Eastern Missouri  
Presented by: LP SmartSide  
September 20-22, 2019  
St. Charles Convention Center  
Show Hours: Friday and Saturday: 10 am - 7 pm  
Sunday: 10 am to 5 pm  
Tickets & Parking: FREE Admission and FREE Parking  
200 companies  
300 booths  
70,000+ square feet - two levels  
Home Idea Stage: Jodi Granek, Professional Organizer, shares tips on how to de-clutter, de-stress and maximize space. Jeff Holzer, The Male Housewife, shares his experience with people with the battle of wits. Home Pros Help You Take Care of Your Home!  
Family Fun: FREE admission and parking!  
Party Flavors: SAMPLING EVENT - Try & Buy Foods & Beverages! Great for party menus and gifts!  
Autumn Winds: Fall Harvest  
Food Drive: Sponsored by Foodbank of St. Louis Area (Foodbank.org)  
Register to WIN \$500 Show Shopping Spree!  
STLHomeShow.com

## SOCIAL MEDIA

Share, tweet, like, follow, mention and comment about the Show, your booth # and your Show specials on all your social platforms. Tag, mention and share the St. Louis & St. Charles Home Shows pages/posts in your 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:

- Don't miss us at the Home & Remodeling Show, presented by LP SmartSide Trim & Siding, September 25-27 in booth xxx at the St. Charles Convention Center. #STLHomeShow
- Come see us at the Builders Home & Remodeling Show, presented by LP SmartSide Trim & Siding, this weekend. We are in booth xxx and admission is free! #STLHomeShow
- Looking to improve your home? Visit us at the Builders Home & Remodeling Show, presented by LP smartSide Trim & Siding, in booth xxx to take advantage of our show specials. #STLHomeShow

# MOVE-IN & MOVE-OUT INFORMATION

## MOVE-IN TIMES & PROCEDURES

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

### MOVE-IN THURSDAY, SEPTEMBER 24

**Move-In - 7 am - 6 pm**

**ALL booths in ALL halls that are 10'x20' or larger MUST call and schedule a move-in time!** Call beginning Wednesday, August 26 to reserve your move-in time with Renee at 314-817-5618 or MincherR@hbastl.com. Times will be assigned based on location in the exhibit hall and the order in which calls are received.

**Booths 100-319 - Move-In South Overhead Door**  
**Booths 400-999 - Move-In Loading Docks A, B & C**  
**Booths 1000-1999 - Move-In South Overhead Door**  
**Booths 2000-2500 (Upper Level) - Move-In Loading Docks D, E & F**

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

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

**Note: Forklifts CAN NOT operate on the Upper Level, in Aisles 800 and 900 of the main exhibit hall on the Lower Level or in Aisle 1000 in the front lobby due to carpet.**

**Note: If you have a trailer display or vehicle that will be used as part of your display, you MUST notify Renee at the HBA at 314-817-5618 and schedule an early move-in time.**

## MOVE-OUT TIMES & PROCEDURES

**Sunday, September 27** 5:30-9 pm (**No forklifts available**)  
**Monday, September 28** 8-11 am Upper Level  
**Monday, September 28** 8 am - 2 pm Lower Level

- **Breaking down or moving out booths before the close of the Show on Sunday is strictly prohibited. There will be a \$200 fine for anyone that starts breaking down early. Exhibitors who do so will not be allowed in future HBA shows.**
- All move-out is first-come, first-served.
- Use the same door for move-out that you used for move-in.
- Bring your own dollies and two wheelers to move your exhibit to your vehicles. Have necessary labor with you.
- Crated and palletted exhibits on the Lower Level will be loaded with forklifts provided by the HBA.  
**No teamster labor is provided on Sunday evening.**

**Note: NO DRIVING ONTO THE SHOW FLOOR IS ALLOWED.**

**- IMPORTANT -**

**ALL EXHIBITS MUST BE OUT OF THE UPPER LEVEL BY 11 AM ON MONDAY, SEPTEMBER 28**

**ALL EXHIBITS MUST BE OUT OF THE LOWER LEVEL BY 2 PM ON MONDAY, SEPTEMBER 28**

**TEAMSTER LABOR & ASSISTANCE:** The Show will provide complimentary teamster labor and fork lift service for non-crated/palletted 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 details, see pages 15-19.

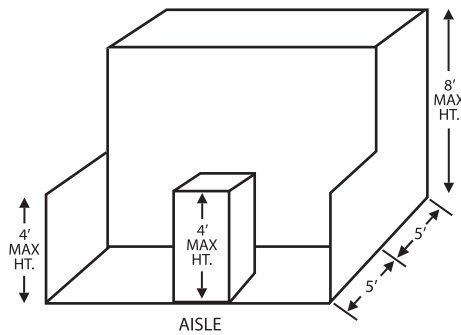
Union Labor will be provided at the prevailing rates to exhibitors upon their order, for the erection, dismantling and any servicing required for their displays. Straight time will be charged between the hours of 8 am and 4:30 p.m, Monday through Friday. Overtime will be charged at all other times.

# 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.)

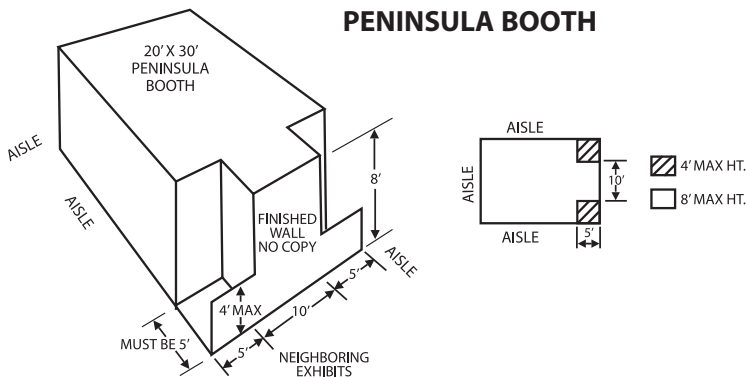
### STANDARD 10'X10' EXHIBIT GUIDELINES



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



## EXHIBIT FLOOR COVERINGS & TABLES

Your booth includes: tuxedo carpet, unless you told us on your application that you are providing your own flooring, and a yellow skirted table, if requested on your application. If you need additional tables, booth display backdrop or other decorator items, use the form in the last section of this manual or call Heritage at 314-534-8500.

## EXHIBIT ELECTRICITY

All Convention Center electricity must be ordered from the HBA using the order form in the last section of this manual if this was not completed on the Exhibit Space Application. Electricity must be ordered by July 30 to receive the Advance Price. The price increases approximately 25% after this date.

**To avoid additional expenses, bring your own power strips and extension cords to get power to where you need it.** Contact Tammy Ridgley at 314-817-5624,

RidgleyT@hbastl.com if you have questions. **NOTES: If you're 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. If you have an item that requires 24 hour electric service, you must order 24 hour electric service.**

## 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 above 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.

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

## USE OF NON-INFLAMMABLE MATERIALS

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

# EXHIBITOR DO'S & DON'TS

## FIRE-RETARDANT REQUIREMENTS

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

## TELEPHONE SERVICE

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

## STAFFING EXHIBITS

Exhibits must be staffed during **ALL** show hours. Breaking down or moving out booths before the close of the show on Sunday is strictly prohibited. **There will be a \$200 fine for anyone that starts breaking down early. Exhibitors who do so will not be allowed in future HBA shows.**

**NOTE: Exhibitors must stay within their booths. Working aisles is strictly prohibited. If you are working 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 for restocking can be made Friday, Saturday and Sunday from 8-9:30 am at Loading Docks A, B & C on the Lower Level ONLY. The freight elevator next to Docks A, B & C can be used to take merchandise upstairs. Pull up to the door, sound your horn, and a security guard will open the door. No labor will be provided. Have your own dollies and two wheelers available. Be prepared to move your own merchandise to your booth.

## CRATE & BOX STORAGE

The St. Charles Convention Center does not have crate/box storage areas inside the building. Exhibitors should be prepared to remove all boxes and crates from the Convention Center prior to the Show opening on Friday. After the Show closes on Sunday, crates and boxes can be returned to the Convention Center for repacking and move-out. Contact Tammy at 314-817-5624 if you have special needs or questions.

## NO SMOKING POLICY

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

## PAINTING OF EXHIBITS

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

## BAN ON HELIUM FILLED BALLOONS

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

## PRIZE DRAWINGS

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

## BOOTH MUSIC OR VIDEOS

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

## FLOWERS & PLANTS

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

## FOOD SAMPLING

Food and beverage samples can not be larger than 2 oz. and must be a product sold or manufactured by the exhibitor. Securing all necessary permits is the responsibility of the exhibitor. Exhibitors must follow all St. Charles Health Department guidelines. All food items sold must operate through Convention Center Food Service. A Health Department application and \$50 fee must be sent to the Health Department prior to the Show. If you need an application call Tammy at the HBA at 314-817-5624. Call the Health Department at 636-949-7900 x4204 with questions.





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 **2020 HOME AND REMODELING 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.



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.

ITEM #	QTY	DISCOUNT RATES	STANDARD RATES	AMOUNT
<b>FURNITURE</b>				
F60	_____	Plastic Side Chair (White).....	50.00	65.00 _____
F50	_____	Padded Sled Base Chair (Gray).....	65.00	84.00 _____
F9	_____	Padded Chair (Gray).....	65.00	84.00 _____
F10	_____	Padded Arm Chair (Gray).....	70.00	91.00 _____
F20	_____	Custom Padded Arm Chair.....	83.00	108.00 _____
F30	_____	Padded High Stool (Gray).....	80.00	104.00 _____
F40	_____	Custom Padded High Stool.....	105.00	136.00 _____
F75	_____	Executive Chair.....	205.00	266.00 _____

**TABLE RISERS COVERED WHITE**  
 (Riser Dimension: 10" Wide x 8" high)

F260	_____	6' Long riser.....	48.00	62.00 _____
F270	_____	8' Long riser.....	58.00	75.00 _____

**SPECIAL DRAPE BACKGROUNDS**

F280	_____	3' H. Background/per ft.....	12.00	16.00 _____
F290	_____	8' H. Background/per ft.....	13.00	17.00 _____

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

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

ITEM #	QTY	DISCOUNT RATES	STANDARD RATES	AMOUNT
<b>DRAPED DISPLAY TABLE</b>				
F110	_____	4' Table - 30" high.....	90.00	117.00 _____
F120	_____	6' Table - 30" high.....	108.00	140.00 _____
F130	_____	8' Table - 30" high.....	126.00	164.00 _____
F140	_____	4' Table - 42" Counter high.....	112.00	145.00 _____
F150	_____	6' Table - 42" Counter high.....	130.00	169.00 _____
F160	_____	8' Table - 42" Counter high.....	148.00	192.00 _____
F170	_____	4th side table drape.....	38.00	50.00 _____

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

**UNDRAPED DISPLAY TABLE**

F190	_____	4' Table - 30" high.....	58.00	75.00 _____
F200	_____	6' Table - 30" high.....	70.00	91.00 _____
F210	_____	8' Table - 30" high.....	84.00	109.00 _____
F220	_____	4' Table - 42" Counter high.....	63.00	82.00 _____
F230	_____	6' Table - 42" Counter high.....	74.00	96.00 _____
F240	_____	8' Table - 42" Counter high.....	90.00	117.00 _____
	_____	30" Diameter Pedestal Table (Gray).....	125.00	162.00 _____
		F80 <input type="checkbox"/> 18" High    F90 <input type="checkbox"/> 30" High    F100 <input type="checkbox"/> 42" High		

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

NAME OF CONVENTION 2020 HOME AND REMODELING 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

## Chairs

### Furniture

F60 Plastic Side Chair, Gray  
F50 Padded Sled Base Chair, Gray  
F10 Padded Arm Chair, Gray  
F30 Padded High Stool, Gray



F60



F50



F30



F10

# 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



F200  
F230



F120  
F150



F210  
F240



F130  
F160



Red



Teal



Burgundy



Gray



Plum



White



Hunter  
Green



Expo  
Green



Gold



Blue



Black

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	ITEM #	QTY	DISCOUNT RATES	STANDARD RATES	AMOUNT
<b>ACCESSORIES</b>					<b>DISPLAY</b>				
A10	_____	_____	_____	_____	D10	_____	_____	_____	_____
_____	Wastebasket.....	16.65	21.65	_____	_____	Pegboard Panels (4'x8').....	166.55	216.50	_____
A20	_____	_____	_____	_____	D11	_____	_____	_____	_____
_____	Tripod Easels.....	27.75	36.10	_____	_____	Pegboard 6" Single Hook.....	8.35	10.85	_____
D250	_____	_____	_____	_____	D12	_____	_____	_____	_____
_____	Chrome Sign Holder.....	102.35	133.05	_____	_____	Pegboard 8" Single Hook.....	9.70	12.65	_____
A30	_____	_____	_____	_____	D20	_____	_____	_____	_____
_____	Chrome Stanchion.....	20.80	27.05	_____	_____	Tackboard Panels (4'x8').....	124.90	162.40	_____
A40	_____	_____	_____	_____	<input type="checkbox"/> Horiz. <input type="checkbox"/> Vert.				
_____	Velour Rope 6' Black.....	20.80	27.05	_____	D31	_____	_____	_____	_____
A50	_____	_____	_____	_____	_____	Fabric Impact Panel 1 Meter x 8'.....	305.30	396.89	_____
_____	Coat Tree.....	60.35	78.50	_____	D40	_____	_____	_____	_____
A60	_____	_____	_____	_____	_____	Gridwall 2'x8' Black.....	113.80	147.95	_____
_____	Chrome Bag Rack.....	60.35	78.50	_____	D60	_____	_____	_____	_____
A70	_____	_____	_____	_____	_____	Gridwall 6" Single Hook.....	8.35	10.85	_____
_____	Literature Rack.....	117.95	153.35	_____	D70	_____	_____	_____	_____
A80	_____	_____	_____	_____	_____	Gridwall 8" Single Hook.....	9.70	12.65	_____
_____	Garment Rack 5'.....	64.75	84.20	_____	D50	_____	_____	_____	_____
A90	_____	_____	_____	_____	_____	Slatwall 1 Meter x 8'.....	152.65	198.45	_____
_____	2 Way Straight Arm Rack.....	88.80	115.45	_____	D120	_____	_____	_____	_____
A100	_____	_____	_____	_____	_____	Slatwall Waterwalls Hooks.....	25.00	32.50	_____
_____	4 Way Slant Arm Rack.....	99.45	129.30	_____	D121	_____	_____	_____	_____
A106	_____	_____	_____	_____	_____	Slatwall 8" Bracket.....	9.70	12.65	_____
_____	Raffle Ticket Drum.....	55.00	71.50	_____	D130	_____	_____	_____	_____
A107	_____	_____	_____	_____	_____	Shelf 1 meter wide.....	41.65	54.15	_____
_____	Fishbowl.....	20.00	26.00	_____	D210	_____	_____	_____	_____
A110	_____	_____	_____	_____	_____	Acrylic Holder.....	17.35	22.55	_____
_____	6' Tensabarrier.....	94.35	122.70	_____	D220	_____	_____	_____	_____
<b>DISPLAY CABINETS AND COUNTERS</b>					<b>TOTAL ORDER _____</b>				
<input type="checkbox"/> Black Fabric <input type="checkbox"/> Gray Fabric <input type="checkbox"/> White PVC									
MD20	_____	_____	_____	_____					
_____	Counter 1M x 1/2M x 42" High, W/Shelf.....	388.60	505.15	_____					
	<input type="checkbox"/> Counter Lock .....	21.95	28.55	_____					
MD21	_____	_____	_____	_____					
_____	Counter 2M x 1/2M x 42" High, W/Shelf .....	543.55	706.65	_____					
	<input type="checkbox"/> 2 Counter Locks .....	43.90	57.10	_____					
MD22	_____	_____	_____	_____					
_____	Curved Counter 1M x 1/2M x 42" High W/Shelf....	427.46	555.67	_____					
	<input type="checkbox"/> Counter Lock .....	21.95	28.55	_____					
MD23	_____	_____	_____	_____					
_____	Radius Counter 1M x 1/2M x 42" High .....	512.95	666.85	_____					
MD30	_____	_____	_____	_____					
_____	Cabinet 1M x 1/2M x 42" (White Only/ Comes With Lock & Shelf)	466.32	606.22	_____					

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

NAME OF CONVENTION 2020 HOME AND REMODELING 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





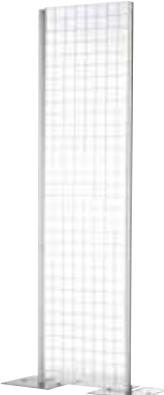













A107

## 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

**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
\$42.00 per CWT	\$52.00 per CWT	\$62.00 per CWT

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

ADVANCE SHIPPING ADDRESS	TO: (Name of Exhibitor & Booth Number) FOR: 2020 Spring Home & Garden Show c/o: Heritage Trade Show Services 2322 S. 7 <sup>th</sup> St. St. Louis, MO 63104	TO: (Name of Exhibitor & Booth Number) FOR: 2020 Spring Home & Garden Show c/o: Heritage Trade Show Services St. Charles Convention Center 1 Convention Center Plaza St. Charles, MO 63303	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.)		\$125.00 hr.	\$156.00 hr.	\$195.00 hr.
Material Handler	(1 hr. minimum)	\$80.00 hr.	\$120.00 hr.	\$154.00 hr.

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

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

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

Exhibitor must check in at service desk to obtain forklift.

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

NAME OF CONVENTION 2020 HOME AND REMODELING 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)	\$125.00 per hr.	\$156.00 per hr.	\$195.00 per hr. (One Hour Minimum)
Material Handler	\$80.00 per hr.	\$120.00 per hr.	\$154.00 per hr. (One Hour Minimum)
Local Pickups & Deliveries	\$108.00 per hr.	\$145.00 per hr.	\$178.00 per hr. (One Hour Minimum)

## **BANDING**

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

## **OUTBOUND SHIPMENTS**

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

## **RETURNED SHIPMENTS TO HERITAGE WAREHOUSE**

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

## **LIMITS OF LIABILITY AND RESPONSIBILITY**

1. Heritage 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: \_\_\_\_\_

HERITAGE TRADE SHOW SERVICES  
2322 S. 7<sup>TH</sup> ST.  
ST. LOUIS, MO 63104

FOR: 2020 HOME AND REMODELING SHOW

# HERITAGE

Trade Show Services

**DO NOT DELAY!**

**ADVANCE SHIPMENT  
TO WAREHOUSE**

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

EXHIBITOR NAME

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

HERITAGE TRADE SHOW SERVICES  
2322 S. 7<sup>TH</sup> ST.  
ST. LOUIS, MO 63104

FOR: 2020 HOME AND REMODELING SHOW

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Trade Show Services

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TO WAREHOUSE**

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

EXHIBITOR NAME

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

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2322 S. 7<sup>TH</sup> ST.  
ST. LOUIS, MO 63104

FOR: 2020 HOME AND REMODELING SHOW

# HERITAGE

Trade Show Services

**DO NOT DELAY**

**ADVANCE SHIPMENT  
TO WAREHOUSE**

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

EXHIBITOR NAME

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

HERITAGE TRADE SHOW SERVICES  
2322 S. 7<sup>TH</sup> ST.  
ST. LOUIS, MO 63104

FOR: 2020 HOME AND REMODELING 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., Wednesday, September 23<sup>rd</sup>, 2020. 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 ST. CHARLES CONVENTION CENTER 1 CONVENTION CENTER PLAZA ST. CHARLES, MO 63303</p> <p>FOR: 2020 HOME AND REMODELING SHOW</p>
---

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

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

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

# HERITAGE

Trade Show Services

DO NOT DELAY

DIRECT SHIPMENT TO  
SHOW SITE

MUST NOT ARRIVE BEFORE  
WEDNESDAY, SEPTEMBER 23<sup>RD</sup>, 2020

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

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

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

FOR: 2020 HOME AND REMODELING SHOW

# HERITAGE

Trade Show Services

DO NOT DELAY

DIRECT SHIPMENT TO  
SHOW SITE

MUST NOT ARRIVE BEFORE  
WEDNESDAY, SEPTEMBER 23<sup>RD</sup>, 2020

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

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

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

FOR: 2020 HOME AND REMODELING SHOW

# HERITAGE

Trade Show Services

DO NOT DELAY

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SHOW SITE

MUST NOT ARRIVE BEFORE  
WEDNESDAY, SEPTEMBER 23<sup>RD</sup>, 2020

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

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

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

FOR: 2020 HOME AND REMODELING SHOW

# HERITAGE

Trade Show Services

DO NOT DELAY

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SHOW SITE

MUST NOT ARRIVE BEFORE  
WEDNESDAY, SEPTEMBER 23<sup>RD</sup>, 2020

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

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

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

FOR: 2020 HOME AND REMODELING 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 **2020 HOME & REMODELING 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:

STRAIGHT TIME (One hour minimum per man).....\$73.00 PER HOUR
8:00 A.M. to 4:30 P.M. Monday through Friday
OVERTIME (One hour minimum per man)..... \$146.00 PER HOUR
After 4:30 P.M. to 8:00 A.M. Monday - Friday and all hours on Saturday and Sunday

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

INSTALLATION

ERECT EXHIBIT UNDER HERITAGE SUPERVISION

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

No of men \_\_\_ Estimated hours each man \_\_\_ Total hrs \_\_\_ X rate ST/OT \_\_\_ + 30% \_\_\_ = \_\_\_

Please complete the reverse side of this form

FURNISH LABOR TO ERECT EXHIBIT UNDER EXHIBITOR'S SUPERVISION

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

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

DISMANTLE

DISMANTLE EXHIBIT UNDER HERITAGE SUPERVISION

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

No of men \_\_\_ Estimated hours each man \_\_\_ Total hrs \_\_\_ X rate ST/OT \_\_\_ + 30% \_\_\_ = \_\_\_

Please complete the reverse side of this form

FURNISH LABOR TO DISMANTLE EXHIBIT UNDER EXHIBITOR'S SUPERVISION

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

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

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

NAME OF CONVENTION 2020 HOME & REMODELING SHOW BOOTH # \_\_\_\_\_

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

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

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

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

(Print & Sign)

(CONTINUED ON NEXT PAGE)

COMPANY NAME \_\_\_\_\_  
BOOTH # \_\_\_\_\_

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

### INBOUND SHIPPING INFORMATION

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

### SET-UP INFORMATION

Set up Plan/Photo: Attached \_\_\_\_\_ To Be Sent With Exhibit \_\_\_\_\_ In Crate No. \_\_\_\_\_  
Carpet: With Exhibit \_\_\_\_\_ Rented From Heritage \_\_\_\_\_ Color \_\_\_\_\_ Size \_\_\_\_\_  
Electrical Placement: Drawing Attached \_\_\_\_\_ Drawing With Exhibit \_\_\_\_\_ Electrical Under Carpet \_\_\_\_\_  
Comments: \_\_\_\_\_  
\_\_\_\_\_

Graphics: With Exhibit \_\_\_\_\_ Shipped Separately \_\_\_\_\_  
Comments: \_\_\_\_\_  
\_\_\_\_\_

Special Tools/Hardware Required: \_\_\_\_\_  
\_\_\_\_\_

### OUTBOUND SHIPPING INFORMATION:

Ship To: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

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

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

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

### SPECIAL INSTRUCTIONS/COMMENTS:

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

### PLEASE PROVIDE AN EMERGENCY CONTACT:

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

Remit To:



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

# SIGN & BANNER HANGING ORDER FORM

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

## INSTRUCTIONS & CONDITIONS

1. All truss/ hanging signs, in accordance with your show contract, must be approved in advance by Show Management for design, copy and placement in the display area.
2. All signs must be hung by Heritage Trade Show Services - the official service contractor. According to the rules and regulations of the facility no other firm will be allowed to bring high-lift or boom equipment onto the show floor during the installation or dismantle of the show.
3. All signs must have rigging points, except for cloth banners, which must have grommets or pockets.
4. Electrical signs must be in good working order and conform to the National Electric Code. Complete the Electrical Services request form for power requirements.
5. All signs suspended from the ceiling of the facility must be in Heritage Trade Show Services possession on the first day of contractor's move-in. All signs must be marked appropriately, and either shipped to HES warehouse or shipped directly to the facility in the back of your truck to allow immediate access. Exhibitor is responsible for arrangements of collecting signage at the close of the show.
6. If assembly is required, set-up instructions must be sent along with Exhibit Labor Order Form enclosed. One (1) hour minimum applies. Heritage Trade Show Services will be responsible for preassembly of all signs.
7. If you require this service, return this form at least 10 days prior to show opening, attaching sketch or printed illustration.
8. Heritage Trade Show Services is not responsible for, liable for, and will not hang any signage constructed in a manner it deems unsafe. Exhibitor indemnifies, holds harmless and waives all claims against Heritage Trade Show Services and the exposition facility concerning all overhead signage. Include engineer stamped assembly and hanging instructions with the order.
9. All trusses and hoists must be from a recognized manufacturer and must be in good working order and manufacturer load specifications must be at show site prior to rigging and hoist maintenance records available to Heritage.
10. If you require a sign to be hung please contact 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	\$343.00	\$515.00	\$446.00	\$669.00
Additional rigger	\$78.00	\$135.00	\$101.00	\$152.00

**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 **2020 HOME & REMODELING 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 2020 Home & Remodeling 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, ST. CHARLES CONVENTION CENTER, AND HERITAGE and their subsidiaries, directors, officers, employees, representatives, agents and contractors from and against any and all liability, claims, damage, loss, fines , or penalties arising from the installation, use or dismantling of this structure. All hang points supporting in excess of two hundred (200) pounds may be verified (metered) on site at exhibitor’s expense.

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

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

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

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

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

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

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



Remit To:



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

# SIGN SERVICE ORDER FORM

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

### STANDARD SIZE SIGNS

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

### DIGITAL GRAPHICS

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

\_\_\_\_\_ L X \_\_\_\_\_ W = sq. ft.  
sq. ft. \_\_\_\_\_ x \$14.00 = \$ \_\_\_\_\_

- \$14.00 per sq. ft. (standard price \$21.00)
- Minimum order 9 sq. ft. (1296 sq. in.)
- Double sq. ft. for double-sided graphics
- Round sq. ft. to next whole increment
- File conversion, retouching, cloning or color correcting may incur additional labor charges

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

### INDICATE YOUR SIGN COPY HERE

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

Vertical  Horizontal  Easel Back

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

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

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

### SETUP/COMPUTER LABOR

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

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

(PLEASE PRINT)

NAME OF CONVENTION 2020 HOME & REMODELING 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

## Exhibit Hall Fire Regulations

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

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

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

--over--

19. There shall not be any obstructions blocking exit doors from the outside of any building such as autos parked in doorways or barricades across sidewalks.
20. No curtains, drapes or decorations shall be hung in such a manner as to cover any exit signs.
21. No vehicles shall be parked in fire lanes outside of buildings.
22. No flammable liquids shall be used or admitted inside of buildings except by approval of the Fire Marshal.
23. Artificial lighting such as lanterns and candles are prohibited.
24. The use of all gas-fired heating units, either portable or stationary, shall meet the approval of the City Chief Mechanical Inspector and the Fire Marshal. The use of the so-called "salamander" stove is strictly prohibited.
25. All cooking appliances shall be equipped with ventilating hoods and equipment as deemed necessary by the Fire Marshal, but in any instance such equipment shall be installed in accordance with provision of the City Building and Fire Codes.  
  
However, countertop fryers not exceeding 15 lbs. of oil may be used without the necessary ventilating hood and surface protection requirements. Additionally, the exhibitor shall be allowed no more than one (1) fryer per booth and shall provide two (2) ten (10) pound B.C. extinguishers, positioned on both sides of said fryers.  
  
All cooking appliances shall be listed by a National Testing Agency: i.e. Underwriters Laboratory or Factory Mutual.
26. Booth and seating plans must be approved by the Fire Marshal. Submit plans to the Fire Marshal no later than 15 days before set-up date.
27. There shall not be any ticket booths, tables or any other display setup in the lobby without the prior approval of the Fire Marshal.
28. All aisles shall be maintained at a minimum of ten (10) feet clearance.
29. All covered structures in excess of ninety (90) square feet in area shall be protected by an automatic fire detection system approved by the Fire Marshal.
30. All floor plans submitted shall be totally representative of the halls, rooms and/or areas in which the events are held in, such as the location of manual pull stations, fire hose standpipe closets, exits, aisles and man doors in air walls, etc.



**Home Builders Association**  
 10104 Old Olive Street Road • St. Louis, MO 63141  
 Tammy Ridgley, Show Manager • (314) 817-5624 • RidgleyT@hbastl.com

To receive the Advance Price, your order form and payment must be received by July 30, 2020.  
 See Exhibitor Manual available at www.STLHomeShow.com for a complete list of services (gas, water and all other order forms and rules). Prices include service for all show days, service fees and applicable taxes.

## EXHIBITOR SERVICES ORDER FORM

Event: 2020 Home & Remodeling Show      Company Name: \_\_\_\_\_

Event Dates: September 25-27, 2020      Mailing Address: \_\_\_\_\_

Exhibit Location/Booth: \_\_\_\_\_      City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Ordered By: \_\_\_\_\_      Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

On-Site Contact: \_\_\_\_\_      Email: \_\_\_\_\_

Equipment	Adv. Pricing 7-30-20	Reg. Pricing	Quantity	24 Hour Adv. Pricing 7-30-20	24 Hour Reg. Pricing	Quantity
<b>120 V ELECTRIC</b>						
120 V-Single Phase 10 AMPS (960 Watts)	\$82	\$105	_____	\$123	\$150	_____
120 V-Single Phase 20 AMPS (1920 Watts)	\$110	\$135	_____	\$165	\$203	_____
Power Strip		\$28	_____			_____

<b>208 V ELECTRIC</b>						
208 V-Single Phase 30 AMPS	\$197	\$272	_____	\$310	\$443	_____
208 V-Three Phase 30 AMPS	\$225	\$294	_____	\$352	\$479	_____
208 V-Single Phase 100 AMPS	\$468	\$608	_____	\$709	\$990	_____
208 V-Three Phase 200 AMPS	\$690	\$825	_____	\$1,062	\$1,343	_____
ELECTRICIAN: 2 HOUR MINIMUM FEE PER CONNECTION REQUIRED	\$88/HR.	\$100/HR.	_____			_____
NEMA PLUG # IF AVAILABLE # _____						

<b>TELECOM</b>						
Wireless Internet (per device)	\$85	\$100	_____			
Wired Internet (per device)	\$167	\$250	_____			
IT Technician (2 HOUR MINIMUM FEE)		\$70	_____			

<b>TERMS AND CONDITIONS</b>		
Power will be turned on (1) hour prior to each day's event opening and turned off (30) minutes after closing. Please order 24 hour power if you will be in need of additional service.	Cancellation policy: No refunds or credits will be given after July 30, 2020.	All terms, conditions and rates on this form are subject to change at any time without notice.

## PAYMENT INFORMATION

*Please make check payable to HBA and mail to address at top of form or complete credit card information below.*

Card # \_\_\_\_\_ Exp. Date \_\_\_\_/\_\_\_\_/\_\_\_\_ CSC Code \_\_\_\_\_

Billing Address For Card (where statement is mailed) \_\_\_\_\_

Billing Address Same As Contact Information Above      Amount To Charge \$ \_\_\_\_\_

Name On Card \_\_\_\_\_      Signature \_\_\_\_\_

**CLEANING & WATER SERVICES**

Event: 2020 HOME & REMODELING SHOW	Company Name:
Event Dates: SEPTEMBER 25-27, 2020	Mailing Address:
Exhibit Location/Booth:	City: State: Zip:
Ordered By:	Phone: Fax:
On-Site Contact:	E-mail:

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

√	OPTION	Cleaning Services*	14 DAY ADVANCED PRICING		REGULAR PRICING		
	1	Initial vacuum before first show / event day only	\$0.25	per sq ft	\$0.30	per sq ft	Single Service
	2	Daily vacuum of booth for all show / event days (Includes #1 above)	\$0.20	per sq ft	\$0.25	per sq ft	Per Day
	3	Daily vacuum and Cleaning Service Includes #1 & #2 above PLUS periodic carpet sweeping of booth and wastebasket pick-up	\$0.50	per sq ft	\$0.60	per sq ft	Per Day
	4	Pallet Removal from Booth Space. (DISPOSAL ONLY, NOT STORAGE)	\$50 x _____ (# of Pallets)				Per Pallet

\* Rates do not apply to food shows

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

Please compute cost below:

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

            
Length
            
Width

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

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

**PAYMENT INFORMATION**

Credit Card Type:	Credit Card Number:	
Expiration Date:	Security Code: <small>(Last 3 digits on back of card or 4 digits on front of Amex.)</small>	
Name on card (Please Print)		
Signature	Date	
Billing Address:		
City: State: Zip:	Please make checks payable to: <b>St. Charles Convention Center</b>	
<b>CANCELLATION POLICY</b> If cancellation occurs more than 6 days prior to the first scheduled move-in day: 90% REFUND. If cancellation occurs 6 days or less prior to the first scheduled move-in day: 75% REFUND. If cancellation occurs after the start of the first scheduled move-in day: NO REFUND.		All terms, conditions, and rates on this form are subject to change at any time without notice.
Total Sales                      \$ _____ x 7.95% Sales Tax                      \$ _____ SUBTOTAL                      \$ _____ x 1% Tourism Tax (of subtotal)                      \$ _____ GRAND TOTAL                      \$ _____		





MISSOURI DEPARTMENT OF REVENUE  
TAXATION DIVISION

You must contact the Missouri Department of Revenue within ten days after the close of the event, in one of the following ways:

If you had sales to report you must complete this form and submit it to the address on the form.

If you made no sales you can complete and submit the form by contacting the Department by e-mail or fax number provided below.

FORM <b>2360</b> (REV. 10-2012)	<b>FOR USE ONLY</b>
	NAME OF EVENT 2020 HOME & REMODELING SHOW
	DATE SEPTEMBER 25-27 2020
	CITY LOCATION / CODE ST CHARLES
	COUNTY LOCATION / CODE 64082 / 183

**IF YOU HAVE A VALID MISSOURI RETAIL SALES LICENSE: DO NOT** submit payment with this form. You **MUST** report these sales on a regular sales tax return. Enter your sales tax number here: \_\_\_\_\_ . If you do not currently have a location for \_\_\_\_\_ (city), \_\_\_\_\_ (county), a location will be opened so you may remit the sales tax for this event. Please complete the information below in Columns 1 through 4, and include this information for each event on your sales tax return.

- Please check this box if you just took orders and did not make on the spot sales and a location will not be added to your account. Please mail this report to our office or e-mail the information to: stltax@dor.mo.gov
- If you are 65 or older and claiming the handicraft exemption, please check this box and attach a completed Form 2478, which can be found on our web site at [www.dor.mo.gov/business/register/forms/](http://www.dor.mo.gov/business/register/forms/). Please mail Forms 2478 and 2360 to our office.
- If you are a service or display only, please check this box and mail this form to our office or e-mail the information to: stltax@dor.mo.gov

**IF YOU DO NOT HAVE A VALID MISSOURI RETAIL SALES LICENSE:** At the end of the event, list the total amount of your sales in column 2. Compute the tax due by multiplying column 2 by the appropriate tax rate for this location. Enter amount of tax in column 4. This report along with your remittance must be returned to the address below by 04/23/20 to avoid late charges.

**Please send a check or money order only. DO NOT SEND CASH.**

COLUMN 1 DATE(S) OF THE EVENT	COLUMN 2 GROSS RECEIPTS	COLUMN 3 TAX RATE	COLUMN 4 TAX DUE
	\$	7.95 %	\$

**USE THESE COLUMNS IF YOU HAVE QUALIFYING FOOD SALES.** Section 144.014, RSMo, provides a reduced tax rate for certain food sales. The reduction applies to all types of food items that may be purchased with food stamps. This includes food or food products for home consumption, seeds and plants for use in gardens to produce food for personal consumption and food items refrigerated or at room temperature.

COLUMN 1 DATE(S) OF THE EVENT	COLUMN 2 GROSS RECEIPTS	COLUMN 3 TAX RATE	COLUMN 4 TAX DUE
	\$	%	\$

**THIS REPORT IS SUBJECT TO ALL PROVISIONS SET FORTH BY THE MISSOURI DEPARTMENT OF REVENUE SALES TAX RULES AND REGULATIONS.**

BUSINESS NAME	
TAXPAYER NAME	
ADDRESS	
CITY, STATE, ZIP CODE	PHONE ( )

Please mail this form and your remittance to:  
 ATTN BETTY BRADSHAW  
 MISSOURI DEPARTMENT OF REVENUE  
 ST LOUIS TAX ASSISTANCE OFFICE  
 3256 LACLEDE STATION RD STE 101  
 ST LOUIS MO 63143-3753  
 (314) 877-0177  
 FAX 314 877-0198

If you pay by check, you authorize the Department of Revenue to process the check electronically.  
 Any check returned unpaid may be presented again electronically.

Under penalties of perjury, I declare that I have examined this report, including accompanying schedules and statements, and to the best of my knowledge and belief it is true, correct and complete.

<b>SIGNATURE</b>	<b>DATE (MM/DD/YYYY)</b>
	_ / _ / _