

2022 EXHIBITOR MANUAL

42nd Annual 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 2022 Builders Home & Remodeling Show, presented by LP SmartSide. 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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Renee x118



Sales & Operations
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GENERAL INFORMATION

CONVENTION CENTER ADDRESS

St. Charles Convention Center

1 Convention Center Plaza
St. Charles, MO 63303

SHOW HOURS & COLORS

Friday, September 23 10 am - 7 pm
Saturday, September 24 10 am - 7 pm
Sunday, September 25 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

7.96%

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

July 29 Final Booth Payment - HBA
July 29 Electrical Order for Advance Price - HBA
July 29 Water & Booth Cleaning Orders for Advance Price - HBA
August 26 Directory Listing Form - HBA
August 26 News Release Information (Media) - HBA
August 26 Advertising Deadline for Show Directory - HBA
September 2 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

Opportunities to 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 26.**

The printed 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. **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. A limited amount of advertising space is available on a first-come, first-served basis. Pricing: \$475 for ½ page color, \$425 for ½ page black & white, \$275 for ¼ page color and \$225 for ¼ page black & white. Deadline for advertising space is August 26.

BECOME A FEATURED EXHIBITOR

Exhibitors can purchase an upgraded digital listing for \$50. This listing offers the ability to share brochures, photos, videos and additional company information which will appear on the Featured Exhibitors page and the Show Map on our website.

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 supplied to the media, upon inquiry.

Do you have a new product? A new twist on an old product? Contact the manufacturer for a press release. Or write an article about how your product/service fulfills a need consumers have, including product benefits and how it 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. Deadline is August 26. 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
42nd Annual Builders
Home & Remodeling Show
Presented by
LP SmartSide
ExpertFinish TRIM & SIDING
September 23-25
St. Charles Convention Center



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

Tweet with us ... www.twitter.com/STLHomeShow

Join us on Instagram ... www.instagram.com/stlhomeshow

Connect with us on LinkedIn ...

www.linkedin.com/company/st-louis-&-st-charles-home-shows

Sample posts and tweets:

- Don't miss the Builders Home & Remodeling Show, presented by LP SmartSide, the area's largest fall home event, September 23-25 at the St. Charles Convention Center. #STLHomeShow
- Come see us at the Builders Home & Remodeling Show, presented by LP SmartSide, this weekend. We are in booth xxx and admission is free! #STLHomeShow
- Looking to do some home improvements? Visit us at the Builders Home & Remodeling Show, presented by LP SmartSide, September 23-25 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 22

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 24 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 or in Aisle 1000 in the front lobby on the Lower Level 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 25 5:30-9 pm (**No forklifts available**)
Monday, September 26 8-11 am Upper Level
Monday, September 26 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 \$400 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 26

ALL EXHIBITS MUST BE OUT OF THE LOWER LEVEL BY 2 PM ON MONDAY, SEPTEMBER 26

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 35-36.

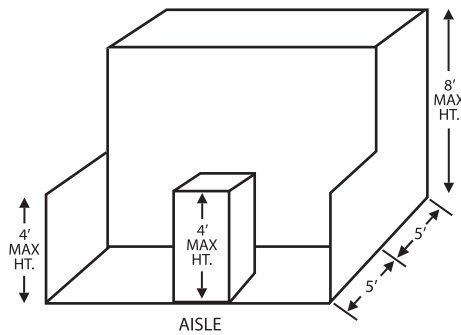
Union Labor will be provided at the prevailing rates to exhibitors upon their order, for the erection, dismantling and any servicing required for their displays. Straight time will be charged between the hours of 8 am and 4:30 pm, Monday through Friday. Overtime will be charged at all other times.

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

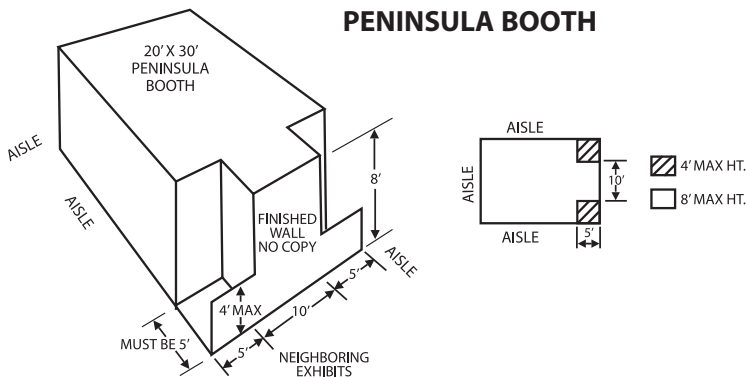


EXHIBIT FLOOR COVERINGS & TABLES

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 29 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 \$400 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 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 or refer to page 52 for a link to the application form. Call the Health Department at 636-949-7900 x4204 with questions.

Service Manual

2022 BUILDERS HOME & REMODELING SHOW

ST. CHARLES CONVENTION CENTER
ST. CHARLES, MISSOURI

Order via email or fax with this service manual or online at: Heritagesvs.com/ordering



exhibitor.services@heritagesvs.com
1-800-360-4323
Fax 314-534-8050



METHOD OF PAYMENT & CREDIT CARD AUTHORIZATION FORM

exhibitor.services@heritagesvs.com
1-800-360-4323
Fax 314-534-8050

Must be completed and submitted with any HERITAGE order forms

Order online at: heritagesvs.com/ordering

Name of Convention 2022 BUILDERS HOME & REMODELING SHOW Booth# _____

Exhibiting Company _____

Phone # _____ Fax # _____

Address _____

City _____ State _____ ZIP _____

Contact Email _____

Print Name _____ Signature _____

Credit Card Payment

Cardholder's Name (Please print) _____

Credit Card Billing Address _____

City _____ State _____ ZIP _____

Credit Card # _____ V-Code _____ EXP _____

Charge to: American Express MasterCard Visa Discover

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

CARD HOLDER'S SIGNATURE

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

Company Check

Bank Wire Transfer

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

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

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

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

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

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

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

exhibitor.services@heritagesvs.com

1-800-360-4323

Fax 314-534-8050

Order online at: heritagesvs.com/ordering

Discount Deadline:
9/5/2022

Order Services Early and SAVE!

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

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

TOTAL AMOUNT DUE \$ _____

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

Exhibiting Company _____

Contact Name _____ Booth # _____

Phone # _____ Email _____

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

exhibitor.services@heritagesvs.com

1-800-360-4323

Fax 314-534-8050

Order online at: heritagesvs.com/ordering

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

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

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

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

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

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

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

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

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

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

or indirectly of the EXHIBITOR at the show.

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

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

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

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

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

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

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

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

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

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



EAC REQUIREMENTS 2022 BUILDERS HOME & REMODELING SHOW

exhibitor.services@heritagesvs.com

1-800-360-4323

Fax 314-534-8050

**Discount Deadline:
9/5/2022**

Order online at: heritagesvs.com/ordering

Exhibiting Company _____ Booth Number _____

EAC Information:

Company Name: _____

Billing Address: _____

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

Contact Name: _____ Email Address: _____

Telephone Number: _____ Fax Number: _____

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

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

Official Show Contractors:

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

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

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

The contractor hired by the exhibitor must

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

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

INCOMPLETE OR UNSIGNED FORMS WILL NOT BE ACCEPTED.

Signature of Exhibitor: _____ Date: _____

Service to be Performed: _____

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

Exhibiting Company _____

Contact Name _____ Booth # _____

Phone # _____ Email _____



EXHIBITOR APPOINTED CONTRACTORS (EAC) 2022 BUILDERS HOME & REMODELING SHOW

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1-800-360-4323

Fax 314-534-8050

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**Discount Deadline:
9/5/2022**

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

**HERITAGE
ORGANIZER
FACILITY**

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

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

The insurance form must list as the Certificate Holder:

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

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

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

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

**HERITAGE
ORGANIZER
FACILITY**

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

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

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

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

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

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

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

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

Name of EAC: _____ Booth Number: _____

By (print name): _____

Signature: _____ Date: _____



EXHIBITOR APPOINTED CONTRACTORS (EAC) 2022 BUILDERS HOME & REMODELING SHOW

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**Discount Deadline:
9/5/2022**

Exhibitor Appointed Contractor (EAC) Work Authorization Form

Return completed EAC Requirement forms to Heritage via email to exhibitorservices@heritagesvs.com by theby the Discount Deadline. **Please forward a copy of the Certificate of Liability Insurance sample to your EAC.**

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

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

Electrical Booth Cleaning Plumbing Material Handling Telecommunications Hanging Signs Rigging

Services:

<input type="checkbox"/>	Installation & Dismantle	<input type="checkbox"/>	Installation & Dismantle – Supervision Only
<input type="checkbox"/>	Photography	<input type="checkbox"/>	Security
<input type="checkbox"/>	Personnel/Models	<input type="checkbox"/>	Other (please specify): _____

Products:

<input type="checkbox"/>	Flooring/Carpet Rental	<input type="checkbox"/>	Audio/Visual – Rental/Production/Lighting
<input type="checkbox"/>	Furniture/Signs/Accessories	<input type="checkbox"/>	Computer Rental
<input type="checkbox"/>	Floral	<input type="checkbox"/>	Other (please specify): _____

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

**Note Other Products/Services Here:

Please Type or Print

EAC Information:

EAC Company Name: _____

Address: _____ City/State/Zip _____

EAC Company Phone: _____ Fax Number: _____

EAC Contact Name: _____ EAC Contact Cell: _____

EAC Contact Email: _____

Product/Service Description: _____

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

Exhibitor Signature: _____ Date: _____

Exhibiting Company _____

Contact Name _____ Booth # _____

Phone # _____ Email _____

CERTIFICATE OF LIABILITY INSURANCE

SAMPLE

DATE (MM/DD/YYYY)

00/00/0000

PRODUCER (000) 000-0000

FAX

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

INSURER A:

INSURER B:

INSURER C:

INSURER D:

INSURER E:

EAC FOR:
COVERAGES

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

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

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

ADDITIONAL INSURED AS RESPECTS LIABILITY PER WRITTEN CONTRACT:
CERTIFICATE HOLDER
CANCELLATION

 HERITAGE
 620 Shenandoah Ave.
 St. Louis, MO 63104

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

AUTHORIZED REPRESENTATIVE



THIRD PARTY AUTHORIZATION 2022 BUILDERS HOME & REMODELING SHOW

exhibitor.services@heritagesvs.com

1-800-360-4323

Fax 314-534-8050

Order online at: heritagesvs.com/ordering

**Discount Deadline:
9/5/2022**

THIRD PARTY AUTHORIZATION

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

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

THIRD PARTY AGENT:

CREDIT CARD NUMBER _____

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

VISA AMERICAN EXPRESS MASTERCARD DISCOVER

CARDHOLDER'S NAME _____

AUTHORIZED SIGNATURE _____

PRINT NAME _____

COMPANY NAME _____

ADDRESS _____

CITY/STATE/ZIP _____

PHONE _____ FAX _____

EMAIL _____

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

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

(Please Print)

Exhibiting Company _____

Contact Name _____ Booth# _____

Phone # _____ Email _____

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

exhibitor.services@heritagesvs.com

1-800-360-4323

Fax 314-534-8050

Discount Deadline:
9/5/2022

Order online at: heritagesvs.com/ordering

	Item	Quantity	Discount Rate	Standard Rate	Total
Classic Expo Carpet 16 oz	C10 10' x 10'	_____ x	\$144.95	\$188.44	= _____
	C20 10' x 20'	_____ x	\$284.60	\$369.98	= _____
	C30 10' x 30'	_____ x	\$425.60	\$553.28	= _____
	C40 10' x 40'	_____ x	\$571.90	\$743.47	= _____

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

Item	Total Sq. Ft.	Discount Rate	Standard Rate	Total
C60 Area Carpet Classic _____ W x _____ L per sq. ft. _____ x \$2.45 \$3.19 = _____ 100 sq. ft. min.				

Circle your color choice for CLASSIC EXPO carpet:

Red Blue Burgundy Hunter Green Plum Gray Black

	Item	Total Sq. Ft.	Discount Rate	Standard Rate	Total
Prestige Carpet 28 oz	C90 Area Carpet Prestige _____ W x _____ L per sq. ft. _____ x \$6.50 \$8.45 = _____ 100 sq. ft. min.				

Circle your color choice for PRESTIGE carpet:

Navy Hunter Green Red Black Tuxedo Cayenne Silver Cloud
Burgundy Beige Royal Teal Blue Jay White Charcoal

	Item	Total Sq. Ft.	Discount Rate	Standard Rate	Total
Padding and Visqueen	C70 Carpet Padding _____ W x _____ L per sq. ft. _____ x \$1.20 \$1.56 = _____				
	C80 Visqueen Covering _____ W x _____ L per sq. ft. _____ x \$0.70 \$0.91 = _____				

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

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

SUBTOTAL \$ _____

TOTAL DUE \$ _____

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

Exhibiting Company _____

Contact Name _____ Booth# _____

Phone # _____ Email _____

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

16 oz. Classic Expo



Red



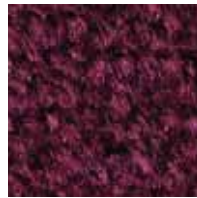
Blue



Burgundy



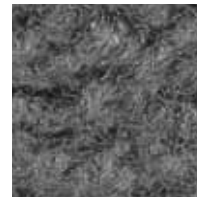
Hunter Green



Plum



Black

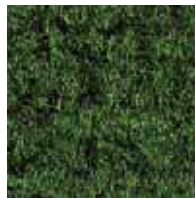


Gray

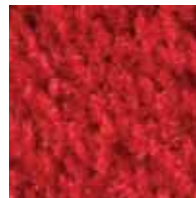
28 oz. Prestige Carpet



Navy



Hunter Green



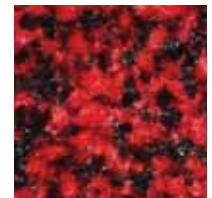
Red



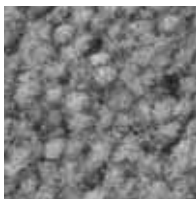
Black



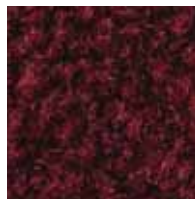
Tuxedo



Cayenne



Silver Cloud



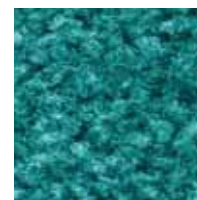
Burgundy



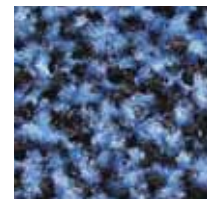
Beige



Royal



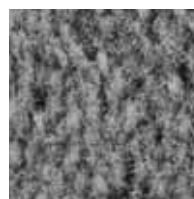
Teal



Blue Jay



White



Charcoal

exhibitor.services@heritagesvs.com

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Fax 314-534-8050

Discount Deadline:
9/5/2022

Order online at: heritagesvs.com/ordering

	Item	Quantity	Discount Rate	Standard Rate	Total
Furniture	F60 Plastic Side Chair (Gray)	_____	X \$ 54.55	\$ 70.92	= _____
	F50 Padded Sled Base Chair (Gray)	_____	X \$ 71.15	\$ 92.50	= _____
	F9 Padded Chair (Gray)	_____	X \$ 71.15	\$ 92.50	= _____
	F10 Padded Arm Chair (Gray)	_____	X \$ 77.15	\$ 100.30	= _____
	F20 Custom Padded Arm Chair (Gray)	_____	X \$ 91.10	\$ 118.43	= _____
	F30 Padded High Stool (Gray)	_____	X \$ 87.10	\$ 113.23	= _____
	F40 Custom Padded High Stool (Gray)	_____	X \$ 114.40	\$ 148.72	= _____
	F75 Executive Chair (Black)	_____	X \$ 195.00	\$ 253.50	= _____

Draped Display Tables	Circle your color choice:												
	Red	Blue	Teal	Burgundy	Hunter Green	Plum	Silver	Black	White	Gold	Expo Green		
F110	4' Table – 30" High						_____	X \$ 98.40	\$ 127.92	= _____			
F120	6' Table – 30" High						_____	X \$ 118.35	\$ 153.86	= _____			
F130	8' Table – 30" High						_____	X \$ 138.30	\$ 179.79	= _____			
F140	4' Table – 42" Counter High						_____	X \$ 122.35	\$ 159.06	= _____			
F150	6' Table – 42" Counter High						_____	X \$ 142.30	\$ 184.99	= _____			
F160	8' Table – 42" Counter High						_____	X \$ 162.25	\$ 210.93	= _____			
F170	4th Side Table Drape - 30" High						_____	X \$ 41.25	\$ 53.63	= _____			
F180	4th Side Table Drape - 40" High						_____	X \$ 41.25	\$ 53.63	= _____			

Undraped Display Tables	F190	4' Table – 30" High						_____	X \$ 63.20	\$ 82.16	= _____			
	F200	6' Table – 30" High						_____	X \$ 77.15	\$ 100.30	= _____			
	F210	8' Table – 30" High						_____	X \$ 91.75	\$ 119.28	= _____			
	F220	4' Table – 42" Counter High						_____	X \$ 68.50	\$ 89.05	= _____			
	F230	6' Table – 42" Counter High						_____	X \$ 81.15	\$ 105.50	= _____			
	F240	8' Table – 42" Counter High						_____	X \$ 99.10	\$ 128.83	= _____			
	F80	30" Diameter Pedestal (Gray) 18" H						_____	X \$ 137.00	\$ 178.10	= _____			
	F90	30" Diameter Pedestal (Gray) 30" H						_____	X \$ 137.00	\$ 178.10	= _____			
	F100	30" Diameter Pedestal (Gray) 42" H						_____	X \$ 137.00	\$ 178.10	= _____			

Table Risers Covered White	F250	4' Long Riser						_____	X \$ 43.50	\$ 56.55	= _____			
	F260	6' Long Riser						_____	X \$ 53.45	\$ 69.49	= _____			
	F270	8' Long Riser						_____	X \$ 64.65	\$ 84.05	= _____			

Special Drape Products	Circle your color choice:												
	Red	Blue	Teal	Burgundy	Hunter Green	Plum	Silver	Black	White	Gold	Expo Green		
F280	Drape - 3' H						_____	X \$ 13.30	\$ 17.29	= _____			
F290	Drape - 8' H						_____	X \$ 13.78	\$ 17.92	= _____			

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

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

SUBTOTAL \$ _____

TOTAL DUE \$ _____

Exhibiting Company _____

Contact Name _____ Booth# _____

Phone # _____ Email _____

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

Chairs



Plastic Side Chair
F60
(Gray)



Padded Sled Base Chair
F50
(Gray)



Padded Chair
F9
(Gray)



Padded Arm Chair
F10
(Gray)



Custom Padded Arm Chair
F20
(Gray)



Padded High Stool
F30
(Gray)



Custom Padded High Stool
F40
(Gray)



Executive Chair
F75
(Black)

Skirted Tables



4' Display Table
F110
30" High



4' Display Table
F140
42" Counter High



6' Display Table
F120
30" Counter High



6' Display Table
F150
42" High



8' Display Table
F130
30" High



8' Display Table
F160
42" Counter High

Table Skirt and Drape Color Options

- Red
- Teal
- Hunter Green
- Silver
- White
- Blue
- Burgundy
- Plum
- Black
- Gold
- Expo Green

Undraped Display Tables



4' Display Table
F190
30" High



4' Display Table
F220
42" Counter High



6' Display Table
F200
30" High



6' Display Table
F230
42" Counter High



8' Display Table
F210
30" High



8' Display Table
F240
42" Counter High



30" Diameter Pedestal
F80
18" H (Gray)



30" Diameter Pedestal
F90
30" H (Gray)



30" Diameter Pedestal
F100
42" H (Gray)



ACCESSORIES RENTAL ORDER FORM

exhibitor.services@heritagesvs.com
1-800-360-4323
Fax 314-534-8050

2022 BUILDERS HOME & REMODELING SHOW

Order online at: heritagesvs.com/ordering

Discount Deadline: 9/5/2022

	Item	Quantity	Discount Rate	Standard Rate	Total
Accessories	A10	Wastebasket	x \$ 19.15	\$ 24.90	=
	A20	Tripod Easels	x \$ 31.90	\$ 41.47	=
	A30	Chrome Stanchion	x \$ 23.95	\$ 31.14	=
	A40	Velour Rope 6' Black	x \$ 23.95	\$ 31.14	=
	A50	Coat Tree	x \$ 69.45	\$ 90.29	=
	A60	Chrome Bag Rack	x \$ 69.45	\$ 90.29	=
	A70	Literature Rack	x \$ 135.65	\$ 176.35	=
	A80	Garment Rack 5'	x \$ 74.50	\$ 96.85	=
	A90	2 Way Straight Arm Rack	x \$ 102.15	\$ 132.80	=
	A100	4 Way Slant Arm Rack	x \$ 114.40	\$ 148.72	=
	A106	Raffle Ticket Drum	x \$ 55.00	\$ 71.50	=
	A107	Fishbowl	x \$ 20.00	\$ 26.00	=
	A110	6' Tensabarrier	x \$ 108.55	\$ 141.12	=
	D130	1M Straight Shelf	x \$ 98.34	\$ 127.84	=
	D131	1M Angle Shelf	x \$ 98.34	\$ 127.84	=
	D210	Acrylic Holder*	x \$ 19.95	\$ 25.94	=
	D220	Arm Light*	x \$ 42.55	\$ 55.32	=
		*For use with Heritage Rentals Only			
D250	Chrome Sign Holder	x \$ 117.70	\$ 153.01	=	

Tackboard	D20	Tackboard Panels (4'x8') Vertical	x \$ 143.65	\$ 186.75	=
	D30	Tackboard Panels (4'x8') Horizontal	x \$ 143.65	\$ 186.75	=
	D31	Fabric Modular Panel 1 Meter x 8'	x \$ 351.10	\$ 456.43	=
	Circle your fabric modular only panel color choice:				
	Gray Black Blue				

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

SUBTOTAL \$ _____
TOTAL DUE \$ _____

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

Exhibiting Company _____

Contact Name _____ Booth# _____

Phone # _____ Email _____

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ACCESSORIES



Wastebasket
A10



Tripod Easels
A20



Chrome Sign Holder
D250



Chrome Stanchion
A30



Velour Rope 6' Black
A40



Coat Tree
A50



Chrome Bag Rack
A60



Literature Rack
A70



Garment Rack 5'
A80



2 Way Straight Arm Rack
A90



4 Way Slant Arm Rack
A100



Raffle Ticket Drum
A106



Fishbowl
A107



6' Tensabarrier
A110



EXHIBIT ACCESSORIES - GONDOLAS & PANELS RENTAL ORDER FORM

exhibitor.services@heritagesvs.com

1-800-360-4323

Fax 314-534-8050

2022 BUILDERS HOME & REMODELING SHOW

Order online at: heritagesvs.com/ordering

Discount Deadline: 9/5/2022

	Item	Quantity	Discount Rate	Standard Rate	Total
Pegboard	D10 Pegboard Panels (4'x8')	_____ x	\$ 191.50	\$ 248.95	= _____
	D09 Pegboard 4" Single Hook	_____ x	\$ 7.75	\$ 10.08	= _____
	D11 Pegboard 6" Single Hook	_____ x	\$ 9.60	\$ 12.48	= _____
	D12 Pegboard 8" Single Hook	_____ x	\$ 11.15	\$ 14.50	= _____
Gondolas	D800 Single Sided 1M x 4' High	_____ x	\$ 620.19	\$ 806.25	= _____
	D801 Double Sided 1M x 4' High	_____ x	\$ 868.27	\$ 1128.75	= _____
	D802 Single Sided 1M x 8' High	_____ x	\$ 868.27	\$ 1128.75	= _____
	D803 Double Sided 1M x 8' High	_____ x	\$ 1240.38	\$ 1612.50	= _____
Gridwall	D40 Gridwall 2'x8' Black *Legs & Connectors required below	_____ x	\$ 130.85	\$ 170.11	= _____
	D80 4" Gridwall Single Hook	_____ x	\$ 7.75	\$ 10.08	= _____
	D60 6" Gridwall Single Hook	_____ x	\$ 9.60	\$ 12.48	= _____
	D70 8" Gridwall Single Hook	_____ x	\$ 11.15	\$ 14.50	= _____
	D81 Grid Legs (Black)* *Legs & Connectors required below	_____ x	\$ 33.45	\$ 43.49	= _____
	D82 Grid Connectors*	_____ x	\$ 18.30	\$ 23.80	= _____
	D83 3-Ball Waterfall Arm	_____ x	\$ 28.35	\$ 36.86	= _____
	D84 5-Ball Waterfall Arm	_____ x	\$ 30.51	\$ 39.66	= _____
	D85 7-Ball Waterfall Arm	_____ x	\$ 33.23	\$ 43.21	= _____
Slatwall	D50 Slatwall 1 Meter x 8'	_____ x	\$ 175.55	\$ 228.22	= _____
	D120 Slatwall Waterfall Hooks	_____ x	\$ 28.75	\$ 37.38	= _____
	D121 Slatwall 8" Bracket	_____ x	\$ 11.15	\$ 14.50	= _____

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

SUBTOTAL \$ _____

TOTAL DUE \$ _____

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

Exhibiting Company _____

Contact Name _____ Booth# _____

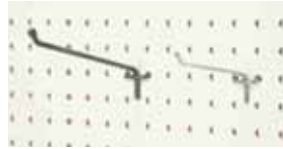
Phone # _____ Email _____

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

DISPLAYS



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



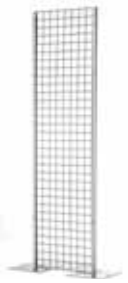
**Pegboard 6" Single
Hook**
D11



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



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



Gridwall 2'x8' Black
D40



**Gridwall 6" Single
Hook**
D60



Slatwall 1 Meter x 8'
D50



**Slatwall Waterwalls
Hooks**
D120



Slatwall 8" Bracket
D121



Shelf 1 meter wide
D130



Acrylic Holder
D210



Arm Light
D220

exhibitor.services@heritagesvs.com

1-800-360-4323

Fax 314-534-8050

2022 BUILDERS HOME & REMODELING SHOW

Order online at: heritagesvs.com/ordering

Discount Deadline: 9/5/2022

Exhibit Cabinets & Counters

All metal is silver

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

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

Item	Quantity	Discount Rate	Standard Rate	Total
MD20 1 Meter Display Counter with Shelf 1M x 1/2M x 42" High with Sliding Door	_____ x	\$ 446.90	\$ 580.97	= _____
MD21 2 Meter Display Counter with Shelf 2M x 1/2M x 42" High with Sliding Door	_____ x	\$ 666.13	\$ 865.97	= _____
MD22 1 Meter Curved Counter with Shelf 1M x 1/2M x 42" High with Sliding Door	_____ x	\$ 491.59	\$ 639.07	= _____
MD23 1 Meter Radius Counter with Shelf 1M x 1/2M x 42" High with Sliding Door	_____ x	\$ 562.77	\$ 731.60	= _____
MD30 1 Meter Display Cabinet with Shelf 1M x 1/2M x 42" High with 2 Swing Doors and built in locks	_____ x	\$ 446.90	\$ 580.97	= _____
MD60 Counter Locks	_____ x	\$ 25.25	\$ 32.83	= _____

Showcases

Item	Quantity	Discount Rate	Standard Rate	Total
D140 4' Full View Showcase	_____ x	\$ 422.95	\$ 549.84	= _____
D150 6' Full View Showcase	_____ x	\$ 454.85	\$ 591.31	= _____
D160 4' Quarter View Showcase	_____ x	\$ 359.10	\$ 466.83	= _____
D170 6' Quarter View Showcase	_____ x	\$ 404.30	\$ 525.59	= _____

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

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

SUBTOTAL \$ _____

TOTAL DUE \$ _____

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

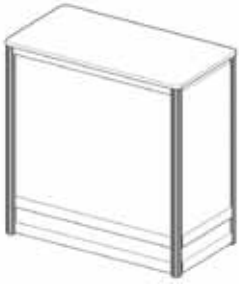
Exhibiting Company _____

Contact Name _____ Booth# _____

Phone # _____ Email _____

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

CABINETS AND COUNTERS



Counter

MD20

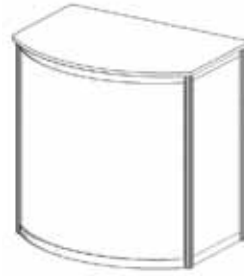
1M x 1/2M x 42" High,
W/Shelf



Counter

MD21

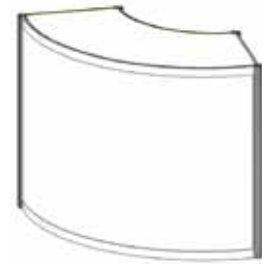
2M x 1/2M x 42"
High, W/Shelf



Curved Counter

MD22

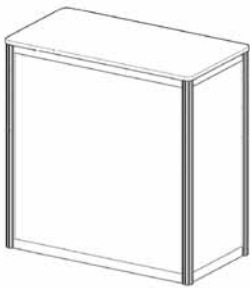
1M x 1/2M x 42"
High W/Shelf



Radius Counter

MD23

1M x 1/2M x 42"
High



Cabinet

MD30

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

Display Cases



D140/D150 (shown)

D140 - 4' Full View

Showcase

D150 - 6' Full View

Showcase



D160/D170 (shown)

D160 - 4' Quarter View

Showcase

D170 - 6' Quarter View

Showcase

exhibitor.services@heritagesvs.com

1-800-360-4323

Fax 314-534-8050

Discount Deadline:
9/5/2022

Order online at: heritagesvs.com/ordering

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

**10' x 10'
Display**

MD001

Advanced Price: \$2,989.69
Standard Price: \$3,886.59

MD214

Advanced Price: \$2,989.69
Standard Price: \$3,886.59

MD362

Advanced Price: \$2,792.10
Standard Price: \$3,629.73

MD310

Advanced Price: \$1,457.46
Standard Price: \$1,894.70

**10' x 20'
Display**

MD002

Advanced Price: \$4,668.83
Standard Price: \$6,069.47

MD368

Advanced Price: \$6,486.23
Standard Price: \$8,432.09

MD004

Advanced Price: \$5,246.54
Standard Price: \$6,820.50

MD361

Advanced Price: \$5,376.15
Standard Price: \$6,989.00

**20' x 20'
Display**

MD333

Advanced Price: \$8,442.14
Standard Price: \$10,974.78

MD215

Advanced Price: \$7,718.18
Standard Price: \$10,033.63

MD437

Advanced Price: \$8,958.58
Standard Price: \$11,646.15

MD403

Advanced Price: \$12,695.54
Standard Price: \$16,504.20

Select Carpet

(included in the rental)

Circle your color choice:

Red Blue Burgundy Hunter Green Blue Jay Gray Black Tuxedo Cayenne

Additional carpet colors and flooring options available at listed rates.

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

SUBTOTAL \$ _____

TOTAL DUE \$ _____

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

Exhibiting Company _____

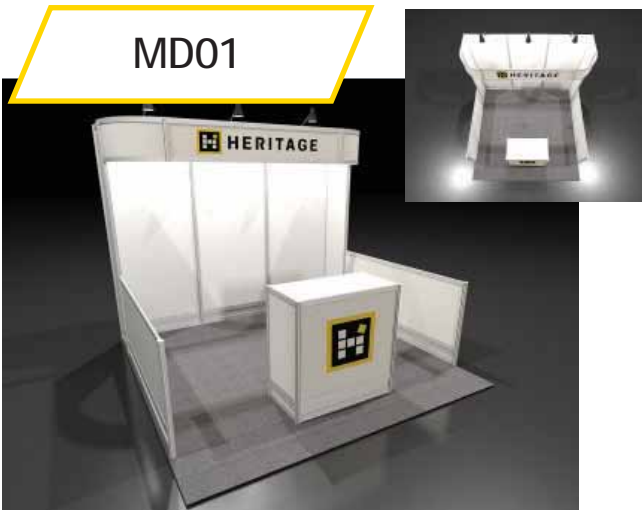
Contact Name _____ Booth# _____

Phone # _____ Email _____

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

10' x 10' Exhibit Rental Displays

Full color graphic that is included in each space is a full color logo applied to a white or translucent background. For more info, contact us at graphics@heritagesvs.com. Some furnishings are included in booth packages. Please note, what may and may not be included for each package. Graphics beyond the full color graphic(s) included are an additional cost. Please consult the sign service sheet, or contact your Heritage Design Consultant for pricing.



MD01

Advanced Price \$2,989.69
Standard Price \$3,886.59

- INCLUDED:**
- Three arm lights
 - 10' x 10' carpet
 - Full color graphic printed on header panel
 - Installation/Dismantle Labor
 - Complimentary consultation for booth alterations



MD214

Advanced Price \$2,989.69
Standard Price \$3,886.59

- INCLUDED:**
- Two arm lights
 - 10' x 10' carpet
 - Full color graphic printed on header panel
 - Installation/Dismantle Labor
 - Complimentary consultation for booth alterations



MD362

Advanced Price \$2,792.10
Standard Price \$3,629.73

- INCLUDED**
- Two arm lights
 - 10' x 10' carpet
 - Full color graphic printed on header panel
 - Installation/Dismantle Labor
 - Complimentary consultation for booth alterations
 - Monitor display sold separately**



MD310

Advanced Price \$1,457.46
Standard Price \$1,894.70

- INCLUDED**
- Three arm lights
 - 10' x 10' carpet
 - Full color graphic printed on counter kick panel
 - Installation/Dismantle Labor
 - Complimentary consultation for booth alterations

10' x 20' Exhibit Rental Displays

Full color graphic that is included in each space is a full color logo applied to a white or translucent background. For more info, contact us at graphics@heritagesvs.com. Some furnishings are included in booth packages. Please note, what may and may not be included for each package. Graphics beyond the full color graphic(s) included are an additional cost. Please consult the sign service sheet, or contact your Heritage Design Consultant for pricing.

MD002



Advanced Price \$4,668.83
Standard Price \$6,069.47

- INCLUDED:**
- Six arm lights
 - 10' x 20' carpet
 - Full color graphic printed on 2 header panels
 - Installation/Dismantle Labor
 - Complimentary consultation for booth alterations

MD368



Advanced Price \$6,486.23
Standard Price \$8,432.09

- INCLUDED:**
- Six arm lights
 - 10' x 20' carpet
 - Full color graphic printed on counter kick panel
 - Installation/Dismantle Labor
 - Complimentary consultation for booth alterations
- Monitor and furnishings sold separately**

MD004



Advanced Price \$5,246.54
Standard Price \$6,820.50

- INCLUDED**
- Six arm lights
 - 10' x 20' carpet
 - One full color graphic printed on center header panel
 - Installation/Dismantle Labor
 - Complimentary consultation for booth alterations

MD361



Advanced Price \$5,376.15
Standard Price \$6,989.00

- INCLUDED**
- Four arm lights
 - 10' x 20' carpet
 - Full color graphic printed on header panel
 - Installation/Dismantle Labor
 - Complimentary consultation for booth alterations
- Monitors sold separately**

20' x 20' Exhibit Rental Displays

Full color graphic that is included in each space is a full color logo applied to a white or translucent background. For more info, contact us at graphics@heritagesvs.com. Some furnishings are included in booth packages. Please note, what may and may not be included for each package. Graphics beyond the full color graphic(s) included are an additional cost. Please consult the sign service sheet, or contact your Heritage Design Consultant for pricing.

MD333



Advanced Price \$8,442.14
Standard Price \$10,974.78

- INCLUDED:** Eight arm lights
 20' x 20' carpet
 Full color graphic printed on 2 curved & 2 straight header panels at no charge
 Installation/Dismantle Labor
 Complimentary consultation for booth alterations

MD215



Advanced Price \$7,718.18
Standard Price \$10,033.63

- INCLUDED:** Eight arm lights
 20' x 20' carpet
 Full color graphic printed on 4 exterior top header single-sided panels
 Installation/Dismantle Labor
 Complimentary consultation for booth alterations

MD437



Advanced Price \$8,958.58
Standard Price \$11,646.15

- INCLUDED** Eight arm lights
 20' x 20' carpet
 Full color graphic printed on 4 single-sided header panels
 Installation/Dismantle Labor
 Complimentary consultation for booth alterations
Monitor and furnishings sold separately

MD403



Advanced Price \$12,695.54
Standard Price \$16,504.20

- INCLUDED** Four corner columns and two counters back-lit
 20' x 20' carpet
 Full color graphics printed on 4 single-sided header panels
 Installation/Dismantle Labor
 Complimentary consultation for booth alterations
Furnishings sold separately

exhibitor.services@heritagesvs.com

1-800-360-4323

Fax 314-534-8050

Order online at: heritagesvs.com/ordering

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

EMPTY REMOVAL INSTRUCTIONS

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

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

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

CERTIFIED WEIGHT TICKETS

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

OVERTIME

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

INSURANCE

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

INBOUND SHIPMENT(S)

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

OUTBOUND SHIPMENT(S)

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

exhibitor.services@heritagesvs.com

1-800-360-4323

Fax 314-534-8050

Order online at: heritagesvs.com/ordering

LIABILITY

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

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

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

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- **Crated:** Material that is skidded or is in any type of shipping container that can be unloaded at the dock with **no special handling required.**
- **Special Handling:** Applies to shipments that are loaded by cubic space and/or packed in such a manner as to require additional labor/handling, such as ground unloading, constricted space unloading, designated piece unloading, or stacked shipments. Also included are mixed shipments and shipments without individual bills of lading. Shipments loaded in this manner require additional time, labor, or equipment, to unload, sort and deliver. **Federal Express (FedEx), UPS, USPS and DHL are included in this category due to their delivery procedures.**
- **What about carpet/pad only shipments?** Shipments that consist of carpet and/or carpet padding only require additional handling because of additional labor and equipment to unload.
- **What is a Small Package?** (25lbs. maximum per package) Letters or small packages received at show-site **during show hours only.**
- **What is a Cartage Company?** Freight forwarders, as well as, other carriers, will often outsource the delivery of their freight to third party cartage companies. Cartage companies provide local pick-up and delivery services to and from the event venue, as well as, other locations. In most cases, cartage companies will consolidate shipments from multiple carriers onto a single truck. Due to their loading/unloading procedures, these shipments may fall into the additional handling category.
- **What is Ground Loading/Unloading?** Vehicles that are not dock height, preventing the use of loading docks, such as U-hauls, flat bed trailers, double drop trailers, company vehicles with trailers that are not dock level, etc.
- **What is Constricted Space Loading/Unloading?** Trailer loaded “high and tight” shipments that are not easily accessible. Freight is loaded to full capacity of trailer - top to bottom, side to side. One example of this is freight that is loaded down one side of a trailer that must be bypassed to reach targeted freight.
- **What is Designated Piece Loading/Unloading?** Drivers that require the loading crew to bring multiple pieces of the freight to the rear of the trailer to select the next piece, having to remove freight from the trailer then reload to fit or the trailer must be loaded in a sequence to ensure all items fit.
- **What is Alternate Delivery Location?** Shipments that are delivered by a carrier that requires pieces to be delivered to different areas/levels in the same building, or to other venues (such as a hotel near an event venue).
- **What are Stacked Shipments?** Shipments loaded in such a manner requiring multiple items to be removed to ground level for delivery to booth. Stacked or “cubed out” shipments, loose items placed on top of crates and/or pallets constitute special handling.
- **What are Multiple Shipments?** Multiple shipments on a truck do not automatically indicate special handling, unless the shipments are mixed on the truck, failing to maintain shipment integrity and/or have multiple deliver areas.
- **What are mixed shipments?** Mixed shipments are defined as shipments of mixed crated and uncrated goods, where the percentage of uncrated is minimal and does not warrant the full uncrated rate for the shipment, but does require special handling.
- **What does it mean if I have No Documentation?** Shipments arrive from a small package carrier (including, among others, Federal Express [FedEx] and UPS) without an individual Bill of Lading, requiring additional time, labor and equipment to process.
- **What is Inbound?** Shipments being sent to a warehouse for advance receiving or to show site.
- **What is Outbound?** Shipments leaving show site and being sent to another destination.
- **What is Off Target?** Used when there is a specific date and time that an exhibitor must move in by and is missed.
- **What is a Marshalling Yard Fee?** A marshalling service has been established to ease congestion at the facility and better utilize dock space. All carriers and privately owned vehicles must check in at the marshalling location prior to unloading/loading.
- **What is Overnight Parking Fee?** There is a fee for parking at the marshalling yard. This is for exhibitors with company owned trailers and box trucks only. **Any vehicles left without a parking pass will be towed at owner’s expense.**
- **What are Shipments Returned to Warehouse?** Shipments returned to the warehouse at close of show will be charged an additional fee of \$50.00 per CWT (2500lb. min.). Shipments not picked up from the warehouse within 72 hrs. will be charged for storage by Heritage.

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MATERIAL HANDLING SERVICES

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

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

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

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

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

Union Holidays: New Year's Day, Martin Luther King Day, President's Day, Good Friday, Patriot's Day, Memorial Day, Independence Day, Labor Day, Columbus Day, Veteran's Day, Thanksgiving Day, Christmas Day

NOTE: The advanced warehouse will only receive shipments between 10 AM and 4:30 PM, Monday through Friday

Rate Classifications	Description	Price per CWT	200 lb Minimum	
	Warehouse Shipment (200 lb Minimum)			
	Crated or Skidded Shipment	<u>\$50.25</u>	<u>\$100.50</u>	
	Special Handling Shipment	<u>\$60.30</u>	<u>\$120.60</u>	
	Show Site Shipment (200 lb Minimum)			
	Crated or Skidded Shipment	<u>\$50.25</u>	<u>\$100.50</u>	
	Special Handling Shipment	<u>\$60.30</u>	<u>\$120.60</u>	
	Uncrated or Pad Wrapped Shipment	<u>\$70.35</u>	<u>\$140.70</u>	
	Small Package—Maximum Weight is 30 lbs per Shipment	<u>\$50.00</u>	<u>\$50.00</u>	
	*A small package shipment is a shipment totaling any number of pieces with a combined weight not to exceed 30 lbs that is received on the same day, from the same shipper and delivered by the same carrier.			
	**Warehouse Shipments will be received Monday through Friday between the hours of 10:00a.m. and 4:00 p.m.			

Additional Surcharges

Shipment Delivered After Deadline Date (in addition to above rates)

Warehouse Shipment Crated or Skidded, After Deadline **9/15/22.**

\$12.56

\$25.12

Warehouse Shipment Special Handling, After Deadline **9/15/22.**

\$15.08

\$30.16

All rates quoted above are straight time rates. All freight received at the warehouse that must be moved into or out of the booth before 8:00 am or after 4:30 pm on weekdays will be charged overtime rates for each instance. Show site overtime hours are before 8:00 am and after 4:30 pm on weekdays. Any time on Saturday, Sunday or holidays will be charged overtime each way in addition to the above rates.

Overtime Charge—Warehouse Shipment (in addition to above rates)

Crated or Skidded Shipment

\$12.56

\$25.12

Special Handling Shipment

\$15.08

\$30.16

Overtime Charge—Show Site Shipment (in addition to above rates)

Crated or Skidded Shipment

\$12.56

\$25.12

Special Handling Shipment

\$15.08

\$30.16

Uncrated or Pad Wrapped Shipment

\$17.59

\$35.18

Off-Target Charge (in addition to above rates)

25% additional

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

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

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

Exhibiting Company _____

Contact Name _____ Booth# _____

Phone # _____ Email _____

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

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Fax 314-534-8050

Discount Deadline:
9/5/2022

Order online at: heritagesvs.com/ordering

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

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

	Item		Advance Rate	Show Site Rate
Forklift Labor	L301	<input type="checkbox"/> Forklift w/ Operator – up to 5,000 lbs – ST	\$138.50	\$180.06
		<input type="checkbox"/> Forklift w/ Operator – up to 5,000 lbs – OT	\$207.75	\$270.07
	L302	<input type="checkbox"/> Forklift w/ Operator – up to 10,000 lbs – ST	\$231.50	\$300.95
		<input type="checkbox"/> Forklift w/ Operator – up to 10,000 lbs – OT	\$347.25	\$451.42
	L303	<input type="checkbox"/> Forklift w/ Operator – 4-Stage – ST	\$231.50	\$300.95
		<input type="checkbox"/> Forklift w/ Operator – 4-Stage – OT	\$347.25	\$451.42
Rigging Labor	LR100	<input type="checkbox"/> Rigger – ST	\$60.04	\$78.05
		<input type="checkbox"/> Rigger – OT	\$90.06	\$117.07
Equipment	L304	<input type="checkbox"/> Forklift Cage	\$66.68	\$86.68
	L305	<input type="checkbox"/> Forklift Boom	\$66.68	\$86.68
	L306	<input type="checkbox"/> Pallet Jack	\$66.68	\$86.68
Special Services		<input type="checkbox"/> Check here if you need a Scissorlift for booth work		
	L307	<input type="checkbox"/> Straight Time Pallet Jack with Operator	\$112.86	\$146.72
		<input type="checkbox"/> Overtime Pallet Jack with Operator	\$169.29	\$220.07
	L308	<input type="checkbox"/> Scissor Lift with Operator – ST	\$225.17	\$292.72
		<input type="checkbox"/> Scissor Lift with Operator – OT	\$337.76	\$439.08
	L230	<input type="checkbox"/> Metal Banding – \$0.50 In. ft.	\$46.18	\$60.04
	L240 <input type="checkbox"/> Shrinkwrap Pallet	\$39.57	\$51.44	

Installation

Dismantle

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

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

FORKLIFT I/D _____
SPECIAL SERVICES _____
TOTAL DUE _____

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

Exhibiting Company _____

Contact Name _____ Booth# _____

Phone # _____ Email _____

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



IMPORTANT NOTICE REGARDING DIRECT SHIPMENTS

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

NOTE: Direct shipments will only be received beginning at 8:00 a.m., Friday, September 16th, 2022. Any materials sent to the venue prior to this date may be returned to sender and/or may be turned over to Heritage and will be billed according to the Show's Shipping & Receiving Rates, and will be subject to venue assessed fees.

EXHIBITOR COMPANY NAME _____
BOOTH NUMBER _____
C/O HERITAGE ST. CHARLES CONVENTION CENTER 1 CONVENTION CENTER PLAZA ST. CHARLES, MO 63303
FOR: 2022 BUILDERS HOME & REMODELING SHOW

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

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

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



**Must arrive no later than
THURSDAY, SEPTEMBER 15TH, 2022**

**ADVANCE SHIPMENT
TO WAREHOUSE**

TO: _____
EXHIBITOR NAME

BOOTH NUMBER: _____

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

FOR: 2022 BUILDERS HOME & REMODELING SHOW



**Must arrive no later than
THURSDAY, SEPTEMBER 15TH, 2022**

**ADVANCE SHIPMENT
TO WAREHOUSE**

TO: _____
EXHIBITOR NAME

BOOTH NUMBER: _____

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

FOR: 2022 BUILDERS HOME & REMODELING SHOW



DO NOT DELAY!

DO NOT DELAY!

**DIRECT SHIPMENT
TO SHOW SITE**

**DIRECT SHIPMENT
TO SHOW SITE**

MUST ARRIVE ON SEPT. 22, 2022 BETWEEN 8AM-4PM

MUST ARRIVE ON SEPT. 22, 2022 BETWEEN 8AM-4PM

TO: _____
EXHIBITOR NAME

TO: _____
EXHIBITOR NAME

BOOTH NUMBER: _____

BOOTH NUMBER: _____

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

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

FOR: 2022 BUILDERS HOME & REMODELING SHOW

FOR: 2022 BUILDERS HOME & REMODELING SHOW



DO NOT DELAY!

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EXHIBITOR NAME

TO: _____
EXHIBITOR NAME

BOOTH NUMBER: _____

BOOTH NUMBER: _____

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

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

FOR: 2022 BUILDERS HOME & REMODELING SHOW

FOR: 2022 BUILDERS HOME & REMODELING SHOW

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Fax 314-534-8050

Order online at: heritagesvs.com/ordering

Discount Deadline:

9/5/2022

EXHIBIT LABOR (One Hour Minimum per Worker)

		Advance Price Per Hour	Standard Price per Hour
Straight Time	8:00 a.m. to 4:30 p.m. Monday through Friday	\$89.85	\$116.81
Overtime	4:30 p.m. to 8:00 a.m. Monday through Friday, Saturday, Sunday, and Holidays	\$134.78	\$175.22

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

Installation Labor

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

Emergency Contact: _____ Phone Number: _____

- Supervision by Exhibitor Personnel

Supervisor will be: _____ Phone Number: _____

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

Dismantle Labor

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

Emergency Contact: _____ Phone Number: _____

- Supervision by Exhibitor Personnel

Supervisor will be: _____ Phone Number: _____

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

Exhibiting Company _____

Contact Name _____ Booth# _____

Phone # _____ Email _____

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

exhibitor.services@heritagesvs.com

1-800-360-4323

Fax 314-534-8050

Order online at: heritagesvs.com/ordering**Discount Deadline:
9/5/2022****HERITAGE SUPERVISED LABOR****IN ORDER TO BETTER SERVE YOU--PLEASE COMPLETE THE FOLLOWING INFORMATION IF YOUR DISPLAY IS TO BE SET-UP AND/OR DISMANTLED BY HERITAGE AND YOU WILL NOT BE PRESENT TO SUPERVISE THE INSTALLATION AND/OR DISMANTLE.****INBOUND SHIPPING INFORMATION AND SET-UP INFORMATION:**

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

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

Other (Specify) _____

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

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

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

Comments: _____

Graphics: With Exhibit _____ Shipped Separately _____

Comments: _____

Special Tools/Hardware Required: _____

OUTBOUND SHIPPING INFORMATION

Ship To: _____

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

Other Common Carrier: _____

Other Air Freight: _____

Van Line: _____

FREIGHT CHARGES Prepaid Collect

Bill To: _____

In the event your selected carrier fails to show on the final move-out day, please select one of the following options: Reroute via Heritage's Choice Delivery back to warehouse at the Exhibitor's expense.

PLEASE NOTE: Heritage will not be responsible for product or literature that is not properly packed and labeled by exhibitor personnel.

Exhibiting Company _____

Contact Name _____ Booth# _____

Phone # _____ Email _____

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

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STRUCTURAL INTEGRITY INFORMATION

THIS FORM MUST BE RETURNED FOR ALL SUSPENDED STRUCTURES

_____ the contracted exhibitor at 2022 Spring Home & Garden Show and (if applicable), the display house or EAC for the aforementioned exhibitor, do hereby certify and guarantee that the stress points for the hanging structure have been properly engineered and tested. We further certify that the structure can be hung safely and has been constructed to meet all applicable regulations and safety measures.

We hereby release, indemnify and forever hold harmless **HOME SHOW, 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/EAC (if applicable) _____

Authorized Signature: _____

Printed Name: _____ Date: _____

exhibitor.services@heritagesvs.com

1-800-360-4323

Fax 314-534-8050

Order online at: heritagesvs.com/ordering

**Discount Deadline:
9/5/2022**

HANGING SIGN LABOR AND EQUIPMENT

INSTRUCTIONS

- All ceiling rigging must conform to Show Management rules and regulations and facility limitations.
- All overhead hanging signs or banners must be assembled, installed and removed by Heritage. Exhibitors, display company and/or I&D representatives may supervise, but will not be allowed to assemble or install and remove the hanging sign.
- Please complete the enclosed Labor Order Form to assemble your hanging sign.
- All overhead electrical hanging signs must be certified for structural integrity and safety in order to be approved by the building. Complete the enclosed Structural Integrity Form. Hanging signs greater than 250 lbs. must be certified for structural integrity and safety in order to be approved by the convention facility.
- Set up instructions must be provided for signs needing assembly.
- Hanging anchor points must be pre-fabricated and ready for use.
- Electrical signs must be in working order and in accordance with the National Electrical Code. ELECTRICAL SERVICE requirements must be ordered in advance on the enclosed ELECTRICAL SERVICE Order Form.
- All Electrical Sign or Signs with Motor and/or Truss will need to be hung by the building.
- If any hang point supports over 250 lbs., notify Heritage immediately for special authorization.
- Overhead hanging signs are to be sent in separate containers directly to advance warehouse using the enclosed Hanging Sign Labels. This container MUST arrive no later than 9/15/22. If these procedures are not followed, Heritage cannot guarantee the hanging of your sign.

EQUIPMENT AND LABOR RATES TO HANG SIGNS

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

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

Crew Size: Three (3) Laborers

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

Equipment With Crew

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

	STRAIGHT TIME	OVERTIME
Condor		
Condor with Crew	L331 \$901.58	\$1,352.38
Show Site Pricing	\$1,172.05	\$1,758.08

Assembly Crew/ Additional Labor

Display Assembly Labor	L332 \$89.85	\$134.78
<small>(Per Person/Per Hour)</small>		
Show Site Pricing	\$106.81	\$160.22

Ship To:

Heritage Trade Show Services
C/O: YRC
400 S. Barton St.
St. Louis, MO 63104
FOR: 2022 Builders Home & Remodeling Show

Exhibiting Company _____

Contact Name _____ Booth# _____

Phone # _____ Email _____

exhibitor.services@heritagesvs.com

1-800-360-4323

Fax 314-534-8050

Order online at: heritagesvs.com/ordering

Discount Deadline:
9/5/2022

Sign Description, Size, & Weight

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

Type: Cloth Banner _____
Metal or Wood _____
Other _____

Shape: Square _____
Triangle _____
Rectangle _____
Other _____

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

Does your sign require:
Electricity? _____
Assembly? _____

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

Placement Diagram

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

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

Installation Estimate

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

Dismantle Estimate

	@		=	
--	---	--	---	--

Estimated Sub-Total	
Tax	NA
Total	

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

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

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

Exhibiting Company _____

Contact Name _____ Booth# _____

Phone # _____ Email _____

LABELS ONLY TO BE USED FOR HANGING SIGNS



RUSH! – HANGING SIGN

RUSH! – HANGING SIGN

**ADVANCE SHIPMENT
TO WAREHOUSE**

**ADVANCE SHIPMENT
TO WAREHOUSE**

TO: _____
EXHIBITOR NAME

TO: _____
EXHIBITOR NAME

BOOTH NUMBER: _____

BOOTH NUMBER: _____

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

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

FOR: 2022 BUILDERS HOME & REMODELING SHOW

FOR: 2022 BUILDERS HOME & REMODELING SHOW



RUSH! – HANGING SIGN

RUSH! – HANGING SIGN

**ADVANCE SHIPMENT
TO WAREHOUSE**

**ADVANCE SHIPMENT
TO WAREHOUSE**

TO: _____
EXHIBITOR NAME

TO: _____
EXHIBITOR NAME

BOOTH NUMBER: _____

BOOTH NUMBER: _____

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

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

FOR: 2022 BUILDERS HOME & REMODELING SHOW

FOR: 2022 BUILDERS HOME & REMODELING SHOW

exhibitor.services@heritagesvs.com
 1-800-360-4323
 Fax 314-534-8050

Discount Deadline:
9/5/2022

Order online at: heritagesvs.com/ordering

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

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

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

	Item	Quantity	Discount Rate	Standard Rate	Total
Standard Size Signs	G10 Standard Sign 7" x 11"	_____ x	\$ 42.50	\$ 55.25	= _____
	G20 Standard Sign 7" x 44"	_____ x	\$ 49.50	\$ 64.35	= _____
	G30 Standard Sign 11" x 14"	_____ x	\$ 52.25	\$ 67.93	= _____
	G40 Standard Sign 14" x 22"	_____ x	\$ 63.75	\$ 82.88	= _____
	G60 Standard Sign 22" x 28"	_____ x	\$ 86.25	\$ 112.13	= _____
	G70 Standard Sign 28" x 44"	_____ x	\$ 144.50	\$ 187.85	= _____
	G80 Standard Sign 40" x 60"	_____ x	\$ 192.75	\$ 250.58	= _____
	G90 Easelback (up to 11" x 14" sign)	_____ x	\$ 26.50	\$ 34.45	= _____
	G91 Mini Hoffa Sign 24" x 80" with base	_____ x	\$ 246.10	\$ 319.93	= _____
	G92 Meter Board Sign 38" x 80" with base	_____ x	\$ 368.15	\$ 478.60	= _____

Custom Size Signs	Item	Total Sq. Ft.	Discount Rate	Standard Rate	Total
G100	Banner single sided - enter dimensions below _____ W x _____ L = total sq. ft. <small>feet feet</small>	_____ x	\$14.00	\$21.00	= _____
	<small>min. order 9 sq. ft.</small>				
G100	Custom Sign - enter dimensions below _____ W x _____ L = total sq. ft. <small>feet feet</small>	_____ x	\$14.00	\$21.00	= _____
	<small>min. order 9 sq. ft.</small>				
Contact an exhibitor service team member for other custom graphic applications.					
Method of Payment & Credit Card Authorization Form REQUIRED to be submitted with this form.				SUBTOTAL	\$ _____
				TAX 7.95%	\$ _____
				TOTAL DUE	\$ _____

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

Exhibiting Company _____

Contact Name _____ Booth# _____

Phone # _____ Email _____

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

exhibitor.services@heritagesvs.com

1-800-360-4323

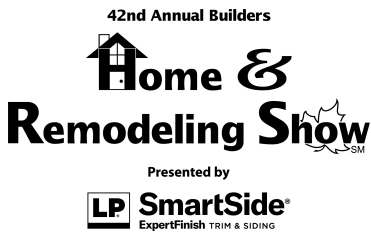
Fax 314-534-8050

Order online at: heritagesvs.com/ordering

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

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

1. All curtains, drapes and decorations must be constructed of flameproof material, or treated with an approved flameproofing solution. (Treatment shall be renewed as often as may be necessary to maintain the flameproofing effect.)
2. No combustible materials, merchandise or signs shall be attached to, hung from, or draped over flameproofed side and rear divider draperies of booths or attached to table skirting facing aisles, unless flameproofed.
3. All exits, hallways and aisles leading from buildings or tents are to be kept clear and unobstructed at all times.
4. No exit door shall be locked, bolted or otherwise fastened or obstructed at any time an exhibit building is open to the public. Moreover, it shall be unlawful to obstruct, or reduce in any manner, the clear width of any doorway, hallway, passageway or other means of egress. Additionally, all required exits shall be so located as to be discernible and accessible with unobstructed access thereto.
5. Access through turnstiles, gates, rails or similar devices shall not be permitted unless such a device is equipped to swing readily in the direction of exit travel under a total force of not more than 15 pounds and/or prior approval of the Fire Marshal.
6. All sawdust, shavings, hay and straw shall be flameproofed, stored and maintained in a manner approved by the Fire Marshal.
7. Automobiles, trucks, tractors, machinery and other motor vehicles utilizing flammable fuels, which are placed on display inside any building shall have no more than two (2) gallons of fuel in the tank; all fuel tanks shall be locked or effectively sealed and battery cables shall be disconnected from the ignition system. Ignition keys for vehicles on display shall be kept by a responsible person at the display location for removal of such vehicles from the building in the event of an emergency.
8. There shall not be any gasoline powered forklifts or carts allowed in a place of assembly. Exceptions: Propane or electric vehicles are allowed.
9. The use of liquefied petroleum gases inside buildings, tents or other areas is strictly prohibited, except for demonstration purposes when approved by the Fire Marshal. Maximum LPG allowed for exhibition purposes is a six (6) pound cylinder.
10. "No Smoking by Order of Fire Marshal" signs shall be posted and maintained in areas designated by the Fire Marshal.
11. Provide for daily removal and disposal of trash and rubbish from buildings and tents.
12. All electrical wiring shall be installed in a manner approved by the City Chief Electrical Inspector.
13. Provide and maintain approved fire extinguishing equipment in all areas as designated by the Fire Marshal.
14. All standpipe and hose cabinets shall be kept clear and unobstructed at all times.
15. All appliances fired by natural gas shall be approved by the City Chief Mechanical Inspector and Fire Marshal before being used.
16. The use of welding and cutting equipment for demonstration purposes must be by permit from the Fire Marshal.
17. Cylinders of compressed gases are prohibited unless approved by the Fire Marshal, and shall be secured in a vertical or horizontal position depending on the tank use and design.
18. The operator or the person in charge of operation or use of any place of assembly or education shall check egress facilities before such building is occupied for any use. If such inspection reveals that any element of the required means of egress is obstructed, inaccessible, locked, fastened or otherwise unsuited for immediate use, admittance to the building shall not be permitted until necessary corrective action has been completed.
19. There shall not be any obstructions blocking exit doors from the outside of any building such as autos parked in doorways or barricades across sidewalks.
20. No curtains, drapes or decorations shall be hung in such a manner as to cover any exit signs.
21. No vehicles shall be parked in fire lanes outside of buildings.
22. No flammable liquids shall be used or admitted inside of buildings except by approval of the Fire Marshal.
23. Artificial lighting such as lanterns and candles are prohibited.
24. The use of all gas-fired heating units, either portable or stationary, shall meet the approval of the City Chief Mechanical Inspector and the Fire Marshal. The use of the so-called "salamander" stove is strictly prohibited.
25. All cooking appliances shall be equipped with ventilating hoods and equipment as deemed necessary by the Fire Marshal, but in any instance such equipment shall be installed in accordance with provision of the City Building and Fire Codes. However, countertop fryers not exceeding 15 lbs. of oil may be used without the necessary ventilating hood and surface protection requirements. Additionally, the exhibitor shall be allowed no more than one (1) fryer per booth and shall provide two (2) ten (10) pound B.C. extinguishers, positioned on both sides of said fryers. All cooking appliances shall be listed by a National Testing Agency: i.e. Underwriters Laboratory or Factory Mutual
26. Booth and seating plans must be approved by the Fire Marshal. Submit plans to the Fire Marshal no later than 15 days before set-up date.
27. There shall not be any ticket booths, tables or any other display setup in the lobby without the prior approval of the Fire Marshal.
28. All aisles shall be maintained at a minimum of ten (10) feet clearance.
29. All covered structures in excess of ninety (90) square feet in area shall be protected by an automatic fire detection system approved by the Fire Marshal.
30. All floor plans submitted shall be by a 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 29, 2022. 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: 2022 Builders Home & Remodeling Show Company Name: _____

Event Dates: September 23-25, 2022 Mailing Address: _____

Exhibit Location/Booth: _____ City: _____ State: _____ Zip: _____

Ordered By: _____ Phone: _____ Fax: _____

On-Site Contact: _____ Email: _____

Equipment	Adv. Pricing 7-29-22	Reg. Pricing	Quantity	Adv. Pricing 7-29-22	24 Hour Reg. Pricing	Quantity
120 V ELECTRIC						
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	_____			_____

208 V ELECTRIC						
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	\$89/HR.	\$101/HR.	_____			_____
NEMA PLUG # IF AVAILABLE # _____						

TELECOM						
Wireless Internet (per device)	\$85	\$100	_____			
Wired Internet (per device)	\$167	\$250	_____			
IT Technician (2 HOUR MINIMUM FEE)		\$71	_____			

TERMS AND CONDITIONS

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 29, 2022.

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: 2022 BUILDERS HOME & REMODELING SHOW	Company Name:
Event Dates: SEPTEMBER 23-25, 2022	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)		\$ 150	\$ 185	
Water Connection: One Time Fill, & Drain (1,000 + Gallons)		\$ 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: St. Charles Convention Center	
CANCELLATION POLICY If cancellation occurs more than 6 days prior to the first scheduled move-in day: 90% REFUND. If cancellation occurs 6 days or less prior to the first scheduled move-in day: 75% REFUND. If cancellation occurs after the start of the first scheduled move-in day: NO REFUND.		Total Sales \$ _____ x 7.96% Sales Tax
		SUBTOTAL \$ _____ x 1% Tourism Tax (of subtotal)
		GRAND TOTAL \$ _____
All terms, conditions, and rates on this form are subject to change at any time without notice.		



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 2360 (REV. 10-2012)	FOR USE ONLY
	NAME OF EVENT Home & Remodeling Show
	DATE September 23-25, 2022
	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/. 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 10/13/22 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
	\$	7.96 %	\$

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.

SIGNATURE	DATE (MM/DD/YYYY)
	_ / _ / _

Dear Food & Beverage Exhibitor,

Congratulations on your decision to be an exhibitor at the St. Charles Convention Center! Please review the following procedures for the distribution of food and beverage products at our facility.

Food & Beverage Sales: The St. Charles Convention Center is the exclusive food and beverage provider for the facility. All sales of food and beverage items from exhibitors or vendors that are designed for on-site consumption must be pre-arranged with the facility and are subject to a concessionaire fee that will be assessed by the Director of Food and Beverage and approved by the General Manager. This arrangement must be made through the food and beverage Department at (636) 669-3005 and finalized via a written agreement of terms. Sale of alcoholic beverages for on-site consumption is not allowed by third-party vendors.

For exhibitors selling food items in pre-packaged vessels designed to be consumed off premises, exhibitor fees may be waived. To obtain a waiver of fees, items must be packaged in sealed containers, be of sufficient quantity to imply use for home consumption, and submitted for approval by the St. Charles Convention Center.

Food & Beverage Sampling: Sampling of food & beverage items is allowed in portions no greater than 2 oz. in size and should be distributed by the exposition-sponsoring organization or exhibitors. The samples must be manufactured, processed, or distributed by the exhibiting firm. Sampling of alcoholic beverages requires special arrangements and authorization from the facility and is limited to 1 oz. portions.

Health Permits: The St. Charles Health Department has very specific guidelines in regards to sampling food and/or beverage items. A Temporary Food Establishment Permit may be required for unsealed food or beverage items that are intended for on-site sale or sampling. If you are planning to distribute any unsealed items, whether it is sample size or greater or sell food products, please refer to the attached guidelines and contact the St. Charles Health Department at (636) 949-7400 with any questions. If a permit is required, an application must be completed online or at the Health Department if the applicant does not have computer access. The permit (if applicable) must be obtained prior to event move-in. A sample application and guidelines are attached.

Additional Covid Precautions:

- Guest should remain 6 feet apart from each other (face covering worn if not able to keep this distance)
- A barrier should be used to separate guest from sampling staff – Plexiglas can be used for this – similar to grill and café
- All samples need to be in closed container. If using a 2oz soufflé cup per our normal policy they just need to put a lid on top
- No food items or utensils for eating the samples can be self-serve, each utensil or sample needs to be handed out to the guest
- If food is being pre-pared in the booth then same guidelines we use in the kitchen need to apply
 - Proper hand washing and face coverings worn at all times

We look forward to a successful event. If you have any questions or need additional assistance, please contact Jay, Katz, Director of Food and Beverage, at (636) 669-3005 or at jkatz@scmocc.com.

St. Charles County
Department of Public Health
Division of Environmental Health and Protection

Temporary Food Facility (TFF) License Application Instructions

To apply for the Temporary Food Facility (TFF) License, visit our website at <http://www.sccmo.org/760> and click **License Applications**, or go to our on-line portal directly at <https://www2.citizenserve.com/stcharles>.

- **LOGIN** (upper right-hand corner)
 - If you have an account, login on the left using your existing username and password
 - If new to the portal, click **REGISTER NOW**→
 - Select **Online Registration** from the **Registration Type** drop-down menu.
- Under **LICENSING** click **APPLY FOR A LICENSE**→
- Select **Public Health License** from the **License Type** drop-down menu.
- Select **Food Facility (Temporary)** from the **Sub Type** drop-down menu.
- Complete blank fields, including business name and address
- It is recommended that you save often and reopen the application in your cart (upper right-hand corner).
- For **Application Type**, you must choose either Standard or Expedited (see fees below).
- Complete **all** designated fields, including uploading required documents.
- Watch Food Safety Video.
- Click **Submit**.
- You will automatically be directed to the payment screen.
- Submit online payment, or you may close it if you prefer to pay by check.

Note: the Temporary Food Facility Fee is due at the time of Application submission. We accept the following credit cards: Discover, Diners Club International, MasterCard and Visa. A service fee of 3.34% will apply if you choose to pay by credit card. You may also submit a check payment to our office: **St. Charles Public Health, 1650 Boone's Lick Road, St. Charles, MO 63301**.

The Temporary Food Facility Fees are as follows:

- **\$100.00** for a TFF operating 1-3 consecutive days.
- **\$120.00** for a TFF operating 4-14 consecutive days.
- **Additional \$20.00** for an Expedited License (upon request / **mandatory if event will occur within 2 days of online application**).
- **EXEMPT** for religious, education, not-for-profit, fraternal, or civic organizations (**must attach a copy of Missouri Department of Revenue Tax Exemption Letter with the online application**).

**** If you have trouble with the online application, please contact our office at 636-949-1800. ****

Sampling Guidelines

Sampling: A food product promotion, where only a sample of a food is offered free of charge to demonstrate its characteristics. A sample cannot be a whole meal, an individual hot dish or a potentially hazardous food item. If you are sampling potentially hazardous food (PHF), you must get a permit. PHF food includes, but is not limited to, items that require refrigeration.

No permit for sampling is required if the following conditions are met:

1. A maximum of only two (2) types of products are being sampled at a time;
2. Food products are **NON-POTENTIALLY HAZARDOUS ONLY**; and
3. All department **SANITATION REQUIREMENTS** are being followed.

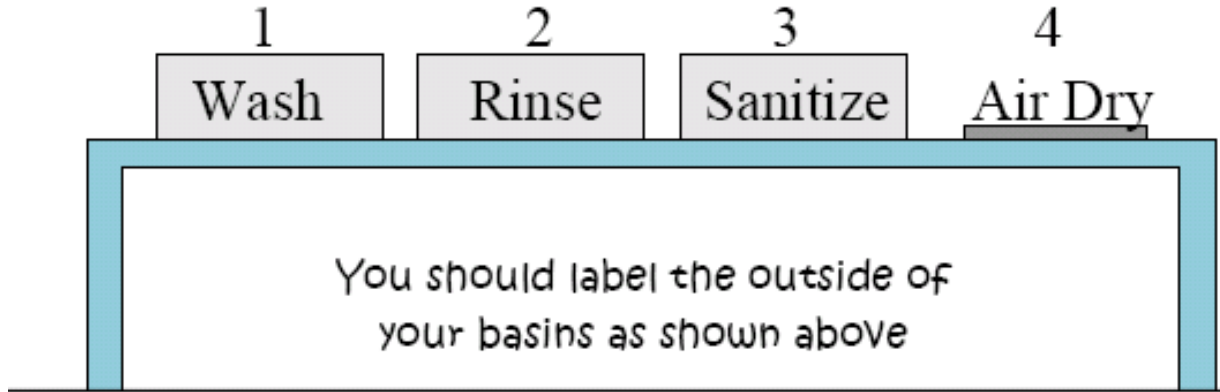
SANITATION REQUIREMENTS:

- All food being sampled must be from an approved source.
- All samples (including the original container they originated from) may only be used for a length of six (6) hours. All unused samples (including the original container they originated from) must be disposed of after six (6) hours.
- All fruit and vegetables must be washed. Washing is to remove dirt, soil, and any other contaminants. An antiseptic vegetable wash product is strongly recommended.
- A three compartment washing station is required.
- Hand washing station is required.
- A 5-7 gallon capacity hand washing station. A hand washing station consists of:
 - Container with a hands free dispensing valve
 - 5 gallon catch basin
 - Potable water, preferably at 100 degrees Fahrenheit
 - Liquid hand washing soap in pump or squeeze bottle
 - Paper towel supply for the entire day.
- Obtain containers with sneeze and handling protection.
- Use disposable gloves when cutting or handling products. Do not reuse gloves after touching contaminated surfaces, or money.
- Use tooth picks, wax paper, paper sampling cups, or disposable utensils to distribute samples. The idea is to prevent customers' hands or fingers from touching the samples or contaminating the food.
- Use only sanitized knives and cutting boards for cutting samples.
- Waste basket shall be lined. Know where "greywater" dumping facilities are located.
- Processed foods sampled must be manufactured in a licensed food processing facility or a licensed food establishment. Copies of retail food establishment permits or food manufacturing licenses at which the food was prepared should be available during an inspection by department. Receipts showing date of purchase may be required during inspection.

Contact the Food Protection Program if you have any questions before sampling food products.

You can reach a St. Charles County health inspector at 636-949-1800.

Dish washing station must be set up as follows:



A temporary dish washing station must be provided. All dishes and utensils must be washed, rinsed, sanitized, and air-dried before use and at least every 4 hours. Dish washing must be done using a three-compartment basin setup. We suggest that you use 3 plastic basins, large enough to immerse your largest dish/utensil. **You may not wash dishes at your hand wash station or hand wash at the dish wash station.**



A temporary hand washing station must consist of, at least, running water, soap, paper towels, a discard bucket and trash can. If a sink is not available, a large thermos or container in which water is held for dispensing for hand washing can be used. The container must have a spout that allows the water to remain running without holding or pushing the dispensing mechanism. A container needs to be placed under the water container to catch the wastewater. As a food vendor you must provide this set up in your stand.



Required items for proper sampling:

- Disposal single use utensils
- Covered sampling container
- Tongs
- Knife
- Cutting board
- Waste basket with liner
- Disposable Gloves



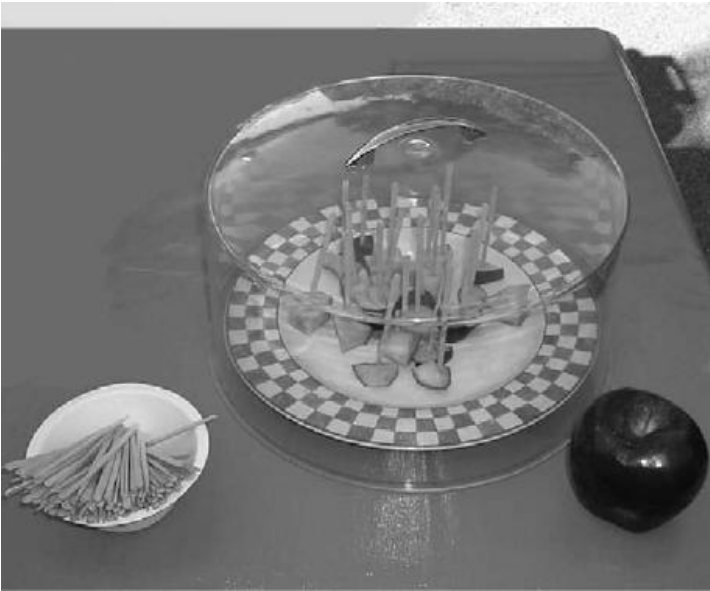
Examples of St. Charles County Health Department Approved Sampling Methods

Provide containers with hinged covers to prevent food contamination.

Cake cover acts as a sneeze protector.

Use Tongs to give out samples.

This method provides the best way to keep the food samples from being contaminated. Vendor is in complete control of the sampling process. This method is highly recommended.

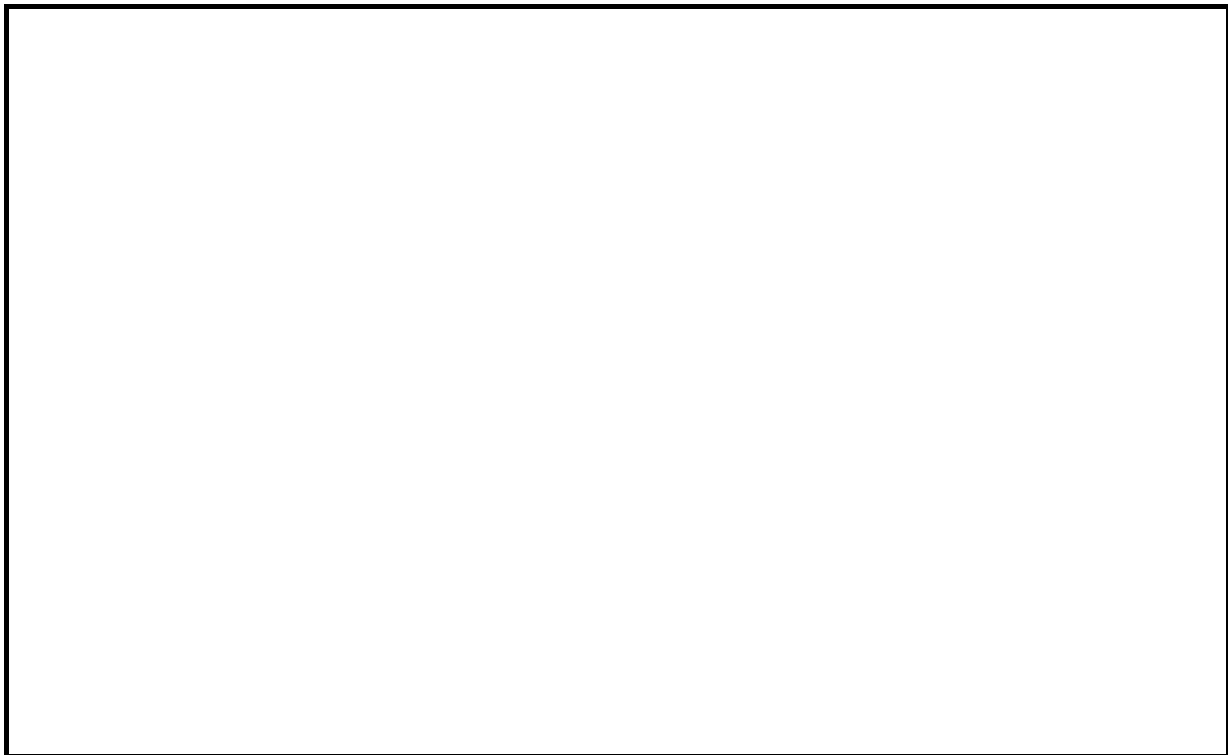
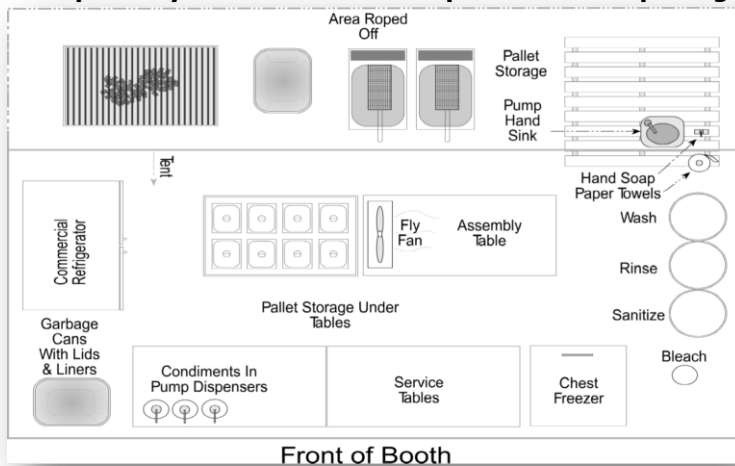


Here is another example of how to protect your samples. Notice the samples have tooth picks already so customer does not have to touch the sample.



If you are sampling nuts of any kind, you must use a nut-shaker similar to the ones pictured.

Sketch a floor plan of your booth in the box provided. Example is given below.



Front of Booth

Checklist

Booth sketch should include:

- * Handwashing
 - Liquid Soap & Paper towels
- * Coolers/Freezers
- * Food Preparation Tables
- * Tent Canopy Covering Food Booth
- * Dishwashing
 - Wash - Rinse - Sanitize (50-100 ppm Chlorine/Bleach)
- * Dry Storage Area
- * Grill/Cooking Location
- * Trash Cans with Lids
- * Customer Service Window/Table