



Service Manual

# Dot Foods Innovations 2025

APRIL 17<sup>TH</sup>, 2025

COLORADO CONVENTION CENTER  
DENVER, COLORADO

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# Dot Foods Innovations 2025

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### Booth Equipment

Each 10'x10' booth will be set with 8' high silver back drape, 3' high silver side dividers, one (1) 8' silver skirted table, one (1) 6' silver skirted table two (2) chairs, one (1) wastebasket and a 11" x 17" one-line identification sign.

Note: Please use the following link to place orders for electrical, data, or telecommunications services [Online Ordering Link](#)

### Exhibit Hall Carpet

The exhibit area is not carpeted; however, the aisles will be carpeted Blue Jay (blue with black specks). Professional floor covering is required for all booths. If you do not let us know you are bringing your own floor covering or place a carpet order by Tuesday, March 18<sup>th</sup>, we will provide you with gray booth carpet and charge you at the standard rate. Please plan accordingly. To enhance the appearance of your booth, rental carpet is available through Heritage. Please refer to the enclosed carpet brochure and furniture/carpet order form.

### Discount Price Deadline Dates

In order to receive advance order discount rates listed on the price sheet, we must receive your order and payment by the following dates below.

Custom Heritage Rentals – Tuesday, March 18<sup>th</sup>, 2025

Carpet, Furniture and Accessories – Thursday, March 27<sup>th</sup>, 2025

### Shipments to Advance Warehouse Deadline Date

Heritage will begin receiving freight at the advance warehouse on Tuesday, March 18<sup>th</sup>, 2025. To avoid late fees, all shipments to the advanced warehouse must arrive no later than Tuesday, April 8<sup>th</sup>, 2025. Shipments will be received Monday through Friday between the hours of 8:00 a.m. and 3:30 p.m.

## Show Schedule

### Exhibitor Move-In

Tuesday	April 15 <sup>th</sup>	8:00 AM	-	6:00 PM	
Wednesday	April 16 <sup>th</sup>	7:00 AM	-	11:00 AM	
		11:45 AM	-	2:15 PM	Trend Explorer (Booth Preview)
		3:00 PM	-	6:00 PM	
Thursday	April 17 <sup>th</sup>	7:00 AM	-	9:00 AM	

### Exhibit Hours

Thursday	April 17 <sup>th</sup>	9:00 AM	-	3:00 PM
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### Exhibitor Move-Out

Thursday	April 17 <sup>th</sup>	3:00 PM	-	7:00 PM
Friday	April 18 <sup>th</sup>	8:00 AM	-	11:00 AM

### Dismantle and Move-Out Information

- Heritage will begin returning empty crates and containers as soon as the aisle carpet is removed from the aisles. This will begin at 3:00 PM, on Thursday, April 17<sup>th</sup>.
- All carriers must check-in no later than 9:30 AM, on Friday, April 18<sup>th</sup>. All exhibit materials must be removed from the exhibit hall floor by 11:00 AM, on Friday, April 18<sup>th</sup>. Heritage will begin redirecting all outbound freight not claimed by appointed freight carriers to the preferred show carrier at 9:30 AM.
- Please refer to the Outbound Shipments Form included in this packet for detailed information regarding outbound shipping procedures.

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**Post Show Paperwork and Labels**

Our customer service department will provide a Heritage Bill of Lading and Labels for you to complete. Complete your paperwork ahead of time. Be sure your carrier knows the company name and booth number when making arrangements for shipping your exhibit at the close of the show.

**HES Freight Logistics**

If you need an on show site, cost effective and reliable carrier to transport your freight to and from the show, please email [shipping@heritagesvs.com](mailto:shipping@heritagesvs.com) for a quote (guaranteed lowest material handling rate, priority empty return handling, complimentary shrinkwrap, etc).

**Ordering Online**

Go To: [heritagesvs.com/ordering](https://heritagesvs.com/ordering)

**Warehouse Shipping Information (Dry goods/exhibit materials accepted beginning on Tuesday, March 18<sup>th</sup>)**

Exhibitor Company Name and Booth Number

HERITAGE

C/O TForce Freight

5300 E. 56<sup>th</sup> Ave.

Commerce City, CO 80022

FOR: Innovations 2025

Heritage will accept exhibit materials beginning Tuesday, March 18<sup>th</sup>, 2025 at the warehouse address. Material arriving after Tuesday, April 8<sup>th</sup>, 2025 will be received at the warehouse with an additional after deadline charge.

**Show Site Shipping Address: (Exhibit Materials, Frozen and Refrigerated Goods accepted beginning Tuesday, April 15<sup>th</sup>)**

Exhibitor Company Name and Booth Number

C/O HERITAGE

Colorado Convention Center – Halls E/F

700 14<sup>th</sup> Street

Denver, CO 80202

FOR: Innovations 2025

Crated, boxed, or skidded materials will be accepted at show site beginning at 8:00 AM, Tuesday, April 15<sup>th</sup>, 2025 at the show site address. Shipments arriving before this date may be refused by the facility and may be subjected to additional venue handling fees.

**Service Center Hours**

The Heritage Exhibitor Service Center will be staffed during exhibitor move-in and exhibitor move-out.

**Excessive Trash, Furniture, and Booth Abandonment**

Excessive materials left in booths and meeting rooms at the end of published exhibitor move-out, that are not labeled for an outbound shipment will be considered trash. The exhibitor will be charged for the removal and disposal of these items. Charges may include installation and dismantle labor, forklift labor, and/or dumpster fees. Excessive trash to include, items such as: carpet, padding, furniture, shelving, booth structure, crates and/or pallets.

**We Appreciate Your Business!**



# METHOD OF PAYMENT & CREDIT CARD AUTHORIZATION FORM

exhibitor.services@heritagesvs.com

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**Must be completed and submitted with any HERITAGE order forms**

**Order online at: [heritagesvs.com/ordering](http://heritagesvs.com/ordering)**

Name of Convention INNOVATIONS 2025 Booth# \_\_\_\_\_

Exhibiting Company \_\_\_\_\_

Phone # \_\_\_\_\_ Fax # \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_

Contact Email \_\_\_\_\_

Print Name \_\_\_\_\_ Signature \_\_\_\_\_

### Credit Card Payment

Cardholder's Name (Please print) \_\_\_\_\_

Credit Card Billing Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_

Credit Card # \_\_\_\_\_ V-Code \_\_\_\_\_ EXP \_\_\_\_\_

Charge to:  American Express  MasterCard  Visa  Discover

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

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

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

### Company Check

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

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

### Bank Wire Transfer

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

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

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

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

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

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 Order online at: [heritagesvs.com/ordering](http://heritagesvs.com/ordering)
**Customs Discount Deadline:**  
**3/18/2025**
**Discount Deadline:**  
**3/27/2025**

### 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"/> Specialty Furniture	\$
<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	\$
<input type="checkbox"/> Cleaning Service	\$

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

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

Exhibiting Company \_\_\_\_\_

Contact Name \_\_\_\_\_ Booth # \_\_\_\_\_

Phone # \_\_\_\_\_ Email \_\_\_\_\_

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

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 Order online at: [heritagesvs.com/ordering](http://heritagesvs.com/ordering)
**Sample Order Discount Deadline:**  
**4/8/2025**

All dry products will be at your booth when you arrive at Innovations. To receive any temperature controlled product, please fill out this form and return, or make an appointment at the Heritage Exhibitor Services area to have it delivered to your booth.

**\*\*PLEASE NOTE - It is recommended sample orders are pre-arranged using this form, or by visiting the Exhibitor Services desk. Product may take up to 60 minutes to be delivered if not scheduled beforehand.**

**SAMPLE ORDER LABOR (One Hour Minimum)**

 Samples  
 Labor  
 Request

		Sample's Price Per Hour
<b>Straight Time</b>	8:00 a.m. to 4:30 p.m. Monday through Friday	\$157.15
<b>Overtime</b>	Monday through Friday after 8 hours, Saturday 8:00 a.m. to 6:00 p.m.	\$235.73
<b>Double Time</b>	Sunday, Holidays, and all other hours	\$314.30

 National  
 Accounts  
 Preview

	Booth #	Exhibitor Name	Date	Time	Product Requested	Notes
1)	_____	_____	_____	_____	_____	_____
2)	_____	_____	_____	_____	_____	_____
3)	_____	_____	_____	_____	_____	_____
4)	_____	_____	_____	_____	_____	_____
5)	_____	_____	_____	_____	_____	_____

Innovations

	Booth #	Exhibitor Name	Date	Time	Product Requested	Notes
1)	_____	_____	_____	_____	_____	_____
2)	_____	_____	_____	_____	_____	_____
3)	_____	_____	_____	_____	_____	_____
4)	_____	_____	_____	_____	_____	_____
5)	_____	_____	_____	_____	_____	_____

Special Instructions: \_\_\_\_\_

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.





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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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1-800-360-4323

Fax 314-534-8050

**Order online at: [heritagesvs.com/ordering](https://heritagesvs.com/ordering)**

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**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.

### **INSURANCE**

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

### **INBOUND SHIPMENT(S)**

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

### **OUTBOUND SHIPMENT(S)**

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

exhibitor.services@heritagesvs.com

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## LIABILITY

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

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

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

exhibitor.services@heritagesvs.com

1-800-360-4323

Fax 314-534-8050

**Order online at: [heritagesvs.com/ordering](http://heritagesvs.com/ordering)**
**MATERIAL HANDLING SERVICES**

**Heritage has implemented a simple rate Material Handling (drayage) structure based on the exhibiting company's per pounds (lbs) weight of each shipment. The rates below are inclusive of all overtime, special handling, and off target shipment charges.**

**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.

**UNCRATED:** Material that is shipped loose or pad-wrapped, and/or unskidded machinery without proper lifting points. Uncrated shipments **WILL NOT** be received at the advance warehouse

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

Description	Price per lb.
<b>Rate Classifications</b> FRSR10 Warehouse Shipment ** Crated and Skidded Crated and Skidded <i>after 4/8/2025 deadline date</i>	\$1.45 \$1.81
FRSR20 Show Site Shipment Crated, Skidded, and Uncrated	\$1.45
FR50 Small Package Rate Shipments less than 30 lbs.	\$30.00

Description	Weight	X	Price per LB	=	Estimated Total Cost
<i>example: Warehouse Shipment</i>	467		\$3.00		\$1401.00
			<b>TOTAL</b>		

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.

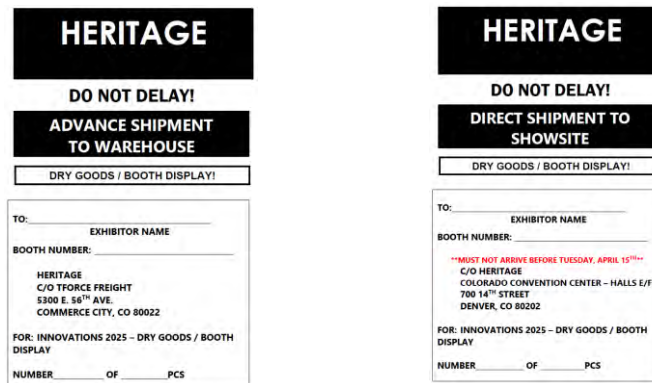
Dear Exhibitor,

On the following pages, you will find a number of different shipping labels for your inbound freight. Please see the information below to determine how best to label each piece you send in. Please make certain that every piece of freight you send in has one of these labels affixed to it, in addition to any other shipping labels from your chosen carrier; FedEx, UPS, etc.

**\*\*Please note any frozen or refrigerated items will be sent directly to show site starting Tuesday April 15<sup>th</sup>. All other dry goods/booth display items may be received at the advance warehouse beginning Tuesday, March 18<sup>th</sup> \*\***

▪ **If sending in dry goods or exhibit materials:**

Please use the advance warehouse or direct to show site labels below for all exhibit materials or dry goods. These items will be accepted at the advance warehouse starting Tuesday March 18<sup>th</sup> or direct to show site starting Tuesday, April 15<sup>th</sup>.



▪ **If sending in product that will need to be given to SODEXO, kept frozen or refrigerated:**

Please use the colored direct to show site labels as noted below with “Heritage Tradeshow Services” or “Sodexo” on them for items sent which need to be kept frozen or refrigerated, or delivered to Sodexo. For these items that need to be handed over to Sodexo, please be sure to use the Sodexo (Red) labels. For these items that need to be stored in refrigerated/frozen trailers onsite, please make sure to use the correct colored label: Frozen (Blue) or Refrigerated (Orange). These stored samples will be accessible by visiting the onsite Heritage Service Desk at any point during show hours.



If you have any further questions regarding labeling your freight, or any other inbound shipping items, please contact our exhibitor helpline at, (800) 360-4323.

# HERITAGE

**DO NOT DELAY!**

**ADVANCE SHIPMENT  
TO WAREHOUSE**

**DRY GOODS / BOOTH DISPLAY!**

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

**EXHIBITOR NAME**

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

**HERITAGE  
C/O TFORCE FREIGHT  
5300 E. 56<sup>TH</sup> AVE.  
COMMERCE CITY, CO 80022**

**FOR: INNOVATIONS 2025 – DRY GOODS / BOOTH  
DISPLAY**

NUMBER \_\_\_\_\_ OF \_\_\_\_\_ PCS

# HERITAGE

**DO NOT DELAY!**

**ADVANCE SHIPMENT  
TO WAREHOUSE**

**DRY GOODS / BOOTH DISPLAY!**

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

**EXHIBITOR NAME**

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

**HERITAGE  
C/O TFORCE FREIGHT  
5300 E. 56<sup>TH</sup> AVE.  
COMMERCE CITY, CO 80022**

**FOR: INNOVATIONS 2025 – DRY GOODS / BOOTH  
DISPLAY**

NUMBER \_\_\_\_\_ OF \_\_\_\_\_ PCS



## **IMPORTANT NOTICE REGARDING DIRECT SHIPMENTS**

Please be aware that the Colorado 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., Tuesday, April 15<sup>th</sup>, 2025. 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.

<b>EXHIBITOR COMPANY NAME</b> _____
<b>BOOTH NUMBER</b> _____
<b>C/O HERITAGE COLORADO CONVENTION CENTER – HALLS E/F 700 14<sup>TH</sup> STREET DENVER, CO 80202</b>
<b>FOR: INNOVATIONS 2025</b>

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**



# HERITAGE

**DO NOT DELAY!**

**DIRECT SHIPMENT TO  
SHOWSITE**

**DRY GOODS / BOOTH DISPLAY!**

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

**EXHIBITOR NAME**

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

**\*\*MUST NOT ARRIVE BEFORE TUESDAY, APRIL 15<sup>TH</sup>\*\***

**C/O HERITAGE**

**COLORADO CONVENTION CENTER – HALLS E/F**

**700 14<sup>TH</sup> STREET**

**DENVER, CO 80202**

**FOR: INNOVATIONS 2025 – DRY GOODS / BOOTH  
DISPLAY**

NUMBER \_\_\_\_\_ OF \_\_\_\_\_ PCS

# HERITAGE

**DO NOT DELAY!**

**DIRECT SHIPMENT TO  
SHOWSITE**

**DRY GOODS / BOOTH DISPLAY!**

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

**EXHIBITOR NAME**

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

**\*\*MUST NOT ARRIVE BEFORE TUESDAY, APRIL 15<sup>TH</sup>\*\***

**C/O HERITAGE**

**COLORADO CONVENTION CENTER – HALLS E/F**

**700 14<sup>TH</sup> STREET**

**DENVER, CO 80202**

**FOR: INNOVATIONS 2025 – DRY GOODS / BOOTH  
DISPLAY**

NUMBER \_\_\_\_\_ OF \_\_\_\_\_ PCS



# HERITAGE

**DO NOT DELAY!**

**DIRECT SHIPMENT TO  
SHOWSITE - FROZEN**

**FROZEN SHIPMENT!**

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

EXHIBITOR NAME

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

**\*\*MUST NOT ARRIVE BEFORE TUESDAY, APRIL 15<sup>TH</sup>\*\***

C/O HERITAGE  
COLORADO CONVENTION CENTER – HALLS E/F  
700 14<sup>TH</sup> STREET  
DENVER, CO 80202

FOR: INNOVATIONS 2025

NUMBER \_\_\_\_\_ OF \_\_\_\_\_ PCS

# HERITAGE

**DO NOT DELAY!**

**DIRECT SHIPMENT TO  
SHOWSITE - FROZEN**

**FROZEN SHIPMENT!**

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

EXHIBITOR NAME

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

**\*\*MUST NOT ARRIVE BEFORE TUESDAY, APRIL 15<sup>TH</sup>\*\***

C/O HERITAGE  
COLORADO CONVENTION CENTER – HALLS E/F  
700 14<sup>TH</sup> STREET  
DENVER, CO 80202

FOR: INNOVATIONS 2025

NUMBER \_\_\_\_\_ OF \_\_\_\_\_ PCS

# HERITAGE

**DO NOT DELAY!**

**DIRECT SHIPMENT TO  
SHOWSITE - REFRIGERATED**

**REFRIGERATED!**

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

**EXHIBITOR NAME**

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

**\*\*MUST NOT ARRIVE BEFORE TUESDAY, APRIL 15<sup>TH</sup>\*\***

**C/O HERITAGE  
COLORADO CONVENTION CENTER – HALLS E/F  
700 14<sup>TH</sup> STREET  
DENVER, CO 80202**

FOR: INNOVATIONS 2025 – **REFRIGERATED GOODS**

NUMBER \_\_\_\_\_ OF \_\_\_\_\_ PCS

# HERITAGE

**DO NOT DELAY!**

**DIRECT SHIPMENT TO  
SHOWSITE - REFRIGERATED**

**REFRIGERATED!**

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

**EXHIBITOR NAME**

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

**\*\*MUST NOT ARRIVE BEFORE TUESDAY, APRIL 15<sup>TH</sup>\*\***

**C/O HERITAGE  
COLORADO CONVENTION CENTER – HALLS E/F  
700 14<sup>TH</sup> STREET  
DENVER, CO 80202**

FOR: INNOVATIONS 2025 – **REFRIGERATED GOODS**

NUMBER \_\_\_\_\_ OF \_\_\_\_\_ PCS

**SODEXO**

**DO NOT DELAY!**

**DIRECT SHIPMENT TO  
SHOWSITE**

CIRCLE ONE: Frozen - Refrigerated - Dry

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

**EXHIBITOR NAME**

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

**\*\*MUST NOT ARRIVE BEFORE TUESDAY, APRIL 15<sup>TH</sup>\*\***

**C/O HERITAGE  
COLORADO CONVENTION CENTER – HALLS E/F  
700 14<sup>TH</sup> STREET  
DENVER, CO 80202**

**FOR: INNOVATIONS 2025**

NUMBER \_\_\_\_\_ OF \_\_\_\_\_ PCS

**SODEXO**

**DO NOT DELAY!**

**DIRECT SHIPMENT TO  
SHOWSITE**

CIRCLE ONE: Frozen - Refrigerated - Dry

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

**EXHIBITOR NAME**

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

**\*\*MUST NOT ARRIVE BEFORE TUESDAY, APRIL 15<sup>TH</sup>\*\***

**C/O HERITAGE  
COLORADO CONVENTION CENTER – HALLS E/F  
700 14<sup>TH</sup> STREET  
DENVER, CO 80202**

**FOR: INNOVATIONS 2025**

NUMBER \_\_\_\_\_ OF \_\_\_\_\_ PCS

exhibitor.services@heritagesvs.com

1-800-360-4323

Fax 314-534-8050

**Order online at: [heritagesvs.com/ordering](http://heritagesvs.com/ordering)****Discount Deadline:  
3/27/2025**

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) INNOVATIONS 2025

exhibitor.services@heritagesvs.com

1-800-360-4323

Fax 314-534-8050

Order online at: [heritagesvs.com/ordering](http://heritagesvs.com/ordering)

**Discount Deadline:**  
**3/27/2025**

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

**HERITAGE  
ORGANIZER  
FACILITY**

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

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

The insurance form must list as the Certificate Holder:

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

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

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

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

**HERITAGE  
ORGANIZER  
FACILITY**

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

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

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

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

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

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

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

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

Name of EAC: \_\_\_\_\_ Booth Number: \_\_\_\_\_

By (print name): \_\_\_\_\_

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

exhibitor.services@heritagesvs.com

1-800-360-4323

Fax 314-534-8050

**Order online at: [heritagesvs.com/ordering](http://heritagesvs.com/ordering)****Discount Deadline:  
3/27/2025****Exhibitor Appointed Contractor (EAC)  
Work Authorization Form**

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

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

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

Electrical Booth Cleaning Plumbing Material Handling Telecommunications Hanging Signs Rigging

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

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

**\*\*Note Other Products/Services Here:**

**Please Type or Print****EAC Information:**

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

Address: \_\_\_\_\_ City/State/Zip \_\_\_\_\_

EAC Company Phone: \_\_\_\_\_ Fax Number: \_\_\_\_\_

EAC Contact Name: \_\_\_\_\_ EAC Contact Cell: \_\_\_\_\_

EAC Contact Email: \_\_\_\_\_

Product/Service Description: \_\_\_\_\_

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

Exhibitor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Exhibiting Company \_\_\_\_\_

Contact Name \_\_\_\_\_ Booth # \_\_\_\_\_

Phone # \_\_\_\_\_ Email \_\_\_\_\_

# CERTIFICATE OF LIABILITY INSURANCE

# SAMPLE

DATE (MM/DD/YYYY)

00/00/0000

PRODUCER (000) 000-0000

FAX

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

INSURER A:

INSURER B:

INSURER C:

**EAC FOR:**

INSURER D:

INSURER E:

**COVERAGES**

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

INSL LTR	ADD'L INSRD	TYPES OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YY)	POLICY EXPIRATION DATE (MM/DD/YY)	LIMIT S	
		TYPES OF INSURANCE <input type="checkbox"/> COMMERCIAL GENERAL LIABILITY CLAIMS MADE <input type="checkbox"/> OCCUR	<b>POLICY #</b>	<b>EFF DATE</b>	<b>EXP DATE</b>	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	<b>POLICY #</b>	<b>EFF DATE</b>	<b>EXP DATE</b>	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	<b>POLICY #</b>	<b>EFF DATE</b>	<b>EXP DATE</b>	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	<b>POLICY #</b>	<b>EFF DATE</b>	<b>EXP DATE</b>	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	<b>POLICY #</b>	<b>EFF DATE</b>	<b>EXP DATE</b>	WC STATUTORY LIMITS	OTH-ER \$
						E.L. EACH ACCIDENT	\$1,000,000
						E.L. DISEASE-EA EMPLOYEE	\$1,000,000
						E.L. DISEASE- POLICY LIMIT	\$1,000,000

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

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

 HERITAGE  
 620 Shenandoah Ave.  
 St. Louis, MO 63104

**CANCELLATION**

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

AUTHORIZED REPRESENTATIVE

exhibitor.services@heritagesvs.com

1-800-360-4323

Fax 314-534-8050

**Order online at: [heritagesvs.com/ordering](http://heritagesvs.com/ordering)****Discount Deadline:  
3/27/2025****THIRD PARTY AUTHORIZATION**

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

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

**THIRD PARTY AGENT:**

CREDIT CARD NUMBER \_\_\_\_\_

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

 VISA  AMERICAN EXPRESS  MASTERCARD  DISCOVER

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

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

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

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

ADDRESS \_\_\_\_\_

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

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

EMAIL \_\_\_\_\_

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

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

(Please Print)

Exhibiting Company \_\_\_\_\_

Contact Name \_\_\_\_\_ Booth# \_\_\_\_\_

Phone # \_\_\_\_\_ Email \_\_\_\_\_

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Fax 314-534-8050

**Discount Deadline:**  
**3/27/2025**

Order online at: [heritagesvs.com/ordering](http://heritagesvs.com/ordering)

	Item	Quantity	Discount Rate	Standard Rate	Total
<b>Classic Expo Carpet</b> 16 oz	<b>C10</b> 10' x 10'	_____ x	\$365.11	\$474.65	= _____
	<b>C20</b> 10' x 20'	_____ x	\$716.83	\$931.88	= _____
	<b>C30</b> 10' x 30'	_____ x	\$1,071.94	\$1,393.52	= _____
	<b>C40</b> 10' x 40'	_____ x	\$1,440.36	\$1,872.47	= _____

**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
<b>C60</b> Area Carpet Classic _____ W x _____ L per sq. ft.	_____ x	\$6.19	\$8.05	= _____
<small>100 sq. ft. min.</small>				

**Circle your color choice for CLASSIC EXPO carpet:**

Red Blue Hunter Green Gray Black

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

**Circle your color choice for PRESTIGE carpet:**

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

	Item	Total Sq. Ft.	Discount Rate	Standard Rate	Total
<b>Padding and Visqueen</b>	<b>C70</b> Carpet Padding _____ W x _____ L per sq. ft.	_____ x	\$3.02	\$3.93	= _____
	<b>C80</b> Visqueen Covering _____ W x _____ L per sq. ft.	_____ x	\$1.80	\$2.34	= _____

	Item	Total Sq. Ft.	Discount Rate	Standard Rate	Total
<b>Vinyl Flooring and Padding</b>	<b>V10</b> Vinyl Flooring _____ W x _____ L per sq. ft.	_____ x	\$8.75	\$11.40	= _____
	<b>V20</b> Vinyl Padding _____ W x _____ L per sq. ft.	_____ x	\$6.25	\$8.45	= _____
<small>100 sq. ft. min.</small>					

**Circle your color choice for Vinyl Flooring:**

Barnwood Blackwood Dark Maple Silverwood Whitewood

**Electrical or Utilities Under Carpet?**

**Yes\***       **No**

\*If yes, please order labor and also provide completed Booth Grid form earlier in the exhibitor kit.

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

Exhibiting Company \_\_\_\_\_

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

Booth# \_\_\_\_\_

Phone # \_\_\_\_\_ Email \_\_\_\_\_

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

**SUBTOTAL** \$ \_\_\_\_\_

**TAX 8.81%** \$ \_\_\_\_\_

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

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

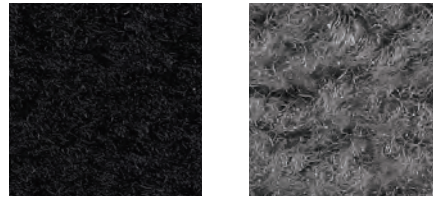
## 16 oz. Classic Expo



Red

Blue

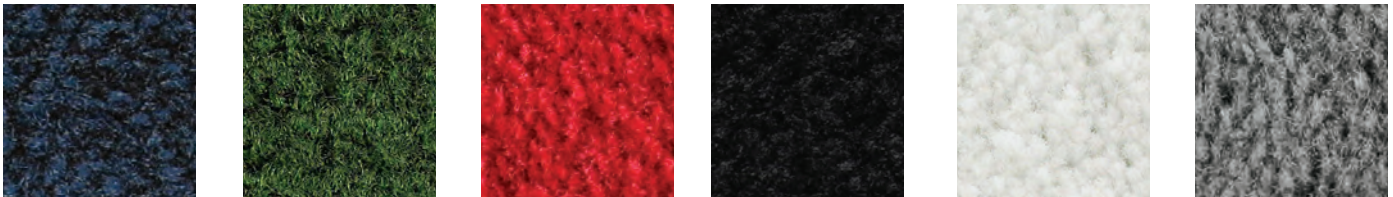
Hunter Green



Black

Gray

## 28 oz. Prestige Carpet



Navy

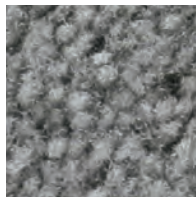
Hunter Green

Red

Black

White

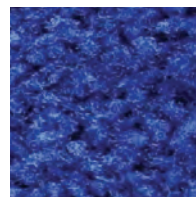
Charcoal



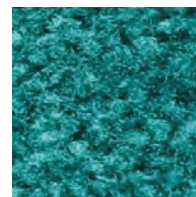
Silver Cloud



Beige

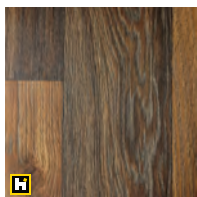


Royal

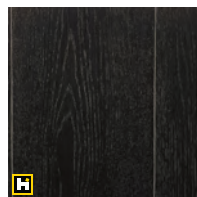


Teal

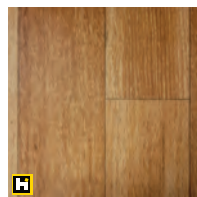
## Vinyl Flooring



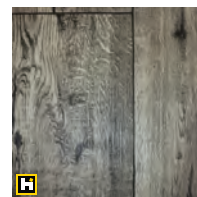
Barnwood II



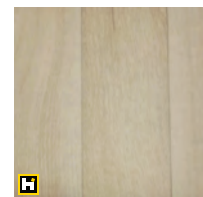
Blackwood II



Dark Maple II



Silverwood II



Whitewood II

exhibitor.services@heritagesvs.com

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Fax 314-534-8050

**Discount Deadline:  
3/27/2025**
**Order online at: [heritagesvs.com/ordering](http://heritagesvs.com/ordering)**

	Item	Quantity	Discount Rate	Standard Rate	Total							
<b>Furniture</b>	F60 Plastic Side Chair (Gray)	_____ x	\$ 114.42	\$ 148.75	= _____							
	F50 Padded Sled Base Chair (Gray)	_____ x	\$ 149.34	\$ 194.14	= _____							
	F9 Padded Chair (Gray)	_____ x	\$ 149.34	\$ 194.14	= _____							
	F10 Padded Arm Chair (Gray)	_____ x	\$ 161.88	\$ 210.44	= _____							
	F20 Custom Padded Arm Chair (Gray)	_____ x	\$ 191.22	\$ 248.59	= _____							
	F30 Padded High Stool (Gray)	_____ x	\$ 182.82	\$ 237.67	= _____							
	F40 Custom Padded High Stool (Gray)	_____ x	\$ 240.06	\$ 312.08	= _____							
	F75 Executive Chair (Black)	_____ x	\$ 234.00	\$ 304.20	= _____							
<b>Draped Display Tables</b>	<b>Circle your color choice:</b>											
		Red	Blue	Teal	Burgundy	Hunter Green	Plum	Silver	Black	White	Gold	Expo Green
	F110 4' Table – 30" High	_____ x	\$ 206.58	\$ 268.55	= _____							
	F120 6' Table – 30" High	_____ x	\$ 248.46	\$ 323.00	= _____							
	F130 8' Table – 30" High	_____ x	\$ 290.28	\$ 377.36	= _____							
	F140 4' Table – 42" Counter High	_____ x	\$ 256.80	\$ 333.84	= _____							
	F150 6' Table – 42" Counter High	_____ x	\$ 298.68	\$ 388.28	= _____							
	F160 8' Table – 42" Counter High	_____ x	\$ 340.56	\$ 442.73	= _____							
	F170 4th Side Table Drape - 30" High	_____ x	\$ 86.52	\$ 112.48	= _____							
F180 4th Side Table Drape - 40" High	_____ x	\$ 86.52	\$ 112.48	= _____								
<b>Undraped Display Tables</b>	F190 4' Table – 30" High	_____ x	\$ 132.60	\$ 172.38	= _____							
	F200 6' Table – 30" High	_____ x	\$ 161.88	\$ 210.44	= _____							
	F210 8' Table – 30" High	_____ x	\$ 192.60	\$ 250.38	= _____							
	F220 4' Table – 42" Counter High	_____ x	\$ 143.76	\$ 186.89	= _____							
	F230 6' Table – 42" Counter High	_____ x	\$ 170.28	\$ 221.36	= _____							
	F240 8' Table – 42" Counter High	_____ x	\$ 207.96	\$ 270.35	= _____							
	F80 30" Diameter Pedestal (Gray) 18" H	_____ x	\$ 287.52	\$ 373.78	= _____							
	F90 30" Diameter Pedestal (Gray) 30" H	_____ x	\$ 287.52	\$ 373.78	= _____							
	F100 30" Diameter Pedestal (Gray) 42" H	_____ x	\$ 287.52	\$ 373.78	= _____							
<b>Table Risers Covered White</b>	F250 4' Long Riser	_____ x	\$ 91.26	\$ 118.64	= _____							
	F260 6' Long Riser	_____ x	\$ 112.20	\$ 145.86	= _____							
	F270 8' Long Riser	_____ x	\$ 135.66	\$ 176.36	= _____							
<b>Special Drape Products</b>	<b>Circle your color choice:</b>											
		Red	Blue	Teal	Burgundy	Hunter Green	Plum	Silver	Black	White	Gold	Expo Green
F280 Drape - 3' H	_____ x	\$ 19.79	\$ 25.72	= _____								
F290 Drape - 8' H	_____ x	\$ 27.90	\$ 36.27	= _____								

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 \$ \_\_\_\_\_**  
**TAX 8.81% \$ \_\_\_\_\_**  
**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)

	Item	Quantity	Discount Rate	Standard Rate	Total
<b>Accessories</b>	<b>A10</b> Wastebasket	_____ x	\$ 40.20	\$ 52.26	= _____
	<b>A20</b> Tripod Easels	_____ x	\$ 67.02	\$ 87.13	= _____
	<b>A30</b> Chrome Stanchion	_____ x	\$ 50.22	\$ 65.29	= _____
	<b>A40</b> Velour Rope 6' Black	_____ x	\$ 50.22	\$ 65.29	= _____
	<b>A50</b> Coat Tree	_____ x	\$ 145.74	\$ 189.46	= _____
	<b>A60</b> Chrome Bag Rack	_____ x	\$ 145.74	\$ 189.46	= _____
	<b>A70</b> Literature Rack	_____ x	\$ 284.70	\$ 370.11	= _____
	<b>A80</b> Garment Rack 5'	_____ x	\$ 156.30	\$ 203.19	= _____
	<b>A90</b> 2 Way Straight Arm Rack	_____ x	\$ 214.38	\$ 278.69	= _____
	<b>A100</b> 4 Way Slant Arm Rack	_____ x	\$ 240.06	\$ 312.08	= _____
	<b>A106</b> Raffle Ticket Drum	_____ x	\$ 96.00	\$ 124.80	= _____
	<b>A107</b> Fishbowl	_____ x	\$ 30.00	\$ 39.00	= _____
	<b>A110</b> 6' Tensabarrier	_____ x	\$ 227.76	\$ 296.09	= _____
	<b>D130</b> 1M Straight Shelf	_____ x	\$ 141.18	\$ 183.53	= _____
	<b>D131</b> 1M Angle Shelf	_____ x	\$ 141.18	\$ 183.53	= _____
	<b>D210</b> Acrylic Holder*	_____ x	\$ 41.88	\$ 54.44	= _____
	<b>D220</b> Arm Light* <i>*For use with Heritage Rentals Only</i>	_____ x	\$ 89.34	\$ 116.14	= _____
	<b>D250</b> Chrome Sign Holder	_____ x	\$ 247.02	\$ 321.13	= _____

<b>Tackboard</b>	<b>D20</b> Tackboard Panels (4'x8') Vertical	_____ x	\$ 301.50	\$ 391.95	= _____
	<b>D30</b> Tackboard Panels (4'x8') Horizontal	_____ x	\$ 301.50	\$ 391.95	= _____
	<b>D31</b> Fabric Modular Panel 1 Meter x 8'	_____ x	\$ 736.92	\$ 958.00	= _____

**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** \$ \_\_\_\_\_  
**TAX 8.81%** \$ \_\_\_\_\_  
**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

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**INNOVATIONS 2025**

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**Discount Deadline: 3/27/2025**

		Item	Quantity	Discount Rate	Standard Rate	Total
<b>Pegboard</b>	<b>D10</b>	Pegboard Panels (4'x8')	_____ x	\$ 401.94	\$ 522.52	= _____
	<b>D09</b>	Pegboard 4" Single Hook	_____ x	\$ 11.13	\$ 14.47	= _____
	<b>D11</b>	Pegboard 6" Single Hook	_____ x	\$ 17.16	\$ 22.31	= _____
	<b>D12</b>	Pegboard 8" Single Hook	_____ x	\$ 20.04	\$ 26.05	= _____
<hr/>						
<b>Gondolas</b>	<b>D800</b>	Single Sided 1M x 4' High	_____ x	\$ 890.37	\$1157.48	= _____
	<b>D801</b>	Double Sided 1M x 4' High	_____ x	\$ 1246.51	\$1620.47	= _____
	<b>D802</b>	Single Sided 1M x 8' High	_____ x	\$ 1246.51	\$1620.47	= _____
	<b>D803</b>	Double Sided 1M x 8' High	_____ x	\$ 1780.73	\$2314.95	= _____
<hr/>						
<b>Gridwall</b>	<b>D40</b>	Gridwall 2'x8' Black <i>*Legs &amp; Connectors required below</i>	_____ x	\$ 274.68	\$ 357.08	= _____
	<b>D80</b>	4" Gridwall Single Hook	_____ x	\$ 11.13	\$ 14.47	= _____
	<b>D60</b>	6" Gridwall Single Hook	_____ x	\$ 17.16	\$ 22.31	= _____
	<b>D70</b>	8" Gridwall Single Hook	_____ x	\$ 20.04	\$ 26.05	= _____
	<b>D81</b>	Grid Legs (Black)* <i>*Legs &amp; Connectors required below</i>	_____ x	\$ 48.02	\$ 62.43	= _____
	<b>D82</b>	Grid Connectors*	_____ x	\$ 26.28	\$ 34.16	= _____
	<b>D83</b>	3-Ball Waterfall Arm	_____ x	\$ 40.71	\$ 52.92	= _____
	<b>D84</b>	5-Ball Waterfall Arm	_____ x	\$ 43.80	\$ 56.94	= _____
	<b>D85</b>	7-Ball Waterfall Arm	_____ x	\$ 47.71	\$ 62.03	= _____
<hr/>						
<b>Slatwall</b>	<b>D50</b>	Slatwall 1 Meter x 8'	_____ x	\$ 368.46	\$ 479.00	= _____
	<b>D120</b>	Slatwall Waterfall Hooks	_____ x	\$ 60.30	\$ 78.39	= _____
	<b>D121</b>	Slatwall 8" Bracket	_____ x	\$ 20.04	\$ 26.05	= _____

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

**SUBTOTAL** \$ \_\_\_\_\_  
**TAX 8.81%** \$ \_\_\_\_\_  
**TOTAL DUE** \$ \_\_\_\_\_

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Exhibiting Company \_\_\_\_\_

Contact Name \_\_\_\_\_ Booth# \_\_\_\_\_

Phone # \_\_\_\_\_ Email \_\_\_\_\_

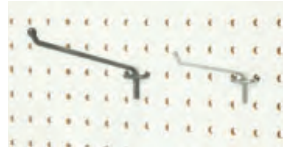
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# DISPLAYS



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



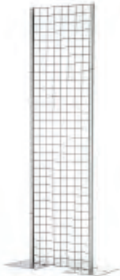
**Pegboard 6" Single  
Hook**  
D11



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



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



**Gridwall 2'x8' Black**  
D40



**Gridwall 6" Single  
Hook**  
D60



**Slatwall 1 Meter x 8'**  
D50



**Slatwall Waterwalls  
Hooks**  
D120



**Slatwall 8" Bracket**  
D121



**Shelf 1 meter wide**  
D130



**Acrylic Holder**  
D210



**Arm Light**  
D220

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**INNOVATIONS 2025**

Order online at: [heritagesvs.com/ordering](http://heritagesvs.com/ordering)

**Custom Discount Deadline: 3/18/2025**

## 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
<b>C_092</b> 1 Meter Display Counter with Shelf 1M x 1/2M x 42" High with Sliding Door	_____ x	\$ 937.92	\$ 1219.30	= _____
<b>C_084</b> 2 Meter Display Counter with Shelf 2M x 1/2M x 42" High with Sliding Door	_____ x	\$ 956.32	\$ 1243.21	= _____
<b>C_152</b> 1 Meter Curved Counter with Shelf 1M x 1/2M x 42" High with Sliding Door	_____ x	\$ 1031.71	\$ 1341.23	= _____
<b>C_053</b> 1 Meter Radius Counter with Shelf 1M x 1/2M x 42" High with Sliding Door	_____ x	\$ 807.92	\$ 1050.30	= _____
<b>C_179</b> 1 Meter Display Cabinet with Shelf 1M x 1/2M x 42" High with 2 Swing Doors and built in locks	_____ x	\$ 937.92	\$ 1219.30	= _____
<b>MD60</b> Counter Locks	_____ x	\$ 53.04	\$ 68.95	= _____

## Showcases

Item	Quantity	Discount Rate	Standard Rate	Total
<b>D140</b> 4' Full View Showcase	_____ x	\$ 887.70	\$ 1154.01	= _____
<b>D150</b> 6' Full View Showcase	_____ x	\$ 954.66	\$ 1241.06	= _____
<b>D160</b> 4' Quarter View Showcase	_____ x	\$ 753.66	\$ 979.76	= _____
<b>D170</b> 6' Quarter View Showcase	_____ x	\$ 848.58	\$ 1103.15	= _____

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.

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** \$ \_\_\_\_\_  
**TAX 8.81%** \$ \_\_\_\_\_  
**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.

# CABINETS AND COUNTERS



## Counter

C\_092

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



## Counter

C\_084

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



## Curved Counter

C\_152

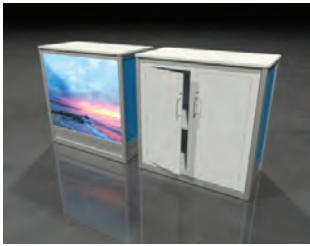
1M x 1/2M x 42"  
High W/Shelf



## Radius Counter

C\_053

1M x 1/2M x 42"  
High



## Cabinet

C\_179

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

# Display Cases



D140/D150 (shown)

D140 - 4' Full View

Showcase

D150 - 6' Full View

Showcase



D160/D170 (shown)

D160 - 4' Quarter View

Showcase

D170 - 6' Quarter View

Showcase

exhibitor.services@heritagesvs.com

1-800-360-4323

Fax 314-534-8050

**Order online at: [heritagesvs.com/ordering](http://heritagesvs.com/ordering)**
**Custom Discount Deadline:**  
**3/18/2025**

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

**10' x 10'  
Display**

**B001**

Advanced Price: \$4,385.88

Standard Price: \$5,701.64

**B214**

Advanced Price: \$4,385.88

Standard Price: \$5,701.64

**B362**

Advanced Price: \$4,281.22

Standard Price: \$5,565.59

**B310**

Advanced Price: \$3,057.16

Standard Price: \$3,974.31

**10' x 20'  
Display**

**B002**

Advanced Price: \$6,847.61

Standard Price: \$8,901.89

**B368**

Advanced Price: \$9,513.13

Standard Price: \$12,367.07

**B004**

Advanced Price: \$7,694.92

Standard Price: \$10,003.40

**B361**

Advanced Price: \$8,243.43

Standard Price: \$10,716.46

**Select Carpet**

(included in the rental)

**Circle your color choice:**

Red Blue Hunter Green Gray Black

*Additional carpet colors and flooring options available at listed rates.*


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

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

**SUBTOTAL** \$ \_\_\_\_\_

**TAX 8.81%** \$ \_\_\_\_\_

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

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

Exhibiting Company \_\_\_\_\_

Contact Name \_\_\_\_\_ Booth# \_\_\_\_\_

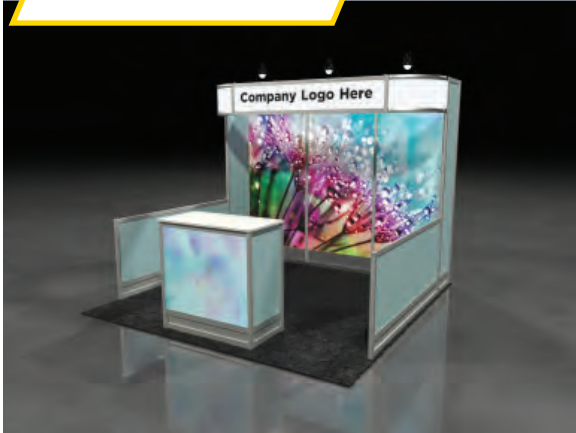
Phone # \_\_\_\_\_ Email \_\_\_\_\_

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

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

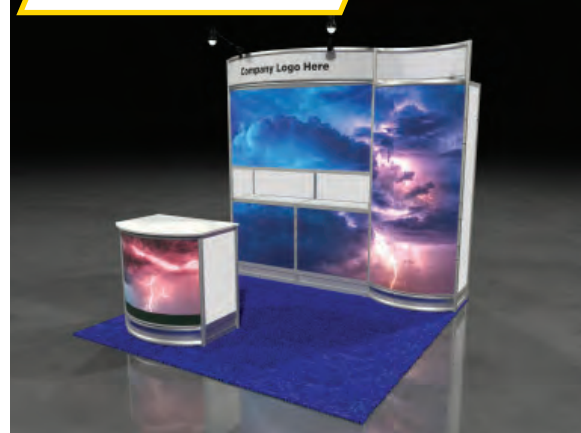
B001



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

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

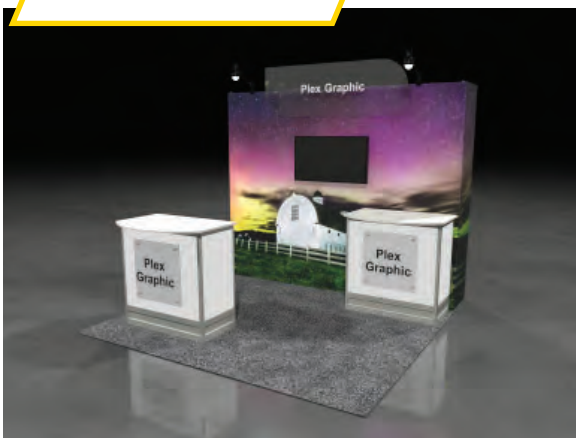
B214



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

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

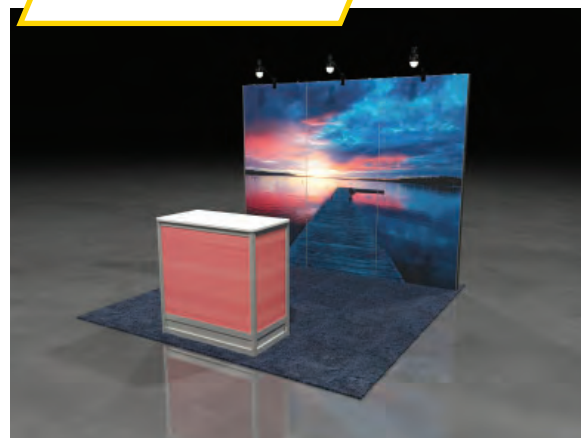
B362



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

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

B310



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

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



# 10' x 20' Exhibit Rental Displays

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

B002



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

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

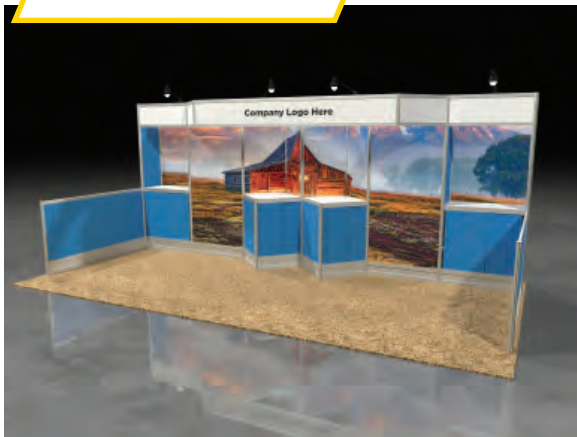
B368



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

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

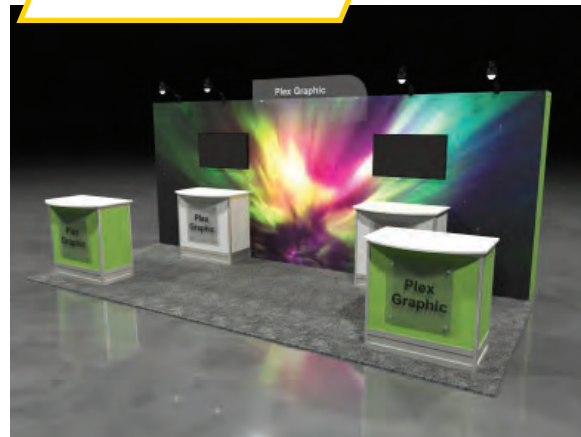
B004



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

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

B361



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

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

exhibitor.services@heritagesvs.com

1-800-360-4323

Fax 314-534-8050

**Custom Discount Deadline:**  
**3/18/2025**
**Order online at: [heritagesvs.com/ordering](http://heritagesvs.com/ordering)**

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

**20' x 20'  
Display**

**B333**

Advanced Price: \$12,381.80

Standard Price: \$16,096.34

**B215**

Advanced Price: \$11,319.98

Standard Price: \$14,715.97

**B437**

Advanced Price: \$13,139.25

Standard Price: \$17,081.03

**B403**

Advanced Price: \$19,466.49

Standard Price: \$25,306.43

**20' x 30'  
Display  
and Larger**

**B359**

Advanced Price: \$26,759.46

Standard Price: \$34,787.30

**B360**

Advanced Price: \$26,285.10

Standard Price: \$34,170.63

**B465**

Advanced Price: \$18,943.69

Standard Price: \$24,626.79

**B085**

Advanced Price: \$22,546.29

Standard Price: \$29,310.17

**Select Carpet**

(included in the rental)

**Circle your color choice:**

Red Blue Hunter Green Gray Black Tuxedo

*Additional carpet colors and flooring options available at listed rates.*


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

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

**SUBTOTAL** \$ \_\_\_\_\_

**TAX 8.81%** \$ \_\_\_\_\_

**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 \_\_\_\_\_

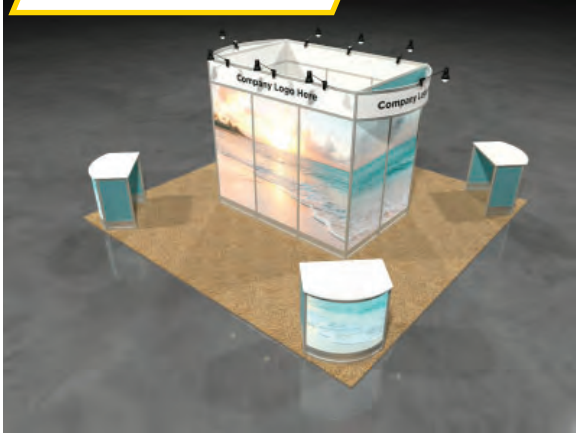
Please fax or email this form promptly to HERITAGE using the information at the top of the page - retain one copy for your files.

# 20' x 20' Exhibit Rental Displays

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

EXHIBITS

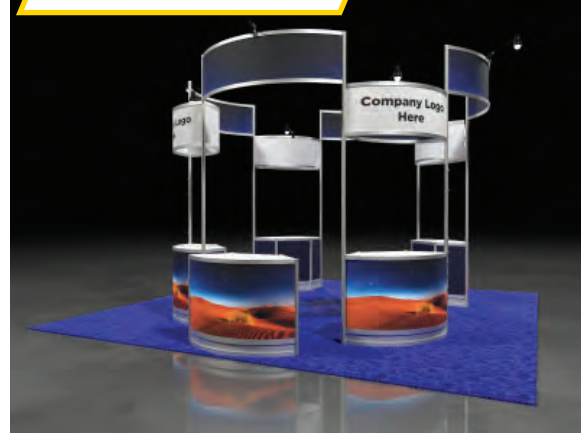
**B333**



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

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

**B215**



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

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

**B437**



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

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

**B403**



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

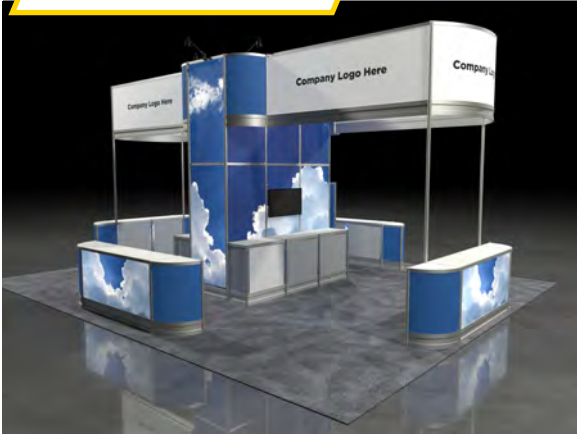
**INCLUDED** Four corner columns and two counters back-lit  
20' x 20' carpet  
Installation/Dismantle Labor  
Complimentary consultation for booth alterations  
**Furnishings sold separately**



# 20' x 30' and Larger Exhibit Rental Displays

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

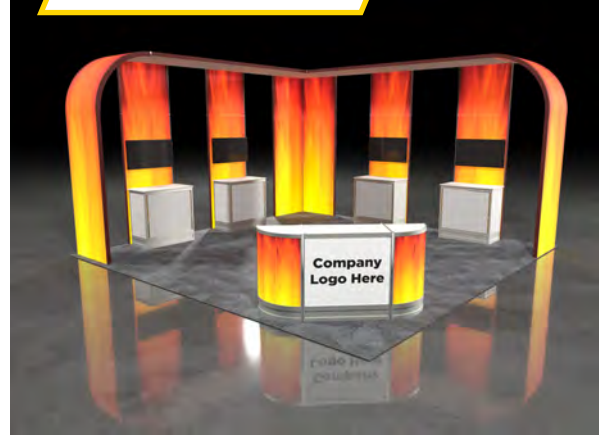
B359



**Advanced Price \$26,759.46**  
**Standard Price \$34,787.30**

**INCLUDED:** Eight arm lights  
20' x 30' carpet  
Installation/Dismantle Labor  
Complimentary consultation for booth alterations  
**Monitors and furnishings sold separately**

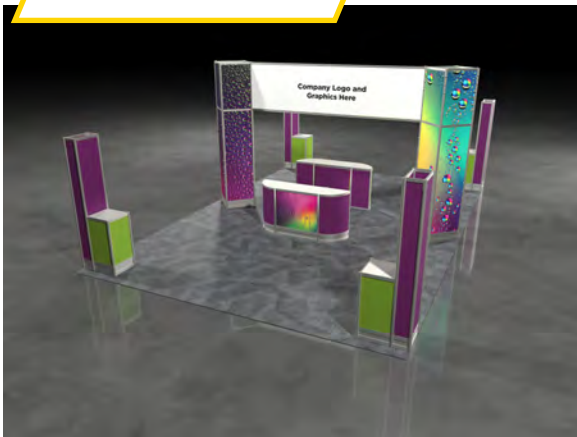
B360



**Advanced Price \$26,285.10**  
**Standard Price \$34,170.63**

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

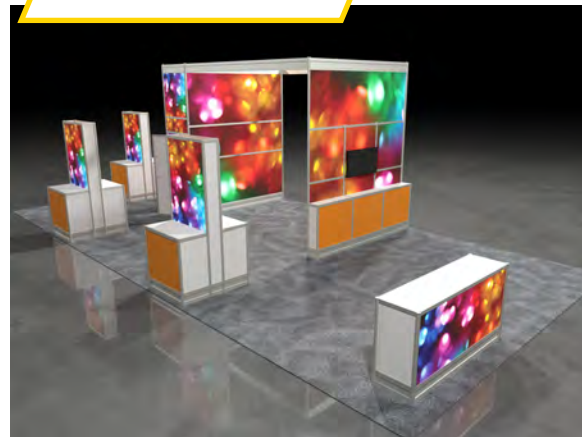
B465



**Advanced Price \$18,943.69**  
**Standard Price \$24,626.79**

**INCLUDED** 20' x 30' carpet  
Installation/Dismantle Labor  
Complimentary consultation for booth alterations  
**Monitors and furnishings sold separately**

B085



**Advanced Price \$22,546.29**  
**Standard Price \$29,310.17**

**INCLUDED** Four arm lights  
20' x 40' carpet  
Installation/Dismantle Labor  
Complimentary consultation for booth alterations  
**Monitors and furnishings sold separately**

exhibitor.services@heritagesvs.com

1-800-360-4323

Fax 314-534-8050

## Discount Deadline: 3/27/2025

**Order online at: [heritagesvs.com/ordering](http://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
<b>Forklift Labor</b>	L301 <input type="checkbox"/> Forklift w/ Operator – up to 5,000 lbs – ST	\$335.52	\$436.17
	<input type="checkbox"/> Forklift w/ Operator – up to 5,000 lbs – OT	\$503.28	\$654.26
	L302 <input type="checkbox"/> Forklift w/ Operator – up to 10,000 lbs – ST	\$560.79	\$729.03
	<input type="checkbox"/> Forklift w/ Operator – up to 10,000 lbs – OT	\$841.18	\$1,093.54
	L303 <input type="checkbox"/> Forklift w/ Operator – 4-Stage – ST	\$560.79	\$729.03
	<input type="checkbox"/> Forklift w/ Operator – 4-Stage – OT	\$841.18	\$1,093.54
<b>Rigging Labor</b>	LR100 <input type="checkbox"/> Rigger – ST	\$145.43	\$189.06
	<input type="checkbox"/> Rigger – OT	\$218.14	\$283.58
<b>Equipment</b>	L304 <input type="checkbox"/> Forklift Cage	\$161.53	\$209.99
	L305 <input type="checkbox"/> Forklift Boom	\$161.53	\$209.99
	L306 <input type="checkbox"/> Pallet Jack	\$161.53	\$209.99
	<input type="checkbox"/> Check here if you need a Scissorlift for booth work		
<b>Special Services</b>	L307 <input type="checkbox"/> Straight Time Pallet Jack with Operator	\$273.40	\$355.42
	<input type="checkbox"/> Overtime Pallet Jack with Operator	\$410.10	\$533.13
	L308 <input type="checkbox"/> Scissor Lift with Operator – ST	\$545.45	\$709.09
	<input type="checkbox"/> Scissor Lift with Operator – OT	\$ 818.18	\$ 1,063.64
	L230 <input type="checkbox"/> Metal Banding – \$0.50 ln. ft.	\$111.87	\$145.43
	L240 <input type="checkbox"/> Shrinkwrap Pallet	\$95.86	\$124.69

### Installation

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: _____							<b>SUBTOTAL</b>	_____

### Dismantle

_____	_____	_____	x	=	x	=	_____	
_____	_____	_____	x	=	x	=	_____	
Describe work to be done: _____							<b>SUBTOTAL</b>	_____

**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.

exhibitor.services@heritagesvs.com

1-800-360-4323

Fax: 314-534-8050

**Discount Deadline:  
3/27/2025**

**Priority Empty Container Return** – This service provides for the priority return of your empties to your booth after the close of the show. This service must be ordered prior to the removal of your empties. To order, fill in information below and return to HERITAGE.

Item	Estimated # of Pieces	Standard Rate	Total
<b>Priority Return</b>   FR350 Priority Empty Container Return	_____ x _____	\$100	= _____

**PLEASE NOTE THAT THIS SERVICE CANNOT BE ORDERED AFTER THE PIECES HAVE BEEN TAKEN TO STORAGE**

Accessible storage is unsecured. A storage area will be available for exhibitor's samples and literature in the facility. Depending on space available in the facility, these items may be stored on trailers in the loading dock area. Heritage employees will be available to access storage items during show hours, one hour prior to show opening, and one half hour after show closing each day. All material in storage on the last day of the show will be returned to their designated booth space at the close of the show. Due to fire regulations and for security purposes, **NO LARGE DELIVERIES CAN BE MADE DURING SHOW HOURS.** Show management reserves the right to stop deliveries at any time during the show hours, so please schedule deliveries prior to show opening. Storage space may be limited. Orders **MUST** be received by the deadline date to guarantee storage space. The charge for storage space is as follows:

Item	# of Days	Standard Rate	Total
<b>Accessible Storage</b>   FR101 Set-up Fee (There is a One-time Set-up Fee)	N/A	\$50.00	= _____
Storage Fee (Based Upon Squared Feet Required for Storage):			
FR025 Up to 25 square feet .....	_____ x	\$75.00	= _____
FR2650 26 to 50 square feet .....	_____ x	\$125.00	= _____
FR51100 51 to 100 square feet .....	_____ x	\$175.00	= _____
FR101150 101 to 150 square feet .....	_____ x	\$225.00	= _____
FR151200 151 to 200 square feet .....	_____ x	\$275.00	= _____
<b>SUBTOTAL</b>			_____

**Labor** – Each time your materials are accessed, you will be charged a minimum of one-half (1/2) hour of labor according to the hourly rates indicated on the Exhibitor Labor Form. Please note that all exhibit materials that are still remaining in storage trailers will be returned to your booth space upon official show closing.

YES, I wish to reserve space for accessible storage, I plan on storing \_\_\_\_\_ pallets/boxes/crates/cases  
(# of pieces) (circle one)

**Deliveries** – To have items placed in or removed from accessible storage, please notify the Heritage Service Desk.

**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.

ALL GOODS STORED WITH HERITAGE ARE STORED AT YOUR OWN RISK. We shall not be liable for any injury, damage, loss, theft, or destruction, including, but not limited to damage from atmospheric conditions or rust, negligence (whether caused by ourselves or by servants, agents, employees or others), failures to act breach of contract, breach of warranty, water condensation, fire, floods, acts of God or any act beyond our sole control. We are not liable for any direct, consequential, or incidental damages nor for loss of profit or loss due to failures to obtain or turnover goods at any particular time or place whatsoever, however such loss may be incurred. We are not liable for or chargeable with any loss of sales, income, resale, commissions, or brokerage, nor for any freight or demurrage.

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

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

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



## ***HES LOGISTICS IS YOUR OFFICIAL SHOW CARRIER!***

Relax with our Care Free logistics. Our dedicated team of Logistics Specialists will provide you with personalized and efficient shipping solutions to make sure your freight arrives on time. We make shipping easy and convenient!

### ***INBOUND & OUTBOUND LOGISTICS***

- *Small Package*
- *Standard Ground*
- *Next Day, 2nd Day, and 3rd Day Service Levels*
- *Air Ride*
- *Flat Bed*
- *Dedicated Truckload*

### ***HES VALUE-ADDED SERVICES***

- *Priority empty return for inbound HES Logistics customers (upon request)*
- *Transparent quotes with no hidden charges such as reweigh or trade show fees.*
- *HES Logistics available 7 days a week*
- *Late to Warehouse and Late to Show Site Fee waived*
- *Outbound shrink-wrap at no charge*

### ***Have a Logistics Question?***

Contact our Logistics team:

**Phone:** 314-376-2347

**Email:** [heslogistics@heritagesvs.com](mailto:heslogistics@heritagesvs.com)



*Helping to Bring People Together*



## WHAT IS SHIPPING?

Shipping is the process of a carrier picking up your items from your office or place of origin and transporting it to the dock of either advance warehouse or facility dock of your event. It is separate from Material Handling. Exhibitors may use any carrier they want, including HES Logistics.



## WHAT IS MATERIAL HANDLING?

Material Handling is the process of receiving your shipment from your carrier and managing it through the event cycle. It is a standard tradeshow practice and it is a chargeable fee typically based on the weight of your shipment. Don't forget to add Material Handling to your budget!



### Material Handling Process:

- Unloading the trade show freight from your carrier once it arrives at the receiving dock.
- Transporting your shipment to your booth space.
- Removing empty shipping containers (boxes, crates, and pallets) from your booth.
- Temporarily storing your empty shipping containers during the show.
- Returning empty shipping containers to your booth once the event is over.
- Transferring the freight back to the loading dock.
- Loading the items into your carrier's delivery vehicle for return shipping

## ONE EASY WAY TO KEEP YOUR CHARGES LOWER?

### Consolidate, Consolidate, Consolidate!

Skid items as much as possible so that they are sure to arrive together. Each shipment that arrives at a separate time is assessed the minimum charge. Whether you ship to the advance warehouse or show site, it is in your best interest to consolidate as much as possible.



**PLEASE SEND COMPLETED FORM TO: [heslogistics@heritagesvs.com](mailto:heslogistics@heritagesvs.com)**

## INBOUND SHIPPING

### NEED A RELIABLE CARRIER TO TRANSPORT YOUR INBOUND FREIGHT?

Email, fax, or call in the information needed below to have your freight shipped to the advance warehouse or showsite, and invoiced along with any other orders placed with the show decorator, Heritage Trade Show Services.

**NOTE: If the inbound or outbound shipment requires air or expedited service, please inform HES Logistics as soon as possible. HES Logistics can accommodate any type of shipping need, but specializes in LTL ground freight totaling 100 lbs or greater.**

Show Name \_\_\_\_\_

Booth Name \_\_\_\_\_

Booth Numbers (if known) \_\_\_\_\_

### **Inbound Pickup Information**

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

Address \_\_\_\_\_

Suite \_\_\_\_\_

City, State, Zip \_\_\_\_\_

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

Contact Number \_\_\_\_\_  
(for the driver to call if needed)

Pickup Hours \_\_\_\_\_

Pickup Date \_\_\_\_\_  
(call HES Logistics to discuss, if needed)

**USE THE SHOW CARRIER (HES Logistics)  
FOR ROUNDTRIP SHIPPING!  
BENEFITS INCLUDED**

- Lowest Material Handling Rate Offered by Heritage
- Complimentary Priority Empty Container Return (*upon request*)
- Complimentary Shrink Wrapping and / or Banding at the Show Site, if requested
- No need to schedule a pickup for the return shipment
- All-inclusive pricing with no additional fees for pickups and deliveries, including weekend and night service
- One convenient invoice encompassing all Heritage Trade Show Services
- Transportation experts are available before, during, and after the show
- Reliable customer service seven days a week, offering complete shipment visibility and expert supervision

### **Description of Pieces & Loading Area**

(quantity / type / approx. lbs & dims L"xW"xH") Example: 2 Cases 150 lbs each 54"x36"x12" / 1 crate 600 lbs 96"x48"x40"

\_\_\_\_\_

Is there a loading dock at the pickup address? (ex. Lift Gate Truck Required / Residential / Inside pickup / Notify / White Glove Service) \_\_\_\_\_

If not, please describe pickup area and / or additional instructions for the driver: \_\_\_\_\_

\_\_\_\_\_

Check this box if you request the show carrier to deliver the same pieces back to the original pickup address, via standard ground (not time critical) shipping

Check this box if you request the show carrier to ship a different piece count, to ship to a different address, or is time sensitive whatsoever. -- Please fill out the next page if you choose this option.



**PLEASE SEND COMPLETED FORM TO: [heslogistics@heritagesvs.com](mailto:heslogistics@heritagesvs.com)**

## OUTBOUND (RETURN) SHIPPING

### NEED A RELIABLE CARRIER TO TRANSPORT YOUR OUTBOUND (RETURN) FREIGHT?

Email, fax, or call in the information needed below to have your freight returned to your offices or next destination, and invoiced along with any other orders placed with the show decorator, Heritage Trade Show Services.

**NOTE: If the inbound or outbound shipment requires air or expedited service, please inform HES Logistics as soon as possible. HES Logistics can accommodate any type of shipping need, but specializes in LTL ground freight totaling 100 lbs or greater.**

Show Name \_\_\_\_\_

Booth Name \_\_\_\_\_

Booth Numbers (if known) \_\_\_\_\_

### **Return Delivery Information**

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

Address \_\_\_\_\_

Suite \_\_\_\_\_

City, State, Zip \_\_\_\_\_

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

Contact Number \_\_\_\_\_  
(for the driver to call if needed)

Delivery Hours \_\_\_\_\_

Standard Ground Shipping (Estimated 2-7 business days)

Deliver by Date \_\_\_\_\_

Must Deliver on Specific Date \_\_\_\_\_

**USE THE SHOW CARRIER (HES Logistics)  
FOR ROUNDTRIP SHIPPING!  
BENEFITS INCLUDED**

- Lowest Material Handling Rate Offered by Heritage
- Complimentary Priority Empty Container Return (*upon request*)
- Complimentary Shrink Wrapping and / or Banding at the Show Site, if requested
- No need to schedule a pickup for the return shipment
- All-inclusive pricing with no additional fees for pickups and deliveries, including weekend and night service
- One convenient invoice encompassing all Heritage Trade Show Services
- Transportation experts are available before, during, and after the show
- Reliable customer service seven days a week, offering complete shipment visibility and expert supervision

### **Description of Pieces & Loading Area**

(quantity / type / approx. lbs & dims L"xW"xH") Example: 2 Cases 150 lbs each 54"x36"x12" / 1 crate 600 lbs 96"x48"x40"

\_\_\_\_\_

\_\_\_\_\_

Is there a loading dock at the delivery address? (ex. Lift Gate Truck Required / Residential / Inside pickup / Notify / White Glove Service) \_\_\_\_\_

If not, please describe delivery area and / or additional instructions for the driver: \_\_\_\_\_

- For return (outbound) shipping, REGARDLESS OF CARRIER, all exhibitors MUST fill out a HERITAGE Bill of Lading (BOL or MHA) to the show site, unless you are hand carrying all of you items out of the show. Please fill out and return the BOL/MHA at the Heritage Service Desk. Thank You
- Generic adhesive labels can also be found at the Heritage Service Desk

exhibitor.services@heritagesvs.com

1-800-360-4323

Fax 314-534-8050

**Order online at: [heritagesvs.com/ordering](http://heritagesvs.com/ordering)**

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To help you in your planning, it's important to understand in advance that union labor will be required for certain aspects of your exhibit handling. Since Work Rules and Union Jurisdictions vary from city to city, please familiarize yourself with the following statements to help you in understanding the Union Requirements in the facility.

### **DECORATOR & CARPENTER JURISDICTION**

It is necessary for all exhibitors to use qualified union personnel for the installation and dismantling of prefabricated exhibits and displays and to install and remove draperies and floor covering. The handling, placing or setting out of merchandise that is to be displayed does not require union labor and may be done by the exhibitor. In addition, the installation or dismantling of an exhibit which does not require the use of hand tools, or more than one person, and can be accomplished within thirty minutes, may be performed by the owner or company representative. Your labor requirements can be ordered on the enclosed Exhibit Labor Order Form.

### **TEAMSTER JURISDICTION**

Our Material Handling Department is responsible for maintaining in and out traffic schedules at the show site. Even local exhibitors should clear all movements of exhibit materials through this department, as we will have priority at the unloading area at all times. Union jurisdiction allows individually hand carried items only and will not permit exhibitors use of dollies, hand trucks or pushcarts. Material Handling Services may be ordered in advance by completing and returning the enclosed Shipping Information and Service Order Form or by ordering on site at the HERITAGE Service Desk.

### **SAFETY**

Standing on chairs, table or other rental equipment is prohibited. This equipment is not engineered to support your weight. HERITAGE cannot be responsible for injuries or falls caused by the improper use of this equipment. If assistance is required in assembling your booth, please order labor in the Display Labor section of the HERITAGE order form and the necessary ladders and/or tools will be provided.

### **TIPPING**

HERITAGE requests that exhibitors do not tip employees.

### **LABOR**

If you encounter any difficulty with any laborer, or if you are not satisfied with the work performed, please bring this to the attention of the Show Manager at HERITAGE during the show. Please refrain from voicing complaints directly to craft personnel.

The person in charge of your exhibit should carefully inspect and sign all work order forms. If there are any questions about any bills, bring the bill to the appropriate Service Desk and discuss it with the person in charge.



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Fax 314-534-8050

Order online at: [heritagesvs.com/ordering](http://heritagesvs.com/ordering)

**Discount Deadline:  
3/27/2025**

**EXHIBIT LABOR (One Hour Minimum per Worker)**

		Advance Price Per Hour	Standard Price per Hour
<b>Straight Time</b>	8:00 a.m. to 4:30 p.m. Monday through Friday	\$157.15	\$204.30
<b>Overtime</b>	Monday through Friday after 8 hours, Saturday 8:00 a.m. to 6:00 p.m.	\$235.73	\$306.45
<b>Double Time</b>	Sunday, Holidays, and all other hours	\$314.30	\$408.60

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

**Installation Labor**

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

Emergency Contact: \_\_\_\_\_ Phone Number: \_\_\_\_\_

- Supervision by Exhibitor Personnel

Supervisor will be: \_\_\_\_\_ Phone Number: \_\_\_\_\_

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

**Dismantle Labor**

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

Emergency Contact: \_\_\_\_\_ Phone Number: \_\_\_\_\_

- Supervision by Exhibitor Personnel

Supervisor will be: \_\_\_\_\_ Phone Number: \_\_\_\_\_

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

Exhibiting Company \_\_\_\_\_

Contact Name \_\_\_\_\_ Booth# \_\_\_\_\_

Phone # \_\_\_\_\_ Email \_\_\_\_\_

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

exhibitor.services@heritagesvs.com

1-800-360-4323

Fax 314-534-8050

**Order online at: [heritagesvs.com/ordering](http://heritagesvs.com/ordering)****Discount Deadline:  
3/27/2025****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 INNOVATIONS 2025 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 **DOT FOODS, COLORADO C.C., AND HERITAGE** and their subsidiaries, directors, officers, employees, representatives, agents and contractors from and against any and all liability, claims, damage, loss, fines, or penalties arising from the installation, use or dismantling of this structure. All hang points supporting in excess of two hundred (200) pounds may be verified (metered) on site at exhibitor's expense.

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

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

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

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

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

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

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

### HANGING SIGN LABOR AND EQUIPMENT

#### INSTRUCTIONS

- All ceiling rigging must conform to Show Management rules and regulations and facility limitations.
- All overhead hanging signs or banners must be assembled, installed and removed by Heritage. Exhibitors, display company and/or I&D representatives may supervise, but will not be allowed to assemble or install and remove the hanging sign.
- Please complete the enclosed Labor Order Form to assemble your hanging sign.
- All overhead electrical hanging signs must be certified for structural integrity and safety in order to be approved by the building. Complete the enclosed Structural Integrity Form. Hanging signs greater than 250 lbs. must be certified for structural integrity and safety in order to be approved by the convention facility.
- Set up instructions must be provided for signs needing assembly.
- Hanging anchor points must be pre-fabricated and ready for use.
- Electrical signs must be in working order and in accordance with the National Electrical Code. ELECTRICAL SERVICE requirements must be ordered in advance on the enclosed ELECTRICAL SERVICE Order Form.
- All Electrical Sign or Signs with Motor and/or Truss will need to be hung by the building.
- If any hang point supports over 250 lbs., notify Heritage immediately for special authorization.
- Overhead hanging signs are to be sent in separate containers directly to advance warehouse using the enclosed Hanging Sign Labels. This container MUST arrive no later than 4/8/2025. If these procedures are not followed, Heritage cannot guarantee the hanging of your sign.

#### Ship To:

HERITAGE  
 C/O: TFORCE FREIGHT  
 5300 E. 56<sup>TH</sup> AVE.  
 COMMERCE CITY, CO 80022  
 FOR: INNOVATIONS 2025

#### EQUIPMENT AND LABOR RATES TO HANG SIGNS

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

**Overtime:** Monday through Friday after 8 hours, Saturday 8:00 a.m. to 6:00 p.m.

**Double Time:** Sundays, Holidays, and all other hours

**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	DOUBLE TIME
<b>Condor</b>				
Condor with Crew	L331	\$1,204.03	\$1,806.05	\$2,408.06
Show Site Pricing		<b>\$1,565.23</b>	<b>\$2,347.85</b>	<b>\$3,130.46</b>
<b>Assembly Crew/ Additional Labor</b>				
Display Assembly Labor	L332	\$157.15	\$235.73	\$314.30
(Per Person/Per Hour)				
Show Site Pricing		<b>\$204.30</b>	<b>\$306.45</b>	<b>\$408.60</b>

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.

**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**

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

<b>Estimated Sub-Total</b>	_____
<b>Tax</b>	<b>NA</b>
<b>Total</b>	_____

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

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

\_\_\_\_\_ No Supervision Required  
 \_\_\_\_\_ Heritage I&D  
 \_\_\_\_\_ Exhibitor Personnel  
 \_\_\_\_\_ Display House

Exhibiting Company \_\_\_\_\_

Contact Name \_\_\_\_\_ Booth# \_\_\_\_\_

Phone # \_\_\_\_\_ Email \_\_\_\_\_

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



**RUSH! – HANGING SIGN**

**RUSH! – HANGING SIGN**

**ADVANCE SHIPMENT  
TO WAREHOUSE**

**ADVANCE SHIPMENT  
TO WAREHOUSE**

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

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

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

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

HERITAGE  
C/O TFORCE FREIGHT  
5300 E. 56<sup>TH</sup> AVE.  
COMMERCE CITY, CO 80022

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FOR: **INNOVATIONS 2025**

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**RUSH! – HANGING SIGN**

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EXHIBITOR NAME

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

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

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

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COMMERCE CITY, CO 80022

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FOR: **INNOVATIONS 2025**

FOR: **INNOVATIONS 2025**

exhibitor.services@heritagesvs.com

1-800-360-4323

Fax 314-534-8050

**Custom Discount Deadline:**  
**3/18/2025**

**Order online at: [heritagesvs.com/ordering](http://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
<b>Standard Size Signs</b>	<b>G10</b> Standard Sign 7" x 11"	_____ x	\$ 63.75	\$ 82.88	= _____
	<b>G20</b> Standard Sign 7" x 44"	_____ x	\$ 74.25	\$ 96.53	= _____
	<b>G30</b> Standard Sign 11" x 14"	_____ x	\$ 78.38	\$ 101.90	= _____
	<b>G40</b> Standard Sign 14" x 22"	_____ x	\$ 95.63	\$ 124.32	= _____
	<b>G60</b> Standard Sign 22" x 28"	_____ x	\$ 129.75	\$ 168.68	= _____
	<b>G70</b> Standard Sign 28" x 44"	_____ x	\$ 216.75	\$ 281.78	= _____
	<b>G80</b> Standard Sign 40" x 60"	_____ x	\$ 289.12	\$ 375.86	= _____
	<b>G90</b> Easelback (up to 11" x 14" sign)	_____ x	\$ 39.75	\$ 51.68	= _____
	<b>G91</b> Mini Hoffa Sign 24" x 80" with base	_____ x	\$ 369.15	\$ 479.90	= _____
	<b>G92</b> Meter Board Sign 38" x 80" with base	_____ x	\$ 552.23	\$ 717.90	= _____

Custom Size Signs	Item	Total Sq. Ft.	Discount Rate	Standard Rate	Total
<b>G100</b>	Banner single sided - enter dimensions below _____ W x _____ L = total sq. ft. feet feet	_____ x	\$21.00	\$31.50	= _____
		min. order 9 sq. ft.			
<b>G100</b>	Custom Sign - enter dimensions below _____ W x _____ L = total sq. ft. feet feet	_____ x	\$21.00	\$31.50	= _____
		min. order 9 sq. ft.			
<b>Contact an exhibitor service team member for other custom graphic applications.</b>					
				<b>SUBTOTAL</b>	\$ _____
				<b>TAX 8.81%</b>	\$ _____
				<b>TOTAL DUE</b>	\$ _____

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

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](http://heritagesvs.com/ordering)**

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

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

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

Outline/Rasterize all fonts

Flatten all transparencies

Change all opacities to solid colors

Keep all critical logos and text 0.25" from the edges

Supply links

**GRAPHIC SUMMARY REQUIRED** for large volume graphic orders.

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

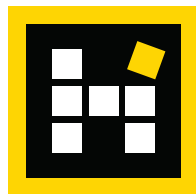
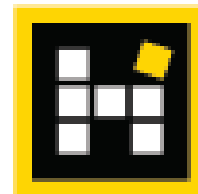
Click **HERE** for a sample graphic summary to download.**For Heritage  
Designed  
Graphics**Please supply vector logos - **.AI, .EPS or .PDF**High resolution photos - **10MB or higher recommended**

Preferred font choice and/or supply font file

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

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

OR

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



exhibitor.services@heritagesvs.com

1-800-360-4323

Fax 314-534-8050

**Order online at: [heritagesvs.com/ordering](http://heritagesvs.com/ordering)**

**Discount Deadline:**  
**3/27/2025**

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

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

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

	Item	Total # of Days	Total # Sq. Ft.	Standard Rate	Total
<b>Carpet Cleaning</b>	<b>L150</b> Vacuuming before initial opening of Exhibit and DAILY thereafter, including emptying of waste baskets nightly	_____ x _____	_____ x _____	\$0.54 =	_____
	Vacuuming ONCE before initial opening of Exhibit	1 x _____	_____ x _____	\$0.54 =	_____
<b>SUBTOTAL</b>					_____

	Item	Total # of Days	Total # Sq. Ft.	Standard Rate	Total
<b>Exhibit Cleaning</b>	<b>L200</b> Cleaning and dusting of display background and furnishings before initial opening of Exhibit and DAILY thereafter	_____ x _____	_____ x _____	\$0.66 =	_____
	Cleaning and dusting of display background and furnishings ONCE before initial opening of Exhibit	1 x _____	_____ x _____	\$0.66 =	_____
<b>SUBTOTAL</b>					_____

	Item	Total # of Days	Total # Hours	Standard Rate	Total
<b>Porter Service</b>	<b>L220</b> Includes emptying of wastebaskets and policing of your exhibit at two-hour intervals during show hours (4 hour minimum per day)	_____ x _____	_____ x _____	\$60.78 =	_____
	Requested Time(s) for Porter Service _____				

Special Instructions: \_\_\_\_\_

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

**SUBTOTAL** \$ \_\_\_\_\_  
**TOTAL DUE** \$ \_\_\_\_\_

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

Exhibiting Company \_\_\_\_\_

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 ORDER FORM

For Electrical, Telephone, Cable TV, Air, Water and Drain.

**AVOID 20% SURCHARGE BY PLACING YOUR ORDER ONLINE!!!**

For Advanced Rate, orders must be placed no later than two weeks prior to first show move-in date at:

[www.denverconvention.com/exhibit-at-an-event](http://www.denverconvention.com/exhibit-at-an-event)



**In this kit, you will find orders for:**

Electrical services, Telephone services, Air/Water/Drain and Natural Gas services, Internet services, Audio Visual services, Business Center services and Catering services.

To help you with a successful show, we offer you these tips and checklist:

1. The Colorado Convention Center (CCC) is responsible for all utility services, including power, telephone, air, water and drain.
2. ALL exhibitor utility orders should be ordered on-line, faxed, emailed or mailed directly to the CCC. **All payments should be submitted directly to the CCC for utility orders — NOT TO SHOW MANAGEMENT OR THE GENERAL SERVICE CONTRACTOR.**
3. Orders for Internet, Audio Visual Services, Business Center Services and Catering should be sent to their respective companies.
4. For your security, we do not accept orders over the phone. All forms must be mailed, faxed, emailed or ordered on-line at: [www.denverconvention.com](http://www.denverconvention.com).
5. Read all the Forms and Guidelines carefully. You may find something specific to your booth that will reduce on-site complications.
6. Save money by ordering prior to your arrival. The onsite surcharge of 30% will be applied to all orders placed onsite, during the first move-in date of the event.
7. The CCC reserves the right to update or amend these forms as needed. If you have questions, please call before ordering.

**To save time and even more money, order on-line at [www.denverconvention.com](http://www.denverconvention.com). These rates are available only on the web and will avoid the 20% surcharge on the listed rates in this kit.**

**Checklist Requirements/Reminders:**

- ◇ Individual orders are required for each booth you will occupy.
- ◇ If you have any questions, call us direct at 303.228.8027 before you order.
- ◇ All 10X10 and in-line booth services will be installed in the center back of the space.

Please submit a properly oriented booth floor plan for booth exhibits in which services **are not to be** installed in the center back of the space. Please include adjacent booth numbers surrounding the booth, to ensure proper installation and also to prevent postponement.

**NOTE:** If a booth floor plan is not provided, services will be placed in the most convenient location. Floor plans that include multiple service drop locations must identify exact placement for each individual drop which must be indicated on the Service Locator Plan, including electric, telephone, cable TV, compressed air, drain and water services. Special placement, testing and/or changes after the initial set will require additional labor and material charges.

Orders with multiple service drops submitted without a floor plan, will be installed on-site, on a first come first serve basis and labor charges will be assessed if the service drop must be relocated.

**We look forward to seeing you in Denver!**





## PAYMENT POLICIES

1. **PAYMENT IN FULL** must be rendered on **all** orders when order is placed. **NO EXCEPTIONS!** No service order will be processed without full payment. Exhibitors with outstanding balances from prior shows must satisfy the payment requirement or services will not be provided.
  - All on-line orders must be received 15 days prior to the first contracted show move-in date to qualify for the discount price. All orders placed after this deadline will be charged at the standard rate.
  - All order forms and payments in U.S. Dollars or credit card, must be received 15 days prior to the first contracted show move-in date, in order to utilize the standard rate. The on-site rate will be applied to forms received after this deadline.
  - The date received by the **CCC** will determine the applicable rate.
  - All charges incurred during the show must be rendered in full at the time of service.
  - Any outstanding balance will be charged to the exhibitor credit card on file, after the event closing.
  - If for any reason because of default on the part of the exhibitor it becomes necessary to engage an attorney, the exhibitor agrees to pay all costs, expenses, and attorney fees expended or incurred by **CCC/ASM Global** in connection therewith.
  - Unpaid balances are subject to a late charge of 1.5% per month thereafter.
2. Only Cash, credit cards, company checks and money orders, made payable to **Colorado Convention Center/ASM**, will be accepted for advanced payments.
3. Colorado Convention Center requires an approved credit card to be on file for all orders, regardless of the method of payment you select. Please be sure to submit this information when placing your order to prevent any processing delays.
4. Your on-site representative must be aware of this payment policy and be prepared to make payment upon installation of services.
5. There is a \$25.00 service charge for all returned payments.
6. Rates quoted for all services include installing the requested services to the booth in the most convenient manner but do not include connecting equipment or special equipment. All island booths require a scaled diagram with proper orientation. Larger power orders may require additional labor and materials for precise placement of services.
7. Material and equipment furnished by the Center, for this service order, shall remain **CCC** property unless otherwise specified and shall be removed **ONLY** by the CCC employees at the close of the show.
8. Booth utilities are to be ordered by each exhibitor separately and are not to be shared with other exhibitors.
9. Changes to original orders will require a service order to be signed by the exhibitor acknowledging receipt of service.

## CANCELLATION POLICIES

- There is a minimum \$100 or 10% Cancellation Fee (whichever is higher) plus any applicable taxes and surcharges that may apply. Cancellations must be in writing prior to the opening of the show. Additional cancellation charges will apply for orders that have already incurred labor, material, and / or engineering costs.
- Canceled services within an order will not incur cancellation charges if other services are ordered from the Convention Center provided the canceled services have not already incurred any costs.
- Credit will not be given for service(s) installed and not used.
- If a show or event gets canceled by show management, no refunds will be given after 2 weeks of cancellation notice. All cancellations must be in written form.

## SUBMITTING YOUR PAYMENT/ORDER

**ALL PAYMENTS MUST BE IN U.S. FUNDS DRAWN ON A U.S. BANK. MAKE CHECK PAYABLE TO : COLORADO CONVENTION CENTER/ASM**

1. Online at [www.denverconvention.com](http://www.denverconvention.com)
2. US Mail/ First Class Mail/Couriers or Overnight Express:  
Colorado Convention Center  
Attn: Exhibitor Services  
700 14ths Street, Denver CO 80202
3. Fax To: 303.228.8101  
You may fax your complete order information. The Exhibitor Services Department will return a confirmation notice of receipt of your faxed order confirmation.
4. Wire Transfer:  
1st Bank of Denver • Denver, CO 80202-1370 • ABA# 977-127-1711 • Routing# 107005047  
Attn: Exhibitor Services  
**All wire transfers must include the following information:**  
•Your Company Name • Event/Show Name • Your Booth/Space Number
5. Federal Tax ID Number : 23-2511871

## CONDITIONS AND REGULATIONS

### GENERAL

1. Wall, column and permanent building utility outlets or sockets are not a part of booth space and are not to be used by exhibitors unless specified otherwise.
2. All equipment must comply with Federal, State, and local safety codes.
3. **Under no circumstances shall anyone other than CCC Employees enter floor ports to connect to any convention center utility including power, phone or internet lines. A fine of \$200 will be added to individual orders for each occurrence.**
4. **CCC/ASM** will not be responsible for any cutting or altering of any floor covering necessary to bring utilities to a booth.
5. Exhibit equipment requiring exhibitor engineers or technicians for assembly, servicing, and operation may be installed by qualified exhibit staff.
6. All ground/building connections to such equipment must be installed by CCC/ASM staff only.
7. All onsite changes will be charged a (1) one-hour minimum. The fee is \$75/hr.
8. **CCC/ASM** reserves the right to disconnect any service for failure to adhere to these published policies.

### ELECTRICAL

1. **CCC/ASM** conducts an audit of power supplied to all exhibits. Exhibitors will be required to pay onsite rates for additional or unauthorized use of services. Services may be disconnected pending full payment.
2. **CCC/ASM** employs licensed electricians who are legally obligated to verify that exhibitor owned electrical material or equipment, including power distribution systems used during an event, comply with the **National Electrical Code** or are **U.L. approved**. Special attention is given to the grounding of equipment. **The electrical department will make the final determination in allowing the use of any electrical material or equipment.**
3. All equipment must be properly tagged and wired with complete information as to type of current, voltage, phase, cycle, wattage, horsepower, etc. If NO information is available, **CCC/ASM** electricians will compute a rating for the minimum electrical service required.
4. **CCC/ASM** reserves the right to refuse connection to any exhibitor whose equipment is deemed unsafe by the electrical department.
5. All exhibitors' 120-VOLT cords must be of the 3 wire, grounded type. All exposed non-current carrying metal parts of fixed equipment, which are liable to be energized, shall be grounded.
6. Electrical service for exhibitor needs shall be available one (1) hour prior to opening time and until one (1) hour after show close daily. **Equipment requiring continual power supply must order 24-hour power.**
7. The CCC is not responsible for voltage fluctuations or power failure. If your equipment has strict tolerances for voltage you must provide your own regulating device.
8. All electrical equipment exposed to water/liquids must have ground fault circuit interrupters.

**AVOID 20% SURCHARGE BY ORDERING ONLINE ONLY, IF ORDERED AT LEAST 15 DAYS PRIOR TO FIRST SHOW MOVE - IN DATE.**

**denverconvention.com/exhibit-at-an-event**

# STANDARD 120V ELECTRICAL ORDER FORM



Email Orders to: [eorders@denverconvention.com](mailto:eorders@denverconvention.com)

Order Online, Fax, or Mail at:

Colorado Convention Center  
Attn: Exhibitor Services 303.228.8027 Ph  
700 14th Street 303.228.8101 Fx  
Denver, CO 80202 [www.denverconvention.com](http://www.denverconvention.com)

Event Name: \_\_\_\_\_  
Booth # \_\_\_\_\_ Booth Dimensions \_\_\_\_\_  
Event Dates \_\_\_\_\_  
Company Name \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_ St \_\_\_\_\_ Zip \_\_\_\_\_  
Phone \_\_\_\_\_  
E-mail \_\_\_\_\_  
Account Contact \_\_\_\_\_

ELECTRICAL SERVICES	QTY	STANDARD RATE	TOTAL
5 AMPS OR 500 WATTS		\$145.00	
10 AMPS OR 1000 WATTS		\$165.00	
20 AMPS OR 2000 WATTS		\$180.00	
TOTAL PAYMENT			

*\*\*See Special 120V order form for 24-hour power and overhead drop pricing and ordering.\*\**

ADDITIONAL ITEMS (Electrical Service must be ordered first)	QTY	STANDARD RATE	TOTAL
SIX PLUG STRIP		\$30.00	
25' EXTENSION CORD		\$30.00	
TOTAL PAYMENT			

**ONSITE SURCHARGE — ALL SERVICES, WITH THE EXCEPTION OF LABOR, WILL BE ASSESSED A 30% LATE FEE IF ORDERED ON/AFTER THE FIRST SHOW MOVE-IN DAY.**

CREDIT CARD NUMBER:  AMEX  MC  VISA EXPIRATION DATE:

□ □ □ □	□ □ □ □	□ □ □ □	□ □ □ □	□ □ □ □
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PRINT CARDHOLDERS NAME: \_\_\_\_\_ CARDHOLDERS SIGNATURE: \_\_\_\_\_

SIGNATURE ACKNOWLEDGES PAYMENT POLICIES, ALL CONDITIONS & REGULATIONS

- **Services are provided in the most convenient manner for CCC Electricians** UNLESS booth floor plan is submitted prior to first **show** move-in date. Services must be ordered and individually identified on a booth floor plan. Services are for the **duration of the show**.
- **BOOTH LAYOUT DIMENSIONS**—Please submit booth floor plans with exact placements of each service drop, for spaces larger than 10x10.
- **LABOR:** Labor is included in the initial set of the service. Special placement, testing and/or changes after the initial set will require additional labor and material charges. Labor will be charged in 1 hour increments.
- CCC Electricians **will not split/branch** service to achieve multiple locations. Services must be ordered for each individual location requested. Exhibitors may bring personal UL approved 3-wire cords and equipment to distribute if desired.
- **FOR 120V SERVICE LARGER THAN 20A or special needs PLEASE CALL 303.228.8027 or email [eorders@denverconvention.com](mailto:eorders@denverconvention.com).**



**AVOID 20% SURCHARGE BY ORDERING ONLINE ONLY, IF ORDERED AT LEAST 15 DAYS PRIOR TO FIRST SHOW MOVE - IN DATE.**

**denverconvention.com/exhibit-at-an-event**

**STANDARD 120V – 24 HR & OH ELECTRICAL ORDER FORM**



Email Orders to: [eorders@denverconvention.com](mailto:eorders@denverconvention.com)

Order Online, Fax, or Mail at:

Colorado Convention Center  
 Attn: Exhibitor Services 303.228.8027 Ph  
 700 14th Street 303.228.8101 Fx  
 Denver, CO 80202 www.denverconvention.com

Event Name: \_\_\_\_\_  
 Booth # \_\_\_\_\_ Booth Dimensions \_\_\_\_\_  
 Event Dates \_\_\_\_\_  
 Company Name \_\_\_\_\_  
 Address \_\_\_\_\_  
 City \_\_\_\_\_ St \_\_\_\_\_ Zip \_\_\_\_\_  
 Phone \_\_\_\_\_  
 E-mail \_\_\_\_\_  
 Account Contact \_\_\_\_\_

ELECTRICAL SERVICES	QTY	24-HOUR POWER	TOTAL
5 AMPS OR 500 WATTS (Single outlet)		\$215.00	
10 AMPS OR 1000 WATTS (Duplex box)		\$240.00	
20 AMPS OR 2000 WATTS (Quad box)		\$275.00	
ELECTRICAL SERVICES	QTY	OVERHEAD POWER	TOTAL
5 AMPS OR 500 WATTS (Single outlet)		\$290.00	
10 AMPS OR 1000 WATTS (Duplex box)		\$340.00	
20 AMPS OR 2000 WATTS (Quad box)		\$380.00	
ELECTRICAL SERVICES	QTY	24-HOUR OVERHEAD	TOTAL
5 AMPS OR 500 WATTS (Single outlet)		\$360.00	
10 AMPS OR 1000 WATTS (Duplex box)		\$410.00	
20 AMPS OR 2000 WATTS (Quad box)		\$465.00	
TOTAL PAYMENT			

**ONSITE SURCHARGE — ALL SERVICES, WITH THE EXCEPTION OF LABOR, WILL BE ASSESSED. A 30% LATE FEE IF ORDERED ON/AFTER THE FIRST SHOW MOVE-IN DAY.**

CREDIT CARD NUMBER:  AMEX  MC  VISA EXPIRATION DATE:

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PRINT CARDHOLDERS NAME: \_\_\_\_\_ CARDHOLDERS SIGNATURE: \_\_\_\_\_

SIGNATURE ALSO ACKNOWLEDGES PAYMENT POLICES, ALL CONDITIONS & REGULATIONS

- **Services are provided in the most convenient manner for CCC Electricians UNLESS** booth floor plan is submitted prior to first **show** move-in date. Services must be ordered and individually identified on a booth floor plan. Services are for the **duration of the show**.
- **BOOTH LAYOUT DIMENSIONS**—Please submit booth floor plans with exact placements of each service drop, for spaces larger than 10x10.
- **LABOR**: Labor is included in the initial set of the service. Special placement, testing and/or changes after the initial set will require additional labor and material charges. Labor will be charged in 1 hour increments.
- CCC Electricians **will not split/branch** service to achieve multiple locations. Services must be ordered for each individual location requested. Exhibitors may bring personal UL approved 3-wire cords and equipment to distribute if desired.
- **Overhead power** is not intended for theatrical lighting fixtures. All Lighting must be built to the floor by an approved lighting contractor.
- **FOR 120V SERVICE LARGER THAN 20A** or special needs **PLEASE CALL** 303.228.8027 or email [eorders@denverconvention.com](mailto:eorders@denverconvention.com).



# SERVICE LOCATOR PLAN

Event Name:	Event Dates:
Company Name:	Booth Number:

All 10X10 and in-line booth services will be installed in the center back of the space. Larger booth exhibitors (i.e. Islands and Peninsulas,) ***must submit a properly oriented booth floor plan***, including the adjacent booth numbers surrounding the booth, to ensure proper installation and also to prevent postponement.

**NOTE: If a booth floor plan is not provided, services will be placed in the most convenient location.**

For booth spaces with multiple service drop locations, exact placement for each individual drop must be indicated on the Service Locator Plan, including electric, telephone, cable TV, compressed air, drain and water services. Special placement, testing and/or changes after the initial set will require additional labor and material charges.

***Multiple service orders without a booth floor plan, will be serviced on a first come, first serve basis.***

**Electrical Services:**

- E**— Indicates each amp/watt (Will not be split or branched)
- O**— Indicates overhead drop (Include height information)

**Telephone Services:**

- T**— Indicates Telephone Lines
- F**— Indicates Data/Fax Lines

**Compressed Air / Water / Drain:**

Indicate each drop by writing **Air / Water / Drain**

**\*\*Please also indicate overhead or hanging utilities and all height information pertinent to each.\*\***

Please indicate scale: 1 square = \_\_\_\_\_ Feet. Booth Size: \_\_\_\_\_

In-Line Booth

Island Booth

				<b>BACK</b>				
				<b>FRONT</b>				

Note adjacent booth # to left side of your booth

\_\_\_\_\_

Note adjacent booth # to right side of your booth

\_\_\_\_\_

Note adjacent booth # to front side of your booth

\_\_\_\_\_

**AVOID 20% SURCHARGE BY ORDERING ONLINE ONLY, IF ORDERED AT LEAST 15 DAYS PRIOR TO FIRST SHOW MOVE - IN DATE.**

**denverconvention.com/exhibit-at-an-event**

# INDUSTRIAL 208V ELECTRICAL ORDER FORM



Email Orders to: [eorders@denverconvention.com](mailto:eorders@denverconvention.com)

Order Online, Fax, or Mail at:

Colorado Convention Center  
Attn: Exhibitor Services 303.228.8027 Ph  
700 14th Street 303.228.8101 Fx  
Denver, CO 80202 www.denverconvention.com

Event Name: \_\_\_\_\_

Booth # \_\_\_\_\_ Booth Dimensions \_\_\_\_\_

Event Dates \_\_\_\_\_

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

Address \_\_\_\_\_

City \_\_\_\_\_ St \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_

E-mail \_\_\_\_\_

Account Contact \_\_\_\_\_

SINGLE-PHASE SERVICES	QTY	STANDARD RATE	TOTAL
20 AMPS OR 3,300 WATTS		\$325.00	
30 AMPS OR 4,900 WATTS		\$370.00	
40 AMPS OR 6,500 WATTS		\$660.00	
50 AMPS OR 8,300 WATTS		\$870.00	
60 AMPS OR 10,000 WATTS		\$1,020.00	
100 AMPS OR 16,600 WATTS		\$1,570.00	
THREE-PHASE SERVICE	QTY	STANDARD RATE	TOTAL
20 AMPS OR 5,700 WATTS		\$430.00	
30 AMPS OR 8,600 WATTS		\$505.00	
40 AMPS OR 11,500 WATTS		\$815.00	
50 AMPS OR 14,400 WATTS		\$1,035.00	
60 AMPS OR 17,200 WATTS		\$1,260.00	
100 AMPS OR 28,800 WATTS		\$1,855.00	

**\*\*See Special 120V order form for 24-hour power and overhead drop pricing and ordering.\*\***

TOTAL PAYMENT

**ONSITE SURCHARGE — ALL SERVICES, WITH THE EXCEPTION OF LABOR, WILL BE ASSESSED. A 30% LATE FEE IF ORDERED ON/AFTER THE FIRST SHOW MOVE-IN DAY.**

CREDIT CARD NUMBER:  AMEX  MC  VISA

EXPIRATION DATE:

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PRINT CARDHOLDERS NAME:

CARDHOLDERS SIGNATURE:

SIGNATURE ALSO ACKNOWLEDGES PAYMENT POLICES, ALL CONDITIONS & REGULATIONS

- For higher voltage call Exhibitor Services at 303.228.8027 or email [eorders@denverconvention.com](mailto:eorders@denverconvention.com) for quoted power, labor and materials. Prices for 208V service up to 100amps include delivery to the booth and do not include hardwire connection or special equipment. Unless noted, services are provided in the most convenient manner.
- **LABOR:** Labor is included in the initial set of the service. Special placement, testing and/or changes after the initial set will require additional labor and material charges. Labor will be charged in 1 hour increments.
- **Services are provided in the most convenient manner for center electricians** UNLESS booth floor plan is submitted prior to first **show** move-in date. **BOOTH LAYOUT DIMENSIONS**—Please submit booth floor plans with exact placements of each service drop, for spaces larger than 10x10. Special placement, testing and/or changes after the initial set will require additional labor and material charges.

# SERVICE LOCATOR PLAN

Event Name:	Event Dates:
Company Name:	Booth Number:

All 10X10 and in-line booth services will be installed in the center back of the space. Larger booth exhibitors (i.e. Islands and Peninsulas,) ***must submit a properly oriented booth floor plan***, including the adjacent booth numbers surrounding the booth, to ensure proper installation and also to prevent postponement.

**NOTE: If a booth floor plan is not provided, services will be placed in the most convenient location.**

For booth spaces with multiple service drop locations, exact placement for each individual drop must be indicated on the Service Locator Plan, including electric, telephone, cable TV, compressed air, drain and water services. Special placement, testing and/or changes after the initial set will require additional labor and material charges.

***Multiple service orders without a booth floor plan, will be serviced on a first come, first serve basis.***

**Electrical Services:**

- E**— Indicates each amp/watt (Will not be split or branched)
- O**— Indicates overhead drop (Include height information)

**Telephone Services:**

- T**— Indicates Telephone Lines
- F**— Indicates Data/Fax Lines

**Compressed Air / Water / Drain:**

Indicate each drop by writing **Air / Water / Drain**

**\*\*Please also indicate overhead or hanging utilities and all height information pertinent to each.\*\***

Please indicate scale: 1 square = \_\_\_\_\_ Feet. Booth Size: \_\_\_\_\_

In-Line Booth

Island Booth

Note adjacent booth # to left side of your booth

\_\_\_\_\_

				<b>BACK</b>				
				<b>FRONT</b>				

Note adjacent booth # to right side of your booth

\_\_\_\_\_

Note adjacent booth # to front side of your booth

\_\_\_\_\_

**AVOID 20% SURCHARGE BY ORDERING ONLINE ONLY, IF ORDERED AT LEAST 15 DAYS PRIOR TO FIRST SHOW MOVE - IN DATE.**

**denverconvention.com/exhibit-at-an-event**

**INDUSTRIAL 208V-24HR & OH ELECTRICAL ORDER FORM**



Email Orders to: [eorders@denverconvention.com](mailto:eorders@denverconvention.com)

Order Online, Fax, or Mail at:

Colorado Convention Center  
 Attn: Exhibitor Services 303.228.8027 Ph  
 700 14th Street 303.228.8101 Fx  
 Denver, CO 80202 www.denverconvention.com

Event Name: \_\_\_\_\_  
 Booth # \_\_\_\_\_ Booth Dimensions \_\_\_\_\_  
 Event Dates \_\_\_\_\_  
 Company Name \_\_\_\_\_  
 Address \_\_\_\_\_  
 City \_\_\_\_\_ St \_\_\_\_\_ Zip \_\_\_\_\_  
 Phone \_\_\_\_\_  
 E-mail \_\_\_\_\_  
 Account Contact \_\_\_\_\_

SINGLE-PHASE SERVICES	QTY	24-Hour Power	Overhead Power	24-Hour Overhead	TOTAL	
20 AMPS OR 3,300 WATTS		\$495.00	For overhead quotes please contact the Exhibitor Services Department at: 303.228.8027 or email <a href="mailto:eorders@denverconvention.com">eorders@denverconvention.com</a>			
30 AMPS OR 4,900 WATTS		\$560.00				
40 AMPS OR 6,500 WATTS		\$995.00				
50 AMPS OR 8,300 WATTS		\$1,310.00				
60 AMPS OR 10,000 WATTS		\$1,535.00				
100 AMPS OR 16,600 WATTS		\$2,370.00				
THREE-PHASE SERVICES	QTY	24-Hour Power				TOTAL
20 AMPS OR 5,700 WATTS		\$650.00				
30 AMPS OR 8,600 WATTS		\$755.00				
40 AMPS OR 11,500 WATTS		\$1,230.00				
50 AMPS OR 14,400 WATTS		\$1,555.00				
60 AMPS OR 17,200 WATTS		\$1,905.00				
100 AMPS OR 28,800 WATTS		\$2,790.00				
<b>TOTAL PAYMENT</b>						

**ONSITE SURCHARGE — ALL SERVICES, WITH THE EXCEPTION OF LABOR, WILL BE ASSESSED. A 30% LATE FEE IF ORDERED ON/AFTER THE FIRST SHOW MOVE-IN DAY.**

CREDIT CARD NUMBER:  AMEX  MC  VISA EXPIRATION DATE:

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PRINT CARDHOLDERS NAME: \_\_\_\_\_ CARDHOLDERS SIGNATURE: \_\_\_\_\_

SIGNATURE ALSO ACKNOWLEDGES PAYMENT POLICES, ALL CONDITIONS & REGULATIONS

- Overhead power is not intended for theatrical lighting fixtures. All lighting must be built to the floor by an approved lighting contractor.
- Services are provided in the most convenient manner for CCC Electricians UNLESS** booth floor plan is submitted prior to first **show** move-in date. **BOOTH LAYOUT DIMENSIONS**—Please submit booth floor plans with exact placements of each service drop, for exhibit areas or space larger than 10x10.
- LABOR:** Labor is included in the initial set of the service. Special placement, testing and/or changes after the initial set will require additional labor and material charges. Labor will be charged in 1 hour increments.
- For higher voltage call 303.228.8027 or email [eorders@denverconvention.com](mailto:eorders@denverconvention.com) for **quoted power**, labor and materials. Prices for 208V service up to 100amps include delivery to the booth and do not include hardwire connection or special equipment.

# SERVICE LOCATOR PLAN

Event Name:	Event Dates:
Company Name:	Booth Number:

All 10X10 and in-line booth services will be installed in the center back of the space. Larger booth exhibitors (i.e. Islands and Peninsulas,) ***must submit a properly oriented booth floor plan***, including the adjacent booth numbers surrounding the booth, to ensure proper installation and also to prevent postponement.

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- E**— Indicates each amp/watt (Will not be split or branched)
- O**— Indicates overhead drop (Include height information)

**Telephone Services:**

- T**— Indicates Telephone Lines
- F**— Indicates Data/Fax Lines

**Compressed Air / Water / Drain:**

Indicate each drop by writing **Air / Water / Drain**

**\*\*Please also indicate overhead or hanging utilities and all height information pertinent to each.\*\***

Please indicate scale: 1 square = \_\_\_\_\_ Feet. Booth Size: \_\_\_\_\_

In-Line Booth

Island Booth

Note adjacent booth # to left side of your booth

\_\_\_\_\_

Note adjacent booth # to right side of your booth

\_\_\_\_\_

				<b>BACK</b>					
				<b>FRONT</b>					

Note adjacent booth # to front side of your booth

\_\_\_\_\_

**AVOID 20% SURCHARGE BY ORDERING ONLINE ONLY, IF ORDERED AT LEAST 15 DAYS PRIOR TO FIRST SHOW MOVE - IN DATE.**

**denverconvention.com/exhibit-at-an-event**

# TELEPHONE ORDER FORM



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**Order Online, Fax, or Mail at:**

Colorado Convention Center  
 Attn: Exhibitor Services  
 700 14th Street  
 Denver, CO 80202

303.228.8027 Ph  
 303.228.8101 Fx  
[www.denverconvention.com](http://www.denverconvention.com)

Event Name: \_\_\_\_\_  
 Booth # \_\_\_\_\_ Booth Dimensions \_\_\_\_\_  
 Event Dates \_\_\_\_\_  
 Company Name \_\_\_\_\_  
 Address \_\_\_\_\_  
 City \_\_\_\_\_ St \_\_\_\_\_ Zip \_\_\_\_\_  
 Phone \_\_\_\_\_ Fax \_\_\_\_\_  
 E-mail \_\_\_\_\_  
 Account Contact \_\_\_\_\_

TELEPHONE SERVICE - VOIP SERVICES	QTY	STANDARD RATE	TOTAL
<b>STANDARD PHONE SERVICE</b> (with instrument, single line service)		<b>\$250.00</b>	
<b>ADVANCED PHONE SERVICE</b> (with instrument, multi-button service)		<b>\$450.00</b>	
<b>POLYCOM SPEAKER PHONE</b>		<b>\$450.00</b>	
<b>ANALOG LINE - FAX, MODEM, CREDIT CARD LINE</b> (no Instrument, VOIP to analog line)		<b>\$250.00</b>	
<b>VOICEMAIL BOX</b>		<b>\$50.00</b>	
<b>PROGRAMING - CALL HUNT/ROLLOVER/CALL PICKUP</b> —(if ordering multiple lines, maximum 2 times)		<b>\$50.00</b>	
<b>LONG DISTANCE SERVICE*</b> — Standard service does not include Long Distance Access. Long-distance calls require a credit card authorization form to be on file and calls will be charged to your card. <b>INITIAL HERE TO ACCESS LONG DISTANCE SERVICE:</b> _____			
SPECIAL SERVICES	QTY	STANDARD RATE	TOTAL
<b>EXTEND POTS, ISDN, T1, other</b>		<b>\$250.00</b>	
Ordered by the exhibitor and delivered to the Convention Center Demarc by Exhibitor's carrier of choice. To ensure delivery to the Convention Center, please order from your carrier a minimum of four weeks prior to the show. Order # _____ Circuit No. _____ Carrier Installation Date _____			
<b>LABOR</b> (Special placement, changes or repairs are charged in 1 hour increments.)		<b>\$75.00</b>	
<b>TOTAL PAYMENT</b>			

**ONSITE SURCHARGE — ALL SERVICES, WITH THE EXCEPTION OF LABOR, WILL BE ASSESSED.  
 A 30% LATE FEE IF ORDERED ON/AFTER THE FIRST SHOW MOVE-IN DAY.**

**CREDIT CARD NUMBER:**  AMEX  MC  Visa **EXPIRATION DATE:**

□ □ □ □	□ □ □ □	□ □ □ □	□ □ □ □	□ □ □ □
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<b>PRINT CARDHOLDERS NAME:</b>	<b>CARDHOLDERS SIGNATURE:</b>
	<small>SIGNATURE ALSO ACKNOWLEDGES PAYMENT POLICES, ALL CONDITIONS &amp; REGULATIONS</small>

- **Phone Usage Charges:** Usage charges are billed by CCC at the end of the show. Local and toll-free calls are free. Long distance calls are billed at AT&T retail rates. Credit card must be on file before long-distance service is activated.
- **Services are provided in the most convenient manner for CCC Technicians UNLESS** booth floor plan is submitted prior to first **show** move-in date. **BOOTH LAYOUT DIMENSIONS**—Please submit booth floor plans with exact placements of each service drop, for exhibit areas or space larger than 10x10. Special placement, testing and/or changes after the initial set will require additional labor and material charges. Handsets must be picked up by Exhibitor at the Service Desk upon arrival.

**AVOID 20% SURCHARGE BY ORDERING ONLINE ONLY, IF ORDERED AT LEAST 15 DAYS PRIOR TO FIRST SHOW MOVE - IN DATE.**

**denverconvention.com/exhibit-at-an-event**

**CABLE TV & SATELLITE DISH  
INFORMATION FORM**



Email Orders to: [eorders@denverconvention.com](mailto:eorders@denverconvention.com)

Order Online, Fax, or Mail at:

Colorado Convention Center  
Attn: Exhibitor Services 303.228.8027 Ph  
700 14th Street 303.228.8101 Fx  
Denver, CO 80202 www.denverconvention.com

Event Name: \_\_\_\_\_  
Booth # \_\_\_\_\_ Booth Dimensions \_\_\_\_\_  
Event Dates \_\_\_\_\_  
Company Name \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_ St \_\_\_\_\_ Zip \_\_\_\_\_  
Phone \_\_\_\_\_ Fax \_\_\_\_\_  
E-mail \_\_\_\_\_  
Account Contact \_\_\_\_\_

**A properly oriented booth floor plan must be submitted to ensure proper installation and also to prevent service postponement. The floor plan must include adjacent booth numbers surrounding the booth. For booth spaces with multiple service drop locations, exact placement for each individual drop must be indicated on the floor plan.**

SERVICE TYPE	QTY	STANDARD RATE	QTY
<b>COMCAST CABLE TV</b>			
<b>DIGITAL (HDTV)</b> (Outputs: HDMI, S Video, RCA, L/R audio, Coaxial, and Optical digital audio) By request for legacy devices		<b>\$300.00</b>	
<b>CABLE CARDS</b> - The CCC does not provide Cable Cards. Arrangements for this service must be made with Comcast directly.			
<b>SATELLITE DISH</b>			
<b>NOTE:</b> Vendor must supply all Dish/Antenna hardware, stands, roof protection, stand ballast, cable, connectors and any other materials required for installation. All equipment must be removed by the vendor immediately after event close. <b>Must coordinate drop-off and pick-up of equipment with CCC.</b>	<b>DISH ANTENNA TO BE INSTALLED ON ROOF</b>		Needs Quoted
	<b>CABLES TO BE RUN TO EXHIBIT/BOOTH/AREA</b>		
DATE AND TIME INSTALLATION AND SERVICE REQUIRED BY: _____			
ADDITIONAL SERVICE REQUIREMENTS: _____ _____			

INTERNAL USE ONLY		
	ESTIMATE	ACTUAL
LIFT USE (HRS)		
M/HRS		
CABLE (FT)		
SPLITTERS (QTY)		
ADDITIONAL MATERIALS USED: _____		



# SERVICE LOCATOR PLAN

Event Name:	Event Dates:
Company Name:	Booth Number:

All 10X10 and in-line booth services will be installed in the center back of the space. Larger booth exhibitors (i.e. Islands and Peninsulas,) ***must submit a properly oriented booth floor plan***, including the adjacent booth numbers surrounding the booth, to ensure proper installation and also to prevent postponement.

**NOTE: If a booth floor plan is not provided, services will be placed in the most convenient location.**

For booth spaces with multiple service drop locations, exact placement for each individual drop must be indicated on the Service Locator Plan, including electric, telephone, cable TV, compressed air, drain and water services. Special placement, testing and/or changes after the initial set will require additional labor and material charges.

***Multiple service orders without a booth floor plan, will be serviced on a first come, first serve basis.***

**Electrical Services:**

- E**— Indicates each amp/watt (Will not be split or branched)
- O**— Indicates overhead drop (Include height information)

**Telephone Services:**

- T**— Indicates Telephone Lines
- F**— Indicates Data/Fax Lines

**Compressed Air / Water / Drain:**

Indicate each drop by writing **Air / Water / Drain**

**\*\*Please also indicate overhead or hanging utilities and all height information pertinent to each.\*\***

Please indicate scale: 1 square = \_\_\_\_\_ Feet. Booth Size: \_\_\_\_\_

In-Line Booth       Island Booth

Note adjacent booth # to left side of your booth

\_\_\_\_\_

Note adjacent booth # to right side of your booth

\_\_\_\_\_

				<b>BACK</b>					
				<b>FRONT</b>					

Note adjacent booth # to front side of your booth

\_\_\_\_\_

## CONDITIONS AND REGULATIONS

### TELEPHONE

1. Telephone instruments must be picked up at the Service Desk.
2. *A credit card is required for long distance access to be turned on. All long distance charges incurred from the first contracted show move-in date through the last move-out date are the responsibility of the exhibitor. Usage will be billed at the close of show. There is a 100% surcharge on each long distance call. Copies of charge receipts and itemized billings will be mailed approximately one (1) week after the close of show.*
3. Delivery of **ALL** data transmission lines ordered from an outside vendor will only be allowed to the Demarcation Room at the Convention Center. **CCC/ASM** staff will complete all installations inside the facility.
4. **CCC/ASM** reserves the right to require deposit for Telecommunication equipment prior to installation.
5. All telephones are to be returned to avoid being charged a telephone replacement fee.
6. Once Installed, telephone services is active 24 hours a day for the entire length of the event.
7. 5 digit internal extension to extension dialing.

### DESCRIPTION OF TELEPHONE SERVICES

1. **Standard Phone Service:** Single VOIP phone line that includes the installation of a touch-tone line and rental of a single line telephone instrument

#### Standard Phone Optional phone services:

- Call Hunt/Roll to another ordered extension if line is busy or no answer (can only hunt/roll twice)
- Hot-Line: place a call to predetermined destination by simply lifting the handset.
- Call Forward
- Call Pick-Up group: an incoming call to any extension in the pick-up group can be answered by any of the phones in the specified group by picking up their handset and entering a code on the phones keypad.

2. **Advanced Phone Service:** VOIP phone line that includes the installation of one digital multi-button telephone. This comes with fixed features such as hand's free call, hold, conference, redial, and transfer. Along with four programmable buttons that can be programmed based on what additional special programming has been ordered.

#### Advanced Phone Optional phone services:

- Call Appearance: Any ordered extension number can ring on labeled key on digital set.
- Call Forward
- Last Number Redial

3. **Analog Line - Fax, Modem, Credit Card Line:** Touch-tone analog phone line. No instrument provided.
4. **Voicemail Box:** Voicemail box added to Standard Phone Service or Advanced Phone Service.
5. **Polycom Speaker Phone:** Speaker phone hooked to an VOIP phone line used for small to medium conference room sets. Call to confirm availability if ordering more than six for a single show.
6. **POTS/ISDN/T1 Extension:** Any services delivered by an outside vendor to the Demarcation room at the CCC.

### WATER/AIR/DRAIN

1. **Permanent building outlets, including restroom plumbing fixtures, are not to be used for booth operations or disposal purposes. A \$500.00 fine will be assessed and collected from any exhibitor involved in this activity.**
2. Utility connections to booth will be operable one (1) hour prior to show opening and disconnected two (2) hours after show closing. To make alternative arrangements, contact the Exhibitor Services Department 30 days prior to show opening.
3. The CCC is not responsible for moisture or water in air lines, or any pressure variations.
4. All equipment using water must have inlet and outlet properly tagged.



# SERVICE LOCATOR PLAN

Event Name:	Event Dates:
Company Name:	Booth Number:

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Please indicate scale: 1 square = \_\_\_\_\_ Feet. Booth Size: \_\_\_\_\_

In-Line Booth       Island Booth

Note adjacent booth # to left side of your booth

\_\_\_\_\_

Note adjacent booth # to right side of your booth

\_\_\_\_\_

				<b>BACK</b>					
				<b>FRONT</b>					

Note adjacent booth # to front side of your booth

\_\_\_\_\_

## GENERAL OPERATING POLICIES AND PROCEDURES ANSWERS TO MOST FREQUENTLY ASKED QUESTIONS

### GENERAL BUILDING POLICIES

1. Decorations, signs, banners, and similar materials may not be taped, nailed, stapled or otherwise fastened to ceilings, doors, walls, glass, columns, painted surfaces, fabric or decorative walls.
2. Helium balloons may not be sold or distributed inside the facility. Helium balloons may be approved through your Event Manager for permanent attachment to authorized displays. A deposit may be required prior to installation.
  - A. If helium balloons from an authorized display are released within the facility, labor costs to remove balloons from ceilings or ventilation fans will be charged.
  - B. Helium (or like) balloons distributed outside the **CCC** should not be brought into the facility.
3. No pressure-adhesive stickers or decals or similar promotional items may be distributed in the building. Labor costs to remove adhesive stickers and decals will be charged.
4. The **CCC** escalators and public elevators are not to be used to transport freight or equipment. All equipment and freight should be transported, utilizing the freight elevator and brought in on the docks.
5. The **CCC** does not provide furniture or equipment for exhibitors' booths. All arrangement for furniture and equipment for exhibitors should be handled by a general service contractor.

### SMOKING POLICY

1. The **CCC** is a non-smoking facility.
2. If the function is open to the **general public**, there will be no designated smoking area within the facility.
3. Smoking is not permitted on the exhibit hall floor during move-in or move-out.
4. The Denver Fire Department will issue citations for violations of this rule.

### FOOD AND BEVERAGE

1. Sodexo Catering has exclusive catering, concession and liquor privileges at **CCC**. It is not permissible to bring food and beverages into the **CCC**. Centerplate can be reached 303.228.8050 for in booth catering.
2. Food and beverage distributed by exhibitors are limited to products manufactured, processed or distributed by the exhibiting firm and are limited to sample size. Buy-out fees will apply. Please contact your So-dexo Catering representative at 303.228.8050 for more detailed information.

### SECURITY

1. The **CCC** maintains twenty-four (24) hour security for building perimeter and internal patrols.
2. Hall Security and Individual booth security are the responsibility of Show Management and the Exhibitor.

### DELIVERY PROCEDURES

1. The **CCC** **does not accept advance freight shipments for exhibitors or show management**. Freight must be consigned to the general service contractor or show manager during the event period.
2. Mail received on site should be addressed to the appropriate show or event. Mail will be held in the **CCC** offices until the first day of move in, at which time it will be delivered to show management.

### PARKING

1. The **CCC** operates a 1,000 space parking garage connected directly to the facility. **CCC** does not operate any of the parking lots that surround our facilities. Please call 303.228.8070 for information and to request a parking map if needed.
2. Cars and/or trucks parked in marked fire lanes or in posted "no parking" areas will be ticketed and towed.

## GENERAL OPERATING POLICIES AND PROCEDURES ANSWERS TO MOST FREQUENTLY ASKED QUESTIONS

### RIGGING/SUSPENSION OF LOADS

The **CCC** management must approve all rigging/suspension of loads from any part of the facility structure.

1. All signs, banners, and displays suspended from exhibit hall ceilings must be approved in advance and hung by CCC or general service contractor personnel.
2. If you are using any part of the facility structure for rigging or the suspension of loads, you must submit to CCC two copies of your rigging plot to Exhibitor Services two months prior to move in for the CCC approval. Part of this requirement is due to possible shared or compounded loading between booths or different shows and even between levels of the convention center which can also be a concern. This is even more important on larger shows where several booths are rigging within proximity to each other.
3. All submittals will need to be overlaid in the correct location and orientation onto the Reflected Ceiling Plan (RCP) for the relevant area for proper review to take place (these drawings can be provided in .DWG or .PDF format if they are not on file already and/or upon request).
4. The rigging plot should conform to the following:
  - A. Name of show, show dates, building location; the name of the contractor responsible for rigging, including contact information; and if applicable, the names of the audio, lighting and scenery contractors. Contact information should be printed on the plans.
  - B. Rigging plots must be drawn in 1/16"=1' scale.
  - C. Rigging plots must indicate locations of points, loads for each point, and a legend that explains the use of each point; such as audio, lighting, and scenery.
  - D. Rigging plots must include facility column locations and roof steel locations.
5. The first point of contact for this should be your event manager. However, for more specific information, requirements, and limitations regarding rigging/suspension of loads at the CCC or for any inquiries that have not been assigned a specific point person please contact:

Jason Hiester  
Director of Event Operations  
303.228.8126  
JHiester@denverconvention.com

6. If submittals do not meet/or exceed the outlined acceptable criteria the building provides, the rigging plan may need to be sent to the Structural Engineer of Record (SER) for approval at an additional cost. **Note: this SER review can add additional time to the review/approval process. If the rigging plan is not submitted 30 days prior to the first move in date a \$500.00 review fee will be charged in addition to any applicable SER fee's or cost.**
7. If not received in a timely fashion, rigging oversight charges may also apply and any rigging work may not be performed until a submittal is made and the plan has been approved by the building/Operations.
8. Without all the information being submitted with ample time to review it limits options.

### BASIC FIRE CODE REGULATIONS

1. Exits in all areas of the facility should not be blocked or covered for any reason.
2. Exterior and loading dock doors and fire doors may not be propped open.
3. All aisles should be kept clear, clean and free of obstructions.
4. Firefighting and emergency equipment should not be blocked or obstructed under any circumstances.
5. Materials used in the construction of displays must be fire resistant, such as draping, table coverings, banners, props, scenery, evergreen trees, bark, angel hair and shrubs. All exhibits and displays are subject to inspection by the Fire Prevention Bureau and/or **CCC/ASM** management for compliance.
6. Vehicles with gasoline engines that are to be displayed should conform to the following:
  - A. Battery cables must be disconnected.
  - B. Fuel level in gas tank is less than ¼ tank, and is not to exceed five gallons.
  - C. Must have protective covering under motors, drive trains and tires on any carpeted area.
7. Use or storage of liquid petroleum (LP) gas by exhibitors is restricted.



# GENERAL OPERATING POLICIES AND PROCEDURES ANSWERS TO MOST FREQUENTLY ASKED QUESTIONS

## WASTE DIVERSION POLICY

We recognize our important role in protecting and enhancing the environment and to help secure the long term sustainability of our city. As such we are committed to operations which reduce our environmental impact, focus on conserving resources, and utilizing products, technologies, and methods which continually improve in these efforts.

## **PROHIBITED ITEMS AT THE CENTER:**

- Foamcore signage
- Signage that cannot be recycled or reused by the event organizer, excluding decals or window clings
- Single use plastic bags used for purchases, and plastic conference bags provided to collect show items
- Any hazardous substance, or item containing a hazardous substance
- Large foliage (including trees), without the root system intact

## **RESTRICTIVE ITEMS AT THE CENTER:**

While items are allowed at the Center, neither the Exhibitor nor Event Organizer shall leave any of the following upon conclusion of the event unless previously arranged with the Center directly:

- Vinyl banners
- Large exhibits
- Electronics, furniture, or equipment, unless previously approved by CCC
- Carpet, carpet scraps, or carpet padding, as well as carpet tubes
- Pallets

## **ITEMS FOR DONATION**

- Preapproval of a plan for donation is appreciated to ensure the material or items can be donated
- In accordance with the license agreement terms and building policy any items left behind will become property of CCC. CCC will at its sole discretion, determine the best method to manage the material, in accordance with applicable law
- Any perishable food items left by exhibitors will become property of CCC one hour after the close of the show, and discarded according to building policy.

**The Colorado Convention Center requires 100% compliance with this policy. Non-compliance will result in extra housekeeping and disposal fees to be charged.**

<u>Abandoned Item</u>	<u>Flat Rate Charge</u>	<u>(+) Charge Fee</u>
Foamcore signage	\$200.00	\$10.00/sheet
Other signage waste*	\$100.00	\$5.00/ea.
Single use plastic bags	\$100.00	\$0.50/bag
Hazardous substance	\$300.00	\$ of disposal
Vinyl banners	\$100.00	\$10.00/lb.
Large exhibits	\$650.00	% of roll off
Electronics	\$100.00	\$2.00/lb.
Carpet, scrapes, padding, tubes	\$250.00	\$50.00/lb.
Furniture and/or equip.	\$75.00	\$25/day until P/U
Pallets	\$200.00	\$5.00/pallet
Large foliage	\$75.00	\$25/day until P/U
Other misc item	\$100.00	\$ of disposal

*\*Unrecyclable or reusable by event organizer (excluding decals and window clings)*



# GENERAL OPERATING POLICIES AND PROCEDURES ANSWERS TO MOST FREQUENTLY ASKED QUESTIONS



## **BASIC FIRE CODE REGULATIONS continued**

8. Operation of any heater, barbecue, heat producing or open flame devices, candles, lanterns, torches, welding equipment, smoke emitting devices or materials in the CCC should have written authorization by the CCC management and the Fire Prevention Bureau. Permits may be required.
9. All empty crates and boxes should be stored in areas approved and assigned by the CCC management and the Fire Prevention Bureau.
10. All electrical equipment should be U.L. (Underwriters Laboratories) approved.
11. Show management, exhibitors and general service contractors should comply with all City fire codes that apply to places of public assembly.
12. All general service contractor equipment should be propane or battery powered. Propane storage and transport is subject to Denver Fire Department regulations.
13. Any covered exhibit space over 300 square feet requires a smoke detector and a 2A10BC fire extinguisher.
  - A. Any exhibit that has a covered area greater than 300 sq. ft. must submit the following information to the Mark Brisse, Operations Manager at [mbrisse@denverconvention.com](mailto:mbrisse@denverconvention.com), for approval prior to move in:
    - Diagram of the booth layout with dimensions.
    - Detail of the covered area including materials used.
    - Flame retardant certificate is required if soft goods are used as the covering.
  - B. Once all the information has been received by Operations Manager, it will be reviewed and submitted to the Denver Fire Prevention for approval.
14. Storage in meeting room and ballroom corridors is not permitted.
15. Multi-level exhibits and enclosed rooms have special requirements in order to obtain approval from the Fire Prevention Bureau.
  - A. Exhibits with a double deck structure and/or enclosed room must submit the following information to Mark Brisse, Operations Manager at [mbrisse@denverconvention.com](mailto:mbrisse@denverconvention.com), for approval a minimum of 15 days prior to move in:
    - Engineer stamped drawings of the double deck structure and/or enclosed room.
    - Diagram of the booth layout with dimensions.
    - Elevation drawing of the double deck structure and/or enclosed room.
  - B. Contact CCC Operations Manager at 303.228.8013 for further clarification and specifics if necessary.
  - C. Once all the information has been received by the Operations Manager, it will be reviewed and submitted to the Denver Fire Prevention for approval.


**FOR A MORE COMPREHENSIVE LIST OF POLICIES AND PROCEDURES, PLEASE REFER TO THE CCC  
EVENT PLANNER'S RESOURCE BROCHURE.**


***Questions should be directed to:***  
**Exhibitor Services Department**  
**700 14<sup>th</sup> Street**  
**Denver, Colorado 80202**  
**Phone: 303.228.8027      Fax: 303.228.8101**  
**Email: [eorders@denverconvention.com](mailto:eorders@denverconvention.com)**

# ORDER FORM

## Remit to:

Lowe Rental, Inc.  
615 Hwy 74 S,  
Peachtree City, GA  
30269, USA

 Tel: (770) 461-9001

 Fax: (770) 461-8020

 Email: [info@LoweUSA.com](mailto:info@LoweUSA.com)

 [www.lowerental.com/us](http://www.lowerental.com/us)

**NOTE:** 8% Damage Waiver  
Applied to ALL Orders.

\*No refunds for cancellation  
after order closing date.

Payment is required prior to units  
being shipped. Equipment will  
not be installed unless payment  
has been received. Additional  
10% will be applied to all orders  
received after the closing date.

**Placing an order by closing date  
does not guarantee availability.**

## Show Name

# 2025 DOT Foods Innovations

## Show Dates

**April 17, 2025**

NAME OF EXHIBITOR

BOOTH #

ADDRESS

CITY

STATE

ZIP

COUNTRY

PHONE #

FAX #

ORDER CONTACT NAME

EMAIL ADDRESS

SPECIAL REQUEST:

Insurance of the exhibitor's product is the responsibility of the exhibitor. Charges include delivery, installation, collection, and maintenance during the exposition. All equipment will be delivered no later than the day before the exposition begins.



  
**LOWE**  
WORLDWIDE RENTAL SPECIALISTS

# 2025 DOT Foods Innovations

Show Dates: April 17, 2025  
 Convention Center: Colorado Convention Center  
 Show Address: 700 14th St. Denver, CO 80202  
 Order Closing Date: April 3rd 2025



MODEL	SIZE & DESCRIPTION	QTY	RENTAL \$	TOTAL \$
<b>REFRIGERATED</b>				
B CORNER	90 Degree Corner Euro Deli Display		\$2,160	
B1	4.3 ft. Euro Deli Curved Glass Display With Refrigerated Under Storage		\$2,160	
B2	6.4 ft. Euro Deli Curved Glass Display With Refrigerated Under Storage		\$2,395	
B3	8.41 ft. Euro Deli Curved Glass Display With Refrigerated Under Storage		\$2,745	
B1 L/G	4.3 ft. Euro Deli Self-Service Display With Refrigerated Under Storage		\$2,160	
B2 L/G	6.4 ft. Euro Deli Self-Service Display With Refrigerated Under Storage		\$2,395	
B3 L/G	8.41 ft. Euro Deli Self-Service Display With Refrigerated Under Storage		\$2,745	
BOD1	23" Glass Door Wine Display - Holds 96 Size 75 Bottles		\$1,470	
BOD MINI	Glass Door Wine Display		\$700	
C1-LEM	3.5ft Euro Merchandiser 4 Shelf Display (extra shelves \$20each /Qty)		\$2,040	
C2-LEM	4ft Euro Merchandiser 4 Shelf Display (extra shelves \$25each /Qty)		\$2,160	
C3-LEM	6ft Euro Merchandiser 4 Shelf Display (extra shelves \$30each /Qty)		\$2,395	
F2 CHILLER	64" Sliding Lid Refrigerator		\$815	
G5	36" Sliding Glass Door Refrigerator		\$1,840	
G4C	30" Single Glass Door Refrigerator		\$1,050	
G6C	54" Double Glass Door Refrigerator		\$1,840	
G223	2 Bowl Drink Dispenser (23 Liters / 6.3 Gallons Total Capacity)		\$700	
GENOVA 1	42" Refrigerated Open Front Merchandiser		\$2,040	
GENOVA 2	54" Refrigerated Open Front Merchandiser		\$2,160	
H1	4 cu-ft Storage Refrigerator		\$290	
ISOLA 4	56" Cold Buffet Style Display (Stainless Steel Available Upon Request)		\$1,925	
ISOLA 6	81" Cold Buffet Style Display (Stainless Steel Available Upon Request)		\$2,160	
JINNY 104	3ft Slim-Line Deli Curved Glass Display With Refrigerated Under Storage		\$1,840	
JINNY 150	5ft Slim-Line Deli Curved Glass Display With Refrigerated Under Storage		\$2,100	
JINNY 250	8ft Slim-Line Deli Curved Glass Display With Refrigerated Under Storage		\$2,685	
K2T	4 Sided Glass Display With 16.5" Rotating Shelves		\$1,985	
K2TF	4 Sided Glass Display With Wire Shelves		\$1,985	
K3T	6 Sided Glass Display With 22" Rotating Shelves		\$2,040	
KUBO 500R	60" Double Glass Door Display Refrigerator		\$2,040	
L1HARMONY	37" Euro Bakery Display With 3 Fixed Shelves & Lighting On Each Shelf		\$1,925	
L3HARMONY	52.5" Euro Bakery Display With 3 Fixed Shelves & Lighting On Each Shelf		\$2,160	
MANDY-2	40" Open Front Merchandiser 3 Adjustable Shelf Display		\$1,840	
MEMPHIS 90	36" Dual Temperature Zone Merchandiser Display		\$1,925	
MEMPHIS 120	48" Dual Temperature Zone Merchandiser Display		\$2,040	
OASIS 1	43" Square Island Display With Wood Finish & Suitable For Ice		\$2,040	
OASIS 2	55" Square Island Display With Wood Finish & Suitable For Ice		\$2,275	
P360	55" Grab & Go Island Display		\$2,160	
Bermuda	Island Display Case		\$4,120	
PREP 1	41.5" Stainless Steel Refrigerated Prep Counter		\$1,050	
PREP 2	67.5" Stainless Steel Refrigerated Prep Counter		\$1,545	
SARA-2	4ft Open Front Merchandiser 3 Adjustable Shelf Display		\$1,985	
STARLET	24" Counter Top Refrigerator		\$525	
Euro Madera	51" Open Front Merchandiser		\$2,160	
V-150	56" Curved Glass Bakery Display With Adjustable Shelves		\$1,750	
V-200	74" Curved Glass Bakery Display With Adjustable Shelves		\$2,275	

Office Use Only

PAGE 1 SUBTOTAL

# 2025 DOT Foods Innovations

Show Dates: April 17, 2025  
 Convention Center: Colorado Convention Center  
 Show Address: 700 14th St. Denver, CO 80202  
 Order Closing Date: April 3rd 2025



MODEL	SIZE & DESCRIPTION	QTY	RENTAL \$	TOTAL \$
<b>HOT</b>				
200H	35.5" Counter Top Hot Self-Service Display		\$735	
HSD2	Hot self-serve unit		\$815	
B1H	4ft Euro Hot Curved Glass Display With Steam Deck(Bars/Pans by Request)		\$2,160	
CO25	Convection Oven With Stand - Fits 1/2 Size Trays		\$815	
DW	13" 2 Lamp Display Warmer (Pan by Request)		\$145	
DDR	Deep Fryer		\$350	
ISOLA 4H	56" Hot Bain Marie Buffet Style Display		\$2,160	
MCT	60" Mobile 4 Burner Cook Top		\$935	
MCT-M	60" Mobile 4 Burner Cook Top With Display Mirror		\$965	
MW	Microwave		\$290	
TOP2	23" Counter Top Dual Burner Cook Top		\$175	
IB	Induction Burner		\$265	
SWW	Single Well Warmer		\$320	
EWC	Electric Warming Cabinet		\$900	
<b>FROZEN</b>				
200GBT	48" Counter Top Display Freezer		\$760	
B2F	6ft Euro Curved Glass Display Freezer		\$2,395	
D1C	58" Wall Site Display Freezer With 5 Baskets		\$1,750	
DC8	8 Well Ice Cream Dipping Cabinet		\$1,840	
E1	5ft Wall Site Display Freezer		\$1,985	
E2	7ft Wall Site Display Freezer		\$2,220	
E3	6ft Wall Site Display Freezer with Side Visibility		\$2,220	
E4	6ft Wall Site Display Freezer		\$2,220	
F2	47" Sliding Glass Top Freezer With 1 Basket		\$815	
F3-US	Low Temp Display Freezer and Ice Cream Freezer		\$1,050	
G1C	30" Single Glass Door Freezer		\$1,545	
G6FC	54" Double Glass Door Freezer		\$2,040	
G12	54" Gelato Ice Cream Cabinet		\$2,395	
H2	4 cu-ft Storage Freezer		\$350	
H4IB	24" Counter Top Display Freezer		\$585	
K1T	24" 4 Sided Glass Display Freezer With Fixed Shelves		\$1,985	
K4T	27.5" 4 Sided Glass Display Freezer With 18" Rotating Shelves		\$1,985	
K4TF	27.5" 4 Sided Glass Display Freezer With Fixed Shelves		\$1,985	
KUBO 500F	60" Double Glass Door Display Freezer		\$2,220	
PENGUIN 1	Single Bowl Frozen Drink Display		\$525	
PENGUIN 2	Double Bowl Frozen Drink Display		\$700	
<b>DRY</b>				
200DRY	35" Counter Top Dry Display		\$525	
HWS	2 Person Hand Washing Station		\$525	
I1	40" Insulated Ice Tray With Drain Plug		\$320	
I3	64" Insulated Ice Tray With Drain Plug		\$350	
MS12	23" Electric Meat Slicer		\$615	
MSU	39.5" Mobile Hand Washing Sink		\$615	

PAGE 2 SUBTOTAL

# 2025 DOT Foods Innovations

Show Dates: April 17, 2025  
 Convention Center: Colorado Convention Center  
 Show Address: 700 14th St. Denver, CO 80202  
 Order Closing Date: April 3rd 2025



## EQUIPMENT ACCESSORIES

COMPANY NAME	BOOTH #	SHOW NAME:
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### Optional Accessories

DESCRIPTION	COST \$	QTY
Mandy-2 Peg Bar	\$18	
Mandy-2 Pegs	\$1	
Mandy-2 Shelf Circle:Top/Middle/Bottom	\$18	
Sara-2 Peg Bar	\$29	
Sara-2 Pegs	\$1	
Sara-2 Shelf Circle:Top/Middle/Bottom	\$29	
C1-LEM Peg bar	\$24	
C2-LEM Peg Bar	\$29	
C3-LEM Peg Bar	\$35	
C-LEM Pegs	\$1	
C1-LEM Shelf	\$24	
C2-LEM Shelf	\$29	
C3-LEM Shelf	\$35	
Gen 1 Peg Bar	\$24	
Gen 2 Peg Bar	\$29	
Gen Pegs	\$1	
Gen 1 Shelf	\$24	
Gen 2 Shelf	\$29	
CO25 Sheet Pans (For stand)	\$24	
CO25 Trays	\$18	
Isola or B1H 1/4 Size Gastronorm Pan	\$24	
Isola or B1H 1/3 Size Gastronorm Pan	\$29	
Isola or B1H 1/2 Size Gastronorm Pan	\$35	
Isola or B1H Full Size Gastronorm Pan	\$70	
Euro Madiera Shelf Circle: Top/Middle/Bottom	\$29	
Euro Madiera Peg Bar	\$29	
Euro Madiera Pegs	\$29	
G4C Extra Shelf	\$29	
G6C Extra Shelf	\$29	
G1C Extra Shelf	\$29	
G6FC Extra Shelf	\$29	
EWC Full Size Trays	\$18	

### Optional Canopy Graphics

DESCRIPTION	COST \$	QTY
G4C Canopy Graphics	\$88	
G1C Canopy Graphics	\$88	
G6C Canopy Graphics	\$116	
G6FC Canopy Graphics	\$116	

### Optional Accessories at no Extra Charge

DESCRIPTION	QTY
B1 Ice Insert	
B2 Ice Insert	
B3 Ice Insert	
B Corner Ice Insert	
E1 Ice Insert	
E2 Ice Insert	
E3 Ice Insert	
E4 Ice Insert	
Jinny 104 Ice Insert	
Jinny 150 Ice Insert	
Jinny 250 Ice Insert	
P-360 Ice Insert	
C1-LEM Product Stoppers	
C2-LEM Product Stoppers	
C3-LEM Product Stoppers	
Gen 1 Product Stoppers	
Gen 2 Product Stoppers	
Sara-2 Product Stoppers	
DW Pan	

### Total Cost of Accessories:

\$

**Please Note:** Supply of the above equipment cannot take place without this form being completed and returned to Lowe Rental Inc.



# LoweHub™ Order Form



An all-in-one welcome desk, offering increased security, chilled refreshments for hospitality, multiple charging ports and an interchangeable branding site



Feature	Name	Specifications	Features
	Branding site	(HxW) 33.23"x17.87" in	A poster site that is interchangeable, using magnets to fix the poster firmly to the LoweHub and a plastic sheet to protect the artwork. **Printing not provided**
	x4 Charging ports	x2 13amp plugs & x2 USB sockets	Universal charging ports, suitable to charge 4 devices at once and located out of sight behind roller door for enhanced security.
	Fridge	19.68"x15.82"x16.77" in	120 volt, 20 Amp Nema 5-15 plug.
	Safe	7.87"x16.92"x14.56" in	ElSafe Elite Electronic Safe. Accommodates up to 15" laptop
	Ambient space	4.33"x10.82"x14.17" in	Area to store laptops and mobile devices while charging. Also perfect for keeping stationary and other items tidy and out of sight.

Order a LoweHub™

CODE	DESCRIPTION	\$	QTY	TOTAL
LowHub™	Multi-functional welcome desk unit	345		

# Rental Contract for "Non-Contracted" Deliveries

THE PERSON SIGNING THE FOLLOWING FORMS WILL BE RESPONSIBLE FOR FORWARDING THIS INFORMATION AND ALL PROCEDURES TO THE PERSON ON SITE AT THE EVENT OF WHICH THE EQUIPMENT IS BEING USED.

## 1. COMPLETION OF ORDER:

- a. Fill out the attached 7 page order form (Leave Rental Tax Box and Freight Box on Seventh Page of Order Form Empty).
- b. Make sure to sign the bottom of the seventh page of the attached order form to complete your order and agree to our rental terms and conditions.
- c. Return the completed order form along with this SIGNED contract either by faxing to 770-461-8020 or emailing to info@LoweUSA.com.
- d. You will receive follow-up from one of our customer service representative to include your rental tax and FREIGHT QUOTE:
  - i. Upon receiving your freight quote, initial the amount as approval and fax or email back to your customer service representative.
  - ii. Orders will NOT be charged/processed until the freight quote has been approved.
  - iii. Additions and/or changes to your order will result in a revised freight quote and repeating the freight quote process above.
- e. Complete the following information to include "your companies show site contact" below:

i. Name of Show: \_\_\_\_\_

ii. Delivery Address: \_\_\_\_\_

iii. Marshalling Yard: \_\_\_\_\_

iv. Show Management: \_\_\_\_\_

v. Decorating Company: \_\_\_\_\_

vi. Delivery Date / Time: \_\_\_\_\_

vii. Collection Date / Time: \_\_\_\_\_

viii. Show-site Contact / Phone #: \_\_\_\_\_

## 2. INBOUND:

- a. Unit(s) will be delivered to your requested venue with a label stating the Show Name, Exhibitor Name, and Booth#.
- b. Depending on the type of event you are attending, the show appointed decorating company will deliver the unit(s) to your booth. Lowe Rental is NOT responsible for any drayage charges associated with the movement of the equipment.
- i. Lowe Rental is always looking for ways to improve our service. Therefore, we have improved the way we ship the equipment you ordered so there will be less of a possibility of damages when you receive it. Some of your equipment might be delivered in custom wood crates. These will be clearly marked for each piece of equipment. The unit(s) will need to be removed from the crate(s).
- ii. Other equipment may be delivered on a pallet and/or wrapped with the proper packaging materials. The unit(s) will need to be removed from the pallet and/or unwrapped.
- iii. Packing material (to include, crates, pallets, blankets, etc.) will need to be stored to be reused at the end of the show for out-bound handling. Materials can either be stored on your booth or tagged as "Empty" for the decorating company to collect and store for you. The decorating company will be able to provide the "Empty" tags.
- c. Unit(s) will need to be plugged in to the appropriate electrical requirements. Electrical requirements specific to each unit type can be found in our rental brochure or provided by a customer service representative.
- d. Unit(s) are preset for standard operating temperatures.

NOTE: All equipment leaves our facility in excellent working condition. However, in the event of a mechanical breakdown then please reach out to Lowe's service team by placing a service request via the link provided below. Please make sure to include your booth number when placing the request. This service will be covered fully by Lowe.

<https://www.lowerental.com/us/service-request/>



**3. OUTBOUND:**

- a. Disconnect unit(s) from electrical connection.
- b. Remove all product(s) from case, leaving case empty and dry.
- c. Repack unit(s) to the same standard as originally received.
- i. If any packing materials were tagged as "Empty" the decorating company will be returning those items to your booth upon breakdown of the show.
- ii. Any items that were secured upon delivery need to be re-secured to avoid possible damages to the unit(s).

**NOTE: If equipment is NOT repacked in the same manner as it was received with resulting damages, your company will be held responsible and billed for cost associated with the repair or replacement of the unit(s).**

- d. Apply a shipping label of some sort (this can be a white piece of paper taped down) to the unit(s)/crate(s) stating the following information of the closest destination to the exhibition:

di. **Destination – Lowe Rental, Inc.**  
**615 Hwy 74 S Peachtree City, GA 30269**  
**Phone: 770-461-9001**  
**\*Each piece of equipment must have a return label attached.**

**Destination – Lowe Rental, Inc.**  
**6101 Campus Dr Fort Worth TX 76140**  
**Phone: 770-461-9001**  
**\*Each piece of equipment must have a return label attached.**

- dii. Turn in a return "Bill of Lading" provided to you by Lowe:
  - i. A Bill of Lading can be obtained via email from a sales representative with Lowe after confirming your order.
  - ii. After printing out the Bill of Lading, turn it into to the decorating company's service desk representative. Do not leave the Bill of Lading on your booth; Do Not turn it in to someone on the show floor; Do Not leave it unattended at the decorating company's service desk – THIS FORM IS THE ONLY SOURCE TO ALLOW PROPER RETURN OF THE EQUIPMENT TO Lowe Rental.

**NOTE: Your company is responsible for the return of the equipment/packing materials to Lowe Rental. Forced freight or loss of equipment due to the "Bill of Lading" not being submitted properly to the decorating company will result in your company being billed for the additional freight charges, and/or replacement cost of the unit(s)/packing materials.**

**Signing below confirms that you have read, fully understand and accept our special event procedures and conditions.**

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

TITLE: \_\_\_\_\_ DATE: \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

PAYMENT TYPE: <input type="checkbox"/> CHECK <input type="checkbox"/> BANK WIRE <input type="checkbox"/> VISA <input type="checkbox"/> MASTERCARD <input type="checkbox"/> DINER'S CLUB <input type="checkbox"/> AMEX		PAGE 2 SUBTOTAL	
CREDIT CARD #	EXP. DATE	PAGE 3 SUBTOTAL	
		Total Cost of Accessories	
NAME ON CARD	SECURITY CODE	LoweHub Total	
		EQUIPMENT TOTAL	
		Damage Waiver 8%	
<b>SIGNING BELOW COMPLETES YOUR ORDER AND IS ACCEPTANCE OF OUR RENTAL TERMS &amp; CONDITIONS, AVAILABLE FROM THE ABOVE OFFICE OR WWW.LOWERENTAL.COM/US</b>		TOTAL	
		RENTAL TAX 8.81%	
PAGE 1 CONTACT NAME SIGNATURE		<b>GRAND TOTAL US \$</b>	

OFFICE USE ONLY	IC	BB	O#	INV#
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exhibitor.services@heritagesvs.com

1-800-360-4323

Fax 314-534-8050

**Order online at: [heritagesvs.com/ordering](http://heritagesvs.com/ordering)**

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

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

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