

**Dear Exhibitor:**

Your company is exhibiting at the event below.

Please direct this service manual to the person in charge of your exhibit.



# AMERICAN CRAFT SPIRITS ASSOCIATION DISTILLER'S CONVENTION & VENDOR TRADE SHOW

MARCH 4-6, 2018

WYNDHAM GRAND PITTSBURGH DOWNTOWN  
PITTSBURGH, PENNSYLVANIA



Heritage Trade Show Services • Toll Free: 1 (800) 360-4323 • Fax: (314) 534-8050 • [exhibitor.services@heritagesvs.com](mailto:exhibitor.services@heritagesvs.com)

[www.heritagesvs.com](http://www.heritagesvs.com)

## General Information

### Booth Equipment

Each 8'x10' booth will be set with 8' high black back drape, 3' high black side dividers, one (1) 6' black skirted table, two (2) chairs, one (1) wastebasket and a 7" x 44" one-line identification sign. Double booth spaces will receive an additional 6' black skirted table, two (2) chairs, and one (1) wastebasket.

### Exhibit Hall Carpet

The exhibit area is carpeted in a multi-colored pattern. To enhance the appearance of your booth, rental carpet is available through Heritage Trade Show Services. Please refer to the enclosed carpet brochure and furniture/carpet order form.

### Discount Price Deadline Date

In order to receive advance order discount rates listed on the price sheet, we must receive your order and payment by Wednesday, February 14<sup>th</sup>, 2018.

### Shipments to Advance Warehouse Deadline Date

Heritage will begin receiving freight at the advance warehouse on Friday, February 2<sup>nd</sup>, 2018. To avoid late fees all shipments to the advanced warehouse must arrive no later than Friday, February 23<sup>rd</sup>, 2018.

## Show Schedule

### Exhibitor Move-In

Saturday	March 3 <sup>rd</sup>	12:00 p.m.	-	8:00 p.m.
Sunday	March 4 <sup>th</sup>	8:00 a.m.	-	3:30 p.m.

### Exhibit Hours

Sunday	March 4 <sup>th</sup>	4:00 p.m.	-	8:00 p.m.
Monday	March 5 <sup>th</sup>	11:30 a.m.	-	6:30 p.m.
Tuesday	March 6 <sup>th</sup>	8:00 a.m.	-	4:00 p.m.

### Exhibitor Move-Out

Wednesday	March 7 <sup>th</sup>	8:00 a.m.	-	12:00 p.m.
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- Empty crates and containers will begin being returned at 8:00 a.m., Wednesday, March 7<sup>th</sup>.
- All carriers must check-in no later than 10:00 a.m. on Wednesday, March 7<sup>th</sup>. Heritage will begin redirecting all outbound freight not claimed by appointed freight carriers to the preferred show carrier at 10:00 a.m.
- Please refer to the Outbound Shipments Form included in this packet for detailed information regarding outbound shipping procedures.

## General Information

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### Shipping Information

Warehouse Shipping Information:

Exhibitor Company Name and Booth Number

Heritage Trade Show Services

UPS Freight C/O APA

20 39<sup>th</sup> Street

Pittsburgh, PA 15201

FOR: ACSA 2018

Heritage will accept exhibit materials beginning Friday, February 2<sup>nd</sup>, 2018 at the above address. Material arriving after Friday, February 23<sup>rd</sup>, 2018 will be received at the warehouse with an additional after deadline charge.

Show Site Shipping Address:

Exhibitor Company Name and Booth Number

C/O Heritage Trade Show Services

Wyndham Grand Pittsburgh Downtown

600 Commonwealth Pl

Pittsburgh, PA 15222

FOR: ACSA 2018

Freight will be accepted at show site beginning Saturday, March 3<sup>rd</sup>, 2018. See the Material Handling Instructions within this kit for additional information.

**\*The freight elevator door measures 7'-10" wide by 7'-10" tall. The interior of the elevator measures 22' long by 7'-10" wide by 7'-10" tall with a weight capacity of 7,000 lbs. Clearance to the loading dock is 10'. Clearance into the service corridors is 7'-4".**

### Service Center Hours

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

### Assistance

We want you to have a successful show. If we can be of assistance, please call our Exhibitor Services at 314-534-8500.

## We Appreciate Your Business

**EXHIBITOR REQUEST FORM**  
**Wyndham Grand Pittsburgh Downtown**

Remit to: Tanya McKee  
 tmckee@wyndham.com

600 Commonwealth Place, Pittsburgh PA 15222

Finance Fax #: 412-594-5130 Hotel Phone Number: 412-560-1754



Your Organization		Conference Name:	
Address		Event Dates	
City/State		Booth Number	
On Site Contact		Delivery/Install	Date <input type="text"/> Time <input type="text"/>
Phone Number		Pick Up/Teardown	Date <input type="text"/> Time <input type="text"/>
E-Mail			

**METHOD OF PAYMENT**

<input type="checkbox"/> Credit Card	<input type="checkbox"/> Visa	<input type="checkbox"/> Mastercard	<input type="checkbox"/> American Express	<input type="checkbox"/> Company Check	Check #	
Name on Card						
Credit Card Number					Expiration Date	
Signature						
Receipt	<input type="checkbox"/> YES	<input type="checkbox"/> NO	<i>Cards will be charged week of event and receipt sent at that time.</i>			

ELECTRICAL		
Extension Cords and Power Strips are not included with electrical drops. Pricing for electric is per event.		
Quantity		
	0-500 Watts (5 AMPS)	\$50
	500-1000 Watts (10 AMPS)	\$60
	1001-1500 Watts (15 AMPS)	\$80
	1501 - 200 Watts (20 AMPS)	\$100
200 Volts Single Phase		
	20 AMPS	\$105
	30 AMPS	\$125
	60 AMPS	\$300
	100 AMPS	\$500
200 Volts Three Phase		
	20 AMPS	\$120
	30 AMPS	\$140
	60 AMPS	\$220
	100 AMPS	\$300
	Power Strip	\$24
	Extension Cord	\$17

INTERNET	
Hard Wired Connection, per day	\$150 Each
Location(s)	
Quantity	
WIFI Internet, per day	\$15 Per Device
Quantity	

DID PHONE LINE	
Phone Line	\$225 Each
Location(s)	
Quantity	
Phone Line	\$225 Each
Location(s)	
Quantity	

BANNER	
Banner	\$125 Each
Location(s)	
Quantity	

**SHIPPING**

		Per Box	Portage	Quantity	Delivery Location	Deliver Date	Deliver Time	Return Date	Return Time
Boxes	Up to 20lbs	\$ 5.00	\$ 2.50						
Boxes	Over 20lbs	\$ 8.00	\$ 2.50						
Pallet	Each	\$ 40.00	\$ 40.00						
Gift Bags	Each		\$ 3.00						
Display Case	Each	\$ 8.00	\$ 8.00						

**FORK LIFT**

Load In Date		Load In Time		Load out Date		Load Out Time		Fork Lift	\$150
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**DOCK SUPERVISOR**

Load In Date		Load In Time		Load out Date		Load Out Time	
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Load requires a Loading Dock Supervisor. \$60 per hour straight time & \$90 per hour overtime. 4 hour minimum. Arrange with hotel representative.

*Orders are to be received by hotel 10 business days prior to set up date.  
 Orders received within 72 hours will be subject to 25% price increase.*

**EXHIBITOR REQUEST FORM**  
**Wyndham Grand Pittsburgh Downtown**

ELECTRICAL TERMS AND CONDITIONS	SIGNAGE TERMS AND CONDITIONS		
<p>Electrical Orders are Due 10 Business Days prior to scheduled set up day.            Payment in full must be rendered prior to delivery of service.            Credit will not be issued for Electrical Service installed but not used.</p> <p>Overhead Electrical Service will incur additional fees.</p> <p>Rates for connections include the delivery and service to the booth/space.            Rates do not include connecting equipment and/or special wiring.            Permanent building utility outlets are not a part of booth space and are not to be used by exhibitors.</p> <p>Only Wyndham Electrician is permitted to make electrical connections.</p> <p>All exhibitor's extension cords and power strips must be securely taped down.            Should the hotel have to secure extension cords a labor fee will be assessed.</p>	<p>Signage, Reader boards, Decals, and Banners. All signage must be approved by the Wyndham Grand . Signage, Dimensions, location specifications, weight, and delivery is required 4 weeks in advance. Approval is required for any/all signage hung in function space, foyer space, and outside the Wyndham Grand. Signage is not permitted in public space or hung from the electronic room displays. Signage approval includes directional signage and any verbiage for the readerboard system. All signage must be coordinated and hung by the Wyndham Grand.</p> <tr> <th data-bbox="831 436 1489 478">CERTIFICATE OF INSURANCE</th> </tr> <tr> <td data-bbox="831 478 1489 768"> <p>COI due to Wyndham 10 days prior to arrival date.            The Wyndham Grand Must be listed on the COI. The Wyndham Grand must be listed out as below.</p> <p><b>Entities Listed below are added as Additional Insured</b>            Pittsburgh Grand Hotel, LLC d/b/a Wyndham Grand            Pittsburgh 600 Commonwealth Place Pittsburgh, PA            Wyndham Hotels &amp; Resorts, LLC            Wyndham Hotel Management, Inc.            Wyndham Worldwide Corporation            Wyndham Hotel Group, LLC</p> </td> </tr>	CERTIFICATE OF INSURANCE	<p>COI due to Wyndham 10 days prior to arrival date.            The Wyndham Grand Must be listed on the COI. The Wyndham Grand must be listed out as below.</p> <p><b>Entities Listed below are added as Additional Insured</b>            Pittsburgh Grand Hotel, LLC d/b/a Wyndham Grand            Pittsburgh 600 Commonwealth Place Pittsburgh, PA            Wyndham Hotels &amp; Resorts, LLC            Wyndham Hotel Management, Inc.            Wyndham Worldwide Corporation            Wyndham Hotel Group, LLC</p>
CERTIFICATE OF INSURANCE			
<p>COI due to Wyndham 10 days prior to arrival date.            The Wyndham Grand Must be listed on the COI. The Wyndham Grand must be listed out as below.</p> <p><b>Entities Listed below are added as Additional Insured</b>            Pittsburgh Grand Hotel, LLC d/b/a Wyndham Grand            Pittsburgh 600 Commonwealth Place Pittsburgh, PA            Wyndham Hotels &amp; Resorts, LLC            Wyndham Hotel Management, Inc.            Wyndham Worldwide Corporation            Wyndham Hotel Group, LLC</p>			

**SHIPPING AND RECEIVING**

Shipments will be accepted within 72 hours (3 days) of the event start date.

Completed form and payment in full due 10 days prior to arrival date. Packages will **NOT** be delivered unless completed form and Method of Payment has been submitted.

Exhibitors/clients are responsible for boxes, packaging tape, boxing their packages and shipping labels.

Call Bellmen \*5432 when you are ready to have your packages delivered/picked up. Inform the bellmen how many packages, name on packages, and delivery location.

Package labels to have the Convention Name, Onsite Contact Name, Company Name and Booth Number.

Packages will be delivered to Exhibit Booths during scheduled Exhibitor set up times.

Contact your Convention Services Manager should delivery require a fork lift operator.

U.P.S - Download your airbill form the U.P.S. website. If you have a pre-printed label affix to the packages. The hotel can process shipment through the hotel U.P.S. account and charge to a master account (if you are approved for signing privileges) or us the credit card you provided when completing this form 10 days prior to arrival.

Federal Express - If you have an account with FedEx the Wyndham can provide air bills tat you will complete and affix to packages. If you already have a pre-paid air bill, affix to the packages and the hotel will schedule a pick up. If you wish to ship through FedEx ground, this will need to be completed online or already have a pre-printed air bill. Wyndham will schedule pick up for this service.

Outside Carrier - Delivery and pick up to be arranged by each individual company.

**LOADING DOCK/FREIGHT ELEVATOR/FORK LIFT**

The Wyndham Grand Pittsburgh Downtown offers a single three-bay dock located off Fort Duquesne Boulevard in an underground service area. Please consult with your hotel representative to arrange a detailed move-in/move-out schedule; in order to avoid conflicts with other deliveries. Clearance to the loading dock is 10'. Clearance into the service corridors is 7'4". Please share this form and the information provided above with your delivery company to avoid any possible confusion. Coordinate all deliveries with your hotel representative.

To experience a convenient move in/out, deliveries should be made by vehicles under 10' in height. If delivery made by a larger vehicle, unloading from Fort Duquesne Boulevard will be necessary. The loading dock is 150' from the street with a down hill grade. If unload time averages (1) hour, allow (2) hours for unload at this location. Trucks are not permitted to unload from Ft. Duquesne Blvd Monday - Friday 7am-9am & 4:30pm -7pm.

Parking is not permitted on the loading dock, aside from your assigned loading and unloading times. Vehicles left unattended outside of their scheduled time will be towed at the owner's expense. Should you need assistance in locating parking for the delivery vehicle(s), please consult with your hotel representative. Load in/out that exceed 20 minutes require a Dock Supervisor.

**Freight Elevator** - Door measurements – 7'10"W x 7'10"H. Weight Capacity - 7,000 lbs. Interior – 22'L x 7'10"W x 7'10"H.

The Mezzanine Level stop, for the freight elevator, opens directly onto the stage located at the north end of the Grand Ballroom.

Access to the freight elevator is obtained by moving down the service corridor approximately 30'.

**Fork Lift** - Special arrangements for use of a forklift can be made by your hotel representative at a cost of \$150.00 and must be operated by a Wyndham Grand Pittsburgh licensed staff member. Forklifts cannot be used Monday through Friday between the hours of 7am-9am or 4:30pm-7pm, as these hours conflict with traffic flow in and out of the parking garages located in our loading dock.

*Orders are to be received by hotel 10 business days prior to set up date.  
 Orders received within 72 hours will be subject to 25% price increase.*





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

## METHOD OF PAYMENT & CREDIT CARD AUTHORIZATION

NAME OF CONVENTION **ACSA 2018** BOOTH # \_\_\_\_\_

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

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

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

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

### CREDIT CARD PAYMENT

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

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

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

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

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

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

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

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

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

FURNITURE/CARPET.....	\$ _____
ACCESSORIES .....	\$ _____
RENTAL UNITS .....	\$ _____
ESTIMATED MATERIAL HANDLING/DRAYAGE (Credit Card Required).....	\$ _____
PRIORITY EMPTY CONTAINER RETURN/ACCESSIBLE STORAGE .....	\$ _____
ESTIMATED LABOR (Credit Card Required) .....	\$ _____
BOOTH CLEANING.....	\$ _____
SIGN SERVICE .....	\$ _____

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

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

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

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

Remit To:



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

# FURNITURE/CARPET RENTAL ORDER FORM

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

ITEM #	QTY	DISCOUNT RATES	STANDARD RATES	AMOUNT
<b>FURNITURE</b>				
F60	_____	Plastic Side Chair (White).....	82.95	107.80 _____
F50	_____	Padded Sled Base Chair (Gray).....	108.20	140.70 _____
F9	_____	Padded Chair (Gray) .....	108.20	140.70 _____
F10	_____	Padded Arm Chair (Gray) .....	117.30	152.50 _____
F20	_____	Custom Padded Arm Chair .....	138.55	180.15 _____
F30	_____	Padded High Stool (Gray).....	132.50	172.25 _____
F40	_____	Custom Padded High Stool.....	173.95	226.15 _____
LC01	_____	Black/Espresso Couch.....	495.00	643.50 _____
LC02	_____	Black/Espresso Chair .....	310.00	406.00 _____
F245	_____	Coffee Table .....	195.00	253.50 _____
F75	_____	Executive Chair .....	195.00	253.50 _____

ITEM #	QTY	DISCOUNT RATES	STANDARD RATES	AMOUNT
<b>CARPET</b>				
C10	_____	9' X 10' .....	253.55	329.60 _____
C20	_____	9' X 20' .....	497.80	647.15 _____
C30	_____	9' X 30' .....	744.40	967.70 _____
C40	_____	9' X 40' .....	1,000.25	1,300.35 _____
C50	_____	9' X _____ Per 10' increment .....	253.55	329.60 _____

**AREA CARPET** (Indicate Dimensions for Special Size Carpet)  
 C60 \_\_\_\_\_' X \_\_\_\_\_' per sq. ft. (100 sq. ft. min.) 4.30 5.55 \_\_\_\_\_

**COLORS:**  RED  BLUE  HUNTER GREEN  BURGUNDY  
 PLUM  GRAY  BLACK

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

**PADDING AND VISQUEEN** (90 sq. ft. min.)  
 C70 \_\_\_\_\_' X \_\_\_\_\_' Carpet padding/per sq. ft..... 2.10 2.70 \_\_\_\_\_  
 C80 \_\_\_\_\_' X \_\_\_\_\_' Visqueen covering/per sq. ft..... 1.25 1.65 \_\_\_\_\_

ITEM #	QTY	DISCOUNT RATES	STANDARD RATES	AMOUNT
<b>DRAPED DISPLAY TABLE</b>				
F110	_____	4' Table - 30" high .....	149.70	194.60 _____
F120	_____	6' Table - 30" high .....	180.05	234.05 _____
F130	_____	8' Table - 30" high .....	210.35	273.50 _____
F140	_____	4' Table - 42" Counter high.....	186.10	241.90 _____
F150	_____	6' Table - 42" Counter high.....	216.45	281.35 _____
F160	_____	8' Table - 42" Counter high.....	246.80	320.80 _____
F170	_____	4th side table drape .....	62.70	81.50 _____

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

ITEM #	QTY	DISCOUNT RATES	STANDARD RATES	AMOUNT
<b>UNDRAPED DISPLAY TABLE</b>				
F190	_____	4' Table - 30" high .....	96.10	124.90 _____
F200	_____	6' Table - 30" high .....	117.30	152.50 _____
F210	_____	8' Table - 30" high .....	139.55	181.45 _____
F220	_____	4' Table - 42" Counter high.....	104.15	135.45 _____
F230	_____	6' Table - 42" Counter high.....	123.40	160.40 _____
F240	_____	8' Table - 42" Counter high.....	150.70	195.90 _____
_____	_____	30" Diameter Pedestal Table (Gray) ....	208.35	270.85 _____
F80	_____	18" High	F90 30" High	F100 42" High

ITEM #	QTY	DISCOUNT RATES	STANDARD RATES	AMOUNT
<b>TABLE RISERS COVERED WHITE</b> (Riser Dimension: 10" Wide x 8" high)				
F260	_____	6' Long riser .....	81.30	105.70 _____
F270	_____	8' Long riser .....	98.30	127.80 _____

ITEM #	QTY	DISCOUNT RATES	STANDARD RATES	AMOUNT
<b>SPECIAL DRAPE BACKGROUNDS</b>				
F280	_____	3' H. Background/per ft.....	20.25	26.30 _____
F290	_____	8' H. Background/per ft.....	22.25	28.95 _____

**COLORS:**  RED  BLUE  TEAL  BURGUNDY  HUNTER GREEN  PLUM  GRAY  BLACK  WHITE  GOLD  EXPO GREEN  
 \*Show colors will be given when color is not selected.

**7.00% Tax** \_\_\_\_\_

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

NAME OF CONVENTION ASCA 2018 BOOTH # \_\_\_\_\_

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

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

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

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

(Print & Sign)

# Furniture/Carpet

## Furniture



F60



F50



F9



F10



F30



F20



F40



F75



LC02

\*Chair is 33" wide x 33" tall x 33" deep



F245



LC01

\*Couch is 7' wide x 3' tall x 40" deep

## Furniture

F60 Plastic Side Chair, White  
 F50 Padded Sled Base Chair, Gray  
 F9 Padded Chair, Gray  
 F10 Padded Arm Chair, Gray  
 F30 Padded High Stool, Gray  
 F20 Padded Arm Chair, Custom  
 F40 Padded High Stool, Custom  
 F75 Executive Chair  
 LC02 Black/Expresso Chair  
 F245 Coffee Table  
 LC01 Black/Expresso Couch

## Carpet



Black



Red



Burgundy



Gray



Blue



Plum



Hunter Green



# Display Tables

## Pedestal Tables

F80 Pedestal Table 30" x 18" h

F90 Pedestal Table 30" x 30" h

F100 Pedestal Table 30" x 42" h

## Draped Display Tables

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

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

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

## Undraped Display Tables

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

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

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



F80



F90



F100



F190  
F220



F110  
F140



Red



Teal



Burgundy



Gray



Plum



White



Hunter  
Green



Expo  
Green



Gold



Blue



Black



F200  
F230



F120  
F150



F210  
F240



F130  
F160

Remit To:



620 Shenandoah Avenue | St. Louis, MO 63104

Phone 314-534-8500 | Fax 314.534.8050

Exhibitor.Services@HeritageSVS.com

**ACCESSORIES/DISPLAY  
RENTAL ORDER FORM**

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ITEM #	QTY	DISCOUNT RATES	STANDARD RATES	AMOUNT	ITEM #	QTY	DISCOUNT RATES	STANDARD RATES	AMOUNT
<b>ACCESSORIES</b>					<b>DISPLAY</b>				
A10	_____	Wastebasket	29.15	37.85	D10	_____	Pegboard Panels (4'x8')	291.30	378.65
A20	_____	Tripod Easels	48.55	63.10	D11	_____	Pegboard 6" Single Hook	14.30	18.59
D250	_____	Chrome Sign Holder	179.00	232.70	D12	_____	Pegboard 8" Single Hook	16.70	21.71
A30	_____	Chrome Stanchion	36.40	47.35	D20	_____	Tackboard Panels (4'x8')	218.45	284.00
A40	_____	Velour Rope 6' Black	36.40	47.35	<input type="checkbox"/> Horiz. <input type="checkbox"/> Vert.				
A50	_____	Coat Tree	105.60	137.25	D31	_____	Fabric Impact Panel 1 Meter x 8'	534.00	694.10
A60	_____	Chrome Bag Rack	105.60	137.25	D40	_____	Gridwall 2'x8' Black	199.05	258.75
A70	_____	Literature Rack	206.30	268.20	D60	_____	Gridwall 6" Single Hook	14.30	18.59
A80	_____	Garment Rack 5'	113.30	147.25	D70	_____	Gridwall 8" Single Hook	16.70	21.71
A90	_____	2 Way Straight Arm Rack	155.35	201.95	D50	_____	Slatwall 1 Meter x 8'	267.00	347.10
A100	_____	4 Way Slant Arm Rack	173.95	226.15	D120	_____	Slatwall Waterwalls Hooks	43.70	56.80
A106	_____	Raffle Ticket Drum	80.00	104.00	D121	_____	Slatwall 8" Bracket	16.70	21.71
A107	_____	Fishbowl	25.00	32.50	D130	_____	Shelf 1 meter wide	72.80	94.65
A110	_____	6' Tensabarrier	165.05	214.60	D210	_____	Acrylic Holder	30.35	39.45
<b>DISPLAY CABINETS AND COUNTERS</b>					D220 _____ Arm Light 64.75 84.15				
<input type="checkbox"/> Black Fabric <input type="checkbox"/> Gray Fabric <input type="checkbox"/> White PVC					D140 _____ 4' Full View Showcase 643.25 836.20				
MD20	_____	Counter 1M x 1/2M x 42" High, W/Shelf	679.65	883.55	D150 _____ 6' Full View Showcase 691.80 899.35				
<input type="checkbox"/> Counter Lock 38.45 49.95					D160 _____ 4' Quarter View Showcase 546.15 710.00				
MD21	_____	Counter 2M x 1/2M x 42" High, W/Shelf	950.70	1235.90	D170 _____ 6' Quarter View Showcase 614.90 799.40				
<input type="checkbox"/> 2 Counter Locks 76.90 99.90					Looking for something else? Please contact us at Exhibitor.Services@HeritageSVS.com for assistance.				
MD22	_____	Curved Counter 1M x 1/2M x 42" High W/Shelf	747.62	971.91	<b>7.00% Tax</b> _____				
<input type="checkbox"/> Counter Lock 38.45 49.95					<b>TOTAL ORDER</b> _____				
MD23	_____	Radius Counter 1M x 1/2M x 42" High	897.15	1166.30					
MD30	_____	Cabinet 1M x 1/2M x 42" (White Only/ Comes With Lock & Shelf)	815.58	1060.25					

NAME OF CONVENTION ACSA 2018 BOOTH # \_\_\_\_\_

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

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

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

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

(Print & Sign)

# Accessories



A10



D250



A30



A40



A20



A70



A80



A60



A100



A90



A110



A106




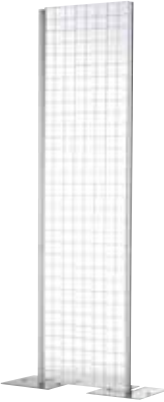


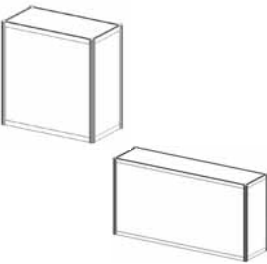
A107

## Accessories:

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

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

# Display

 <p>D10</p>	 <p>D50</p>	 <p>D40</p>	 <p>D31</p>
 <p>D11 D12</p>	 <p>D121</p>	 <p>D60 D70</p>	 <p>D130</p>
 <p>D220</p>	 <p>D120</p>	 <p>D140 D150 (Shown)</p>	 <p>D160 D170 (Shown)</p>
 <p>D20 D30 (Shown)</p>	 <p>MD30</p>	 <p>MD20 (Top) MD21 (Bottom)</p>	 <p>MD23 (Top) MD22 (Bottom)</p>
<p><b>Display</b> D10 Pegboard Panels 4'x8' Vertical D50 Slatwall 1 Meter x 8' D40 Gridwall 2'x8' D31 Fabric Impact Panel 1 Meter x 8'</p>	<p>D11 Pegboard 6" Single Hook D12 Pegboard 8" Single Hook D121 Slatwall 8" Bracket D60 Gridwall 6" Single Hook D70 Gridwall 8" Single Hook D130 Shelf 1 meter wide x 12" deep D220 Arm Light</p>	<p>D120 Slatwall Waterwalls Hooks D140 4' Full View Showcase D150 6' Full View Showcase D160 4' Quarter View Showcase D170 6' Quarter View Showcase D20 Vertical Tackboard</p>	<p>D30 Horizontal Tackboard MD30 Display Cabinet 1 Meter MD20 Display Counter 1 Meter MD21 Display Counter 2 Meter MD22 Curved Counter 1 Meter MD23 Radius Counter 1 Meter Dia.</p>

Remit To:



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

# MODULAR RENTAL DISPLAY ORDER FORM

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

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

### Choose Your Exhibit – Check One

<input type="checkbox"/> <b>MD01 DISPLAY ONE: 10' STANDARD DISPLAY</b> <b>Package Includes:</b> Installation and dismantling labor 1 Header One 10' x 10' Standard Carpet One 1 meter counter Three Arm Lights	<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <th style="text-align: center;">ADVANCED RATE</th> <th style="text-align: center;">STANDARD RATE</th> </tr> <tr> <td style="text-align: center;">\$2,201.60</td> <td style="text-align: center;">\$2,862.05</td> </tr> </table>	ADVANCED RATE	STANDARD RATE	\$2,201.60	\$2,862.05		<input type="checkbox"/> <b>MD02 DISPLAY TWO: 20' STANDARD DISPLAY</b> <b>Package Includes:</b> Installation and dismantling labor One 10' x 20' Standard carpet 2 Headers One 2 meter counter Two 1 meter counters 6 Halogen Lights	<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <th style="text-align: center;">ADVANCED RATE</th> <th style="text-align: center;">STANDARD RATE</th> </tr> <tr> <td style="text-align: center;">\$5,041.30</td> <td style="text-align: center;">\$6,553.70</td> </tr> </table>	ADVANCED RATE	STANDARD RATE	\$5,041.30	\$6,553.70	
ADVANCED RATE	STANDARD RATE												
\$2,201.60	\$2,862.05												
ADVANCED RATE	STANDARD RATE												
\$5,041.30	\$6,553.70												
<input type="checkbox"/> <b>MD03 DISPLAY THREE: 20' DELUXE DISPLAY</b> <b>Package Includes:</b> Installation and dismantling labor One 10' x 20' Standard Carpet 2 Headers One 1.5 meter counter Four shelves 5 Halogen Lights	<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <th style="text-align: center;">ADVANCED RATE</th> <th style="text-align: center;">STANDARD RATE</th> </tr> <tr> <td style="text-align: center;">\$5,424.20</td> <td style="text-align: center;">\$7,051.45</td> </tr> </table>	ADVANCED RATE	STANDARD RATE	\$5,424.20	\$7,051.45		<input type="checkbox"/> <b>MD04 DISPLAY FOUR: 20' DELUXE DISPLAY</b> <b>Package Includes:</b> Installation and dismantling labor One 10' x 20' Standard carpet 1 Header 4 Counters 5 Halogen Lights	<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <th style="text-align: center;">ADVANCED RATE</th> <th style="text-align: center;">STANDARD RATE</th> </tr> <tr> <td style="text-align: center;">\$5,902.80</td> <td style="text-align: center;">\$7,673.65</td> </tr> </table>	ADVANCED RATE	STANDARD RATE	\$5,902.80	\$7,673.65	
ADVANCED RATE	STANDARD RATE												
\$5,424.20	\$7,051.45												
ADVANCED RATE	STANDARD RATE												
\$5,902.80	\$7,673.65												
<input type="checkbox"/> <b>MD05 DISPLAY FIVE: 20 X 20 ISLAND DISPLAY</b> <b>Package Includes:</b> Installation and dismantling labor One 20' x 20' Standard carpet 2 Headers 4 Counters	<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <th style="text-align: center;">ADVANCED RATE</th> <th style="text-align: center;">STANDARD RATE</th> </tr> <tr> <td style="text-align: center;">\$9,731.65</td> <td style="text-align: center;">\$12,651.15</td> </tr> </table>	ADVANCED RATE	STANDARD RATE	\$9,731.65	\$12,651.15		<input type="checkbox"/> <b>MD06 DISPLAY SIX: 20 X 20 ISLAND DISPLAY</b> <b>Package Includes:</b> Installation and dismantling labor One 20' x 20' Standard carpet 4 Headers 4 Counters	<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <th style="text-align: center;">ADVANCED RATE</th> <th style="text-align: center;">STANDARD RATE</th> </tr> <tr> <td style="text-align: center;">\$10,529.30</td> <td style="text-align: center;">\$13,688.10</td> </tr> </table>	ADVANCED RATE	STANDARD RATE	\$10,529.30	\$13,688.10	
ADVANCED RATE	STANDARD RATE												
\$9,731.65	\$12,651.15												
ADVANCED RATE	STANDARD RATE												
\$10,529.30	\$13,688.10												
<p><b>Circle your carpet color:</b></p> <p>Black    Blue    Burgundy    Gray    Red</p>		<p><b>Choose Your Panels</b> Standard and Optional Panel Choices</p> <table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td style="width:70%; padding: 5px;"> <input type="checkbox"/> White Hardwall  <input type="checkbox"/> Black/Gray Velcro – Circle: Black or Gray  <input type="checkbox"/> Opt. Color Hardwall (per panel) - Specify                 </td> <td style="width:15%; text-align: center; padding: 5px;"> <b>Advanced Rates:</b>                      Included                      Included                      \$70.00 ea.                 </td> <td style="width:15%; text-align: center; padding: 5px;"> <b>Advanced Rates:</b>                      Included                      Included                      \$91.00 ea.                 </td> </tr> </table>				<input type="checkbox"/> White Hardwall <input type="checkbox"/> Black/Gray Velcro – Circle: Black or Gray <input type="checkbox"/> Opt. Color Hardwall (per panel) - Specify	<b>Advanced Rates:</b> Included Included \$70.00 ea.	<b>Advanced Rates:</b> Included Included \$91.00 ea.					
<input type="checkbox"/> White Hardwall <input type="checkbox"/> Black/Gray Velcro – Circle: Black or Gray <input type="checkbox"/> Opt. Color Hardwall (per panel) - Specify	<b>Advanced Rates:</b> Included Included \$70.00 ea.	<b>Advanced Rates:</b> Included Included \$91.00 ea.											

**Indicate Your Header Sign Copy**

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

Check which color lettering you would like  Black  Blue  Red

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

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

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

7.00% Tax \_\_\_\_\_

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

NAME OF CONVENTION   **ACSA 2018**   BOOTH # \_\_\_\_\_

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

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

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

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



# Modular Displays



MD01 Modular Hardwall Display Package 1



MD02 Modular Hardwall Display Package 2



MD03 Modular Hardwall Display Package 3



MD04 Modular Hardwall Display Package 4



MD05 Modular Hardwall Display Package 5



MD06 Modular Hardwall Display Package 6

Remit To:



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

SHIPPING INSTRUCTIONS
MATERIAL HANDLING INFORMATION

Heritage shall not be liable for piece count or condition of any shipments received without individual carrier receipts or freight bills from carriers such as UPS, Federal Express, Express Mail, Parcel Post, private vehicles, etc, due to their delivery procedures.

A. SHIPMENTS TO WAREHOUSE

Heritage Trade Show Services will start receiving crated, boxed or skidded materials 30 days prior to show move-in. will be received Monday through Friday between the hours of 10:00 a.m. and 4:00 p.m. For uncrated and loose shipments, please refer to shipments to show site below. Shipments must be sent with freight charges prepaid. Collect shipments will not be accepted. A 200 lb. minimum will apply for each shipment received. Rates below include receipt of your freight; delivery to the booth; storage and return of empty crates; and reloading.

Label each piece and address all shipping documents/bills of lading as follows for shipments to warehouse:

EXHIBITOR COMPANY NAME
HERITAGE TRADE SHOW SERVICES
UPS FREIGHT C/O APA
20 39TH STREET
PITTSBURGH, PA 15201
FOR: ACSA 2018

BOOTH NO. \_\_\_\_\_

TOTAL PIECES \_\_\_\_\_

APPROX. WT. \_\_\_\_\_

\*\*DELIVERIES TO THE WAREHOUSE MUST BE MADE BETWEEN THE HOURS OF 10 AM - 4 PM, MONDAY THROUGH FRIDAY\*\*

RATES FOR SHIPMENTS TO WAREHOUSE Deadline Date: Friday, February 23rd, 2018 To Avoid Late Fees

Table with 4 columns: Description, Rate per 100 lbs., Min Charge. Rows include Packaged Shipments to the Advance Warehouse, via Van Line, and after the deadline date.

B. SHIPMENTS TO SHOW SITE

Heritage Trade Show Services will receive and unload shipments at show site only during scheduled exhibitor move-in times. Do not ship to show site at any other times, as the facility has no provisions to accept advance shipments. Shipments must be sent with freight charges prepaid. Collect shipments will not be accepted. A 200 lb. minimum will apply for each shipment received. Rates below include receipt of your freight; delivery to the booth; storage and return of empty crates; and reloading.

Label each piece and address all shipping documents/bills of lading as follows for shipments to show site:

EXHIBITOR COMPANY NAME
C/O HERITAGE TRADE SHOW SERVICES
WYNDHAM GRAND PITTSBURGH DOWNTOWN
600 COMMONWEALTH PL.
PITTSBURGH, PA 15222
FOR: ACSA 2018

BOOTH NO. \_\_\_\_\_

TOTAL PIECES \_\_\_\_\_

APPROX. WT. \_\_\_\_\_

RATES FOR SHIPMENTS TO SHOWSITE

Table with 4 columns: Description, Rate per 100 lbs., Min Charge. Rows include Packaged Shipments to the Show site, via Van Line, and Loose or Uncrated Shipments.

The per cwt. (100 lb.) rates listed above are based on inbound weight only, rounded up to the next 100 lbs.. Services include receiving, unloading, delivery to booth, storage and return of empty containers, moving materials to the dock and reloading on designated outbound carrier.

ESTIMATED COSTS. \* (Round to next highest whole number)
Estimated Weight in lbs. \_\_\_\_\_ + 100 = \_\_\_\_\_ \* x Rate \_\_\_\_\_ = \_\_\_\_\_ Total

CONTINUED ON NEXT PAGE

### C. INBOUND SHIPMENTS

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

### D. EMPTY CONTAINER LABELS

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

### E. ADDITIONAL AVAILABLE SERVICES

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

	STRAIGHT TIME	OVERTIME
Material Handler	\$ 103.35 per hr.	\$ 155.03 per hr. (One Hour Minimum)
Local Pickups & Deliveries	\$ 245.80 per hr.	\$ 368.70 per hr. (One Hour Minimum)

### F. SPECIAL SERVICES

Metal banding will be available for securing outbound shipments at a rate of \$.50 per foot, plus labor (One Hour Minimum). Shrink wrap of a pallet will be charged at \$50.00 per pallet. Mobile equipment will be moved into and out of the exhibit facility at \$150.00 per round trip unless otherwise noted in this kit.

### G. OUTBOUND SHIPMENTS

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

### H. RETURNED SHIPMENTS TO HERITAGE WAREHOUSE

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

### I. LIMITS OF LIABILITY AND RESPONSIBILITY

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

---

#### AUTHORITY TO HANDLE

All terms and conditions herein stated are understood and accepted.

NAME OF CONVENTION ACSA 2018 BOOTH # \_\_\_\_\_

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

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

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

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

(Print & Sign)

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

Remit To:



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

PRIORITY RETURN/
ACCESSIBLE STORAGE FORM

All orders must have a credit card authorization form on file.

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. If you would like this service, please fill out the information below and return to Heritage Trade Show Services, Inc..

Priority Empty Container Return.....\$100.00 per container
Estimated Number of Pieces.....

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

ACCESSIBLE STORAGE

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:

Accessible Storage Rate: \$100.00 base charge, plus labor charges per delivery (one hour minimum)

Labor Rates:

Straight Time: (one hour minimum per man).....\$103.35
8:00 a.m. - 4:30 p.m. Monday - Friday
Over Time: (one hour minimum per man).....\$155.03

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.

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.

NAME OF CONVENTION ACSA 2018 BOOTH #

EXHIBITIING COMPANY PHONE # FAX #

ADDRESS CITY STATE ZIP

EMAIL ORDER CONFIRMATION & INVOICE TO

CONTACT NAME DATE

# HERITAGE

Trade Show Services

DO NOT DELAY!

ADVANCE SHIPMENT  
TO WAREHOUSE

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

EXHIBITOR NAME

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

HERITAGE TRADE SHOW SERVICES  
UPS FREIGHT C/O APA  
20 39<sup>TH</sup> STREET  
PITTSBURGH, PA 15201

FOR: ACSA 2018

# HERITAGE

Trade Show Services

DO NOT DELAY!

ADVANCE SHIPMENT  
TO WAREHOUSE

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

EXHIBITOR NAME

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

HERITAGE TRADE SHOW SERVICES  
UPS FREIGHT C/O APA  
20 39<sup>TH</sup> STREET  
PITTSBURGH, PA 15201

FOR: ACSA 2018

# HERITAGE

Trade Show Services

DO NOT DELAY!

ADVANCE SHIPMENT  
TO WAREHOUSE

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

EXHIBITOR NAME

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

HERITAGE TRADE SHOW SERVICES  
UPS FREIGHT C/O APA  
20 39<sup>TH</sup> STREET  
PITTSBURGH, PA 15201

FOR: ACSA 2018

# HERITAGE

Trade Show Services

DO NOT DELAY

ADVANCE SHIPMENT  
TO WAREHOUSE

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

EXHIBITOR NAME

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

HERITAGE TRADE SHOW SERVICES  
UPS FREIGHT C/O APA  
20 39<sup>TH</sup> STREET  
PITTSBURGH, PA 15201

FOR: ACSA 2018





## IMPORTANT NOTICE REGARDING DIRECT SHIPMENTS

Please be aware that the Wyndham Grand Pittsburgh Downtown does NOT receive exhibitor freight, literature or supplies through the venue's 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 12:00 p.m., Saturday, March 3<sup>rd</sup>, 2018. Any materials sent to the venue prior to this date may be returned to sender and/or may be turned over to Heritage Trade Show Services and will be billed according to the Show's Shipping & Receiving Rates, and will be subject to venue assessed fees.

<p>EXHIBITOR COMPANY NAME _____</p> <p>BOOTH NUMBER _____</p> <p>C/O HERITAGE TRADE SHOW SERVICES WYNDHAM GRAND PITTSBURGH DOWNTOWN 600 COMMONWEALTH PL. PITTSBURGH, PA 15222</p> <p>FOR: ACSA 2018</p>
---

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

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

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

# HERITAGE

Trade Show Services

DO NOT DELAY

DIRECT SHIPMENT TO  
SHOW SITE

MUST NOT ARRIVE BEFORE  
SATURDAY, MARCH 3<sup>RD</sup>, 2018

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

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

C/O HERITAGE TRADE SHOW SERVICES  
WYNDHAM GRAND PITTSBURGH  
600 COMMONWEALTH PL.  
PITTSBURGH, PA 15222

FOR: ACSA 2018

# HERITAGE

Trade Show Services

DO NOT DELAY

DIRECT SHIPMENT TO  
SHOW SITE

MUST NOT ARRIVE BEFORE  
SATURDAY, MARCH 3<sup>RD</sup>, 2018

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

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

C/O HERITAGE TRADE SHOW SERVICES  
WYNDHAM GRAND PITTSBURGH  
600 COMMONWEALTH PL.  
PITTSBURGH, PA 15222

FOR: ACSA 2018

# HERITAGE

Trade Show Services

DO NOT DELAY

DIRECT SHIPMENT TO  
SHOW SITE

MUST NOT ARRIVE BEFORE  
SATURDAY, MARCH 3<sup>RD</sup>, 2018

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

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

C/O HERITAGE TRADE SHOW SERVICES  
WYNDHAM GRAND PITTSBURGH  
600 COMMONWEALTH PL.  
PITTSBURGH, PA 15222

FOR: ACSA 2018

# HERITAGE

Trade Show Services

DO NOT DELAY

DIRECT SHIPMENT TO  
SHOW SITE

MUST NOT ARRIVE BEFORE  
SATURDAY, MARCH 3<sup>RD</sup>, 2018

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

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

C/O HERITAGE TRADE SHOW SERVICES  
WYNDHAM GRAND PITTSBURGH  
600 COMMONWEALTH PL.  
PITTSBURGH, PA 15222

FOR: ACSA 2018

## HES Logistics is a convenient one stop shipping resource for all your exposition transportation needs...

### Inbound Shipment Solutions

- Our trade show specialists will work with you to provide the right solution for moving your exhibit to and from the event, including continuous monitoring of shipment progress.
- Utilization of our advance warehouse facilities ensures a streamlined shipping process as well as priority delivery and tracking to the show floor.
- Shipping costs are quoted in advance. Due to our shipping volume, HES Logistics is able to offer competitive pricing, regardless of the size of your shipment.

- **Competitive round trip/one way pricing. "Priority Empty" return treatment of exhibit empties. LTL, air & expedited services.**

- **Continuous tracking & monitoring of inbound and outbound shipment progress.**

- **Single source invoicing.**

- **Call 1-866-493-1675**



### Outbound Shipment Solutions

- All HES Logistics freight is given "Priority Empty" service. At the service desk you will be provided your priority empty return labels and your freight will be delivered first once the show breaks.
- HES Logistics on-site representatives will assist you in selecting the right shipment option for your freight and packages after the show.
- Coordinated pickups and on-site personnel at the show allow you to expedite the dismantle process and allow you to get off the show floor sooner.
- Single source invoicing will include all show charges to avoid unnecessary paperwork and streamline your payment process.

Exhibit Transportation Order/Estimate Form



SHOW NAME: \_\_\_\_\_

SHOW LOCATION: \_\_\_\_\_

PLEASE ARRANGE TRANSPORTATION FOR MY EXHIBIT MATERIALS

**PICK UP INFORMATION**

COMPANY NAME \_\_\_\_\_ BOOTH NUMBER \_\_\_\_\_

STREET ADDRESS \_\_\_\_\_ SUITE/FL. NO. \_\_\_\_\_

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

PICK UP DATE \_\_\_\_\_ OFFICE HOURS \_\_\_\_\_

DOCK ACCESS  YES  NO

RESIDENTIAL  YES  NO

NO. OF PIECES	DESCRIPTION	DIMENSIONS	GROSS WEIGHT
---------------	-------------	------------	--------------

_____	_____	_____	_____
-------	-------	-------	-------

_____	_____	_____	_____
-------	-------	-------	-------

_____	_____	_____	_____
-------	-------	-------	-------

_____	_____	_____	_____
-------	-------	-------	-------

FOR DIMENSIONS PLEASE PROVIDE L x W x H

INSURANCE (Optional):  YES  NO Declared Value: \_\_\_\_\_

**CONTACT INFORMATION**

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

TELEPHONE \_\_\_\_\_ FAX \_\_\_\_\_

EMAIL ADDRESS \_\_\_\_\_

**PLEASE FAX OR EMAIL TO:**

PHONE: 1-866-493-1675 [exhibitfreight@heslogistics.com](mailto:exhibitfreight@heslogistics.com) Fax: 1-314-534-8050

# COMPLETE SHADED AREAS

## STRAIGHT BILL OF LADING - SHORT FORM - ORIGINAL - Not Negotiable

RECEIVED, subject to the classifications and tariffs in effect on the date of the issue of this Bill of Lading.

THE PROPERTY DESCRIBED BELOW, IN APPARENT GOOD ORDER, EXCEPT AS NOTED (CONTENTS AND CONDITION OF CONTENTS OF PACKAGE UNKNOWN) MARKED, CONSIGNED AND DESTINED AS INDICATED BELOW, WHICH SAID CARRIER (THE WORD CARRIER BEING UNDERSTOOD THROUGHOUT THIS CONTRACT AS MEANING ANY PERSON OR CORPORATION IN POSSESSION OF THE PROPERTY UNDER THE CONTRACT) AGREES TO CARRY TO ITS USUAL PLACE OF DELIVERY AT SAID DESTINATION IF ON ITS ROUTE, OTHERWISE TO DELIVER TO ANOTHER CARRIER ON THE ROUTE TO SAID DESTINATION. IT IS MUTUALLY AGREED, AS TO EACH CARRIER OF ALL OR ANY PORTION OF SAID ROUTE TO DESTINATION, AND AS TO EACH PARTY AT ANY TIME INTERESTED IN ALL OR ANY OF SAID PROPERTY, THAT EVERY SERVICE TO BE PERFORMED HERE UNDER SHALL BE SUBJECT TO ALL THE TERMS AND CONDITIONS OF THE UNIFORM DOMESTIC STRAIGHT BILL LADING SET FORTH (1) IN OFFICIAL, SOUTHER, WESTERN, AND ILLINOIS FREIGHT CLASSIFICATIONS IN EFFECT ON THE DATE HEROF, IF THIS IS A RAIL OR A RAIL-WATER SHIPMENT, OR (2) IN THE APPLICABLE MOTOR CARRIER CLASSIFICATION OR TARIFF IF THIS IS A MOTOR CARRIER SHIPMENT.

SHIPPER HEREBY CERTIFIES THAT HE IS FAMILIAR WITH ALL THE TERMS AND CONDITIONS OF THE SAID BILL OF LADING, INCLUDING THOSE ON THE BACK THEREOF, SET FORTH IN THE CLASSIFICATIONS OR TARIFF WHICH GOVERNS THE TRANSPORTATION OF THIS SHIPMENT, AND THE SAID TERMS AND CONDITIONS ARE HEREBY AGREED TO BY THE SHIPPER AND ACCEPTED FOR HIMSELF AND HIS ASSIGNS

<b>Pickup From</b> COMPANY NAME ▶		PHONE # ▶		BOOTH NUMBER	
STREET ▶		CITY ▶	STATE ▶	CONVENTION	
ZIP ▶		PICKUP DATE		TRAILER NO.	
<b>Deliver To</b> COMPANY NAME ▶		SHIPPER'S NUMBER			
STREET ▶		<b>FREIGHT CHARGES ARE TO BE "MARK ONE"</b>			
CITY ▶					
ATTENTION ▶		PHONE # ▶		PREPAID <input checked="" type="checkbox"/>	
Indicate desired method of shipment : <input checked="" type="checkbox"/> Common Carrier <input type="checkbox"/> Air Freight <input type="checkbox"/> Van Lines <input type="checkbox"/> Company Truck <input type="checkbox"/> Overnite Carrier <input type="checkbox"/> Customer Pick up		CARRIER REQUESTED HES Logistics			
		CARRIER USED			
Desired Arrival Date		Standard <small>call if needed within 5 business days</small>			

Number Pieces	KIND OF PACKAGE, DESCRIPTION OF ARTICLES, SPECIAL MARKS, AND EXCEPTIONS	*Weight (Sub. to Cor.)	Class or Rate	Check Column
	Crates Exhibition Paraphenalia (Item 154630-NMFC)			
	Cartons			
	Cases / Trunks			
	Skids			
	Carpets			
← TOTAL PIECES VALUE: _____		→ TOTAL WEIGHT →		

SEND FREIGHT CHARGES TO

SEND FREIGHT CHARGES TO:	
Company Name	HES Logistics, Inc.
	<b>VPRC #</b> <small>enter below if applicable</small>
Street	620 Shenandoah Ave.
City, State	St. Louis, MO 63104
Attention:	<b>Greg Yemm</b> Telephone <b>1-866-493-1675</b>

INSTRUCTIONS
RETURN COMPLETE BILL OF LADING TO SERVICE DESK.
HERITAGE TRADE SHOW SERVICES IS NOT RESPONSIBLE FOR SHIPMENTS LEFT IN BOOTH BY THE EXHIBITOR. WE WILL COUNT AND SHIP PIECES AS WE FIND SHIPMENT WHEN WE REMOVE FROM THE EXHIBIT HALL. EXHIBITORS MUST INSURE THEMSELVES AGAINST LOSS OR THEFT.

IF CONSIGNED TO ADDRESS AND BILL TO ADDRESS ARE THE SAME, FREIGHT WILL BE SENT COLLECT (CHARGES TO BE PAID BY CONSIGNEE) UNLESS PRIOR ARRANGEMENTS ARE MADE DIRECTLY WITH FREIGHT CARRIER Day: \_\_\_\_\_ Date: \_\_\_\_\_ Time: \_\_\_\_\_

<b>X</b>	
SIGNATURE OF SHIPPER	PRINT

<b>X</b>	
SIGNATURE OF CARRIER OR AGENT	



PLEASE FAX OR EMAIL TO:

PHONE: 1-866-493-1675 [exhibitfreight@heslogistics.com](mailto:exhibitfreight@heslogistics.com) Fax: 1-314-534-8050



## **IMPORTANT INFORMATION REGARDING OUTBOUND SHIPMENTS**

To ensure that your outbound shipment is handled according to your instructions, please be advised of the following:

- **CONTACT YOUR CARRIER TO SCHEDULE PICK UP OF YOUR SHIPMENT.** You must call your carrier, unless you are using the show recommended carrier. Carriers, including FED EX and UPS, will not pick up your shipment unless you have made arrangements with them. In the event your selected carrier fails to show on final move-out day, your shipment will be rerouted to Heritage's show carrier.
- **PACK AND LABEL YOUR MATERIALS.** Banding, shrink wrap and shipping labels are available at the Heritage Service Desk.
- **COMPLETE AND TURN IN A HERITAGE BILL OF LADING FOR EACH OUTBOUND SHIPMENT.** Bill of lading may be obtained from the Heritage Service Desk. Complete a bill of lading for each shipment/destination. Turn in all completed bill of lading to the Heritage Service Desk once your shipments are ready to be loaded out.
- For your convenience, show recommended carriers are available to handle outbound transportation.

**Thank you and we hope you have a great show!**

## UNION JURISDICTION RULES

Since Work Rules and Union Jurisdictions vary from city to city, we apprise you of 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.

### NOTE:

- 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. 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.

Remit To:



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

EXHIBITOR APPOINTED CONTRACTOR
THIRD PARTY AUTHORIZATION

EXHIBITOR APPOINTED CONTRACTOR

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

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

EXHIBITOR APPOINTED CONTRACTOR

\_\_\_\_\_

ADDRESS

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

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

PHONE \_\_\_\_\_

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

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

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

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

THIRD PARTY AUTHORIZATION

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

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

THIRD PARTY AGENT:

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

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

PERSONAL CREDIT CARD COMPANY CREDIT CARD

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

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

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

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

ADDRESS \_\_\_\_\_

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

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

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

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

(Please Print)

NAME OF CONVENTION ACSA 2018 BOOTH # \_\_\_\_\_

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

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

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

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

(Print & Sign)

Remit To:



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

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

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

**RATES:**

**STRAIGHT TIME** (One hour minimum per man).....**\$103.35 PER HOUR**  
8:00 A.M. to 4:30 P.M. Monday through Friday  
**OVERTIME** (One hour minimum per man) .....**\$155.03 PER HOUR**  
After 4:30 P.M. to 8:00 A.M. Monday – Friday and all hours on Saturday and Sunday

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

**INSTALLATION**

**ERECT EXHIBIT UNDER HERITAGE SUPERVISION**

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

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

**FURNISH LABOR TO ERECT EXHIBIT UNDER EXHIBITOR'S SUPERVISION**

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

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

**DISMANTLE**

**DISMANTLE EXHIBIT UNDER HERITAGE SUPERVISION**

Heritage will supervise the dismantling of your exhibit, when crates are returned. Make sure complete outbound shipping

information has been given to the freight service desk. A supervision charge of 30%, minimum charge \$45.00, will be added to your labor invoice. **The next page must also be filled out if your exhibit will be disassembled by Heritage.**

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

**FURNISH LABOR TO DISMANTLE EXHIBIT UNDER EXHIBITOR'S SUPERVISION**

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

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

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

NAME OF CONVENTION ACSA 2018 BOOTH # \_\_\_\_\_

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

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

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

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

(Print & Sign)

(CONTINUED ON NEXT PAGE)

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

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

### INBOUND SHIPPING INFORMATION

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

### SET-UP INFORMATION

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

### OUTBOUND SHIPPING INFORMATION:

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

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

### SPECIAL INSTRUCTIONS/COMMENTS:

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

### PLEASE PROVIDE AN EMERGENCY CONTACT:

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



Remit To:



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

# BOOTH CLEANING SERVICE ORDER FORM

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

INDIVIDUAL CLEANING FOR YOUR BOOTH MAY BE ORDERED BY CHECKING BELOW THE SERVICES DESIRED.  
CHARGES BASED UPON GROSS EXHIBIT BOOTH AREA. (100 SQ. FT. MINIMUM)

### CARPET CLEANING

### RATES

Vacuuming before initial opening of Exhibit and daily thereafter, including emptying of waste baskets nightly 45¢ per sq. ft. per day

Vacuuming ONCE before initial opening of Exhibit 45¢ per sq. ft.

TOTAL SQ FT \_\_\_\_\_ X RATE PER SQ FT \_\_\_\_\_ = DAILY COST \_\_\_\_\_ X NO. OF DAYS \_\_\_\_\_ = TOTAL \$ \_\_\_\_\_

### EXHIBIT CLEANING

Cleaning and dusting of display background and furnishings before initial opening of Exhibit and DAILY thereafter 55¢ per sq. ft. per day

Cleaning and dusting of display background and furnishings ONCE before initial opening of exhibits 55¢ per sq. ft.

TOTAL SQ FT \_\_\_\_\_ X RATE PER SQ FT \_\_\_\_\_ = DAILY COST \_\_\_\_\_ X NO. OF DAYS \_\_\_\_\_ = TOTAL \$ \_\_\_\_\_

### PORTER SERVICE

Includes emptying of wastebaskets and policing of your exhibit at \$50.65 per hour  
two-hour intervals during show hours (4 hour minimum per day)

TOTAL HOURS \_\_\_\_\_ X RATE PER HOUR \$ \_\_\_\_\_ = DAILY COST \_\_\_\_\_ X NO. OF DAYS \_\_\_\_\_ = TOTAL \$ \_\_\_\_\_

REQUESTED TIME(S) FOR PORTER SERVICE: \_\_\_\_\_

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

TOTAL ORDER AMOUNT \$ \_\_\_\_\_

NAME OF CONVENTION ACSA 2018 BOOTH # \_\_\_\_\_

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

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

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

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

(Print & Sign)

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

Remit To:



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

# SIGN SERVICE ORDER FORM

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

### STANDARD SIZE SIGNS

QTY	DISCOUNT PRICE	STANDARD PRICE	TOTAL
7"X11" ____@	41.25	53.65 = \$	_____
7"X44" ____@	48.75	63.40 = \$	_____
11"X14" ____@	48.75	63.40 = \$	_____
14"X22" ____@	56.25	73.15 = \$	_____
14"X44" ____@	66.75	86.80 = \$	_____
22"X28" ____@	66.75	86.80 = \$	_____
28"X44" ____@	90.00	117.00 = \$	_____
40"X60" ____@	139.50	181.35 = \$	_____
Easel			
Back ____@	7.50	9.75 = \$	_____
Sentra ____X____@	16.50 sq.ft. 24.75 sq. ft =		\$ _____

### DIGITAL GRAPHICS

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

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

- \$12.75 per sq. ft. (standard price \$16.55)
- Minimum order 9 sq. ft. (1296 sq. in.)
- Double sq. ft. for double-sided graphics
- Round sq. ft. to next whole increment
- File conversion, retouching, cloning or color correcting may incur additional labor charges

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

### INDICATE YOUR SIGN COPY HERE

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

Vertical  Horizontal  Easel Back

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

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

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

### SETUP/COMPUTER LABOR

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

7.00% TAX \_\_\_\_\_  
TOTAL \_\_\_\_\_

(PLEASE PRINT)

NAME OF CONVENTION ACSA 2018 BOOTH # \_\_\_\_\_

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

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

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

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

(Print & Sign)

## Exhibit Hall Fire Regulations

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

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

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

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.