

Service Manual

# COMMON POWERUP 2024

**MAY 20-23<sup>RD</sup>, 2024**

**FORT WORTH CONVENTION CENTER  
FORT WORTH, TEXAS**

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1-800-360-4323  
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Dear COMMON Exhibitor,

We are pleased that you will be joining us for POWERUp 2024 in the bayou at the Fort Worth Convention Center. The Exhibit Hall will be open **Monday, May 20 through Wednesday, May 23**. Show events will begin Monday night with the Welcome Reception and run through Thursday, May 23<sup>rd</sup>. For Additional program information, please visit COMMON's website [www.common.org](http://www.common.org).

This Exhibitor Service Manual has been carefully designed and organized to help you prepare for a successful show and is intended to be the one resource and reference guide that will assist you in the planning process for the upcoming meeting. Pay close attention and adhere to the deadline dates when ordering products and services from show vendors – the savings can be substantial.

**Promote Your Participation:**

Included in this package is a complimentary **Exhibitor Exposition Guest Pass Registration Form** that you should distribute to your customers, so they may attend the COMMON Exposition as your guest.

**Sponsorship Opportunities:**

Sponsorship is an effective way to increase your company's visibility at the Exposition. Information on COMMON sponsorship opportunities can be found in the Exhibitor Prospectus, Sponsorship, and Advertising Brochure in this manual and at <https://www.common.org/partners/media-kit>.

Take a few minutes to review the offerings – you may find something that will work well for your company to assist you in reaching your target audience. To find out which sponsorships are still available or for a customized sponsorship package, please contact the Convention Team.

COMMON's Convention Team is available to help you with your exhibiting experience. On behalf of the entire staff of POWERUp 2024, we appreciate your participation and look forward to seeing you in Fort Worth!

Let's have a great show!

Wynn Burke  
COMMON - A Users Group  
Conference & Expo Manager  
(312) 279-0238  
[wburke@common.org](mailto:wburke@common.org)

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## EXPOSITION AGENDA

(Agenda subject to change)

### Fort Worth Convention Center, Fort Worth TX (FWCC)

*Exposition Dates: May 20 - 22, 2024*

*Conference Dates: May 20 - 23, 2024*

#### **Saturday, May 18, 2024**

Exposition Set-up	12:00 pm – 5:00 pm
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#### **Sunday, May 19, 2024**

Exposition Set-up	8:00 am – 5:00 pm
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#### **Monday, May 20, 2024**

Exposition Set-up	8:00 am – 2:00 pm
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Welcome Reception in Exposition	5:30 pm – 8:30 pm
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#### **Tuesday, May 21, 2024**

Exposition Open	10:30 am – 1:30 pm
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Lunch in the Exposition	12:00 pm – 1:00 pm
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<i>Expo Lottery– Exhibit Hall A</i>	2:15 pm – 4:00 pm
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All Attendee Reception in Exposition	6:00 pm – 8:00 pm
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#### **Wednesday, May 22, 2024**

Exposition Open	10:30 am – 1:30 pm
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Lunch in the Exposition	12:00 pm – 1:00 pm
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Passport to Prizes Drawing*	1:15 pm – 1:30 pm
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Exposition Closes	1:30 pm
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Exposition Move-out	1:30 pm – 5:30 pm
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**\*Booths will be chosen for the POWERUp 2025 located at the Disneyland Hotel and the 2024 NAViGATE at the Hyatt Regency Coconut Point and Westin Harbour Toronto.**

**\*\*All events will take place in the Fort Worth Convention Center, unless otherwise noted.**

## CRITICAL DEADLINES

The following critical deadline dates represent important due dates or the final day that orders must be received with payment, to be eligible for discounted rates by the vendors indicated.

<b><u>Deadline Date</u></b>	<b><u>Action Item</u></b>
Thursday, March 23	Early Bird Housing Reservations for General Registration
Friday, March 31	100 Word Company Description <b>Please submit via the online form found at:</b> <a href="https://www.common.org/powerup2024/expo/conference-guide">https://www.common.org/powerup2024/expo/conference-guide</a>
Friday, April 22	Internet / Telecommunications Order: <a href="https://tradeshows.coxhn.net/location/47/order/step/1">https://tradeshows.coxhn.net/location/47/order/step/1</a>
Friday, April 22	Intent to use Exhibitor-Appointed Contractor
Friday, March 17	Lead Retrieval Order Form for Early-Bird Pricing
Friday, March 24	Intent to use Exhibitor-Appointed Contractor
Friday, April 19	First Day for Warehouse Deliveries Without a Surcharge
Sunday, April 1	Housing Registration to receive COMMON Rate <a href="https://www.common.org/powerup2024/registration">https://www.common.org/powerup2024/registration</a>
Wednesday, May 1	Discount Price Deadline for Standard HERITAGE Orders
Friday, April 26	Electrical Order Due <a href="http://ordering.edlen.com">ordering.edlen.com</a>
Thursday, April 23	Exhibitor Exposition Guest Pass Registration Form
Thursday, April 23	Exhibitor Registrations Due  1. Sign in at <a href="http://members.common.org">members.common.org</a> 2. Click the company name link found under your name on the left side of the page 3. Click on the BoothBadges tab located in the main portion of the page If you do not see this tab, call 1.312.279.0192 and ask to be set up as a Company Administrator 4. Select the individuals attending 5. If required, pay any additional exhibitor badge charges via the shopping cart 6. Exit
Friday, May 10	Last Day for Advance Freight accepted at warehouse without a surcharge
Saturday, May 18	First Day Freight Can Arrive at Show Facility



## IMPORTANT EXHIBITOR CONTACTS

### **DISPLAY RULES, GENERAL INFORMATION & EXHIBIT SPACE ASSIGNMENTS**

COMMON – A Users Group  
Wynn Burke, Conference and Expo Manager  
Phone: 312.279.0238  
Fax: 312.279.0227  
E.mail: [wburke@common.org](mailto:wburke@common.org)

### **LEAD RETRIEVAL**

Trade Show Leads  
Tom Schleisman  
Phone: 515.370.0871  
Fax: 866.262.6121  
E-mail: [tom@tsleads.net](mailto:tom@tsleads.net)

### **EXHIBITOR REGISTRATION**

COMMON – A Users Group  
Phone: 312.279.0192  
Fax: 312.279.0227  
E.mail: [registration@common.org](mailto:registration@common.org)

### **SHOW CONTRACTOR**

HERITAGE  
Phone: 1-800-360-4323  
Fax: 314-534-8050  
E-mail: [exhibitor.services@heritagesvs.com](mailto:exhibitor.services@heritagesvs.com)

### **HOTEL RESERVATIONS**

#### **Omni Fort Worth**

<https://www.omnihotels.com/hotels/fort-worth/meetings/common-powerup-05192024>

#### **Hilton Fort Worth**

<https://www.hilton.com/en/book/reservation/deeplink/?ctyhocn=FTWFWHF&groupCode=COMMON&arrivaldate=2024-05-20&departuredate=2024-05-23&cid=OM,WW,HILTONLINK,EN,DirectLink&fromId=HILTONLINKDIRECT>

#### **Hampton Inn & Suites Fort Worth**

<https://www.hilton.com/en/book/reservation/rooms/?ctyhocn=FTWDTHX&arrivalDate=2024-05-19&departureDate=2024-05-26&groupCode=CHHCAU&room1NumAdults=1&cid=OM%2CWW%2CHILTONLINK%2CEN%2CDirectLink>

#### **Fairfield Inn & Suites Fort Worth Downtown/Convention Center**

<https://www.marriott.com/events/start.mi?id=1701970514757&key=GRP>

## GENERAL EXPO INFORMATION

### Show Colors

- Exhibit Hall is carpeted in tuxedo (gray with black specs)
- Booth Drape
  - 8' high blue back drape
  - 3' high blue side rail drape

### Exhibit Specifics:

Each standard booth will receive the following:

- 8' high blue back drape
- 3' high blue side rail drape
- Two (2) side chairs
- One (1) 6' blue skirted table
- One (1) wastebasket
- Sign identifying your company and booth number
- Complimentary listing in the POWERUp 2024 (Listing must be received prior to March 3, 2024)
- One (1) conference badge (ELITE and CORPORATE Member Companies Only)
- Three (3) exhibit-only badges per 10 ft. x 10 ft. booth
- Exposition Guest Passes

### Freight

HERITAGE is responsible for inbound and outbound handling of exhibitor displays, equipment, and materials. All Advance freight shipped to HERITAGE will be placed in the exhibit space prior to move-in hours.

### Warehouse Freight

*Advance shipments may arrive at **HERITAGE Warehouse between Friday, April 19, 2024 and Friday, May 10, 2024**, without a surcharge.*

### Freight Shipped Direct to FWCC

Freight will be received at the FWCC beginning **Saturday, May 18, 2024**. Please do not ship any advance freight directly to FWCC prior to that. **Advance shipments arriving prior to May 18, 2024 will be refused by FWCC.**  
**You can ship to your hotel room.**

All of the request forms for services and equipment provided by HERITAGE and other official show providers can be found in this Exhibitor Service Manual. Exhibitors are urged to pre-order labor, if required, on the Booth "LABOR ORDER FORMS" provided.

COMMON, HERITAGE, and FWCC, assume no responsibility for products left unattended at the end of the POWERUp 2024.

### Exhibitor Appointed and/or Independent Contractors:

Independent contractors must conform to the International Association for Exposition Management (IAEM), Exhibit Designers and Producers Association (ED&PA) and Exposition Service Contractors Association (ESCA) display guidelines and must be signatory to a current local collective bargaining agreement.

Exhibitors using “Exhibitor Appointed and/or Independent Contractors” must provide a copy of the insurance certificate naming Show Management and HERITAGE as additional insured's and the completed (Exhibitor Appointed Contractor) EAC Requirements form found in this Manual. **The insurance certificate and (Exhibitor Appointed Contractor) EAC Requirements form must be received by COMMON no later than 30 days prior to the show.**

### **Registration and Badges:**

To register booth staff, take the following steps:

1. Sign in at [members.common.org](https://members.common.org)
2. Click the company name link found under your name on the left side of the page
3. Click on the BoothBadges tab located in the main portion of the page

If you do not see this tab, ask to be set up as a Company.

Administrator

4. Select the individuals attending
5. If required, pay any additional exhibitor badge charges via the shopping cart
6. Exit

Each exhibiting company receives (3) exhibitor badges per 100 square feet of booth space. In addition, each ELITE Exhibitor and COMMON Corporate Member company will receive (1) complimentary shared conference badge, which allows access to educational sessions and social functions. Exhibitor badges will only permit access to the Exposition Hall and the evening receptions.

***Please note that a minimum of two exhibiting personnel (minimum of two nights each) from each company must stay in the COMMON housing block or your company will be charged \$400 per exhibiting person who chooses to stay in a non-conference hotel. This information will be verified using the Room Acknowledgment Code.***

All badges must be picked up on-site at the registration desk located in the lobby of the FWCC .

**BADGES MAY BE PICKED UP BY THE INDIVIDUAL ONLY. PROPER PERSONAL IDENTIFICATION IS REQUIRED TO PICK UP A BADGE. BADGES WILL NOT BE DISTRIBUTED IN BULK TO ONE INDIVIDUAL.**

Requests for additional exhibitor badges, in excess of the allotted (3) per 100 square feet of exhibit space, must be made in writing to COMMON A Users Group. The cost is \$300 per additional exhibitor badge.

If you want a full conference badge and are not an ELITE or Corporate exhibitor, please complete the attendee registration form found on COMMON's website at <https://www.common.org/powerup2024/registration> .

### **Housing:**

The official housing for the POWERUp 2024 is at the FWCC and at least 2 staff members for 2 nights are required to stay in an official hotel or a \$400 penalty each will be charged:

To make your reservations online go to: <https://www.common.org/powerup2024/hotel/powerup24>

The deadline for Housing Reservations to receive the COMMON rate is **April 24, 2024.**

**Exhibitor On-Site Registration Hours:**

Saturday, May 18	12:00 p.m. - 5:00 p.m.
Sunday, April 19	8:00 a.m. - 5:00 p.m.
Monday, April 20	7:00 a.m. - 8:00 p.m.
Tuesday, April 21	7:30 a.m. - 6:30 p.m.
Wednesday, April 22	7:30 a.m. - 6:30 p.m.

**COMMON Exhibit Space Lottery:**

Choose your booth for POWERUp 2025 and 2024 NAViGATE

- The Exhibit Space Lottery will be held on Tuesday, May 21, 2024, from 2:15 p.m. to 3:00 p.m. at FWCC .
- Exhibit space will be selected for POWERUp 2025, May 19 - 21, 2025, Disneyland Hotel, Anaheim, CA.
- If you have not selected your exhibit space for NAViGATE 2024, October 3 – 5, 2023 at the Hyatt Regency Coconut Point, September 16 – 18, 2024 and the Westin Harbour Castle, November 4 – 6 2024, you can select it then.

Selection will be based on the number of priority points each company has earned, and COMMON will provide information on your priority points before the opening of the Exposition on Sunday evening. Companies with the same number of priority points will draw to determine the order of booth selection.

Mark your calendars now! You do not want to miss this important opportunity to select your booth space.

**Insurance:**

While all possible care will be exercised by HERITAGE and its agents, you are responsible for ensuring the safety of your personnel and exhibit materials from theft, damage, accident, fire, and other such causes. Exhibitors who desire to carry insurance must do so at their own expense. All property of the exhibitors is understood to remain in their own care, custody, and control in transit to and from the confines of the exhibit hall, as well as when it is on the floor.

**Rules and Regulations:**

Exhibitors should read and be familiar with the rules and regulations noted on the back of their Exhibit Space Application in addition to the COMMON Code of Ethics. It is the exhibitor's responsibility to ensure their personnel and agents are familiar with these rules. Independent contractors must conform to IAEM, ESCA and ED&PA guidelines and must be signatory to a current local collective bargaining agreement.



## SECURITY TIPS

When you travel or exhibit at a conference the odds are you will have a safe and incident-free trip but sometimes incidents can happen. Reviewing the tips below and just plain old common sense can help you minimize the chances of an incident from the time the exhibit is prepared for shipment, until the moment the exhibit is dismantled, shipped, and received back at your facility.

It is the responsibility of each exhibiting company to provide adequate insurance coverage. FWCC and their agents are not responsible or liable for any losses or theft incurred at COMMON's POWERUp 2024.

In addition to adequate insurance coverage, following are some recommended security precautions:

- Ship with a qualified carrier or freight forwarder. Be sure to furnish your shipping company with a complete and accurate bill of lading.
- Do not indicate the contents on the shipping container.
- On-site personnel should have copies of all shipping information to verify the piece count upon arrival.
- Report any lost or damaged materials during the show to the in-house Security Office and Show Management immediately.
- Irreplaceable articles and small, easily carried items should be removed from the Exhibit Hall at night. (Individual booth security can also be ordered)
- Do not leave personal items such as handbags, wallets, briefcases, laptop computers or cellular phones exposed or unguarded in the booth at any time during the show.
- Company personnel should be scheduled so that at least one person is in the booth during move-in, move-out and during official show hours.
- At the close of the show, do not leave your exhibit unattended.
- Confirm that the piece count on the bill of lading equals the number of pieces that you are shipping.

**Please remember, you are responsible for your company's exhibit materials and all products. With proper planning and attention to detail, you can ensure your company's successful participation in the show.**

## COMMON CODE OF ETHICS

### **OBJECTIVE**

This Code of Ethics for COMMON has been adopted to promote and maintain fair dealing and reasonable conduct at all COMMON events. Adherence to the Code is required for membership in COMMON or participation in any COMMON events and any violation of the Code may be punishable in accordance with COMMON's disciplinary policies and procedures. From time to time, the COMMON Board of Directors shall review this Code of Ethics to ensure that it is consistent with commonly recognized and accepted principles of fair conduct. In recognition of the special relationship between COMMON and IBM and the membership's need for information about IBM products and services, the Board of Directors may determine from time to time that displays and promotional sessions regarding such products and services are not a violation of COMMON's rules and regulations.

### **RESPONSIBILITY**

The Judicial Affairs Council may interpret COMMON's Code of Ethics; however, the COMMON Board has final interpretation. The Board of Directors or their designee may make any exceptions to the Code of Ethics.

### **STATEMENT OF PRINCIPLES**

- 1) At all COMMON events, the bylaws, codes, rules, regulations, and policies of COMMON shall be strictly observed and enforced.
- 2) COMMON members, and participants in COMMON events, shall promote and encourage the highest level of ethics within the industry.
- 3) COMMON members, and participants in COMMON events, shall support efforts to improve the industry's products and to encourage the research and development of new products
- 4) All sessions presented at a COMMON event are open to the press for reporting purposes unless the presenter designates otherwise. COMMON members and participants in COMMON events shall refrain from any activity that would violate the intellectual property rights of COMMON or any other organization or person
- 5) Prices may not be published or discussed at any regularly scheduled COMMON meeting subject to the provisions of the COMMON Conference Offerings Policy.
- 6) Exceptions to the Conference Offerings Policy must be approved in advance by the COMMON Board of Directors.
- 7) Use of COMMON events for the purpose of soliciting business is strictly prohibited other than provided by the COMMON Conference Offerings Policy or other policies.
- 8) Sponsored exhibitions and demonstrations must adhere to the Conference Offerings Policy.
- 9) The use of COMMON events or publications for purposes of soliciting employment or employees is strictly prohibited.



## COMMON EXPO PRIORITY POINT RULES

- 1) COMMON Expo Priority points that are earned by exhibiting at the current Expo are added to priority point total from previous Expos (beginning spring 1994) to equal the Priority Point total that will apply to the next Exhibitor Lottery.
- 2) Priority points are awarded for each 10x10 booth at the current Expo and are only good for the current Expo's priority point total.
- 3) One priority point is awarded for each tabletop at a COMMON Conference event.
- 4) One priority point is awarded for participating as an ELITE Exhibitor and is good only for the current Expo priority point total.
- 5) Priority points for sponsorship of an event or service provided at this Conference will be added to total points and carried forward. 1 point per \$1,000 spent.
- 6) Each company that participates in the current Expo will earn one (1) priority point that will be added to their historic priority point total.
- 7) If there has been no participation for two consecutive POWERUp events a company will lose its priority points.
- 8) When two or more companies have the same number of priority points, a drawing will be conducted during the Booth Space Lottery to determine the order of space selection.
- 9) When two companies merge, the company with the higher priority point totals will apply to the merged company. The two priority point totals will not be added together.
- 10) A subsidiary or sister company of an exhibiting company earns priority points as an independent company and not as part of the parent company. If these two companies decide to exhibit in the future as one, rule 8 will be applied. Only the company that signed the Exhibit Space Application will accrue priority points.
- 11) Each participating company must have at least one representative present at the exhibit space lottery. If your company is unable to provide a representative during the lottery, Show Management will assign your space at the end of the correct priority point category based on the request on your application.
- 12) Exhibitors CANNOT combine booth spaces to create islands or peninsulas without the permission of show management.
- 13) Exhibitors will NOT be able to delete or separate booths on the floor plan without the permission of show management.
- 14) Exhibit space will be officially confirmed contingent upon COMMON approval and receipt of the exhibit space deposit.



**COMMON POWERUp 2024**  
**Fort Worth Convention Center, Fort Worth TX**  
**Monday, May 20 – Thursday, May 23, 2024**  
**(Exposition May 20 – 23)**

**EXHIBITOR EXPOSITION GUEST PASS REGISTRATION FORM**

A badge is required for admission into the Exposition. To pre-register for a complimentary badge, please complete the information below and submit this form by Thursday, May 16, 2024. After May 16, 2024, bring this completed form to On-Site Registration. Please note that you may experience a delay if registering on-site.

Pick up your badge at the registration counter, located in the lobby of the FWCC , during registration hours on the day you register to attend. *A separate form is required for each guest.*

**First Name:** \_\_\_\_\_

**Last Name:** \_\_\_\_\_

**Title:** \_\_\_\_\_

**Your Company Name:** \_\_\_\_\_

**Address 1:** \_\_\_\_\_

**Address 2:** \_\_\_\_\_

**City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip/Postal Code:** \_\_\_\_\_

**Inviting Company:** \_\_\_\_\_

**Phone Number:** \_\_\_\_\_

**E-mail Address:** \_\_\_\_\_

Does your company utilize Power Systems (IBM i, AIX, Linux) or related technologies? YES ☐ NO ☐

**NOTE:** *If you are already registered for the full conference, or for a one-day conference pass, completing this form is not necessary.*

**Day Attending (Choose One):** ☐ Tuesday ☐ Wednesday

<b>Tuesday</b>	<b>Wednesday</b>
<b>Expo Open</b>	<b>Expo Open</b>
10:30am – 1:30pm	10:30pm – 1:30pm
<b>Lunch in Exposition</b>	<b>Lunch in Exposition</b>
11:30pm – 1:30pm	12:15pm – 1:15pm
<b>All-Attendee Reception</b>	
6:30pm – 8:30pm	

Please email completed form to [registration@common.org](mailto:registration@common.org)

exhibitor.services@heritagesvs.com

1-800-360-4323

Fax: 314-534-8050

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

Please contact us for assistance if needed

**COMMON POWERUP 2024****MAY 20-23<sup>RD</sup>, 2024****FORT WORTH CONVENTION CENTER****FORT WORTH, TEXAS****Booth Equipment**

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

Note: Hanging signs are only permitted for exhibitors with a 20'x20' island booth. Linear booths are not permitted to have hanging signs.

**Exhibit Hall Carpet**

The exhibit area is carpeted in wall-to-wall Tuxedo (gray with black specks). 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 Date**

In order to receive advance order discount rates listed on the price sheet, we must receive your order and payment by Wednesday, May 1<sup>st</sup>, 2024.

**Shipments to Advance Warehouse Deadline Date**

Heritage will begin receiving freight at the advance warehouse on Friday, April 19<sup>th</sup>, 2024. To avoid late fees, all shipments to the advanced warehouse must arrive no later than Friday, May 10<sup>th</sup>, 2024. Shipments will be received Monday through Friday between the hours of 10:00 a.m. and 4:00 p.m.

**Show Schedule****Exhibitor Move-In**

Saturday	May 18 <sup>th</sup>	12:00 PM	-	5:00 PM
Sunday	May 19 <sup>th</sup>	8:00 AM	-	5:00 PM
Monday	May 20 <sup>th</sup>	8:00 AM	-	2:00 PM

**Exhibit Hours**

Monday	May 20 <sup>th</sup>	5:30 PM	-	8:30 PM	Opening Reception
Tuesday	May 21 <sup>st</sup>	10:30 AM	-	1:30 PM	Exposition Open
		12:00 PM	-	1:00 PM	Lunch in the Exposition
		2:15 PM	-	4:00 PM	Expo Lottery – Exhibit Hall A
		6:00 PM	-	8:00 PM	All Attendee Reception in Exposition
Wednesday	May 22 <sup>nd</sup>	10:30 AM	-	1:30 PM	Exposition Open
		12:00 PM	-	1:00 PM	Lunch in the Exposition
		1:15 PM	-	1:30 PM	Passport to Prizes Drawing

**Exhibitor Move-Out**

Wednesday	May 22 <sup>nd</sup>	1:30 PM	-	5:30 PM	Exposition Closes – 1:30 PM
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**Dismantle and Move-Out Information**

- All carriers must check-in no later than 3:30 PM, on Wednesday, May 22<sup>nd</sup>. All exhibit materials must be removed from the exhibit hall floor by 5:30 PM, on Wednesday, May 22<sup>nd</sup>. Heritage will begin redirecting all outbound freight not claimed by appointed freight carriers to the preferred show carrier at 3:30 PM.
- Please refer to the Outbound Shipments Form included in this packet for detailed information regarding outbound shipping procedures.



## GENERAL INFORMATION/QUICK FACTS

exhibitor.services@heritagesvs.com

1-800-360-4323

Fax: 314-534-8050

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

Please contact us for assistance if needed

**COMMON POWERUP 2024**

**MAY 20-23<sup>RD</sup>, 2024**

**FORT WORTH CONVENTION CENTER**

**FORT WORTH, TEXAS**

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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:

Exhibitor Company Name and Booth Number

HERITAGE

TForce Freight C/O Crane WW

4050 Valley View Ln. Ste. 100

Irving, TX 75038

FOR: COMMON POWERUp 2024

Heritage will accept exhibit materials beginning Friday, April 19<sup>th</sup>, 2024 at the warehouse address. Material arriving after Friday, May 10<sup>th</sup>, 2024 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

Fort Worth Convention Center

1201 Houston St.

Fort Worth, TX 76102

FOR: COMMON POWERUp 2024

Crated, boxed, or skidded materials will be accepted at show site beginning at 12:00 PM, Saturday, May 18<sup>th</sup>, 2024 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.

**We Appreciate Your Business!**



exhibitor.services@heritagesvs.com

1-800-360-4323

Fax 314-534-8050

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

## METHOD OF PAYMENT & CREDIT CARD AUTHORIZATION FORM

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

Name of Convention **COMMON POWERUP 2024** 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.



exhibitor.services@heritagesvs.com

1-800-360-4323

Fax 314-534-8050

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

## ORDER SUMMARY FORM COMMON POWERUP 2024

**Discount Deadline:**  
**5/1/2024**

### ***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"/>	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 \_\_\_\_\_

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## BOOTH GRID COMMON POWERUP 2024

**Discount Deadline:  
5/1/2024**

### SAVE TIME AND MONEY!

Use this grid when placing Hanging Sign, Electrical, or other Utility orders. Make as many copies as necessary!

Enter in the booth number above, below and on each side of your booth to ensure proper placement! If you are using this grid for a hanging sign, include the total height from the floor to the top of the sign.

Booth #

Left Booth #

Right Booth #

Booth #

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.

## 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.



## EAC REQUIREMENTS COMMON POWERUP 2024

exhibitor.services@heritagesvs.com

1-800-360-4323

Fax 314-534-8050

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

**Discount Deadline:**  
**5/1/2024**

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) COMMON POWERUP 2024

exhibitor.services@heritagesvs.com

1-800-360-4323

Fax 314-534-8050

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

**Discount Deadline:**  
**5/1/2024**

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

**HERITAGE  
ORGANIZER  
FACILITY**

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

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

The insurance form must list as the Certificate Holder:

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

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

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

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

**HERITAGE  
ORGANIZER  
FACILITY**

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

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

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

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

Each Accident \$1,000,000

Disease - Each Employee \$1,000,000

Disease - Policy Limit \$1,000,000

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

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

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

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

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

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



# EXHIBITOR APPOINTED CONTRACTORS (EAC) COMMON POWERUP 2024

exhibitor.services@heritagesvs.com

1-800-360-4323

Fax 314-534-8050

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**Discount Deadline:**  
**5/1/2024**

## Exhibitor Appointed Contractor (EAC) Work Authorization Form

Return completed EAC Requirement forms to Heritage via email to [exhibitor.services@heritagesvs.com](mailto: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:

☐  
☐  
☐

Installation & Dismantle  
Photography  
Personnel/Models

☐  
☐  
☐

Installation & Dismantle – Supervision Only  
Security  
Other (please specify): \_\_\_\_\_

Products:

☐  
☐  
☐

Flooring/Carpet Rental  
Furniture/Signs/Accessories  
Floral

☐  
☐  
☐

Audio/Visual – Rental/Production/Lighting  
Computer Rental  
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  EAC FOR:						INSURER A:			
						INSURER B:			
						INSURER C:			
						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	POLICY #	EFF DATE	EXP DATE	EACH OCCURRENCE		\$1,000,000	
		<input type="checkbox"/> COMMERCIAL GENERAL LIABILITY CLAIMS MADE <input type="checkbox"/> OCCUR				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	POLICY #	EFF DATE	EXP DATE	COMBINED SINGLE LIMIT			
		<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				(ea accident)		\$1,000,000	
						BODILY INJURY		(per person)	
						BODILY INJURY		(per accident)	
						PROPERTY DAMAGE		(per accident)	
		<input type="checkbox"/> GARAGE LIABILITY	POLICY #	EFF DATE	EXP DATE	AUTO ONLY-EA ACCIDENT		\$	
		<input type="checkbox"/> ANY AUTO				OTHER THAN EA ACC		\$	
						AUTO ONLY: ACC		\$	
		EXCESS/UMBRELLA LIABILITY	POLICY #	EFF DATE	EXP DATE	EACH OCCURRENCE		\$1,000,000	
		<input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS MADE <input type="checkbox"/> DEDUCTABLE <input type="checkbox"/> RETENTION \$10,000				AGGREGATE		\$1,000,000	
		WORKERS COMPENSATION AND EMPLOYERS LIABILITY	POLICY #	EFF DATE	EXP DATE	WC STATUTO- RY LIMITS		OTH- ER	
		ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED?							
		If yes, describe under SPECIAL PROVISIONS below							
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	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING INSURER WILL ENDEAVOR TO MAIL 30 DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING INSURER WILL ENDEAVOR TO MAIL 30 DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO MAIL SUCH NOTICE SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE INSURER, ITS AGENTS OR REPRESENTATIVES.
	AUTHORIZED REPRESENTATIVE



## THIRD PARTY AUTHORIZATION COMMON POWERUP 2024

exhibitor.services@heritagesvs.com

1-800-360-4323

Fax 314-534-8050

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

**Discount Deadline:**  
**5/1/2024**

### 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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**Discount Deadline:**  
**5/1/2024**

**Classic Expo  
Carpet  
16 oz**

Item	Quantity	Discount Rate	Standard Rate	Total
<b>C10</b> 10' x 10'	_____ x _____	\$253.55	\$329.62	= _____
<b>C20</b> 10' x 20'	_____ x _____	\$497.80	\$647.14	= _____
<b>C30</b> 10' x 30'	_____ x _____	\$744.40	\$967.72	= _____
<b>C40</b> 10' x 40'	_____ x _____	\$1,000.25	\$1,300.33	= _____

**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 \$4.30 \$5.59 = _____ 100 sq. ft. min.				

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

Red Blue Hunter Green Gray Black

**Prestige  
Carpet  
28 oz**

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

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

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

**Padding and  
Visqueen**

Item	Total Sq. Ft.	Discount Rate	Standard Rate	Total
<b>C70</b> Carpet Padding _____ W x _____ L per sq. ft. _____ x \$2.10 \$2.73 = _____				
<b>C80</b> Visqueen Covering _____ W x _____ L per sq. ft. _____ x \$1.25 \$1.63 = _____				

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

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 8.25%** \$ \_\_\_\_\_  
**TOTAL DUE** \$ \_\_\_\_\_

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

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

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

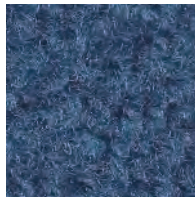
Please fax or email this form promptly to HERITAGE using the information at the top of the page - retain one copy for your files.



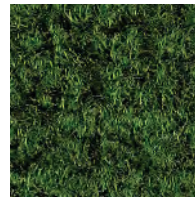
## 16 oz. Classic Expo



Red



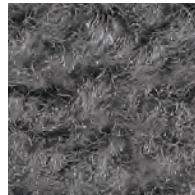
Blue



Hunter Green



Black



Gray

## 28 oz. Prestige Carpet



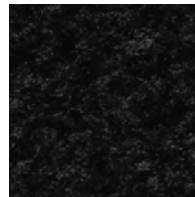
Navy



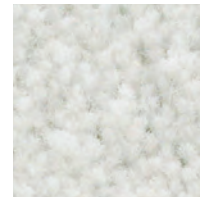
Hunter Green



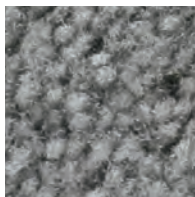
Red



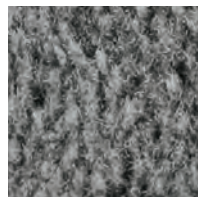
Black



White



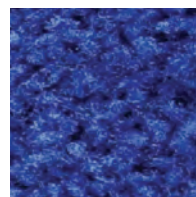
Silver Cloud



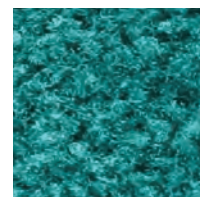
Charcoal



Beige



Royal



Teal

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**Discount Deadline:**  
**5/1/2024**

	Item	Quantity	Discount Rate	Standard Rate	Total
<b>Furniture</b>	F60 Plastic Side Chair (Gray)	<input type="text"/>	x \$ 82.95	\$ 107.84	= <input type="text"/>
	F50 Padded Sled Base Chair (Gray)	<input type="text"/>	x \$ 108.20	\$ 140.66	= <input type="text"/>
	F9 Padded Chair (Gray)	<input type="text"/>	x \$ 108.20	\$ 140.66	= <input type="text"/>
	F10 Padded Arm Chair (Gray)	<input type="text"/>	x \$ 117.30	\$ 152.49	= <input type="text"/>
	F20 Custom Padded Arm Chair (Gray)	<input type="text"/>	x \$ 138.55	\$ 180.12	= <input type="text"/>
	F30 Padded High Stool (Gray)	<input type="text"/>	x \$ 132.50	\$ 172.25	= <input type="text"/>
	F40 Custom Padded High Stool (Gray)	<input type="text"/>	x \$ 173.95	\$ 226.14	= <input type="text"/>
	F75 Executive Chair (Black)	<input type="text"/>	x \$ 195.00	\$ 253.50	= <input type="text"/>
<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	<input type="text"/>	x \$ 149.70	\$ 194.61	= <input type="text"/>
	F120 6' Table – 30" High	<input type="text"/>	x \$ 180.05	\$ 234.07	= <input type="text"/>
	F130 8' Table – 30" High	<input type="text"/>	x \$ 210.35	\$ 273.46	= <input type="text"/>
	F140 4' Table – 42" Counter High	<input type="text"/>	x \$ 186.10	\$ 241.93	= <input type="text"/>
	F150 6' Table – 42" Counter High	<input type="text"/>	x \$ 216.45	\$ 281.39	= <input type="text"/>
	F160 8' Table – 42" Counter High	<input type="text"/>	x \$ 246.80	\$ 320.84	= <input type="text"/>
	F170 4th Side Table Drape - 30" High	<input type="text"/>	x \$ 62.70	\$ 81.51	= <input type="text"/>
	F180 4th Side Table Drape - 40" High	<input type="text"/>	x \$ 62.70	\$ 81.51	= <input type="text"/>
<b>Undraped Display Tables</b>	F190 4' Table – 30" High	<input type="text"/>	x \$ 96.10	\$ 124.93	= <input type="text"/>
	F200 6' Table – 30" High	<input type="text"/>	x \$ 117.30	\$ 152.49	= <input type="text"/>
	F210 8' Table – 30" High	<input type="text"/>	x \$ 139.55	\$ 181.42	= <input type="text"/>
	F220 4' Table – 42" Counter High	<input type="text"/>	x \$ 104.15	\$ 135.40	= <input type="text"/>
	F230 6' Table – 42" Counter High	<input type="text"/>	x \$ 123.40	\$ 160.42	= <input type="text"/>
	F240 8' Table – 42" Counter High	<input type="text"/>	x \$ 150.70	\$ 195.91	= <input type="text"/>
	F80 30" Diameter Pedestal (Gray) 18" H	<input type="text"/>	x \$ 208.35	\$ 270.86	= <input type="text"/>
	F90 30" Diameter Pedestal (Gray) 30" H	<input type="text"/>	x \$ 208.35	\$ 270.86	= <input type="text"/>
	F100 30" Diameter Pedestal (Gray) 42" H	<input type="text"/>	x \$ 208.35	\$ 270.86	= <input type="text"/>
<b>Table Risers Covered White</b>	F250 4' Long Riser	<input type="text"/>	x \$ 66.15	\$ 86.00	= <input type="text"/>
	F260 6' Long Riser	<input type="text"/>	x \$ 81.30	\$ 105.69	= <input type="text"/>
	F270 8' Long Riser	<input type="text"/>	x \$ 98.30	\$ 127.79	= <input type="text"/>
<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	<input type="text"/>	x \$ 17.12	\$ 22.26	= <input type="text"/>
	F290 Drape - 8' H	<input type="text"/>	x \$ 20.25	\$ 26.33	= <input type="text"/>

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 8.25% \$** 
**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
Accessories	A10	Wastebasket	x	\$ 29.15	\$ 37.90 =
	A20	Tripod Easels	x	\$ 48.55	\$ 63.12 =
	A30	Chrome Stanchion	x	\$ 36.40	\$ 47.32 =
	A40	Velour Rope 6’ Black	x	\$ 36.40	\$ 47.32 =
	A50	Coat Tree	x	\$ 105.60	\$ 137.28 =
	A60	Chrome Bag Rack	x	\$ 105.60	\$ 137.28 =
	A70	Literature Rack	x	\$ 206.30	\$ 268.19 =
	A80	Garment Rack 5’	x	\$ 113.30	\$ 147.29 =
	A90	2 Way Straight Arm Rack	x	\$ 155.35	\$ 201.96 =
	A100	4 Way Slant Arm Rack	x	\$ 173.95	\$ 226.14 =
	A106	Raffle Ticket Drum	x	\$ 80.00	\$ 104.00 =
	A107	Fishbowl	x	\$ 25.00	\$ 32.50 =
	A110	6’ Tensabarrier	x	\$ 165.05	\$ 214.57 =
	D130	1M Straight Shelf	x	\$ 122.17	\$ 158.82 =
	D131	1M Angle Shelf	x	\$ 122.17	\$ 158.82 =
	D210	Acrylic Holder*	x	\$ 30.35	\$ 39.46 =
	D220	Arm Light*	x	\$ 64.75	\$ 84.18 =
	*For use with Heritage Rentals Only				
D250	Chrome Sign Holder	x	\$ 179.00	\$ 232.70 =	

Tackboard	<b>D20</b>	Tackboard Panels (4'x8') Vertical	_____	x	_____	\$ 218.45	_____	\$ 283.99	_____	=	_____
	<b>D30</b>	Tackboard Panels (4'x8') Horizontal	_____	x	_____	\$ 218.45	_____	\$ 283.99	_____	=	_____
	<b>D31</b>	Fabric Modular Panel 1 Meter x 8'	_____	x	_____	\$ 534.00	_____	\$ 694.20	_____	=	_____
	<b><i>Circle your fabric modular only panel color choice:</i></b> Gray      Black      Blue										

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

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

**TAX 8.25%** \$

**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

# EXHIBIT ACCESSORIES



**Wastebasket**  
A10



**Tripod Easels**  
A20



**Chrome Sign Holder**  
D250



**Chrome Stanchion**  
A30



**Velour Rope 6' Black**  
A40



**Coat Tree**  
A50



**Chrome Bag Rack**  
A60



**Literature Rack**  
A70



**Garment Rack 5'**  
A80



**2 Way Straight Arm Rack**  
A90



**4 Way Slant Arm Rack**  
A100



**Raffle Ticket Drum**  
A106



**Fishbowl**  
A107



**6' Tensabarrier**  
A110





# EXHIBIT ACCESSORIES - GONDOLAS & PANELS RENTAL ORDER FORM

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**COMMON POWERUP 2024**

**Discount Deadline: 5/1/2024**

	Item	Quantity	Discount Rate	Standard Rate	Total
Pegboard	<b>D10</b> Pegboard Panels (4'x8')	_____ x	\$ 291.30	\$ 378.69	= _____
	<b>D09</b> Pegboard 4" Single Hook	_____ x	\$ 9.63	\$ 12.52	= _____
	<b>D11</b> Pegboard 6" Single Hook	_____ x	\$ 14.30	\$ 18.59	= _____
	<b>D12</b> Pegboard 8" Single Hook	_____ x	\$ 16.70	\$ 21.71	= _____
Gondolas	<b>D800</b> Single Sided 1M x 4' High	_____ x	\$ 770.46	\$ 1001.60	= _____
	<b>D801</b> Double Sided 1M x 4' High	_____ x	\$ 1078.65	\$ 1402.24	= _____
	<b>D802</b> Single Sided 1M x 8' High	_____ x	\$ 1078.65	\$ 1402.24	= _____
	<b>D803</b> Double Sided 1M x 8' High	_____ x	\$ 1540.92	\$ 2003.20	= _____
Gridwall	<b>D40</b> Gridwall 2'x8' Black <i>*Legs &amp; Connectors required below</i>	_____ x	\$ 199.05	\$ 258.77	= _____
	<b>D80</b> 4" Gridwall Single Hook	_____ x	\$ 9.63	\$ 12.52	= _____
	<b>D60</b> 6" Gridwall Single Hook	_____ x	\$ 14.30	\$ 18.59	= _____
	<b>D70</b> 8" Gridwall Single Hook	_____ x	\$ 16.70	\$ 21.71	= _____
	<b>D81</b> Grid Legs (Black)* <i>*Legs &amp; Connectors required below</i>	_____ x	\$ 41.56	\$ 54.02	= _____
	<b>D82</b> Grid Connectors*	_____ x	\$ 22.74	\$ 29.56	= _____
	<b>D83</b> 3-Ball Waterfall Arm	_____ x	\$ 35.22	\$ 45.79	= _____
	<b>D84</b> 5-Ball Waterfall Arm	_____ x	\$ 37.90	\$ 49.27	= _____
	<b>D85</b> 7-Ball Waterfall Arm	_____ x	\$ 41.29	\$ 53.67	= _____
Slatwall	<b>D50</b> Slatwall 1 Meter x 8'	_____ x	\$ 267.00	\$ 347.10	= _____
	<b>D120</b> Slatwall Waterfall Hooks	_____ x	\$ 43.70	\$ 56.81	= _____
	<b>D121</b> Slatwall 8" Bracket	_____ x	\$ 16.70	\$ 21.71	= _____

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

**SUBTOTAL** \$ \_\_\_\_\_  
**TAX 8.25%** \$ \_\_\_\_\_  
**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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# DISPLAYS



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



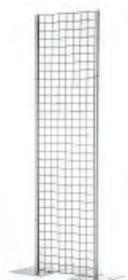
**Pegboard 6" Single  
Hook**  
D11



**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





# HERITAGE™

## EXHIBIT ACCESSORIES - COUNTERS & SHOWCASES RENTAL ORDER FORM

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**COMMON POWERUP 2024**

**Discount Deadline: 5/1/2024**

### 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	\$ 679.65	\$ 883.55	= _____
<b>C_084</b>	2 Meter Display Counter with Shelf 2M x 1/2M x 42" High with Sliding Door	_____ x	\$ 827.53	\$ 1075.79	= _____
<b>C_152</b>	1 Meter Curved Counter with Shelf 1M x 1/2M x 42" High with Sliding Door	_____ x	\$ 747.62	\$ 971.90	= _____
<b>C_053</b>	1 Meter Radius Counter with Shelf 1M x 1/2M x 42" High with Sliding Door	_____ x	\$ 699.12	\$ 908.86	= _____
<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	\$ 679.65	\$ 883.55	= _____
<b>MD60</b>	Counter Locks	_____ x	\$ 38.45	\$ 49.99	= _____

### Showcases

	Item	Quantity	Discount Rate	Standard Rate	Total
All showcases come with lights, sliding doors and jewelers lock. If you want to add graphics, please contact Customer Service at <a href="mailto:exhibitor.services@heritagesvs.com">exhibitor.services@heritagesvs.com</a> .					
<b>D140</b>	4' Full View Showcase	_____ x	\$ 643.25	\$ 836.23	= _____
<b>D150</b>	6' Full View Showcase	_____ x	\$ 691.80	\$ 899.34	= _____
<b>D160</b>	4' Quarter View Showcase	_____ x	\$ 546.15	\$ 710.00	= _____
<b>D170</b>	6' Quarter View Showcase	_____ x	\$ 614.90	\$ 799.37	= _____

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 8.25%** \$ \_\_\_\_\_  
**TOTAL DUE** \$ \_\_\_\_\_

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

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

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

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# 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





**2024**

# TRADESHOW CATALOG



ESSENTIAL FURNISHINGS AND HELPFUL TIPS TO PLAN YOUR NEXT TRADESHOW EXHIBIT

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# SPECIALTY FURNISHINGS ORDER FORM

## COMMON POWERUP 2024

exhibitor.services@heritagesvs.com

1-800-360-4323

Fax 314-534-8050

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**Discount Deadline:**  
**5/1/2024**

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Item #:	Description:	Dimensions:	Advance Price:	Standard Price:	QTY:	Total:
30AGBB	30" Round Bar Table w/ Standard Black Base	30"RND 42"H	300.51	390.67		
30AGBC	30" Round Cafe Table w/ Standard Black Base	30"RND 29"H	300.51	390.67		
30AGHB	30" Round Bar Table w/ Hydraulic Base	30"RND 45"H	371.57	483.04		
30AGHC	30" Round Cafe Table w/ Hydraulic Base	30"RND 29"H	371.57	483.04		
30BEBB	30" Round Bar Table w/ Standard Black Base	30"RND 42"H	300.51	390.67		
30BECB	30" Round Cafe Table w/ Standard Black Base	30"RND 29"H	300.51	390.67		
30BEHB	30" Round Bar Table w/ Hydraulic Base	30"RND 45"H	371.57	483.04		
30BEHC	30" Round Cafe Table w/ Hydraulic Base	30"RND 29"H	371.57	483.04		
30BKHB	30" Round Bar Table w/ Hydraulic Base	30"RND 45"H	371.57	483.04		
30BKHC	30" Round Cafe Table w/ Hydraulic Base	30"RND 29"H	371.57	483.04		
30BKSB	30" Round Bar Table w/ Standard Black Base	30"RND 42"H	300.51	390.67		
30BKSC	30" Round Cafe Table w/ Standard Black Base	30"RND 29"H	300.51	390.67		
30BRHB	30" Round Bar Table w/ Hydraulic Base	30"RND 45"H	371.57	483.04		
30BRHC	30" Round Cafe Table w/ Hydraulic Base	30"RND 29"H	371.57	483.04		
30GRHB	30" Round Bar Table w/ Hydraulic Base	30"RND 45"H	371.57	483.04		
30GRHC	30" Round Cafe Table w/ Hydraulic Base	30"RND 29"H	371.57	483.04		
30GSBB	30" Round Bar Table w/ Standard Black Base	30"RND 42"H	300.51	390.67		
30GSBC	30" Round Cafe Table w/ Standard Black Base	30"RND 29"H	300.51	390.67		
30GSHB	30" Round Bar Table w/ Hydraulic Base	30"RND 45"H	371.57	483.04		
30GSHC	30" Round Cafe Table w/ Hydraulic Base	30"RND 29"H	371.57	483.04		
30MAHB	30" Round Madison Bar Table w/ Hydraulic Base	30"RND 45"H	371.57	483.04		
30MAHC	30" Round Madison Cafe Table w/ Hydraulic Base	30"RND 29"H	371.57	483.04		
30MTHB	30" Round Bar Table w/ Hydraulic Base	30"RND 45"H	371.57	483.04		
30MTHC	30" Round Cafe Table w/ Hydraulic Base	30"RND 29"H	371.57	483.04		
30OSBB	30" Round Bar Table w/ Standard Black Base	30"RND 42"H	300.51	390.67		
30OSBC	30" Round Cafe Table w/ Standard Black Base	30"RND 29"H	300.51	390.67		
30OSHB	30" Round Bar Table w/ Hydraulic Base	30"RND 45"H	371.57	483.04		
30OSHC	30" Round Cafe Table w/ Hydraulic Base	30"RND 29"H	371.57	483.04		
30WDBB	30" Round Bar Table w/ Standard Black Base	30"RND 42"H	300.51	390.67		
30WDBC	30" Round Cafe Table w/ Standard Black Base	30"RND 29"H	300.51	390.67		
30WDHB	30" Round Bar Table w/ Hydraulic Base	30"RND 45"H	371.57	483.04		
30WDHC	30" Round Cafe Table w/ Hydraulic Base	30"RND 29"H	371.57	483.04		
30WH29	30" Round Cafe Table w/ Standard Black Base	30"RND 29"H	300.51	390.67		
30WH42	30" Round Bar Table w/ Standard Black Base	30"RND 42"H	300.51	390.67		
30WHHB	30" Round Bar Table w/ Hydraulic Base	30"RND 45"H	377.97	491.37		

### Additional items on the next page

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

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30WHHC	30" Round Cafe Table w/ Hydraulic Base	30"RND 29"H	371.57	483.04		
30YBBB	30" Round Bar Table w/ Standard Black Base	30"RND 42"H	300.51	390.67		
30YSBC	30" Round Cafe Table w/ Standard Black Base	30"RND 29"H	300.51	390.67		
30YSHB	30" Round Bar Table w/ Hydraulic Base	30"RND 45"H	371.57	483.04		
30YSHC	30" Round Cafe Table w/ Hydraulic Base	30"RND 29"H	371.57	483.04		
36ATO	Atomic 36" Round Table	36"RND 30"H	330.12	429.16		
36BKHB	36" Round Bar Table w/ Hydraulic Base	36"RND 45"H	435.23	565.79		
36BKHC	36" Round Cafe Table w/ Hydraulic Base	36"RND 29"H	435.23	565.79		
36BKSB	36" Round Bar Table w/ Standard Black Base	36"RND 42"H	310.88	404.14		
36BKSC	36" Round Cafe Table w/ Standard Black Base	36"RND 29"H	310.88	404.14		
36GRHB	36" Round Bar Table w/ Hydraulic Base	36"RND 45"H	435.23	565.79		
36GRHC	36" Round Cafe Table w/ Hydraulic Base	36"RND 29"H	435.23	565.79		
36MTHB	36" Round Bar Table w/ Hydraulic Base	36"RND 45"H	435.23	565.79		
36MTHC	36" Round Cafe Table w/ Hydraulic Base	36"RND 29"H	435.23	565.79		
36WTHB	36" Round Bar Table w/ Hydraulic Base	36"RND 45"H	435.23	565.79		
36WTHC	36" Round Cafe Table w/ Hydraulic Base	36"RND 29"H	435.23	565.79		
42ATO	Atomic 42" Round Table	42"RND 30"H	330.12	429.16		
42BKCT	42" Round Table	42"RND 29"H	495.92	644.70		
ADCTBK	Adelaide Cocktail Table	48.875"L 25.375D	341.96	444.55		
ADCTBP	Adelaide Powered Cocktail Table	48.875"L 25.375D	475.20	617.75		
ADCTGL	Adelaide Cocktail Table	48.875"L 25.375D	341.96	444.55		
ADCTWH	Adelaide Cocktail Table	48.875"L 25.375D	341.96	444.55		
ADCTWP	Adelaide Powered Cocktail Table	48.875"L 25.375D	475.20	617.75		
ADETBK	Adelaide End Table	21.5"L 21.5"D 17.75"H	330.12	429.16		
ADETGL	Adelaide End Table	21.5"L 21.5"D 17.75"H	330.12	429.16		
ADETWH	Adelaide End Table	21.5"L 21.5"D 17.75"H	330.12	429.16		
ALC100	Alondra Cocktail Table	47"L 24"D 16"H	413.02	536.93		
ALC200	Alondra Cocktail Table	47"L 24"D 17"H	413.02	536.93		
ALE100	Alondra End Table	20"L 20"D 20"H	330.12	429.16		
ALE200	Alondra End Table	20"L 20"D 21"H	330.12	429.16		
ATHCHA	Atherton Chair	27"L 31"D 30"H	715.01	929.52		
AURA	Aura Round Table	15"RND 22"H	185.05	240.56		
BC8	Madison Bookcase	36"L 12"D 72"H	578.82	752.47		
BCHWHT	Baja Chair	36"L 30.5"D 28"H	777.19	1,010.35		

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BCW	Madrid Chair	30"L 30"D 31"H	715.01	929.52		
BKC10N	10' Table	120"L 48"D 29"H	1,138.40	1,479.92		
BKC10P	10' Table, Powered	120"L 48"D 29"H	1,449.27	1,884.05		
BKCT5N	5' Table	60"L 48"D 29"H	620.27	806.35		
BKCT5P	5' Table, Powered	60"L 48"D 29"H	703.17	914.12		
BKCT8N	8' Table	96"L 48"D 29"H	1138.40	1479.92		
BKCT8P	8' Table, Powered	96"L 48"D 29"H	1,449.27	1,884.05		
BLDBBK	Blade Barstool	20.5"L 20"D 40.5"H	155.44	202.07		
BLDBRD	Blade Barstool	20.5"L 20"D 40.5"H	155.44	202.07		
BLDBSB	Blade Barstool	20.5"L 20"D 40.5"H	155.44	202.07		
BLDCBK	Blade Chair	20.5"L 19"D 30.5"H	102.14	132.79		
BLDCRD	Blade Chair	20.5"L 19"D 30.5"H	102.14	132.79		
BLDCSB	Blade Chair	20.5"L 19"D 30.5"H	102.14	132.79		
BLVWHT	Baja Loveseat	61"L 30.5"D 28"H	984.44	1,279.77		
BNMCOB	Brooklyn Meeting Chair, Oak Base	24.5"L 25.5"D 31.75"H	413.02	536.93		
BNMCOW	Brooklyn Meeting Chair	24.5"L 25.5"D	413.02	536.93		
BNMCSB	Brooklyn Meeting Chair, Black Swivel Base	24.5"L 25.5"D 31.75"H	413.02	536.93		
BNMCSW	Brooklyn Meeting Chair, Swivel	24.5"L 25.5"D	413.02	536.93		
BOWCHA	Bowery Chair	29.75"L 31"D 27.25"H	715.01	929.52		
BS001	Shark Barstool	22"L 19"D 34-44"H	371.57	483.04		
BS002	Zoey Barstool	15"L 16"D 30-34.75"H	341.96	444.55		
BSFWHT	Baja Sofa	86"L 30"D 28"H	1,181.33	1,535.73		
BSR	Syntax Barstool	23"L 19"D 43.25"H	267.95	348.33		
BSS	Banana Barstool	21"L 22"D 41"H	341.96	444.55		
BST	Banana Barstool	21"L 22"D 41"H	341.96	444.55		
BVLYBK	Beverly Bench Ottoman	60"L 20"D 18"H	445.59	579.26		
BVLYBN	Beverly Bench Ottoman	60"L 20"D 18"H	445.59	579.26		
BVLYGR	Beverly Bench Ottoman	60"L 20"D 18"H	445.59	579.26		
BVLYLN	Beverly Bench Ottoman	60"L 20"D 18"H	445.59	579.26		
BVLYOB	Beverly Bench Ottoman	60"L 20"D 18"H	445.59	579.26		
BVLYRD	Beverly Bench Ottoman	60"L 20"D 18"H	445.59	579.26		
BVLYWH	Beverly Bench Ottoman	60"L 20"D 18"H	445.59	579.26		
BVSMBK	Beverly Small Bench Ottoman	30"L 20"D 18"H	373.05	484.97		
BVSMBL	Beverly Small Bench Ottoman	30"L 20"D 18"H	373.05	484.97		
BVSMBN	Beverly Small Bench Ottoman	30"L 20"D 18"H	373.05	484.97		

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BVSMGN	Beverly Small Bench Ottoman	30"L 20"D 18"H	373.05	484.97		
BVSMGY	Beverly Small Bench Ottoman	30"L 20"D 18"H	373.05	484.97		
BVSMLN	Beverly Small Bench Ottoman	30"L 20"D 18"H	373.05	484.97		
BVSMLV	Beverly Small Bench Ottoman	30"L 20"D 18"H	373.05	484.97		
BVSMOR	Beverly Small Bench Ottoman	30"L 20"D 18"H	373.05	484.97		
BVSMRD	Beverly Small Bench Ottoman	30"L 20"D 18"H	373.05	484.97		
BVSMWH	Beverly Small Bench Ottoman	30"L 20"D 18"H	373.05	484.97		
BVSMYL	Beverly Small Bench Ottoman	30"L 20"D 18"H	373.05	484.97		
C10PWR	10' Table, Powered	120"L 48"D 29"H	1,449.27	1,884.05		
C1C	Geo Cocktail Table	50"L 22"D 16"H	341.96	444.55		
C1E	Silverado Cocktail Table	36"RND 17"H	341.96	444.55		
C1FWB	Geo Cocktail Table	47"L 24"D 17"H	341.96	444.55		
C1W	Sydney Cocktail Table	48"L 26"D 18"H	341.96	444.55		
C1WP	Sydney Powered Cocktail Table	48"L 26"D 18"H	475.20	617.75		
C1Y	Sydney Cocktail Table	48"L 26"D 18"H	341.96	444.55		
C1YP	Sydney Powered Cocktail Table	48"L 26"D 18"H	475.20	617.75		
C5PWR	5' Table, Powered	60"L 48"D 29"H	703.17	914.12		
C8PWR	8' Table, Powered	96"L 60"D 29"H	1,449.27	1,884.05		
CB8	42" Round Madison Table	42"RND 29"H	495.92	644.70		
CBSBAZ	Chelsea Barstool, Black Tower Base	18.5"L 22"D 46"H	238.34	309.84		
CBSBBK	Chelsea Barstool, Black Tower Base	18.5"L 22"D 46"H	238.34	309.84		
CBSBGY	Chelsea Barstool, Black Tower Base	18.5"L 22"D 46"H	238.34	309.84		
CBSBOR	Chelsea Barstool, Black Tower Base	18.5"L 22"D 46"H	238.34	309.84		
CBSBWL	Chelsea Barstool, Black Tower Base	18.5"L 22"D 46"H	238.34	309.84		
CBSBYL	Chelsea Barstool, Black Tower Base	18.5"L 22"D 46"H	238.34	309.84		
CCBTAZ	Chelsea Chair, Black Tower Base	18.5"L 22"D 34"H	176.16	229.01		
CCBTBK	Chelsea Chair, Black Tower Base	18.5"L 22"D 34"H	176.16	229.01		
CCBTGY	Chelsea Chair, Black Tower Base	18.5"L 22"D 34"H	176.16	229.01		
CCBTOR	Chelsea Chair, Black Tower Base	18.5"L 22"D 34"H	176.16	229.01		
CCBTWL	Chelsea Chair, Black Tower Base	18.5"L 22"D 34"H	176.16	229.01		
CCBTYL	Chelsea Chair, Black Tower Base	18.5"L 22"D 34"H	176.16	229.01		
CCSCAZ	Chelsea Chair, Black Swivel Base w/ Casters	18.5"L 22"D 34"H	176.16	229.01		
CCSCBK	Chelsea Chair, Black Swivel Base w/ Casters	18.5"L 22"D 34"H	176.16	229.01		
CCSCGY	Chelsea Chair, Black Swivel Base w/ Casters	18.5"L 22"D 34"H	176.16	229.01		

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CCSCOR	Chelsea Chair, Black Swivel Base w/ Casters	18.5"L 22"D 34"H	176.16	229.01		
CCSCWL	Chelsea Chair, Black Swivel Base w/ Casters	18.5"L 22"D 34"H	176.16	229.01		
CCSCYL	Chelsea Chair, Black Swivel Base w/ Casters	18.5"L 22"D 34"H	176.16	229.01		
CE1	Geo Table, Rounded Square	42"L 42"D 29"H	371.57	483.04		
CE2	Geo Table, Rectangle	60"L 36"D 29"H	620.27	806.35		
CF1	Geo Table, Rounded Square	42"L 42"D 29"H	371.57	483.04		
CF2	Geo Table, Rectangle	60"L 36"D 29"H	620.27	806.35		
CHR002	Allegro Chair	36"L 34.5"D 30"H	777.19	1,010.35		
CNTCHR	Century Chair	30"L 30"D 31"H	715.01	929.52		
COCHTP	Cordoba Chair	37"L 32"D 32.75"H	620.27	806.35		
COLVTP	Cordoba Loveseat	60.5"L 32"D 33"H	889.70	1,156.61		
CONF10	10' Table	120"L 48"D 29"H	1,138.40	1,479.92		
CONF42	42" Round Table	42"RND 29"H	495.92	644.70		
CONF5	5' Table	60"L 48"D 29"H	620.27	806.35		
CONF8	8' Table	96"L 60"D 29"H	1,138.40	1,479.92		
CS4	Syntax Chair	23"L 19"D 32.25"H	247.22	321.39		
CUBPOW	Wireless Charging Table, Powered	20"L 20"D 18"H	559.58	727.45		
CUPCHA	Cupertino Mid Back Chair	27"L 30.5"D 40-43"H	321.24	417.61		
DIVBAR	Clear Divider, Bar/Counter	48-70"L 12"D 31.5"H	247.22	321.39		
DIVFCR	Clear Divider, Freestanding Corner	39"L 39"D 72"H	824.56	1,071.93		
DIVFRE	Clear Divider, Freestanding	39"L 1.5"D 72"H	413.02	536.93		
DIVFST	Clear Divider, Sofa/Table	34"L 11"D 47-74"H	309.40	402.21		
DIVFWB	Divider, Freestanding Whiteboard	39"L 1.5"D 72"H	558.10	725.52		
DIVFWL	Clear Divider, Freestanding Wall	40"L 1.5"D 72"H	413.02	536.93		
DUET	Duet Stack Chair	21"L 23"D 33"H	102.14	132.79		
E1C	Geo End Table	24"L 24"D 20"H	267.95	348.33		
E1E	Silverado End Table	24"RND 22"H	267.95	348.33		
E1FWB	Geo End Table	20"L 20"D 21"H	267.95	348.33		
E1W	Sydney End Table	27"L 23"D 22"H	330.12	429.16		
E1Y	Sydney End Table	27"L 23"D 22"H	330.12	429.16		
END01B	Endless Curved Ottoman	60.5"L 37.5"D 15"H	578.82	752.47		
END01W	Endless Curved Ottoman	60.5"L 37.5"D 15"H	578.82	752.47		
END02B	Endless Square Ottoman	34"L 34"D 15"H	507.76	660.09		
END02W	Endless Square Ottoman	34"L 34"D 15"H	507.76	660.09		

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FAIRCW	Fairfax Chair	27"L 26"D 30"H	528.49	687.04		
FAIRSW	Fairfax Sofa	62"L 26"D 30"H	682.45	887.18		
GENCHA	Genesis Chair	27.5"L 27.5"D 40-	238.34	309.84		
HDG4FT	Boxwood Hedge, 4'	46"L 9"D 47"H	723.90	941.06		
HDG7FT	Boxwood Hedge, 7'	36.5"L 12"D 84"H	1,138.40	1,479.92		
JD8	Madison Executive Desk	60"L 30"D 29"H	744.62	968.01		
KEYCHR	Key Largo Chair	35"L 35"D 34"H	528.49	687.04		
KEYLOV	Key Largo Loveseat	57"L 35"D 34"H	620.27	806.35		
KEYSOF	Key Largo Sofa	79"L 35"D 34"H	682.45	887.18		
LA14	Mason Table Lamp	16"RND 26"H	176.16	229.01		
LA15	Mason Floor Lamp	18"RND 55"H	330.12	429.16		
LABREA	La Brea Swivel Chair	35"L 27"D 40"H	620.27	806.35		
LENCHA	Lena Chair	27"L 25"D 31"H	620.27	806.35		
LMBAR	Laguna Barstool	18"L 20"D 47"H	238.34	309.84		
LMCHR	Laguna Chair	18"L 19"D 34"H	176.16	229.01		
LUBSCL	Lucent Barstool	22"L 22.5"D 45.5"H	341.96	444.55		
LUCHCL	Lucent Chair	19.5"L 19.75"D 32.5"H	267.95	348.33		
MADC05	Madison 5' Table	60"L 48"D 29"H	620.27	806.35		
MADC08	Madison 8' Table	96"L 60"D 29"H	1,138.40	1,479.92		
MADC10	Madison 10' Table	120"L 48"D 29"H	1,138.40	1,479.92		
MALGRN	Malba Chair	20"L 20"D 32"H	102.14	132.79		
MALGRY	Malba Chair	20"L 20"D 32"H	102.14	132.79		
MAR001	Marche Swivel Ottoman	17"RND 18"H	267.95	348.33		
MAR002	Marche Swivel Ottoman	17"RND 18"H	267.95	348.33		
MAR003	Marche Swivel Ottoman	17"RND 18"H	267.95	348.33		
MAR004	Marche Swivel Ottoman	17"RND 18"H	267.95	348.33		
MAR005	Marche Swivel Ottoman	17"RND 18"H	267.95	348.33		
MAR006	Marche Swivel Ottoman	17"RND 18"H	267.95	348.33		
MAR007	Marche Swivel Ottoman	17"RND 18"H	267.95	348.33		
MAR008	Marche Swivel Ottoman	17"RND 18"H	267.95	348.33		
MAR009	Marche Swivel Ottoman	17"RND 18"H	267.95	348.33		
MAR010	Marche Swivel Ottoman	17"RND 18"H	267.95	348.33		
MAR011	Marche Swivel Ottoman	17"RND 18"H	267.95	348.33		
MAR012	Marche Swivel Ottoman	17"RND 18"H	267.95	348.33		
MAR013	Marche Swivel Ottoman	17"RND 18"H	267.95	348.33		

**Additional items on the next page**

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

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

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

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# SPECIALTY FURNISHINGS ORDER FORM

## COMMON POWERUP 2024

exhibitor.services@heritagesvs.com

1-800-360-4323

Fax 314-534-8050

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

**Discount Deadline:**  
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Item #:	Description:	Dimensions:	Advance Price:	Standard Price:	QTY:	Total:
MAR014	Marche Swivel Ottoman	17"RND 18"H	267.95	348.33		
MAR015	Marche Swivel Ottoman	17"RND 18"H	267.95	348.33		
MAR016	Marche Swivel Ottoman	17"L 17"D 18"H	267.95	348.33		
MARBBE	Marina Barstool	21"L 17.5"D 41.5"H	341.96	444.55		
MARBBK	Marina Barstool	21"L 17.5"D 41.5"H	341.96	444.55		
MARBBR	Marina Barstool	21"L 17.5"D 41.5"H	341.96	444.55		
MARBRD	Marina Barstool	21"L 17.5"D 41.5"H	341.96	444.55		
MARBWH	Marina Barstool	21"L 17.5"D 41.5"H	341.96	444.55		
MARCBE	Marina Chair	17.5"L 19.5"D 35"H	205.77	267.50		
MARCBK	Marina Chair	17.5"L 19.5"D 35"H	205.77	267.50		
MARCBR	Marina Chair	17.5"L 19.5"D 35"H	205.77	267.50		
MARCRD	Marina Chair	17.5"L 19.5"D 35"H	205.77	267.50		
MARCWHT	Marina Chair	17.5"L 19.5"D 35"H	205.77	267.50		
MESCTB	Mesa Cocktail Table	32.25"RND 17.25"H	341.96	444.55		
MESCTG	Mesa Cocktail Table	36"RND 17.25"H	341.96	444.55		
MESCTW	Mesa Cocktail Table	32.25"RND 17.25"H	341.96	444.55		
MESETB	Mesa End Table	20.5"RND 21.25"H	267.95	348.33		
MESETG	Mesa End Table	24"RND 21.25"H	267.95	348.33		
MESETW	Mesa End Table	20.5"RND 21.25"H	267.95	348.33		
MIRWHT	Miramar Divider, White	63"L 23"D 83"H	599.55	779.41		
MNCHCH	Munich Armless Chair	22.5"L 27"D 28.5"H	487.04	633.15		
MONCHA	Montreal Chair	30"L 23.25"D 30"H	777.19	1,010.35		
MONLOV	Montreal Loveseat	62"L 27.25"D 29.5"H	984.44	1,279.77		
MTBLPI	Midtown Bar, Lighted w/ Plug In	60"L 18"D 42"H	1,863.77	2,422.91		
MTBUUL	Midtown Bar, Unlighted	60"L 18"D 42"H	1,573.62	2,045.71		
MTCLPI	Midtown Powered Counter, Lighted w/ Plug In	60"L 18"D 42"H	1,863.77	2,422.91		
MTCPUUL	Midtown Powered Counter, Unlighted	60"L 18"D 42"H	1,760.15	2,288.19		
NPLCHP	Naples Chair, Powered	36"L 30"D 33.25"H	963.71	1,252.83		
NPLCHR	Naples Chair	36"L 30"D 33.25"H	777.19	1,010.35		
NPLLOP	Naples Loveseat, Powered	62"L 30"D 33.25"H	1,191.69	1,549.20		
NPLLOV	Naples Loveseat	62"L 30"D 33.25"H	984.44	1,279.77		
NPLSOF	Naples Sofa	87"L 30"D 33.25"H	1,181.33	1,535.73		
NPLSOP	Naples Sofa, Powered	87"L 30"D 33.25"H	1,407.82	1,830.17		
P30BWH	30" Bar Table, Powered	30" RND 42"H	910.42	1,183.55		

### Additional items on the next page

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

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

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

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Item #:	Description:	Dimensions:	Advance Price:	Standard Price:	QTY:	Total:
P30CWH	30" Cafe Table, Powered	30" RND 29"H	910.42	1,183.55		
PALSOF	Palm Beach Sofa	69"L 29"D 33"H	1,005.16	1,306.71		
PASCHR	Pasadena Chair	27"L 25"D 26"H	413.02	536.93		
PDL36B	Powered Locking Pedestal, 36"	24"L 24"D 36"H	661.72	860.24		
PDL36W	Powered Locking Pedestal, 36"	24"L 24"D 36"H	661.72	860.24		
PDL42B	Powered Locking Pedestal, 42"	24"L 24"D 42"H	777.19	1,010.35		
PDL42W	Powered Locking Pedestal, 42"	24"L 24"D 42"H	777.19	1,010.35		
PROEXB	Pro Executive High Back Chair	25"L 24"D 45-48"H	341.96	444.55		
PROEXE	Pro Executive High Back Chair	25"L 24"D 45-48"H	341.96	444.55		
PROGB	Pro Executive Guest Chair	24"L 26"D 36"H	288.67	375.27		
PROMDB	Pro Executive Mid Back Chair	24"L 22"D 36.75-	321.24	417.61		
PROMID	Pro Executive Mid Back Chair	24"L 22"D 36.75-	321.24	417.61		
PSHCCS	Posh Shelving	36"L 18"D 72"H	475.20	617.75		
REGBEN	Regis Bench/Table	47"L 15.5"D 16"H	373.05	484.97		
REGOTT	Regis End Table	16"L 15.5"D 16.5"H	330.12	429.16		
ROLLBL	Lift Barstool	15"RND 23-33.5"H	267.95	348.33		
ROLLGY	Lift Barstool	15"RND 23-33.5"H	267.95	348.33		
ROLLRD	Lift Barstool	15"RND 23-33.5"H	267.95	348.33		
ROLLWH	Lift Barstool	15"RND 23-33.5"H	267.95	348.33		
RSTDIN	Rustique Chair w/ Arms	20"L 18"D 31"H	176.16	229.01		
RSTSQT	Rustique Square Metal Bar Table	23.75"L 23.75"D	392.30	509.98		
RSTSTL	Rustique Barstool	13"L 13"D 30"H	155.44	202.07		
SC10	Razor Armless Chair	15.5"L 23.5"D 30.5"H	102.14	132.79		
SC3	Brewer Chair	20"L 20"D 32"H	176.16	229.01		
SEDBBK	Sedona Side Table	15.75"L 15.75"D 24"H	185.05	240.56		
SEDBWD	Sedona Side Table	15.75"L 15.75"D 24"H	185.05	240.56		
SEDBWH	Sedona Side Table	15.75"L 15.75"D 24"H	185.05	240.56		
SFA002	Allegro Sofa	73"L 34.5"D 30"H	1,005.16	1,306.71		
STECHA	Sterling Chair	33"L 33.5"D 32"H	963.71	1,252.83		
STESOF	Sterling Sofa	82"L 33.5"D 32"H	1,407.82	1,830.17		
STNCH1	Stanchion w/ Retractable Belt	96"L 37"H	93.26	121.24		
STNSGN	Stanchion Sign Holder	10"L 13"H	81.42	105.85		
SWAN	Swanson Swivel Chair	28"L 25"D 30"H	487.04	633.15		
SYDBEC	Sydney Cocktail Table	48"L 26"D 18"H	341.96	444.55		
SYDBEE	Sydney End Table	27"L 23"D 22"H	330.12	429.16		

**Additional items on the next page**

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

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Item #:	Description:	Dimensions:	Advance Price:	Standard Price:	QTY:	Total:
SYDWDC	Sydney Cocktail Table	48"L 26"D 18"H	341.96	444.55		
SYDWDE	Sydney End Table	27"L 23"D 22"H	330.12	429.16		
TAOBBK	Taos Side Table	15.75"L 15.75"D 24"H	185.05	240.56		
TAOBWD	Taos Side Table	15.75"L 15.75"D 24"H	185.05	240.56		
TAOBWH	Taos Side Table	15.75"L 15.75"D 24"H	185.05	240.56		
TASKST	Task Stool	27.5"L 27.5"D 32.75"-	205.77	267.50		
TCHGRY	Tech Tablet Chair	30.5"L 29"D 33.5"H	487.04	633.15		
TCHP	Tech Chair, No Tablet	30.5"L 29"D 33.5"H	487.04	633.15		
TECH	Tech Desk, Powered	60"L 30"D 30"H	487.04	633.15		
TECH3	3 Drawer File Cabinet on Castors	16"L 20"D 28"H	226.50	294.44		
TECH3B	Tech Desk, Powered w/ 3 Drawer File Cabinet	60"L 30"D 30"H	735.74	956.46		
TMBTBL	Timber Table	16"RND 17"H	185.05	240.56		
VALCHA	Valencia Chair	28"L 30.5"D 31"H	528.49	687.04		
VALSOF	Valencia Sofa	63"L 30.5"D 31"H	682.45	887.18		
VIB01	Vibe Cube Ottoman	18"L 18"D 18"H	143.59	186.67		
VIB02	Vibe Cube Ottoman	18"L 18"D 18"H	143.59	186.67		
VIB04	Vibe Cube Ottoman	18"L 18"D 18"H	143.59	186.67		
VIB05	Vibe Cube Ottoman	18"L 18"D 18"H	143.59	186.67		
VIB08	Vibe Cube Ottoman	18"L 18"D 18"H	143.59	186.67		
VIB09	Vibe Cube Ottoman	18"L 18"D 18"H	143.59	186.67		
VIB10	Vibe Cube Ottoman	18"L 18"D 18"H	143.59	186.67		
VIB11	Vibe Cube Ottoman	18"L 18"D 18"H	143.59	186.67		
VIB12	Vibe Cube Ottoman	18"L 18"D 18"H	143.59	186.67		
VIB13	Vibe Cube Ottoman	18"L 18"D 18"H	143.59	186.67		
VIB14	Vibe Cube Ottoman	18"L 18"D 18"H	143.59	186.67		
VIB15	Vibe Cube Ottoman	18"L 18"D 18"H	143.59	186.67		
VIB16	Vibe Cube Ottoman	18"L 18"D 18"H	143.59	186.67		
VIB17	Vibe Cube Ottoman	18"L 18"D 18"H	143.59	186.67		
VILHUB	Village Charging Hub	12"L 12"D 28.25"H	373.05	484.97		
VNTBLK	Ventura Communal Bar Table, Powered	72.25"L 26.25"D 42"H	1,242.02	1,614.63		
VNTBMW	Ventura Communal Bar Table w/ Grommet Holes	72.25"L 26.25"D 42"H	963.71	1,252.83		
VNTBNP	Ventura Communal Bar Table	72.25"L 26.25"D 42"H	963.71	1,252.83		
VNTBWW	Ventura Communal Bar Table w/ Grommet Holes	72.25"L 26.25"D 42"H	963.71	1,252.83		
VNTCBK	Ventura Communal Cafe Table, Powered	72.25"L 26.25"D 30"H	1,014.05	1,318.26		
VNTCBN	Ventura Communal Cafe Table	72.25"L 26.25"D 30"H	723.90	941.06		

### Additional items on the next page

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

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Item #:	Description:	Dimensions:	Advance Price:	Standard Price:	QTY:	Total:
VNTCMN	Ventura Communal Cafe Table	72.25"L 26.25"D 30"H	723.90	941.06		
VNTCMW	Ventura Communal Cafe Table w/ Grommet Holes	72.25"L 26.25"D 30"H	723.90	941.06		
VNTCWH	Ventura Communal Cafe Table, Powered	72.25"L 26.25"D 30"H	1,014.05	1,318.26		
VNTCWN	Ventura Communal Cafe Table	72.25"L 26.25"D 30"H	723.90	941.06		
VNTCWW	Ventura Communal Cafe Table w/ Grommet Holes	72.25"L 26.25"D 30"H	723.90	941.06		
VNTMNP	Ventura Communal Bar Table	72.25"L 26.25"D 42"H	963.71	1,252.83		
VNTWHT	Ventura Communal Bar Table, Powered	72.25"L 26.25"D 42"H	1,242.02	1,614.63		
VNTWNP	Ventura Communal Bar Table	72.25"L 26.25"D 42"H	963.71	1,252.83		
VT A	30" Round Madison Bar Table w/ Standard Black	30"RND 42"H	300.51	390.67		
VTB	30" Round Bar Table w/ Standard Black Base	30"RND 42"H	300.51	390.67		
VTJ	30" Round Bar Table w/ Standard Black Base	30"RND 42"H	300.51	390.67		
VTK	30" Round Bar Table w/ Standard Black Base	30"RND 42"H	300.51	390.67		
VTN	36" Round Bar Table w/ Standard Black Base	36"RND 42"H	310.88	404.14		
VTP	36" Round Bar Table w/ Standard Black Base	36"RND 42"H	310.88	404.14		
VTW	36" Round Bar Table w/ Standard Black Base	36"RND 42"H	310.88	404.14		
WD3	Work Table	48"L 24"D 30"H	383.41	498.44		
WENCHA	Wentworth Swivel Chair	31"L 24"D 31.5"H	487.04	633.15		
XBAR	Christopher Barstool	19"L 19"D 41"H	267.95	348.33		
XCHR	Christopher Chair	17"L 19"D 35"H	176.16	229.01		
ZENBAR	Zenith Barstool	19"L 20"D 44"H	238.34	309.84		
ZENCHR	Zenith Chair	18.25"L 22"D 32"H	176.16	229.01		
ZTA	30" Round Madison Cafe Table w/ Standard Black	30"RND 29"H	300.51	390.67		
ZTB	30" Round Cafe Table w/ Standard Black Base	30"RND 29"H	300.51	390.67		
ZTJ	30" Round Cafe Table w/ Standard Black Base	30"RND 29"H	300.51	390.67		
ZTK	30" Round Cafe Table w/ Standard Black Base	30"RND 29"H	300.51	390.67		
ZTN	36" Round Cafe Table w/ Standard Black Base	36"RND 29"H	310.88	404.14		
ZTP	36" Round Cafe Table w/ Standard Black Base	36"RND 29"H	310.88	404.14		
ZTQ	36" Round Cafe Table w/ Standard Black Base	36"RND 29"H	310.88	404.14		

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

**8.25% Tax \$** \_\_\_\_\_

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

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

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

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

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# EXHIBIT RENTAL DISPLAY ORDER FORM

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Fax 314-534-8050

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

**Discount Deadline:**  
**5/1/2024**

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).

### 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

### 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

### 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 8.25%** \$ \_\_\_\_\_

**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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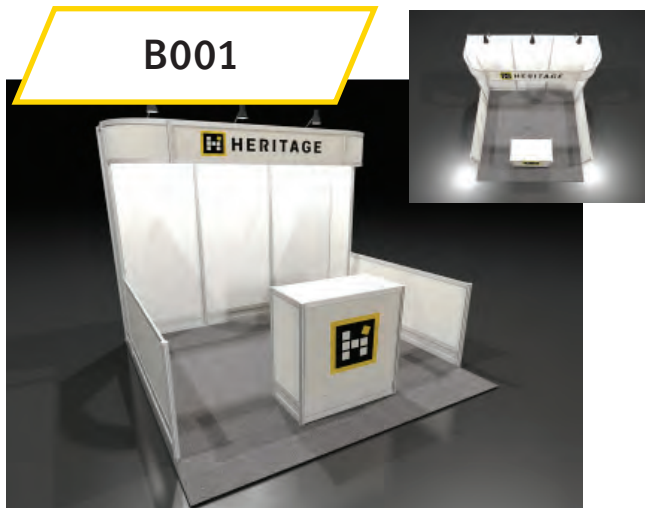


# 10' x 10' Exhibit Rental Displays

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.

EXHIBITS

**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**

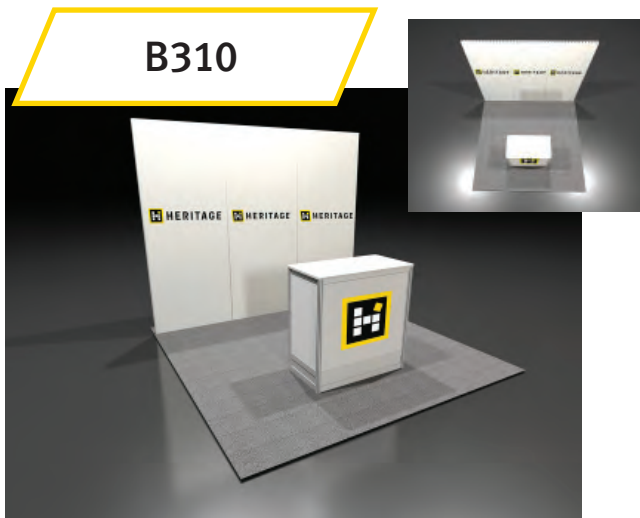


**Advanced Price \$4,281.22**  
**Standard Price \$5,565.59**

**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

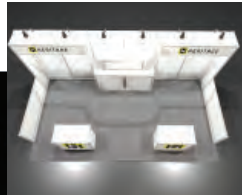


# 10' x 20' Exhibit Rental Displays

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.

EXHIBITS

**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

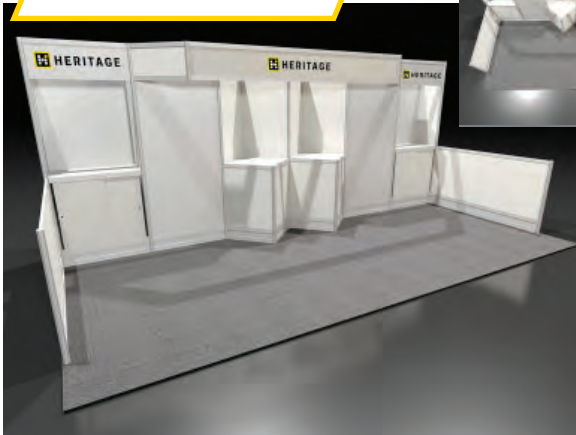
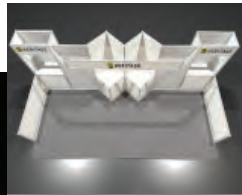
**B368**



**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**

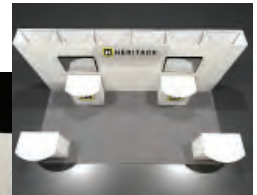
**B004**



**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**

# 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.

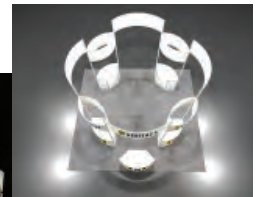
**B333**



**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

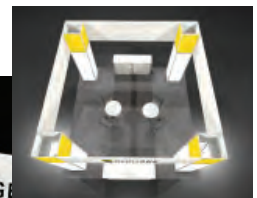
**B437**



**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*

**EXHIBITS**

**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

1-800-360-4323

Fax 314-534-8050

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

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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.**



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- **Crated:** Material that is skidded or is in any type of shipping container that can be unloaded at the dock with **no special handling required.**
- **Special Handling:** Applies to shipments that are loaded by cubic space and/or packed in such a manner as to require additional labor/handling, such as ground unloading, constricted space unloading, designated piece unloading, or stacked shipments. Also included are mixed shipments and shipments without individual bills of lading. Shipments loaded in this manner require additional time, labor, or equipment, to unload, sort and deliver. **Federal Express (FedEx), UPS, USPS and DHL are included in this category due to their delivery procedures.**
- **What about carpet/pad only shipments?** Shipments that consist of carpet and/or carpet padding only require additional handling because of additional labor and equipment to unload.
- **What is a Small Package?** (30lbs. maximum per package) Letters or small packages received at show-site **during show hours only.**
- **What is a Cartage Company?** Freight forwarders, as well as, other carriers, will often outsource the delivery of their freight to third party cartage companies. Cartage companies provide local pick-up and delivery services to and from the event venue, as well as, other locations. In most cases, cartage companies will consolidate shipments from multiple carriers onto a single truck. Due to their loading/unloading procedures, these shipments may fall into the additional handling category.
- **What is Ground Loading/Unloading?** Vehicles that are not dock height, preventing the use of loading docks, such as U-hauls, flat bed trailers, double drop trailers, company vehicles with trailers that are not dock level, etc.
- **What is Constricted Space Loading/Unloading?** Trailer loaded “high and tight” shipments that are not easily accessible. Freight is loaded to full capacity of trailer - top to bottom, side to side. One example of this is freight that is loaded down one side of a trailer that must be bypassed to reach targeted freight.
- **What is Designated Piece Loading/Unloading?** Drivers that require the loading crew to bring multiple pieces of the freight to the rear of the trailer to select the next piece, having to remove freight from the trailer then reload to fit or the trailer must be loaded in a sequence to ensure all items fit.
- **What is Alternate Delivery Location?** Shipments that are delivered by a carrier that requires pieces to be delivered to different areas/levels in the same building, or to other venues (such as a hotel near an event venue).
- **What are Stacked Shipments?** Shipments loaded in such a manner requiring multiple items to be removed to ground level for delivery to booth. Stacked or “cubed out” shipments, loose items placed on top of crates and/or pallets constitute special handling.
- **What are Multiple Shipments?** Multiple shipments on a truck do not automatically indicate special handling, unless the shipments are mixed on the truck, failing to maintain shipment integrity and/or have multiple deliver areas.
- **What are mixed shipments?** Mixed shipments are defined as shipments of mixed crated and uncrated goods, where the percentage of uncrated is minimal and does not warrant the full uncrated rate for the shipment, but does require special handling.
- **What does it mean if I have No Documentation?** Shipments arrive from a small package carrier (including, among others, Federal Express [FedEx] and UPS) without an individual Bill of Lading, requiring additional time, labor and equipment to process.
- **What is Inbound?** Shipments being sent to a warehouse for advance receiving or to show site.
- **What is Outbound?** Shipments leaving show site and being sent to another destination.
- **What is Off Target?** Used when there is a specific date and time that an exhibitor must move in by and is missed.
- **What is a Marshalling Yard Fee?** A marshalling service has been established to ease congestion at the facility and better utilize dock space. All carriers and privately owned vehicles must check in at the marshalling location prior to unloading/loading.
- **What is Overnight Parking Fee?** There is a fee for parking at the marshalling yard. This is for exhibitors with company owned trailers and box trucks only. **Any vehicles left without a parking pass will be towed at owner's expense.**
- **What are Shipments Returned to Warehouse?** Shipments returned to the warehouse at close of show will be charged an additional fee of \$50.00 per CWT (2500lb. min.). Shipments not picked up from the warehouse within 72 hrs. will be charged for storage by Heritage.



# MATERIAL HANDLING SERVICES

## COMMON POWERUP 2024

exhibitor.services@heritagesvs.com

1-800-360-4323

Fax 314-534-8050

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

### MATERIAL HANDLING SERVICES

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

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

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

Description		Price per CWT	200 lb Minimum
Rate Classifications	Warehouse Shipment (200 lb Minimum)		
	Crated or Skidded Shipment	\$214.25	\$428.50
	Special Handling Shipment	\$257.10	\$514.20
	Crated or Skidded after 5/10/2024 deadline date	\$267.81	\$535.62
	Special Handling Shipment after 5/10/2024 deadline date	\$310.66	\$621.32
	Show Site Shipment (200 lb Minimum)		
	Crated or Skidded Shipment	\$238.25	\$476.50
	Special Handling Shipment	\$285.90	\$571.80
	Uncrated or Pad Wrapped Shipment	\$333.55	\$667.10
	Small Package—Maximum Weight is 30 lbs per Shipment	\$50.00	\$50.00
*A small package shipment is a shipment totaling any number of pieces with a combined weight not to exceed 30 lbs that is received on the same day, from the same shipper and delivered by the same carrier.			
**Warehouse Shipments will be received Monday through Friday between the hours of 10:00a.m. and 4:00 p.m.			

### ROUND UP TO NEXT CWT (2CWT MINIMUM)

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

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

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

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

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

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

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



# PRIORITY RETURN/ACCESSIBLE STORAGE FORM

## COMMON POWERUP 2024

exhibitor.services@heritagesvs.com

1-800-360-4323

Fax: 314-534-8050

**Discount Deadline:**  
**5/1/2024**

**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.





# HERITAGE

## IMPORTANT NOTICE REGARDING DIRECT SHIPMENTS

Please be aware that the Fort Worth 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 12:00 p.m., Saturday, May 18<sup>th</sup>, 2024. Any materials sent to the venue prior to this date may be returned to sender and/or may be turned over to Heritage and will be billed according to the Show's Shipping & Receiving Rates, and will be subject to venue assessed fees.

**EXHIBITOR COMPANY NAME** \_\_\_\_\_

**BOOTH NUMBER** \_\_\_\_\_

**C/O HERITAGE  
FORT WORTH CONVENTION CENTER  
1201 HOUSTON ST.  
FORT WORTH, TX 76102**

**FOR: COMMON POWERUP 2024**

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**



## ***RELAX WITH OUR CAREFREE LOGISTICS!***

HES Logistics is the official show carrier. 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 all inbound HES Logistics customers*
- *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:** 1-866-493-1675

**Email:** [shipping@heritagesvs.com](mailto:shipping@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.



## 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
- 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 your 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



## 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
- Complimentary Shrink Wrapping and / or Banding at the Show Site, if requested
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(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.



***Must arrive no later than  
FRIDAY, MAY 10<sup>TH</sup>, 2024***

**ADVANCE SHIPMENT  
TO WAREHOUSE**

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

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

HERITAGE  
TFORCE FREIGHT C/O CRANE WW  
4050 VALLEY VIEW LN. STE. 100  
IRVING, TX 75038

FOR: **COMMON POWERUP 2024**



***Must arrive no later than  
FRIDAY, MAY 10<sup>TH</sup>, 2024***

**ADVANCE SHIPMENT  
TO WAREHOUSE**

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

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

HERITAGE  
TFORCE FREIGHT C/O CRANE WW  
4050 VALLEY VIEW LN. STE. 100  
IRVING, TX 75038

FOR: **COMMON POWERUP 2024**



***Must arrive no later than  
FRIDAY, MAY 10<sup>TH</sup>, 2024***

**ADVANCE SHIPMENT  
TO WAREHOUSE**

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

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

HERITAGE  
TFORCE FREIGHT C/O CRANE WW  
4050 VALLEY VIEW LN. STE. 100  
IRVING, TX 75038

FOR: **COMMON POWERUP 2024**



***Must arrive no later than  
FRIDAY, MAY 10<sup>TH</sup>, 2024***

**ADVANCE SHIPMENT  
TO WAREHOUSE**

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

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

HERITAGE  
TFORCE FREIGHT C/O CRANE WW  
4050 VALLEY VIEW LN. STE. 100  
IRVING, TX 75038

FOR: **COMMON POWERUP 2024**





***DO NOT DELAY!***

**DIRECT SHIPMENT  
TO SHOW SITE**

***MUST NOT ARRIVE BEFORE: SATURDAY, MAY 18<sup>TH</sup>***

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

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

C/O HERITAGE  
FORT WORTH CONVENTION CENTER  
1201 HOUSTON ST.  
FORT WORTH, TX 76102

FOR: **COMMON POWERUP 2024**



***DO NOT DELAY!***

**DIRECT SHIPMENT  
TO SHOW SITE**

***MUST NOT ARRIVE BEFORE: SATURDAY, MAY 18<sup>TH</sup>***

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

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

C/O HERITAGE  
FORT WORTH CONVENTION CENTER  
1201 HOUSTON ST.  
FORT WORTH, TX 76102

FOR: **COMMON POWERUP 2024**



***DO NOT DELAY!***

**DIRECT SHIPMENT  
TO SHOW SITE**

***MUST NOT ARRIVE BEFORE: SATURDAY, MAY 18<sup>TH</sup>***

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

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

C/O HERITAGE  
FORT WORTH CONVENTION CENTER  
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FORT WORTH, TX 76102

FOR: **COMMON POWERUP 2024**



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.

**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	\$103.35	\$134.36
<b>Overtime</b>	4:30 p.m. to 8:00 a.m. Monday through Friday, Saturday, Sunday, and Holidays	\$155.03	\$201.54

- 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.



# EXHIBIT LABOR - HERITAGE SUPERVISED COMMON POWERUP 2024

exhibitor.services@heritagesvs.com

1-800-360-4323

Fax 314-534-8050

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

**Discount Deadline:**  
**5/1/2024**

## 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.

## **STRUCTURAL INTEGRITY INFORMATION**

### **THIS FORM MUST BE RETURNED FOR ALL SUSPENDED STRUCTURES**

\_\_\_\_\_ the contracted exhibitor at POWERUP 2024 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 **COMMON USER GROUP, FORT WORTH 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: \_\_\_\_\_



exhibitor.services@heritagesvs.com

1-800-360-4323

Fax 314-534-8050

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

## HANGING SIGN LABOR COMMON POWERUP 2024

**Discount Deadline:**  
**5/1/2024**

### 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 5/10/2024. If these procedures are not followed, Heritage cannot guarantee the hanging of your sign.

#### Ship To:

HERITAGE  
TFORCE FREIGHT C/O CRANE WW  
4050 VALLEY VIEW LN. STE. 100  
IRVING, TX 75038  
FOR: COMMON POWERUP 2024

#### EQUIPMENT AND LABOR RATES TO HANG SIGNS

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

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

**Crew Size:** Three (3) Laborers

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

#### Equipment With Crew

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

		STRAIGHT TIME	OVERTIME
<b>Condor</b>			
Condor with Crew	L331	\$969.19	\$1,453.79
Show Site Pricing		<b>\$1,259.95</b>	<b>\$1,889.93</b>

#### Assembly Crew/ Additional Labor

Display Assembly Labor	L332	\$103.35	\$155.03
(Per Person/Per Hour)			
Show Site Pricing		<b>\$134.36</b>	<b>\$201.54</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.



exhibitor.services@heritagesvs.com

1-800-360-4323

Fax 314-534-8050

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

## HANGING SIGN LABOR COMMON POWERUP 2024

**Discount Deadline:**  
**5/1/2024**

### 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.





**HERITAGE™**



**HERITAGE™**

**RUSH! – HANGING SIGN**

**ADVANCE SHIPMENT  
TO WAREHOUSE**

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

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

HERITAGE  
TFORCE FREIGHT C/O CRANE WW  
4050 VALLEY VIEW LN. STE. 100  
IRVING, TX 75038

FOR: **COMMON POWERUP 2024**



**HERITAGE™**

**RUSH! – HANGING SIGN**

**ADVANCE SHIPMENT  
TO WAREHOUSE**

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

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

HERITAGE  
TFORCE FREIGHT C/O CRANE WW  
4050 VALLEY VIEW LN. STE. 100  
IRVING, TX 75038

FOR: **COMMON POWERUP 2024**

**RUSH! – HANGING SIGN**

**ADVANCE SHIPMENT  
TO WAREHOUSE**

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

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

HERITAGE  
TFORCE FREIGHT C/O CRANE WW  
4050 VALLEY VIEW LN. STE. 100  
IRVING, TX 75038

FOR: **COMMON POWERUP 2024**



**HERITAGE™**

**RUSH! – HANGING SIGN**

**ADVANCE SHIPMENT  
TO WAREHOUSE**

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

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

HERITAGE  
TFORCE FREIGHT C/O CRANE WW  
4050 VALLEY VIEW LN. STE. 100  
IRVING, TX 75038

FOR: **COMMON POWERUP 2024**



# SIGN SERVICE ORDER FORM

## COMMON POWERUP 2024

exhibitor.services@heritagesvs.com

1-800-360-4323

Fax 314-534-8050

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

**Discount Deadline:**  
**5/1/2024**

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

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

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

	Item	Quantity	Discount Rate	Standard Rate	Total
Standard Size Signs	<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	<b>Item</b>	<b>Total Sq. Ft.</b>	<b>Discount Rate</b>	<b>Standard Rate</b>	<b>Total</b>
	<b>G100</b> Banner single sided - enter dimensions below _____ W x _____ L = total sq. ft. feet feet min. order 9 sq. ft.	_____ x _____	\$21.00	\$31.50	= _____
	<b>G100</b> Custom Sign - enter dimensions below _____ W x _____ L = total sq. ft. feet feet min. order 9 sq. ft.	_____ x _____	\$21.00	\$31.50	= _____
<b>Contact an exhibitor service team member for other custom graphic applications.</b>					
<b>Method of Payment &amp; Credit Card Authorization Form REQUIRED to be submitted with this form.</b>					<b>SUBTOTAL</b> \$ _____
					<b>TAX 8.25%</b> \$ _____
					<b>TOTAL DUE</b> \$ _____

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.

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.

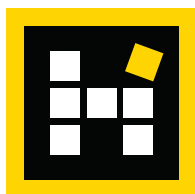
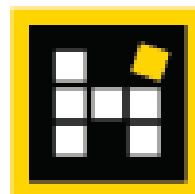
Click **HERE** for a sample graphic summary to download.**For Heritage  
Designed  
Graphics**Please supply vector logos - **.AI, .EPS or .PDF**High resolution photos - **10MB or higher recommended**

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**



# BOOTH CLEANING SERVICE ORDER FORM

## COMMON POWERUP 2024

exhibitor.services@heritagesvs.com

1-800-360-4323

Fax 314-534-8050

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

**Discount Deadline:**  
**5/1/2024**

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
Carpet Cleaning	<b>L150</b> Vacuuming before initial opening of Exhibit and DAILY thereafter, including emptying of waste baskets nightly	_____ x _____	_____ x _____	\$0.45 = _____	
	Vacuuming ONCE before initial opening of Exhibit	1 x _____	_____ x _____	\$0.45 = _____	
	<b>SUBTOTAL</b> _____				

Item		Total # of Days	Total # Sq. Ft.	Standard Rate	Total
Exhibit Cleaning	<b>L200</b> Cleaning and dusting of display background and furnishings before initial opening of Exhibit and DAILY thereafter	_____ x _____	_____ x _____	\$0.55 = _____	
	Cleaning and dusting of display background and furnishings ONCE before initial opening of Exhibit	1 x _____	_____ x _____	\$0.55 = _____	
	<b>SUBTOTAL</b> _____				

Item		Total # of Days	Total # Hours	Standard Rate	Total
Porter Service	<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 _____	\$50.65 = _____	
	Requested Time(s) for Porter Service _____				
	_____				

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.

# Common A Users Annual Meeting

May 17-24, 2024

FORT WORTH CONVENTION CENTER



## ORDER ELECTRICAL ONLINE!

Take advantage of discounted rates!

Order your electrical services online by

04 / 26 / 2024

[ORDERING.EDLEN.COM](https://ordering.edlen.com)

Quick, secure, and easy to use!

You may receive an email to finalize your order from

[ExhibitorServices-fortworth@edlen.com](mailto:ExhibitorServices-fortworth@edlen.com)

**EDLEN**  
The Power People

Edlen Electrical Exhibition Services

1201 Houston Street, Fort Worth, TX 76102

682.410.9336 • [fortworth@edlen.com](mailto:fortworth@edlen.com) • [www.edlen.com](http://www.edlen.com)

**ELECTRICAL EXHIBITION SERVICES**  
1201 Houston Street, Fort Worth, TX 76102  
Phone: (817) 410-9336  
fortworth@edlen.com

<b>EXHIBITOR:</b>		<b>BTH #</b>	
<b>EVENT:</b>	<b>Common A Users Group Annual Meeting &amp; Exposition</b>		
<b>FACILITY:</b>	<b>Fort Worth Convention Center</b>		
<b>DATES:</b>	<b>May 17-24,2024</b>	<b>EVENT # 054008FW</b>	

FOR YOUR CONVENIENCE PLACE YOUR ORDER ONLINE AT [WWW.EDLEN.COM](http://WWW.EDLEN.COM)

## COMPLETE THE STEPS BELOW TO PLACE UTILITY ORDERS

### Step 1 Complete the Method of Payment

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

### Step 2 Complete Utility Order Forms as Required

- A. Electrical Order
- B. Plumbing Order

### Step 3 Review Electrical Labor Instructions

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

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

### Step 4 Complete Additional Labor Forms as Required

Forms include the following:

#### A. Electrical Distribution

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

#### B. Plumbing Distribution

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

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

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



# METHOD OF PAYMENT

Advance Payment Deadline Date: 04/26/24



**ELECTRICAL EXHIBITION SERVICES**  
1201 Houston Street, Fort Worth, TX 76102  
Phone: (682) 410-9336  
fortworth@edlen.com

EXHIBITOR:			BTH #	
EVENT:	Common A Users Group Annual Meeting & Exposition			
FACILITY:	Fort Worth Convention Center			
DATES:	May 17-24,2024		EVENT # 054008FW	

## FINANCIALLY RESPONSIBLE COMPANY

COMPANY NAME:		PHONE:	
ADDRESS:		FAX:	
CITY:	ST:	ZIP:	
COUNTRY:	CELL #:		
EMAIL:			

## METHOD OF PAYMENT

All transactions require a credit card on file with proper authorization. In addition to checks, Edlen accepts American Express, Mastercard, Visa, Discover, ACH and Wire Transfers. Indicate form of payment below.

### ☐ ACH ELECTRONIC PAYMENT TRANSFER

JPMorgan Chase  
Routing #: 322271627 Acct #: 789835573  
Account Name: Edlen Electrical Exhibition Services, Inc

The financial institution **MUST** be based in the US. In order to avoid a transfer fee, you must notify the financial institution that you wish to make an ACH electronic payment transfer.

### ☐ BANK WIRE TRANSFER INFORMATION \*

Domestic & International JPMorgan Chase  
Routing #: 021000021 Acct #: 789835573  
Reference Address: 383 Madison Ave  
New York, NY 10017  
Swift Code: CHASUS33  
Account Name: Edlen Electrical Exhibition Services, Inc

\* Reference the Event # listed above and your Booth # on all electronic payments.

\* \$50 processing fee **MUST** be included with transfer.

### ☐ MANUAL ORDER PROCESSING FEE \*

Orders submitted for manual processing **MUST** include a \$25 processing fee. Submit orders online instead @ [www.edlen.com](http://www.edlen.com)

### ☐ CREDIT CARD

We will use this authorization to charge any remaining balances on your account prior to event closing. A copy of final charges will be sent to the email address provided in the payment information section.

### ☐ COMPANY CHECK

Make check payable to: Edlen Electrical. All foreign checks must be drawn on U.S. Banks only. Check must be received before the deadline date and you must include a credit card as a guarantee. Reference the Event # listed above on your remittance.

☐ VISA ☐ MASTERCARD ☐ AMEX ☐ DISCOVER

## CHECK AND CREDIT CARD INFORMATION

COMPANY NAME:	
CHECK #	
CREDIT CARD NUMBER:	EXP DATE:
CARD HOLDER SIGN:	PRINT NAME:
EMAIL:	THIRD PARTY PAYMENT? YES or NO

## CREDIT CARD ADDRESS INFORMATION IF DIFFERENT THAN INFORMATION ABOVE

ADDRESS:	CITY:	ST:	ZIP:
----------	-------	-----	------

## SERVICE TOTALS

* MANUAL ORDER PROCESSING FEE	\$25.00
* BANK WIRE TRANSFER PROCESSING FEE	
2. ELECTRICAL ORDER	
3. ESTIMATED LABOR	
4. PLUMBING ORDER	
<b>SUBTOTAL</b>	
Sales tax is due unless exemption is provided	<b>8.25% SALES TAX</b>
<b>TOTAL DUE</b>	

## AUTHORIZATION

<b>AUTHORIZED SIGNATURE ABOVE</b>	
PRINT NAME ABOVE	TODAY'S DATE ABOVE

By signing and placing this order, I accept all payment policies, terms and conditions outlined on all completed service order forms and the Edlen General Data Protection Regulation privacy policy.

**ELECTRICAL EXHIBITION SERVICES**  
1201 Houston Street, Fort Worth, TX 76102  
Phone: (682) 410-9336  
fortworth@edlen.com

<b>EXHIBITOR:</b>		<b>BTH #</b>	
<b>EVENT:</b>	<b>Common A Users Group Annual Meeting &amp; Exposition</b>		
<b>FACILITY:</b>	<b>Fort Worth Convention Center</b>		
<b>DATES:</b>	<b>May 17-24,2024</b>	<b>EVENT #</b>	<b>054008FW</b>

**FOR YOUR CONVENIENCE PLACE YOUR ORDER ONLINE AT [WWW.EDLEN.COM](http://WWW.EDLEN.COM)**

ORDER INSTRUCTIONS
<b>INLINE AND PENINSULA DELIVERY</b> The cost of 120-Volt outlets includes delivery to one location at the rear of inline or peninsula booths. If you require the outlet(s) to be distributed to any other location(s), material and labor charges apply. There is a minimum charge of (1) hour for installation and (1/2) hour for removal. Complete and return the Electrical Distribution Form along with a floor plan layout of your booth space indicating outlet location(s).
<b>ISLAND BOOTH DELIVERY ONE LOCATION</b> Island booths that need power delivered to one location incur (1) hour labor charge for installation & (1/2) hour labor charge for removal. Return a floor plan layout of your booth space indicating the outlet location with measurements and orientation.
<b>ISLAND BOOTH DELIVERY MULTIPLE LOCATIONS</b> Island booths that require power to be delivered to multiple locations within their booth space incur a minimum (1) hour labor charge for installation. The removal of this work will be charged a minimum (1/2) hour or (1/2) the total time of installation. Material charges will apply. Return a floor plan layout of your booth space indicating a main distribution point and all outlet locations with measurements and orientation. If a main distribution point is not provided, Edlen will deliver to the most convenient location.
<b>208/480V POWER DELIVERY AND CONNECTIONS</b> Edlen electricians must make all high voltage connections and disconnections on a time and material basis. Complete the Electrical Booth Work Form to schedule your estimated connection time and labor. Return form with your order.
<b>MOTOR POWER</b> Order electrical services for motor power required on this form. If unsure of the electrical services required call for a quote.
<b>24 HOUR SERVICES</b> Electricity will be turned on within 30 minutes of show opening and off within 30 minutes of show closing, show days only. If you require power at any other time order 24 hour power at double the outlet rate.
<b>CANCELLATIONS</b> Credits will not be issued for services delivered and not used. See #16, 22 & 23 on Terms & Conditions for details.
<b>TERMS &amp; CONDITIONS</b> I agree in placing this order that I have accepted Edlen's payment policy and the terms and conditions of the contract.

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

	QTY Show Hours Only	QTY 24hrs/day Double	ADVANCE PAYMENT	REGULAR PAYMENT PRICE	TOTAL COST
<b>Add 8.25% tax</b>					
<b>120 VOLT</b>					
500 WATTS (5 AMPS)			77.00	115.00	
1000 WATTS (10 AMPS)			105.00	158.00	
2000 WATTS (20 AMPS)			130.00	195.00	
<b>208 VOLT SINGLE PHASE</b>					
20 AMPS			181.00	271.00	
30 AMPS			223.00	335.00	
60 AMP			295.00	397.00	
<b>208 VOLT THREE PHASE</b>					
20 AMPS			304.00	456.00	
30 AMPS			415.00	623.00	
60 AMPS			618.00	927.00	
100 AMPS			939.00	1408.00	
<b>TRANSFORMER(S)</b> Boost 208 Volt to 230 Volt					
Transformer (20 amp minimum charge)			Total Amps: _____ x 6.35 = _____		

**LIGHTS** (Cost of Arm & Pole lights include power. If ordering Par Can, then order a 1000 watt outlet for each Par Can. For Par Can installation, scissor lift charges apply.)

1000 WATT PAR CAN		100.00	140.00	
8' POLE LIGHT—1 FIXTURE		108.00	153.00	
8' POLE LIGHT—2 FIXTURES		124.00	179.00	

**Must Pick up Items at Onsite Exhibitor Service Center. See #16 on Terms & Conditions for details.**

15' EXTENSION CORD		32.00	
POWER STRIP		32.00	

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

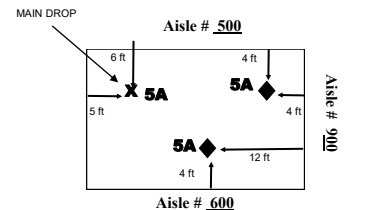
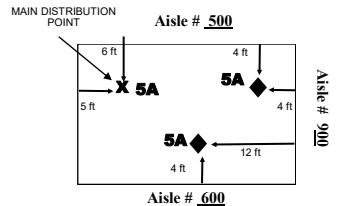
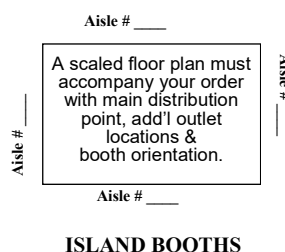
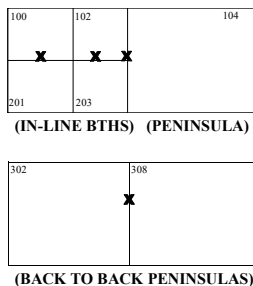
<b>TRANSFER TOTAL TO BOX #2 ON METHOD OF PAYMENT FORM</b>	<b>TOTAL</b>	
<b>PRINT NAME:</b>		
<b>EMAIL:</b>	<b>PHONE:</b>	

# TERMS & CONDITIONS

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

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

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



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

# ELECTRICAL LABOR INSTRUCTIONS

Advance Payment Deadline Date: 04/26/24



## ELECTRICAL EXHIBITION SERVICES

1201 Houston Street, Fort Worth, TX 76102  
Phone: (682) 410-9336  
fortworth@edlen.com

EXHIBITOR:		BTH #	
EVENT:	Common A Users Group Annual Meeting & Exposition		
FACILITY:	Fort Worth Convention Center		
DATES:	May 17-24,2024	EVENT # 054008FW	

## LABOR ORDERING INSTRUCTIONS

### Step 1 Review Jurisdiction Information Below

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

### Step 2 Complete the Appropriate Form

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

#### A. Electrical Distribution

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

### Step 3 Return the following forms to Edlen

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

## ELECTRICAL JURISDICTION

### WORK REQUIRING EDLEN ELECTRICIANS

1. Delivery of main power line to Island Booths only
2. Electrical distribution under carpet or overhead
3. Connection of all high voltage services
4. Hardwiring of any electrical apparatus
5. Installation of lighting hung from ceiling
6. Assembly & installation of lighting hung from truss
7. Motor, truss, rigging installation and cabling

## POWER DELIVERY

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

# ELECTRICAL DISTRIBUTION

Advance Payment Deadline Date: 04/26/24



## ELECTRICAL EXHIBITION SERVICES

1201 Houston Street, Fort Worth, TX 76102  
Phone: (682) 410-9336  
fortworth@edlen.com

EXHIBITOR:		BTH #	
EVENT:	Common A Users Group Annual Meeting & Exposition		
FACILITY:	Fort Worth Convention Center		
DATES:	May 17-24,2024	EVENT # 054008FW	

## ELECTRICAL DISTRIBUTION UNDER CARPET

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

1. Provide an Electrical Layout Form:

- The electrical layout must indicate each power outlet and its location with exact measurements.
- The electrical layout must reflect booth orientation. Use surrounding booth or aisle numbers.
- Identify a main distribution point. Power is delivered to that point and then distributed to other locations. Inline or peninsula booths do not need to provide a main distribution point. Power will be located at the rear of the booth.
- If power is only required in one location in Island booths, indicate that location with measurements on your electrical layout.

2. What date will you begin building your booth?

- A. Date: \_\_\_\_\_ Time: \_\_\_\_\_

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

- A. Describe flooring: \_\_\_\_\_
- B. Estimated date and time flooring installation will begin. Date: \_\_\_\_\_ Time: \_\_\_\_\_

4. Show site supervisor:

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

Email \_\_\_\_\_ Company \_\_\_\_\_

5. The exhibitor acknowledges there is a minimum 1 hour labor charge for the distribution of services and 1/2 hour for the removal of services. Island booths that only require power delivered to one location incur a 1 hour installation and removal charge.

6. In the event a lift is required to deliver power from the ceiling, or if the exhibitor requests power be delivered from above when it's available on the floor, lift charges will apply for installation and removal. There is a minimum 1 hour installation and 1 hour removal cost for both lift and labor. For safety reasons lifts require a 2 man crew.

LABOR RATES AND HOURS		DISTRIBUTION LABOR ESTIMATE		
Labor Minimums	Enter a minimum of 1 hour for installation and 1/2 hour for removal. For installation labor greater than 1 hour, dismantle is 1/2 the total installation time.	MAN HRS	RATE	TOTAL
Straight Time	Monday - Friday, 8:00 AM - 4:30 PM, except Holidays.	ST	\$100.39	
		OT	\$150.46	
Overtime	Monday - Friday 4:30 PM - 8:00 AM, all day Saturday, Sunday & Holidays.	SCISSOR LIFT RENTAL		
		HOURS	RATE	TOTAL
			\$179.00	
TRANSFER ESTIMATED TOTAL TO BOX #3 ON METHOD OF PAYMENT FORM		ESTIMATED TOTAL		

## AUTHORIZATION

PRINT NAME:

DATE:

**ELECTRICAL EXHIBITION SERVICES**  
1201 Houston Street, Fort Worth, TX 76102  
Phone: (682) 410-9336  
fortworth@edlen.com

<b>EXHIBITOR:</b>		<b>BTH #</b>	
<b>EVENT:</b>	<b>Common A Users Group Annual Meeting &amp; Exposition</b>		
<b>FACILITY:</b>	<b>Fort Worth Convention Center</b>		
<b>DATES:</b>	<b>May 17-24,2024</b>	<b>EVENT #</b>	<b>054008FW</b>

**FOR YOUR CONVENIENCE PLACE YOUR ORDER ONLINE AT [WWW.EDLEN.COM](http://WWW.EDLEN.COM)**

**IMPORTANT NOTES**

**ADDITIONAL CONNECTIONS**

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

**AIR LINE RESPONSIBILITIES**

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

**WATER PRESSURE**

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

**LABOR NOTES**

**OUTLET DELIVERY**

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

**OUTLET DISTRIBUTION**

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

**OUTLET CONNECTIONS**

Special equipment requiring company engineering or technicians for assembly, servicing, preparatory work and operation may be executed without Edlen plumbers.

**TERMS & CONDITIONS**

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

**UTILITY SERVICES**

**ADVANCE REGULAR TOTAL**

**COMPRESSED AIR: 90-100 LBS. PSI  
AVAILABLE IN WEST HALL ONLY**

Air Outlet (call for a quote for 24-hour Air)	353.60	530.40	
Additional Connections within 20' of Outlet	135.20	202.80	

**CFM REQUIREMENTS**

**Must order CFM with air services. Refer to # 8 on Plumbing Terms, Conditions & Regulations.**

<b>CFM (There is a 5 CFM minimum charge per outlet/connection)</b>	<b>Total CFM =</b>		
Total CFM _____ x ADVANCE Rate 7.00	=		
Total CFM _____ x REGULAR Rate 11.00	=		

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

Water Outlet	354.00	531.00	
Additional Connections within 20' of Outlet	136.00	203.00	
# of connections required: _____ Size of connection: _____			
PSI required: _____ GPM Required: _____			

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

Drain Outlet	354.00	531.00	
Additional Connections within 20' of Outlet	136.00	203.00	
Number of connections required: _____ Size of connection required: _____			

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

1 – 500 Gallons	216.00	324.00	
-----------------	--------	--------	--

**All water and air service will be reviewed and have the potential to be installed aurally. Labor and material charges will apply. You can request an estimate via email. Please send your order and floor plan to [fortworth@edlen.com](mailto:fortworth@edlen.com).**

**LABOR**

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

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

<b>TRANSFER TOTAL TO BOX #4 ON METHOD OF PAYMENT FORM</b>	<b>TOTAL</b>	
<b>PRINT NAME:</b>		
<b>EMAIL:</b>	<b>PHONE:</b>	





**ELECTRICAL EXHIBITION SERVICES**  
1201 Houston Street, Fort Worth, TX 76102  
Phone: (682) 410-9336  
fortworth@edlen.com

**Advance Payment Deadline Date: 04/26/24**

EXHIBITOR:		BTH #	
EVENT:	Common A Users Group Annual Meeting & Exposition		
FACILITY:	Fort Worth Convention Center		
DATES:	May 17-24,2024	EVENT # 054008FW	

**Go to the exhibitors tab at [www.edlen.com](http://www.edlen.com) for an exact grid to match your booth space.**

## POWER ORIGINATES FROM THE FLOOR IN THIS VENUE

Power is delivered from a floor port to a “main distribution point” in island booths and then distributed from that point. Indicate this location and all other outlet locations using the legend & grid below. Inline and peninsula booths need to provide this information only if power is needed at any other location than the rear of the booth. (See T&C page 3 for examples):

INDICATE BOOTH TYPE		INDICATE SCALE & TOTAL SQ FT	OUTLET LEGEND	
Island	_____	<p><b>Example: 1 Square = 1 Foot</b></p> <p>_____ Square = _____ Ft</p> <p>Total Square Footage = _____</p>	<b>X</b> = Main Distribution Point	<b>▲</b> = 5amp/500 watt
Inline	_____		<b>◆</b> = 10amp/1000 watt	<b>●</b> = 20amp/2000 watt
Peninsula	_____			

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

[illegible]

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

# PLUMBING DISTRIBUTION

Advance Payment Deadline Date: 04/26/24



**ELECTRICAL EXHIBITION SERVICES**  
1201 Houston Street, Fort Worth, TX 76102  
Phone: (682) 410-9336  
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DATES:	May 17-24,2024	EVENT # 054008FW	

## PLUMBING JURISDICTION

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

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

### 1. REVIEW EACH SECTION AND COMPLETE LABOR ESTIMATE

#### A. Outlet Delivery & Removal

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

#### B. Outlet Distribution Throughout Booth Space

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

#### C. Outlet Connections

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

### 2. DISTRIBUTION OF SERVICES IN BOOTH SPACE

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

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

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

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

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

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

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

F. Show site supervisor: \_\_\_\_\_ Company: \_\_\_\_\_

Cell #: \_\_\_\_\_ Email: \_\_\_\_\_

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

LABOR ESTIMATE		
MAN HOURS	RATE	TOTAL
ST	\$100.39	
OT	\$150.46	

ESTIMATED TOTAL
-----------------

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

WORK RATE SCHEDULE	
ST	Monday - Friday, 8:00 AM - 4:30 PM, except Holidays.
OT	Monday - Friday 4:30 PM - 8:00 AM & all day Saturday, Sunday and Holidays.

AUTHORIZATION	
PRINT NAME:	
DATE:	

**ELECTRICAL EXHIBITION SERVICES**  
1201 Houston Street, Fort Worth, TX 76102  
Phone: (682) 410-9336  
fortworth@edlen.com

EXHIBITOR:		BTH #	
EVENT:	Common A Users Group Annual Meeting & Exposition		
FACILITY:	Fort Worth Convention Center		
DATES:	May 17-24,2024	EVENT # 054008FW	

PLUMBGRID.V1.FW.10.18 PG 9

## PLUMBING TERMS, CONDITIONS & REGULATIONS

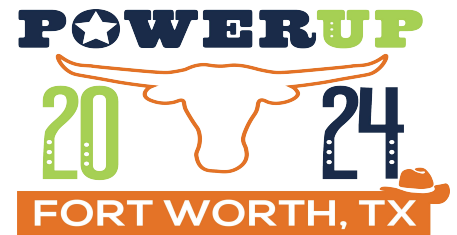
1. A complete order with payment and floor plan inclusive of a scaled layout (for island booths or any booth requiring distribution of plumbing services) must be received no later than the deadline date for advance payment rates to apply. Orders received without payment and required floor plan are not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

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

For further information please visit our web site [WWW.EDLEN.COM](http://WWW.EDLEN.COM)  
or call the number on the Plumbing Order form



# LEAD RETRIEVAL ORDER FORM



Submit order to: Trade Show Leads ~ EMAIL: [orders@tsleads.net](mailto:orders@tsleads.net) ~ PHONE: 515.370.0871

Company		Booth Number		Contact	
Zip	Phone	Email			
Email Address for Leads:					
Equipment			By April 19, 2024	After April 19	Qty Price SubTtl
<b>BEST VALUE-3 APP BUNDLE WITH CUSTOM FOLLOW-UPS</b> Get 3 TS Leads Mobile App activations plus customized follow-ups. for use with Exhibitors own iPhone®, iPod touch® (Version 8.1 or higher), iPad®, or Android™ phone (Operating System 6 or higher) Package includes: TSL mobile lead retrieval app downloaded from the app store, event set-up through unique access code for three devices, custom follow ups, and leads available via online portal.			\$499.00	\$549.00	
<b>TS Leads Mobile Tablet</b> -TSL Mobile App on iPad Mini. Powerful tool allows you to gather time stamped leads, insert notes, add qualifiers and surveys. Leads available via online portal.			\$375.00	\$425.00	
<b>TSLeads Max</b> -TSLeads Mobile App on Android device with 5" ISP Display. Powerful tool allows you to gather time stamped leads, insert notes, add follow-ups and surveys. Leads available via online portal.			\$350.00	400.00	
<b>TS Leads Mobile App</b> - for use with Exhibitors own iPhone®, iPod touch® (Version 8.1 or higher), iPad®, or Android™ phone (Operating System 6.0 or higher) <b>Package includes:</b> TSL mobile lead retrieval app downloaded from the app store, event set-up through unique access code and leads available via online portal .			\$275.00	\$325.00	
<b>Additional TS Leads Mobile App license for multiple Devices.</b>			\$175.00	\$225.00	
<b>TS Leads Anywhere Scanner</b> -Small hand-held scanner fits easily in your pocket allows you to gather leads anytime, anywhere at the show. No power required. Leads delivered via email at the end of the show.			\$300.00	\$350.00	
<b>Custom Follow-Up Sheet</b> -Create custom lead follow-ups specific to your business.			\$75.00	\$95.00	
<b>Delivery, Setup, and Training (optional)</b> -Delivery to your booth with training for all of your staff.			\$75.00	\$95.00	
<b>Leads downloaded to USB 2.0 Flash Drive</b>			\$55.00	\$75.00	
<b>Developer's Kit</b> Includes API configuration or post show data merge.			\$400.00	\$400.00	
				<b>TOTAL</b>	

## Payment Information

**CLICK HERE TO ORDER ONLINE**

Make Checks Payable to: Trade Show Leads,  
16461 S. 176<sup>th</sup> Lane, Goodyear, AZ 85338.  
Advance Orders must be accompanied by payment in full. Thank you for your order. If you have any questions please contact us at 515.370.0871.

If Paying by Credit Card, Please complete the Cardholder Information:

CardNumber: \_\_\_\_\_  
 ExpirationDate: \_\_\_\_\_  
 Code on Card: \_\_\_\_\_  
 Name on the Card: \_\_\_\_\_  
 BillingAddress: \_\_\_\_\_  
 \_\_\_\_\_  
 Signature: \_\_\_\_\_

All equipment ordered must be picked up at the service desk prior to the start of the show, unless you have ordered Delivery & Setup. Failure to pick up equipment does not entitle you to a refund. All equipment must be returned to the service desk within 1 hour of the close of the show to avoid additional charges. A non-refundable charge of \$1500.00 will be applied for equipment not returned to TSL at the close of the show. **There is a \$75 fee for all cancellations and no cancellations within 48 hours of open of the event. TSL will not be held responsible for the type or amount of data provided to exhibitors by show management.** Data connection required for mobile app installation and attendance updates. TSL will not be held responsible for poor/inadequate data coverage in convention hall. It is the customer's responsibility to seek and provide data connection whether it be inside or outside the convention building. Liability for damage of any cause whatsoever will be limited to the total price of goods and services provided by TSL.

Agreement of Above Terms:

X



TS Leads Mobile Tablet	TS Leads Max	TS Leads Mobile App	TS Leads Anywhere Scanner
 iPad mini	 ANDROID	 TSLEADS MOBILE	

**The TSLeads Anywhere Scanner** is a battery operated unit that fits easily in your pocket and leads can be gathered anywhere at the show. Leads are delivered at the end of the show via email. After the badge is scanned, more information on the lead can be gathered by scanning items on the TS Leads Advanced lead qualifier sheet which is at no cost to the exhibitor. A custom follow-up sheet can be created which is specific to your business for a small fee (see page 3).

**TS Leads Mobile App** is a powerful lead retrieval technology for exhibitors to capture sales leads using an iPhone®, iPod touch® (Version 8.0 or higher), iPad®, or Android™ phone (Operating System 6.0 or higher). Exhibitors can use their own mobile device. App downloaded from the app store. Event set-up through a unique access code and leads gathered by scanning barcode or entering Attendee ID Number on the badge. TS Leads Mobile App makes lead retrieval easier to use...even fun. With features such as notes, surveys and follow-ups exhibitors can capture, qualify and manage trade show leads anywhere and anytime. Leads updated in real time and accessed via cloud portal.

Exhibitors may also use our hardware. The **TSL Tablet** is an iPad Mini (8" screen) with the TSLeads Mobile app and the **TSLeads Max** is an Android device (5" screen) with the TSLeads Mobile app.

**ORDER EARLY FOR BEST PRICING  
DISCOUNT DEADLINE IS APRIL 19, 2024**





## ADVANCED LEAD QUALIFIERS

<p><b>All exhibitors receive the following Standard Follow-Ups at no cost as part of their equipment rental.</b></p>	<p><b>Fill out this form if you would like Custom Follow-Ups specific to your business for an additional cost.</b></p>																				
<p style="text-align: center;"><b>TRADE SHOW LEADS</b></p> <p style="text-align: center;"><b>STANDARD ADVANCED QUALIFIERS</b></p> <table border="0"> <tr> <td> <b>PRODUCT 1</b>  </td> <td> <b>PRODUCT 2</b>  </td> </tr> <tr> <td> <b>PRODUCT 3</b>  </td> <td> <b>PRODUCT 4</b>  </td> </tr> <tr> <td> <b>READY TO BUY</b>  </td> <td> <b>BUY IN 3-6 MONTHS</b>  </td> </tr> <tr> <td> <b>BUY IN 6-12 MONTHS</b>  </td> <td> <b>DECISION MAKER</b>  </td> </tr> <tr> <td> <b>HOT LEAD</b>  </td> <td> <b>SEND SAMPLES</b>  </td> </tr> <tr> <td> <b>SEND LITERATURE</b>  </td> <td> <b>ADD TO MAILING LIST</b>  </td> </tr> <tr> <td> <b>MANUFACTURER</b>  </td> <td> <b>VALUE ADDED RESELLER</b>  </td> </tr> <tr> <td> <b>DISTRIBUTER</b>  </td> <td> <b>END USER</b>  </td> </tr> <tr> <td> <b>INQUIRY ONLY</b>  </td> <td> <b>CURRENT CUSTOMER</b>  </td> </tr> <tr> <td> <b>WANTS PRESENTATION</b>  </td> <td> <b>SEND PRICING</b>  </td> </tr> </table>	<b>PRODUCT 1</b> 	<b>PRODUCT 2</b> 	<b>PRODUCT 3</b> 	<b>PRODUCT 4</b> 	<b>READY TO BUY</b> 	<b>BUY IN 3-6 MONTHS</b> 	<b>BUY IN 6-12 MONTHS</b> 	<b>DECISION MAKER</b> 	<b>HOT LEAD</b> 	<b>SEND SAMPLES</b> 	<b>SEND LITERATURE</b> 	<b>ADD TO MAILING LIST</b> 	<b>MANUFACTURER</b> 	<b>VALUE ADDED RESELLER</b> 	<b>DISTRIBUTER</b> 	<b>END USER</b> 	<b>INQUIRY ONLY</b> 	<b>CURRENT CUSTOMER</b> 	<b>WANTS PRESENTATION</b> 	<b>SEND PRICING</b> 	<p><b>Company Name:</b> _____</p> <p><b>Booth Number:</b> _____</p> <p><b>Show Name:</b> _____</p> <p><b>Please type or print legibly, maximum 35 characters per line</b></p> <ol style="list-style-type: none"> <li>1. _____</li> <li>2. _____</li> <li>3. _____</li> <li>4. _____</li> <li>5. _____</li> <li>6. _____</li> <li>7. _____</li> <li>8. _____</li> <li>9. _____</li> <li>10. _____</li> <li>11. _____</li> <li>12. _____</li> <li>13. _____</li> <li>14. _____</li> <li>15. _____</li> <li>16. _____</li> <li>17. _____</li> <li>18. _____</li> <li>19. _____</li> <li>20. _____</li> </ol>
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Please contact us at 515.370.0871 or email to [toms@tsleads.net](mailto:toms@tsleads.net) if you have any questions regarding our products and services.

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.