

**Dear Exhibitor:**

Your company is exhibiting at the event below.

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



# 2018 VHA EPS TRAINING EVENT

AUGUST 27 – 29, 2018

HILTON ORLANDO  
ORLANDO, FLORIDA



## General Information

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### Booth Equipment

Each 10'x10' booth will be set with 8' high black and black back drape, 3' high black side dividers, and a 7" x 44" one-line identification sign with two chairs.

### Exhibit Hall Carpet

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

### Discount Price Deadline Date

In order to receive advance order discount rates listed on the price sheet, we must receive your order and payment by Wednesday, August 8<sup>th</sup>, 2018.

### Shipments to Advance Warehouse Deadline Date

Heritage will begin receiving freight at the advance warehouse on Friday, July 27<sup>th</sup>, 2018. To avoid late fees all shipments to the advanced warehouse must arrive no later than Monday, August 20<sup>th</sup>, 2018.

## Show Schedule

### Exhibitor Move-In

Monday	August 27 <sup>th</sup>	1:00 p.m.	-	6:00 p.m.
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### Exhibit Hours

Monday	August 27 <sup>th</sup>	6:00 p.m.	-	8:00 p.m.	Ice Breaker
Tuesday	August 28 <sup>th</sup>	11:45 a.m.	-	1:00 p.m.	
		2:00 p.m.	-	5:00 p.m.	
Wednesday	August 29 <sup>th</sup>	7:30 a.m.	-	12:00 p.m.	

### Exhibitor Move-Out

Wednesday	August 29 <sup>th</sup>	12:00 p.m.	-	4:00 p.m.
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- Empty crates and containers will begin being returned at 12:00 p.m., Wednesday, August 29<sup>th</sup>.
- All carriers must check-in no later than 2:00 p.m. on Wednesday, August 29<sup>th</sup>. Heritage will begin redirecting all outbound freight not claimed by appointed freight carriers to the preferred show carrier at 2:00 p.m.
- Please refer to the Outbound Shipments Form included in this packet for detailed information regarding outbound shipping procedures.

## General Information

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### Shipping Information

Warehouse Shipping Information:

Exhibitor Company Name and Booth Number  
Heritage Trade Show Services  
UPS Freight C/O JM Freight  
3315 Maggie Blvd. Ste. 300  
Orlando, FL 32811

FOR: VHA EPS 2018

Heritage will accept exhibit materials beginning Friday, July 27<sup>th</sup>, 2018 at the above address. Material arriving after Monday, August 20<sup>th</sup>, 2018 will be received at the warehouse with an additional after deadline charge.

Show Site Shipping Address:

Exhibitor Company Name and Booth Number  
C/O Heritage Trade Show Services  
Hilton Orlando  
6001 Destination Pkwy.  
Orlando, FL 32819

FOR: VHA EPS 2018

Freight will be accepted at show site beginning Monday, August 27<sup>th</sup>, 2018. See the Material Handling Instructions within this kit for additional information.

### Service Center Hours

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

### Assistance

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

## We Appreciate Your Business



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

## METHOD OF PAYMENT & CREDIT CARD AUTHORIZATION

NAME OF CONVENTION **VHA EPS 2018** BOOTH # \_\_\_\_\_

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

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

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

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

### CREDIT CARD PAYMENT

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

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

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

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

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

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

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

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

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

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

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

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

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

Remit To:



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

# FURNITURE/CARPET RENTAL ORDER FORM

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

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

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

F260	_____	6' Long riser.....	81.30	105.70 _____
F270	_____	8' Long riser.....	98.30	127.80 _____

**SPECIAL DRAPE BACKGROUNDS**

F280	_____	3' H. Background/per ft. ....	20.25	26.30 _____
F290	_____	8' H. Background/per ft. ....	22.25	28.95 _____

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

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

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

**UNDRAPED DISPLAY TABLE**

F190	_____	4' Table - 30" high.....	96.10	124.90 _____
F200	_____	6' Table - 30" high.....	117.30	152.50 _____
F210	_____	8' Table - 30" high.....	139.55	181.45 _____
F220	_____	4' Table - 42" Counter high.....	104.15	135.45 _____
F230	_____	6' Table - 42" Counter high.....	123.40	160.40 _____
F240	_____	8' Table - 42" Counter high.....	150.70	195.90 _____
	_____	30" Diameter Pedestal Table (Gray) ....	208.35	270.85 _____
		F80 <input type="checkbox"/> 18" High    F90 <input type="checkbox"/> 30" High    F100 <input type="checkbox"/> 42" High		

6.5% Tax \_\_\_\_\_

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

NAME OF CONVENTION VHA EPS 2018 BOOTH # \_\_\_\_\_

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

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

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

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

(Print & Sign)

# Furniture/Carpet

## Furniture



F60



F50



F9



F10



F30



F20



F40



F75



LC02

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



F245



LC01

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

### Furniture

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

# Display Tables

## Pedestal Tables

F80 Pedestal Table 30" x 18" h

F90 Pedestal Table 30" x 30" h

F100 Pedestal Table 30" x 42" h

## Draped Display Tables

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

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

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

## Undraped Display Tables

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

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

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



F80



F90



F100



F190  
F220



F110  
F140



Red



Teal



Burgundy



Gray



Plum



White



Hunter  
Green



Expo  
Green



Gold



Blue



Black



F200  
F230



F120  
F150



F210  
F240



F130  
F160

Remit To:






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 Phone 314-534-8500 | Fax 314-534-8050  
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# CARPET RENTAL ORDER FORM

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

### CLASSIC EXPO CARPET - 16oz

Choose Color:

- |   |  |
|---|--|
| <input type="checkbox"/> Red           | <input type="checkbox"/> Cayenne  |
| <input type="checkbox"/> Blue          | <input type="checkbox"/> Gray     |
| <input type="checkbox"/> Hunter Green  | <input type="checkbox"/> Black    |
| <input type="checkbox"/> Burgundy      | <input type="checkbox"/> Tuxedo   |
| <input type="checkbox"/> Blue Jay      |  |

Qty.	Product	Advance	Standard	Total
	9' x 10'	\$220.50	\$286.65	\$
	9' x 20'	\$432.85	\$562.75	\$
	9' x 30'	\$647.30	\$841.50	\$
	9' x 40'	\$869.80	\$1,130.75	\$
	9' x Custom	\$220.50	\$286.65	\$

Area Carpet - 100 sq. ft. minimum required


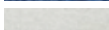
Booth size: \_\_\_\_\_ x \_\_\_\_\_ = \_\_\_\_\_ Sq.Ft.

\*A 6.5% Sales Tax Will Be Added To All Carpet Orders\*

Sq. Ft.	Product	Advance	Standard	Total
	Area Carpet	\$3.70	\$4.85	\$

### PRESTIGE CARPET - 28oz

Choose Color:

- |   |   |
|---|---|
| <input type="checkbox"/> Charcoal      | <input type="checkbox"/> Silver Cloud  |
| <input type="checkbox"/> Navy          | <input type="checkbox"/> Burgundy      |
| <input type="checkbox"/> Hunter Green  | <input type="checkbox"/> Beige         |
| <input type="checkbox"/> Red           | <input type="checkbox"/> Royal         |
| <input type="checkbox"/> Black         | <input type="checkbox"/> Teal          |
| <input type="checkbox"/> Tuxedo        | <input type="checkbox"/> Blue Jay      |
| <input type="checkbox"/> Cayenne       | <input type="checkbox"/> White         |

Minimum of 100 sq. ft. required for all prestige carpet orders.

Booth size: \_\_\_\_\_ X \_\_\_\_\_ = \_\_\_\_\_ Sq. Ft.

\*A 6.5% Sales Tax Will Be Added To All Carpet Orders\*

Sq. Ft.	Product	Advance	Standard	Total
	Prestige	\$6.50	\$8.45	\$

### PADDING & VISQUEEN

Product	Booth Size	Sq. Ft.	Advance	Standard	Total	
Carpet Padding/Per Sq. Ft.	<input type="checkbox"/> X <input type="checkbox"/>	=	X	\$1.80	\$2.35	\$
Visqueen Covering/Per Sq. Ft.	<input type="checkbox"/> X <input type="checkbox"/>	=	X	\$1.10	\$1.40	\$

\*A 6.5% Sales Tax Will Be Added To All Carpet Orders\*

Name of Convention **VHA EPS 2018** Booth \_\_\_\_\_  
 Exhibiting Company \_\_\_\_\_  
 Phone # \_\_\_\_\_ Fax # \_\_\_\_\_  
 Address \_\_\_\_\_  
 Email Order Confirmation & Invoice To \_\_\_\_\_  
 Contact Name \_\_\_\_\_ Date \_\_\_\_\_



Remit To:



620 Shenandoah Avenue | St. Louis, MO 63104

Phone 314-534-8500 | Fax 314.534.8050

Exhibitor.Services@HeritageSVS.com

**ACCESSORIES/DISPLAY  
RENTAL ORDER FORM**

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ITEM #	QTY	DISCOUNT RATES	STANDARD RATES	AMOUNT	ITEM #	QTY	DISCOUNT RATES	STANDARD RATES	AMOUNT
<b>ACCESSORIES</b>					<b>DISPLAY</b>				
A10	_____	Wastebasket	29.15	37.85	D10	_____	Pegboard Panels (4'x8')	291.30	378.65
A20	_____	Tripod Easels	48.55	63.10	D11	_____	Pegboard 6" Single Hook	14.30	18.59
D250	_____	Chrome Sign Holder	179.00	232.70	D12	_____	Pegboard 8" Single Hook	16.70	21.71
A30	_____	Chrome Stanchion	36.40	47.35	D20	_____	Tackboard Panels (4'x8')	218.45	284.00
A40	_____	Velour Rope 6' Black	36.40	47.35	<input type="checkbox"/> Horiz. <input type="checkbox"/> Vert.				
A50	_____	Coat Tree	105.60	137.25	D31	_____	Fabric Impact Panel 1 Meter x 8'	534.00	694.10
A60	_____	Chrome Bag Rack	105.60	137.25	D40	_____	Gridwall 2'x8' Black	199.05	258.75
A70	_____	Literature Rack	206.30	268.20	D60	_____	Gridwall 6" Single Hook	14.30	18.59
A80	_____	Garment Rack 5'	113.30	147.25	D70	_____	Gridwall 8" Single Hook	16.70	21.71
A90	_____	2 Way Straight Arm Rack	155.35	201.95	D50	_____	Slatwall 1 Meter x 8'	267.00	347.10
A100	_____	4 Way Slant Arm Rack	173.95	226.15	D120	_____	Slatwall Waterwalls Hooks	43.70	56.80
A106	_____	Raffle Ticket Drum	80.00	104.00	D121	_____	Slatwall 8" Bracket	16.70	21.71
A107	_____	Fishbowl	25.00	32.50	D130	_____	Shelf 1 meter wide	72.80	94.65
A110	_____	6' Tensabarrier	165.05	214.60	D210	_____	Acrylic Holder	30.35	39.45
<b>DISPLAY CABINETS AND COUNTERS</b>					D220	_____	Arm Light	64.75	84.15
<input type="checkbox"/> Black Fabric <input type="checkbox"/> Gray Fabric <input type="checkbox"/> White PVC					D140	_____	4' Full View Showcase	643.25	836.20
MD20	_____	Counter 1M x 1/2M x 42" High, W/Shelf	679.65	883.55	D150	_____	6' Full View Showcase	691.80	899.35
<input type="checkbox"/> Counter Lock					D160	_____	4' Quarter View Showcase	546.15	710.00
MD21	_____	Counter 2M x 1/2M x 42" High, W/Shelf	950.70	1235.90	D170	_____	6' Quarter View Showcase	614.90	799.40
<input type="checkbox"/> 2 Counter Locks					Looking for something else? Please contact us at Exhibitor.Services@HeritageSVS.com for assistance.				
MD22	_____	Curved Counter 1M x 1/2M x 42" High W/Shelf	747.62	971.91	<b>6.5% Tax</b> _____				
<input type="checkbox"/> Counter Lock					<b>TOTAL ORDER</b> _____				
MD23	_____	Radius Counter 1M x 1/2M x 42" High	897.15	1166.30					
MD30	_____	Cabinet 1M x 1/2M x 42" (White Only/ Comes With Lock & Shelf)	815.58	1060.25					

NAME OF CONVENTION VHA EPS 2018 BOOTH # \_\_\_\_\_

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

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

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

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

(Print & Sign)

# Accessories



A10



D250



A30



A40



A20



A70



A80



A60



A100



A90



A110



A106











A107

## Accessories:

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

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

# Display

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

Remit To:



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

# MODULAR RENTAL DISPLAY ORDER FORM

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

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

### Choose Your Exhibit – Check One

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

### Indicate Your Header Sign Copy

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

Check which color lettering you would like  Black  Blue  Red

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

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

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

6.5% Tax \_\_\_\_\_

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

NAME OF CONVENTION VHA EPS 2018 BOOTH # \_\_\_\_\_

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

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

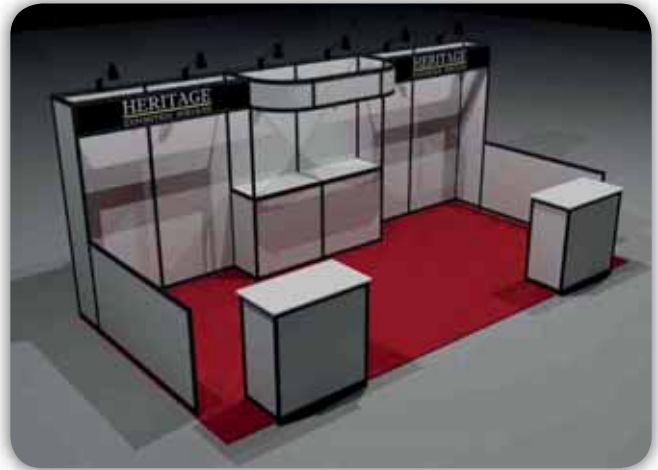
EMAIL ORDER CONFIRMATION & INVOICE TO \_\_\_\_\_

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

# Modular Displays



MDO1 Modular Hardwall Display Package 1



MDO2 Modular Hardwall Display Package 2



MDO3 Modular Hardwall Display Package 3



MDO4 Modular Hardwall Display Package 4



MDO5 Modular Hardwall Display Package 5



MDO6 Modular Hardwall Display Package 6

Remit To:



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

MATERIAL HANDLING INFORMATION

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

A. MATERIAL HANDLING FOR DELIVERIES TO WAREHOUSE

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

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

EXHIBITOR COMPANY NAME
HERITAGE TRADE SHOW SERVICES
UPS FREIGHT C/O JM FREIGHT
3315 MAGGIE BLVD. STE. 300
ORLANDO, FL 32811
FOR: VHA EPS 2018

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

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

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

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

RATES FOR DELIVERIES TO WAREHOUSE

Deadline Date: Monday, August 20th, 2018 To Avoid Late Fees

Table with 4 columns: Description, Rate per 100 lbs., Min Charge. Rows I-IV detailing packaged shipment rates to the advance warehouse.

B. MATERIAL HANDLING FOR DELIVERIES TO SHOWSITE

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

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

EXHIBITOR COMPANY NAME
C/O HERITAGE TRADE SHOW SERVICES
HILTON ORLANDO
6001 DESTINATION PKWY.
ORLANDO, FL 32819
FOR: VHA EPS 2018

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

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

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

RATES FOR DELIVERIES TO SHOWSITE

Table with 4 columns: Description, Rate per 100 lbs., Min Charge. Rows VI-VIII detailing packaged and loose shipment rates to the show site.

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

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

CONTINUED ON NEXT PAGE

### C. INBOUND SHIPMENTS

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

### D. EMPTY CONTAINER LABELS

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

### E. ADDITIONAL AVAILABLE SERVICES

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

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

### F. SPECIAL SERVICES

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

### G. OUTBOUND SHIPMENTS

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

### H. RETURNED SHIPMENTS TO HERITAGE WAREHOUSE

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

### I. LIMITS OF LIABILITY AND RESPONSIBILITY

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

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#### AUTHORITY TO HANDLE

All terms and conditions herein stated are understood and accepted.

NAME OF CONVENTION VHA EPS 2018 BOOTH # \_\_\_\_\_

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

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

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

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

(Print & Sign)

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

Remit To:



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

PRIORITY RETURN/
ACCESSIBLE STORAGE FORM

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

Priority Empty Container Return

This service provides for the priority return of your empties to your booth after the close of the show. This service must be ordered prior to the removal of your empties. If you would like this service, please fill out the information below and return to Heritage Trade Show Services, Inc..

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

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

ACCESSIBLE STORAGE

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

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

Labor Rates:

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

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

Deliveries

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

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

NAME OF CONVENTION VHA EPS 2018 BOOTH #

EXHIBITIING COMPANY PHONE # FAX #

ADDRESS CITY STATE ZIP

EMAIL ORDER CONFIRMATION & INVOICE TO

CONTACT NAME DATE



# HERITAGE

Trade Show Services

**DO NOT DELAY!**

**ADVANCE SHIPMENT  
TO WAREHOUSE**

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

EXHIBITOR NAME

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

HERITAGE TRADE SHOW SERVICES  
UPS FREIGHT C/O JM FREIGHT  
3315 MAGGIE BLVD. STE. 300  
ORLANDO, FL 32811

FOR: VHA EPS 2018

# HERITAGE

Trade Show Services

**DO NOT DELAY!**

**ADVANCE SHIPMENT  
TO WAREHOUSE**

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

EXHIBITOR NAME

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

HERITAGE TRADE SHOW SERVICES  
UPS FREIGHT C/O JM FREIGHT  
3315 MAGGIE BLVD. STE. 300  
ORLANDO, FL 32811

FOR: VHA EPS 2018

# HERITAGE

Trade Show Services

**DO NOT DELAY!**

**ADVANCE SHIPMENT  
TO WAREHOUSE**

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

EXHIBITOR NAME

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

HERITAGE TRADE SHOW SERVICES  
UPS FREIGHT C/O JM FREIGHT  
3315 MAGGIE BLVD. STE. 300  
ORLANDO, FL 32811

FOR: VHA EPS 2018

# HERITAGE

Trade Show Services

**DO NOT DELAY**

**ADVANCE SHIPMENT  
TO WAREHOUSE**

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

EXHIBITOR NAME

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

HERITAGE TRADE SHOW SERVICES  
UPS FREIGHT C/O JM FREIGHT  
3315 MAGGIE BLVD. STE. 300  
ORLANDO, FL 32811

FOR: VHA EPS 2018



## IMPORTANT NOTICE REGARDING DIRECT SHIPMENTS

Please be aware that the Hilton Orlando 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 1:00 p.m., Monday, August 27<sup>th</sup>, 2018. Any materials sent to the venue prior to this date may be returned to sender and/or may be turned over to Heritage Trade Show Services and will be billed according to the Show's Shipping & Receiving Rates, and will be subject to venue assessed fees.

EXHIBITOR COMPANY NAME _____
BOOTH NUMBER _____
<b>C/O HERITAGE TRADE SHOW SERVICES HILTON ORLANDO 6001 DESTINATION PKWY. ORLANDO, FL 32819</b>
<b>FOR: VHA EPS 2018</b>

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

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

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

# HERITAGE

Trade Show Services

DO NOT DELAY

DIRECT SHIPMENT TO  
SHOW SITE

**MUST NOT ARRIVE BEFORE  
MONDAY, AUGUST 27<sup>TH</sup>, 2018**

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

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

C/O HERITAGE TRADE SHOW SERVICES  
HILTON ORLANDO  
6001 DESTINATION PKWY.  
ORLANDO, FL 32819  
FOR: VHA EPS 2018

# HERITAGE

Trade Show Services

DO NOT DELAY

DIRECT SHIPMENT TO  
SHOW SITE

**MUST NOT ARRIVE BEFORE  
MONDAY, AUGUST 27<sup>TH</sup>, 2018**

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

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

C/O HERITAGE TRADE SHOW SERVICES  
HILTON ORLANDO  
6001 DESTINATION PKWY.  
ORLANDO, FL 32819  
FOR: VHA EPS 2018

# HERITAGE

Trade Show Services

DO NOT DELAY

DIRECT SHIPMENT TO  
SHOW SITE

**MUST NOT ARRIVE BEFORE  
MONDAY, AUGUST 27<sup>TH</sup>, 2018**

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

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

C/O HERITAGE TRADE SHOW SERVICES  
HILTON ORLANDO  
6001 DESTINATION PKWY.  
ORLANDO, FL 32819  
FOR: VHA EPS 2018

# HERITAGE

Trade Show Services

DO NOT DELAY

DIRECT SHIPMENT TO  
SHOW SITE

**MUST NOT ARRIVE BEFORE  
MONDAY, AUGUST 27<sup>TH</sup>, 2018**

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

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

C/O HERITAGE TRADE SHOW SERVICES  
HILTON ORLANDO  
6001 DESTINATION PKWY.  
ORLANDO, FL 32819  
FOR: VHA EPS 2018



## NEED A RELIABLE CARRIER TO TRANSPORT YOUR FREIGHT?

Email, fax, or call in the information needed below to have your freight shipped to the advance warehouse, 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 Number (if known) \_\_\_\_\_

### Pickup Information

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

Address \_\_\_\_\_

Suite \_\_\_\_\_

City, ST Zip \_\_\_\_\_

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

Contact Number \_\_\_\_\_

(for the driver to call, if needed)

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

Pickup Date \_\_\_\_\_

(call HES Logistics to discuss, if needed)

### Description of Pieces & Loading Area

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

\_\_\_\_\_

Is there a loading dock at the pickup address? \_\_\_\_\_ If not, please describe pickup area and / or additional instructions for the driver: \_\_\_\_\_

(ex. Lift Gate Truck Required / Residential / Inside pickup / Notify / White Glove Service)

**For return (outbound) shipping, all exhibitors must visit the Exhibitor Services Desk at the show site to arrange handling, unless you are hand carrying all of your items out of the show.**

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

**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*

## **IMPORTANT INFORMATION REGARDING OUTBOUND SHIPMENTS**

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

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

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



## UNION JURISDICTION RULES

Since Work Rules and Union Jurisdictions vary from city to city, we apprise you of the following statements to help you in understanding the Union Requirements in the facility.

### DECORATOR & CARPENTER JURISDICTION

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

### TEAMSTER JURISDICTION

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

### SAFETY

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

### NOTE:

- If you encounter any difficulty with any laborer, or if you are not satisfied with the work performed, please bring this to the attention of the Show Manager at Heritage. Please refrain from voicing complaints directly to craft personnel.
- The person in charge of your exhibit should carefully inspect and sign all work order forms. If there are any questions about any bills, bring the bill to the appropriate Service Desk and discuss it with the person in charge.

Remit To:



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

EXHIBITOR APPOINTED CONTRACTOR
THIRD PARTY AUTHORIZATION

EXHIBITOR APPOINTED CONTRACTOR

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

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

EXHIBITOR APPOINTED CONTRACTOR

\_\_\_\_\_

ADDRESS

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

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

PHONE \_\_\_\_\_

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

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

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

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

THIRD PARTY AUTHORIZATION

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

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

THIRD PARTY AGENT:

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

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

PERSONAL CREDIT CARD COMPANY CREDIT CARD

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

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

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

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

ADDRESS \_\_\_\_\_

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

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

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

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

(Please Print) NAME OF CONVENTION VHA EPS 2018 BOOTH # \_\_\_\_\_

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

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

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

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

(Print & Sign)

Remit To:



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

# EXHIBIT LABOR ORDER FORM

## DISPLAY LABOR FOR INSTALLATION & DISMANTLE OF EXHIBITS

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

**RATES:**

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

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

---

### INSTALLATION

**ERECT EXHIBIT UNDER HERITAGE SUPERVISION**

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

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

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

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

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

---

### DISMANTLE

**DISMANTLE EXHIBIT UNDER HERITAGE SUPERVISION**

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

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

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

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

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

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

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

---

NAME OF CONVENTION VHA EPS 2018 \_\_\_\_\_ BOOTH # \_\_\_\_\_

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

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

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

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

(Print & Sign)

(CONTINUED ON NEXT PAGE)



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

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

### INBOUND SHIPPING INFORMATION

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

### SET-UP INFORMATION

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

### OUTBOUND SHIPPING INFORMATION:

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

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

### SPECIAL INSTRUCTIONS/COMMENTS:

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

### PLEASE PROVIDE AN EMERGENCY CONTACT:

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

Remit To:



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

# BOOTH CLEANING SERVICE ORDER FORM

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

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

### CARPET CLEANING

### RATES

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

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

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

### EXHIBIT CLEANING

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

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

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

### PORTER SERVICE

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

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

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

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

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

NAME OF CONVENTION VHA EPS 2018 BOOTH # \_\_\_\_\_

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

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

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

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

(Print & Sign)

Remit To:



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

# SIGN SERVICE ORDER FORM

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

### STANDARD SIZE SIGNS

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

### DIGITAL GRAPHICS

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

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

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

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

### INDICATE YOUR SIGN COPY HERE

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

Vertical  Horizontal  Easel Back

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

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

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

### SETUP/COMPUTER LABOR

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

6.5% TAX \_\_\_\_\_  
TOTAL \_\_\_\_\_

(PLEASE PRINT)

NAME OF CONVENTION VHA EPS 2018 BOOTH # \_\_\_\_\_

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

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

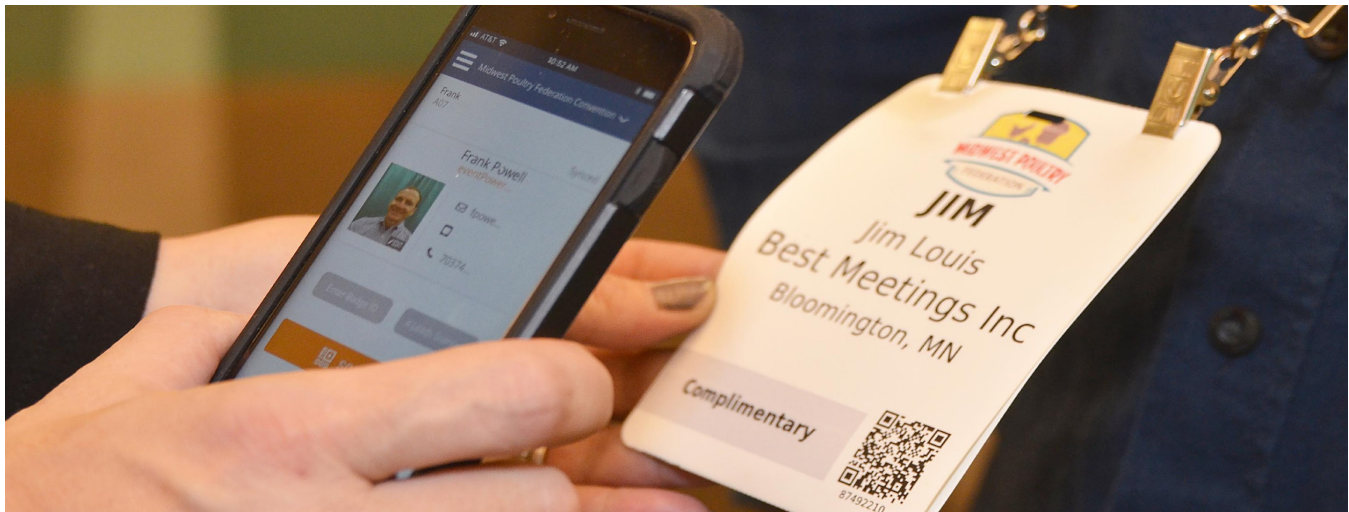
EMAIL ORDER CONFIRMATION & INVOICE TO \_\_\_\_\_

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

(Print & Sign)

# LEAD RETRIEVAL

*Don't Miss a Single Lead*



## EASY AND POWERFUL

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Rent a device or Download the app to start collecting qualified leads. The system allows the user to take notes, photos, and enter qualifiers for each lead. Each device synchronizes in real time and leads are available 24/7 within the company portal. Access to the portal is provided from each device and to the person listed at the time of purchase.

## PRICE

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### Download app on your device

First app download	\$295
Each additional app download	\$30

### Rent Device/Hardware and Software

Rent device/hardware	\$395 per device
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### Use Your Own In-House Scanning Solution

SDK Integration	\$395
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## ORDERING IS SIMPLE

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<https://tools.eventpower.com/scan/18VHA-EPS>

## HELP

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Lead\_Retrieval@eventPower.com | 703-997-6755



Event Name:											
Company Name:						Onsite Contact Name:					
Onsite Contact Email:						Onsite Phone #:					
Card Holder Email:						Card Holder Phone #:					
Credit Card #											Exp. Date:
Credit Card Billing Zip:				Security Code:				Card Holder Name:			
<b>REQUIRED</b> Authorized Card Holder Signature Accepting Terms and Conditions on page 2:											

*If paying by check, PLEASE CALL for instructions – 407.313.8297.*

Service Information – REQUIRED (additional spec space below)			
Install Date		Install Time	AM or PM
Removal Date		Removal Time	AM or PM
<b>Room Location(s) OR Booth #</b>			

### Internet and Networking Services

Basic Roaming <i>Wireless</i> Internet Services *	QTY	Price	Total
<b>Single Day</b> Code (1 access code per device, non-transferable)		\$125.00	
<b>Event Length</b> Code (1 access code per device, non-transferable)		\$249.00	
<b>Event Length</b> Group Code (10 or more devices, 1 code per device)		\$125.00 / per device	

\*Each wireless connection will receive a **MAXIMUM** speed of up to 5 Mbps. Speed is **NOT** guaranteed.

**\*ROAMING ALLOWS FOR ACCESS WITHIN THE CONVENTION SPACE ONLY – DOES NOT INCLUDE GUEST ROOMS.**

Basic <i>Wired</i> Internet Services *	QTY	Price	Total
<b>Single Day</b> Wired Initial Connection (1 day, per device / IP)		\$249.00	
<b>Event Length</b> Wired Initial Connection (up to 5 days, per device / IP)		\$695.00	
<b>-Additional</b> Wired Connection (per device / IP)		\$200.00	

\*Each wired connection will receive a **MAXIMUM** speed of up to 5 Mbps. Speed is **NOT** guaranteed.

**\*No outside networking equipment permitted on basic wired services (i.e. routers, switches or hubs)**

### ADVANCED Dedicated Bandwidth Services (call or email for additional custom pricing)

Special Instructions / Notes:
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- **Single Day and Event Basic Services cannot be combined.** ALL **Event** services are valid for a maximum of 5 calendar days.
- **Prices effective through 2018** and are subject to change without notice. Please call to verify rates.
- **After-hours service** (before 7 a.m. and after 6 p.m.) will incur a \$200.00 per service-hour charge.
- **POP-UP orders** will incur a \$100.00 fee.



### TERMS AND CONDITIONS:

**WIRELESS ACCESS POINTS MAY NOT BE INSTALLED ON PROPERTY WITHOUT THE WRITTEN CONSENT OF XPONET**

- 1. NO REFUNDS** will be given after install date provided on Page 1 in Service Information.
- 2. Service problems** must be reported to XpoNet directly. Service problems will not be considered unless filed in writing to hocc@xponet.net by Customer PRIOR to close of show.
- 3. AFTER-HOURS Service** (before 7 a.m. and after 6 p.m.) will incur a \$200.00 per service –hour charge.
- 4. Onsite orders** will incur a \$100.00 fee.
- 5. Payment** must be received prior to install date provided on Page 1.
- 6. General.** The Order Form on Page 1, together with these terms and conditions, shall form an agreement between the entity named on the Order Form ("Company") and XpoNet ("XpoNet") if Company has submitted, and XpoNet accepted, the Order Form and full payment. XpoNet will provide the services selected on the Order Form ("Services") at the named event ("Event") solely for use by Company's directors, officers, employees and guests as well as Company's agents while performing services for Company ("Users"). Company will be responsible for providing all hardware, software and other equipment and facilities for Users to utilize the Services.
- 7. Use of Services.** The Services shall be utilized only by Users to access the Internet. Users shall use reasonable efforts to promote efficient use of the networks to minimize network interference. Users shall not disrupt the Services or associated equipment or systems. XpoNet networks shall not be used to transmit any communication in violation of any applicable law or regulation. Interpretation, application, and enforcement of this Section, including restricting or denying access to the Services, shall be within the sole discretion of XpoNet.
- 8. No Warranties; Limitation of Liabilities.** XPONET DOES NOT MAKE ANY EXPRESS OR IMPLIED WARRANTY OF ANY KIND. SPECIFICALLY, THERE IS NO EXPRESS OR IMPLIED WARRANTY OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE FOR THE SERVICES TO BE PROVIDED HEREUNDER. XpoNet will not be responsible for any loss of data from delays, non-deliveries, incorrect deliveries, service interruptions, including those caused by the negligence, errors or omissions of XpoNet, or other losses or damages. Use of information obtained via the Services is at the sole risk of Company and Users. Company is solely responsible for (a) the accuracy and/or quality of information obtained or data transmitted through the XpoNet network and (b) assuring that each message Company sends or receives has been received. XpoNet shall not be liable to Company for any damage arising from any occurrence out of XpoNet's control. Neither shall XpoNet be liable to Company for indirect, special, incidental, exemplary, consequential, or any other form of money damages, including, but not limited to, lost profits, or for the loss of data or information of any kind, however caused, and arising out of or in connection with the performance of XpoNet, or the provision of Services or performance hereunder, whether based in contract, tort, or any other legal theory, and whether or not XpoNet has been made aware of the possibility of such damages. In no event shall liability exceed a refund of amounts actually paid to XpoNet by Company for the Services.
- 9. Governing Law.** This Agreement shall be governed by, and construed in accordance with, the laws of the State of Florida applicable to contracts to be performed entirely within the State.
- 10. Duration of Network Attachment.** The Services shall be made available to Company from install date thru the removal date as set forth on page 1.
- 11. Entire Agreement.** This Agreement represents the complete agreement and understanding of the parties with respect to the subject matter herein, and supersedes any other agreement or understanding, written or oral. The Agreement may only be modified by a writing signed by both parties.



2018 Exhibitor Audio Visual Order Form



Video / Projection Equipment	Qty	Day Rate	3 Day Rate	= Total
46" LED Monitor with stand		\$635	\$1334	
55" LED Monitor with stand		\$845	\$1775	
65" LED Monitor with stand		\$1015	\$2132	
6' or 8' tripod screen		\$95	\$200	
3,500 Lumen LCD Projector		\$505	\$1060	
6,500 Lumen LCD Projector		\$1595	\$3350	
<b>Computer Equipment</b>				
Windows Laptop		\$250	\$525	
Wireless Mouse/Laser Pointer		\$66	\$139	
19" 16:9 LCD Computer Monitor		\$145	\$300	
<b>Audio Equipment</b>				
Small Speaker (ideal for computer audio)		\$96	\$202	
12" Powered Speaker		\$125	\$263	
4 Channel Mixer		\$115	\$242	
<b>Booth Enhancements</b>				
Colored LED Up-Lighting		\$95	\$200	
<b>Labor</b>				
AV Technician - set/strike		\$95/hr		
Equipment Total				
25 % Event Technology Support Charge				
Sales Tax (6.5% of line 1 & 2)				
Total				

**Customer Information**

Show Name:		
Set Date:	Strike Date:	
Set Time:	Strike Time:	
Firm Name:		
Billing Address:		
City :	State:	Zip:
Ordered by:		
Telephone:		
Fax:		
E-mail:		
On Site Contact:		
Booth #		
Room Name:		

**For equipment needs not listed, please contact:**

Dez Watson  
 Director of Event Technology  
 Phone: 407.313.8443  
 Exhibits.Hiltonorlando@psav.com

**Method of Payment**

Please  check one:

American Express      **Card Number** \_\_\_\_\_ Exp Date: \_\_\_\_ / \_\_\_\_

Visa      **Cardholder's Name (as it appears on card)** \_\_\_\_\_

MasterCard      \_\_\_\_\_

---

Check # \_\_\_\_\_      **Cardholder's Signature** \_\_\_\_\_

Cancellations must be received 48 hours prior to setup date to avoid a minimum one day charge  
 Presentation Services | c/o Hilton Orlando | 6001 Destination Pkwy | Orlando, FL 32819

# ELECTRICAL ORDER FORM



The Power People

EDLEN ELECTRICAL EXHIBITION SERVICES  
OF ORLANDO, INC

2456 Commerce Park Dr. Ste. 300 Orlando, FL 32819  
Phone: (407) 854-9991 Fax: (407) 854-9992  
Support@edlenelectrical.com

Advance Payment Deadline Date: 08/13/18

E  M

<b>COMPANY:</b>		<b>BTH #</b>	
<b>EVENT:</b>	<b>EPS Training Event</b>		
<b>FACILITY:</b>	<b>HILTON ORLANDO</b>		
<b>DATES:</b>	<b>Aug 27-30</b>		

**ONLINE ORDERING AVAILABLE AT <https://ordering.edlen.com/>**

### ORDER INSTRUCTIONS

#### 120 VOLT POWER DELIVERY

The cost of 120-Volt outlets includes delivery to one location at the rear of inline or peninsula booths. If you require the outlets to be distributed to any other location, material and labor charges apply. There is a minimum charge of 1.5 hour for installation & 1 for removal. Complete and return the Electrical Labor Order Form along with a floor plan layout of your booth space indicating outlet locations.

#### 208/480V POWER DELIVERY AND CONNECTIONS

The delivery and connection of high voltage services is done on a time and material basis. There is a minimum 1.5 hour for installation & 1 hour for removal. Edlen electricians must make all high voltage connections and disconnects. Please complete the Electrical Labor Order Form to schedule your estimated connection time and return it with this order.

#### ISLAND BOOTHS

There is a minimum labor charge of 1.5 hour for installation & 1 hour for removal. A scaled floor plan must accompany orders showing locations of electrical outlets and lighting equipment.

#### 24 HOUR SERVICES

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.

#### DEDICATED OUTLETS

For a dedicated outlet order a 20 amp outlet.

#### MATERIAL DELIVERY

Material requested on this order form must be picked up by the exhibitor at the Edlen service desk on show site.

#### CANCELLATIONS

Credits will not be made for services delivered and not used. See back of form for additional details.

#### TERMS & CONDITIONS

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

Form 90/210-121514 OR

### ELECTRICAL OUTLETS Approximately 120V/208V A.C. 60 Cycle - Prices are for entire event

	QTY Show Hours Only	QTY 24hrs/day Double rate	ADVANCE PAYMENT PRICE	REGULAR PAYMENT PRICE	TOTAL COST
<b>120 VOLT</b>					
500 WATTS (5 AMPS)	_____	_____	90.00	135.00	_____
1000 WATTS (10 AMPS)	_____	_____	150.00	225.00	_____
2000 WATTS (20 AMPS)	_____	_____	210.00	315.00	_____
<b>For outdoor events 20 AMP</b>	<b>Minimum</b>	<b>Required</b>			
<b>208 VOLT SINGLE PHASE</b>					
20 AMPS	_____	_____	325.00	490.00	_____
30 AMPS	_____	_____	395.00	595.00	_____
60 AMPS	_____	_____	550.00	825.00	_____
100 AMPS	_____	_____	720.00	1080.00	_____
<b>208 VOLT THREE PHASE</b>					
20 AMPS	_____	_____	450.00	675.00	_____
30 AMPS	_____	_____	540.00	810.00	_____
60 AMPS	_____	_____	760.00	1140.00	_____
100 AMPS	_____	_____	1000.00	1500.00	_____
200 AMPS	_____	_____	1500.00	2250.00	_____
400 AMPS	_____	_____	2800.00	4200.00	_____
<b>LIGHTING</b>					
150 WATT FLOOD LIGHT	_____	_____	80.00	120.00	_____
300 WATT FLOOD LIGHT	_____	_____	100.00	150.00	_____

### MATERIAL RENTAL (Exhibitor must pick up items at electrical service center on show site)

15' EXTENSION CORD	_____	25.00	_____
POWER STRIP	_____	30.00	_____

### ELECTRICAL LABOR

ST (Mon-Fri, 8am-4:30pm; Excluding Holidays)	_____	70.00	_____
OT (Mon-Fri, 4:30pm-8am; Sat, Sun & Holidays)	_____	130.00	_____

### SUB TOTAL

SALES TAX DUE UNLESS EXEMPTION CERTIFICATE ACCOMPANIES ORDER:  
**6.5% SALES**

### PLACE TOTAL HERE

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

AUTHORIZED SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

EMAIL: \_\_\_\_\_ PHONE: \_\_\_\_\_

**The "Method of Payment Form" must be completed and returned with this order form.**

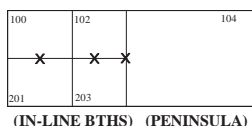


## TERMS & CONDITIONS

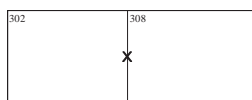
1. Order with payment & floor plan (for island booths or any booth requiring distribution of electrical services) must be received no later than 10 days prior to event set up for advance payment rates to apply. Orders faxed or mailed without payment and required floor plan will not be guaranteed advance 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.
2. 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 or fax of any such corrections.
3. Outlet rates listed include bringing the services to one location at the rear of in-line and peninsula booths.
4. Outlet rates listed **do not** include the connection of any equipment, special wiring, or distribution of the outlets to other location's 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.
5. 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.
6. Island booths - If a floor plan showing main power location is not submitted to Edlen prior to our first move-in date, Edlen will deliver the power to the most convenient location.
7. 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 (1.5) hours labor will apply for all installation work. The removal of this work will be charged a minimum of 1 hour.
8. Edlen employees are authorized to cut floor coverings when essential for installation of services unless otherwise directed.
9. Edlen is the exclusive provider of all material and equipment used in the distribution of temporary electrical services throughout the exhibit hall including the exhibitors 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.
10. Any extension cords or power strips ordered on the front of this form should be picked up at the service desk. Credit will not be not issued for unused items.
11. 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.
12. 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.
13. 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.
14. 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.
15. 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.
16. Credit will not be given for services installed and not used. All orders are subject to a 25% cancellation fee if cancelled in writing & received by Edlen within 14 calendar days prior to show opening. Except sales tax, Edlen will not refund overpayment in amounts less than \$50.00 unless specifically requested in writing.
17. Claims will not be considered or adjustments made unless filed in writing by Exhibitor prior to the close of the event.
18. 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.
19. 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.
20. 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.
21. By signing this and/or the Method of Payment form, exhibitor hereby agrees to all terms and conditions on this order form.

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

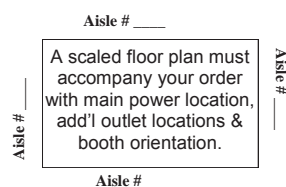
Outlets are located as depicted below for inline & peninsula booths. All other locations require labor on a time & material basis. Exhibitors with hard wall booths must make arrangements with Edlen to bring power inside the booth on a time and material basis.



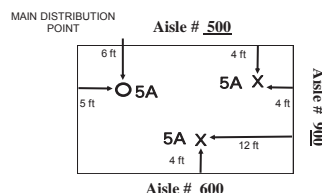
(IN-LINE BTHS) (PENINSULA)



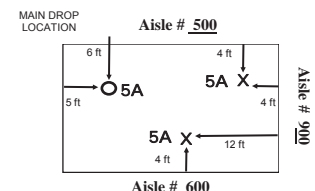
(BACK TO BACK PENINSULAS)



ISLAND BOOTHS



EXAMPLE-FLOOR POWER



EXAMPLE-CEILING POWER

**FOR OTHER COMMONLY ASKED QUESTIONS VISIT OUR WEB SITE @ WWW.EDLEN.COM  
OR CALL THE NUMBER ON THE FRONT OF THIS FORM.**

# METHOD OF PAYMENT FORM

Advance Payment Deadline Date: 08/13/18



The Power People

**EDLEN ELECTRICAL EXHIBITION SERVICES OF ORLANDO, INC**

2456 Commerce Park Dr. Ste. 300 Orlando, FL 32819  
 Phone: (407) 854-9991 Fax: (407) 854-9992  
 Support@edlenelectrical.com

<b>COMPANY:</b>		<b>BTH #</b>	
<b>EVENT:</b>	<b>EPS Training Event</b>		
<b>FACILITY:</b>	<b>HILTON ORLANDO</b>		
<b>DATES:</b>	<b>Aug 27-30</b>		

EXHIBITOR INFORMATION			
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 also accepts American Express, Master Card and Visa.

**CREDIT CARD**

For your convenience, 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**

Please make check payable to: Edlen Electrical. All foreign checks must be drawn on U.S. Banks only. Please reference the Event listed above on your remittance.

**VISA**    **MASTER CARD**    **AMX**

**ONLINE ORDERING AVAILABLE AT <https://ordering.edlen.com/>**

CHECK AND CREDIT CARD INFORMATION									
CHECK #									
CREDIT CARD NUMBER:								EXP DATE:	
CARD HOLDER SIGN:					PRINT NAME:				
EMAIL ADDRESS:							THIRD PARTY: YES or NO		
CREDIT CARD ADDRESS INFORMATION IF DIFFERENT THAN INFORMATION ABOVE									
ADDRESS:				CITY:			ST:	ZIP:	

**By signing and placing this order, I accept all payment policies and the terms and conditions outlined on all service order forms completed.**

<b>PLEASE SIGN</b>	
	AUTHORIZED SIGNATURE
	PRINT NAME <span style="float: right;">DATE</span>

SERVICE TOTALS	
ELECTRICAL/LABOR/MATERIAL	
PLUMBING	
<b>SUB TOTAL</b>	
<b>6.5% SALES TAX. SALES TAX IS DUE UNLESS EXEMPTION CERTIFICATE ACCOMPANIES THIS ORDER.</b>	
<b>TOTAL DUE</b>	

# ELECTRICAL LAYOUT FORM

Advance Payment Deadline Date: 08/13/18



### EDLEN ELECTRICAL EXHIBITION SERVICES OF ORLANDO, INC

2456 Commerce Park Dr. Ste. 300 Orlando, FL 32819  
Phone: (407) 854-9991 Fax: (407) 854-9992  
Support@edlenelectrical.com

COMPANY:		BTH #	
EVENT:	EPS Training Event		
FACILITY:	HILTON ORLANDO		
DATES:	Aug 27-30		

Use the grid below to indicate the location of each electrical outlet ordered. If power is only required at the rear of an in-line booth this form is not necessary.

Indicate booth type: Island  Peninsula  Inline  Provide aisle or adjacent booth #'s for orientation

Power is brought to one location in island booths and then distributed from that point. Indicate this location and all other outlet locations using the legend below:

**X** = Main Distribution Point   **◆** = 5amp/500watt   **▲** = 10amp/1000watt   **★** = 15amp/1500watt   **●** = 20amp/2000 watt

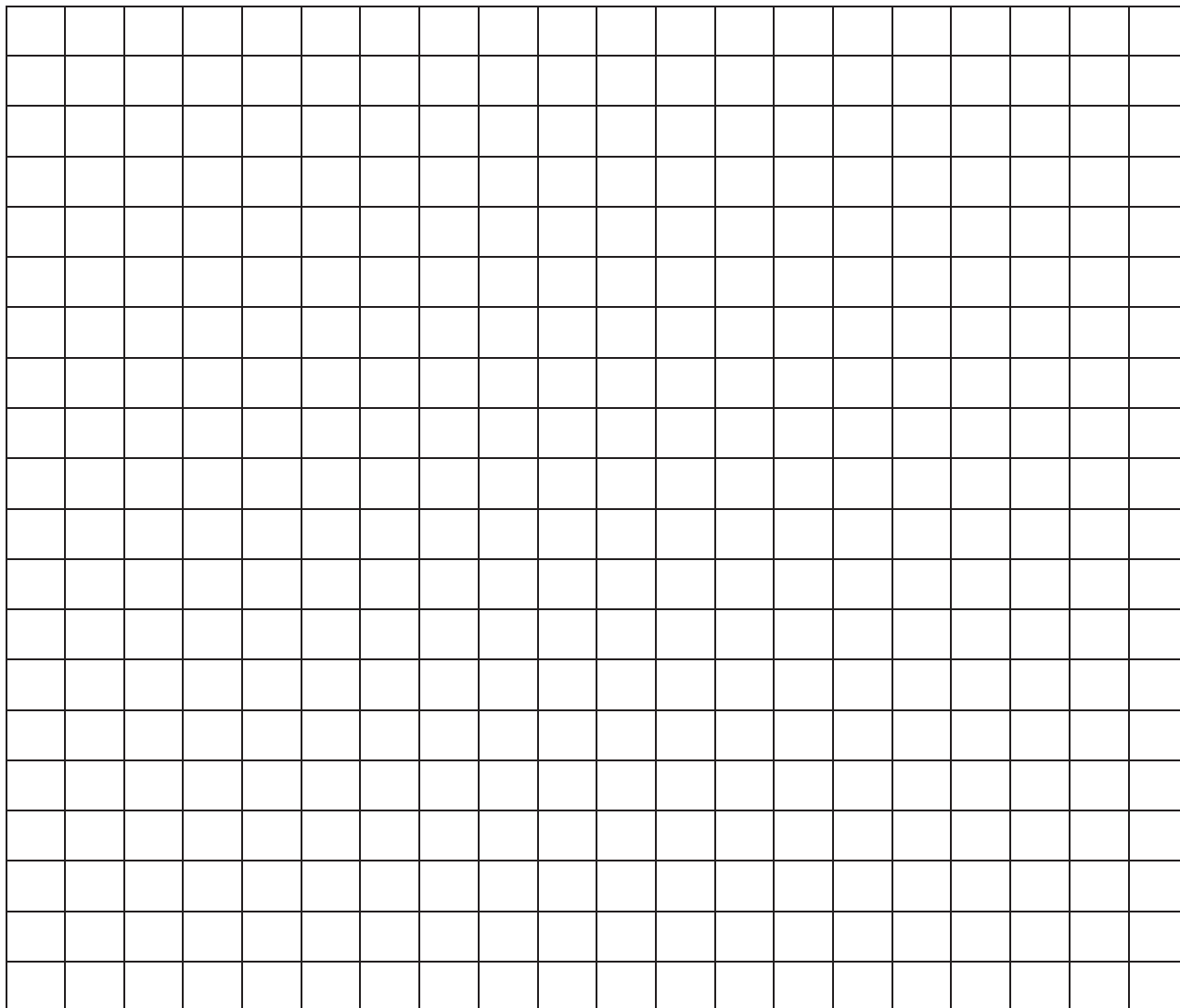
Indicate the layout scale and total square footage. Example: 1 Square = 1 Foot

\_\_\_\_\_ Square = \_\_\_\_\_ Ft      Total Square Footage = \_\_\_\_\_

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

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

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



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

## Exhibit Hall Fire Regulations

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

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

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

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