

Dear Exhibitor:

Your company is exhibiting at the event below.

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



**25TH ANNUAL SCIENTIFIC ASSEMBLY
MARCH 9-13, 2019 • CAESARS PALACE**

AMERICAN ACADEMY OF EMERGENCY MEDICINE 25TH ANNUAL SCIENTIFIC ASSEMBLY

MARCH 9 – 13, 2019

**CAESAR'S PALACE
LAS VEGAS, NEVADA**



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

www.heritagesvs.com



Dear Exhibitor:

Thank you for exhibiting at the 25th Annual AAEM Scientific Assembly, March 9-13, in Las Vegas, NV, at the Caesars Palace Las Vegas. We are pleased to present your Exhibitor Service Kit, which includes all the information needed to make your experience in the exhibit hall both rewarding and profitable.

Please review all of the enclosed materials carefully, especially the listing of important dates and deadlines. We have chosen Heritage Exposition Services as the 25th Annual Scientific Assembly's official general service contractor. If you have any questions regarding the materials in this kit, remember that both the AAEM staff and the staff at Heritage are available to assist you.

Again, thank you for exhibiting at the 25th Annual Scientific Assembly.

We look forward to seeing you in Las Vegas.

Sincerely,

A handwritten signature in black ink that reads "Zenita Hill". The signature is written in a cursive style with a large, looping initial "Z".

Zenita Hill
Meetings Manager
American Academy of Emergency Medicine
555 E. Wells Street, Suite 1100
Milwaukee, WI 53202
800-884-2236
414-276-3349 (fax)
zhill@aaem.org
www.aaem.org

AAEM19 Rules and Regulations

In applying for exhibit space, exhibitors agree to abide by the following regulations:

ADA Compliance

Each exhibitor is responsible for compliance with the Americans with Disabilities Act (ADA) within its booth and assigned space.

Appearance/Badges

Attire of exhibit personnel should be consistent with the professional atmosphere of the conference. Because of AAEM's effort to recycle plastic name badge holders, only AAEM-sponsored decals, pins and ribbons may be affixed to attendee or exhibitor badge holders.

Advertising

AAEM does not endorse or promote any products or services related to an exhibit. The use of the AAEM logo, name, annual conference/exhibition artwork, or any representations thereof shall be only at the express written consent of show management. Canvassing or distribution of advertising material by an exhibitor is not permitted outside of the exhibitor's booth space. Third parties acting on behalf of or representing the exhibitor must adhere to and abide by AAEM rules and regulations.

Demonstrations

Demonstrations by exhibitors should contribute to an attendee's knowledge in a professional way. Adequate space should be available for demonstrations within the confines of the individual exhibitor's booth and should not interfere with normal traffic flow nor infringe in any way on neighboring exhibits.

Solicitation/Sales

Exhibitors must remain within their own exhibit spaces when demonstrating products and/or when distributing literature, product samples, or other materials. Exhibitors must not aggressively approach or call out to attendees in a manner not consistent with the professional environment of the conference. Direct selling is not allowed; however, order taking is permitted within the booth if business is conducted in a manner consistent with the professional nature of the exhibits.

Food and Beverage Distribution

AAEM must be notified of an exhibitor's intent to distribute food or beverage items in the Exhibit Hall. All such items must be approved by AAEM and ordered directly from the Caesars Palace. Exhibitors are not permitted to bring in outside food or beverages.

Subletting/Sharing of Space

Subletting of exhibit space is not permitted. Sharing of exhibit space is not permitted unless it is within divisions of the same company.

Security

Professional security guard service is provided throughout the exhibitor installation and dismantle periods. AAEM provides perimeter hall security after hours during the conference. However, AAEM, the security service, and the Caesars Palace are not responsible for any loss or damage to exhibitor property.

Non-Exhibiting Companies

Canvassing or marketing of any products or services in any part of the exhibit hall or meeting rooms by anyone representing a non-exhibiting firm is strictly prohibited.

Cancellations

Exhibitor booth cancellations should be made in writing and sent to AAEM by January 14, 2019. A full refund minus a processing charge of \$100 will apply. No refunds are given for cancellations made after January 14, 2019.

Interruption or Prevention of Exhibition

Each exhibiting company is responsible for obtaining business interruption and property damage insurance in such amounts as deemed appropriate to comply with its obligations hereunder and for its own protection.

Liability

It is the responsibility of the exhibitor to have all licenses, permits, and/ or registrations required by the venue, city, municipality and/or state. The exhibitor is responsible for compliance with all applicable tax laws.

FACILITY AND LABOR REGULATIONS

Exhibitors will not affix, nail or otherwise attach anything to the walls, doors, floors or columns, except where a nail strip is provided.

Electrical

All illuminated displays and other equipment requiring electrical current must conform to local electrical codes. Extension cords must be 3-wire grounded and U.L. approved.

Labor

Exhibitors shall be bound by all contracts in effect between service contractors, the Caesars Palace and any labor organizations when applicable. More information on the specific labor regulations in effect will be included in the exhibitor service kit.

AAEM POLICIES

Sanctions for Violations

AAEM reserves the right to reject for any reason any exhibit application submitted; to reject, prohibit or otherwise require modification of any exhibit for any reason that in its opinion is objectionable, may detract from the general character of the conference, and is not in keeping with the policies of AAEM. This reservation refers to companies, persons, products, and/or printed matter. AAEM may impose appropriate sanctions regarding current or future participation in AAEM exhibit programs. In the event of such restrictions or eviction, AAEM will not be liable for any refunds, rentals, or exhibit expenses.

Exhibitor Hotel Reservation Information

25th Annual AAEM Scientific Assembly – Las Vegas, NV – March 9-13, 2019

Hotel Information

Caesars Palace Las Vegas

3570 Las Vegas Boulevard South

Las Vegas, NV 89109

Online Reservations: <https://www.aaem.org/aaem19/register/hotel>

Phone Reservations: 1-866-227-5944 -- Reference the name of the group as **AAEM19** or use group code **SCAAE9** to secure the room block rate.

Reservation Deadline: February 6, 2019

AAEM encourages attendees to make reservations by this date. After February 6, 2019, regular room rates may apply and availability may not exist. Reservations should be made directly with Caesars Palace Las Vegas.

Room Rates

Single/Double Occupancy - **\$239.00**

*plus applicable state and local taxes

Resort Fee

A daily resort fee of **\$25.00** per night plus the current occupancy room tax (currently 13.38% subject to change) will be charged to each guestroom.

This fee includes:

- Unlimited local phone calls (no long distance or international calls)
- Two (2) guest admissions per day to the Fitness Center (does not include the use of the spa)
- In-Room internet access to include two (2) devices per room per day (hotel-wide and inter-hotel roaming available at that hotel for an additional fee)

Government/Military Reservations

The hotel will honor the [government rate](#) for any qualified guest. Any guest booking the Government rate will be required to show government ID upon check-in. Government rooms may be booked in a variety of ways through central reservations or with hotel directory. If guest is being reimbursed through their government agency, guest should check with their agency's policies as to their proper booking channels for reimbursement purposes.

Housing Alert!

It has come to our attention that an unauthorized group(s) is soliciting our exhibitors for guest rooms representing itself as the Caesars Palace Las Vegas to make hotel reservations on their behalf. Please note the **ONLY** official housing provider for the 25th Annual Scientific Assembly is the Caesars Palace Las Vegas. No other housing company or travel agency is authorized to place hotel reservations on behalf of AAEM, its exhibitors or its sponsors.

Cold calls by any party have not been approved by AAEM. Beware that rooms booked on your behalf by any other housing company could carry costs or penalties that you may not be aware of and the rooms booked by unauthorized housing companies are outside of AAEM's rooming block. You are advised to be cautious of other companies trying to sell rooms on behalf of AAEM. Should you be contacted, please email AAEM at info@aaem.org with details.

Exhibit Hall Schedule

The exhibits will be located in Forum 9-11.

SUNDAY, MARCH 10, 2019

12:00pm-4:00pm Exhibitor Set up

5:45pm-6:45pm Opening Reception in Exhibit Hall

MONDAY, MARCH 11, 2019

7:00AM-8:00AM Poster Set up

9:30am-1:45pm Exhibit Hall Open to Attendees

(Scheduled Attendee Break 9:45am-10:15am)

(Scheduled Attendee Break 12:05pm-1:30pm)

1:45pm-3:00pm Exhibit Hall Closed

3:00pm-5:30pm Exhibit Hall Open to Attendees

(Scheduled Attendee Break 3:25pm-4:00pm)

TUESDAY, MARCH 12, 2019

7:00am-8:00am Poster Set up

9:30am-4:00pm Exhibit Hall Open to Attendees

(Scheduled Attendee Break 9:45am-10:15am)

(Scheduled Attendee Break 12:05pm-1:30pm)

(Scheduled Attendee Break 3:20pm-3:50pm)

4:00pm-6:00pm Exhibitor Breakdown

Exhibit Hall hours are subject to change.

Scientific Assembly Mobile App

Due to the success in previous years, AAEM is again offering the Scientific Assembly mobile app. This app will provide participants with great features for the conference including:

- An event guide
- Speaker profiles
- Evaluations and surveys
- Exhibitor directory
- Handout/PPT document access
- And more!

Download the app by visiting <https://eventmobi.com/aaem19/>

Follow @AAEMinfo on Twitter and use hashtag #AAEM19 for Scientific Assembly tweets.

ATTENDEE MAILING LABELS REQUEST FORM

AMERICAN ACADEMY OF EMERGENCY MEDICINE
25TH ANNUAL SCIENTIFIC ASSEMBLY • MARCH 9-13, 2019 • LAS VEGAS, NV



Exhibitors may purchase a set of Scientific Assembly attendee mailing labels for one-time use to send promotional, sales, or other literature to every registered conference participant. Because of a significant number of non-member registrants, these labels do not constitute either a partial or complete AAEM membership list, which AAEM does not offer for sale. To order your set of Scientific Assembly attendee mailing labels, complete this form and return it to: AAEM, Attn: Exhibit Manager, 555 East Wells Street, Suite 1100, Milwaukee, WI 53202, Tel: 800-884-2236, Fax: 414-276-3349.

Organization Name: _____

Contact Person: _____

Title: _____

Address: _____

City: _____ State: _____ ZIP: _____

Phone: _____ Fax: _____

Email address: _____

I understand that the information given through use of the Scientific Assembly attendee mailing labels is intended for one-time use only. The list will not be duplicated in any fashion. All names and addresses are property of AAEM.

Signature: _____ Date: _____

We are requesting (check one): Pre-registration labels Post-assembly labels

Sorting Criteria (check one): Alphabetical by Last Name Numerical by ZIP Code

Cost = \$450 Total Enclosed — Payment must accompany completed form.

Make checks payable to AAEM, or complete credit card information below.

Method of Payment (check one): Check enclosed VISA MasterCard Discover American Express

Card Number: _____ Exp. Date: _____

Cardholder: _____ Signature: _____

Please note: The AAEM mailing labels are not available in electronic format and are for one-time use only.

AMERICAN ACADEMY OF EMERGENCY MEDICINE

25TH ANNUAL SCIENTIFIC ASSEMBLY

MARCH 9-13, 2019 • CAESARS PALACE • LAS VEGAS, NV

AAEM-0718-535

SPONSORSHIP REQUEST FORM

Sponsoring an official conference event or activity not only offers a more rewarding experience for attendees, it increases your organization's visibility among them. In addition, AAEM gives special recognition to sponsors through official signs and prominent listings in the official meeting programs. To secure a sponsorship opportunity, complete the application below.

For a complete description of sponsorship opportunities, please refer to pages 9-10 or contact info@aaem.org for more information.



Company Name: _____

Exhibit Coordinator Contact: _____

Title: _____

Address: _____

City: _____ State: _____ ZIP: _____

Telephone: _____ Email: _____

EXHIBITOR SPONSORSHIP OPPORTUNITIES

- Conference Notepads (\$500)
- Bag Inserts (\$750)
- Pedometers (\$1,000)
- Water Bottles (\$1,000)
- USB Memory Stick (\$1,000)
- Final Program Advertising (\$1,200)
- Information Video Monitor (\$1,200)
- Coffee/Refreshment Break (\$2,500 - \$5,000)
(One sponsor = \$5,000 and two sponsors = \$2,500 each)
- Social Event Sponsorship (\$3,000)
- Continental Breakfast (\$3,750 - \$7,500)
(One sponsor = \$7,500 and two sponsors = \$3,750 each)
- Exclusive Mobile App Sponsorship (\$5,000)
- WI-FI Access (\$5,000 per day)
- AAEM Wellness Sponsorship (\$10,000)
- Luncheon (\$5,000 - \$10,000)
(One sponsor = \$10,000 and two sponsors = \$5,000 each)
- Twitter Monitor (\$10,000)
- Non-CME Educational Event (\$25,000)
- Newsletter Advertising

| Ad Type | Size | Single Insertion | Multiple Insertion |
|----------------------|-----------------|------------------|--------------------|
| Full Page | 7"w x 10"h | \$599.25* | \$506.60* each |
| Half Page Vertical | 3-5/16"w x 10"h | \$506.60* | \$432.65* each |
| Half Page Horizontal | 7"w x 5"h | \$506.60* | \$432.65* each |
| Quarter Page | 3-5/16"w x 5"h | \$413.95* | \$358.70* each |

*Pricing includes exhibitor discount.

METHOD OF PAYMENT

(check one):

- Check enclosed VISA MasterCard Discover
- American Express

Card Number: _____

Expiration Date: _____

Cardholder Name: _____

Signature: _____

Return completed application with payment to:

AAEM, Attn: Exhibit Manager
 555 East Wells Street, Suite 1100, Milwaukee, WI 53202
 Tel: (800) 884-2236 Fax: (414) 276-3349
 info@aaem.org

HAVE ANOTHER IDEA? AAEM WILL WORK WITH YOU TO DEVELOP A SPONSORSHIP PROGRAM TAILORED TO YOUR SPECIFIC NEEDS.

CALL AAEM AT (800) 884-2236 TO DISCUSS OTHER OPTIONS.



AMERICAN ACADEMY OF EMERGENCY MEDICINE
WRITTEN AGREEMENT FOR COMMERCIAL SUPPORT

The American Academy of Emergency Medicine is committed to presenting CME activities that promote improvements or quality in health care and are independent of the control of commercial interests. As part of this commitment, American Academy of Emergency Medicine has outlined in this written agreement the terms, conditions, and purposes of commercial support for its CME activities. Commercial Support is defined as financial, or in-kind contributions given by a commercial interest*, which is used to pay all or part of the costs of a CME activity.

| | | | |
|--|-----------------------------------|--|---------------------|
| TITLE OF CME ACTIVITY | | 25 TH ANNUAL AAEM SCIENTIFIC ASSEMBLY | |
| ACTIVITY LOCATION | Caesars Palace | ACTIVITY DATE | March 9-13, 2019 |
| NAME OF COMMERCIAL INTEREST: | | | |
| | | | |
| AMOUNT OF EDUCATIONAL GRANT (DIRECT OR IN-KIND) | | \$ | |
| GRANT WILL BE USED FOR THE FOLLOWING: | | | |
| SPEAKER HONORARIA | SPEAKER EXPENSES (ITEMIZE) | MEETING EXPENSES (ITEMIZE) | OTHER (LIST) |
| | | | |

TERMS, CONDITIONS, AND PURPOSES

INDEPENDENCE

1. This activity is for scientific and educational purposes only and will not promote any specific proprietary business interest of the Commercial Interest.
2. The Accredited Provider is responsible for all decisions regarding the identification of educational needs, determination of educational objectives, selection and presentation of content, selection of all persons and organizations that will be in a position to control the content of the CME, selection of education methods, and the evaluation of the activity.

APPROPRIATE USE OF COMMERCIAL SUPPORT

3. The Accredited Provider will make all decisions regarding the disposition and disbursement of the funds from the Commercial Interest.
4. The Commercial Interest will not require the Accredited Provider to accept advice or services concerning teachers, authors, or participants or other education matters, including content, as conditions of receiving this grant.
5. All commercial support associated with this activity will be given with the full knowledge and approval of the Accredited Provider. No other payments shall be given to the director of the activity, planning committee members, teachers or authors, joint sponsor, or any others involved with the supported activity.
6. The Accredited Provider will upon request, furnish the Commercial Interest documentation detailing the receipt and expenditure of the commercial support.

COMMERCIAL PROMOTION

7. Product-promotion material or product-specific advertisement of any type is prohibited in or during the CME activity. The juxtaposition of editorial and advertising material on the same products or subjects is not allowed. Live or enduring promotional activities must be kept separate from the CME activity. Promotional materials cannot be displayed or distributed in the education space immediately before, during or after a CME activity. Commercial Interests may not engage in sales or promotional activities while in the space or place of the CME activity.
8. The Commercial Interest may not be the agent providing the CME activity to the learners.

DISCLOSURE

9. The Accredited Provider will ensure that the source of support from the Commercial Interest, either direct or "in-kind," is disclosed to the participants, in program brochures, syllabi, and other program materials, and at the time of the activity. This disclosure will not include the use of a trade name or a product-group message. The acknowledgment of commercial support may state the name, mission, and clinical involvement of the company or institution if they are not product promotional in nature.

The Commercial Supporter and the American Academy of Emergency Medicine agree to abide by all requirements of the Accreditation Council for Continuing Medical Education (ACCME) **Standards for Commercial Support of Continuing Medical Education** (appended).

| | | | |
|--|-------------------|--|------------------|
| NAME OF ACCREDITED PROVIDER | | American Academy of Emergency Medicine | |
| Tax ID Number | 26-3697887 | | |
| Contact Person | Janet Wilson | Email Address | jwilson@aaem.org |
| Phone Number | 414-276-7390 | Fax Number | 414-276-3349 |
| EDUCATIONAL PARTNER (IF APPLICABLE) | | | |
| Contact Person | | Email Address | |
| Phone Number | | Fax Number | |
| Tax ID Number | | | |
| NAME OF COMMERCIAL INTEREST | | | |
| Address | | | |
| City, State, Zip | | | |
| Contact Person | | Email Address | |
| Phone Number | | Fax Number | |

AGREED BY AUTHORIZED REPRESENTATIVES

Commercial Interest

Signature and Date

Print Name

Title

Accredited Provider

Janet Wilson

Signature and Date

Janet Wilson

Print Name

Associate Executive Director, AAEM

Title

Educational Partner (If applicable)

Signature and Date

Print Name

Title

* The ACCME defines a Commercial Interest as any proprietary entity producing, marketing, reselling, or distributing health care goods or services consumed by, or used on patients, with the exemption of non-profit or government organizations and non-health care related companies. The ACCME does not consider providers of clinical service directly to patients to be commercial interest.

General Information

Booth Equipment

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

Exhibit Hall Carpet

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

Discount Price Deadline Date

In order to receive advance order discount rates listed on the price sheet, we must receive your order and payment by Wednesday, February 20th, 2019.

Shipments to Advance Warehouse Deadline Date

Heritage will begin receiving freight at the advance warehouse on Friday, February 8th, 2019. To avoid late fees all shipments to the advanced warehouse must arrive no later than Friday, March 1st, 2019.

Show Schedule

Exhibitor Move-In

| | | |
|--------|------------------------|------------------------|
| Sunday | March 10 th | 12:00 p.m. - 4:00 p.m. |
|--------|------------------------|------------------------|

Exhibit Hours

| | | | |
|---------|------------------------|-----------------------|-----------------------------------|
| Sunday | March 10 th | 5:45 p.m. - 6:45 p.m. | Opening Reception in Exhibit Hall |
| Monday | March 11 th | 9:30 a.m. - 1:45 p.m. | Exhibit Hall Open |
| | | 3:00 p.m. - 5:30 p.m. | Exhibit Hall Open |
| Tuesday | March 12 th | 9:30 a.m. - 4:00 p.m. | Exhibit Hall Open |

Exhibitor Move-Out

| | | |
|---------|------------------------|-----------------------|
| Tuesday | March 12 th | 4:00 p.m. - 6:00 p.m. |
|---------|------------------------|-----------------------|

- Empty crates and containers will begin being returned at 4:00 p.m., Tuesday, March 12th.
- All carriers must check-in no later than 5:00 p.m. on Tuesday, March 12th. Heritage will begin redirecting all outbound freight not claimed by appointed freight carriers to the preferred show carrier at 5:00 p.m.
- Please refer to the Outbound Shipments Form included in this packet for detailed information regarding outbound shipping procedures.

General Information

Shipping Information

Warehouse Shipping Information:

Exhibitor Company Name and Booth Number
Heritage Trade Show Services
UPS Freight C/O Sunset Transportation
4050 Corporate Center Ste. #300
North Las Vegas, NV 89030

FOR: AAEM 2019

Heritage will accept exhibit materials beginning Friday, February 8th, 2019 at the above address. Material arriving after Friday, March 1st, 2019 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
Caesar's Palace
3570 S. Las Vegas Blvd.
Las Vegas, NV 89109

FOR: AAEM 2019

Freight will be accepted at show site beginning Sunday, March 10th, 2019. 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 **AAEM 2019** 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 | \$ _____ |
| SPECIALTY FURNITURE | \$ _____ |
| 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 the deadline are subject to availability.

| ITEM # | QTY | DISCOUNT RATES | STANDARD RATES | AMOUNT |
|------------------|-------|-------------------------------|----------------|--------|
| FURNITURE | | | | |
| F60 | _____ | Plastic Side Chair (White) | 72.10 | 93.75 |
| F50 | _____ | Padded Sled Base Chair (Gray) | 94.10 | 122.35 |
| F9 | _____ | Padded Chair (Gray) | 94.10 | 122.35 |
| F10 | _____ | Padded Arm Chair (Gray) | 102.00 | 132.60 |
| F20 | _____ | Custom Padded Arm Chair | 120.50 | 156.65 |
| F30 | _____ | Padded High Stool (Gray) | 115.20 | 149.75 |
| F40 | _____ | Custom Padded High Stool | 151.25 | 196.65 |
| F75 | _____ | Executive Chair | 195.00 | 253.50 |

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

| | | | | |
|------|-------|---------------|-------|--------|
| F260 | _____ | 6' Long riser | 70.70 | 91.90 |
| F270 | _____ | 8' Long riser | 85.50 | 111.15 |

SPECIAL DRAPE BACKGROUNDS

| | | | | |
|------|-------|--------------------------|-------|-------|
| F280 | _____ | 3' H. Background/per ft. | 17.60 | 22.85 |
| F290 | _____ | 8' H. Background/per ft. | 19.35 | 25.15 |

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 |
|-----------------------------|-------|-----------------------------|----------------|--------|
| DRAPED DISPLAY TABLE | | | | |
| F110 | _____ | 4' Table - 30" high | 130.15 | 169.20 |
| F120 | _____ | 6' Table - 30" high | 156.55 | 203.50 |
| F130 | _____ | 8' Table - 30" high | 182.95 | 237.80 |
| F140 | _____ | 4' Table - 42" Counter high | 161.80 | 210.35 |
| F150 | _____ | 6' Table - 42" Counter high | 188.50 | 244.65 |
| F160 | _____ | 8' Table - 42" Counter high | 214.60 | 278.95 |
| F170 | _____ | 4th side table drape | 54.55 | 70.90 |

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

UNDRAPED DISPLAY TABLE

| | | | | |
|------|-------|------------------------------------|--------|--------|
| F190 | _____ | 4' Table - 30" high | 83.55 | 108.60 |
| F200 | _____ | 6' Table - 30" high | 102.00 | 132.60 |
| F210 | _____ | 8' Table - 30" high | 121.35 | 157.80 |
| F220 | _____ | 4' Table - 42" Counter high | 90.60 | 117.75 |
| F230 | _____ | 6' Table - 42" Counter high | 107.30 | 139.50 |
| F240 | _____ | 8' Table - 42" Counter high | 131.05 | 170.35 |
| | _____ | 30" Diameter Pedestal Table (Gray) | 181.15 | 235.50 |
| F80 | _____ | 18" High | | |
| F90 | _____ | 30" High | | |
| F100 | _____ | 42" High | | |

8.25% Tax _____

TOTAL ORDER _____

NAME OF CONVENTION AAEM 2019 BOOTH # _____

EXHIBITING COMPANY _____ PHONE # _____ FAX # _____

ADDRESS _____ CITY _____ STATE _____ ZIP _____

EMAIL ORDER CONFIRMATION & INVOICE TO _____

CONTACT NAME _____ DATE _____

(Print & Sign)

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

Chairs

Chairs

Furniture

F60 Plastic Side Chair, Gray
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



F60



F50



F9



F10



F30



F20



F40



F75

Display Tables

Pedestal Tables

F80 Pedestal Table 30" x 18" h

F90 Pedestal Table 30" x 30" h

F100 Pedestal Table 30" x 42" h

Draped Display Tables

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

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

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

Undraped Display Tables

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

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

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



F80



F90



F100



F190
F220



F110
F140



Red



Teal



Burgundy



Gray



Plum



White



Hunter
Green



Expo
Green



Gold



Blue



Black



F200
F230



F120
F150



F210
F240



F130
F160

Remit To:



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

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

| Qty. | Product | Advance | Standard | Total |
|------|-------------|------------|------------|-------|
| | 9' x 10' | \$253.55 | \$329.60 | \$ |
| | 9' x 20' | \$497.80 | \$647.15 | \$ |
| | 9' x 30' | \$744.40 | \$967.70 | \$ |
| | 9' x 40' | \$1,000.25 | \$1,300.35 | \$ |
| | 9' x Custom | \$253.55 | \$329.60 | \$ |

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

Area Carpet - 100 sq. ft. minimum required
 Booth size: _____ x _____ = _____ Sq.Ft.

A 8.25% Sales Tax Will Be Added To All Carpet Orders

| Sq. Ft. | Product | Advance | Standard | Total |
|---------|-------------|---------|----------|-------|
| | Area Carpet | \$4.30 | \$5.55 | \$ |

PRESTIGE CARPET - 28oz

Choose Color:

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

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

Booth size: _____ X _____ = _____ Sq. Ft.

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

A 8.25% Sales Tax Will Be Added To All Carpet Orders

PADDING & VISQUEEN

| Product | Booth Size | Sq. Ft. | Advance | Standard | Total | |
|-------------------------------|---|---------|---------|----------|--------|----|
| Carpet Padding/Per Sq. Ft. | <input type="checkbox"/> X <input type="checkbox"/> | = | X | \$2.10 | \$2.70 | \$ |
| Visqueen Covering/Per Sq. Ft. | <input type="checkbox"/> X <input type="checkbox"/> | = | X | \$1.25 | \$1.65 | \$ |

A 8.25% Sales Tax Will Be Added To All Carpet Orders

Name of Convention **AAEM 2019** 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**

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 / Email orders will only be accepted with enclosed credit card authorization form. 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 | ITEM # | QTY | DISCOUNT RATES | STANDARD RATES | AMOUNT |
|---|-------|---|----------------|---------|---|-------|----------------------------------|----------------|--------|
| ACCESSORIES | | | | | DISPLAY | | | | |
| A10 | _____ | Wastebasket | 24.30 | 32.95 | D10 | _____ | Pegboard Panels (4'x8') | 253.30 | 329.25 |
| A20 | _____ | Tripod Easels | 42.20 | 54.90 | D11 | _____ | Pegboard 6" Single Hook | 14.30 | 18.59 |
| D250 | _____ | Chrome Sign Holder | 155.65 | 202.35 | D12 | _____ | Pegboard 8" Single Hook | 16.70 | 21.71 |
| A30 | _____ | Chrome Stanchion | 31.65 | 41.15 | D20 | _____ | Tackboard Panels (4'x8') | 189.95 | 246.95 |
| A40 | _____ | Velour Rope 6' Black | 31.65 | 41.15 | <input type="checkbox"/> Horiz. <input type="checkbox"/> Vert. | | | | |
| A50 | _____ | Coat Tree | 91.80 | 119.35 | D31 | _____ | Fabric Impact Panel 1 Meter x 8' | 464.40 | 603.72 |
| A60 | _____ | Chrome Bag Rack | 91.80 | 119.35 | D40 | _____ | Gridwall 2'x8' Black | 173.10 | 225.00 |
| A70 | _____ | Literature Rack | 179.40 | 233.25 | D60 | _____ | Gridwall 6" Single Hook | 14.30 | 18.59 |
| A80 | _____ | Garment Rack 5' | 98.50 | 128.05 | D70 | _____ | Gridwall 8" Single Hook | 16.70 | 21.71 |
| A90 | _____ | 2 Way Straight Arm Rack | 135.10 | 175.60 | D50 | _____ | Slatwall 1 Meter x 8' | 232.20 | 301.85 |
| A100 | _____ | 4 Way Slant Arm Rack | 151.25 | 196.65 | D120 | _____ | Slatwall Waterwalls Hooks | 38.00 | 49.40 |
| 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 | 63.00 | 82.30 |
| A110 | _____ | 6' Tensabarrier | 143.55 | 186.60 | D210 | _____ | Acrylic Holder | 26.40 | 34.30 |
| DISPLAY CABINETS AND COUNTERS | | | | | D220 _____ Arm Light 56.30 73.15 | | | | |
| <input type="checkbox"/> Black Fabric <input type="checkbox"/> Gray Fabric <input type="checkbox"/> White PVC | | | | | D140 _____ 4' Full View Showcase 559.35 727.15 | | | | |
| MD20 | _____ | Counter 1M x 1/2M x 42" High, W/Shelf | 591.00 | 768.30 | D150 _____ 6' Full View Showcase 601.55 782.00 | | | | |
| <input type="checkbox"/> Counter Lock 33.40 43.45 | | | | | D160 _____ 4' Quarter View Showcase 474.90 617.40 | | | | |
| MD21 | _____ | Counter 2M x 1/2M x 42" High, W/Shelf | 826.70 | 1074.70 | D170 _____ 6' Quarter View Showcase 534.70 695.15 | | | | |
| <input type="checkbox"/> 2 Counter Locks 66.80 86.90 | | | | | Looking for something else? Please contact us at Exhibitor.Services@HeritageSVS.com for assistance. | | | | |
| MD22 | _____ | Curved Counter 1M x 1/2M x 42" High W/Shelf | 650.10 | 843.13 | 8.25% Tax _____ | | | | |
| <input type="checkbox"/> Counter Lock 33.40 43.45 | | | | | TOTAL ORDER _____ | | | | |
| MD23 | _____ | Radius Counter 1M x 1/2M x 42" High | 780.15 | 1014.15 | | | | | |
| MD30 | _____ | Cabinet 1M x 1/2M x 42" (White Only/ Comes With Lock & Shelf) | 709.20 | 921.96 | | | | | |

NAME OF CONVENTION AAEM 2019 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>Display 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> |



TRADE SHOW FURNISHINGS

Product Guide



Featuring:

- POWERED Collections
- Modular Seating
- Executive Seating
- Communal Tables
- Barstools



Power Up In Style.

Denotes Powered Products



ROMA 
CHRPWR Chair, Powered
(white vinyl) 37"L 31"D 33"H

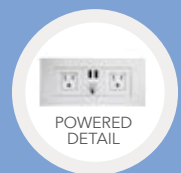


ROMA 
SFAPWR Sofa, Powered
(white vinyl) 78"L 31"D 33"H



Powered Seating

Empower attendees at your next show with functional charging furniture from CORT and make searching for wall outlets history. From soft seating and tables to pedestals and lamps, our complete charging collection lets you Power Up the Possibilities. Charging adapters are available to rent for all powered products.



Powered Seating



Please Note: Client is responsible for providing labor and an electrical power source to the furniture. One 110V power source is required for each charging panel. Two charging units can be daisy chained together. 10A max per charging panel.



A) NPLCHP
Naples Chair, Powered
 (black vinyl)
 36"L 30"D 33.25"H

B) NPLSOP
Naples Sofa, Powered
 (black vinyl)
 87"L 30"D 33.25"H

C) NPLLOP
Naples Loveseat, Powered
 (black vinyl)
 62"L 30"D 33.25"H

Powered Tables



Ventura Powered Tables

A) VNTWHT Bar
 (white top)

72.25"L 26.25"D 42"H

B) VNTBLK Bar
 (black top)

72.25"L 26.25"D 42"H

G30 Powered Tables

C) G30DWP Café
 (white top)

72"L 26"D 30"H

Sydney Powered Cocktail Tables

D) C1WP
 (white, brushed steel)

48"L 26"D 18"H

E) C1YP
 (black, brushed steel)

48"L 26"D 18"H

Charging Adapters

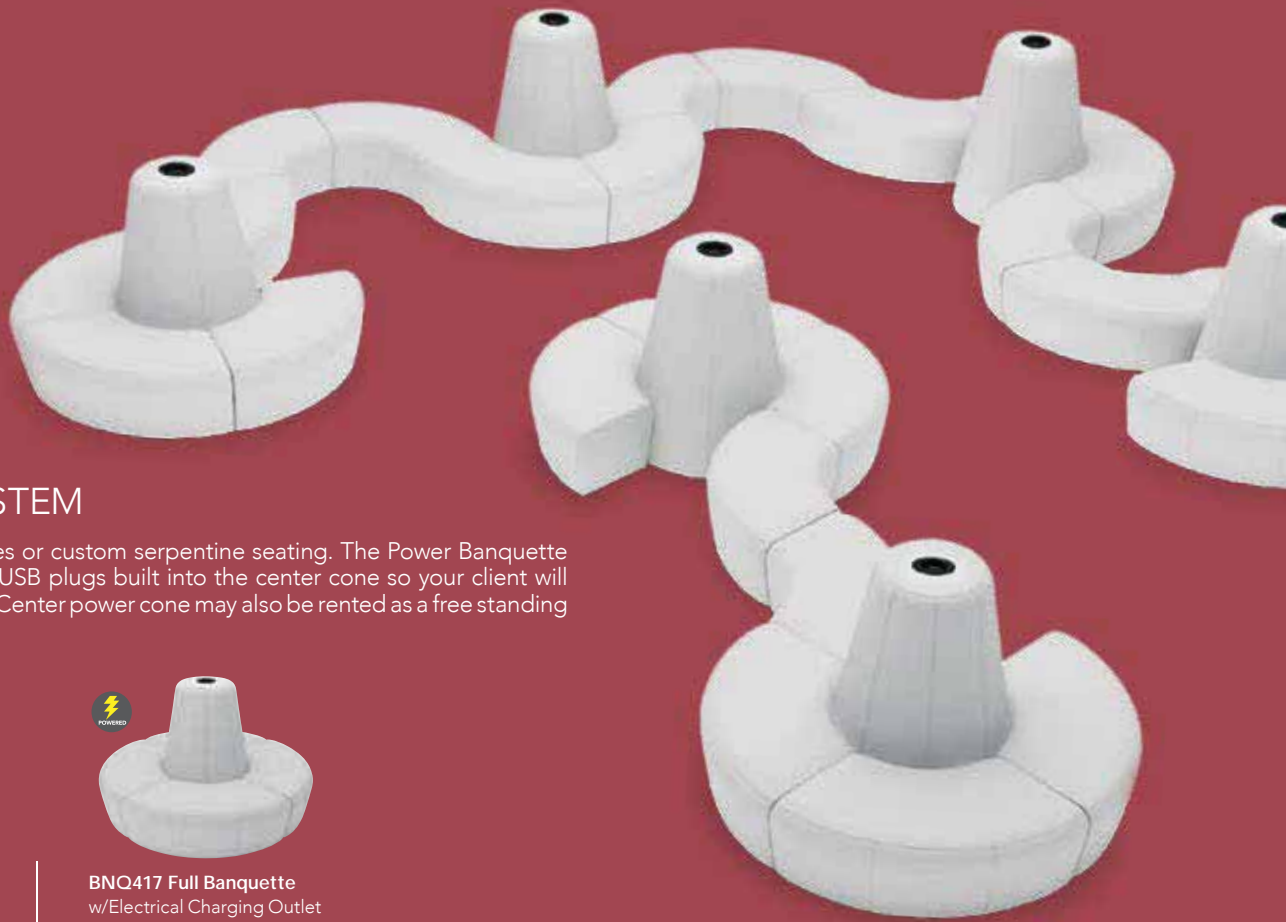
F) ADAPTW (white)

G) ADAPTB (black)

Charging adapters are available to rent for all powered products.

Powered Banquettes.

Denotes Powered Products



MODULAR SYSTEM

Create round banquettes or custom serpentine seating. The Power Banquette system has 3 AC and 2 USB plugs built into the center cone so your client will never be left powerless. Center power cone may also be rented as a free standing charging station.



BNQTL7 Center Cone
w/Electrical Charging Outlet
(white vinyl)
38" RND 51"H



BNO417 Full Banquette
w/Electrical Charging Outlet
(white vinyl)
72" RND 51"H



BNQR17 Ottoman Ring
(4 ottoman seats)
(white vinyl)
72" RND 18"H



BNO7 Quarter Curve Ottoman
(white vinyl)
53"L 22"D 18"H




WHT12 Half Bench Ottoman
(white vinyl)
39"L 22"D 18"H



Detail of Electrical Charging Outlet

Powered Pedestals

 Denotes AC and USB charging outlets

Please Note: Client is responsible for providing labor and an electrical power source to the furniture. One 110V power source is required for each charging panel. Two charging units can be daisy chained together. 10A max per charging panel.

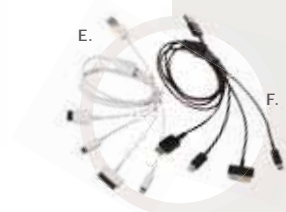


A. | B. 



C. | D. 

(The flip top electrical units rotate 180 degrees, allowing devices to be charged from inside the locked cabinet or on the surface)



E.

F.

Powered Locking Pedestal


- A) PDL36W (white)
24" L 24" D 36" H
- B) PDL42W (white)
24" L 24" D 42" H
- C) PDL36B (black)
24" L 24" D 36" H
- D) PDL42B (black)
24" L 24" D 42" H

Charging Adapters

- E) ADAPTW (white)
- F) ADAPTB (black)

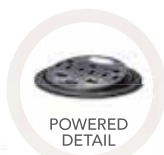
Charging adapters are available to rent for all powered products.

Powered Tech Desk

 Denotes AC and USB charging outlets



A. 



POWERED DETAIL



B. 



C.

A) TECH3B Tech Desk, Powered w/3 Drawer File Cabinet

(black metal, laminate)
60" L 30" D 30" H

B) TECH Tech Desk, Powered

(black metal, laminate)
60" L 30" D 30" H

C) TECH3 3 Drawer File Cabinet on Castors

(black metal, laminate)
16" L 20" D 28" H

Charging Adapter

- D) ADAPTB (black)

Charging adapters are available to rent for all powered products.



D.

Soft Seating

Create Engaging Booth Environments

HOPI

(gray linen)
HOPCH, Chair
21"L 25"D 34"H
HOPLV, Loveseat
48"L 25"D 34"H



PEDESTAL

PDL42W
Powered Locking
(white)
24"L 24"D 42"H

CAFÉ TABLE

30WHHC
Hydraulic Chrome Base
(laminated white top)
30" Round 29"H

REGIS

REGOTT End Table
(brushed metal)
16"L 15.5"D 16.5"H

MARCHE

MAR010 Swivel Ottoman
(blue fabric)
17" RND 18"H

Soft Seating Collections

Available in Power 

A.



B.



BAJA

A) BCHWHT Chair
(white vinyl)
36"L 30.5"D 28"H

B) BLVWHT Loveseat
(white vinyl)
61"L 30.5"D 28"H

A.



B.



FAIRFAX

A) FAIRSW Sofa
(white vinyl, brushed metal)
62"L 26"D 30"H

B) FAIRCW Chair
(white vinyl, brushed metal)
27"L 26"D 30"H

A.



B.



C.



NAPLES

A) NPLCHR Chair
(black vinyl)
36"L 30"D 33.25"H
NPLCHP (Powered)

B) NPLSOF Sofa
(black vinyl)
87"L 30"D 33.25"H
NPLSOP (Powered)

C) NPLLOV Loveseat
(black vinyl)
62"L 30"D 33.25"H
NPLLOP (Powered)

Munich Collection

Modular Seating to Design Custom Exhibits



MUNICH

MNCHSC Sectional 3pc.
(gray fabric)
93.5" L 27" D 28.5" H

SILVERADO

C1E Cocktail Table
(glass, chrome)
36" Round 17" H



MNCHCH Munich Armless Chair
(gray fabric)
22.5" L 27" D 28.5" H



MNCHCC Munich Corner Chair
(gray fabric)
26" L 27" D 28.5" H

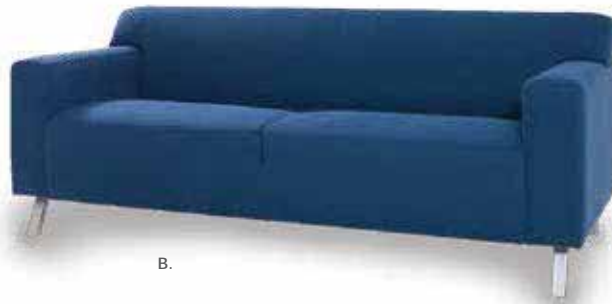


MNCHLV Munich Armless Loveseat
(gray fabric)
45" L 27" D 28.5" H

Soft Seating Collections



A.



B.



A.



B.



C.



A.



B.



C.



A.

B.

C.

ALLEGRO

- A) CHR002 Chair (blue fabric)
36"L 34.5"D 30"H
- B) SFA002 Sofa (blue fabric)
73"L 34.5"D 30"H

TANGIERS

- A) TANSOF Sofa (beige textured)
78"L 37"D 36"H
- B) TANCHR Chair (beige textured)
34"L 37"D 36"H
- C) TANLOV Loveseat (beige textured)
57.5"L 37"D 37"H

KEY LARGO

- A) KEYCHR Chair (black fabric)
35"L 35"D 34"H
- B) KEYLOV Loveseat (black fabric)
57"L 35"D 34"H
- C) KEYSOF Sofa (black fabric)
79"L 35"D 34"H

SOUTH BEACH

- A) SO1 Sofa (platinum suede)
69"L 29"D 33"H
- B) OTS Ottoman (platinum suede)
25"L 31"D 18"H
- C) SO2 Sofa Sectional 3pc. (platinum suede)
152"L 40"D 33"H

Accent Chairs

KEY WEST

OCB Chair
(black)
31"L 31"D 31"H



SWANSON

SWAN Swivel Chair
(white vinyl)
28"L 25"D 30"H

MADDEN

MADGRY Arm Chair
(light gray vinyl)
27"L 32"D 33"H



Accent Chairs



A.



B.



C.

**A) BCW
Madrid Chair**
(white vinyl)
30"L 30"D 31"H

**B) OCH
Madrid Chair**
(black vinyl)
30"L 30"D 31"H

C) FAIRCW Chair
(white vinyl, brushed metal)
27"L 26"D 30"H

**D) LABREA
La Brea Swivel Chair**
(charcoal gray, fabric)
35"L 27"D 40"H

**E) MNCHCH
Munich Armless Chair**
(gray fabric)
22.5"L 27"D 28.5"H

F) HOPCH, Chair
(gray linen)
21"L 25"D 34"H



D.



E.



F.

Meeting & Stage Chairs



A.



B.



C.

Meeting Chair
25.5"L 23.5"D 34"H
A) OCMESP (espresso vinyl)
B) OCMTAU (taupe fabric)
C) OCMWHT (white vinyl)

ZENITH

A) ZENCHR Chair
(white, chrome)
18.25"L 22"D 32"H

B) 30MAHC
Madison Hydraulic
Café Table
(chrome base, gray
acajou top)
30"RND 29"H



LAGUNA

C) LMCHR Chair
(maple, chrome)
18"L 19"D 34"H

D) 30WHHC
Round Café Table
(white laminate top,
chrome hydraulic base)
30" Round 29"H



MALBA

MALGRY Chair
(gray)
20"L 20"D 32"H



MALBA

MALGRN Chair
(green)
20"L 20"D 32"H



Group Seating

Styles & Shapes



A.



B.



C.



D.



E.



F.



G.



H.

Berlin Chair

18"L 22"D 32"H

A) CS8 (black, white)

B) CS9 (red, white)

C) CS4

Syntax Chair

(black, chrome)

23"L 19"D 32.25"H

D) XCHR

Christopher Chair

(white vinyl, chrome)

17"L 19"D 35"H

E) CH002

Wendy Chair

(clear acrylic)

15"L 20"D 36"H

F) SC10

Razor Armless Chair

(white)

15.38"L 15.5"D 30.5"H

G) SC3

Brewer Chair

(onyx, black)

20"L 20"D 32"H

H) XC6

Altura Guest Chair

(black crepe)

25"L 20"D 34"H

Mix & Match

Create the ultimate seating configuration. Choose from a variety of shapes and sizes to design the perfect look.

I) RSTDIN Rustique Chair w/arms (gunmetal) 20"L 18"D 31"H

J) DUET Duet Chair (black, chrome) 21"L 23"D 33"H





Ottomans

VIBE CUBE

18"L 18"D 18"H

- A) VIB09 (white vinyl)
- B) VIB10 (black vinyl)
- C) VIB11 (steel blue vinyl)
- D) VIB13 (purple vinyl)
- E) VIB12 (silver vinyl)
- F) VIB07 (beige vinyl)
- G) VIB04 (red vinyl)
- H) VIB06 (gold/bronze vinyl)
- I) VIB01 (green vinyl)
- J) VIB03 (pink vinyl)
- K) VIB05 (yellow vinyl)
- L) VIB02 (blue vinyl)
- M) VIB08 (orange vinyl)

Styles & Shapes



C.



F.



I.



L.



O.



A.



D.



G.



J.



M.



P.



B.



E.



H.



K.



N.



Q.

Beverly Bench
60"L 20"D 18"H
A) BVLYWH (white vinyl)
B) BVLYBK (black vinyl)
C) BVLYGR (gray fabric)
D) BVLYRD (red fabric)
E) BVLYOB (ocean blue fabric)
F) BVLYLN (linen fabric)
G) BVLYBN (brown fabric)

H) WHT12 Half Bench
(white vinyl)
39"L 22"D 18"H

ENDLESS Square
34"L 34"D 15"H
I) END02B (black)
J) END02W (white)
ENDLESS Curved
60.5"L 37.5"D 15"H
K) END01B (black)
L) END01W (white)

M) BNQ7 Quarter Curve
(white vinyl)
53"L 22"D 18"H

N) BNQR17 Ring
(4 ottoman seats)
(white vinyl)
72"RND 18"H

O) SAL Sally Stool
(white)
12" Round 17"H

P) CUBL20 Edge LED Cube
(white plastic)
20"L 20"D 20"H
A/C power only

Q) REGBEN Regis Bench
(brushed metal)
47"L 15.5"D 16"H

Marche Swivel



A.



B.



C.



D.



E.



F.



G.



H.



I.



J.

Marche Swivel Ottomans
17"RND 18"H
A) MAR001 (white vinyl)
B) MAR005 (red fabric)
C) MAR009 (pear yellow fabric)
D) MAR007 (plum fabric)
E) MAR010 (blue fabric)
F) MAR002 (gray fabric)
G) MAR006 (rose quartz fabric)
H) MAR003 (linen fabric)
I) MAR004 (raspberry fabric)
J) MAR008 (meadow green fabric)

Accent Tables

ALONDRA

Cocktail Table
47"L 24"D 16"H

- A) ALC100 (glass, chrome)
- B) ALC200 (wood, chrome)



C.



D.



ALONDRA

End Table

20"L 20"D 20"H

- C) ALE100 (glass, chrome)
- D) ALE200 (wood, chrome)

GEO

Cocktail Table
50"L 22"D 16"H

- A) C1C (glass, chrome)
- B) C1FWB (wood, black)



C.



D.



GEO

End Table

26"L 26"D 20"H

- C) E1C (glass, chrome)
- D) E1FWB (wood, black)

Styles & Shapes

Available in Power 



SYDNEY

(brushed steel)
Cocktail Tables
 48"L 26"D 18"H
A) C1W (white)
C1WP (Powered)
B) C1Y (black)
C1YP (Powered)

End Tables
 27"L 23"D 22"H
C) E1W (white)
D) E1Y (black)

REGIS

(brushed metal)
E) REGBEN Bench Table
 47"L 15.5"D 16"H
F) REGOTT End Table
 16"L 15.5"D 16.5"H

SILVERADO

(glass, chrome)
G) E1E End Table
 24" Round 22"H
H) C1E Cocktail Table
 36" Round 17"H

OLIVER

(walnut finish)
I) EOLI End Table
 22" Round 22"H
J) COLI Cocktail Table
 47"L 27"D 19"H

RUSTIC

(wood)
K) ETBL E-Table
 21"L 15.5"D 27.5"H
L) TMBTBL Timber Table
 16" Round 17"H

M) AURA
Aura Round Table
 (white metal)
 15" Round 22"H

N) CUBTBL Edge LED
Cube Table
 (plexi top, white plastic)
 20"L 20"D 20"H
 A/C power only

Café Tables



A) 30MAHC Madison Hydraulic Café Table
(chrome base, gray acajou top)
30" RND 29"H

B) MALGRN Malba Chair
(green)
20"L 20"D 32"H



30" Round Café Tables
Standard Black Base

30" Round 29"H

A) ZTH (liquid steel blue top)

B) ZTB (red top)

Hydraulic Chrome Base

30" Round 29"H

C) 30WHHC (white laminate top)

D) 30STHC (silver textured)

E) CS4 Syntax Chair

(black, chrome)

23"L 19"D 32.25"H

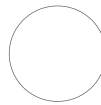


Customize And Create

Choose your base, black or chrome, then pick a color that suits your design.



MAPLE



WHITE LAMINATE



SILVER TEXTURED



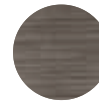
GRAPHITE NEBULA



LIQUID STEEL BLUE



RED



MADISON/GRAY ACAJOU



A.



B. | G.



C. | H.



D. | F.



E.



I.



J. | N.



K. | O.



L.



M.

Café Tables

Standard Black Base

30" Round 29"H

A) ZTG (silver textured)

B) ZTJ (graphite nebula)

C) ZTK (maple)

D) 30WH29 (white laminate)

E) ZTA (Madison/gray acajou)

36" Round 29"H

F) ZTO (white laminate)

G) ZTN (graphite nebula)

H) ZTP (maple)

Café Tables

Hydraulic Chrome Base

30" Round 29"H

I) 30SBHC (liquid steel blue)

J) 30GRHC (graphite nebula)

K) 30MTHC (maple)

L) 30BRHC (red)

36" Round 29"H

M) 36WTHC (white laminate)

N) 36GRHC (graphite nebula)

O) 36MTHC (maple)

Mix & Match

Create the ultimate look. Choose from a wide variety of colorful Group Seating for the perfect style.

A) ZENCHR Zenith Chair (white, chrome) 18.25"L 22"D 32"H

B) DUET Duet Chair (black, chrome) 21"L 23"D 33"H



Bar Tables



A) 30WHHB
30" Round Bar Table
(white laminate top, chrome hydraulic base)
30" RND 45"H
B) APS12
Apex Barstools
(blue ultra suede)
21"L 21"D 33"H

C) 30SBHB
30" Round Bar Table
(liquid steel blue top, chrome hydraulic base)
30" RND 45"H

D) LMBAR
Laguna Barstool (maple, chrome)
18"L 20"D 47"H



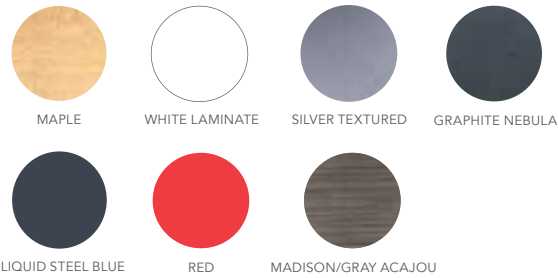
E) RSTSQT
Rustique Square Metal Bar Table
(gunmetal)
23.75"L 23.75"D 41.25"H

F) RSTSTL
Rustique Barstool
(gunmetal)
13"L 13"D 30"H



Customize And Create

Choose your base, black or chrome, then pick a color that suits your design.



Bar Tables

Standard Black Base
30" Round 42"H
A) VTJ (graphite nebula)
B) VTK (maple)
C) VTG (silver textured)
D) VTB (red)
E) 30WH42 (white laminate)
F) VTH (liquid steel blue)
G) VTA (Madison/
gray acajou)

36" Round 42"H
H) VTW (white laminate)
I) VTN (graphite nebula)
J) VTP (maple)

Bar Tables

Hydraulic Chrome Base
30" Round 45"H
K) 30GRHB (graphite nebula)
L) 30MTHB (maple)
M) 30STHB (silver textured)
N) 30BRHB (red)

36" Round 45"H
O) 36WTHB (white laminate)
P) 36GRHB (graphite nebula)
Q) 36MTHB (maple)



Style & Design

Create the right look. Choose from a wide variety of Bar Table heights and colors for the perfect look.

- R) 30MAHB 30" Round Bar Table w/Hydraulic Chrome Base (Madison/gray acajou) 30" RND 45"H
- S) ZENBAR Zenith Barstool (white, chrome) 19"L 20"D 44"H



Barstools



A.

B.

C.

D.

LIFT BARSTOOLS

- 15" Round 23–33.5"H
- A) ROLLWH (white vinyl)
- B) ROLLRD (red vinyl)
- C) ROLLBL (black vinyl)
- D) ROLLGY (gray vinyl)

Styles & Shapes



A.



B.



C.



D.



E.



F.



G.



H.



I.



J.



K.



L.



M.



N.

Apex Barstools

- 21"L 21"D 33"H
A) APS08 (black vinyl)
B) APS59 (red vinyl)
C) APS75 (white vinyl)
D) APS12 (blue ultra suede)

Zoey Barstools

- 15"L 16"D 30-34.75"H
E) BS002 (white, chrome)
F) BS003 (black, chrome)

Banana Barstools

- 21"L 22"D 41.75
G) BSS (black, chrome)
H) BST (white, chrome)

Oslo Barstools

- 17"L 20"D 45"H
I) BSD (blue)
J) BSC (white)

K) XBAR Christopher Barstool

- (white vinyl, chrome)
 19"L 15"D 41"H

L) BS001 Shark Barstool

- (white, chrome)
 22"L 19"D 34-44"H

M) BSR Syntax Barstool

- (black, chrome)
 23"L 19"D 43.25"H

N) RSTSTL Rustique Barstool

- (gunmetal)
 13"L 13"D 30"H

Mix & Match

Create the ultimate look. Choose from a wide variety of select Bar Seating for the perfect style.

- O) ZENBAR Zenith Barstool** (white, chrome) 19"L 20"D 44"H
P) LMBAR Laguna Barstool (maple, chrome) 18"L 20"D 47"H



Conference Tables



PWRUSB

Powered Conference Table Module
(black) 5"L 2.25"D 2"H

Includes 2 AC and 2 USB outlets. Available for all conference tables except the Geo, Merlin, Atomic and Work Tables.



42" Round Conference Table

42"RND 29"H

A) CONF42 (white laminate)

B) CB1 (graphite nebula)

C) CB8 (Madison/gray acajou)



MADISON

(Madison/gray acajou)

D) MADC05 5' Table

60"L 48"D 29"H

E) MADC08 8' Table

96"L 60"D 29"H

F) MADC10 10' Table

120"L 48"D 29"H



Styles & Shapes

A.



C.



D.



E.



F.



G.



H.



I.



J.



K. | L.



M.



Atomic Round Tables
(glass, chrome)
A) 42ATO 42"RND 30"H
(not shown)
36ATO 36"RND 30"H

Geo Rounded Square Tables
42"L 36"D 29"H
C) CE1 (glass, chrome)
D) CF1 (glass, black)

Geo Rectangular Tables
60"L 36"D 29"H
E) CF2 (glass, black)
D) CE2 (glass, chrome)

G) MERLIN Merlin
Multi Use Table
(gray laminate, black)
46"L 29"D 30"H

H) WD3 Work Table
(white laminate, white)
48"L 24"D 30"H

Conference Tables
(graphite nebula)

I) CB3 8'
96"L 48"D 29"H
J) CB2 6'
72"L 42"D 29"H

Conference Tables
(granite)

K) C508GR 8'
96"L 44"D 29"H
L) CT10GR 10'
120"L 46"D 29"H
M) CT06GR 6'
72"L 36"D 29"H

Mix & Match

N) PROEXB Pro Executive High Back Chair (black vinyl) 25"L 24"D 48"H Adjustable.
O) PROMID Pro Executive Mid Back Chair (white vinyl) 24"L 22"D 40"H Adjustable.



Executive Seating



Pro Executive High Back Chair

25"L 24"D 48"H Adjustable.
A) PROEXE (white classic vinyl)
B) PROEXB (black vinyl)



PROMDB Pro Executive Mid Back Chair
(black vinyl)
24"L 22"D 40"H Adjustable



PROMID Pro Executive Mid White Chair
(white vinyl)
24"L 22"D 40"H Adjustable




PROGB Pro Executive Guest Chair
(black vinyl)
24"L 22"D 36"H




SY1 Altura Steno Chair
(black crepe)
25"L 26"D 21"H

Communal and Powered Tables

Denotes AC and USB charging outlets 



Charging adapters are available to rent for all Powered Table Products.

Ventura Powered Bar Tables 

(silver frame)
72.25"L 26.25"D 42"H

A) VNTBLK (black top)
VNTWHT (white top)

Ventura Communal Bar Tables
(silver frame)

72.25"L 26.25"D 42"H

Maple Top
B) VNTMNP (solid)
VNTBMW (grommets)

White Top
C) VNTBWW (grommets)
VNTWNP (solid)

Black Top
VNTBNP (solid)

Ventura BAR TABLES

Choose from Powered, Solid or Grommet Hole Table Tops.



Table Top Options

Colors not available in all table options. Please check options listed to the right.



G30 CAFÉ TABLES



G30 Powered Café Tables 

72"L 26"D 30"H.

A) G30DWP
(silver frame, white top)

G30 Communal Café Tables
(silver frame)

72"L 26"D 30"

Maple Top
B) G30DMS (solid)
C) G30DMW (grommets)

White Top
D) G30DWS (solid)
E) G30DWW (grommets)

Office Essentials

MADISON

A) JD8 Madison Executive Desk

(gray acajou) 60"L 30"D 29"H

B) CR8 Madison Credenza

(gray acajou) 60"L 20"D 29"H

C) PROMDB Pro Executive
Mid Back Chair

(black vinyl)

24"L 22"D 40"H Adjustable

D) PROEXE Pro Executive


High Back Chair

(white classic vinyl)

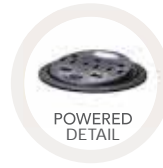
25"L 24"D 48"H Adjustable



TECH COLLECTION

 Denotes AC and USB charging outlets

A. 

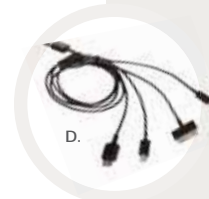


- A) TECH3B Tech Desk, Powered, w/3 Drawer File Cabinet (black metal, laminate) 60"L 30"D 30"H
- B) TECH Tech Desk, Powered (black metal, laminate) 60"L 30"D 30"H
- C) TECH3 3 Drawer File Cabinet on Castors (black metal, laminate) 16"L 20"D 28"H

B. 



C.

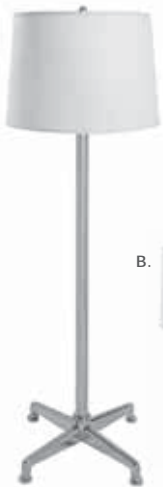


Charging Adapters
D) ADAPT B (black)

Charging adapters are available to rent for all powered products.

LIGHTING & PRODUCT DISPLAY

A.



B.



C.



D.



ACCENT LAMPS

MASON LAMPS
(brushed silver)

- A) LA15 Floor Lamp 18" Round 55"H
- B) LA14 Table Lamp 16" Round 26"H

SHELVING

C) PSHCCS
Posh Shelving
(Chrome, Acrylic)

- D) BC8
Madison Bookcase
(gray acajou)

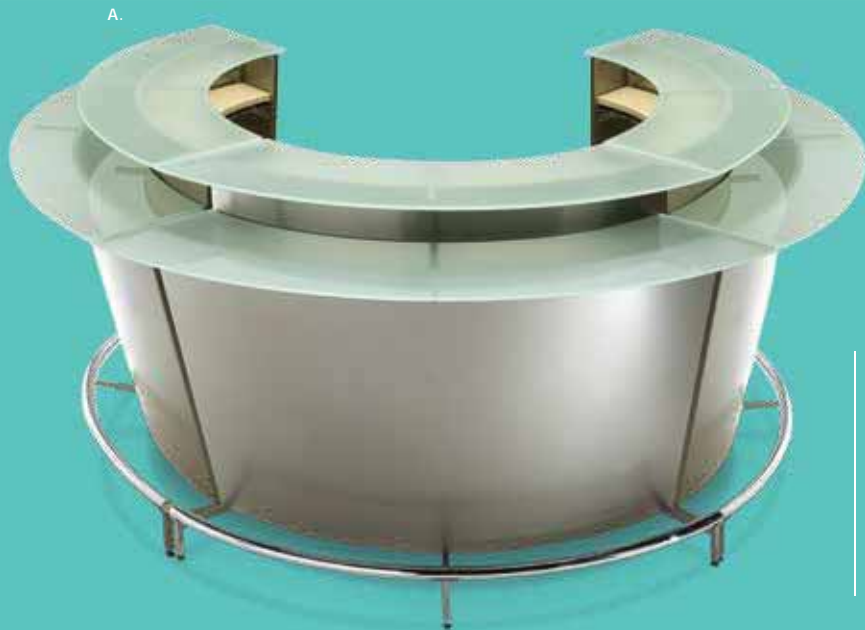
Show Essentials

REFRIGERATORS



C) R1R Large
(White, 14.0 cubic feet)
28"L 28"D 64"H

D) R1Q Small
(White, 4.0 cubic feet)
20"L 22"D 33"H



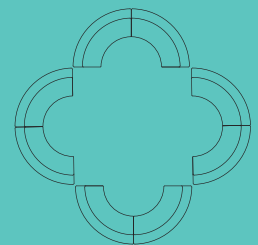
MARTINI BAR

A) BRC Martini Bar Circle
Comprised of three BR1 Martini Bars
100"L 100"D 45"H

B) BR1 Martini Bar
(gray metal, frosted glass top)
67"L 22"D 45"H



Suggested Uses of Martini Bar



LIGHTED PRODUCTS

LED light available in white, red, green, blue and rolling color.



A.



B.

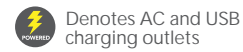
A) CUBL20 Edge LED Cube Ottoman

(white plastic)
20"L 20"D 20"H
A/C power only

B) CUBTBL Edge LED Cube Table

(plexi top, white plastic)
20"L 20"D 20"H
A/C power only

MOBILE TABLET STANDS & ACCESSORIES



Mobile Tablet Stands
Include 3 AC and 2 USB
Charging Outlets



TABLET STANDS

A) TBSTND (black)
14"L 13"D 44.5"H

B) TBSTDW (white)
14"L 13"D 44.5"H

ACCESSORIES

C) TBBCHR
Brochure Holder
(black)
8.625"L 1.1"D 11.325"H

D) TBSHLF
Charging Shelf
(black)
14.85"L 7.17"D 1"H

E) TBPNTR
Wireless Printer Holder
(black)
3.3"L 1.9"D 5.28"H



SELECTION



DESIGN

TRUSTED



SOLUTIONS



MODERN



SERVICE

Nationwide Service

24 hours a day, 7 days a week, 365 days a year

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| CODE | QTY | ITEM | ADVANCE | STANDARD | TOTAL: | CODE | QTY | ITEM | ADVANCE | STANDARD | TOTAL: |
|----------|-----|---|-------------|-------------|--------|---------|-----|---|-----------|-----------|--------|
| 30BRHB. | | 30" Round Bar Table - Red Top w/ Hydraulic Base | \$ 324.80 | \$ 422.24 | | DUET. | | Duet Stack Chair | \$ 77.00 | \$ 100.10 | |
| 30BRHC. | | 30" Round Café Table - Brushed Red Top w/ Hydraulic Chrome Base | \$ 323.40 | \$ 420.42 | | BS001. | | Shark Barstool | \$ 344.40 | \$ 447.72 | |
| 30GRHB. | | 30" Round Bar Table - Graphite Nebula Top w/ Hydraulic Base | \$ 324.80 | \$ 422.24 | | BS002. | | Zoey Barstool | \$ 316.40 | \$ 411.32 | |
| 30GRHC. | | 30" Round Café Table - Graphite Nebula Top w/ Hydraulic Chrome Base | \$ 323.40 | \$ 420.42 | | BS003. | | Zoey Barstool (Black) | \$ 316.40 | \$ 411.32 | |
| 30MAHB. | | 30" Round Bar Table - Madison Gray Acajou Top w/ Hydraulic Chrome Base | \$ 315.00 | \$ 409.50 | | BSC. | | White Oslo Barstool | \$ 284.20 | \$ 369.46 | |
| 30MAHC. | | 30" Round Café Table - Madison Gray Acajou Top w/ Hydraulic Chrome Base | \$ 315.00 | \$ 409.50 | | BSD. | | Blue Oslo Barstool | \$ 284.20 | \$ 369.46 | |
| 30MTHB. | | 30" Round Bar Table - Maple Top w/ Hydraulic Base | \$ 323.40 | \$ 420.42 | | BSR. | | Syntax Barstool, Black/Chrome | \$ 236.60 | \$ 307.58 | |
| 30MTHC. | | 30" Round Café Table - Maple Top w/ Hydraulic Chrome Base | \$ 324.80 | \$ 422.24 | | BSS. | | Black Banana Barstool | \$ 267.40 | \$ 347.62 | |
| 30SBHB. | | 30" Round Bar Table - Liquid Steel Blue Top w/ Hydraulic Base | \$ 359.80 | \$ 467.74 | | BST. | | White Banana Barstool | \$ 267.40 | \$ 347.62 | |
| 30SBHC. | | 30" Round Café Table - Liquid Steel Blue Top w/ Hydraulic Chrome Base | \$ 324.80 | \$ 422.24 | | BVLYBK | | Beverly Bench Ottoman Black | \$ 409.05 | \$ 531.77 | |
| 30STHB. | | 30" Round Bar Table - Silver Textured Top w/ Hydraulic Base | \$ 323.40 | \$ 420.42 | | BVLYBN | | Beverly Bench Ottoman Brown | \$ 409.05 | \$ 531.77 | |
| 30STHC. | | 30" Round Café Table - Silver Textured Top w/ Hydraulic Chrome Base | \$ 352.80 | \$ 458.64 | | BVLYGR | | Beverly Bench Ottoman Gray | \$ 409.05 | \$ 531.77 | |
| 30WH29 | | 30" Round Café Table w/ Standard Black Base | \$ 241.65 | \$ 314.15 | | BVLYLN | | Beverly Bench Ottoman Linen | \$ 409.05 | \$ 531.77 | |
| 30WH42 | | 30" Round Bar Table w/ Standard Black Base | \$ 264.60 | \$ 343.98 | | BVLYOB | | Beverly Bench Ottoman Ocean Blue | \$ 409.05 | \$ 531.77 | |
| 30WHHB | | 30" Round Bar Table w/ Hydraulic Base | \$ 329.40 | \$ 428.22 | | BVLYRD | | Beverly Bench Ottoman Red | \$ 409.05 | \$ 531.77 | |
| 30WHHC | | 30" Round Café Table w/ Hydraulic Base | \$ 329.40 | \$ 428.22 | | BVLYWH | | Beverly Bench Ottoman White | \$ 409.05 | \$ 531.77 | |
| 36ATO | | Atomic 36" Round Table | \$ 322.65 | \$ 419.45 | | C1C. | | Chrome Geo Cocktail Table with Glass | \$ 273.00 | \$ 354.90 | |
| 36GRHB. | | 36" Round Bar Table - Graphite Nebula Top w/ Hydraulic Base | \$ 355.60 | \$ 462.28 | | C1E. | | Silverado Cocktail Table with Glass | \$ 303.80 | \$ 394.94 | |
| 36GRHC. | | 36" Round Café Table - Graphite Nebula Top w/ Hydraulic Chrome Base | \$ 352.80 | \$ 458.64 | | C1FWB. | | Geo Cocktail Table, Wood/Black | \$ 308.00 | \$ 400.40 | |
| 36MTHB. | | 36" Round Bar Table - Maple Top w/ Hydraulic Base | \$ 355.60 | \$ 462.28 | | C1W. | | White Sydney Cocktail Table | \$ 305.20 | \$ 396.76 | |
| 36MTHC. | | 36" Round Café Table - Maple Top w/ Hydraulic Chrome Base | \$ 352.80 | \$ 458.64 | | C1WP. | | White Sydney Cocktail Table, Powered | \$ 386.40 | \$ 502.32 | |
| 36WTHB. | | 36" Round Bar Table - White Laminate Top w/ Hydraulic Base | \$ 355.60 | \$ 462.28 | | C1Y. | | Black Sydney Cocktail Table | \$ 305.20 | \$ 396.76 | |
| 36WTHC. | | 36" Round Café Table - White Laminate Top w/ | \$ 355.60 | \$ 462.28 | | C1YP. | | Black Sydney Cocktail Table, Powered | \$ 386.40 | \$ 502.32 | |
| 42ATO | | Atomic 42" Round Table | \$ 322.65 | \$ 419.45 | | C508GR. | | 8" Table | \$ 586.60 | \$ 762.58 | |
| ADAPT.B. | | Charging Adapter (Black) | \$ 25.20 | \$ 32.76 | | CB1. | | 42" Round Graphite Conference Table | \$ 415.80 | \$ 540.54 | |
| ADAPT.W. | | Charging Adapter (White) | \$ 25.20 | \$ 32.76 | | CB2. | | 6" Graphite Conference Table | \$ 497.00 | \$ 646.10 | |
| ALC100. | | Alondra Cocktail Table, Glass/Chrome | \$ 351.40 | \$ 456.82 | | CB3. | | 8" Graphite Conference Table | \$ 586.60 | \$ 762.58 | |
| ALC200. | | Alondra Cocktail Table, Wood/Chrome | \$ 253.40 | \$ 329.42 | | CB8. | | 42" Round Conference Table, Madison Gray Acajou | \$ 180.04 | \$ 234.05 | |
| ALE100. | | Alondra End Table, Glass/Chrome | \$ 253.40 | \$ 329.42 | | CCE. | | Ice Chair | \$ 238.00 | \$ 309.40 | |
| ALE200. | | Alondra End Table, Wood/Chrome | \$ 240.80 | \$ 313.04 | | CE1. | | Square Round Chrome Geo Conference Table | \$ 344.40 | \$ 447.72 | |
| APS08. | | Black Vinyl Apex Barstool | \$ 240.80 | \$ 313.04 | | CE2. | | Chrome Geo Conference Table | \$ 488.60 | \$ 635.18 | |
| APS59. | | Red Vinyl Apex Barstool | \$ 240.80 | \$ 313.04 | | CF1. | | Square Round Black Geo Conference Table | \$ 344.40 | \$ 447.72 | |
| APS75. | | White Vinyl Apex Barstool | \$ 240.80 | \$ 313.04 | | CF2. | | Black Geo Conference Table | \$ 488.60 | \$ 635.18 | |
| AURA. | | Aura Round Table | \$ 156.80 | \$ 203.84 | | CH002. | | Wendy Chair | \$ 124.60 | \$ 161.98 | |
| BC8. | | Madison Bookcase, Gray Acajou | \$ 460.60 | \$ 598.78 | | CHR002. | | Allegro Chair | \$ 530.60 | \$ 689.78 | |
| BCWHWT | | Baja Chair | \$ 569.70 | \$ 740.61 | | CHRPWR. | | Roma Chair, Powered | \$ 681.80 | \$ 886.34 | |
| BCW. | | White Madrid Chair | \$ 698.60 | \$ 908.18 | | COLI. | | Oliver Cocktail Table | \$ 259.00 | \$ 336.70 | |
| BLVWHT | | Baja Loveseat | \$ 834.30 | \$ 1,084.59 | | CONF42. | | 42" Round Table | \$ 415.80 | \$ 540.54 | |
| BNQ417. | | Full Banquet, Powered, White Vinyl | \$ 2,412.20 | \$ 3,135.86 | | CR8. | | Madison Credenza, Gray Acajou | \$ 539.00 | \$ 700.70 | |
| BNQ7. | | Quarter Curve Ottoman, White Vinyl | \$ 518.00 | \$ 673.40 | | CS4. | | Syntax Chair, Black/Chrome | \$ 217.00 | \$ 282.10 | |
| BNQR17. | | Ottoman Ring, White Vinyl | \$ 1,855.00 | \$ 2,411.50 | | CS8. | | Black Berlin Stacking Chair | \$ 133.00 | \$ 172.90 | |
| BNQTL7. | | Center Cone, Powered, White Vinyl | \$ 760.20 | \$ 988.26 | | CS9. | | Red Berlin Stacking Chair | \$ 133.00 | \$ 172.90 | |
| BR1. | | Martini Bar | \$ 1,415.40 | \$ 1,840.02 | | CT06GR. | | 6 Foot Rectangle Granite Conference Table | \$ 509.60 | \$ 662.48 | |
| BRC. | | Martini Bar Circle | \$ 4,075.40 | \$ 5,298.02 | | OTS. | | South Beach Wedge Ottoman | \$ 343.00 | \$ 445.90 | |
| CT10GR. | | 10' Rectangle Granite Conference Table | \$ 880.60 | \$ 1,144.78 | | PDL36B. | | Powered Locking Pedestal, 36" (Black) | \$ 544.60 | \$ 707.98 | |
| CUBL20. | | Edge LED Cube Ottoman | \$ 207.20 | \$ 269.36 | | PDL36W. | | Powered Locking Pedestal, 36" (White) | \$ 544.60 | \$ 707.98 | |
| CUBTBL. | | Edge LED Cube Table | \$ 208.60 | \$ 271.18 | | PDL42B. | | Powered Locking Pedestal, 42" (Black) | \$ 648.20 | \$ 842.66 | |

| CODE | QTY | ITEM | ADVANCE | STANDARD | TOTAL: | CODE | QTY | ITEM | ADVANCE | STANDARD | TOTAL: |
|---------|-----|--|-------------|-------------|--------|---------|-----|--|-------------|-------------|--------|
| E1C. | | Chrome Geo End Table with Glass | \$ 267.40 | \$ 347.62 | | R1R. | | White Standard Refrigerator | \$ 940.80 | \$ 1,223.04 | |
| E1E. | | Silverado End Table with Glass | \$ 278.60 | \$ 362.18 | | REGBEN. | | Regis Bench/Table | \$ 310.80 | \$ 404.04 | |
| E1FWB. | | Geo End Table, Wood/Black | \$ 267.40 | \$ 347.62 | | REGOTT. | | Regis End Table | \$ 222.60 | \$ 289.38 | |
| E1W. | | White Sydney End Table | \$ 267.40 | \$ 347.62 | | ROLLBL. | | Black Lift Barstool | \$ 231.00 | \$ 300.30 | |
| E1Y. | | Black Sydney End Table | \$ 267.40 | \$ 347.62 | | ROLLGY. | | Gray Lift Barstool | \$ 231.00 | \$ 300.30 | |
| END01B. | | Black Endless Curved Ottoman | \$ 452.20 | \$ 587.86 | | ROLLRD. | | Red Lift Barstool | \$ 231.00 | \$ 300.30 | |
| END01W. | | White Endless Curved Ottoman | \$ 452.20 | \$ 587.86 | | ROLLWH. | | White Lift Barstool | \$ 231.00 | \$ 300.30 | |
| END02B. | | Black Endless Square Ottoman | \$ 387.80 | \$ 504.14 | | RSTDIN. | | Rustique Chair w/ arms | \$ 158.20 | \$ 205.66 | |
| END02W. | | White Endless Square Ottoman | \$ 387.80 | \$ 504.14 | | RSTSQT. | | Rustique Square Metal Bar Table | \$ 278.10 | \$ 361.53 | |
| EOLI. | | Oliver End Table | \$ 224.00 | \$ 291.20 | | RSTSTL. | | Rustique Barstool | \$ 144.20 | \$ 187.46 | |
| ETBL. | | E Table | \$ 193.20 | \$ 251.16 | | SAL. | | Sally Stool/Ottoman | \$ 96.60 | \$ 125.58 | |
| FAIRCW. | | Fairfax Chair | \$ 371.00 | \$ 482.30 | | SC10. | | Razor Armless Chair | \$ 91.00 | \$ 118.30 | |
| FAIRSW. | | Fairfax Sofa | \$ 513.80 | \$ 667.94 | | SC3. | | Black Brewer Chair | \$ 183.40 | \$ 238.42 | |
| G30BMS. | | G30 Communal Bar Table (Maple) | \$ 721.00 | \$ 937.30 | | SFA002. | | Allegro Sofa | \$ 757.40 | \$ 984.62 | |
| G30BMW. | | G30 Communal Bar Table w/ Grommet Holes | \$ 721.00 | \$ 937.30 | | SFAPWR. | | Roma Sofa, Powered | \$ 1,093.40 | \$ 1,421.42 | |
| G30BWW. | | G30 Communal Bar Table w/ Grommet Holes (White) | \$ 721.00 | \$ 937.30 | | SO1. | | South Beach Sofa | \$ 721.00 | \$ 937.30 | |
| G30CMS. | | G30 Communal Cocktail Table (Maple) | \$ 403.20 | \$ 524.16 | | SO2. | | South Beach Sofa Set | \$ 1,722.00 | \$ 2,238.60 | |
| G30CMW. | | G30 Communal Cocktail Table w/ Grommet Holes | \$ 403.20 | \$ 524.16 | | SWAN. | | Swanson Swivel Chair | \$ 389.20 | \$ 505.96 | |
| G30CWS. | | G30 Communal Cocktail Table (White) | \$ 403.20 | \$ 524.16 | | SY1. | | Altura Steno Chair | \$ 217.00 | \$ 282.10 | |
| G30CWW. | | G30 Communal Cocktail Table w/ Grommet Holes (White) | \$ 403.20 | \$ 524.16 | | TANCHR. | | Tangiers Chair | \$ 466.20 | \$ 606.06 | |
| G30DMS. | | G30 Communal Café Table (Maple) | \$ 576.80 | \$ 749.84 | | TANLOV. | | Tangiers Loveseat | \$ 702.00 | \$ 912.60 | |
| G30DMW. | | G30 Communal Café Table w/ Grommet Holes | \$ 576.80 | \$ 749.84 | | TANSOF. | | Tangiers Sofa | \$ 725.20 | \$ 942.76 | |
| G30DWP. | | G30 Powered Communal Café Table (White) | \$ 659.40 | \$ 857.22 | | TBBCHR. | | Brochure Holder | \$ 68.60 | \$ 89.18 | |
| G30DWS. | | G30 Communal Café Table (White) | \$ 576.80 | \$ 749.84 | | TBPNTR. | | Wireless Printer Holder | \$ 68.60 | \$ 89.18 | |
| G30DWW. | | G30 Communal Café Table w/ Grommet Holes (White) | \$ 576.80 | \$ 749.84 | | TBSHLF. | | Charging Shelf | \$ 68.60 | \$ 89.18 | |
| HOPCH. | | Hopi Chair, Gray Linen | \$ 250.60 | \$ 325.78 | | TBSTDW. | | White Mobile Tablet Stand | \$ 147.00 | \$ 191.10 | |
| HOPLV. | | Hopi Loveseat, Gray Linen | \$ 392.00 | \$ 509.60 | | TBSTND. | | Black Mobile Tablet Stand | \$ 147.00 | \$ 191.10 | |
| HS008. | | Heathrow Sectional | \$ 1,902.60 | \$ 2,473.38 | | TECH. | | Tech Desk, Powered | \$ 492.80 | \$ 640.64 | |
| JDB. | | Madison Executive Desk, Gray Acajou | \$ 637.00 | \$ 828.10 | | TECH3. | | 3 Drawer File Cabinet on Castors | \$ 156.80 | \$ 203.84 | |
| KEYCHR. | | Key Largo Chair | \$ 336.00 | \$ 436.80 | | TECH3B. | | Tech Desk, Powered w/ 3 Drawer File Cabinet | \$ 603.40 | \$ 784.42 | |
| KEYLOV. | | Key Largo Loveseat | \$ 394.80 | \$ 513.24 | | TMBTBL. | | Timber Table | \$ 186.20 | \$ 242.06 | |
| KEYSOF. | | Key Largo Sofa | \$ 518.00 | \$ 673.40 | | VIB01. | | Vibe Cube Ottoman - Green | \$ 147.00 | \$ 191.10 | |
| LA14. | | Mason Table Lamp | \$ 155.40 | \$ 202.02 | | VIB02. | | Vibe Cube Ottoman - Blue | \$ 147.00 | \$ 191.10 | |
| LA15. | | Mason Floor Lamp | \$ 238.00 | \$ 309.40 | | VIB03. | | Vibe Cube Ottoman - Pink | \$ 147.00 | \$ 191.10 | |
| LABREA. | | La Brea Swivel Chair | \$ 448.00 | \$ 582.40 | | VIB04. | | Vibe Cube Ottoman - Red | \$ 147.00 | \$ 191.10 | |
| LMBAR. | | Laguna Barstool, Maple/Chrome | \$ 196.00 | \$ 254.80 | | VIB05. | | Vibe Cube Ottoman - Yellow | \$ 147.00 | \$ 191.10 | |
| LMCHR. | | Laguna Chair, Maple/Chrome | \$ 155.40 | \$ 202.02 | | VIB06. | | Vibe Cube Ottoman - Gold | \$ 147.00 | \$ 191.10 | |
| MADC05. | | 5' Madison Table, Madison Gray Acajou | \$ 505.40 | \$ 657.02 | | VIB07. | | Vibe Cube Ottoman - Beige | \$ 147.00 | \$ 191.10 | |
| MADC08. | | 8' Madison Table, Gray Acajou | \$ 1,009.40 | \$ 1,312.22 | | VIB08. | | Vibe Cube Ottoman - Orange | \$ 147.00 | \$ 191.10 | |
| MADC10. | | Madison 10' Table | \$ 1,009.40 | \$ 1,312.22 | | VIB09. | | Vibe Cube Ottoman - White | \$ 147.00 | \$ 191.10 | |
| MADGRY. | | Madden Arm Chair | \$ 462.00 | \$ 600.60 | | VIB10. | | Vibe Cube Ottoman - Black | \$ 147.00 | \$ 191.10 | |
| MALGRN. | | Malba Chair, Green | \$ 119.00 | \$ 154.70 | | VIB11. | | Vibe Cube Ottoman - Steel Blue | \$ 147.00 | \$ 191.10 | |
| MALGRY. | | Malba Chair, Gray | \$ 119.00 | \$ 154.70 | | VIB12. | | Vibe Cube Ottoman - Silver | \$ 147.00 | \$ 191.10 | |
| MAR001. | | Marche Swivel, White Vinyl | \$ 196.00 | \$ 254.80 | | VIB13. | | Vibe Cube Ottoman - Purple | \$ 147.00 | \$ 191.10 | |
| MAR002. | | Marche Swivel, Gray Fabric | \$ 196.00 | \$ 254.80 | | VNTBLK. | | Ventura Communal Bar Table, Powered | \$ 803.25 | \$ 1,044.23 | |
| MAR003. | | Marche Swivel, Linen Fabric | \$ 196.00 | \$ 254.80 | | VNTBMW. | | Ventura Communal Bar Table w/ Grommet Holes | \$ 695.25 | \$ 903.83 | |
| MAR004. | | Marche Swivel, Raspberry Fabric | \$ 196.00 | \$ 254.80 | | VNTBNP. | | Ventura Communal Bar Table | \$ 695.25 | \$ 903.83 | |
| MAR005. | | Marche Swivel, Red Fabric | \$ 196.00 | \$ 254.80 | | VNTBWW. | | Ventura Communal Bar Table w/ Grommet Holes | \$ 695.25 | \$ 903.83 | |
| MAR006. | | Marche Swivel, Rose Quartz Fabric | \$ 196.00 | \$ 254.80 | | VNTMNP. | | Ventura Communal Bar Table | \$ 695.25 | \$ 903.83 | |
| MAR007. | | Marche Swivel, Plum Fabric | \$ 196.00 | \$ 254.80 | | VNTWHT. | | Ventura Communal Bar Table, Powered | \$ 803.25 | \$ 1,044.23 | |
| MAR008. | | Marche Swivel, Meadow Green Fabric | \$ 196.00 | \$ 254.80 | | VNTWNP. | | Ventura Communal Bar Table | \$ 695.25 | \$ 903.83 | |
| MAR009. | | Marche Swivel, Pear Yellow Fabric | \$ 196.00 | \$ 254.80 | | VTA. | | 30" Round Bar Table - Madison Gray Acajou Top w/ Standard Black Base | \$ 259.00 | \$ 336.70 | |
| MAR010. | | Marche Swivel, Blue Fabric | \$ 196.00 | \$ 254.80 | | VTB. | | 30" Round Bar Table - Red Top w/ Black Base | \$ 266.00 | \$ 345.80 | |
| MERLIN. | | Merlin Multi Use Table | \$ 373.80 | \$ 485.94 | | VTG. | | 30" Round Bar Table - Silver Textured Top w/ Black Base | \$ 266.00 | \$ 345.80 | |
| MNCHCC. | | Munich Corner Chair | \$ 572.40 | \$ 744.12 | | VTH. | | 30" Round Bar Table - Steel Blue Top w/ , Standard Black Base | \$ 267.40 | \$ 347.62 | |
| MNCHCH. | | Munich Armless Chair | \$ 472.50 | \$ 614.25 | | VTJ. | | 30" Round Bar Table - Nebula Top w/ Black Base | \$ 266.00 | \$ 345.80 | |
| MNCHLV. | | Munich Armless Loveseat | \$ 839.70 | \$ 1,091.61 | | VTK. | | 30" Round Bar Table - Maple Top w/ Black Base | \$ 266.00 | \$ 345.80 | |
| MNCHSC. | | Munich Sectional, 3 Pc. | \$ 1,884.60 | \$ 2,449.98 | | VTN. | | 36" Round Bar Table - Graphite Nebula Top w/ Black Base | \$ 288.40 | \$ 374.92 | |
| NPLCHP. | | Naples Chair, Powered | \$ 681.80 | \$ 886.34 | | VTP. | | 36" Round Bar Table - Maple Top w/ Black Base | \$ 288.40 | \$ 374.92 | |
| NPLCHR. | | Naples Chair | \$ 631.40 | \$ 820.82 | | VTW. | | 36" Round Bar Table - White Laminate Top w/ Black Base | \$ 288.40 | \$ 374.92 | |
| NPLLOP. | | Naples Loveseat, Powered | \$ 949.20 | \$ 1,233.96 | | WD3. | | Work Table | \$ 358.40 | \$ 465.92 | |
| NPLLOV. | | Naples Loveseat | \$ 757.40 | \$ 984.62 | | WHT12. | | Half Bench Ottoman, White Vinyl | \$ 394.63 | \$ 513.01 | |
| NPLSOF. | | Naples Sofa | \$ 905.80 | \$ 1,177.54 | | XBAR. | | Christopher Barstool | \$ 193.20 | \$ 251.16 | |
| NPLSOP. | | Naples Sofa, Powered | \$ 1,093.40 | \$ 1,421.42 | | XC1. | | Luxor Highback Executive Chair | \$ 435.40 | \$ 566.02 | |
| OCB. | | Key West Chair | \$ 432.60 | \$ 562.38 | | XC2. | | Luxor Midback Executive Chair | \$ 407.40 | \$ 529.62 | |
| OCH. | | Black Madrid Chair | \$ 786.80 | \$ 1,022.84 | | XC3. | | Luxor Guest Chair | \$ 365.40 | \$ 475.02 | |
| OCMESP. | | Meeting Chair (Espresso) | \$ 299.60 | \$ 389.48 | | XC6. | | Altura Guest Chair | \$ 334.60 | \$ 434.98 | |
| OCMTAU. | | Meeting Chair (Taupe) | \$ 295.40 | \$ 384.02 | | XCHR. | | Christopher Chair | \$ 110.60 | \$ 143.78 | |
| OCMWHT. | | Meeting Chair (White) | \$ 271.60 | \$ 353.08 | | ZENBAR. | | Zenith Barstool, White/Chrome | \$ 173.60 | \$ 225.68 | |
| PDL42W. | | Powered Locking Pedestal, 42" (White) | \$ 648.20 | \$ 842.66 | | ZENCHR. | | Zenith Chair, White/Chrome | \$ 175.00 | \$ 227.50 | |
| PROEXB. | | Pro Executive High Back Chair (Black) | \$ 390.60 | \$ 507.78 | | ZTA. | | 30" Round Café Table, Standard Black Base, Madison Gray Acajou Top | \$ 243.60 | \$ 316.68 | |
| PROEXE. | | Pro Executive High Back Chair (White) | \$ 390.60 | \$ 507.78 | | ZTB. | | 30" Round Café Table - Red Top w/ Black Base | \$ 243.60 | \$ 316.68 | |
| PROGB. | | Madison 10' Table | \$ 273.00 | \$ 354.90 | | ZTG. | | 30" Round Café Table - White Laminate Top w/ Black Base | \$ 243.60 | \$ 316.68 | |
| PROMDB. | | Pro Executive Mid Back Chair (Black) | \$ 254.80 | \$ 331.24 | | ZTH. | | 30" Round Café Table, Standard Black Base, Liquid Steel Blue Top | \$ 243.60 | \$ 316.68 | |
| PROMID. | | Pro Executive Mid Back Chair (White) | \$ 254.80 | \$ 331.24 | | ZTJ. | | 30" Round Café Table - Nebula Top w/ Black Base | \$ 243.60 | \$ 316.68 | |
| PSHCCS. | | Posh Shelving | \$ 522.45 | \$ 679.19 | | ZTK. | | 30" Round Café Table - Maple Top w/ Black Base | \$ 243.60 | \$ 316.68 | |
| PWRUSB. | | Powered Conference Table Module | \$ 79.80 | \$ 103.74 | | ZTN. | | 36" Round Café Table - Nebula Top w/ Black Base | \$ 261.80 | \$ 340.34 | |
| R1Q. | | White Mini Refrigerator | \$ 330.40 | \$ 429.52 | | ZTP. | | 36" Round Café Table - Maple Top w/ Black Base | \$ 261.80 | \$ 340.34 | |
| | | | | | | ZTQ. | | 36" Round Café Table - White Laminate Top w/ Black Base | \$ 261.80 | \$ 340.34 | |

Total:

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"/> MD01 DISPLAY ONE: 10' STANDARD DISPLAY Package Includes: Installation and dismantling labor 1 Header One 10' x 10' Standard Carpet One 1 meter counter Three Arm Lights | <table border="1" style="width:100%; border-collapse: collapse;"> <tr> <th style="text-align: center;">ADVANCED RATE</th> <th style="text-align: center;">STANDARD RATE</th> </tr> <tr> <td style="text-align: center;">\$2,096.75</td> <td style="text-align: center;">\$2,725.75</td> </tr> </table> | ADVANCED RATE | STANDARD RATE | \$2,096.75 | \$2,725.75 | | <input type="checkbox"/> MD02 DISPLAY TWO: 20' STANDARD DISPLAY Package Includes: Installation and dismantling labor One 10' x 20' Standard carpet 2 Headers One 2 meter counter Two 1 meter counters 6 Halogen Lights | <table border="1" style="width:100%; border-collapse: collapse;"> <tr> <th style="text-align: center;">ADVANCED RATE</th> <th style="text-align: center;">STANDARD RATE</th> </tr> <tr> <td style="text-align: center;">\$4,801.25</td> <td style="text-align: center;">\$6,241.60</td> </tr> </table> | ADVANCED RATE | STANDARD RATE | \$4,801.25 | \$6,241.60 | |
|---|---|---|--|------------|-------------|---|---|--|---------------|---------------|-------------|-------------|--|
| ADVANCED RATE | STANDARD RATE | | | | | | | | | | | | |
| \$2,096.75 | \$2,725.75 | | | | | | | | | | | | |
| ADVANCED RATE | STANDARD RATE | | | | | | | | | | | | |
| \$4,801.25 | \$6,241.60 | | | | | | | | | | | | |
| <input type="checkbox"/> MD03 DISPLAY THREE: 20' DELUXE DISPLAY Package Includes: Installation and dismantling labor One 10' x 20' Standard Carpet 2 Headers One 1.5 meter counter Four shelves 5 Halogen Lights | <table border="1" style="width:100%; border-collapse: collapse;"> <tr> <th style="text-align: center;">ADVANCED RATE</th> <th style="text-align: center;">STANDARD RATE</th> </tr> <tr> <td style="text-align: center;">\$5,165.90</td> <td style="text-align: center;">\$6,715.65</td> </tr> </table> | ADVANCED RATE | STANDARD RATE | \$5,165.90 | \$6,715.65 | | <input type="checkbox"/> MD04 DISPLAY FOUR: 20' DELUXE DISPLAY Package Includes: Installation and dismantling labor One 10' x 20' Standard carpet 1 Header 4 Counters 5 Halogen Lights | <table border="1" style="width:100%; border-collapse: collapse;"> <tr> <th style="text-align: center;">ADVANCED RATE</th> <th style="text-align: center;">STANDARD RATE</th> </tr> <tr> <td style="text-align: center;">\$5,621.70</td> <td style="text-align: center;">\$7,308.25</td> </tr> </table> | ADVANCED RATE | STANDARD RATE | \$5,621.70 | \$7,308.25 | |
| ADVANCED RATE | STANDARD RATE | | | | | | | | | | | | |
| \$5,165.90 | \$6,715.65 | | | | | | | | | | | | |
| ADVANCED RATE | STANDARD RATE | | | | | | | | | | | | |
| \$5,621.70 | \$7,308.25 | | | | | | | | | | | | |
| <input type="checkbox"/> MD05 DISPLAY FIVE: 20 X 20 ISLAND DISPLAY Package Includes: Installation and dismantling labor One 20' x 20' Standard carpet 2 Headers 4 Counters | <table border="1" style="width:100%; border-collapse: collapse;"> <tr> <th style="text-align: center;">ADVANCED RATE</th> <th style="text-align: center;">STANDARD RATE</th> </tr> <tr> <td style="text-align: center;">\$9,268.25</td> <td style="text-align: center;">\$12,048.70</td> </tr> </table> | ADVANCED RATE | STANDARD RATE | \$9,268.25 | \$12,048.70 | | <input type="checkbox"/> MD06 DISPLAY SIX: 20 X 20 ISLAND DISPLAY Package Includes: Installation and dismantling labor One 20' x 20' Standard carpet 4 Headers 4 Counters | <table border="1" style="width:100%; border-collapse: collapse;"> <tr> <th style="text-align: center;">ADVANCED RATE</th> <th style="text-align: center;">STANDARD RATE</th> </tr> <tr> <td style="text-align: center;">\$10,027.95</td> <td style="text-align: center;">\$13,036.30</td> </tr> </table> | ADVANCED RATE | STANDARD RATE | \$10,027.95 | \$13,036.30 | |
| ADVANCED RATE | STANDARD RATE | | | | | | | | | | | | |
| \$9,268.25 | \$12,048.70 | | | | | | | | | | | | |
| ADVANCED RATE | STANDARD RATE | | | | | | | | | | | | |
| \$10,027.95 | \$13,036.30 | | | | | | | | | | | | |
| <p style="text-align: center;">Circle your carpet color:</p> <p style="text-align: center;">Black Blue Burgundy Gray Red</p> | | | <p>Choose Your Panels Standard and Optional Panel Choices</p> <table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td style="width:70%; padding: 5px;"> <input type="checkbox"/> White Hardwall <input type="checkbox"/> Black/Gray Velcro – Circle: Black or Gray <input type="checkbox"/> Opt. Color Hardwall (per panel) - Specify </td> <td style="width:15%; text-align: center; padding: 5px;"> Advanced Rates: Included Included \$70.00 ea. </td> <td style="width:15%; text-align: center; padding: 5px;"> Advanced Rates: Included Included \$91.00 ea. </td> </tr> </table> | | | <input type="checkbox"/> White Hardwall <input type="checkbox"/> Black/Gray Velcro – Circle: Black or Gray <input type="checkbox"/> Opt. Color Hardwall (per panel) - Specify | Advanced Rates: Included Included \$70.00 ea. | Advanced Rates: Included Included \$91.00 ea. | | | | | |
| <input type="checkbox"/> White Hardwall <input type="checkbox"/> Black/Gray Velcro – Circle: Black or Gray <input type="checkbox"/> Opt. Color Hardwall (per panel) - Specify | Advanced Rates: Included Included \$70.00 ea. | Advanced Rates: 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 _____

8.25% Tax _____

TOTAL ORDER _____

NAME OF CONVENTION AAEM 2019 _____ BOOTH # _____

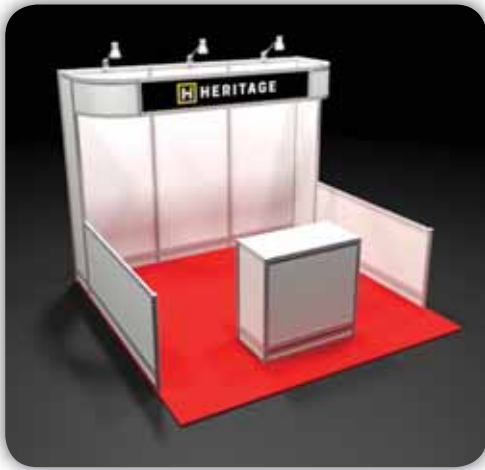
EXHIBITING COMPANY _____ PHONE # _____ FAX # _____

ADDRESS _____ CITY _____ STATE _____ ZIP _____

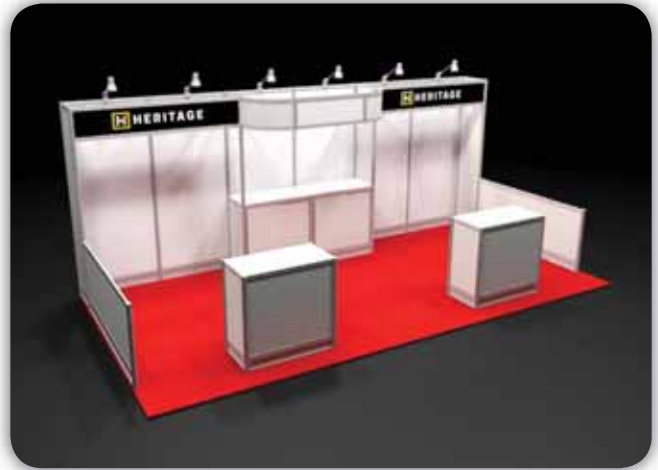
EMAIL ORDER CONFIRMATION & INVOICE TO _____

CONTACT NAME _____ DATE _____

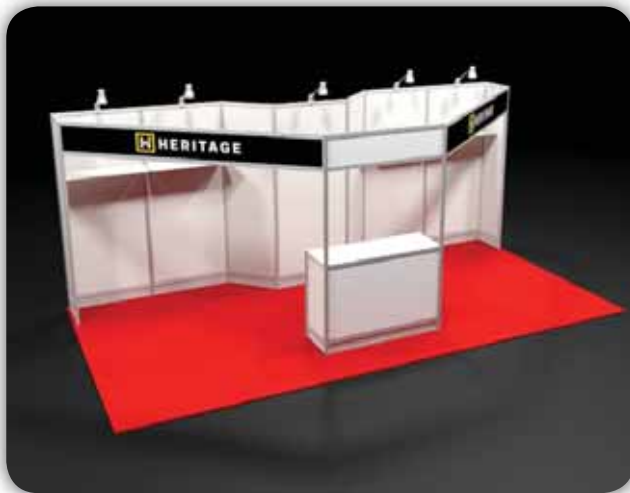
Modular Displays



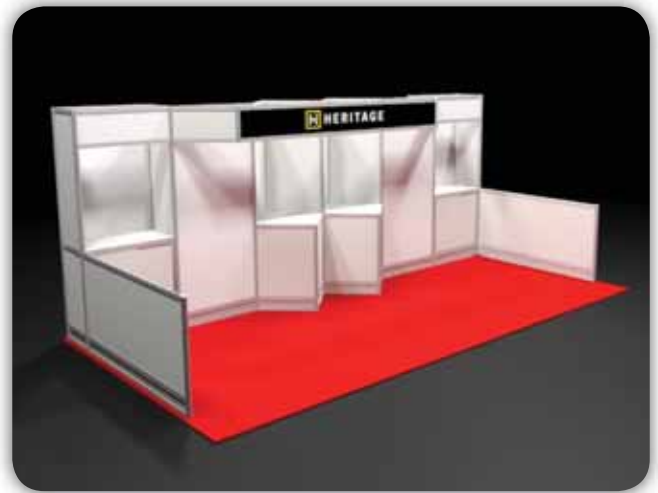
MDO1 Modular Hardwall Display Package 1



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. 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 SUNSET TRANSPORTATION
4050 CORPORATE CENTER STE. #300
NORTH LAS VEGAS, NV 89030
FOR: AAEM 2019

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: Friday, March 1st, 2019 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
CAESAR'S PALACE
3570 S. LAS VEGAS BLVD.
LAS VEGAS, NV 89109
FOR: AAEM 2019

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 | \$ 118.85 per hr. | \$ 178.28 per hr. (One Hour Minimum) |
| Local Pickups & Deliveries | \$ 282.70 per hr. | \$ 424.05 per hr. (One Hour Minimum) |

F. SPECIAL SERVICES

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

G. OUTBOUND SHIPMENTS

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

H. RETURNED SHIPMENTS TO HERITAGE WAREHOUSE

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

I. LIMITS OF LIABILITY AND RESPONSIBILITY

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

AUTHORITY TO HANDLE

All terms and conditions herein stated are understood and accepted.

NAME OF CONVENTION AAEM 2019 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).....\$118.85
8:00 a.m. - 4:30 p.m. Monday - Friday
Over Time: (one hour minimum per man).....\$178.28

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 AAEM 2019 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 SUNSET TRANSPORTATION
4050 CORPORATE CENTER STE. #300
NORTH LAS VEGAS, NV 89030

FOR: AAEM 2019

HERITAGE

Trade Show Services

DO NOT DELAY!

**ADVANCE SHIPMENT
TO WAREHOUSE**

TO: _____

EXHIBITOR NAME

BOOTH NUMBER: _____

HERITAGE TRADE SHOW SERVICES
UPS FREIGHT C/O SUNSET TRANSPORTATION
4050 CORPORATE CENTER STE. #300
NORTH LAS VEGAS, NV 89030

FOR: AAEM 2019

HERITAGE

Trade Show Services

DO NOT DELAY!

**ADVANCE SHIPMENT
TO WAREHOUSE**

TO: _____

EXHIBITOR NAME

BOOTH NUMBER: _____

HERITAGE TRADE SHOW SERVICES
UPS FREIGHT C/O SUNSET TRANSPORTATION
4050 CORPORATE CENTER STE. #300
NORTH LAS VEGAS, NV 89030

FOR: AAEM 2019

HERITAGE

Trade Show Services

DO NOT DELAY

**ADVANCE SHIPMENT
TO WAREHOUSE**

TO: _____

EXHIBITOR NAME

BOOTH NUMBER: _____

HERITAGE TRADE SHOW SERVICES
UPS FREIGHT C/O SUNSET TRANSPORTATION
4050 CORPORATE CENTER STE. #300
NORTH LAS VEGAS, NV 89030

FOR: AAEM 2019



IMPORTANT NOTICE REGARDING DIRECT SHIPMENTS

Please be aware that Caesar's Palace 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., Sunday, March 10th, 2019. 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 _____ |
| C/O HERITAGE TRADE SHOW SERVICES CAESAR'S PALACE 3570 S LAS VEGAS BLVD. LAS VEGAS, NV 89109 |
| FOR: AAEM 2019 |

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
SUNDAY, MARCH 10TH, 2019

TO: _____
EXHIBITOR NAME

BOOTH NUMBER: _____

C/O HERITAGE TRADE SHOW SERVICES
CAESAR'S PALACE
3570 S. LAS VEGAS BLVD.
LAS VEGAS, NV 89109
FOR: AAEM 2019

HERITAGE

Trade Show Services

DO NOT DELAY

DIRECT SHIPMENT TO
SHOW SITE

MUST NOT ARRIVE BEFORE
SUNDAY, MARCH 10TH, 2019

TO: _____
EXHIBITOR NAME

BOOTH NUMBER: _____

C/O HERITAGE TRADE SHOW SERVICES
CAESAR'S PALACE
3570 S. LAS VEGAS BLVD.
LAS VEGAS, NV 89109
FOR: AAEM 2019

HERITAGE

Trade Show Services

DO NOT DELAY

DIRECT SHIPMENT TO
SHOW SITE

MUST NOT ARRIVE BEFORE
SUNDAY, MARCH 10TH, 2019

TO: _____
EXHIBITOR NAME

BOOTH NUMBER: _____

C/O HERITAGE TRADE SHOW SERVICES
CAESAR'S PALACE
3570 S. LAS VEGAS BLVD.
LAS VEGAS, NV 89109
FOR: AAEM 2019

HERITAGE

Trade Show Services

DO NOT DELAY

DIRECT SHIPMENT TO
SHOW SITE

MUST NOT ARRIVE BEFORE
SUNDAY, MARCH 10TH, 2019

TO: _____
EXHIBITOR NAME

BOOTH NUMBER: _____

C/O HERITAGE TRADE SHOW SERVICES
CAESAR'S PALACE
3570 S. LAS VEGAS BLVD.
LAS VEGAS, NV 89109
FOR: AAEM 2019



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.

**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.
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 AAEM 2019 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).....\$118.85 PER HOUR
8:00 A.M. to 4:30 P.M. Monday through Friday
OVERTIME (One hour minimum per man)\$178.28 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 AAEM 2019 BOOTH # _____

EXHIBITING COMPANY _____ PHONE # _____ FAX # _____

ADDRESS _____ CITY _____ STATE _____ ZIP _____

EMAIL ORDER CONFIRMATION & INVOICE TO _____

CONTACT NAME _____ DATE _____

(Print & Sign)

(CONTINUED ON NEXT PAGE)

COMPANY NAME _____
BOOTH # _____

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

INBOUND SHIPPING INFORMATION

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

SET-UP INFORMATION

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

OUTBOUND SHIPPING INFORMATION:

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

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

SPECIAL INSTRUCTIONS/COMMENTS:

PLEASE PROVIDE AN EMERGENCY CONTACT:

Name _____ Phone No. _____

Remit To:



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

BOOTH CLEANING SERVICE ORDER FORM

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

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

CARPET CLEANING

RATES

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

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

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

EXHIBIT CLEANING

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

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

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

PORTER SERVICE

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

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

REQUESTED TIME(S) FOR PORTER SERVICE: _____

Special Instructions : _____

TOTAL ORDER AMOUNT \$ _____

NAME OF CONVENTION **AAEM 2019** BOOTH # _____

EXHIBITING COMPANY _____ PHONE # _____ FAX # _____

ADDRESS _____ CITY _____ STATE _____ ZIP _____

EMAIL ORDER CONFIRMATION & INVOICE TO _____

CONTACT NAME _____ DATE _____

(Print & Sign)

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

Remit To:



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

SIGN SERVICE ORDER FORM

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

STANDARD SIZE SIGNS

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

DIGITAL GRAPHICS

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

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

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

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

INDICATE YOUR SIGN COPY HERE

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

Vertical Horizontal Easel Back

Color of Background _____

Color of Lettering _____

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

SETUP/COMPUTER LABOR

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

8.25% TAX _____
TOTAL _____

(PLEASE PRINT)

NAME OF CONVENTION AAEM 2019 BOOTH # _____

EXHIBITING COMPANY _____ PHONE # _____ FAX # _____

ADDRESS _____ CITY _____ STATE _____ ZIP _____

EMAIL ORDER CONFIRMATION & INVOICE TO _____

CONTACT NAME _____ DATE _____

(Print & Sign)



MAIL OR FAX FORMS WITH PAYMENT TO :
 ENCORE EVENT TECHNOLOGIES AT CAESARS PALACE LAS VEGAS
 8850 W. Sunset Road 3rd Floor, Las Vegas, Nevada 89148
 Ph: (702) 866-1056 Fax: (702) 967-3844 Questions Email: services@encore-us.com



| | | | |
|--|--|---|----------------------------|
| Booth Number: | <small>To receive advanced pricing, Encore Event Technologies must receive your completed order, with billing information, fourteen (14) days prior to show move-in.</small> | EVENT NAME: | |
| EVENT DATES: | | INSTALL LOCATION IN ROOM/BOOTH: <small>(Provide floor plan if available)</small> | |
| EXHIBITING COMPANY NAME: | | | |
| BILLING ADDRESS: | | | |
| CITY: | STATE: | ZIP: | ON-SITE CONTACT: |
| TELEPHONE NUMBER: | | FAX NUMBER: | ON-SITE PHONE: |
| ORDERED BY: | | EMAIL ADDRESS: | |
| CREDIT CARD TYPE: | | EXP. DATE: | CREDIT CARD NUMBER: |
| CARDHOLDERS SIGNATURE: | | PRINT CARDHOLDERS NAME: | |
| <small>BY SIGNING AND DELIVERING THIS FORM CUSTOMER AGREES TO ALL TERMS AND CONDITIONS ON THIS FORM. PLEASE READ THOROUGHLY FOR ALL INSTRUCTIONS PRIOR TO PLACING ORDER. NO CHECKS ACCEPTED</small> | | | |

ELECTRICAL SERVICES FORM

Encore Event Technologies, its contractors, and subcontractors are not responsible for voltage fluctuation or power failure due to temporary conditions or loose connections. For your protection, you should install a surge protector under/over voltage protector on your computer(s) and/or other equipment you deem necessary. Encore Electrical should make installation of all electrical service. Encore will not be responsible for any damaged or lost equipment, component computer hardware or software and/or any damage or injury to any person, caused by the installation, connection, or plugging into any electrical by persons other than our personnel.

| | | |
|--|--|--|
| <small>Please call for additional services that are not listed on this order form, or for custom quotes for large orders</small> | <small>Dedicated & 24 hour power will be at 2x the listed price. Please indicate these requirements below if needed.</small> | <small>Installation cannot begin until order is finalized and payment method has been received</small> |
|--|--|--|

| ELECTRICAL SERVICES | ADVANCED ORDER RATE | STANDARD ORDER RATE | QUANTITY | QUANTITY OF 24 HOUR POWER | SUBTOTAL |
|---|---------------------|---------------------|----------|---------------------------|----------|
| 120 VOLTS - 500 WATTS OR 5 AMPS | \$110.00 | \$137.00 | | | |
| 120 VOLTS - 1000 WATTS OR 10 AMPS | \$180.00 | \$223.00 | | | |
| 120 VOLTS - 2000 WATTS OR 20 AMPS | \$258.00 | \$320.00 | | | |
| 208 VOLTS SINGLE PHASE - 2000 WATTS OR 20 AMPS | \$475.00 | \$595.00 | | | |
| ELECTRICAL MATERIALS | ADVANCED ORDER RATE | STANDARD ORDER RATE | QUANTITY | | |
| 6' OUTLET PLUG STRIP | \$25.00 | \$30.00 | | | |
| 25' EXTENSION CORD | \$25.00 | \$30.00 | | | |

PLEASE SUBMIT A FLOOR PLAN FOR ALL ISLAND BOOTHS AND UNDER CARPET ELECTRICAL RUNS

| ADDITIONAL ELECTRICAL SERVICES | ADVANCED ORDER RATE | STANDARD ORDER RATE | QUANTITY | QUANTITY OF 24 HOUR POWER | SUBTOTAL |
|---------------------------------|---------------------|---------------------|----------|---------------------------|----------|
| 208 VOLTS SINGLE PHASE 30 AMPS | \$535.00 | \$670.00 | | | |
| 208 VOLTS SINGLE PHASE 60 AMPS | \$830.00 | \$1,035.00 | | | |
| 208 VOLTS SINGLE PHASE 100 AMPS | \$1,320.00 | \$1,625.00 | | | |

SUBTOTAL

PRICING IS BASED ON A 3 DAY SHOW, ADDITIONAL DAYS WILL REQUIRE A 25% PER DAY CHARGE

| | |
|---|------------------------|
| ALL ELECTRICAL MATERIALS & SERVICES WILL REQUIRE A 10% SERVICE FEE | 10% SERVICE FEE |
|---|------------------------|

| | |
|---|------------------------------------|
| ALL ISLAND BOOTHS AND ADDITIONAL SERVICES REQUIRE ELECTRICAL LABOR | MATERIAL AND SERVICES TOTAL |
|---|------------------------------------|

| | |
|---|-------------|
| LABOR RATES: STRAIGHT TIME - \$100.00 OVERTIME - \$200.00 | LABOR TOTAL |
|---|-------------|

| | |
|---|-------------|
| MINIMUM 1 HOUR LABOR INSTALL AND MINIMUM 1/2 HOUR LABOR DISMANTLE | GRAND TOTAL |
|---|-------------|

LABOR: Labor between the hours of 8:00am and 5:00pm, Monday through Friday will be at the straight time labor rate. Labor before 8:00am and after 5:00pm, Monday through Friday and all Saturdays, Sundays and Holidays will be at the overtime rate. A minimum charge per booth on one hour for installation will apply to all booths requiring labor. Labor to disconnect will be based on one-half of the installation time and will be automatically applied to your invoice. A scaled floor plan is needed in order to proceed for orders with multiple outlet locations and/or island booths.

Setup/Disconnect Labor dates/times are based on the load-in schedule (and space availability) for your event. Encore does not control the event schedule for your event and therefore cannot control if setup/disconnect is during straight time or overtime hours.

ELECTRICAL IS AN EXCLUSIVE SERVICE

Prices Subject to change without Notice

Terms and Conditions:

- 1.) Acceptance of terms: Client expressly acknowledges by receipt of services and/or products delivered by Encore Event Technologies to Client or its designee, to the terms and conditions herein contained.
- 2.) If an uninterrupted power supply is required for the full duration of the show, please order 24 hour power. An example would include a computer server that cannot ever lose power and/or other equipment that must remain on throughout the show during overnight hours.
- 3.) A scaled floor plan is required for orders with multiple outlet locations and/or island booths. If a power location in an island booth is not provided prior to show move-in, a location will be determined by Encore in order to maintain deliver schedules. Relocation of the service will be charged on a time and material basis.
- 4.) Encore Event Technologies reserves the right to disconnect any equipment that is found to be causing overall electrical problems without offering any refunds for services that have been disconnected.
- 5.) Client agrees not to share, resell, extend, bridge or otherwise misuse Encore Event Technologies connections and/or services. Encore Event Technologies reserves the right to disconnect any client found to have violated this usage agreement.
- 6.) Outlet prices for 120 Volt power include delivery of the service to one location at the rear of your booth. If you require outlets in other locations, have lights or electrical items to hang or erect, or have other electrical requirements, additional electrical labor will be required. Specific service location is defined as the area in the booth/room designated by the client.
- 7.) Encore Event Technologies is not responsible for cable and/or equipment provided by the client or any third party.
- 8.) Modification: This agreement shall not be amended by the parties except by written instrument signed by both parties.
- 9.) Choice of Law: This agreement shall be governed by, and construed in accordance with, the laws of the State of Nevada. In event of litigation, the place of venue shall be in the county of Clark in the State of Nevada.
- 10.) Entire Agreement: This agreement contains the entire understanding and agreements between the parties hereto the within subject matter, and there are no representations, agreements, or understandings, oral or written, between and among the parties hereto relating to the subject matter of this agreement which are not fully expressed herein.
- 11.) Facsimile Signatures: Signatures sent/received via facsimile shall be considered as originals, and as such are valid signatures.
- 12.) Equipment Responsibility: Client fully understands and accepts complete responsibility for all equipment leased to Client. Such responsibility shall include, but not be limited to, damage, any necessary repairs, replacement of equipment not capable of being repaired to a fully functional status, loss of equipment, loss of income, and all other forms of loss or damage. All equipment, accessories, cables, knobs, switches and cases are included in equipment responsibility.
- 13.) Equipment procedures: a) Exhibitors will be responsible for the protection of any equipment rented from Encore Event Technologies and will ensure that all equipment is returned to Encore Event Technologies. Encore Event Technologies reserves the right to charge the customer for any lost equipment. b) Rental equipment provided by Encore Event Technologies for this order will remain the property of Encore Event Technologies. c) Only Encore Event Technologies personnel are authorized to modify system wiring or cabling within the facility. d) All equipment must comply with F.C.C. Regulations.
- 14.) Cancellation Policy: A 10% fee will be applied to orders canceled between the date the order is placed, and the install date. NO REFUNDS OR CREDITS for orders cancelled after installation has begun.
- 15.) Claims will not be considered, or adjustments made, unless filed in writing, by Exhibitor, prior to the close of the event.
- 16.) Encore Event Technologies does not provide an expressed or implied warranty for the equipment and services provided, including no warrant of fitness for particular purpose or merchantability. Part of the Agreement with Encore Event Technologies is a limitation of liability so that Client's sole remedy or recourse against Encore Event Technologies shall be the return of the price that the Client paid for services and/or equipment rental, regardless of type, nature or basis for the claim. Encore Event Technologies shall have no liability whatsoever for personal injury, property damage, business loss, business interruption, consequential or punitive damages.

AUTHORIZED SIGNATURE:

The logo for Encore Event Technologies, featuring the word "ENCORE" in a bold, blue, sans-serif font.

BY SIGNING AND DELIVERING THIS FORM CUSTOMER AGREES TO ALL TERMS AND CONDITIONS ASSOCIATED WITH THIS FORM. PLEASE READ THOROUGHLY FOR ALL INSTRUCTIONS PRIOR TO PLACING ORDER.

rev. 3/1/15



MAIL OR FAX FORMS WITH PAYMENT TO :
ENCORE EVENT TECHNOLOGIES AT CAESARS PALACE



5150 So. Decatur Blvd., Las Vegas, Nevada 89118
Ph: (702) 866-1056 Fax: (702) 697-5872 Questions Email:services@encore-us.com

| | | | | | |
|--------------------------|--|---|---|--------------------|--|
| Booth Number: | | To receive advanced rate prices, Encore Event Technologies must receive your completed order, with billing information, fourteen (14) days prior to show move-in. | | EVENT NAME: | |
| EVENT DATES: | | | INSTALL LOCATION IN ROOM/BOOTH: (Provide floor plan if available) | | |
| INSTALL Date & Time: | | | DISCONNECT Date & Time: | | |
| EXHIBITING COMPANY NAME: | | | | | |
| BILLING ADDRESS: | | | | | |
| CITY: | | STATE: | ZIP: | ON-SITE CONTACT: | |
| TELEPHONE NUMBER: | | FAX NUMBER: | | ON-SITE PHONE: | |
| ORDERED BY: | | | EMAIL ADDRESS: | | |
| CREDIT CARD TYPE: | | EXP. DATE: | CREDIT CARD NUMBER: | | |
| CARDHOLDERS SIGNATURE: | | | PRINT CARDHOLDERS NAME: | | |

BY SIGNING AND DELIVERING THIS FORM CUSTOMER AGREES TO ALL TERMS AND CONDITIONS ON THIS FORM (PAGE 2). PLEASE READ THOROUGHLY FOR ALL INSTRUCTIONS PRIOR TO PLACING ORDER. AUTHORIZED SIGNATURE ON THE BOTTOM OF PAGE 2 IS REQUIRED BEFORE ORDER CAN BE PROCESSED

INTERNET SERVICES FORM

| Please call for additional services that are not listed on this order form, or for custom quotes for large orders | NO REFUNDS ONCE SERVICE INSTALLATION BEGINS | | | Installation cannot begin until order is finalized and payment method has been received | |
|--|---|---------------------|----------|---|--------------------|
| INTERNET SERVICES | Advanced Event Rate | Standard Event Rate | Quantity | | Subtotal |
| Single Connect Basic - single device DHCP NAT'd IP Address via wired synchronous connection. 3Mbps bandwidth | \$300.00 | \$450.00 | | | |
| Single Connect Plus - single device DHCP NAT'd IP Address via a wired synchronous connection. 5Mbps bandwidth | \$500.00 | \$750.00 | | | |
| Room/Booth Connect - 1 device, single location, up to 10 Mbps via shared VLAN, wired Ethernet connection. | \$1,000.00 | \$1,500.00 | | | |
| Event Connect - 29 devices, 3 locations, DHCP or static IP Address via separate VLAN connections. 20Mbps dedicated bandwidth | \$5,000.00 | \$7,500.00 | | | |
| Additional Devices - (Booth Connect & Event Connect only) | \$50.00 | \$75.00 | | | |
| Additional Locations - (Event Connect only) | \$250.00 | \$330.00 | | | |
| Additional Bandwidth - (Event Connect only) 5Mbps bandwidth. | \$1,000.00 | \$1,250.00 | | | |
| Hub Rental - 8, 16 or 24 port 10/100 Hub (\$100 replacement value) | \$100.00 | \$150.00 | | | |
| Cable Rental - Cat5e patch cable up to 50' length | \$50.00 | \$75.00 | | | |
| Technician Labor - Hourly Rate - Straight Time | \$100.00 | \$125.00 | | | |
| Double time rates will apply for labor after 5:00pm, Monday through Friday and all Saturdays, Sundays and Holidays. | | | | | |
| | | | | Services Total | |
| ALL MATERIALS AND SERVICES WILL REQUIRE AN ADDITIONAL 10% SERVICE FEE | | | | 10% Service Fee | |
| LABOR IS INCLUDED WITH ORDERED SERVICES - LABOR IS ONLY REQUIRED FOR SERVICES IN ADDITION TO WHAT IS ORDERED | | | | Subtotal | |
| | | | | LABOR FEE | |
| NO ROUTERS OR WIRELESS DEVICES OF ANY KIND WILL BE PERMITTED WITHOUT WRITTEN AUTHORIZATION | | | | | |
| | | | | | GRAND TOTAL |

Caesars Palace Las Vegas, Encore Event Technologies, Inc. and their contractors or subcontractors shall not be liable for, and are hereby released from any direct, special, indirect, incidental, or punitive consequential damages, including without limitations lost profits, damage to business reputation, lost opportunity or commercial loss of any kind, to the customer that results directly or indirectly from the use of or the inability to use any of the services or equipment that is contemplated herein.

INTERNET SERVICES IS AN EXCLUSIVE SERVICE OF CAESARS PALACE

Prices Subject to change without Notice

Rev 3/1/15

Terms and Conditions:

- 1.) Acceptance of terms: Client expressly acknowledges by receipt of services and/or products delivered by Encore Event Technologies to Client or its designee, to the terms and conditions herein contained.
- 2.) Every device connected to the Internet/Network must have a purchased IP address from Encore Event Technologies, regardless of whether the IP address is actually used or not.
- 3.) Servers and/or Routers of any type are allowed only on an Event Connect order. No Servers or Routers are allowed on Basic Connect, Basic Connect Plus, or Room Connect orders, including, but not limited to NAT, DHCP and Proxy Servers or wired and wireless routers.
- 4.) Encore Event Technologies reserves the right to disconnect any equipment that is found to be causing overall network problems without offering any refunds for services that have been disconnected.
- 5.) Client agrees not to share, resell, extend, bridge or otherwise misuse Encore Event Technologies connections and/or services. Encore Event Technologies reserves the right to disconnect any client found to have violated this usage agreement without offering any refunds.
- 6.) Specific service location is defined as the area in the booth/room designated by the client. Service extended beyond rooms, air walls, doorways, walkways or 50' distance from the drop point will require an additional location and incur an additional fee.
- 7.) Encore Event Technologies is not responsible for cable and/or equipment provided by the client or any third party.
- 8.) Modification: This agreement shall not be amended by the parties except by written instrument signed by both parties.
- 9.) Choice of Law: This agreement shall be governed by, and construed in accordance with, the laws of the State of Nevada. In event of litigation, the place of venue shall be in the county of Clark in the State of Nevada.
- 10.) Entire Agreement: This agreement contains the entire understanding and agreements between the parties hereto the within subject matter, and there are no representations, agreements, or understandings, oral or written, between and among the parties hereto relating to the subject matter of this agreement which are not fully expressed herein.
- 11.) Facsimile Signatures: Signatures sent/received via facsimile shall be considered as originals, and as such are valid signatures.
- 12.) Equipment Responsibility: Client fully understands and accepts complete responsibility for all equipment leased to Client. Such responsibility shall include, but not be limited to, damage, any necessary repairs, replacement of equipment not capable of being repaired to a fully functional status, loss of equipment, loss of income, and all other forms of loss or damage. All equipment, accessories, remote controls, cables, knobs, switches and cases are included in equipment responsibility.
- 13.) Equipment procedures: a) Exhibitors will be responsible for the protection of any equipment rented from Encore Event Technologies and will ensure that all equipment is returned to Encore Event Technologies. Encore Event Technologies reserves the right to charge the customer for any lost equipment. b) Rental equipment provided by Encore Event Technologies for this order will remain the property of Encore Event Technologies. c) Only Encore Event Technologies personnel are authorized to modify system wiring or cabling within the facility. d) All equipment must comply with F.C.C. Regulations.
- 14.) Cancellation Policy: A 10% fee will be applied to orders canceled between the date the order is placed, and the install date. NO REFUNDS OR CREDITS for orders cancelled after installation has begun.
- 16.) Encore Event Technologies does not provide an expressed or implied warranty for the equipment and services provided, including no warrant of fitness for particular purpose or merchantability. Part of the Agreement with Encore Event Technologies is a limitation of liability so that Client's sole remedy or recourse against Encore Event Technologies shall be the return of the price that the Client paid for services and/or equipment rental, regardless of type, nature or basis for the claim. Encore Event Technologies shall have no liability whatsoever for personal injury, property damage, business loss, business interruption, consequential or punitive damages.

Wireless (802.11) Internet Declaration

Wireless Internet service is inherently vulnerable to interference from other devices that transmit similar radio frequency signals or that operate within the same frequency spectrum. Encore Event Technologies cannot guarantee that interference will not occur. Encore Event Technologies does NOT recommend wireless service for mission critical services such as product presentation or demos. For demonstrations or to present products and other mission critical activity, via the Internet, Encore Event Technologies highly recommends Customer(s) purchase hardwired services such as a Room/Booth Connect or Event Connect. If you are unsure which of our products will best suit your needs, please contact us at (702) 967-4300 and one of our staff will be happy to assist you.

ALL WIRELESS ACCESS POINTS NOT AUTHORIZED BY Encore Event Technologies ARE PROHIBITED.

NO Customer provided access points are authorized for use within the Facility without Encore Event Technologies' prior approval (wireless access points without adjustable power outputs cannot be authorized under any circumstances). Customer(s) who attempt to set up their own wireless system can interfere with the facilities and/or Encore Event Technologies Wireless Network. Encore Event Technologies requires all Customers showcasing their wireless products to contact Encore Event Technologies no less than 14 days prior to the show move-in so that we may engineer a cohesive network operating without interference. Approvals may incur a site survey fee.

AUTHORIZED SIGNATURE:

BY SIGNING AND DELIVERING THIS FORM CUSTOMER AGREES TO ALL TERMS AND CONDITIONS ASSOCIATED WITH THIS FORM. PLEASE READ THOROUGHLY FOR ALL INSTRUCTIONS PRIOR TO PLACING ORDER.



rev. 3/1/15



MAIL OR FAX FORMS WITH PAYMENT TO :

ENCORE EVENT TECHNOLOGIES AT CAESARS PALACE

8850 W. Sunset Road 3rd Floor, Las Vegas, Nevada 89148

Ph: (702) 866-1056 Fax: (702) 967-3844 Questions Email:services@encore-us.com



| | | |
|----------------------|---|--------------------|
| Booth Number: | To receive advanced pricing, Encore Event Technologies must receive your completed order, with billing information, fourteen (14) days prior to show move-in. | EVENT NAME: |
|----------------------|---|--------------------|

| | |
|--------------|---|
| EVENT DATES: | INSTALL LOCATION IN ROOM/BOOTH: (Provide floor plan if available) |
|--------------|---|

| | |
|----------------------|-------------------------|
| INSTALL Date & Time: | DISCONNECT Date & Time: |
|----------------------|-------------------------|

EXHIBITING COMPANY NAME:

BILLING ADDRESS:

| | | | |
|-------|--------|------|------------------|
| CITY: | STATE: | ZIP: | ON-SITE CONTACT: |
|-------|--------|------|------------------|

| | | |
|-------------------|-------------|----------------|
| TELEPHONE NUMBER: | FAX NUMBER: | ON-SITE PHONE: |
|-------------------|-------------|----------------|

| | |
|-------------|----------------|
| ORDERED BY: | EMAIL ADDRESS: |
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| | | |
|-------------------|------------|---------------------|
| CREDIT CARD TYPE: | EXP. DATE: | CREDIT CARD NUMBER: |
|-------------------|------------|---------------------|

| | |
|------------------------|-------------------------|
| CARDHOLDERS SIGNATURE: | PRINT CARDHOLDERS NAME: |
|------------------------|-------------------------|

BY SIGNING AND DELIVERING THIS FORM CUSTOMER AGREES TO ALL TERMS AND CONDITIONS ON THIS FORM (PAGE 2). PLEASE READ THOROUGHLY FOR ALL INSTRUCTIONS PRIOR TO PLACING ORDER. AUTHORIZED SIGNATURE ON PAGE 2 IS REQUIRED BEFORE ORDER CAN BE PROCESSED

WIRELESS INTERNET SERVICES FORM

| | | |
|---|---|---|
| Please call for additional services that are not listed on this order form, or for custom quotes for large orders | NO REFUNDS ONCE SERVICE INSTALLATION BEGINS | Installation cannot begin until order is finalized and payment method has been received |
|---|---|---|

| WIRELESS INTERNET PACKAGES | Advanced Event Rate | Standard Event Rate | Quantity | Subtotal |
|---|---------------------|---------------------|----------|----------|
| PACKAGE #1 UP TO 10 CONCURRENT DEVICES | \$1,000.00 | \$1,250.00 | | |
| <small>Package #1 includes one (1) wireless access point configured for use of up to 10 concurrent devices in a single area, with no expansion. Total package bandwidth at 10Mbps. User control via password access.</small> | | | | |
| PACKAGE #2 UP TO 25 CONCURRENT DEVICES | \$1,750.00 | \$2,187.50 | | |
| <small>Package #2 includes one (1) wireless access point configured for up to 25 concurrent devices in a single area, with no expansion. Total package bandwidth at 10Mbps. User control via password access.</small> | | | | |
| PACKAGE #3 UP TO 50 CONCURRENT DEVICES | \$3,500.00 | \$4,375.00 | | |
| <small>Package #3 includes up to two (2) wireless access points configured for up to 50 concurrent devices in one contiguous area. Total bandwidth at 20Mbps, recommend per user rate limit. User control via password access. See additional services below.</small> | | | | |
| ADDITIONAL BANDWIDTH | \$1,000.00 | \$1,250.00 | | |
| <small>Includes 5Mbps of additional bandwidth to the existing network/location.</small> | | | | |
| ADDITIONAL 25 CONCURRENT DEVICES | \$1,000.00 | \$1,250.00 | | |
| <small>Sold only as an additional service to Package #3. Adds additional concurrent devices to the main network area.</small> | | | | |
| ADDITIONAL COVERAGE AREA/SEPARATE LOCATION | \$1,000.00 | \$1,250.00 | | |
| <small>Sold only as an additional service to Package #3. Includes one (1) additional access point for devices expanding the single contiguous area of the main network.</small> | | | | |
| CUSTOM SPLASH PAGE | CALL FOR PRICING | | | |
| <small>Customized splash page, (initial page requesting token for access) with your company logo and/or name of event or sponsor of wireless network.</small> | | | | |
| CUSTOM LANDING PAGE | CALL FOR PRICING | | | |
| <small>Customized landing page web site that each user would be directed to once token (password) is inputted and wireless access is granted to Internet connectivity.</small> | | | | |
| Technician Labor - Hourly Rate - Straight Time | \$100.00 | \$125.00 | | |
| <small>* All above orders include labor for configuration, setup, onsite support and dismantle of the network. Labor fees apply to additional services such as standby support for assistance, configuration of client's systems and/or producing usage graphs or information details on network.</small> | | | | |
| NOC ENGINEER - Daily Rate | \$1,000.00 | \$1,250.00 | | |
| NETWORK ENGINEER - Daily Rate | \$1,500.00 | \$1,875.00 | | |
| <small>Onsite Network/NOC Engineer to monitor network allocation, usage graphs, etc. Highly recommended for networks with 150+ concurrent devices</small> | | | | |
| <small>Double time rates will apply for labor after 5:00pm, Monday through Friday and all Saturdays, Sundays and Holidays.</small> | | | | |

| | |
|---|----------------------|
| ALL MATERIALS AND SERVICES REQUIRE AN ADDITIONAL 10% SERVICE FEE | SERVICE TOTAL |
| Wireless Internet service is inherently vulnerable to interference from other devices that transmit similar radio frequency signals or that operate within the same frequency spectrum. Encore Event Technologies cannot guarantee that interference will not occur. Encore Event Technologies does NOT recommend wireless service for mission critical services such as product presentation or demonstrations. | 10% Service Fee |
| | SUBTOTAL |
| | * LABOR FEE |
| | GRAND TOTAL |

Caesars Palace and its contractors or subcontractors shall not be liable for, and are hereby released from any direct, special, indirect, incidental, or punitive consequential damages, including without limitations lost profits, damage to business reputation, lost opportunity or commercial loss of any kind, to the customer that results directly or indirectly from the use of or the inability to use any of the services or equipment that is contemplated herein.

Terms and Conditions:

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- 2.) Every device connected to the Internet/Network must have a purchased IP address from Encore Event Technologies, regardless of whether the IP address is actually used or not.
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Wireless (802.11) Internet Declaration

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ALL WIRELESS ACCESS POINTS NOT AUTHORIZED BY Encore Event Technologies ARE PROHIBITED.

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AUTHORIZED SIGNATURE:



BY SIGNING AND DELIVERING THIS FORM CUSTOMER AGREES TO ALL TERMS AND CONDITIONS ASSOCIATED WITH THIS FORM. PLEASE READ THOROUGHLY FOR ALL INSTRUCTIONS PRIOR TO PLACING ORDER.

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.

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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.