

**Dear Exhibitor:**

Your company is exhibiting at the event below.

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



## **24th Annual Scientific Assembly**

**April 7-11, 2018**

**Marriott Marquis San Diego Marina - San Diego, CA**

# **AMERICAN ACADEMY OF EMERGENCY MEDICINE 24<sup>TH</sup> ANNUAL SCIENTIFIC ASSEMBLY**

**APRIL 7 – 11, 2018**

**MARRIOTT MARQUIS SAN DIEGO MARINA  
SAN DIEGO, CALIFORNIA**



**HERITAGE**  
TRADE SHOW SERVICES



Dear Exhibitor:

Thank you for exhibiting at the 24<sup>th</sup> Annual AAEM Scientific Assembly, April 7-11, 2018, in San Diego, CA, at the Marriott Marquis San Diego Marina. 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 24<sup>th</sup> 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 24<sup>th</sup> Annual Scientific Assembly.

We look forward to seeing you in San Diego.

Sincerely,

Senior Membership Manager  
American Academy of Emergency Medicine  
555 E. Wells Street, Suite 1100  
Milwaukee, WI 53202  
800-884-2236  
414-276-3349 (fax)  
[gczajkowski@aaem.org](mailto:gczajkowski@aaem.org)  
[www.aaem.org](http://www.aaem.org)

## AAEM18 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 Marriott Marquis San Diego Marina. 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 Marriott Marquis San Diego Marina 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 February 19, 2018. A full refund minus a processing charge of \$100 will apply. No refunds are given for cancellations made after February 19, 2018.

### 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 Marriott Marquis San Diego Marina and any labor organizations when applicable. More information on the specific labor regulations in effect will be included in the exhibitor service kit.

### 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

24<sup>th</sup> Annual AAEM Scientific Assembly – San Diego, CA – April 7-11, 2018

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## **Hotel Information**

Marriott Marquis San Diego Marina

333 W Harbor Dr.

San Diego, CA 92101

Online Reservations: <https://aws.passkey.com/e/49280213>

Phone Reservations: 877-622-3056

## **Reservation Deadline: March 6, 2018**

AAEM encourages attendees to make reservations by this date. After March 6, 2018, regular room rates may apply and availability may not exist. Reservations should be made directly with Marriott Marquis San Diego Marina.

## **Room Rates**

Single/Double Occupancy

City View: \$269.00\*

Bay View: \$289.00\*

\*plus applicable state and local taxes

Complimentary Wi-Fi is offered in guestrooms. Guests have free access to fitness center.

## **Government/Military Reservations**

A government/military room rate may be available at the hotel. To secure the rate, contact central reservations at 877-622-3056 or the hotel directly. Attendees who book at the government/military room rate will be required to present government or military employee identification at time of check-in. Military personnel being reimbursed through their government agency should check the policy for acceptable booking channels for reimbursement channels.

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## **Housing Alert!**

It has come to our attention that an unauthorized group(s) is soliciting our exhibitors for guest rooms representing itself as the Marriott Marquis San Diego Marina to make hotel reservations on their behalf. Please note the ONLY official housing provider for the 24<sup>th</sup> Annual Scientific Assembly is the Marriott Marquis San Diego Marina. 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](mailto:info@aaem.org) with details.

### **Exhibit Hall Schedule**

The exhibits will be located in the Marriott Grand Ballroom.

#### **SUNDAY, APRIL 8, 2018**

1:00pm-5:00pm Exhibitor Set up

6:30pm-7:30pm Opening Reception in Exhibit Hall

#### **MONDAY, APRIL 9, 2018**

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-6:00pm Exhibit Hall Open to Attendees

(Scheduled Attendee Break 3:15pm-3:45pm)

#### **TUESDAY, APRIL 10, 2018**

7:00am-10:30am Exhibit Hall Open to Attendees

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

10:30am-12:30pm Exhibitor Breakdown

Exhibit Hall hours are subject to change.

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### **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/aaem18/>.

Follow @AAEMinfo on Twitter and use hashtag #AAEM18 for Scientific Assembly tweets.

# ATTENDEE MAILING LABELS REQUEST FORM

AMERICAN ACADEMY OF EMERGENCY MEDICINE  
24<sup>TH</sup> ANNUAL SCIENTIFIC ASSEMBLY • APRIL 7-11, 2018 • SAN DIEGO, CA



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: Ginger Czajkowski, 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: \_\_\_\_\_

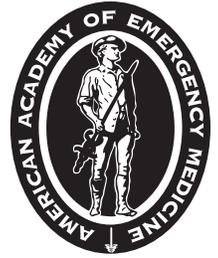
Cardholder: \_\_\_\_\_ Signature: \_\_\_\_\_

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

## 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 Ginger Czajkowski [gczajkowski@aaem.org](mailto:gczajkowski@aaem.org) for more information.



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

Exhibit Coordinator Contact: \_\_\_\_\_

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

Address: \_\_\_\_\_

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

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

### EXHIBITOR SPONSORSHIP OPPORTUNITIES

- Non-CME Educational Event (\$25,000)
- AAEM Wellness Sponsorship (\$10,000)
- Social Event Sponsorship (\$3,000)
- Twitter Monitor (\$10,000)
- Final Program Advertising (\$1,200)
- USB Memory Stick (\$1,000)
- WI-FI Access (\$5,000 per day)
- Pedometers (\$1,000)
- Water Bottles (\$1,000)
- Information Video Monitor (\$1,200)
- Luncheon (\$5,000 - \$10,000)  
(One sponsor = \$10,000 and two sponsors = \$5,000 each)
- Continental Breakfast (\$3,750 - \$7,500)  
(One sponsor = \$7,500 and two sponsors = \$3,750 each)
- Coffee/Refreshment Break (\$2,500 - \$5,000)  
(One sponsor = \$5,000 and two sponsors = \$2,500 each)
- Conference Notepads (\$500)
- Bag Inserts (\$750)
- Exclusive Mobile App Sponsorship (\$5,000)
- 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: Ginger Czajkowski  
 555 East Wells Street, Suite 1100, Milwaukee, WI 53202  
 Tel: (800) 884-2236 Fax: (414) 276-3349  
[gczajkowski@aaem.org](mailto:gczajkowski@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.

<b>TITLE OF CME ACTIVITY</b>		24 <sup>TH</sup> ANNUAL AAEM SCIENTIFIC ASSEMBLY	
<b>ACTIVITY LOCATION</b>	Marriott Marquis San Diego Marina	<b>ACTIVITY DATE</b>	April 7-11, 2018
<b>NAME OF COMMERCIAL INTEREST:</b>			
<b>AMOUNT OF EDUCATIONAL GRANT (DIRECT OR IN-KIND)</b>		\$	
<b>GRANT WILL BE USED FOR THE FOLLOWING:</b>			
<b>SPEAKER HONORARIA</b>	<b>SPEAKER EXPENSES (ITEMIZE)</b>	<b>MEETING EXPENSES (ITEMIZE)</b>	<b>OTHER (LIST)</b>

**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).

<b>NAME OF ACCREDITED PROVIDER</b>		American Academy of Emergency Medicine	
Tax ID Number	<b>26-3697887</b>		
Contact Person	Janet Wilson	Email Address	jwilson@aaem.org
Phone Number	414-276-7390	Fax Number	414-276-3349
<b>EDUCATIONAL PARTNER (IF APPLICABLE)</b>			
Contact Person		Email Address	
Phone Number		Fax Number	
Tax ID Number			
<b>NAME OF COMMERCIAL INTEREST</b>			
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 Thursday, March 22<sup>nd</sup>, 2018.

### Shipments to Advance Warehouse Deadline Date

Heritage will begin receiving freight at the advance warehouse on Thursday, March 8<sup>th</sup>, 2018. To avoid late fees all shipments to the advanced warehouse must arrive no later than Friday, March 30<sup>th</sup>, 2018.

## Show Schedule

### Exhibitor Move-In

Sunday	April 8 <sup>th</sup>	1:00 p.m. - 5:00 p.m.
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### Exhibit Hours

Sunday	April 8 <sup>th</sup>	6:30 p.m. - 7:30 p.m.	Opening Reception
Monday	April 9 <sup>th</sup>	9:30 a.m. - 1:45 p.m.	Hall Open
		3:00 p.m. - 6:00 p.m.	Hall Open
Tuesday	April 10 <sup>th</sup>	7:00 a.m. - 10:30 a.m.	Hall Open

### Exhibitor Move-Out

Tuesday	April 10 <sup>th</sup>	10:30 a.m. - 12:30 p.m.
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- Empty crates and containers will begin being returned at 10:30 a.m., Tuesday, April 10<sup>th</sup>.
- All carriers must check-in no later than 11:30 a.m. on Tuesday, April 10<sup>th</sup>. Heritage will begin redirecting all outbound freight not claimed by appointed freight carriers to the preferred show carrier at 11:30 a.m.
- Please refer to the Outbound Shipments Form included in this packet for detailed information regarding outbound shipping procedures.

## General Information

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### Shipping Information

Warehouse Shipping Information:

Exhibitor Company Name and Booth Number

Heritage Trade Show Services

UPS Freight C/O HTS

6855 Calle De Linea

San Diego, CA 92154

FOR: AAEM 2018

Heritage will accept exhibit materials beginning Thursday, March 8<sup>th</sup>, 2018 at the above address. Material arriving after Friday, March 30<sup>th</sup>, 2018 will be received at the warehouse with an additional after deadline charge.

Show Site Shipping Address:

Exhibitor Company Name and Booth Number

C/O Heritage Trade Show Services

San Diego Marriott Marquis & Marina

333 W. Harbor Dr.

San Diego, CA 92101

FOR: AAEM 2018

Freight will be accepted at show site beginning Sunday, April 8<sup>th</sup>, 2018. See the Material Handling Instructions within this kit for additional information.

### Service Center Hours

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

### Assistance

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

## We Appreciate Your Business



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

## METHOD OF PAYMENT & CREDIT CARD AUTHORIZATION

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

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

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

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

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

### CREDIT CARD PAYMENT

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

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

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

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

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

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

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

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

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

FURNITURE .....	\$ _____
CARPET .....	\$ _____
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.

Table with columns: ITEM #, QTY, DISCOUNT RATES, STANDARD RATES, AMOUNT. Section: FURNITURE. Items include Plastic Side Chair, Padded Sled Base Chair, Padded Chair, Padded Arm Chair, Custom Padded Arm Chair, Padded High Stool, Custom Padded High Stool, Executive Chair.

Table with columns: ITEM #, QTY, DISCOUNT RATES, STANDARD RATES, AMOUNT. Section: CARPET. Items include 9' X 10', 9' X 20', 9' X 30', 9' X 40', 9' X Per 10' increment.

AREA CARPET (Indicate Dimensions for Special Size Carpet)

C60 \_\_\_\_\_ ' X \_\_\_\_\_ ' per sq. ft. (100 sq. ft. min.) 4.30 5.55

COLORS: [ ] RED [ ] BLUE [ ] HUNTER GREEN [ ] BURGUNDY [ ] PLUM [ ] GRAY [ ] BLACK

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

PADDING AND VISQUEEN (90 sq. ft. min.)

C70 \_\_\_\_\_ ' X \_\_\_\_\_ ' Carpet padding/per sq. ft. 2.10 2.70
C80 \_\_\_\_\_ ' X \_\_\_\_\_ ' Visqueen covering/per sq. ft. 1.25 1.65

Table with columns: ITEM #, QTY, DISCOUNT RATES, STANDARD RATES, AMOUNT. Section: DRAPED DISPLAY TABLE. Items include 4' Table - 30" high, 6' Table - 30" high, 8' Table - 30" high, 4' Table - 42" Counter high, 6' Table - 42" Counter high, 8' Table - 42" Counter high, 4th side table drape.

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

UNDRAPED DISPLAY TABLE

Table with columns: ITEM #, QTY, DISCOUNT RATES, STANDARD RATES, AMOUNT. Items include 4' Table - 30" high, 6' Table - 30" high, 8' Table - 30" high, 4' Table - 42" Counter high, 6' Table - 42" Counter high, 8' Table - 42" Counter high, 30" Diameter Pedestal Table (Gray), 18" High, 30" High, 42" High.

TABLE RISERS COVERED WHITE

(Riser Dimension: 10" Wide x 8" high)

Table with columns: ITEM #, QTY, DISCOUNT RATES, STANDARD RATES, AMOUNT. Items include 6' Long riser, 8' Long riser.

SPECIAL DRAPE BACKGROUNDS

Table with columns: ITEM #, QTY, DISCOUNT RATES, STANDARD RATES, AMOUNT. Items include 3' H. Background/per ft., 8' H. Background/per ft.

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

\*Show colors will be given when color is not selected.

7.75% Tax \_\_\_\_\_

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

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

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

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

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

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

(Print & Sign)

# Chairs/Carpet

## Chairs



F60



F50



F9



F10



F30



F20



F40



F75

## Furniture

F60 Plastic Side Chair, White  
F50 Padded Sled Base Chair, Gray  
F9 Padded Chair, Gray  
F10 Padded Arm Chair, Gray  
F30 Padded High Stool, Gray  
F20 Padded Arm Chair, Custom  
F40 Padded High Stool, Custom  
F75 Executive Chair

## Carpet



Black



Red



Burgundy



Gray



Blue



Plum



Hunter Green

# Display Tables

## Pedestal Tables

F80 Pedestal Table 30" x 18" h  
 F90 Pedestal Table 30" x 30" h  
 F100 Pedestal Table 30" x 42" h

## Draped Display Tables

F110 4' x 2' x 30"      F140 4' x 2' x 42"  
 F120 6' x 2' x 30"      F150 6' x 2' x 42"  
 F130 8' x 2' x 30"      F160 8' x 2' x 42"

## Undraped Display Tables

F190 4' x 2' x 30"      F220 4' x 2' x 42"  
 F200 6' x 2' x 30"      F230 6' x 2' x 42"  
 F210 8' x 2' x 30"      F240 8' x 2' x 42"



F80



F90



F100



F190  
F220



F110  
F140



F200  
F230



F120  
F150



F210  
F240



F130  
F160



Red



Teal



Burgundy



Gray



Plum



White



Hunter  
Green



Expo  
Green



Gold



Blue



Black

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
<b>ACCESSORIES</b>					<b>DISPLAY</b>				
A10	_____	Wastebasket	22.00	28.65	D10	_____	Pegboard Panels (4'x8')	220.00	286.30
A20	_____	Tripod Easels	36.70	47.70	D11	_____	Pegboard 6" Single Hook	11.00	14.30
D250	_____	Chrome Sign Holder	135.35	175.95	D12	_____	Pegboard 8" Single Hook	12.85	16.70
A30	_____	Chrome Stanchion	27.55	35.80	D20	_____	Tackboard Panels (4'x8')	165.20	214.75
A40	_____	Velour Rope 6' Black	27.55	35.80	<input type="checkbox"/> Horiz. <input type="checkbox"/> Vert.				
A50	_____	Coat Tree	79.85	103.80	D31	_____	Fabric Impact Panel 1 Meter x 8'	403.80	524.94
A60	_____	Chrome Bag Rack	79.85	103.80	D40	_____	Gridwall 2'x8' Black	150.50	195.65
A70	_____	Literature Rack	156.00	202.80	D60	_____	Gridwall 6" Single Hook	11.60	14.30
A80	_____	Garment Rack 5'	85.65	111.35	D70	_____	Gridwall 8" Single Hook	12.85	16.70
A90	_____	2 Way Straight Arm Rack	117.45	152.70	D50	_____	Slatwall 1 Meter x 8'	201.90	262.45
A100	_____	4 Way Slant Arm Rack	131.55	171.00	D120	_____	Slatwall Waterwalls Hooks	33.05	42.95
A106	_____	Raffle Ticket Drum	80.00	104.00	D121	_____	Slatwall 8" Bracket	12.85	16.70
A107	_____	Fishbowl	25.00	32.50	D130	_____	Shelf 1 meter wide	55.05	71.60
A110	_____	6' Tensabarrier	124.80	162.25	D210	_____	Acrylic Holder	22.95	29.85
<b>DISPLAY CABINETS AND COUNTERS</b>					D220	_____	Arm Light	48.95	63.65
<input type="checkbox"/> Black Fabric <input type="checkbox"/> Gray Fabric <input type="checkbox"/> White PVC					D140	_____	4' Full View Showcase	486.40	632.30
MD20	_____	Counter 1M x 1/2M x 42" High, W/Shelf	513.90	668.10	D150	_____	6' Full View Showcase	523.10	680.00
		<input type="checkbox"/> Counter Lock	29.50	37.80	D160	_____	4' Quarter View Showcase	412.95	536.85
MD21	_____	Counter 2M x 1/2M x 42" High, W/Shelf	718.85	934.55	D170	_____	6' Quarter View Showcase	464.95	604.45
		<input type="checkbox"/> 2 Counter Locks	59.00	65.60					
MD22	_____	Curved Counter 1M x 1/2M x 42" High W/Shelf	565.29	734.91	Looking for something else? Please contact us at Exhibitor.Services@HeritageSVS.com for assistance.				
		<input type="checkbox"/> Counter Lock	29.50	37.80	<b>7.75 % Tax</b> _____				
MD23	_____	Radius Counter 1M x 1/2M x 42" High	678.35	881.85	<b>TOTAL ORDER</b> _____				
MD30	_____	Cabinet 1M x 1/2M x 42" (White Only/ Comes With Lock & Shelf)	616.68	801.68					

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

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

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

(Print & Sign)

# Accessories



A10



D250



A30



A40



A20



A70



A80



A60



A100



A90



A110



A106



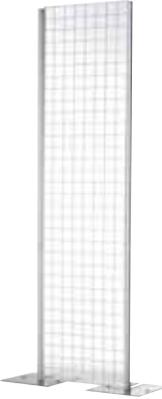
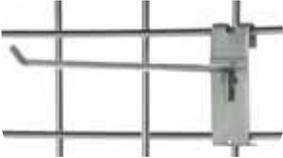
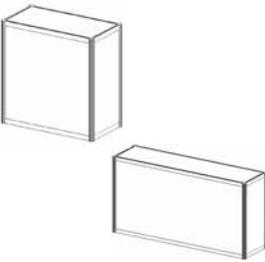
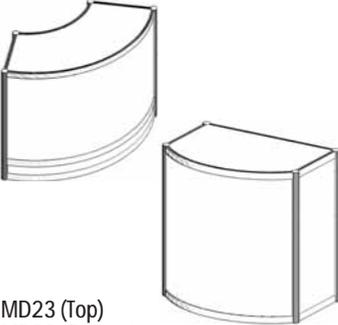
A107

## Accessories:

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

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

# Display

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



TRADE SHOW FURNISHINGS

# Product Guide



## Featuring:

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



# Power Up In Style.

Denotes Powered Products



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



ROMA   
CHRPWR Chair, Powered  
(white vinyl) 37" 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.

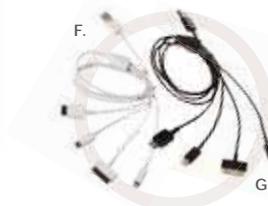


**A) NPLCHP  
Naples Chair, Powered**  
(black vinyl)  
36" L 30" D 28" H

**B) NPLSOP  
Naples Sofa, Powered**  
(black vinyl)  
87" L 30" D 28" H

**C) NPLLOP  
Naples Loveseat, Powered**  
(black vinyl)  
62" L 30" D 28" H

# Powered Tables



Charging adapters are available to rent for all powered products.

**A) G30BWP  
G30 Bar Table, Powered**  
(white top)  
72" L 26" D 42" H

**B) G30DWP  
G30 Café Table, Powered**  
(white top)  
72" L 26" D 30" H

**C) G30CWP  
G30 Cocktail Table, Powered**  
(white top)  
72" L 26" D 18" H

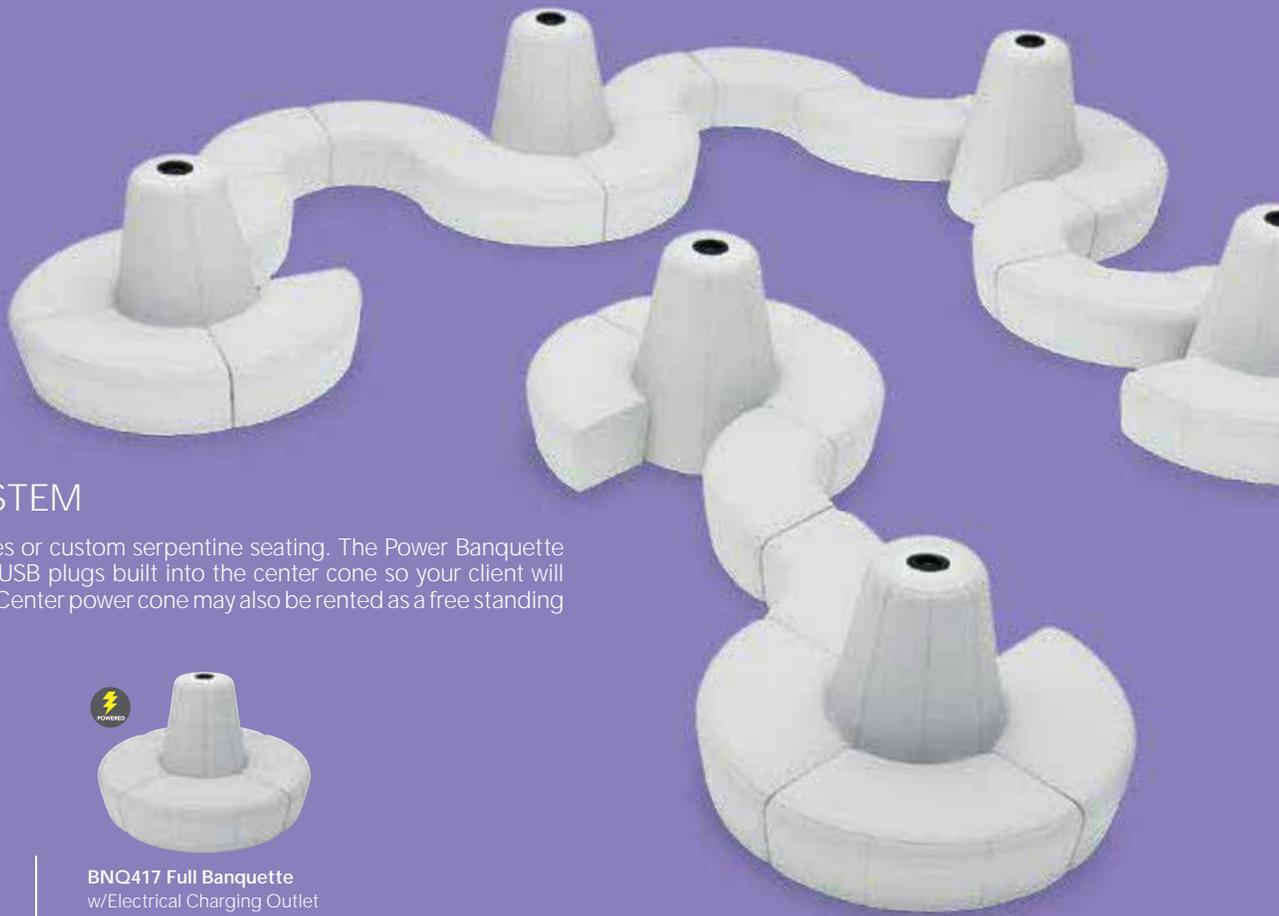
**D) C1WP  
Sydney Cocktail Table, Powered**  
(white, brushed steel)  
48" L 26" D 18" H

**E) C1YP  
Sydney Cocktail Table, Powered**  
(black, brushed steel)  
48" L 26" D 18" H

**Charging Adapters**  
F) ADAPTW (white)  
G) ADAPTB (black)

# 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 22.5" 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.

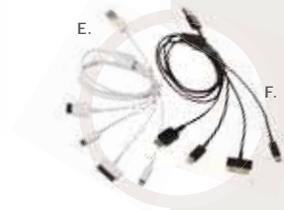


A. | B. 



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 Collections

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

HOPI  
HOPLV Loveseat  
(gray linen)  
48"L 25"D 34"H



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

# Soft Seating Collections



## FAIRFAX

**A) FAIRSW Sofa**  
(white vinyl, brushed metal)  
62" L 27" D 30" H

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

Available in Power 



## ROMA

**A) CHR003 Chair**  
(white vinyl)  
37" L 31" D 33" H  
**CHRPWR** (Powered)

**B) SFA003 Sofa**  
(white vinyl)  
78" L 31" D 33" H  
**SFAPWR** (Powered)



C. 

## NAPLES

**A) NPLCHR Chair**  
(black vinyl)  
36" L 30" D 28" H  
**NPLCHP** (Powered)

**B) NPLLOV Loveseat**  
(black vinyl)  
62" L 30" D 28" H  
**NPLLOP** (Powered)

**C) NPLSOF Sofa**  
(black vinyl)  
87" L 30" D 28" H  
**NPLSOP** (Powered)

# Soft Seating Collections



## HEATHROW

HS008 Sectional 3pcs  
(black vinyl)  
72" L 48" D 28" H



HCH08 Heathrow Chair  
(black vinyl)  
24" L 24" D 28" H



HC008 Heathrow Corner Chair  
(black vinyl)  
24" L 24" D 28" H



HEA08 Heathrow Sofa  
(black vinyl)  
48" L 24" D 28" H

# Soft Seating Collections



A.



B.

## 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



A.



B.

## TANGIERS

- A) TANSOF Sofa**  
(beige textured)  
78"L 37"D 36"H
- B) TANCHR Chair**  
(beige textured)  
34"L 37"D 36"H



A.



B.



C.

## 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



A.

B.

C.

## 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



## SWANSON

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

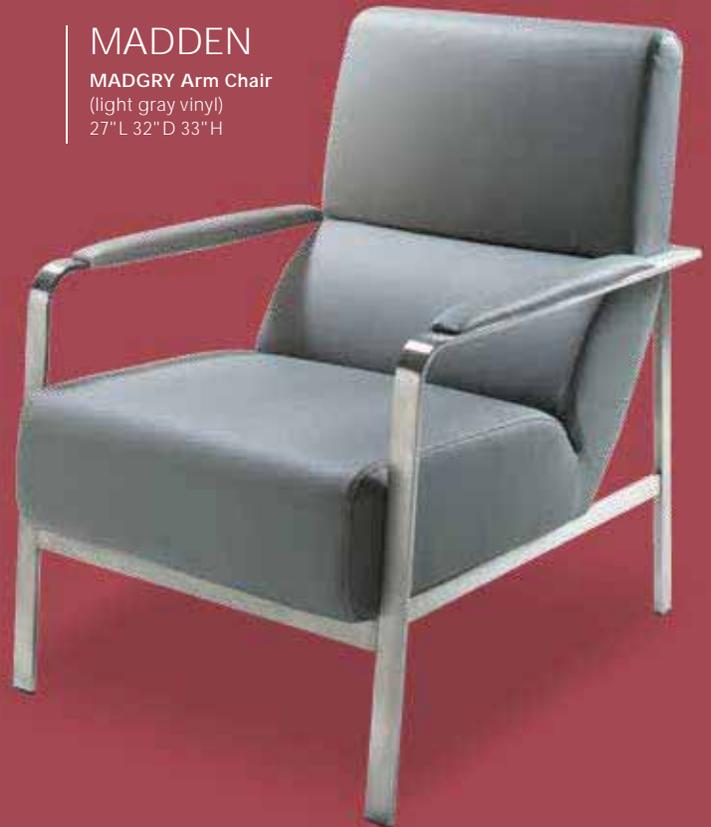
## KEY WEST

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



## MADDEN

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



## Accent Chairs



A.



B.



C.



D.

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

**D) CCE  
Ice Chair**  
(transparent, chrome)  
17.25"L 20"D 32"H

## Meeting & Stage Chairs



A.



B.



C.

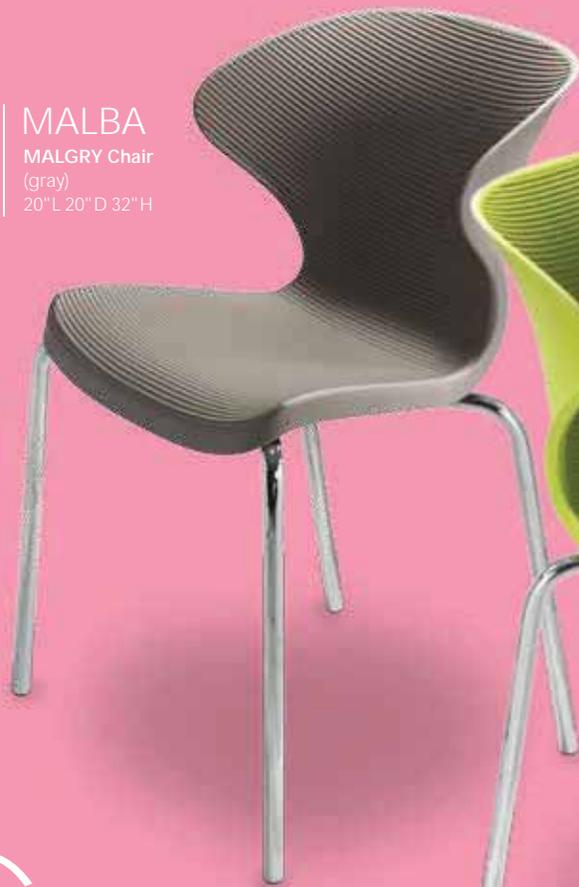
**Meeting Chair**  
25.5"L 23.5"D 34"H  
**A) OCMESP** (espresso vinyl)  
**B) OCMTAU** (taupe fabric)  
**C) OCMWHT** (white vinyl)



ZENITH  
ZENCHR Chair  
(white, chrome)  
18.5"L 22"D 32"H



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



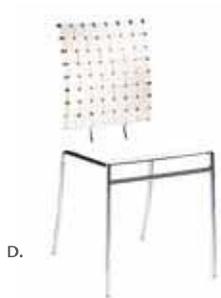
A.



B.



C.



D.



E.



F.



G.



H.



I.

## 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 31" 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) XC3

Luxor Guest Chair

(black vinyl)

27" L 28" D 40" H

## I) 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.

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

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



J.

K.



**VIBE CUBE**  
 18" L 18" D 18" H

A) VIB09 (white vinyl)	F) VIB02 (blue vinyl)
B) VIB10 (black vinyl)	G) VIB08 (orange vinyl)
C) VIB07 (beige vinyl)	H) VIB06 (gold/bronze vinyl)
D) VIB04 (red vinyl)	I) VIB01 (green vinyl)
E) VIB05 (yellow vinyl)	J) VIB03 (pink vinyl)

D.

C.

H.

I.

J.

E.

F.

G.

# Ottomans

# Styles & Shapes



A.



B.



C.



D.



E.



F.



G.



H.



I.



J.



K.

## ENDLESS Square

34" L 34" D 15" H

A) END02B (black)

B) END02W (white)

## ENDLESS Curved

60.5" L 37.5" D 15" H

C) END01B (black)

D) END01W (white)

## Bench Ottomans

60" L 20" D 18" H

E) BNO08 (black vinyl)

F) BNO75 (white vinyl)

## G) SAL Sally Stool

(white)

12" Round 17" H

## H) CUBL20 Edge

### LED Cube Ottomans

(white plastic)

20" L 20" D 20" H

A/C power only

## I) WHT12 Half Bench

(white vinyl)

39" L 22.5" D 18" H

## J) BNQ7 Quarter Curve

(white vinyl)

53" L 22" D 18" H

## K) BNQR17 Ring

(4 ottoman seats)

(white vinyl)

72" RND 18" H

# Marche Swivel



## 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)

# 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

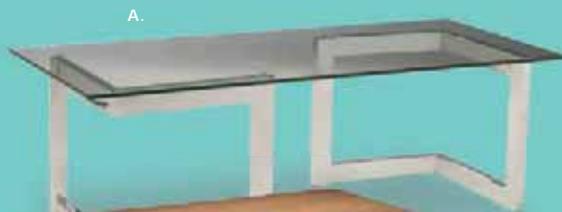
### Cocktail Table

A) C1C (glass, chrome)

50"L 22"D 16"H

B) C1FWB (wood, black)

47"L 24"D 17"H



C.



D.



## GEO

### End Table

C) E1C (glass, chrome)

26"L 26"D 20"H

D) E1FWB (wood, black)

20"L 20"D 21"H

# 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) NEMSAC

#### Mosaic Tables, Set of 3

(wood, metal)

12" L 14" D 16" H

16.5" L 15" D 18" H

20.5" L 16" D 20" H

### N) AURA

#### Aura Round Table

(white metal)

15" Round 22" H

### O) CUBTBL Edge LED Cube Table

(plexi top, white plastic)

20" L 20" D 20" H

A/C power only

# Café Tables



**A) 30SBHC 30" Round Café Table**  
(liquid steel blue top, chrome hydraulic base)  
30" RND 29"H

**B) RSTDIN Rustique Chair w/Arms**  
(gunmetal)  
20"L 18"D 31"H

**30" Round Café Tables**  
**Standard Black Base**  
30" Round 29" H  
**A) ZTB** (red top)  
**B) ZTH** (liquid steel blue top)

**Hydraulic Chrome Base**  
30" Round 29" H  
**C) LIQ009** (liquid white top)  
**D) 30MAHC** (Madison gray acajou top)

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



# Customize And Create

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



## Café Tables

Standard Black Base

30" Round 29"H

- A) ZTG (silver textured)
- B) ZTJ (graphite nebula)
- C) ZTK (maple)
- D) LIQ004 (liquid white)
- 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) 30STHC (silver textured)
- 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)

See additional options on page 21.

# 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) 18.5"L 22"D 32"H
- B) DUET Duet Chair (black, chrome) 21"L 23"D 33"H



# Bar Tables



**A) LIQ010**  
**30" Round Bar Table**  
(liquid white, 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) 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) LIQ003 (liquid white)
- F) VTH (liquid steel blue)

36" Round 42"H

- G) VTW (white laminate)
- H) VTN (graphite nebula)
- I) VTP (maple)

## Bar Tables

Hydraulic Chrome Base  
30" Round 45"H

- J) 30GRHB (graphite nebula)
- K) 30MTHB (maple)
- L) 30STHB (silver textured)
- M) 30BRHB (red)

36" Round 45"H

- N) 36WTHB (white laminate)
- O) 36GRHB (graphite nebula)
- P) 36MTHB (maple)

See additional options on page 23.



Q) 30MAHB 30" Round Bar Table w/Hydraulic Chrome Base (Madison/gray acajou) 30" RND 45"H  
R) VTA 30" Round Bar Table w/ Standard Black Base (Madison/gray acajou) 30" RND 42"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.



O.

## 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 26-30.5"H  
**E) BS002** (white, chrome)  
**F) BS003** (black, chrome)

## Banana Barstools

- 21"L 22"D 30"H  
**G) BSS** (black, chrome)  
**H) BST** (white, chrome)

## Oslo Barstools

- 17"L 20"D 30"H  
**I) BSD** (blue)  
**J) BSC** (white)

## K) BSL Gin Barstool

- (maple, chrome)  
 16"L 16"D 29"H

## L) BCE Ice Barstool

- (transparent, chrome)  
 16"L 14"D 33"H

## M) XBAR Christopher Barstool

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

## N) BS001 Shark Barstool

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

## O) BSR Syntax Barstool

- (black, chrome)  
 23"L 19"D 32"H

# Mix & Match

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

- P) ZENBAR Zenith Barstool** (white, chrome) 19"L 20"D 44"H  
**Q) RSTSTL Rustique Barstool** (gunmetal) 13"L 13"D 30"H  
**R) 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 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

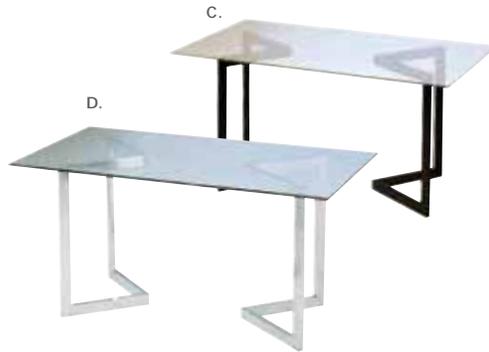
96" L 60" D 29" H

F) MADC10 10' Table

120" L 48" D 29" H



# Styles & Shapes



## Geo Rounded Square Tables

42" L 42" D 29" H  
**A) CE1** (glass, chrome)  
**B) CF1** (glass, black)

## Geo Rectangular Tables

60" L 36" D 29" H  
**C) CF2 Geo** (glass, black)  
**D) CE2 Geo** (glass, chrome)

## Conference Tables

(graphite nebula)

**E) CB3 8'**  
 96" L 48" D 29" H  
**F) CB2 6'**  
 72" L 42" D 29" H

## Conference Tables

(granite)

**G) C508GR 8'**  
 96" L 44" D 29" H  
**H) CT10GR 10'**  
 120" L 46" D 29" H  
**I) CT06GR 6'**  
 72" L 36" D 29" H

## J) MERLIN

### Merlin Multi Use Table

(gray laminate, black)

46" L 29" D 30" H

### K) WD3 Work Table

(white laminate, white)

48" L 24" D 30" H

# Mix & Match

**Create the right look.** Choose from a wide selection of Conference Chairs for the perfect style.

**L) PROEXB Pro Executive High Back Chair** (black vinyl) 25" L 24" D 48" H Adjustable.

**M) PROMID Pro Executive Mid Back Chair** (white vinyl) 24" L 22" D 40" H Adjustable.



# Executive Seating



A.



B.



C.



D.



E.



F.

## Pro Executive Mid Back Chair

24" L 22" D 40" H Adjustable

A) PROMDB (black vinyl)

B) PROMID (white vinyl)

## C) PROGB Pro Executive Guest Chair

(black vinyl)

24" L 22" D 36" H

## D) XC1 Luxor High Back Executive Chair

(black vinyl)

27" L 28" D 47" H Adjustable

## E) XC2 Luxor Mid Back Executive Chair

(black vinyl)

27" L 28" D 41" H Adjustable

## F) SY1 Altura Steno Chair

(black crepe)

25" L 26" D 21" H

## Style & Comfort

Create the right look. Choose from a wide selection of Executive Seating for the perfect style.

G) PROEXB Pro Executive High Back Chair (black vinyl) 25" L 24" D 48" H Adjustable.

H) PROEXE Pro Executive High Back Chair (white classic vinyl) 25" L 24" D 48" H Adjustable.



# Communal Tables

# G30

Powered Tables



- A) G30BWP G30 Bar Table, Powered (white top) 72"L 26"D 42"H.
- B) G30DWP G30 Café Table, Powered (white top) 72"L 26"D 30"H.
- C) G30CWP G30 Cocktail Table, Powered (white top) 72"L 26"D 18"H.
- D) BSD Oslo Barstool (blue) 17"L 20"D 30"H.

Denotes AC and USB charging outlets

### G30 Communal Tables (maple tops)

- E) Bar Table  
72"L 26"D 42"H
- G30BMS (solid top)
- G30BMW (grommet holes)
- F) Café Table  
72"L 26"D 30"
- G30DMS (solid top)
- G30DMW (grommet holes)
- G) Cocktail Table  
72"L 26"D 18"H
- G30CMS (solid top)
- G30CMW (grommet holes)

### TABLE TOP OPTIONS

(G30 Powered Tables only  
available in white)



MAPLE



WHITE



(ADAPTW)

Charging adapters are  
available to rent for all G30  
Powered Table Products.

(Choose from solid top tables or with grommet holes)



### G30 Communal Tables (white tops)

- 72"L 26"D 42"H
- H) Bar Table  
G30BWS (solid top)
- G30BWW (grommets)
- I) Café Table  
72"L 26"D 30"H
- G30DWS (solid top)
- G30DWW (grommets)
- J) Cocktail Table  
72"L 26"D 18"H
- G30CWS (solid top)
- G30CWW (grommets)

### K) MERLIN

- Merlin Multi Use Table  
(gray laminate, black)  
46"L 29"D 30"H
- L) WD3 Work Table  
(white laminate, white)  
48"L 24"D 30"H

# Office Essentials

A.



D.

## 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) BC8 Madison Bookcase (gray acajou) 36" L 12" D 72" H

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

C.



B.



DESK BACK



CREDENZA BACK

## 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. 



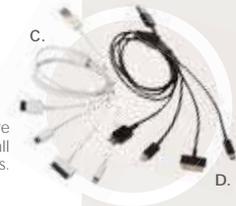
B. 

(Power outlets rotate 180 degrees, allowing devices to be charged from inside the locked cabinet or on the surface)

**A) Powered Locking Pedestal**  
(white)  
PDL36W 24" L 24" D 36" H  
PDL42W 24" L 24" D 42" H

**B) Powered Locking Pedestal**  
(black)  
PDL36B 24" L 24" D 36" H  
PDL42B 24" L 24" D 42" H

Charging Adapters  
C) ADAPTW (white)  
D) ADAPT B (black)



Charging adapters are available to rent for all powered products.

## ACCENT LAMPS



A.



B.

**A) LA15 Mason Floor Lamp**  
(brushed silver)  
18" Round 55" H

**B) LA14 Mason Table Lamp**  
(brushed silver)  
16" Round 26" H

## TECH COLLECTION

 Denotes AC and USB charging outlets



A. 



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 Adapters  
D) ADAPT B (black)



Charging adapters are available to rent for all powered products.

# Show Essentials

A.



## MARTINI BAR

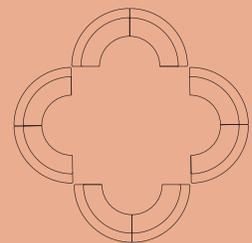
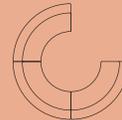
A) BRC Martini Bar Circle  
Comprised of three BR1 Martini Bars  
100" L 100" D 45" H

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

B.



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

 Denotes AC and USB charging outlets



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



DELIVERY INFORMATION			
Show Name:			
Contractor:	Heritage Trade Show Services		
Booth Number:		Show Date:	
Venue:			

**Please email or fax both pages to:**  
 Heritage Trade Show Services  
 620 Shenandoah Ave.  
 St. Louis, MO 63104  
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ORDER INFORMATION	
Exhibiting Co:	
Address:	
City, State, Zip:	
Phone:	
Fax:	
Contact:	
Email:	
Authorized By:	

PRICING & PAYMENT INFORMATION	
Advance Price Deadline Date:	
Sales Tax Rate:	
Order Total from Pages 1 and 2: \$	
<b>PLEASE INCLUDE THE HERITAGE METHOD OF PAYMENT FORM WHEN YOU SUBMIT YOUR ORDER FORMS.</b>	

**LATE ORDERS:** Orders received within 7 days prior to show opening are subject to a 30% late order fee.  
**CANCELLATIONS:** If cancelled within 14 days prior to move-in, a 50% charge will be applied. Cancellations made after move-in begins receive no refund.

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		BR1.		Martini Bar	\$ 1,415.40	\$ 1,840.02	
30BRHC.		30" Round Café Table - Brushed Red Top w/ Hydraulic Chrome Base	\$ 323.40	\$ 420.42		BRC.		Martini Bar Circle	\$ 4,075.40	\$ 5,298.02	
30GRHB.		30" Round Bar Table - Graphite Nebula Top w/ Hydraulic Base	\$ 324.80	\$ 422.24		BS001.		Shark Barstool	\$ 344.40	\$ 447.72	
30GRHC.		30" Round Café Table - Graphite Nebula Top w/ Hydraulic Chrome Base	\$ 323.40	\$ 420.42		BS002.		Zoey Barstool	\$ 316.40	\$ 411.32	
30MAHB.		30" Round Bar Table - Madison Gray Acajou Top w/ Hydraulic Chrome Base	\$ 315.00	\$ 409.50		BS003.		Zoey Barstool (Black)	\$ 316.40	\$ 411.32	
30MAHC.		30" Round Café Table, Madison Gray Acajou Top w/ Hydraulic Chrome Base	\$ 315.00	\$ 409.50		BSC.		White Oslo Barstool	\$ 284.20	\$ 369.46	
30MHTB.		Mahogany Top Bar Table with Tulip Chrome Base	\$ 324.80	\$ 422.24		BSD.		Blue Oslo Barstool	\$ 284.20	\$ 369.46	
30MTHB.		30" Round Bar Table - Maple Top w/ Hydraulic Base	\$ 323.40	\$ 420.42		BSL.		Gin Maple Barstool	\$ 208.60	\$ 271.18	
30MTHC.		30" Round Café Table - Maple Top w/ Hydraulic Chrome Base	\$ 324.80	\$ 422.24		BSR.		Syntax Barstool, Black/Chrome	\$ 236.60	\$ 307.58	
30SBHB.		30" Round Bar Table - Liquid Steel Blue Top w/ Hydraulic Base	\$ 359.80	\$ 467.74		BSS.		Black Banana Barstool	\$ 267.40	\$ 347.62	
30SBHC.		30" Round Café Table - Liquid Steel Blue Top w/ Hydraulic Chrome Base	\$ 324.80	\$ 422.24		BST.		White Banana Barstool	\$ 267.40	\$ 347.62	
30STHB.		30" Round Bar Table - Silver Textured Top w/ Hydraulic Base	\$ 323.40	\$ 420.42		C1C.		Chrome Geo Cocktail Table with Glass	\$ 273.00	\$ 354.90	
30STHC.		30" Round Café Table - Silver Textured Top w/ Hydraulic Chrome Base	\$ 352.80	\$ 458.64		C1E.		Silverado Cocktail Table with Glass	\$ 303.80	\$ 394.94	
36GRHB.		36" Round Bar Table - Graphite Nebula Top w/ Hydraulic Base	\$ 355.60	\$ 462.28		C1FWB.		Geo Cocktail Table, Wood/Black	\$ 308.00	\$ 400.40	
36GRHC.		36" Round Café Table - Graphite Nebula Top w/ Hydraulic Chrome Base	\$ 352.80	\$ 458.64		C1W.		White Sydney Cocktail Table	\$ 305.20	\$ 396.76	
36MTHB.		36" Round Bar Table - Maple Top w/ Hydraulic Base	\$ 355.60	\$ 462.28		C1WP.		White Sydney Cocktail Table, Powered	\$ 386.40	\$ 502.32	
36MTHC.		36" Round Café Table - Maple Top w/ Hydraulic Chrome Base	\$ 352.80	\$ 458.64		C1Y.		Black Sydney Cocktail Table	\$ 305.20	\$ 396.76	
36WTHB.		36" Round Bar Table - White Laminate Top w/ Hydraulic Base	\$ 355.60	\$ 462.28		C1YP.		Black Sydney Cocktail Table, Powered	\$ 386.40	\$ 502.32	
36WTHC.		36" Round Café Table - White Laminate Top w/ Hydraulic Chrome Base	\$ 26.60	\$ 34.58		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)	\$ 351.40	\$ 456.82		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	
BCE.		Ice Transparent Chrome Barstool	\$ 288.40	\$ 374.92		CHR003.		Roma Chair	\$ 590.80	\$ 768.04	
BCW.		White Madrid Chair	\$ 698.60	\$ 908.18		CHRPWR.		Roma Chair, Powered	\$ 681.80	\$ 886.34	
BNO08.		Black Vinyl Bench Ottoman	\$ 446.60	\$ 580.58		COLI.		Oliver Cocktail Table	\$ 259.00	\$ 336.70	
BNO75.		White Vinyl Bench Ottoman	\$ 446.60	\$ 580.58		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	
CT10GR.		10' Rectangle Granite Conference Table	\$ 880.60	\$ 1,144.78		OTS.		South Beach Wedge Ottoman	\$ 343.00	\$ 445.90	
CUBL20.		Edge LED Cube Ottoman	\$ 207.20	\$ 269.36		PDL36B.		Powered Locking Pedestal, 36" (Black)	\$ 544.60	\$ 707.98	
CUBTBL.		Edge LED Cube Table	\$ 208.60	\$ 271.18		PDL36W.		Powered Locking Pedestal, 36" (White)	\$ 544.60	\$ 707.98	
DUET.		Duet Stack Chair	\$ 77.00	\$ 100.10		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		PDL42W.		Powered Locking Pedestal, 42" (White)	\$ 648.20	\$ 842.66	
E1E.		Silverado End Table with Glass	\$ 278.60	\$ 362.18		PROEXB.		Pro Executive High Back Chair (Black)	\$ 390.60	\$ 507.78	
E1FWB.		Geo End Table, Wood/Black	\$ 267.40	\$ 347.62		PROEXE.		Pro Executive High Back Chair (White)	\$ 390.60	\$ 507.78	
E1W.		White Sydney End Table	\$ 267.40	\$ 347.62		PROGB.		Madison 10' Table	\$ 273.00	\$ 354.90	
E1Y.		Black Sydney End Table	\$ 267.40	\$ 347.62		PROMDB.		Pro Executive Mid Back Chair (Black)	\$ 254.80	\$ 331.24	
END01B.		Black Endless Curved Ottoman	\$ 452.20	\$ 587.86		PROMID.		Pro Executive Mid Back Chair (White)	\$ 254.80	\$ 331.24	
END01W.		White Endless Curved Ottoman	\$ 452.20	\$ 587.86		PWRUSB.		Powered Conference Table Module	\$ 79.80	\$ 103.74	
END02B.		Black Endless Square Ottoman	\$ 387.80	\$ 504.14		R1Q.		White Mini Refrigerator	\$ 330.40	\$ 429.52	
END02W.		White Endless Square Ottoman	\$ 387.80	\$ 504.14		R1R.		White Standard Refrigerator	\$ 940.80	\$ 1,223.04	
EOLL.		Oliver End Table	\$ 224.00	\$ 291.20		REGBEN.		Regis Bench/Table	\$ 310.80	\$ 404.04	
ETBL.		E Table	\$ 193.20	\$ 251.16		REGOTT.		Regis End Table	\$ 222.60	\$ 289.38	
FAIRCW.		Fairfax Chair	\$ 371.00	\$ 482.30		ROLLBL.		Black Lift Barstool	\$ 231.00	\$ 300.30	
FAIRSW.		Fairfax Sofa	\$ 513.80	\$ 667.94		ROLLGY.		Gray Lift Barstool	\$ 231.00	\$ 300.30	
G30BMS.		G30 Communal Bar Table (Maple)	\$ 721.00	\$ 937.30		ROLLRD.		Red Lift Barstool	\$ 231.00	\$ 300.30	
G30BMW.		G30 Communal Bar Table w/ Grommet Holes (Maple)	\$ 721.00	\$ 937.30		ROLLWH.		White Lift Barstool	\$ 231.00	\$ 300.30	
G30BWP.		G30 Powered Bar Table	\$ 833.00	\$ 1,082.90		RSTDIN.		Rustique Chair w/ arms	\$ 158.20	\$ 205.66	
G30BWS.		G30 Communal Bar Table (White)	\$ 721.00	\$ 937.30		RSTSTL.		Rustique Barstool	\$ 144.20	\$ 187.46	
G30BWW.		G30 Communal Bar Table w/ Grommet Holes (White)	\$ 721.00	\$ 937.30		SAL.		Sally Stool/Ottoman	\$ 96.60	\$ 125.58	
G30CMS.		G30 Communal Cocktail Table (Maple)	\$ 403.20	\$ 524.16		SC10.		Razor Armless Chair	\$ 91.00	\$ 118.30	
G30CMW.		G30 Communal Cocktail Table w/ Grommet Holes (Maple)	\$ 403.20	\$ 524.16		SC3.		Black Brewer Chair	\$ 183.40	\$ 238.42	
G30CWP.		G30 Powered Communal Cocktail Table (White)	\$ 473.20	\$ 615.16		SFA002.		Allegro Sofa	\$ 757.40	\$ 984.62	
G30CWS.		G30 Communal Cocktail Table (White)	\$ 403.20	\$ 524.16		SFA003.		Roma Sofa	\$ 865.20	\$ 1,124.76	
G30CWW.		G30 Communal Cocktail Table w/ Grommet Holes (White)	\$ 403.20	\$ 524.16		SFAPWR.		Roma Sofa, Powered	\$ 1,093.40	\$ 1,421.42	
G30DMS.		G30 Communal Café Table (Maple)	\$ 576.80	\$ 749.84		SO1.		South Beach Sofa	\$ 721.00	\$ 937.30	
G30DMW.		G30 Communal Café Table w/ Grommet Holes (Maple)	\$ 576.80	\$ 749.84		SO2.		South Beach Sofa Set	\$ 1,722.00	\$ 2,238.60	
G30DWP.		G30 Powered Communal Café Table (White)	\$ 659.40	\$ 857.22		SWAN.		Swanson Swivel Chair	\$ 389.20	\$ 505.96	
G30DWS.		G30 Communal Café Table (White)	\$ 576.80	\$ 749.84		SY1.		Altura Steno Chair	\$ 217.00	\$ 282.10	
G30DWW.		G30 Communal Café Table w/ Grommet Holes (White)	\$ 576.80	\$ 749.84		TANCHR.		Tangiers Chair	\$ 466.20	\$ 606.06	
HC008.		Heathrow Corner Chair	\$ 600.60	\$ 780.78		TANSOF.		Tangiers Sofa	\$ 725.20	\$ 942.76	
HCH08.		Heathrow Chair	\$ 553.00	\$ 718.90		TBBCHR.		Brochure Holder	\$ 68.60	\$ 89.18	
HEA08.		Heathrow Sofa	\$ 725.20	\$ 942.76		TBPNTR.		Wireless Printer Holder	\$ 68.60	\$ 89.18	
HOPCH.		Hopi Chair, Gray Linen	\$ 250.60	\$ 325.78		TBSHLF.		Charging Shelf	\$ 68.60	\$ 89.18	
HOPLV.		Hopi Loveseat, Gray Linen	\$ 392.00	\$ 509.60		TBSTDW.		White Mobile Tablet Stand	\$ 147.00	\$ 191.10	
HS008.		Heathrow Sectional	\$ 1,902.60	\$ 2,473.38		TBSTND.		Black Mobile Tablet Stand	\$ 147.00	\$ 191.10	
JDB.		Madison Executive Desk, Gray Acajou	\$ 637.00	\$ 828.10		TECH.		Tech Desk, Powered	\$ 492.80	\$ 640.64	
KEYCHR.		Key Largo Chair	\$ 336.00	\$ 436.80		TECH3.		3 Drawer File Cabinet on Castors	\$ 156.80	\$ 203.84	
KEYLOV.		Key Largo Loveseat	\$ 394.80	\$ 513.24		TECH3B.		Tech Desk, Powered w/ 3 Drawer File Cabinet	\$ 603.40	\$ 784.42	
KEYSOF.		Key Largo Sofa	\$ 518.00	\$ 673.40		TMBTBL.		Timber Table	\$ 186.20	\$ 242.06	
LA14.		Mason Table Lamp	\$ 155.40	\$ 202.02		VIB01.		Vibe Cube Ottoman - Green	\$ 147.00	\$ 191.10	
LA15.		Mason Floor Lamp	\$ 238.00	\$ 309.40		VIB02.		Vibe Cube Ottoman - Blue	\$ 147.00	\$ 191.10	
LABREA.		La Brea Swivel Chair	\$ 448.00	\$ 582.40		VIB03.		Vibe Cube Ottoman - Pink	\$ 147.00	\$ 191.10	
LIQ003.		30" Round Bar Table - Liquid White Top w/ Standard Black Base	\$ 364.00	\$ 473.20		VIB04.		Vibe Cube Ottoman - Red	\$ 147.00	\$ 191.10	
LIQ004.		30" Round Café Table, Standard Black Base, Liquid White Top	\$ 387.80	\$ 504.14		VIB05.		Vibe Cube Ottoman - Yellow	\$ 147.00	\$ 191.10	
LIQ009.		30" Round Café Table - Liquid White Top w/ Hydraulic Chrome Base	\$ 488.60	\$ 635.18		VIB06.		Vibe Cube Ottoman - Gold	\$ 147.00	\$ 191.10	
LIQ010.		30" Round Bar Table - Liquid White Top w/ Hydraulic Chrome Base	\$ 488.60	\$ 635.18		VIB07.		Vibe Cube Ottoman - Beige	\$ 147.00	\$ 191.10	
LMBAR.		Laguna Barstool, Maple/Chrome	\$ 196.00	\$ 254.80		VIB08.		Vibe Cube Ottoman - Orange	\$ 147.00	\$ 191.10	
LMCHR.		Laguna Chair, Maple/Chrome	\$ 155.40	\$ 202.02		VIB09.		Vibe Cube Ottoman - White	\$ 147.00	\$ 191.10	
MADC05.		5' Madison Table, Madison Gray Acajou	\$ 505.40	\$ 657.02		VIB10.		Vibe Cube Ottoman - Black	\$ 147.00	\$ 191.10	
MADC08.		8' Madison Table, Gray Acajou	\$ 1,009.40	\$ 1,312.22		VTB.		30" Round Bar Table - Madison Gray Acajou Top w/ Standard Black Base	\$ 259.00	\$ 336.70	
MADC10.		Madison 10' Table	\$ 1,009.40	\$ 1,312.22		VTG.		30" Round Bar Table - Red Top w/ Black Base	\$ 266.00	\$ 345.80	
MADGRY.		Madden Arm Chair	\$ 462.00	\$ 600.60		VTH.		30" Round Bar Table - Silver Textured Top w/ Black Base	\$ 266.00	\$ 345.80	
MALGRN.		Malba Chair, Green	\$ 119.00	\$ 154.70		VTJ.		30" Round Bar Table - Steel Blue Top w/ Standard Black Base	\$ 267.40	\$ 347.62	
MALGRY.		Malba Chair, Gray	\$ 119.00	\$ 154.70		VTK.		30" Round Bar Table - Nebula Top w/ Black Base	\$ 266.00	\$ 345.80	
MAR001.		Marche Swivel, White Vinyl	\$ 196.00	\$ 254.80		VTN.		30" Round Bar Table - Maple Top w/ Black Base	\$ 266.00	\$ 345.80	
MAR002.		Marche Swivel, Gray Fabric	\$ 196.00	\$ 254.80		VTP.		36" Round Bar Table - Graphite Nebula Top w/ Black Base	\$ 288.40	\$ 374.92	
MAR003.		Marche Swivel, Linen Fabric	\$ 196.00	\$ 254.80		VTW.		36" Round Bar Table - Maple Top w/ Black Base	\$ 288.40	\$ 374.92	
MAR004.		Marche Swivel, Raspberry Fabric	\$ 196.00	\$ 254.80		WD3.		Work Table	\$ 358.40	\$ 465.92	
MAR005.		Marche Swivel, Red Fabric	\$ 196.00	\$ 254.80		WHT12.		Half Bench Ottoman, White Vinyl	\$ 394.63	\$ 513.01	
MAR006.		Marche Swivel, Rose Quartz Fabric	\$ 196.00	\$ 254.80		XBAR.		Christopher Barstool	\$ 193.20	\$ 251.16	
MAR007.		Marche Swivel, Plum Fabric	\$ 196.00	\$ 254.80		XC1.		Luxor Highback Executive Chair	\$ 435.40	\$ 566.02	
MAR008.		Marche Swivel, Meadow Green Fabric	\$ 196.00	\$ 254.80		XC2.		Luxor Midback Executive Chair	\$ 407.40	\$ 529.62	
MAR009.		Marche Swivel, Pear Yellow Fabric	\$ 196.00	\$ 254.80		XC3.		Luxor Guest Chair	\$ 365.40	\$ 475.02	
MAR010.		Marche Swivel, Blue Fabric	\$ 196.00	\$ 254.80		XC6.		Altura Guest Chair	\$ 334.60	\$ 434.98	
MERLIN.		Merlin Multi Use Table	\$ 373.80	\$ 485.94		XCHR.		Christopher Chair	\$ 110.60	\$ 143.78	
NEMSAC.		Mosaic Tables	\$ 306.60	\$ 398.58		ZENBAR.		Zenith Barstool, White/Chrome	\$ 173.60	\$ 225.68	
NPLCHP.		Naples Chair, Powered	\$ 681.80	\$ 886.34		ZENCHR.		Zenith Chair, White/Chrome	\$ 175.00	\$ 227.50	
NPLCHR.		Naples Chair	\$ 631.40	\$ 820.82		ZTA.		30" Round Café Table, Standard Black Base, Madison Gray Acajou Top	\$ 243.60	\$ 316.68	
NPLLOP.		Naples Loveseat, Powered	\$ 949.20	\$ 1,233.96		ZTB.		30" Round Café Table - Red Top w/ Black Base	\$ 243.60	\$ 316.68	
NPLLOV.		Naples Loveseat	\$ 757.40	\$ 984.62		ZTG.		30" Round Café Table - White Laminate Top w/ Black Base	\$ 243.60	\$ 316.68	
NPLSOF.		Naples Sofa	\$ 905.80	\$ 1,177.54		ZTH.		30" Round Café Table, Standard Black Base, Liquid Steel Blue Top	\$ 243.60	\$ 316.68	
NPLSOP.		Naples Sofa, Powered	\$ 1,093.40	\$ 1,421.42		ZTJ.		30" Round Café Table - Nebula Top w/ Black Base	\$ 243.60	\$ 316.68	
OCB.		Key West Chair	\$ 432.60	\$ 562.38		ZTK.		30" Round Café Table - Maple Top w/ Black Base	\$ 243.60	\$ 316.68	
OCH.		Black Madrid Chair	\$ 786.80	\$ 1,022.84		ZTN.		36" Round Café Table - Nebula Top w/ Black Base	\$ 261.80	\$ 340.34	
OCMESP.		Meeting Chair (Espresso)	\$ 299.60	\$ 389.48		ZTP.		36" Round Café Table - Maple Top w/ Black Base	\$ 261.80	\$ 340.34	
OCMTAU.		Meeting Chair (Taupe)	\$ 295.40	\$ 384.02		ZTQ.		36" Round Café Table - White Laminate Top w/ Black Base	\$ 261.80	\$ 340.34	
OCMWHT.		Meeting Chair (White)	\$ 271.60	\$ 353.08							

Total:	
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Remit To:



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

# MODULAR RENTAL DISPLAY ORDER FORM

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

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

### Choose Your Exhibit – Check One

<input type="checkbox"/> <b>MD01 DISPLAY ONE: 10' STANDARD DISPLAY</b> <b>Package Includes:</b> Installation and dismantling labor 1 Header One 10' x 10' Standard Carpet One 1 meter counter Three Arm Lights	<b>ADVANCED RATE</b> \$1,996.90	<b>STANDARD RATE</b> \$2,595.95		<input type="checkbox"/> <b>MD02 DISPLAY TWO: 20' STANDARD DISPLAY</b> <b>Package Includes:</b> Installation and dismantling labor One 10' x 20' Standard carpet 2 Headers One 2 meter counter Two 1 meter counters 6 Halogen Lights	<b>ADVANCED RATE</b> \$4,572.60	<b>STANDARD RATE</b> \$5,944.40				
<input type="checkbox"/> <b>MD03 DISPLAY THREE: 20' DELUXE DISPLAY</b> <b>Package Includes:</b> Installation and dismantling labor One 10' x 20' Standard Carpet 2 Headers One 1.5 meter counter Four shelves 5 Halogen Lights	<b>ADVANCED RATE</b> \$4,919.90	<b>STANDARD RATE</b> \$6,395.90		<input type="checkbox"/> <b>MD04 DISPLAY FOUR: 20' DELUXE DISPLAY</b> <b>Package Includes:</b> Installation and dismantling labor One 10' x 20' Standard carpet 1 Header 4 Counters 5 Halogen Lights	<b>ADVANCED RATE</b> \$5,354.00	<b>STANDARD RATE</b> \$6,960.20				
<input type="checkbox"/> <b>MD05 DISPLAY FIVE: 20 X 20 ISLAND DISPLAY</b> <b>Package Includes:</b> Installation and dismantling labor One 20' x 20' Standard carpet 2 Headers 4 Counters	<b>ADVANCED RATE</b> \$8,826.90	<b>STANDARD RATE</b> \$11,474.95		<input type="checkbox"/> <b>MD06 DISPLAY SIX: 20 X 20 ISLAND DISPLAY</b> <b>Package Includes:</b> Installation and dismantling labor One 20' x 20' Standard carpet 4 Headers 4 Counters	<b>ADVANCED RATE</b> \$9,550.40	<b>STANDARD RATE</b> \$12,415.55				
<p style="text-align: center;"><b>Circle your carpet color:</b></p> Black    Blue    Burgundy    Gray    Red				<p><b>Choose Your Panels</b> Standard and Optional Panel Choices</p> <table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td style="width:60%; 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:20%; text-align: center; padding: 5px;"> <b>Advanced Rates:</b>                      Included                      Included                      \$70.00 ea.                 </td> <td style="width:20%; text-align: center; padding: 5px;"> <b>Advanced Rates:</b>                      Included                      Included                      \$91.00 ea.                 </td> </tr> </table>				<input type="checkbox"/> White Hardwall <input type="checkbox"/> Black/Gray Velcro – Circle: Black or Gray <input type="checkbox"/> Opt. Color Hardwall (per panel) - Specify	<b>Advanced Rates:</b> Included Included \$70.00 ea.	<b>Advanced Rates:</b> Included Included \$91.00 ea.
<input type="checkbox"/> White Hardwall <input type="checkbox"/> Black/Gray Velcro – Circle: Black or Gray <input type="checkbox"/> Opt. Color Hardwall (per panel) - Specify	<b>Advanced Rates:</b> Included Included \$70.00 ea.	<b>Advanced Rates:</b> Included Included \$91.00 ea.								

**Indicate Your Header Sign Copy**

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

Check which color lettering you would like  Black  Blue  Red

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

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

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

7.75% Tax \_\_\_\_\_

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

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

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

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

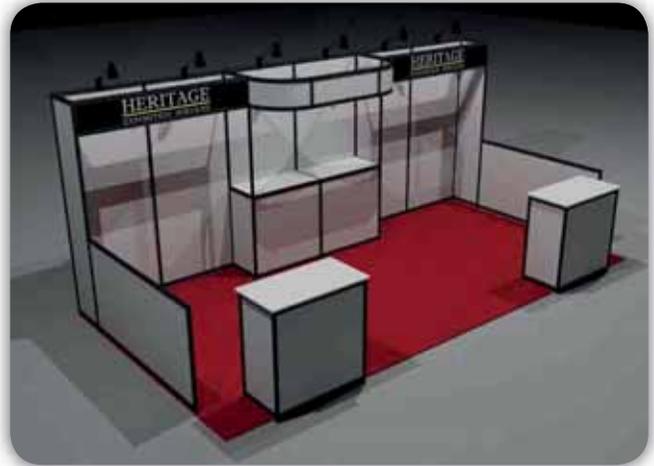
EMAIL ORDER CONFIRMATION & INVOICE TO \_\_\_\_\_

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

# Modular Displays



MD01 Modular Hardwall Display Package 1



MD02 Modular Hardwall Display Package 2



MD03 Modular Hardwall Display Package 3



MD04 Modular Hardwall Display Package 4



MD05 Modular Hardwall Display Package 5



MD06 Modular Hardwall Display Package 6

Remit To:



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

## MATERIAL HANDLING INFORMATION

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

### A. MATERIAL HANDLING FOR DELIVERIES TO WAREHOUSE

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

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

EXHIBITOR COMPANY NAME  
HERITAGE TRADE SHOW SERVICES  
UPS FREIGHT C/O HTS  
6855 CALLE DE LINEA  
SAN DIEGO, CA 92154  
FOR: AAEM 2018

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

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

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

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

#### RATES FOR DELIVERIES TO WAREHOUSE

**Deadline Date: Friday, March 30<sup>th</sup>, 2018 To Avoid Late Fees**

	Description	Rate per 100 lbs.	Min Charge
I	Packaged Shipments to the Advance Warehouse	\$ 162.00	\$ 324.00
II	Packaged Shipments via Van Line, Specialized Carrier, Federal Express, UPS or U.S. Mail to the Advance Warehouse	\$ 194.40	\$ 388.80
III	Packaged Shipments to the Advance Warehouse <b>after the deadline date</b>	\$ 202.50	\$ 405.00
IV	Packaged Shipments via Van Line, Specialized Carrier, Federal Express, UPS, or U.S. Mail to the Advance Warehouse <b>after the deadline date</b>	\$ 234.90	\$ 469.80

### B. MATERIAL HANDLING FOR DELIVERIES TO SHOW SITE

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

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

EXHIBITOR COMPANY NAME  
C/O HERITAGE TRADE SHOW SERVICES  
SAN DIEGO MARRIOTT MARQUIS & MARINA  
333 W. HARBOR DR.  
SAN DIEGO, CA 92101  
FOR: AAEM 2018

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

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

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

#### RATES FOR DELIVERIES TO SHOWSITE

	Description	Rate per 100 lbs.	Min Charge
VI	Packaged Shipments to the Show site	\$ 180.00	\$ 360.00
VII	Packaged Shipments via Van Line, Specialized Carrier, Federal Express, UPS or U.S. Mail to the Show site	\$ 216.00	\$ 432.00
VIII	Loose or Uncrated Shipments or Shipments requiring Special Handling to the Show site (Rate will not be split for mixed shipments. The uncrated rate will apply)	\$ 252.00	\$ 504.00

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.

<b>ESTIMATED COSTS. * (Round to next highest whole number)</b>			
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	\$ 136.65 per hr.	\$ 204.98 per hr. (One Hour Minimum)
Local Pickups & Deliveries	\$ 325.10 per hr.	\$ 487.65 per hr. (One Hour Minimum)

### F. SPECIAL SERVICES

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

### G. OUTBOUND SHIPMENTS

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

### H. RETURNED SHIPMENTS TO HERITAGE WAREHOUSE

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

### I. LIMITS OF LIABILITY AND RESPONSIBILITY

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

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#### AUTHORITY TO HANDLE

All terms and conditions herein stated are understood and accepted.

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

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

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

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

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

(Print & Sign)

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

Remit To:



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

PRIORITY RETURN/
ACCESSIBLE STORAGE FORM

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

Priority Empty Container Return

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

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

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

ACCESSIBLE STORAGE

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

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

Labor Rates:

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

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

Deliveries

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

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

NAME OF CONVENTION AAEM 2018 BOOTH #

EXHIBITIING COMPANY PHONE # FAX #

ADDRESS CITY STATE ZIP

EMAIL ORDER CONFIRMATION & INVOICE TO

CONTACT NAME DATE

# HERITAGE

Trade Show Services

**DO NOT DELAY!**

**ADVANCE SHIPMENT  
TO WAREHOUSE**

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

EXHIBITOR NAME

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

HERITAGE TRADE SHOW SERVICES  
UPS FREIGHT C/O HTS  
6855 CALLE DE LINEA  
SAN DIEGO, CA 92154

FOR: AAEM 2018

# HERITAGE

Trade Show Services

**DO NOT DELAY!**

**ADVANCE SHIPMENT  
TO WAREHOUSE**

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

EXHIBITOR NAME

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

HERITAGE TRADE SHOW SERVICES  
UPS FREIGHT C/O HTS  
6855 CALLE DE LINEA  
SAN DIEGO, CA 92154

FOR: AAEM 2018

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FOR: AAEM 2018



## IMPORTANT NOTICE REGARDING DIRECT SHIPMENTS

Please be aware that the San Diego Marriott Marquis & Marina does NOT receive exhibitor freight, literature or supplies through the venue's package room. The package room is too small to handle Exhibit Materials and the venue's everyday receiving. All exhibit materials, being shipped directly to show site must be addressed as listed below to insure unloading and delivery to your booth area.

NOTE: Direct shipments will only be received beginning at 12:00 p.m., Sunday, April 8<sup>th</sup>, 2018. Any materials sent to the venue prior to this date may be returned to sender and/or may be turned over to Heritage Trade Show Services and will be billed according to the Show's Shipping & Receiving Rates, and will be subject to venue assessed fees.

EXHIBITOR COMPANY NAME _____
BOOTH NUMBER _____
C/O HERITAGE TRADE SHOW SERVICES SAN DIEGO MARRIOTT MARQUIS & MARINA 333 W. HARBOR DR. SAN DIEGO, CA 92101
FOR: AAEM 2018

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, APRIL 8<sup>TH</sup>, 2018

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

EXHIBITOR NAME

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

C/O HERITAGE TRADE SHOW SERVICES  
SAN DIEGO MARRIOTT MARQUIS & MARINA  
333 W. HARBOR DR.  
SAN DIEGO, CA 92101  
FOR: AAEM 2018

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SAN DIEGO MARRIOTT MARQUIS & MARINA  
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FOR: AAEM 2018

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333 W. HARBOR DR.  
SAN DIEGO, CA 92101  
FOR: AAEM 2018



## NEED A RELIABLE CARRIER TO TRANSPORT YOUR FREIGHT?

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

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

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

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

Booth Number (if known) \_\_\_\_\_

### **Pickup Information**

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

Address \_\_\_\_\_

Suite \_\_\_\_\_

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

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

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

(for the driver to call, if needed)

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

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

(call HES Logistics to discuss, if needed)

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

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

\_\_\_\_\_

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

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

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

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

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

***BENEFITS INCLUDED***

- *Lowest Material Handling Rate Offered by Heritage*
- *Complimentary Priority Empty Container Return*
- *Complimentary Shrink Wrapping and / or Banding at the Show Site, if requested*
- *No need to schedule a pickup for the return shipment*

## **IMPORTANT INFORMATION REGARDING OUTBOUND SHIPMENTS**

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

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

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

## UNION JURISDICTION RULES

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

### DECORATOR & CARPENTER JURISDICTION

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

### TEAMSTER JURISDICTION

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

### SAFETY

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

### NOTE:

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

Remit To:



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

EXHIBITOR APPOINTED CONTRACTOR
THIRD PARTY AUTHORIZATION

EXHIBITOR APPOINTED CONTRACTOR

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

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

EXHIBITOR APPOINTED CONTRACTOR

\_\_\_\_\_

ADDRESS

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

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

PHONE \_\_\_\_\_

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

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

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

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

THIRD PARTY AUTHORIZATION

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

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

THIRD PARTY AGENT:

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

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

PERSONAL CREDIT CARD COMPANY CREDIT CARD

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

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

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

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

ADDRESS \_\_\_\_\_

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

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

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

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

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

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

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

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

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

(Print & Sign)

Remit To:



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

# EXHIBIT LABOR ORDER FORM

## DISPLAY LABOR FOR INSTALLATION & DISMANTLE OF EXHIBITS

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

**RATES:**

**STRAIGHT TIME** (One hour minimum per man).....\$136.65 PER HOUR  
8:00 A.M. to 4:30 P.M. Monday through Friday  
**OVERTIME** (One hour minimum per man) .....\$204.98 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.

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### 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 2018 BOOTH # \_\_\_\_\_

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

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

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

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

(Print & Sign)

(CONTINUED ON NEXT PAGE)

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

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

### INBOUND SHIPPING INFORMATION

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

### SET-UP INFORMATION

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

### OUTBOUND SHIPPING INFORMATION:

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

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

### SPECIAL INSTRUCTIONS/COMMENTS:

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

### PLEASE PROVIDE AN EMERGENCY CONTACT:

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

Remit To:



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

# BOOTH CLEANING SERVICE ORDER FORM

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

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

### CARPET CLEANING

### RATES

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

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

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

### EXHIBIT CLEANING

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

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

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

### PORTER SERVICE

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

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

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

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

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

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

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

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

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

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

(Print & Sign)

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

Remit To:



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

# SIGN SERVICE ORDER FORM

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

### STANDARD SIZE SIGNS

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

### DIGITAL GRAPHICS

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

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

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

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

### INDICATE YOUR SIGN COPY HERE

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

Vertical  Horizontal  Easel Back

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

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

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

### SETUP/COMPUTER LABOR

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

7.75% TAX \_\_\_\_\_  
TOTAL \_\_\_\_\_

(PLEASE PRINT)

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

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

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

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

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

(Print & Sign)

Phone: 619.230.8924

Fax: 619.230.8315

MarriottMarquisSD@psav.com

**CUSTOMER INFORMATION - Please fill out Grey Areas**

*Name of Conference	Booth Number	Booth Carpeted:
*Company	*On-site Contact	
*Address	*On-site Cell	
*City	*State & Zip	<b>Onsite Deliver/Setup: (Someone MUST be present for delivery)</b>
*Ordered By	Fax	Delivery Date
*Phone	*Email	Removal Date
		Delivery Time: AM or PM
		Removal Time: AM or PM

**ALL POWER PRICING IS BASED ON SHOW RATES (7 DAY MAXIMUM).**

Please Call for Items not listed on form.

Power - 120V	14 Days Prior	Quantity	Standard Rate	Quantity
5 Amp Exhibitor Drop 120V (Includes Power Strip)	\$ 185.00		\$ 345.00	
10 Amp Exhibitor Drop 120V (Includes Power Strip)	\$ 245.00		\$ 435.00	
20 Amp Exhibitor Drop 120V (Includes Power Strip)	\$ 300.00		\$ 520.00	
Power - 208 V - 3 Phase (Distribution Not Included)				
20 Amp Exhibitor Drop 208V	\$ 780.00		\$ 1,015.00	
30 Amp Exhibitor Drop 208V	\$ 950.00		\$ 1,260.00	
60 Amp Exhibitor Drop 208V	\$ 1,215.00		\$ 1,630.00	

**ALL EQUIPMENT PRICING IS PER DAY**

Video Monitors	*Call for additional sizes*	Standard Rate	Quantity	Days
32"	Flat Panel LCD Video and Data Monitor with Table Stand (16:9)	\$ 260.00		
55"	Flat Panel LED Video and Data Monitor on Rolling Stand (16:9)	\$ 725.00		
90"	Flat Panel LED Video and Data Monitor (16:9)	Please Call		
	Floor Stand	\$ 75.00		
Computer ONLY Monitors		Standard Rate	Quantity	Days
24"	LCD Flat Panel Computer Monitor (4:3)	\$ 240.00		
Presentation Computer - Windows		Standard Rate	Quantity	Days
	PC Laptop	\$ 240.00		
Cables & Adapters		Standard Rate	Quantity	Days
	25' HDMI Cable	\$ 30.00		
	Apple VGA to MiniDisplayPort Adapter	\$ 30.00		

**IMPORTANT INFORMATION**

What source will be used with the monitor(s)? (Please indicate below)

Computer	DVD/Video	Multiple	Other (Specify)
----------	-----------	----------	-----------------

PSAV does not supply conversion video adaptor (dongle). Please be sure to bring your own.

Computer Accessories & Printers	Standard Rate	Quantity	Days
HP LaserJet B/W Printer M601n	\$ 190.00		
HP LaserJet Color Printer M551n	\$ 450.00		
Computer Speakers	\$ 60.00		
Miscellaneous			
6' Tripod Screen Support Package	\$ 195.00		
DVD Player (US compatible, Region 1/NTSC)	\$ 95.00		
Power Strip & Extension Cord	\$ 40.00		

**Rigging - Call for quote**

**Terms & Conditions**

- Please allow 72 hours to confirm your order. If you do not receive a confirmation from PSAV, your order has not been received.
- Your card WILL be charged approximately 1-3 days post show start date.
- PSAV will **NOT** deliver equipment to an unattended booth. An authorized representative must sign for all equipment.
- The prevailing sales tax rate at the time the customer's credit card is charged will be applied.

**IMPORTANT: PSAV Cancellation Policy - All cancellations must be submitted in writing.**

Cancellations received within 24 to 48 hours of the scheduled delivery date are subject to 50% of the order total. Those received less than 24 hours or the day of scheduled delivery (onsite cancellations or no shows) are subject to the full amount.

**\*\* Wall Mounting \*\***

Call for Details

If PSAV is required to mount a monitor above 5' from the floor, additional labor will be applied. Call for a quote. PSAV is **NOT** responsible for attaching the hardware to the structure. Please ensure the hardware is attached to the structure **PRIOR** to your installation.

**Event Technology Support (ETS)**  
**Tax Exempt Status**  
**Damage Waiver**

25% Event Technology Support will be added to all equipment rentals.  
 San Diego sales tax is 7.75%. If you are exempt from payment of sales tax, we require an exemption certificate from the state.  
 If you would like a copy of the waiver, please contact us. By completing this section and by signing this form, you agree to PSAV's Equipment Loss and Damage Acknowledgment.

<b>Subtotal</b>	\$	-
<b>ETS</b>	\$	-
<b>Loss Damage Waiver</b>	\$	-
<b>Tax</b>	\$	-
<b>Labor</b>	\$	-
<b>Total</b>	\$	-

PSAV will contact you to arrange credit card payments

Checks payable to: Marriott Marquis San Diego Marina

Paying by Check?

Please allow PSAV to confirm total PRIOR to sending check.



**Telecommunications Order Form**  
**333 West Harbor Drive, San Diego CA 92101**  
**Telephone: (619) 230-8970 Fax (619) 230-8905**

Today's Date: \_\_\_\_\_

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

Group Name: \_\_\_\_\_

Fax Number: \_\_\_\_\_

Client: \_\_\_\_\_

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

Address: \_\_\_\_\_

Event Manager: \_\_\_\_\_

\_\_\_\_\_

Equipment Options <i>25% service charge will be applied to all telecom orders.</i>	
<b>Telecommunications:</b>  Telephone with telephone line.....\$235 (\$210/line, \$25/phone)  Speakerphone.....\$360 (\$210/line, \$150/phone) Speakerphone will not work properly in Marriott, San Diego or Marina Ballrooms Modem line for credit cards.....\$210/event *All lines are programmed with "9" as the prefix*	<b>Basic Internet Access: Internet Managed by Property</b> <b>Streaming video is not included in the following pricing</b>  Hard Lines =\$200 per day / per line. (Security passcodes are used on all connections)  Wireless =\$25 per day / per connection (Security passcodes are used on all connections)  For specific Bandwidth requirements (\$350 per mbps per day, Includes Static IP's.) VLAN's, Please call Tom Ulrich at 619-230-8970 for details.

Meeting Room Name and or Booth #	Equipment / Service	Installation Date & Time	Removal Date & Time	Extension (office use only)	HA # (office use only)

Billing	
<input type="checkbox"/> Credit Card (Form is attached)	<input type="checkbox"/> Master account
Estimated Total: \$ _____	Client's Signature: _____

*\*All phone calls are billed at AT&T Day Time Operator Assisted rate plus hotel surcharges starting at 55% plus tax - International add \$8.00*

*In anticipation of your upcoming event, we wish to inform you of our policy concerning the use of wireless devices in our hotel. Specifically, the use of private wireless devices is permitted provided it does not cause harmful interference or pose a security threat to the hotel's network.*

*If you do bring your own wireless device, you may be asked to adjust the device settings in order to avoid service interruption/degradation to the hotel's network or wireless service offerings. If such coordination is not practicable due to technical reasons or hotel resources, you may be required to discontinue utilizing the wireless network.*

**Logged By:** \_\_\_\_\_

**Log Date:** \_\_\_\_\_

## 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.