

**Dear Exhibitor:**

Your company is exhibiting at the event below.

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



**FAME Conference**

Tell Your Story: Your Library's Fantastic Journey

October 18-20, 2017 | Orlando, Florida

**45<sup>TH</sup> ANNUAL  
FAME CONFERENCE**

OCTOBER 18 – 20, 2017

ROSEN CENTRE HOTEL  
ORLANDO, FLORIDA



**HERITAGE**  
TRADE SHOW SERVICES

## General Information

### Booth Equipment

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

### Exhibit Hall Carpet

The exhibit area is carpeted in a multi-colored floral 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 Friday, September 29<sup>th</sup>, 2017.

### Shipments to Advance Warehouse Deadline Date

Heritage will begin receiving freight at the advance warehouse on Friday, September 15<sup>th</sup>, 2017. To avoid late fees all shipments to the advanced warehouse must arrive no later than Tuesday, October 10<sup>th</sup>, 2017.

### Catering Services

To order food and beverage for your booth please contact Danielle Mitrano at [DMitrano@rosencentre.com](mailto:DMitrano@rosencentre.com).

Danielle Mitrano  
Convention Services / Catering Manager  
Rosen Centre Hotel  
Direct: 407-996-2309  
Fax: 407-996-2183  
Email: [DMitrano@rosencentre.com](mailto:DMitrano@rosencentre.com)

## Show Schedule

### Exhibitor Move-In

Wednesday October 18<sup>th</sup> 9:00 a.m. - 5:00 p.m.

### Exhibit Hours

Wednesday	October 18 <sup>th</sup>	5:30 p.m. - 8:00 p.m.	Opening Reception
Thursday	October 19 <sup>th</sup>	11:00 a.m. - 5:30 p.m.	Exhibit Hall Open
		11:30 a.m. - 1:00 p.m.	Lunch in Exhibit Hall
Friday	October 20 <sup>th</sup>	8:00 a.m. - 12:00 p.m.	Exhibit Hall Open

### Exhibitor Move-Out

Friday October 20<sup>th</sup> 12:00 p.m. - 6:00 p.m.

- Empty crates and containers will begin being returned at 12:00 p.m., Friday, October 20<sup>th</sup>.
- All carriers must check-in no later than 3:00 p.m. on Friday, October 20<sup>th</sup>. Heritage will begin redirecting all outbound freight not claimed by appointed freight carriers to the preferred show carrier at 3:00 p.m.
- Please refer to the Outbound Shipments Form included in this packet for detailed information regarding outbound shipping procedures.

## **General Information**

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### **Shipping Information**

Warehouse Shipping Information:

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

FOR: FAME 2017

Heritage will accept exhibit materials beginning Friday, September 15<sup>th</sup>, 2017 at the above address. Material arriving after Tuesday, October 10<sup>th</sup>, 2017 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  
Rosen Centre Hotel  
9840 International Drive  
Orlando, FL 32819

FOR: FAME 2017

Freight will be accepted at show site beginning Tuesday, October 27<sup>th</sup>, 2017. 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**

Remit To:



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

CREDIT CARD AUTHORIZATION
RECAP OF SERVICES FORM

One copy of this form with your check or credit card information must be forwarded to Heritage at the above address. 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, Heritage will use the authorization to charge your credit card for any charges which Heritage may be obligated to pay on behalf of exhibitor, including without limitation, any shipping charges from HES Logistics Inc., if incurred.

If you wish to charge the amount of your advance order to your credit card account, please complete the following:

Card Holder's Name (Please print):

Cardholder's Signature:

Credit Card Billing Address:

City: State: Zip:

Credit Card Number: V- Code / / / Expiration Date / /

(3 - 4 Digit # On Back of Card or Front of AMEX)

Charge to: American Express MasterCard Visa Discover

If for any reason the submitted credit card or check is declined or returned, a \$25.00 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.

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

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

TOTAL AMOUNT DUE \$

NAME OF CONVENTION FAME 2017 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

# FURNITURE/CARPET RENTAL ORDER FORM

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

ITEM #	QTY	DISCOUNT RATES	STANDARD RATES	AMOUNT
<b>FURNITURE</b>				
F60	_____	Plastic Side Chair (White).....	54.55	70.90 _____
F50	_____	Padded Sled Base Chair (Gray).....	71.15	92.50 _____
F9	_____	Padded Chair (Gray).....	71.15	92.50 _____
F10	_____	Padded Arm Chair (Gray).....	77.15	100.30 _____
F20	_____	Custom Padded Arm Chair.....	91.10	118.45 _____
F30	_____	Padded High Stool (Gray).....	87.10	113.25 _____
F40	_____	Custom Padded High Stool.....	114.40	148.70 _____
LC01	_____	Black/Espresso Couch.....	495.00	643.50 _____
LC02	_____	Black/Espresso Chair.....	310.00	406.00 _____
F245	_____	Coffee Table.....	195.00	253.50 _____
F75	_____	Executive Chair.....	195.00	253.50 _____
	_____	30" Diameter Pedestal Table (Gray).....	137.00	178.10 _____
F80	<input type="checkbox"/>	18" High	F90 <input type="checkbox"/>	30" High
F100	<input type="checkbox"/>	42" High		
<b>CARPET</b>				
C10	_____	9' X 10'.....	166.70	216.75 _____
C20	_____	9' X 20'.....	327.30	425.50 _____
C30	_____	9' X 30'.....	489.45	636.30 _____
C40	_____	9' X 40'.....	657.70	855.00 _____
C50	_____	9' X _____ Per 10' increment.....	166.70	216.75 _____
<b>AREA CARPET</b> (Indicate Dimensions for Special Size Carpet)				
C60	_____	_____ X _____ per sq. ft. (100 sq. ft. min.)	2.80	3.65 _____
<b>COLORS:</b> <input type="checkbox"/> GRAY <input type="checkbox"/> BLACK <input type="checkbox"/> BLUE				
<b>Area carpet is required for all booths larger than 30', or for booths configured as islands or peninsula areas.</b>				
<b>PADDING AND VISQUEEN</b> (90 sq. ft. min.)				
C70	_____	' X _____' Carpet padding/per sq. ft.....	1.40	1.80 _____
C80	_____	' X _____' Visqueen covering/per sq. ft.....	.85	1.05 _____

ITEM #	QTY	DISCOUNT RATES	STANDARD RATES	AMOUNT
<b>DRAPED DISPLAY TABLE</b>				
F110	_____	4' Table - 30" high.....	123.40	160.40 _____
F120	_____	6' Table - 30" high.....	143.35	186.35 _____
F130	_____	8' Table - 30" high.....	163.30	212.30 _____
F140	_____	4' Table - 42" Counter high.....	147.35	191.55 _____
F150	_____	6' Table - 42" Counter high.....	167.30	217.50 _____
F160	_____	8' Table - 42" Counter high.....	187.25	243.45 _____
<b>COLORS:</b> <input type="checkbox"/> SILVER <input type="checkbox"/> BLACK <input type="checkbox"/> WHITE <input type="checkbox"/> BLUE				
<b>TABLE RISERS COVERED WHITE</b> (Riser Dimension: 10" Wide x 8" high)				
F260	_____	6' Long riser.....	53.45	69.50 _____
F270	_____	8' Long riser.....	64.65	84.05 _____
<b>SPECIAL DRAPE BACKGROUNDS</b>				
F280	_____	3' H. Background/per ft.....	13.30	17.30 _____
F290	_____	8' H. Background/per ft.....	14.65	19.00 _____
<b>COLORS:</b> <input type="checkbox"/> SILVER <input type="checkbox"/> BLACK <input type="checkbox"/> WHITE <input type="checkbox"/> BLUE				
*Show colors will be given when color is not selected.				
<b>9.25% Tax</b> _____				
<b>TOTAL ORDER</b> _____				

NAME OF CONVENTION   **FAME 2017**   BOOTH # \_\_\_\_\_

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

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

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

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

(Print & Sign)

Please Fax, Mail or Email This Form Promptly To Heritage Using The Information At The Top Of The Page - Retain One Copy for Your Files

# Furniture/Carpet

## Furniture



F60



F50



F9



F10



F30



F20



F40



F75



LC02

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



F245



LC01

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

## Furniture

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

## Carpet



Black



Gray



Blue



# 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"



F80



F90



F100



F110  
F140



F120  
F150



F130  
F160



Silver



Blue



White



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**

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ITEM #	QTY	DISCOUNT RATES	STANDARD RATES	AMOUNT	ITEM #	QTY	DISCOUNT RATES	STANDARD RATES	AMOUNT
<b>ACCESSORIES</b>					<b>DISPLAY</b>				
A10	_____	Wastebasket.....	19.15	24.90	D10	_____	Pegboard Panels (4'x8').....	191.50	93.60
A20	_____	Tripod Easels.....	31.90	41.50	D11	_____	Pegboard 6" Single Hook.....	9.60	12.45
D250	_____	Chrome Sign Holder.....	117.70	153.00	D12	_____	Pegboard 8" Single Hook.....	11.15	14.50
A30	_____	Chrome Stanchion.....	23.95	31.10	D20	_____	Tackboard Panels (4'x8').....	143.65	186.75
A40	_____	Velour Rope 6' Black.....	23.95	31.10	<input type="checkbox"/> Horiz. <input type="checkbox"/> Vert.				
A50	_____	Coat Tree.....	69.45	90.25	D31	_____	Fabric Impact Panel 1 Meter x 8'.....	351.10	456.43
A60	_____	Chrome Bag Rack.....	69.45	90.25	D40	_____	Gridwall 2'x8' Black.....	130.85	170.15
A70	_____	Literature Rack.....	135.65	176.35	D60	_____	Gridwall 6" Single Hook.....	9.60	12.45
A80	_____	Garment Rack 5'.....	74.50	96.80	D70	_____	Gridwall 8" Single Hook.....	11.15	14.50
A90	_____	2 Way Straight Arm Rack.....	102.15	132.80	D50	_____	Slatwall 1 Meter x 8'.....	175.55	228.25
A100	_____	4 Way Slant Arm Rack.....	114.40	148.70	D120	_____	Slatwall Waterwalls Hooks.....	28.75	37.35
A106	_____	Raffle Ticket Drum.....	55.00	71.50	D121	_____	Slatwall 8" Bracket.....	11.15	14.50
A107	_____	Fishbowl.....	20.00	26.00	D130	_____	Shelf 1 meter wide.....	47.90	62.25
A110	_____	6' Tensabarrier.....	108.55	141.10	D210	_____	Acrylic Holder.....	19.95	25.95
<b>DISPLAY CABINETS AND COUNTERS</b>					D220	_____	Arm Light.....	42.55	55.35
<input type="checkbox"/> Black Fabric <input type="checkbox"/> Gray Fabric <input type="checkbox"/> White PVC					D140	_____	4' Full View Showcase.....	422.95	549.85
MD20	_____	Counter 1M x 1/2M x 42" High, W/Shelf.....	446.90	580.95	D150	_____	6' Full View Showcase.....	454.85	591.30
<input type="checkbox"/> Counter Lock					D160	_____	4' Quarter View Showcase.....	359.10	466.85
MD21	_____	Counter 2M x 1/2M x 42" High, W/Shelf.....	625.10	812.65	D170	_____	6' Quarter View Showcase.....	404.30	525.60
<input type="checkbox"/> 2 Counter Locks					Looking for something else? Please contact us at Exhibitor.Services@HeritageSVS.com for assistance.				
MD22	_____	Curved Counter 1M x 1/2M x 42" High W/Shelf....	491.59	639.05	<b>9.25% Tax</b> _____				
<input type="checkbox"/> Counter Lock					<b>TOTAL ORDER</b> _____				
MD23	_____	Radius Counter 1M x 1/2M x 42" High.....	589.90	766.90					
MD30	_____	Cabinet 1M x 1/2M x 42" (White Only/ Comes With Lock & Shelf)	536.28	697.16					

NAME OF CONVENTION **FAME 2017** \_\_\_\_\_ BOOTH # \_\_\_\_\_

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

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

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

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

(Print & Sign)



# Accessories



A10



D250



A30



A40



A20



A70



A80



A60



A100



A90



A110



A106








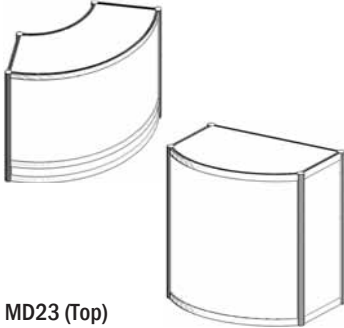
A107

## Accessories:

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

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

# Display

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

Remit To:



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

# MODULAR RENTAL DISPLAY ORDER FORM

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

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

## Choose Your Exhibit – Check One

<input type="checkbox"/> <b>MD01 DISPLAY ONE: 10' STANDARD DISPLAY</b> <b>Package Includes:</b> Installation and dismantling labor 1 Header One 10' x 10' Standard Carpet One 1 meter counter Three Arm Lights	<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <th style="text-align: center;">ADVANCED RATE</th> <th style="text-align: center;">STANDARD RATE</th> </tr> <tr> <td style="text-align: center;">\$1,901.80</td> <td style="text-align: center;">\$2,472.35</td> </tr> </table>	ADVANCED RATE	STANDARD RATE	\$1,901.80	\$2,472.35		<input type="checkbox"/> <b>MD02 DISPLAY TWO: 20' STANDARD DISPLAY</b> <b>Package Includes:</b> Installation and dismantling labor One 10' x 20' Standard carpet 2 Headers One 2 meter counter Two 1 meter counters 6 Halogen Lights	<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <th style="text-align: center;">ADVANCED RATE</th> <th style="text-align: center;">STANDARD RATE</th> </tr> <tr> <td style="text-align: center;">\$4,354.90</td> <td style="text-align: center;">\$5,661.35</td> </tr> </table>	ADVANCED RATE	STANDARD RATE	\$4,354.90	\$5,661.35		
ADVANCED RATE	STANDARD RATE													
\$1,901.80	\$2,472.35													
ADVANCED RATE	STANDARD RATE													
\$4,354.90	\$5,661.35													
<input type="checkbox"/> <b>MD03 DISPLAY THREE: 20' DELUXE DISPLAY</b> <b>Package Includes:</b> Installation and dismantling labor One 10' x 20' Standard Carpet 2 Headers One 1.5 meter counter Four shelves 5 Halogen Lights	<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <th style="text-align: center;">ADVANCED RATE</th> <th style="text-align: center;">STANDARD RATE</th> </tr> <tr> <td style="text-align: center;">\$4,685.65</td> <td style="text-align: center;">\$6,091.30</td> </tr> </table>	ADVANCED RATE	STANDARD RATE	\$4,685.65	\$6,091.30		<input type="checkbox"/> <b>MD04 DISPLAY FOUR: 20' DELUXE DISPLAY</b> <b>Package Includes:</b> Installation and dismantling labor One 10' x 20' Standard carpet 1 Header 4 Counters 5 Halogen Lights	<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <th style="text-align: center;">ADVANCED RATE</th> <th style="text-align: center;">STANDARD RATE</th> </tr> <tr> <td style="text-align: center;">\$5,099.05</td> <td style="text-align: center;">\$6,628.80</td> </tr> </table>	ADVANCED RATE	STANDARD RATE	\$5,099.05	\$6,628.80		
ADVANCED RATE	STANDARD RATE													
\$4,685.65	\$6,091.30													
ADVANCED RATE	STANDARD RATE													
\$5,099.05	\$6,628.80													
<input type="checkbox"/> <b>MD05 DISPLAY FIVE: 20 X 20 ISLAND DISPLAY</b> <b>Package Includes:</b> Installation and dismantling labor One 20' x 20' Standard carpet 2 Headers 4 Counters	<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <th style="text-align: center;">ADVANCED RATE</th> <th style="text-align: center;">STANDARD RATE</th> </tr> <tr> <td style="text-align: center;">\$8,406.55</td> <td style="text-align: center;">\$10,928.55</td> </tr> </table>	ADVANCED RATE	STANDARD RATE	\$8,406.55	\$10,928.55		<input type="checkbox"/> <b>MD06 DISPLAY SIX: 20 X 20 ISLAND DISPLAY</b> Installation and dismantling labor One 20' x 20' Standard carpet 4 Headers 4 Counters	<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <th style="text-align: center;">ADVANCED RATE</th> <th style="text-align: center;">STANDARD RATE</th> </tr> <tr> <td style="text-align: center;">\$9,095.65</td> <td style="text-align: center;">\$11,824.30</td> </tr> </table>	ADVANCED RATE	STANDARD RATE	\$9,095.65	\$11,824.30		
ADVANCED RATE	STANDARD RATE													
\$8,406.55	\$10,928.55													
ADVANCED RATE	STANDARD RATE													
\$9,095.65	\$11,824.30													
<p><b>Circle your carpet color:</b></p> <p>Black    Blue    Burgundy    Gray    Red</p>		<p><b>Choose Your Panels</b> Standard and Optional Panel Choices</p> <table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td style="width:70%; padding: 5px;"> <input type="checkbox"/> White Hardwall  <input type="checkbox"/> Black/Gray Velcro – Circle: Black or Gray  <input type="checkbox"/> Opt. Color Hardwall (per panel) - Specify                 </td> <td style="width:15%; text-align: center; padding: 5px;"> <b>Advanced Rates:</b> Included                 </td> <td style="width:15%; text-align: center; padding: 5px;"> <b>Advanced Rates:</b> Included                 </td> </tr> <tr> <td style="padding: 5px;"></td> <td style="text-align: center; padding: 5px;">Included</td> <td style="text-align: center; padding: 5px;">Included</td> </tr> <tr> <td style="padding: 5px;"></td> <td style="text-align: center; padding: 5px;">\$70.00 ea.</td> <td style="text-align: center; padding: 5px;">\$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	<b>Advanced Rates:</b> Included		Included	Included		\$70.00 ea.	\$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	<b>Advanced Rates:</b> Included												
	Included	Included												
	\$70.00 ea.	\$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 \_\_\_\_\_

9.25% Tax \_\_\_\_\_

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

NAME OF CONVENTION   **FAME 2017**   BOOTH # \_\_\_\_\_

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

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

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

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

# Modular Displays



MD01 Modular Hardwall Display Package 1



MD02 Modular Hardwall Display Package 2



MD03 Modular Hardwall Display Package 3



MD04 Modular Hardwall Display Package 4



MD05 Modular Hardwall Display Package 5



MD06 Modular Hardwall Display Package 6

Remit To:



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

SHIPPING INSTRUCTIONS
MATERIAL HANDLING INFORMATION

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

A. SHIPMENTS TO WAREHOUSE

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

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

EXHIBITOR COMPANY NAME
HERITAGE TRADE SHOW SERVICES
UPS FREIGHT C/O JM FREIGHT
3315 MAGGIE BLVD. STE 300
ORLANDO, FL 32811
FOR: FAME 2017

BOOTH NO.
TOTAL PIECES
APPROX. WT.

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

RATES FOR SHIPMENTS TO WAREHOUSE Deadline Date: Tuesday, October 10th, 2017 To Avoid Late Fees

Table with 4 columns: I, II, III, IV (row identifiers), Description, Rate per 100 lbs., Min Charge. Rows include packaged shipments to the advance warehouse and via Van Line, with some rows marked 'after the deadline date'.

B. SHIPMENTS TO SHOW SITE

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

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

EXHIBITOR COMPANY NAME
C/O HERITAGE TRADE SHOW SERVICES
ROSEN CENTRE HOTEL
9840 INTERNATIONAL DRIVE
ORLANDO, FL 32819
FOR: FAME 2017

BOOTH NO.
TOTAL PIECES
APPROX. WT.

RATES FOR SHIPMENTS TO SHOWSITE

Table with 4 columns: VI, VII, VIII (row identifiers), Description, Rate per 100 lbs., Min Charge. Rows include packaged shipments to the show site and loose or uncrated shipments requiring special handling.

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

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







Remit To:



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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).....\$89.85

8:00 a.m. - 4:30 p.m. Monday - Friday

Over Time: (one hour minimum per man).....\$134.78

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 FAME 2017 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

# HERITAGE

Trade Show Services

**DO NOT DELAY!**

**ADVANCE SHIPMENT  
TO WAREHOUSE**

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

EXHIBITOR NAME

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

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

FOR: FAME 2017

# HERITAGE

Trade Show Services

**DO NOT DELAY!**

**ADVANCE SHIPMENT  
TO WAREHOUSE**

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

EXHIBITOR NAME

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

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

FOR: FAME 2017

# HERITAGE

Trade Show Services

**DO NOT DELAY!**

**ADVANCE SHIPMENT  
TO WAREHOUSE**

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

EXHIBITOR NAME

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

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

FOR: FAME 2017

# HERITAGE

Trade Show Services

**DO NOT DELAY**

**ADVANCE SHIPMENT  
TO WAREHOUSE**

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

EXHIBITOR NAME

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

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

FOR: FAME 2017



## **IMPORTANT NOTICE REGARDING DIRECT SHIPMENTS**

Please be aware that the Rosen Centre Hotel 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 6:00 p.m., Tuesday, October 17<sup>th</sup>, 2017. Any materials sent to the venue prior to this date may be returned to sender and/or may be turned over to Heritage Trade Show Services and will be billed according to the Show's Shipping & Receiving Rates, and will be subject to venue assessed fees.

<p><b>EXHIBITOR COMPANY NAME</b> _____</p> <p><b>BOOTH NUMBER</b> _____</p> <p><b>C/O HERITAGE TRADE SHOW SERVICES ROSEN CENTRE HOTEL 9840 INTERNATIONAL DRIVE ORLANDO, FL 32819</b></p> <p><b>FOR: FAME 2017</b></p>
---

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

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

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

# HERITAGE

Trade Show Services

**DO NOT DELAY**

**DIRECT SHIPMENT TO  
SHOW SITE**

**MUST NOT ARRIVE BEFORE  
TUESDAY, OCTOBER 17<sup>TH</sup>, 2017**

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

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

C/O HERITAGE TRADE SHOW SERVICES  
ROSEN CENTRE HOTEL  
9840 INTERNATIONAL DRIVE  
ORLANDO, FL 32819

FOR: FAME 2017

# HERITAGE

Trade Show Services

**DO NOT DELAY**

**DIRECT SHIPMENT TO  
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**MUST NOT ARRIVE BEFORE  
TUESDAY, OCTOBER 17<sup>TH</sup>, 2017**

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

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

C/O HERITAGE TRADE SHOW SERVICES  
ROSEN CENTRE HOTEL  
9840 INTERNATIONAL DRIVE  
ORLANDO, FL 32819

FOR: FAME 2017

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Trade Show Services

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

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

C/O HERITAGE TRADE SHOW SERVICES  
ROSEN CENTRE HOTEL  
9840 INTERNATIONAL DRIVE  
ORLANDO, FL 32819

FOR: FAME 2017

# HERITAGE

Trade Show Services

**DO NOT DELAY**

**DIRECT SHIPMENT TO  
SHOW SITE**

**MUST NOT ARRIVE BEFORE  
TUESDAY, OCTOBER 17<sup>TH</sup>, 2017**

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

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

C/O HERITAGE TRADE SHOW SERVICES  
ROSEN CENTRE HOTEL  
9840 INTERNATIONAL DRIVE  
ORLANDO, FL 32819

FOR: FAME 2017

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

### Inbound Shipment Solutions

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

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

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

- **Single source invoicing.**

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



### Outbound Shipment Solutions

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



Exhibit Transportation Order/Estimate Form



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

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

PLEASE ARRANGE TRANSPORTATION FOR MY EXHIBIT MATERIALS

**PICK UP INFORMATION**

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

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

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

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

DOCK ACCESS  YES  NO

RESIDENTIAL  YES  NO

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

FOR DIMENSIONS PLEASE PROVIDE L x W x H

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

**CONTACT INFORMATION**

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

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

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

**PLEASE FAX OR EMAIL TO:**

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



# COMPLETE SHADED AREAS

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

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

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

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

<b>Pickup From</b> COMPANY NAME ▶		PHONE # ▶	
STREET ▶		CITY ▶	STATE ▶ ZIP ▶
<b>Deliver To</b> COMPANY NAME ▶			
STREET ▶			
CITY ▶		STATE ▶	ZIP ▶
ATTENTION ▶		PHONE # ▶	

BOOTH NUMBER	
CONVENTION	
PICKUP DATE	TRAILER NO.
SHIPPERS NUMBER	
<b>FREIGHT CHARGES ARE TO BE "MARK ONE"</b>	
PREPAID	COLLECT
<b>X</b>	
CARRIER REQUESTED HES Logistics	
CARRIER USED	

Indicate desired method of shipment :  Common Carrier  Air Freight  Van Lines  Company Truck  Overnite Carrier  Customer Pick up

Desired Arrival Date **Standard** call if needed within 5 business days

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

**SEND FREIGHT CHARGES TO**

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

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

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

<b>X</b> _____ <small>SIGNATURE OF SHIPPER</small>	 <small>PRINT</small>
---	--------------------------

<b>X</b> _____ <small>SIGNATURE OF CARRIER OR AGENT</small>	<b>1</b>
--	----------

**PLEASE FAX OR EMAIL TO:**

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

## **IMPORTANT INFORMATION REGARDING OUTBOUND SHIPMENTS**

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

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

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

## UNION JURISDICTION RULES

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

### DECORATOR & CARPENTER JURISDICTION

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

### TEAMSTER JURISDICTION

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

### SAFETY

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

### NOTE:

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

Remit To:



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

EXHIBITOR APPOINTED CONTRACTOR
THIRD PARTY AUTHORIZATION

EXHIBITOR APPOINTED CONTRACTOR

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

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

EXHIBITOR APPOINTED CONTRACTOR

\_\_\_\_\_

ADDRESS

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

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

PHONE \_\_\_\_\_

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

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

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

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

THIRD PARTY AUTHORIZATION

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

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

THIRD PARTY AGENT:

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

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

PERSONAL CREDIT CARD COMPANY CREDIT CARD

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

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

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

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

ADDRESS \_\_\_\_\_

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

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

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

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

(Please Print) NAME OF CONVENTION FAME 2017 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 Files

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).....\$89.85 PER HOUR
8:00 A.M. to 4:30 P.M. Monday through Friday
OVERTIME (One hour minimum per man)..... \$134.78 PER HOUR
After 4:30 P.M. to 8:00 A.M. Monday - Friday and all hours on Saturday and Sunday

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

INSTALLATION

ERECT EXHIBIT UNDER HERITAGE SUPERVISION

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

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

FURNISH LABOR TO ERECT EXHIBIT UNDER EXHIBITOR'S SUPERVISION

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

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

DISMANTLE

DISMANTLE EXHIBIT UNDER HERITAGE SUPERVISION

Heritage will supervise the dismantling of your exhibit, when crates are returned. Make sure complete outbound shipping information has been given to the freight service desk. A supervision charge of 30%, minimum charge \$45.00, will be added to your labor invoice. The next page must also be filled out if your exhibit will be disassembled by Heritage.

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

FURNISH LABOR TO DISMANTLE EXHIBIT UNDER EXHIBITOR'S SUPERVISION

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

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

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

NAME OF CONVENTION FAME 2017 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 40¢ per sq. ft. per day

Vacuuming ONCE before initial opening of Exhibit 40¢ 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 45¢ per sq. ft. per day

Cleaning and dusting of display background and furnishings ONCE before initial opening of exhibits 45¢ 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) \$47.15 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 **FAME 2017** \_\_\_\_\_ 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**

**9.25% TAX \_\_\_\_\_**  
**TOTAL \_\_\_\_\_**

(PLEASE PRINT)

NAME OF CONVENTION   **FAME 2017**   BOOTH # \_\_\_\_\_

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

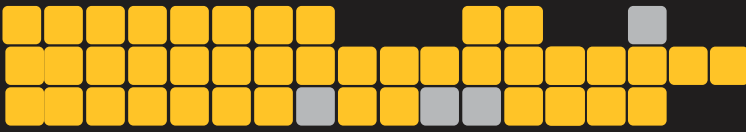
ADDRESS \_\_\_\_\_ CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

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

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

(Print & Sign)

**Please Fax, Mail or Email This Form Promptly To Heritage Using The Information At The Top Of The Page - Retain One Copy for Your Files**



# POWER DISTRIBUTION EXHIBITOR ORDER FORM

PSAV® is proud to serve as the exclusive in-house provider for Power Distribution Services at the Rosen Centre Hotel. As part of our comprehensive electrical safety program the facility has been equipped with industry standard single pole or pin and sleeve devices to eliminate bare wire connections. All power distribution must be UL/ETL listed and meet all state and local codes.

SHOW NAME:		START DATE:	END DATE:	# SHOW DAYS:
COMPANY NAME:				
ON-SITE CONTACT NAME:			ROOM / EXHIBIT BOOTH #:	
STREET ADDRESS:		CITY & STATE :		ZIP CODE:
TELEPHONE NUMBER:		FAX NUMBER:		
ORDERED BY:		PRINT CARDHOLDER'S NAME:		BILLING ZIP CODE:
<input type="checkbox"/> AMEX	<input type="checkbox"/> MCARD	CHECK #:	ROOM #:	EXP DATE:
<input type="checkbox"/> VISA	<input type="checkbox"/> CHECK			CC #:
CARDHOLDER'S SIGNATURE:*			EMAIL ADDRESS (PLEASE PRINT):	

**PAYMENT MUST ACCOMPANY ALL ORDERS 21 DAYS PRIOR TO SHOW SET UP FOR ADVANCE PRICE TO APPLY.**

<b>ELECTRICAL OUTLETS</b> Approximately 120v A.C. 60 Cycle				
120 VOLTS	Qty	Advance Price	Standard Price	Cost
0 – 500 WATTS (5 AMPS)		\$115.00	\$160.00	
500 – 1000 WATTS (10 AMPS)		\$175.00	\$245.00	
1001 – 1500 WATTS (15 AMPS)		\$200.00	\$285.00	
1501 – 2000 WATTS (20 AMPS)		\$225.00	\$325.00	

*For Outdoor Events 20 AMP Minimum Required*

<b>ELECTRICAL SERVICE CONNECTIONS</b> Approximately 208v A.C. 60 Cycle				
<b>208 VOLTS SINGLE PHASE</b> 1 1/2 hrs./Hook-up & 1 hr./Dismantle labor will be charged for 208 Volt				
20 AMPS		\$375.00	\$530.00	
30 AMPS		\$465.00	\$665.00	
60 AMPS		\$625.00	\$890.00	
100 AMPS		\$780.00	\$1,105.00	
<b>208 VOLTS THREE PHASE</b> 1 1/2 hrs./Hook-up & 1 hr./Dismantle labor will be charged for 208 Volt Services.				
20 AMPS		\$515.00	\$735.00	
30 AMPS		\$675.00	\$965.00	
60 AMPS		\$920.00	\$1,310.00	
100 AMPS		\$1,165.00	\$1,670.00	
200 AMPS		\$1,740.00	\$2,175.00	
400 AMPS		\$2,565.00	\$3,265.00	

<b>EXTENSION CORDS</b>			
(Electricity Not Included)	Qty	Standard Price	Cost
25' Extension Cord		\$30.00	
Quad Outlet/Power Strip		\$30.00	

<b>LABOR</b>			
ST Mon. – Fri. 8:00am-5:00pm (Except Holidays)		\$90.00	
OT Mon. – Fri. 5:00pm-12:00am (Sat/Sun/Holidays)		\$135.00	
DT Mon. – Fri. 12:00am-8:00am (Sat/Sun/Holidays)		\$180.00	

SUBTOTAL	
24% SERVICE CHARGE	
6.5% FLORIDA SALES TAX	
<b>TOTAL DUE</b>	

**FULL PAYMENT DUE PRIOR TO SHOW OPENING.**

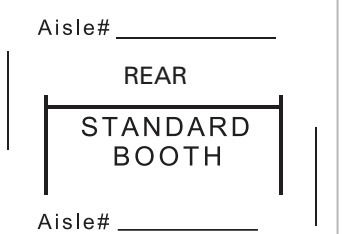
There is a minimum labor charge of (1 1/2) one and a half hours for hook-up and (1) one hour to dismantle for special events, island booths and 208 Volt services.

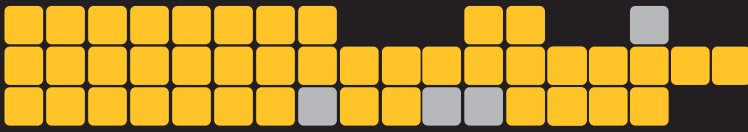
Rates for higher wattages, voltage or special lighting on request. Special hanging or installation done on time and material basis. SPECIAL INSTRUCTIONS – AISLE # \_\_\_\_\_



Attn: **PSAV**  
 9840 International Drive, Orlando, FL 32819  
 PHONE: 407.996.8555 FAX: 407.248.2549  
 EMAIL: PSAVRCsales@psav.com

**ISLAND BOOTHS**  
 A scaled floor plan *must* accompany orders showing locations of electrical outlets, connections and lighting equipment.





# AUDIOVISUAL EXHIBITOR SERVICES

NAME OF CONFERENCE:	START DATE:	END DATE:	NO. EVENT DAYS:
COMPANY NAME:	ON-SITE CONTACT NAME:	ROOM/EXHIBIT BOOTH NO.:	
STREET ADDRESS:	CITY & STATE :	ZIP CODE:	
TELEPHONE NUMBER:	DELIVERY DATE	DELIVERY TIME	<input type="checkbox"/> A.M. <input type="checkbox"/> P.M.
EMAIL ADDRESS:	PICKUP DATE	PICKUP TIME	<input type="checkbox"/> A.M. <input type="checkbox"/> P.M.
ORDERED BY:			

**PSAV WILL CONTACT YOU DIRECTLY FOR PAYMENT INFORMATION. PRICING IS PER DAY.**

**➤ If you have a special request or need additional equipment, please call 407.996.8555. Email completed form to psavrcsales@psav.com**

VIDEO/DATA DISPLAY	QTY	PRICE	MONITORS	QTY	PRICE
DVD Player		\$ 85	22" LCD Monitor (Table Stand)		\$ 140
LCD Projector		\$ 450	32" LCD Monitor (Dual-Post Stand, Table Stand, Video/Power Cables)		\$ 385
Blu-ray Player / Recorder		\$ 135	46" LCD Monitor (Dual-Post Stand, Table Stand, Video/Power Cables)		\$ 670
AUDIO EQUIPMENT	QTY	PRICE	55" LCD Monitor (Dual-Post Stand, Table Stand, Video/Power Cables)		\$ 830
CD Player		\$ 80	70" Monitor (Dual-Post Stand, Table Stand, Speakers)		Please contact PSAV for quote
Wired Microphone: <input type="checkbox"/> Handheld <input type="checkbox"/> Lavalier		\$ 65	CUSTOM ITEMS	QTY	PRICE
Wireless Microphone Unit: <input type="checkbox"/> Handheld <input type="checkbox"/> Lavalier		\$ 200			\$
Individual Small Powered Speaker (up to five people)		\$ 150			\$
Sound System: (2) speakers (2) stands (1) Mixer Wired Microphone (up to 20 people)		\$ 320			\$
4-Channel Mixer		\$ 70			\$
ACCESSORIES	QTY	PRICE			\$
Tripod Screens: 5', 6', 7' or 8'		\$ 90			\$

*There will be a 24% service charge on all equipment rental.*

**SPECIAL REQUESTS** Please add any items not listed above that you require.


## ORDERING INSTRUCTIONS

**To guarantee equipment availability and advanced rate, this order should reach us 21 days prior to delivery.**

Operator labor, if requested, is subject to the prevailing hourly rate with a four-hour minimum. An electronic receipt will be emailed to you.

The total charge per item is determined by multiplying the price by the quantity ordered. Please include applicable sales tax on equipment rental.

**TAX-EXEMPT STATUS** – If you are exempt from payment of sales tax, we require you to forward an exemption certificate for the state in which the services are to be provided.

### CANCELLATIONS:

- A) Cancellations received within 48 hours of the scheduled delivery date are subject to a 50% fee applicable to equipment and tax.
- B) Cancellations received on the day of scheduled delivery or "no-shows" are subject to the full amount of the order to include installation, drayage and tax.

**Labor and/or service charges may apply, and/or loss damage waiver.**

## SHIPPING INSTRUCTIONS

Any materials being sent to the hotel must be marked as follows:

1. The Rosen Centre Hotel
2. Hold for Arrival - Attn: Guest's Name and/or Organization Name
3. Complete Return Address
4. Number of Boxes (ex: Box 1 of 2, Box 2 of 2)
5. Address Packages to: 9840 International Dr., Orlando, FL 32819



ALL ORDERS MUST BE RECEIVED ON OR BEFORE OCTOBER 3<sup>RD</sup>, 2017 TO RECEIVE PRE-ORDER PRICING.

Event Name: FAME 2017 Install Date and Time: \_\_\_\_\_ On-Site Contact: \_\_\_\_\_  
Booth Name and #: \_\_\_\_\_ Removal Date and Time: \_\_\_\_\_ On-Site Contact Cell #: \_\_\_\_\_

SHARED WIRELESS INTERNET – <small>Prices are per booth, length of show. Connections capped at a maximum speed of 2Mbps.</small>	Pre-Order Rate	Rack Rate	Total
1-5 Wireless Connections	\$600	\$700	
6-10 Wireless Connections	\$900	\$1,000	
11-15 Wireless Connections	\$1,200	\$1,300	
16-20 Wireless Connections	\$1,500	\$1,600	
<i>For more than 20 wireless users in a booth please call for pricing.</i>			

WIRED INTERNET/ DEDICATED BANDWIDTH – <small>Prices are per booth, length of show private IP addresses.</small>	Pre-Order Rate	Rack Rate	Total
1Mbps Dedicated Connection	\$1,200	\$1,300	
1.54Mbps Dedicated Connection	\$1,800	\$1,950	
3Mbps Dedicated Connection	\$3,000	\$3,250	
5Mbps Dedicated Connection	\$4,500	\$4,570	
10Mbps Dedicated Connection	\$7,500	\$8,000	
Static IP (One Time Fee)	\$150/each		
Add Wireless Access to Dedicated Bandwidth (One Time Fee)	\$150	\$250	
Additional connections within the same booth (One Time Fee)	\$50	\$75	

**PLEASE NOTE THE FOLLOWING:**

- ❖ Dedicated bandwidth recommended for VOIP, video streaming, or video conferencing.
- ❖ No additional devices (access points, routers, switches, hubs, etc.) are allowed without approval from Millennium Technology Group.
- ❖ Any unauthorized equipment will be disconnected.

DESKTOPS	Price	Qty.	Total
Lenovo Think Centre M58 – 20"	\$250		
Dell OptiPlex 980 – 20"	\$340		
Apple Mac Mini Core 2	\$295		
Apple iMac Core 2 Duo – 24"	\$385		
Apple iMac Core i7 – 27"	\$645		

LAPTOPS	Price	Qty.	Total
Lenovo Edge E520	\$195		
Lenovo T510	\$245		
Lenovo W510	\$345		
Apple Mac Book Pro – 15.4"	\$295		
Apple iPad	\$185		

**PLEASE NOTE THE FOLLOWING:**

- ❖ Internet & Rental Equipment prices are for the length of the show (Up to five days).
- ❖ Additional \$150 fee for all orders placed on site, service charge and applicable taxes will be applied.

HD MONITORS – <small>Includes a table stand. Cables not included.</small>	Price	Qty.	Total
24" Dell LCD	\$245		
32" Sony Bravia LED	\$350		
40" Sony Bravia LED	\$550		
46" Sony Bravia LED	\$650		
55" Sony Bravia LED	\$795		
65" Samsung LED	\$1,195		
70" Sharp LED	\$1,695		

DIGITAL SIGNAGE PACKAGES – <small>Includes a monitor, laptop, and dual pole stand with a laptop tray.</small>	Price	Qty.	Total
40" LED Digital Signage Package	\$750		
46" LED Digital Signage Package	\$850		
55" LED Digital Signage Package	\$995		
65" LED Digital Signage Package	\$1,395		
70" LED Digital Signage Package	\$1,895		
80" LED Digital Signage Package	\$2,395		
<i>Digital Signage Packages do not include internet.</i>			

- ❖ Millennium **does not** supply power. For power needs please contact the exhibition company.

- ❖ If Manufacturer or Model listed is not available an equivalent will be provided. Prices subject to change without notice. Please call to verify rate and availability.

- ❖ Orders cancelled with less than 72 hours' notice will incur a 50% cancellation fee. Orders cancelled on site will incur a 100% cancellation fee.

TOUCH SCREEN MONITORS – <small>Includes a table stand. Cables and laptop not included.</small>	Price	Qty.	Total
Planar 23"	\$325		
ELO 32"	\$550		
ELO 40"	\$895		
HP 42"	\$1,150		
ELO 46"	\$1,250		
ELO 55"	\$1,650		
Samsung 65"	\$2,595		
Samsung 70"	\$2,995		

MONITOR ACCESSORIES – <small>Monitors do not include cables or dual pole stands.</small>	Price	Qty.	Total
HDMI or VGA Cable (circle one) – 5ft	\$5		
HDMI or VGA Cable (circle one) – 25ft	\$25		
Dual Pole Stand – *Only available on monitors 32" or larger	\$85		
Dual Pole Stand with Laptop Tray – *Only available on monitors 32" or larger	\$95		

TELECOMMUNICATION SERVICES: Additional phone options and International calling available. Please call for assistance.					
CISCO Digital Phones – <small>Installation Fee of \$150 included in first day pricing.</small>	Qty.	Single Day Rate	Add'l Days	Days	Total
DID 7911 or 7912 – Single Phone Line		\$250	\$100		
Analog Line (DID) – Digital line converted to analog via ATA for Credit Card and Fax machines only.		\$250	\$100		

INTERNET SUBTOTAL	\$	RENTAL EQUIPMENT SUBTOTAL	\$	TELECOMMUNICATION SUBTOTAL	\$
25% Service Fee	\$	25% Service Fee	\$	25% Service Fee	\$
6.5% TAX ON SERVICE FEE ONLY	\$	SUBTOTAL	\$	14.45% Communication Tax (on Daily Usage Amount x Total # of Days)	\$
INTERNET GRAND TOTAL	\$	6.5% Sales Tax (on Rental Equipment & Service Fee)	\$	SUBTOTAL	\$
		RENTAL EQUIPMENT GRAND TOTAL	\$	6.5% Sales Tax (on Communication Usage & Service Fee)	\$
				TELECOMMUNICATION GRAND TOTAL	\$

**BOOTH DIAGRAM**  
Mark "X" where connections should be located.



*Please note that your order is not complete until payment has been received.*

## Orders Paying via Credit Card:

*Please Print Clearly And Provide Business Card*

---

*Name of Event* *Booth #*

---

*Client's Name* *Phone #*

---

*Company Name*

---

*Billing Address of Credit Card*      *City*      *State*      *Zip Code*

---

*Email Address*

Once the form is completed and submitted, a Millennium Technology Sales Managers will input your information. Invoice(s) will be sent to the email address listed above for your credit card payment to be submitted.

- Orders cancelled with less than 72 hours' notice will incur a 50% cancellation fee. Orders cancelled on site will incur a 100% cancellation fee
- Please provide all information requested. Incomplete forms will delay processing.
- Make sure to write the billing address of the credit card that will be used for payment.
- Full payment is required prior to services being rendered.
- Millennium Technology Group (MTG) accepts Visa, MasterCard, American Express & Discover

**I agree in placing this order and I have accepted Millennium Technology Group's Rental Agreement Terms and Conditions, including Millennium Technology Group's payment policy.**

X \_\_\_\_\_

Cardholder's Signature

Date



Maximize your exhibiting ROI with eventPower's lead retrieval app

## LEAD RETRIEVAL APP ORDERING INFORMATION

### Order Link

Use this online form link to complete your order. <https://tools.eventpower.com/lru/reserve/17FAME>

### Pricing

1st App Download: \$100

Each Additional App Download: \$75 Rent

Device from eventPower: \$299/device

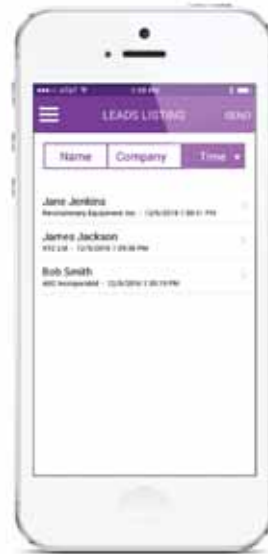
### App Features



Download the App on your own iOS or Android device. No need to rent a device and wait in line to pick-up or drop-off.



Use the camera on your device to scan the QR code on attendee's badge. You can also view, edit, and add a photo of your leads right on the device.



Email your leads instantly to your colleagues for immediate download to Excel format.



Record audio message to attach to the captured leads.

### Contact Information

For pricing and/or technical questions, please email [lead\\_retrieval@eventpower.com](mailto:lead_retrieval@eventpower.com)

## Exhibit Hall Fire Regulations

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

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

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

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