



NCSL International
Serving the World of Measurement

Service Manual

NCSLI 2023 WORKSHOP & SYMPOSIUM

Trade Show Dates
JULY 10-12, 2023

ROSEN SHINGLE CREEK ORLANDO
ORLANDO, FLORIDA
CONFERENCE DATES
JULY 8-12, 2023

Order via email or fax with this service manual or online at: [Heritagesvs.com/ordering](https://heritagesvs.com/ordering)



exhibitor.services@heritagesvs.com
1-800-360-4323
Fax 314-534-8050

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NCSLI 2023 WORKSHOP & SYMPOSIUM**JULY 8-12TH, 2023****ROSEN SHINGLE CREEK****ORLANDO, FLORIDA****Booth Equipment**

Each 10'x10' booth will be set with 8' high black back drape, 3' high black side dividers, and a 11" x 17" one-line identification sign.

Note: Please use the following link to place orders for rigging requests: <https://www.encoreglobal.com/rigging-request/>

Exhibit Hall Carpet

The exhibit area is carpeted in standard ballroom carpet. To enhance the appearance of your booth, rental carpet is available through Heritage. Please refer to the enclosed carpet brochure and furniture/carpet order form.

Discount Price Deadline Date

In order to receive advance order discount rates listed on the price sheet, we must receive your order and payment by Wednesday, June 21st, 2023.

Shipments to Advance Warehouse Deadline Date

Heritage will begin receiving freight at the advance warehouse on Monday, June 12th, 2023. To avoid late fees, all shipments to the advanced warehouse must arrive no later than Monday, July 3rd, 2023. Shipments will be received Monday through Friday between the hours of 10:00 a.m. and 4:00 p.m.

Show Schedule**Exhibitor Move-In**

Monday	July 10 th	7:00 AM	-	5:00 PM
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Exhibit Hours

Monday	July 10 th	6:00 PM	-	8:00 PM	Exhibitor Reception
Tuesday	July 11 th	7:00 AM	-	5:00 PM	
Wednesday	July 12 th	7:00 AM	-	1:30 PM	

Exhibitor Move-Out

Wednesday	July 12 th	1:30 PM	-	6:00 PM
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Dismantle and Move-Out Information

- All carriers must check-in no later than 4:00 PM, on Wednesday, July 12th. All exhibit materials must be removed from the exhibit hall floor by 6:00 PM, on Wednesday, July 12th. Heritage will begin redirecting all outbound freight not claimed by appointed freight carriers to the preferred show carrier at 4:00 PM.
- Please refer to the Outbound Shipments Form included in this packet for detailed information regarding outbound shipping procedures.



GENERAL INFORMATION/QUICK FACTS

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NCSLI 2023 WORKSHOP & SYMPOSIUM

JULY 8-12TH, 2023

ROSEN SHINGLE CREEK

ORLANDO, FLORIDA

Post Show Paperwork and Labels

Our customer service department will provide a Heritage Bill of Lading and Labels for you to complete. Complete your paperwork ahead of time. Be sure your carrier knows the company name and booth number when making arrangements for shipping your exhibit at the close of the show.

HES Freight Logistics

If you need an on show site, cost effective and reliable carrier to transport your freight to and from the show, please email shipping@heritagesvs.com for a quote (guaranteed lowest material handling rate, priority empty return handling, complimentary shrinkwrap, etc).

Ordering Online

Go To: heritagesvs.com/ordering

Warehouse Shipping Information:

Exhibitor Company Name and Booth Number

HERITAGE

TForce Freight C/O JM Freight

450 Maguire Rd. Suite B

Ocoee, FL 34761

FOR: NCSLI 2023 Workshop & Symposium

Heritage will accept exhibit materials beginning Monday, June 12th, 2023 at the warehouse address. Material arriving after Monday, July 3rd, 2023 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

Rosen Shingle Creek

9939 Universal Blvd.

Orlando, FL 32819

FOR: NCSLI 2023 Workshop & Symposium

Crated, boxed, or skidded materials will be accepted at show site beginning at 7:00 AM, Monday, July 10th, 2023 at the show site address. Shipments arriving before this date may be refused by the facility and may be subjected to additional venue handling fees.

Service Center Hours

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

We Appreciate Your Business!



exhibitor.services@heritagesvs.com

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METHOD OF PAYMENT & CREDIT CARD AUTHORIZATION FORM

Must be completed and submitted with any HERITAGE order forms

Name of Convention NCSLI 2023 WORKSHOP & SYMPOSIUM Booth# _____

Exhibiting Company _____

Phone # _____ Fax # _____

Address _____

City _____ State _____ ZIP _____

Contact Email _____

Print Name _____ Signature _____

Credit Card Payment

Cardholder's Name (Please print) _____

Credit Card Billing Address _____

City _____ State _____ ZIP _____

Credit Card # _____ V-Code _____ EXP _____

Charge to: ☐ American Express ☐ MasterCard ☐ Visa ☐ Discover

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

CARD HOLDER'S SIGNATURE

By signing the above, I acknowledge and understand that all services rendered will be billed to this credit card. I agree to be bound by all terms and conditions in this service manual.

Company Check

Make Check Payable to: HERITAGE
620 Shenandoah Ave
St. Louis, MO 63104
Attn: Exhibitor Services

Please include a copy of this order form with your check.

Bank Wire Transfer

Enterprise Bank and Trust
St. Louis, MO 63127
ABA# 081006162
ACCT# 0040520 HERITAGE
Swift Code - Entrus44

Please reference name of show & booth number to credit your account. Customers are responsible for any bank processing fees. Please add \$25.00 to your invoice total for each wire to cover inbound bank processing fees.

Please note: In some instances equipment or services may be handled by other contractors.

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

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



exhibitor.services@heritagesvs.com

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Fax 314-534-8050

Order online at: heritagesvs.com/ordering

ORDER SUMMARY FORM NCSLI 2023 WORKSHOP & SYMPOSIUM

Discount Deadline:
6/21/2023

Order Services Early and SAVE!

Complete and submit necessary order forms listed below before the deadline date to take advantage of Advance Pricing.

Heritage Order Forms		Order Total	
☐	Method of Payment & Credit Card Authorization	Submit With First Order	
☐	Third Party Authorization	NA	
☐	EAC Requirements	NA	
☐	Carpet	\$	
☐	Furniture	\$	
☐	Accessories	\$	
☐	Exhibit Accessories	\$	
☐	Specialty Furniture	\$	
☐	Exhibit Rental Displays	\$	
☐	Material Handling	\$	
☐	Accessible/Priority Storage Return	\$	
☐	Installation & Dismantle Labor	\$	
☐	HES Shipping	\$	
☐	Signs	\$	
☐	Cleaning Service	\$	

TOTAL AMOUNT DUE \$ _____

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

Exhibiting Company _____

Contact Name _____ Booth # _____

Phone # _____ Email _____

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



1-800-360-4323

Order online at: heritagesvs.com/ordering

BOOTH GRID
NCSLI 2023 WORKSHOP & SYMPOSIUM

Discount Deadline:
6/21/2023

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

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

Left Booth #

Right Booth #

Booth #

Exhibiting Company _____

Contact Name	Booth#
--------------	--------

Phone # _____ Email _____

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

YOU ARE ENTERING A CONTRACT WHICH LIMITS YOUR POSSIBLE RECOVERY IN CASE OF LOSS OR DAMAGE.

The terms and conditions set forth below become a part of the contract between HERITAGE exposition services and you, the exhibitor. Exhibitor is deemed to have accepted these terms and conditions when any of the following conditions are met:

- The material handling service agreement is signed;
- Exhibitor's materials are delivered to the HERITAGE warehouse or to a show or exposition site for which HERITAGE is the official show contractor, or
- An order for labor and/or rental equipment is placed by exhibitor with HERITAGE.

1. **DEFINITIONS.** For purposes of the Contract, "HTG" means HERITAGE Exposition Services, Inc., d.b.a. HERITAGE Trade Show Services, HERITAGE, Heritage Exposition Services, HES Logistics, and their respective employees, directors, officers, agents, assigns, affiliated companies, and related entities including, but not limited to, any subcontractors HTG may appoint. The term "EXHIBITOR" means the Exhibitor, its employees, agents, representatives, and any Exhibitor Appointed Contractor ("EAC"). Cold Storage: Holding of Goods in a climate controlled area; Accessible Storage: Holding of Goods in an area from which Goods may be removed during shows; Services: Warehousing, transportation, drayage, un-supervised labor, supervised labor and/or related services; Show Site: The venue or place where an exposition or event takes place; Supervised Labor (OK TO PROCEED): Union labor that is provided to a Customer to install or dismantle a booth or exhibit space, and is supervised and/or directed by HTG; Un-Supervised Labor (do not proceed): Union labor that is provided to a Customer to install or dismantle a booth or exhibit space and pursuant to Customer's election is not supervised and/or directed by HTG. Customer assumes the responsibility and any liability arising therefrom, for the work of union labor when Customer elects to use un-supervised labor.

2. **SCOPE.** These Terms and Conditions shall be binding upon Exhibitor, HTG, and their respective Agents and representatives, including but not limited to Exhibitor contracted labor, EAC's or Installation and Dismantle Companies, and any other party with an interest in the Goods. Each shall have the benefit of and be bound by all provisions stated herein, including but not limited to time limits and limitations of liability.

3. Payments are due prior to delivery of services or equipment to EXHIBITOR unless other credit arrangements have been made. All payments shall be in U.S. currency, MasterCard, VISA, American Express or Discover credit cards, debit cards, or check, provided there is sufficient customer credit in EXHIBITOR's form of payment to completely satisfy the amount owed by EXHIBITOR to HTG. Undersigned authorizer acknowledges and agrees that all applicable charges for services rendered to the EXHIBITOR will be applied to the credit card on file in the event other form of payment is not tendered prior to the close of the trade show. In no instance shall any Exhibitor be extended credit beyond 30 days after the close of the Show. If there are any outstanding balances owed by EXHIBITOR to HTG which have not been paid after 30 days following the close of the Show, then these unpaid balances shall bear interest at the rate of 1-1/2% per month (18% per annum).

4. Any discrepancy in items ordered and items received or any complaint or question concerning services, etc., must be reported to the HTG Service Center at the show, in writing, immediately upon noting same. Problems will be resolved and/or any valid adjustments in EXHIBITOR's account will be made at that time, and approved by the HTG Project Manager in charge. Credits and adjustments will not be made based on information received after the Show. Exhibitors who cancel prior to Exhibitor Move-In will be refunded 100% of their advance payment. No refunds will be made for cancellations received once Exhibitor move-in begins or at show site, unless otherwise noted on the specific service form. In the event the exposition or event is cancelled or postponed, HTG reserves the right to charge for services rendered in preparation of the event or exposition as well as non-refundable costs incurred by HTG. Prior to any refunds being paid to EXHIBITORS, these cancellation and/or postponement charges will be determined in good faith by HTG and withheld from any amounts previously paid by EXHIBITOR to HTG in proportion to receipts from all exhibitors with the excess being refunded. EXHIBITOR should be advised that routine audits of Exhibitor booths for service usage are conducted during the Convention. Should the result of such an audit indicate that equipment or services is in fact being used that has not been paid for, the Exhibitor will be charged for the equipment or service at the applicable rate.

5. HTG reserves the right to discontinue one or all services or equipment delivery to EXHIBITOR for non-payment of one or more outstanding bills should such bill not be paid before the close of the first day of the Show. Payment for any one or more of the services rendered does not in anyway release EXHIBITOR from payment of the other remaining services upon presentation of an invoice. Should it become necessary after all discrepancies are resolved to employ a collection agency, then EXHIBITOR agrees that all reasonable and customary collection fees shall be borne by EXHIBITOR.

6. **CHOICE OF LAW & VENUE.** Any dispute between HTG and EXHIBITOR shall be governed by the laws of the State of Missouri (without regard to Missouri's conflicts of laws principles). Venue of any action between HTG and EXHIBITOR shall lie exclusively in the state or federal courts located in St. Louis, Missouri and HTG and EXHIBITOR agree that all reasonable attorney's fees shall be borne by the prevailing party.

7. **LIMITATION OF LIABILITY & INDEMNITY.** HTG shall not be liable to any extent whatsoever for any actual or potential loss of profits or revenues, or for any collateral costs or consequential damages, which may result from (1) any loss, injury or damage to EXHIBITOR's materials or (2) EXHIBITOR's ability to carry-on in its normal business practices. Additionally, HTG shall not be liable for (1) any loss, damage or delay as a result of fire, lightning, strikes, riot or civil commotion or any other cause or condition beyond the control of HTG, (2) damage to uncrated materials, materials improperly packed, or (3) concealed damage, or loss, theft or disappearance of EXHIBITOR's materials while at the show or EXHIBITOR's materials are in EXHIBITOR's possession or are located within or near the confines of EXHIBITOR's booth. HTG's liability shall be limited to any loss or damage which results solely from HTG's negligence in the actual physical handling of EXHIBITOR's materials and not from any other type of loss or damage. HTG does not assume any liability for any loss or damages to electronics, monitors, or devices. HTG's maximum liability for any cause shall be limited to \$0.30 per pound per article with a maximum liability of \$50.00 per item or \$1,000.00 per shipment. HTG shall not be responsible for loss, theft, or disappearance of materials before they are picked up from EXHIBITOR's booth or for reloading after the show. Bills-of-lading covering outgoing shipments, which are furnished to HTG by EXHIBITOR, will be checked at the time of actual pickup from the booth and corrections made where discrepancies occur. Any claims for loss, injury or damage must be submitted to HTG within thirty (30) days of the close of the show in which the loss, injury or damage occurred, or such claims shall be waived. No suit or action for the recovery of any claims arising out of or related to bodily injury, death, or property damage shall be brought against HTG more than one year after the accrual of the cause of action. EXHIBITOR agrees to indemnify and hold harmless HTG against any and all claims, suits, liabilities, or damages, including reasonable settlements and reasonable attorney's fees, arising out of negligence or any other cause on the part of the EXHIBITOR, subcontractors, suppliers, employees

or any individual or company under the control directly or indirectly of the EXHIBITOR at the show.

a. Cold Storage: Goods requiring cold storage are stored at Customer's own risk. HTG assumes no liability or responsibility for Cold Storage. b. Accessible Storage: HTG assumes no liability for loss or damage to Goods while in Accessible Storage. Storage charges are for the use of space and are not a form of insurance, or a guarantee of security. c. Unattended Goods: HTG assumes no liability for loss or damage to unattended Goods received at Show Site at any time from the point of receipt of inbound Goods until the loading of the outbound Goods, including the entire term of the respective show or exhibition. Customer is responsible for insuring its own Goods for any and all risk of loss. d. Empty Storage: HTG assumes no liability for loss or damage to Goods or crates, or the contents therein, while containers are in Empty Storage. It is Customer's sole responsibility to affix the appropriate labels available at the HTG Service Desk for empty container storage, and ensures that any pre-existing empty labels are removed. e. Forced Freight: HTG is not liable for Customer Goods left on the show floor after the show closing deadline, with or without a Material Handling Services/Straight Bill of Lading signed by Customer. It is Customer's responsibility to complete accurate paperwork for shipping to ensure Customer Goods are properly labeled. f. Concealed Damage: HTG shall not be liable for concealed loss or damage including but not limited to glass, electronic equipment, prototypes, original art, uncrated Goods, or improperly packaged or labeled Goods. g. Unattended Booth: HTG shall not be liable for any loss or damage occurring while the Goods are unattended in Exhibitor's booth at any time, including, but not limited to, the time the Goods are delivered to the dock until the time the Goods are received by Exhibitor's selected carrier. h. Labor: HTG assumes no liability for loss, damage, or bodily injury arising out of Exhibitor's supervision of HTG provided union labor. i. Notice of Loss or Damage: In order to have a valid claim, notice of loss or damage to Goods must be given to HTG or its agent within 24 hours of occurrence (as evidenced in an Incident Report completed at Show Site by HTG) or delivery of outbound Goods.

8. **ADVANCED WAREHOUSING/TEMPORARY STORAGE:** HTG assumes no liability or responsibility for loss or damage to Goods delivered to the Advance Warehouse or other similar Temporary Storage facilities.

9. EXHIBITOR recognizes that HTG provides services as EXHIBITOR's agent and not as bailee or shipper. If any employee or subcontractor of HTG shall sign a delivery receipt, bill-of-lading, or other document, EXHIBITOR agrees that these signatories will do so as EXHIBITOR's agent, and EXHIBITOR accepts the responsibility thereof. HTG or its subcontractors are authorized to note the quantities or condition of items on the EXHIBITOR's bill-of-lading when the actual count or condition of such items do not conform to the amount or amounts recorded by EXHIBITOR. Correct weights with Weight Certificate must be provided, otherwise HTG's or its subcontractor's estimate will prevail in the event of any weight discrepancy.

10. Exhibitor permits all contact information provided to HTG to be used by HTG and shared with other entities assisting in the production of the event in question. Email communications may include show information, promotional materials, advertising statements and other commercial notices. Permission may be revoked by the EXHIBITOR in writing.

11. In the case of bills submitted to parties other than the EXHIBITOR (i.e., Third Parties), such arrangements in no way release EXHIBITOR from any and all of the terms and conditions outlined herein.

12. **REFUNDS:** EXHIBITOR shall receive a full and complete refund of any overpayments following final audit after the close of the Show. HTG will remit refunds to EXHIBITOR at the name and address indicated on the Exhibitor Data Sheet. EXHIBITOR will receive a refund for any extra overpayment above and beyond the amount which EXHIBITOR owes to HTG. Also provided for the EXHIBITOR with the final refund shall be a final accounting showing the services or equipment ordered.

13. **CREDIT CARD:** HTG is pleased to accept orders for services, with payment being made by a credit card. By paying for these services in advance, and adhering to the deadline date, you have taken advantage of the discount offered. However, if a payment is subsequently made by check with the intention of reversing the initial credit card payment, there will be a fee assessed for each subsequent transaction following the initial transaction. The fee to reverse the credit card payment and replace it with a check or an alternate credit card is as follows: If the credit card charge is \$1.00 to \$500.00 the fee is \$25.00, \$501.00 to \$1,000.00 the fee is \$30.00, \$1,001.00 to \$2,000.00 the fee is \$60.00, \$2,001.00 to \$5,000.00 the fee is \$150.00, \$5,001.00 to \$10,000.00 the fee is \$300.00, \$10,001.00 to \$20,000.00 the fee is \$450.00. Amounts over \$20,000.00 the fee is 4% of the amount owed.

14. **Insurance:** It is understood that HTG is not an insurer. Insurance should be obtained by the EXHIBITOR. It is highly recommended that exhibitors arrange All Risk coverage which usually can be done by endorsements to existing policies. EXHIBITOR's materials should be insured from the time they leave their firm until they are returned after the close of the show. Insurance and liability against theft or property damage to equipment or exhibit material owned or rented by EXHIBITOR, or bodily injury occurring within the confines of EXHIBITOR's booth, remain the sole and complete responsibility of EXHIBITOR. Except where prohibited by law, the EXHIBITOR and its insurers waive all rights of recovery or subrogation against HTG and their respective directors, officers, employees, and agents.

15. By completing and submitting the service forms, Exhibitor hereby authorizes HTG as its Exhibitor Appointed Contractor to process and pay for those services on behalf of the Exhibitor as a third party.

16. HTG Reserves the right to adjust the price charged for any item in the event of a sudden and unexpected price increase. By way of example without limiting the foregoing, in the event fuel prices escalate in a rapid manner, the price of any individual item may be adjusted to reflect the impact of higher fuel prices. Additionally, HTG reserves the right to pass through to Exhibitor any incremental charges or fees levied by the facility, suppliers or other third parties.



EAC REQUIREMENTS NCSLI 2023 WORKSHOP & SYMPOSIUM

exhibitor.services@heritagesvs.com

1-800-360-4323

Fax 314-534-8050

Order online at: heritagesvs.com/ordering

**Discount Deadline:
6/21/2023**

Exhibiting Company _____ Booth Number _____

EAC Information:

Company Name: _____

Billing Address: _____

City: _____ State: _____ Zip: _____ Country: _____

Contact Name: _____ Email Address: _____

Telephone Number: _____ Fax Number: _____

Please read, complete, and submit this authorization form with required documentation for each contractor (see below) to HERITAGE if hiring a service contractor(s) other than the official contractor selected by show management. Note: For services such as electrical, plumbing, telephone, cleaning and material handling, no contractor other than the official contractor will be approved. This regulation is enforced as equipment and facilities are the sole responsibility of the respective owner. The exhibitor shall control only the material and equipment that he/she owns and that is to be used in the exhibit space.

Official Service Contractors are appointed to perform and provide necessary services and equipment. The Official Service Contractor will provide all usual trade show services, including labor. Supervision, however, may be provided by the exhibitor. The exhibitor may appoint either the official contractor for supervision or a qualified non-official contractor.

Official Show Contractors:

- Ensure orderly and efficient installation and removal of exhibits.
- Assure the distribution of labor to all exhibitors according to need.
- Provide sufficient labor to satisfy the requirements of exhibitors and for the show itself.
- See that the proper type and limit of insurance are in force.
- Avoid any conflict with local union regulations and requirements.

Should an exhibitor wish to employ the services of a contractor other than the Official Show Contractor, the following conditions must be met:

- The exhibitor must inform Heritage of the name and address of the contractor and the work to be performed by completing the Authorization below. The Authorization must be received by Heritage no later than 30 days prior to the show. If notification is not received 30 days prior to the show, Heritage labor must be used for all work and the exhibitor appointed contractor will be permitted to supervise only.

The contractor hired by the exhibitor must

- Provide no later than 30 days prior to the show a Certificate of Insurance with at least the following limits:
 - o Commercial Liability not less than \$1,000,000 each occurrence/\$2,000,000 general aggregate, Workers Compensation Insurance, including Employer's Liability coverage, in a minimum amount not less than \$1,000,000; Auto Liability not less than \$1,000,000 each occurrence, naming HERITAGE (the General Contractor), Show Management, Facility, and Organizer as additional insured, except for Workers Compensation.
 - o Agree to abide by all rules and regulations of the show and union rules and regulations.

This form must be accompanied by the insurance certificate. Please obtain this certificate from your insurance carrier and send with this form.

INCOMPLETE OR UNSIGNED FORMS WILL NOT BE ACCEPTED.

Signature of Exhibitor: _____ Date: _____

Service to be Performed: _____

Authorizer acknowledges reading and accepting all Terms and Conditions and agrees that Authorizer and Exhibiting Company will be fully governed by the provisions described therein.

Exhibiting Company _____

Contact Name _____ Booth # _____

Phone # _____ Email _____



EXHIBITOR APPOINTED CONTRACTORS (EAC) NCSLI 2023 WORKSHOP & SYMPOSIUM

exhibitor.services@heritagesvs.com

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**Discount Deadline:
6/21/2023**

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

**HERITAGE
ORGANIZER
FACILITY**

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

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

The insurance form must list as the Certificate Holder:

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

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

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

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

**HERITAGE
ORGANIZER
FACILITY**

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

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

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

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

Each Accident \$1,000,000

Disease - Each Employee \$1,000,000

Disease - Policy Limit \$1,000,000

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

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

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

Name of EAC: _____ Booth Number: _____

By (print name): _____

Signature: _____ Date: _____



EXHIBITOR APPOINTED CONTRACTORS (EAC) NCSLI 2023 WORKSHOP & SYMPOSIUM

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**Discount Deadline:
6/21/2023**

Exhibitor Appointed Contractor (EAC) Work Authorization Form

Return completed EAC Requirement forms to Heritage via email to exhibitorservices@heritagesvs.com no later than 30 days prior to the show start date. **Please forward a copy of the Certificate of Liability Insurance sample to your EAC.**

This form must be completed by the exhibiting company. No EAC will be granted access to the show floor without this form **AND** completion of requirements and signature by your EAC on the EAC Requirement forms. Please check the appropriate boxes below of the products and/or services you will have outside of those provided by the designated official contractor.

For insurance and safety reasons, the official contractor designated in the service manual must be used for services such as:

Electrical Booth Cleaning Plumbing Material Handling Telecommunications Hanging Signs Rigging

Services:

☐

Installation & Dismantle

☐

Photography

☐

Personnel/Models

☐

Installation & Dismantle – Supervision Only

☐

Security

☐

Other (please specify): _____

Products:

☐

Flooring/Carpet Rental

☐

Furniture/Signs/Accessories

☐

Floral

☐

Audio/Visual – Rental/Production/Lighting

☐

Computer Rental

☐

Other (please specify): _____

Indicate Type of Service Performed for the Above Checked Boxes (i.e. installation, supervision, etc.):

****Note Other Products/Services Here:**

Please Type or Print

EAC Information:

EAC Company Name: _____

Address: _____ City/State/Zip _____

EAC Company Phone: _____ Fax Number: _____

EAC Contact Name: _____ EAC Contact Cell: _____

EAC Contact Email: _____

Product/Service Description: _____

****ALL EAC COMPANY INFORMATION MUST BE COMPLETED**

Exhibitor Signature: _____ Date: _____

Exhibiting Company _____

Contact Name _____ Booth # _____

Phone # _____ Email _____

CERTIFICATE OF LIABILITY INSURANCE

SAMPLE

DATE (MM/DD/YYYY

00/00/0000

PRODUCER (000) 000-0000

FAX

AGENTS NAME
AGENTS ADDRESS

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND
CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES
NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES
BELOW.

INSURERS AFFORDING COVERAGE

NAIC #

INSURED
YOUR COMPANY NAME
YOUR COMPANY ADDRESS

INSURER A:

INSURER B:

INSURER C:

EAC FOR:

INSURER D:

INSURER E:

COVERAGES

THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY RE-
QUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSUR-
ANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. AGGREGATE LIMITS SHOWN
MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSL LTR	ADD'L INSRD	TYPES OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YY)	POLICY EXPIRATION DATE (MM/DD/YY)	LIMIT S	
		TYPES OF INSURANCE ☐ ☐ COMMERCIAL GENERAL LIABILITY ☐ CLAIMS MADE ☐ OCCUR ☐	POLICY #	EFF DATE	EXP DATE	EACH OCCURRENCE	\$1,000,000
						DAMAGE TO RENTED PREMISES (EA OCCURRENCE)	\$500,000
						MED EXP (Any one person)	\$5,000
						PERSONAL & ADV INJURY	\$1,000,000
						GENERAL AGGREGATE	\$2,000,000
						PRODUCTS-COMP-OP AGG	\$2,000,000
		GEN'L AGGREGATE LIMIT APLIES PER: ☐ POLICY ☐ PROJECT ☐ LOC					
		AUTOMOBILE LIABILITY ☐ ANY AUTO ☐ ALL OWNED AUTOS ☐ SCHEDULED AUTOS ☐ HIRED AUTOS ☐ NON-OWNED AUTOS	POLICY #	EFF DATE	EXP DATE	COMBINED SINGLE LIMIT (ea accident)	\$1,000,000
						BODILY INJURY (per person)	\$
						BODILY INJURY (per accident)	\$
						PROPERTY DAMAGE (per accident)	\$
		☐ GARAGE LIABILITY ☐ ANY AUTO	POLICY #	EFF DATE	EXP DATE	AUTO ONLY-EA ACCIDENT	\$
						OTHER THAN EA ACC	\$
						AUTO ONLY: ACC	\$
		EXCESS/UMBRELLA LIABILITY ☐ OCCUR ☐ CLAIMS MADE ☐ DEDUCTABLE ☐ RETENTION \$10,000	POLICY #	EFF DATE	EXP DATE	EACH OCCURRENCE	\$1,000,000
						AGGREGATE	\$1,000,000
		WORKERS COMPENSATION AND EMPLOYERS LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? If yes, describe under SPECIAL PROVISIONS below	POLICY #	EFF DATE	EXP DATE	WC STATUTO- RY LIMITS	OTH- ER \$
						E.L. EACH ACCIDENT	\$1,000,000
						E.L. DISEASE-EA EMPLOYEE	\$1,000,000
						E.L. DISEASE- POLICY LIMIT	\$1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES / EXCLUSIONS ADDED BY ENDORSEMENT / SPECIAL PROVISIONS
ADDITIONAL INSURED AS RESPECTS LIABILITY PER WRITTEN CONTRACT:

CERTIFICATE HOLDER

HERITAGE
620 Shenandoah Ave.
St. Louis, MO 63104

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF,
THE ISSUING INSURER WILL ENDEAVOR TO MAIL 30 DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER
NAMED TO THE LEFT, BUT FAILURE SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE
THE EXPIRATION DATE THEREOF, THE ISSUING INSURER WILL ENDEAVOR TO MAIL 30 DAYS WRITTEN NOTICE
TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO MAIL SUCH NOTICE SHALL IMPOSE NO
OBLIGATION OR LIABILITY OF ANY KIND UPON THE INSURER, ITS AGENTS OR REPRESENTATIVES.

AUTHORIZED REPRESENTATIVE



THIRD PARTY AUTHORIZATION NCSLI 2023 WORKSHOP & SYMPOSIUM

exhibitor.services@heritagesvs.com

1-800-360-4323

Fax 314-534-8050

Order online at: heritagesvs.com/ordering

**Discount Deadline:
6/21/2023**

THIRD PARTY AUTHORIZATION

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

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

THIRD PARTY AGENT:

CREDIT CARD NUMBER _____

EXPIRATION DATE ____/____/____ VERIFICATION CODE ____/____/____/____

☐ VISA ☐ AMERICAN EXPRESS ☐ MASTERCARD ☐ DISCOVER

CARDHOLDER'S NAME _____

AUTHORIZED SIGNATURE _____

PRINT NAME _____

COMPANY NAME _____

ADDRESS _____

CITY/STATE/ZIP _____

PHONE _____ FAX _____

EMAIL _____

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

Exhibitor Signature: _____ **Print Name:** _____ **Date:** _____

(Please Print)

Exhibiting Company _____

Contact Name _____ Booth# _____

Phone # _____ Email _____

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



CARPET RENTAL ORDER FORM

NCSLI 2023 WORKSHOP & SYMPOSIUM

exhibitor.services@heritagesvs.com

1-800-360-4323

Fax 314-534-8050

Order online at: heritagesvs.com/ordering

Discount Deadline:
6/21/2023

Classic Expo
Carpet
16 oz

Item	Quantity	Discount Rate	Standard Rate	Total
C10 10' x 10'	x	\$304.26	\$395.54	=
C20 10' x 20'	x	\$597.36	\$776.57	=
C30 10' x 30'	x	\$893.28	\$1,161.26	=
C40 10' x 40'	x	\$1,200.30	\$1,560.39	=

For booths larger than 40' or configured as islands or peninsulas, use the area carpet option below. Due to dye lot differences and unsightly seams, please do NOT order multiple Pre-Cut pieces for a single booth.

Item	Total Sq. Ft.	Discount Rate	Standard Rate	Total
C60 Area Carpet Classic _____ W x _____ L per sq. ft. _____ x \$5.16			\$6.71	=
100 sq. ft. min.				

Circle your color choice for CLASSIC EXPO carpet:

Red Blue Hunter Green Gray Black

Prestige
Carpet
28 oz

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

Circle your color choice for PRESTIGE carpet:

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

Padding and
Visqueen

Item	Total Sq. Ft.	Discount Rate	Standard Rate	Total
C70 Carpet Padding _____ W x _____ L per sq. ft. _____ x \$2.52			\$3.28	=
C80 Visqueen Covering _____ W x _____ L per sq. ft. _____ x \$1.50			\$1.95	=

Electrical or Utilities Under Carpet? *If yes, please order labor and also provide completed Booth Grid form earlier in the exhibitor kit.

☐ Yes* ☐ No

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

SUBTOTAL \$
TAX 6.5% \$
TOTAL DUE \$

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

Exhibiting Company _____

Contact Name _____ Booth# _____

Phone # _____ Email _____

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

16 oz. Classic Expo



Red



Blue



Hunter Green



Black



Gray

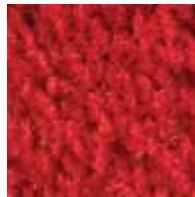
28 oz. Prestige Carpet



Navy



Hunter Green



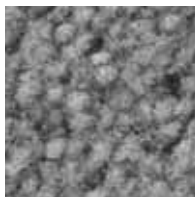
Red



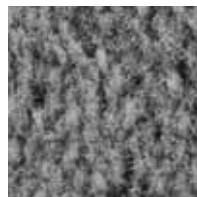
Black



White



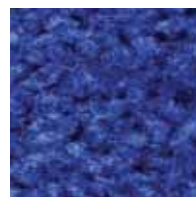
Silver Cloud



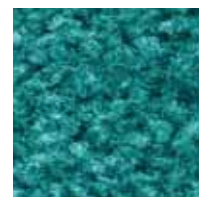
Charcoal



Beige



Royal



Teal



FURNITURE RENTAL ORDER FORM

NCSLI 2023 WORKSHOP & SYMPOSIUM

exhibitor.services@heritagesvs.com

1-800-360-4323

Fax 314-534-8050

Discount Deadline:
6/21/2023

Order online at: heritagesvs.com/ordering

	Item	Quantity	Discount Rate	Standard Rate	Total
Furniture	F60 Plastic Side Chair (Gray)		X \$ 95.35	\$ 123.96	=
	F50 Padded Sled Base Chair (Gray)		X \$ 124.45	\$ 161.79	=
	F9 Padded Chair (Gray)		X \$ 124.45	\$ 161.79	=
	F10 Padded Arm Chair (Gray)		X \$ 134.90	\$ 175.37	=
	F20 Custom Padded Arm Chair (Gray)		X \$ 159.35	\$ 207.16	=
	F30 Padded High Stool (Gray)		X \$ 152.35	\$ 198.06	=
	F40 Custom Padded High Stool (Gray)		X \$ 200.05	\$ 260.07	=
	F75 Executive Chair (Black)		X \$ 195.00	\$ 253.50	=
Draped Display Tables	Circle your color choice: Red Blue Teal Burgundy Hunter Green Plum Silver Black White Gold Expo Green				
	F110 4' Table – 30" High		X \$ 172.15	\$ 223.80	=
	F120 6' Table – 30" High		X \$ 207.05	\$ 269.17	=
	F130 8' Table – 30" High		X \$ 241.90	\$ 314.47	=
	F140 4' Table – 42" Counter High		X \$ 214.00	\$ 278.20	=
	F150 6' Table – 42" Counter High		X \$ 248.90	\$ 323.57	=
	F160 8' Table – 42" Counter High		X \$ 283.80	\$ 368.94	=
	F170 4th Side Table Drape - 30" High		X \$ 72.10	\$ 93.73	=
	F180 4th Side Table Drape - 40" High		X \$ 72.10	\$ 93.73	=
	Undraped Display Tables	F190 4' Table – 30" High		X \$ 110.50	\$ 143.65
F200 6' Table – 30" High			X \$ 134.90	\$ 175.37	=
F210 8' Table – 30" High			X \$ 160.50	\$ 208.65	=
F220 4' Table – 42" Counter High			X \$ 119.80	\$ 155.74	=
F230 6' Table – 42" Counter High			X \$ 141.90	\$ 184.47	=
F240 8' Table – 42" Counter High			X \$ 173.30	\$ 225.29	=
F80 30" Diameter Pedestal (Gray) 18" H			X \$ 239.60	\$ 311.48	=
F90 30" Diameter Pedestal (Gray) 30" H			X \$ 239.60	\$ 311.48	=
F100 30" Diameter Pedestal (Gray) 42" H			X \$ 239.60	\$ 311.48	=
Table Risers Covered White		F250 4' Long Riser		X \$ 76.05	\$ 98.87
	F260 6' Long Riser		X \$ 93.50	\$ 121.55	=
	F270 8' Long Riser		X \$ 113.05	\$ 146.97	=
Special Drape Products	Circle your color choice: Red Blue Teal Burgundy Hunter Green Plum Silver Black White Gold Expo Green				
	F280 Drape - 3' H		X \$ 18.41	\$ 23.93	=
	F290 Drape - 8' H		X \$ 23.25	\$ 30.23	=

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

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

SUBTOTAL \$

TAX 6.5% \$

TOTAL DUE \$

Exhibiting Company

Contact Name Booth#

Phone # Email

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

Chairs



Plastic Side Chair

F60
(Gray)



Padded Sled Base Chair

F50
(Gray)



Padded Chair

F9
(Gray)



Padded Arm Chair

F10
(Gray)



Custom Padded Arm Chair

F20
(Gray)



Padded High Stool

F30
(Gray)



Custom Padded High Stool

F40
(Gray)



Executive Chair

F75
(Black)

Skirted Tables



4' Display Table

F110
30" High



4' Display Table

F140
42" Counter High



6' Display Table

F120
30" Counter High



6' Display Table

F150
42" High



8' Display Table

F130
30" High



8' Display Table

F160
42" Counter High

Table Skirt and Drape Color Options



Red



Teal



Hunter Green



Silver



White



Blue



Burgundy



Plum



Black



Gold



Expo Green

Undraped Display Tables



4' Display Table
F190
30" High



4' Display Table
F220
42" Counter High



6' Display Table
F200
30" High



6' Display Table
F230
42" Counter High



8' Display Table
F210
30" High



8' Display Table
F240
42" Counter High



30" Diameter Pedestal
F80
18" H (Gray)



30" Diameter Pedestal
F90
30" H (Gray)



30" Diameter Pedestal
F100
42" H (Gray)



exhibitor.services@heritagesvs.com

1-800-360-4323

Fax 314-534-8050

Order online at: heritagesvs.com/ordering

ACCESSORIES RENTAL ORDER FORM

NCSLI 2023 WORKSHOP & SYMPOSIUM

Discount Deadline: 6/21/2023

	Item	Quantity	Discount Rate	Standard Rate	Total
Accessories	A10 Wastebasket		x \$ 33.50	\$ 43.55	=
	A20 Tripod Easels		x \$ 55.85	\$ 72.61	=
	A30 Chrome Stanchion		x \$ 41.85	\$ 54.41	=
	A40 Velour Rope 6' Black		x \$ 41.85	\$ 54.41	=
	A50 Coat Tree		x \$ 121.45	\$ 157.89	=
	A60 Chrome Bag Rack		x \$ 121.45	\$ 157.89	=
	A70 Literature Rack		x \$ 237.25	\$ 308.43	=
	A80 Garment Rack 5'		x \$ 130.25	\$ 169.33	=
	A90 2 Way Straight Arm Rack		x \$ 178.65	\$ 232.25	=
	A100 4 Way Slant Arm Rack		x \$ 200.05	\$ 260.07	=
	A106 Raffle Ticket Drum		x \$ 80.00	\$ 104.00	=
	A107 Fishbowl		x \$ 25.00	\$ 32.50	=
	A110 6' Tensabarrier		x \$ 189.80	\$ 246.74	=
	D130 1M Straight Shelf		x \$ 131.33	\$ 170.73	=
	D131 1M Angle Shelf		x \$ 131.33	\$ 170.73	=
	D210 Acrylic Holder*		x \$ 34.90	\$ 45.37	=
	D220 Arm Light*		x \$ 74.45	\$ 96.79	=
	*For use with Heritage Rentals Only				
	D250 Chrome Sign Holder		x \$ 205.85	\$ 267.61	=

Tackboard	D20 Tackboard Panels (4'x8') Vertical		x \$ 251.25	\$ 326.63	=
	D30 Tackboard Panels (4'x8') Horizontal		x \$ 251.25	\$ 326.63	=
	D31 Fabric Modular Panel 1 Meter x 8'		x \$ 614.10	\$ 798.33	=
Circle your fabric modular only panel color choice:					
Gray Black Blue					

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

SUBTOTAL \$

TAX 6.5% \$

TOTAL DUE \$

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

Exhibiting Company

Contact Name Booth#

Phone # Email

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

ACCESSORIES



Wastebasket
A10



Tripod Easels
A20



Chrome Sign Holder
D250



Chrome Stanchion
A30



Velour Rope 6' Black
A40



Coat Tree
A50



Chrome Bag Rack
A60



Literature Rack
A70



Garment Rack 5'
A80



2 Way Straight Arm Rack
A90



4 Way Slant Arm Rack
A100



Raffle Ticket Drum
A106



Fishbowl
A107



6' Tensabarrier
A110



EXHIBIT ACCESSORIES - GONDOLAS & PANELS RENTAL ORDER FORM

exhibitor.services@heritagesvs.com

1-800-360-4323

Fax 314-534-8050

NCSLI 2023 WORKSHOP & SYMPOSIUM

Order online at: heritagesvs.com/ordering

Discount Deadline: 6/21/2023

	Item	Quantity	Discount Rate	Standard Rate	Total
Pegboard	D10 Pegboard Panels (4'x8')	_____ x	\$ 334.95	\$ 435.44 =	_____
	D09 Pegboard 4" Single Hook	_____ x	\$ 10.35	\$ 13.46 =	_____
	D11 Pegboard 6" Single Hook	_____ x	\$ 14.30	\$ 18.59 =	_____
	D12 Pegboard 8" Single Hook	_____ x	\$ 16.70	\$ 21.71 =	_____
Gondolas	D800 Single Sided 1M x 4' High	_____ x	\$ 828.25	\$1076.72 =	_____
	D801 Double Sided 1M x 4' High	_____ x	\$ 1159.55	\$1507.41 =	_____
	D802 Single Sided 1M x 8' High	_____ x	\$ 1159.55	\$1507.41 =	_____
	D803 Double Sided 1M x 8' High	_____ x	\$ 1656.49	\$2153.44 =	_____
Gridwall	D40 Gridwall 2'x8' Black *Legs & Connectors required below	_____ x	\$ 228.90	\$ 297.57 =	_____
	D80 4" Gridwall Single Hook	_____ x	\$ 10.35	\$ 13.46 =	_____
	D60 6" Gridwall Single Hook	_____ x	\$ 14.30	\$ 18.59 =	_____
	D70 8" Gridwall Single Hook	_____ x	\$ 16.70	\$ 21.71 =	_____
	D81 Grid Legs (Black)* *Legs & Connectors required below	_____ x	\$ 44.67	\$ 58.07 =	_____
	D82 Grid Connectors*	_____ x	\$ 24.44	\$ 31.78 =	_____
	D83 3-Ball Waterfall Arm	_____ x	\$ 37.87	\$ 49.23 =	_____
	D84 5-Ball Waterfall Arm	_____ x	\$ 40.74	\$ 52.96 =	_____
	D85 7-Ball Waterfall Arm	_____ x	\$ 44.38	\$ 57.70 =	_____
Slatwall	D50 Slatwall 1 Meter x 8'	_____ x	\$ 307.05	\$ 399.17 =	_____
	D120 Slatwall Waterfall Hooks	_____ x	\$ 50.25	\$ 65.33 =	_____
	D121 Slatwall 8" Bracket	_____ x	\$ 16.70	\$ 21.71 =	_____

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

SUBTOTAL \$ _____

TAX 6.5% \$ _____

TOTAL DUE \$ _____

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

Exhibiting Company _____

Contact Name _____ Booth# _____

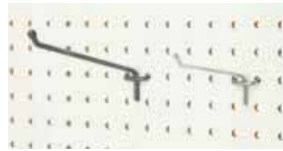
Phone # _____ Email _____

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

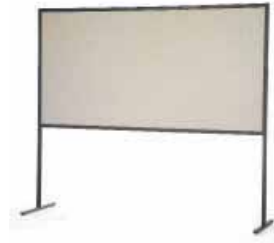
DISPLAYS



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



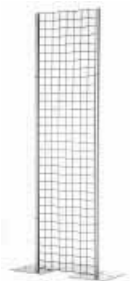
**Pegboard 6" Single
Hook**
D11



**Tackboard Panels
(4'x8')**
D30



**Fabric Impact Panel 1
Meter x 8'**
D31



Gridwall 2'x8' Black
D40



**Gridwall 6" Single
Hook**
D60



Slatwall 1 Meter x 8'
D50



**Slatwall Waterwalls
Hooks**
D120



Slatwall 8" Bracket
D121



Shelf 1 meter wide
D130



Acrylic Holder
D210



Arm Light
D220



EXHIBIT ACCESSORIES - COUNTERS & SHOWCASES RENTAL ORDER FORM

exhibitor.services@heritagesvs.com

1-800-360-4323

Fax 314-534-8050

Order online at: heritagesvs.com/ordering

NCSLI 2023 WORKSHOP & SYMPOSIUM

Discount Deadline: 6/21/2023

Exhibit Cabinets & Counters

All metal is silver

Circle your panel choice: White PVC Black PVC *Printed Graphic Black Fabric Gray Fabric

*If yes on Printed Graphic choice above, please order graphics on the Sign Service form and submit per the form's instructions.

	Item	Quantity	Discount Rate	Standard Rate	Total
C_092	1 Meter Display Counter with Shelf 1M x 1/2M x 42" High with Sliding Door	_____ x	\$ 781.60	\$ 1016.08	= _____
C_084	2 Meter Display Counter with Shelf 2M x 1/2M x 42" High with Sliding Door	_____ x	\$ 889.60	\$ 1156.48	= _____
C_152	1 Meter Curved Counter with Shelf 1M x 1/2M x 42" High with Sliding Door	_____ x	\$ 859.76	\$ 1117.69	= _____
C_053	1 Meter Radius Counter with Shelf 1M x 1/2M x 42" High with Sliding Door	_____ x	\$ 751.56	\$ 977.02	= _____
C_179	1 Meter Display Cabinet with Shelf 1M x 1/2M x 42" High with 2 Swing Doors and built in locks	_____ x	\$ 781.60	\$ 1016.08	= _____
MD60	Counter Locks	_____ x	\$ 44.20	\$ 57.46	= _____

Showcases

	Item	Quantity	Discount Rate	Standard Rate	Total
All showcases come with lights, sliding doors and jewelers lock. If you want to add graphics, please contact Customer Service at exhibitor.services@heritagesvs.com .					
D140	4' Full View Showcase	_____ x	\$ 739.75	\$ 961.68	= _____
D150	6' Full View Showcase	_____ x	\$ 795.55	\$ 1034.22	= _____
D160	4' Quarter View Showcase	_____ x	\$ 628.05	\$ 816.47	= _____
D170	6' Quarter View Showcase	_____ x	\$ 707.15	\$ 919.30	= _____

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

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

SUBTOTAL \$ _____
TAX 6.5% \$ _____
TOTAL DUE \$ _____

Exhibiting Company _____

Contact Name _____ Booth# _____

Phone # _____ Email _____

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

CABINETS AND COUNTERS



Counter

C_092

1M x 1/2M x 42" High,
W/Shelf



Counter

C_084

2M x 1/2M x 42" High,
W/Shelf



Curved Counter

C_152

1M x 1/2M x 42"
High W/Shelf



Radius Counter

C_053

1M x 1/2M x 42"
High



Cabinet

C_179

1M x 1/2M x 42"
(White Only/ Comes
With Lock & Shelf)

Display Cases



D140/D150 (shown)

D140 - 4' Full View
Showcase

D150 - 6' Full View
Showcase



D160/D170 (shown)

D160 - 4' Quarter View
Showcase

D170 - 6' Quarter View
Showcase



 **HERITAGE**

EVENTS

Please click here to view Heritage's entire
catalog of specialty furniture options

TRADESHOW
FURNISHINGS



SPECIALTY FURNISHINGS ORDER FORM

NCSLI 2023 WORKSHOP & SYMPOSIUM

exhibitor.services@heritagesvs.com

1-800-360-4323

Fax 314-534-8050

Order online at: heritagesvs.com/ordering

Discount Deadline:
6/21/2023

LATE ORDERS: Orders received within 14 days prior to show opening are subject to a 30% late order fee.

CANCELLATIONS: If cancelled up to 14 days prior to move-in, a 50% charge will be applied. No refunds will be made for cancellations received less than 14 days prior to Exhibitor move-in or at show site.

Item #:	Description:	Dimensions:	Advance Price:	Standard Price:	QTY:	Total:
30AGBB	30" Round Bar Table w/ Standard Black Base	30"RND 42"H	309.25	402.03		
30AGBC	30" Round Cafe Table w/ Standard Black Base	30"RND 29"H	309.25	402.03		
30AGHB	30" Round Bar Table w/ Hydraulic Base	30"RND 45"H	377.97	491.37		
30AGHC	30" Round Cafe Table w/ Hydraulic Base	30"RND 29"H	377.97	491.37		
30BEBB	30" Round Bar Table w/ Standard Black Base	30"RND 42"H	309.25	402.03		
30BEBB	30" Round Bar Table w/ Standard Black Base	30"RND 42"H	309.25	402.03		
30BEBC	30" Round Cafe Table w/ Standard Black Base	30"RND 29"H	309.25	402.03		
30BEHB	30" Round Bar Table w/ Hydraulic Base	30"RND 45"H	377.97	491.37		
30BEHC	30" Round Cafe Table w/ Hydraulic Base	30"RND 29"H	377.97	491.37		
30BKHB	30" Round Bar Table w/ Hydraulic Base	30"RND 45"H	377.97	491.37		
30BKHC	30" Round Cafe Table w/ Hydraulic Base	30"RND 29"H	377.97	491.37		
30BKSB	30" Round Bar Table w/ Standard Black Base	30"RND 42"H	309.25	402.03		
30BKSC	30" Round Cafe Table w/ Standard Black Base	30"RND 29"H	309.25	402.03		
30BRHB	30" Round Bar Table w/ Hydraulic Base	30"RND 45"H	377.97	491.37		
30BRHC	30" Round Cafe Table w/ Hydraulic Base	30"RND 29"H	377.97	491.37		
30GRHB	30" Round Bar Table w/ Hydraulic Base	30"RND 45"H	377.97	491.37		
30GRHC	30" Round Cafe Table w/ Hydraulic Base	30"RND 29"H	377.97	491.37		
30GSBB	30" Round Bar Table w/ Standard Black Base	30"RND 42"H	309.25	402.03		
30GSBC	30" Round Cafe Table w/ Standard Black Base	30"RND 29"H	309.25	402.03		
30GSHB	30" Round Bar Table w/ Hydraulic Base	30"RND 45"H	377.97	491.37		
30GSHC	30" Round Cafe Table w/ Hydraulic Base	30"RND 29"H	377.97	491.37		
30MAHB	30" Round Madison Bar Table w/ Hydraulic Base	30"RND 45"H	377.97	491.37		
30MAHC	30" Round Madison Cafe Table w/ Hydraulic Base	30"RND 29"H	377.97	491.37		
30MTHB	30" Round Bar Table w/ Hydraulic Base	30"RND 45"H	377.97	491.37		
30MTHC	30" Round Cafe Table w/ Hydraulic Base	30"RND 29"H	377.97	491.37		
30OSBB	30" Round Bar Table w/ Standard Black Base	30"RND 42"H	309.25	402.03		
30OSBC	30" Round Cafe Table w/ Standard Black Base	30"RND 29"H	309.25	402.03		
30OSHB	30" Round Bar Table w/ Hydraulic Base	30"RND 45"H	377.97	491.37		
30OSHC	30" Round Cafe Table w/ Hydraulic Base	30"RND 29"H	377.97	491.37		
30WDBB	30" Round Bar Table w/ Standard Black Base	30"RND 42"H	309.25	402.03		
30WDBC	30" Round Cafe Table w/ Standard Black Base	30"RND 29"H	309.25	402.03		
30WDHB	30" Round Bar Table w/ Hydraulic Base	30"RND 45"H	377.97	491.37		
30WDHC	30" Round Cafe Table w/ Hydraulic Base	30"RND 29"H	377.97	491.37		
30WH29	30" Round Cafe Table w/ Standard Black Base	30"RND 29"H	309.25	402.03		
30WH42	30" Round Bar Table w/ Standard Black Base	30"RND 42"H	309.25	402.03		
30WHHB	30" Round Bar Table w/ Hydraulic Base	30"RND 45"H	377.97	491.37		

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Item #:	Description:	Dimensions:	Advance Price:	Standard Price:	QTY:	Total:
30WHHC	30" Round Cafe Table w/ Hydraulic Base	30"RND 29"H	377.97	491.37		
30YBBB	30" Round Bar Table w/ Standard Black Base	30"RND 42"H	309.25	402.03		
30YSBC	30" Round Cafe Table w/ Standard Black Base	30"RND 29"H	309.25	402.03		
30YSHB	30" Round Bar Table w/ Hydraulic Base	30"RND 45"H	377.97	491.37		
30YSHC	30" Round Cafe Table w/ Hydraulic Base	30"RND 29"H	377.97	491.37		
36ATO	Atomic 36" Round Table	36"RND 30"H	361.61	470.09		
36BKHB	36" Round Bar Table w/ Hydraulic Base	36"RND 45"H	446.70	580.71		
36BKHC	36" Round Cafe Table w/ Hydraulic Base	36"RND 29"H	433.61	563.69		
36BKSB	36" Round Bar Table w/ Standard Black Base	36"RND 42"H	322.34	419.04		
36BKSC	36" Round Cafe Table w/ Standard Black Base	36"RND 29"H	337.07	438.19		
36GRHB	36" Round Bar Table w/ Hydraulic Base	36"RND 45"H	446.70	580.71		
36GRHC	36" Round Cafe Table w/ Hydraulic Base	36"RND 29"H	433.61	563.69		
36MTHB	36" Round Bar Table w/ Hydraulic Base	36"RND 45"H	446.70	580.71		
36MTHC	36" Round Cafe Table w/ Hydraulic Base	36"RND 29"H	433.61	563.69		
36WTHB	36" Round Bar Table w/ Hydraulic Base	36"RND 45"H	446.70	580.71		
36WTHC	36" Round Cafe Table w/ Hydraulic Base	36"RND 29"H	433.61	563.69		
42ATO	Atomic 42" Round Table	42"RND 30"H	413.97	538.16		
42BKCT	42" Round Table	42"RND 29"H	503.97	655.15		
ALC100	Alondra Cocktail Table	47"L 24"D 16"H	433.61	563.69		
ALC200	Alondra Cocktail Table	47"L 24"D 17"H	433.61	563.69		
ALE100	Alondra End Table	20"L 20"D 20"H	337.07	438.19		
ALE200	Alondra End Table	20"L 20"D 21"H	337.07	438.19		
ATHCHA	Atherton Chair	27"L 31"D 30"H	731.40	950.82		
AURA	Aura Round Table	15"RND 22"H	188.17	244.62		
BC8	Madison Bookcase	36"L 12"D 72"H	590.69	767.89		
BCHWHT	Baja Chair	36"L 30.5"D 28"H	790.31	1,027.40		
BCW	Madrid Chair	30"L 30"D 31"H	731.40	950.82		
BKC10N	10' Table	120"L 48"D 29"H	1,223.92	1,591.09		
BKC10P	10' Table, Powered	120"L 48"D 29"H	1,479.17	1,922.92		
BKCT5N	5' Table	60"L 48"D 29"H	641.41	833.83		
BKCT5P	5' Table, Powered	60"L 48"D 29"H	708.50	921.05		
BKCT8N	8' Table	96"L 48"D 29"H	1,223.92	1,591.09		
BKCT8P	8' Table, Powered	96"L 48"D 29"H	1,479.17	1,922.92		
BLDBRD	Blade Barstool	20.5"L 20"D 40.5"H	155.44	202.08		

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BLDBSB	Blade Barstool	20.5"L 20"D 40.5"H	155.44	202.08		
BLDCRD	Blade Chair	20.5"L 19"D 30.5"H	103.08	134.01		
BLDCSB	Blade Chair	20.5"L 19"D 30.5"H	103.08	134.01		
BLVWHT	Baja Loveseat	61"L 30.5"D 28"H	1,040.66	1,352.85		
BNMCOW	Brooklyn Meeting Chair	24.5"L 25.5"D 31.75"H	425.43	553.05		
BNMCSW	Brooklyn Meeting Chair, Swivel	24.5"L 25.5"D 31.75"H	425.43	553.05		
BOWCHA	Bowery Chair	29.75"L 31"D 27.25"H	731.40	950.82		
BS001	Shark Barstool	22"L 19"D 34-44"H	389.43	506.26		
BS002	Zoey Barstool	15"L 16"D 30-34.75"H	359.98	467.97		
BSFWHT	Baja Sofa	86"L 30"D 28"H	1,209.19	1,571.95		
BSR	Syntax Barstool	23"L 19"D 43.25"H	273.25	355.23		
BSS	Banana Barstool	21"L 22"D 41"H	359.98	467.97		
BST	Banana Barstool	21"L 22"D 41"H	359.98	467.97		
BVLYBK	Beverly Bench Ottoman	60"L 20"D 18"H	459.79	597.72		
BVLYBN	Beverly Bench Ottoman	60"L 20"D 18"H	459.79	597.72		
BVLYGR	Beverly Bench Ottoman	60"L 20"D 18"H	459.79	597.72		
BVLYLN	Beverly Bench Ottoman	60"L 20"D 18"H	459.79	597.72		
BVLYOB	Beverly Bench Ottoman	60"L 20"D 18"H	459.79	597.72		
BVLYRD	Beverly Bench Ottoman	60"L 20"D 18"H	459.79	597.72		
BVLYWH	Beverly Bench Ottoman	60"L 20"D 18"H	459.79	597.72		
BVSMBK	Beverly Small Bench Ottoman	30"L 20"D 18"H	384.52	499.87		
BVSMBL	Beverly Small Bench Ottoman	30"L 20"D 18"H	384.52	499.87		
BVSMBN	Beverly Small Bench Ottoman	30"L 20"D 18"H	384.52	499.87		
BVSMGN	Beverly Small Bench Ottoman	30"L 20"D 18"H	384.52	499.87		
BVSMGY	Beverly Small Bench Ottoman	30"L 20"D 18"H	384.52	499.87		
BVSMLN	Beverly Small Bench Ottoman	30"L 20"D 18"H	384.52	499.87		
BVSMLV	Beverly Small Bench Ottoman	30"L 20"D 18"H	384.52	499.87		
BVSMOR	Beverly Small Bench Ottoman	30"L 20"D 18"H	384.52	499.87		
BVSMRD	Beverly Small Bench Ottoman	30"L 20"D 18"H	384.52	499.87		
BVSMWH	Beverly Small Bench Ottoman	30"L 20"D 18"H	384.52	499.87		
BVSMYL	Beverly Small Bench Ottoman	30"L 20"D 18"H	384.52	499.87		
C1C	Geo Cocktail Table	50"L 22"D 16"H	350.16	455.20		
C1E	Silverado Cocktail Table	36"RND 17"H	350.16	455.20		
C1FWB	Geo Cocktail Table	47"L 24"D 17"H	350.16	455.20		
C1W	Sydney Cocktail Table	48"L 26"D 18"H	350.16	455.20		

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C1WP	Sydney Powered Cocktail Table	48"L 26"D 18"H	499.06	648.77		
C1Y	Sydney Cocktail Table	48"L 26"D 18"H	350.16	455.20		
C1YP	Sydney Powered Cocktail Table	48"L 26"D 18"H	499.06	648.77		
CB8	42" Round Madison Table	42"RND 29"H	505.60	657.28		
CE1	Geo Table, Rounded Square	42"L 42"D 29"H	373.07	484.98		
CE2	Geo Table, Rectangle	60"L 36"D 29"H	641.41	833.83		
CF1	Geo Table, Rounded Square	42"L 42"D 29"H	373.07	484.98		
CF2	Geo Table, Rectangle	60"L 36"D 29"H	641.41	833.83		
CHR002	Allegro Chair	36"L 34.5"D 30"H	790.31	1,027.40		
CNTCHR	Century Chair	30"L 30"D 31"H	731.40	950.82		
COCHTP	Cordoba Chair	37"L 32"D 32.75"H	639.77	831.71		
COLVTP	Cordoba Loveseat	60.5"L 32"D 33"H	914.66	1189.06		
CONF42	42" Round Table	42"RND 29"H	505.60	657.28		
CS4	Syntax Chair	23"L 19"D 32.25"H	273.25	355.23		
CUBPOW	Wireless Charging Table, Powered	20"L 20"D 18"H	618.50	804.05		
CUPCHA	Cupertino Mid Back Chair	27"L 30.5"D 40-43"H	355.07	461.59		
DIVBAR	Clear Divider, Bar/Counter	48-70"L 12"D 31.5"H	253.62	329.70		
DIVFCR	Clear Divider, Freestanding Corner	39"L 39"D 72"H	1,017.75	1,323.07		
DIVFRE	Clear Divider, Freestanding	39"L 1.5"D 72"H	508.87	661.54		
DIVFST	Clear Divider, Sofa/Table	34"L 11"D 47-74"H	456.51	593.47		
DIVFWB	Divider, Freestanding Whiteboard	39"L 1.5"D 72"H	670.86	872.12		
DIVFWL	Clear Divider, Freestanding Wall	40"L 1.5"D 72"H	508.87	661.54		
DUET	Duet Stack Chair	21"L 23"D 33"H	103.08	134.01		
E1C	Geo End Table	24"L 24"D 20"H	276.53	359.48		
E1E	Silverado End Table	24"RND 22"H	276.53	359.48		
E1FWB	Geo End Table	20"L 20"D 21"H	276.53	359.48		
E1W	Sydney End Table	27"L 23"D 22"H	337.07	438.19		
E1Y	Sydney End Table	27"L 23"D 22"H	276.53	359.48		
END01B	Endless Curved Ottoman	60.5"L 37.5"D 15"H	628.32	816.82		
END01W	Endless Curved Ottoman	60.5"L 37.5"D 15"H	628.32	816.82		
END02B	Endless Square Ottoman	34"L 34"D 15"H	521.96	678.55		
END02W	Endless Square Ottoman	34"L 34"D 15"H	521.96	678.55		
FAIRCW	Fairfax Chair	27"L 26"D 30"H	554.69	721.10		
FAIRSW	Fairfax Sofa	62"L 26"D 30"H	698.68	908.28		

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GENCHA	Genesis Chair	27.5"L 27.5"D 40"	240.53	312.69		
HDG4FT	Boxwood Hedge, 4'	46"L 9"D 47"H	733.04	952.95		
HDG7FT	Boxwood Hedge, 7'	36.5"L 12"D 84"H	1,145.38	1,488.99		
JD8	Madison Executive Desk	60"L 30"D 29"H	772.31	1,004.00		
KEYCHR	Key Largo Chair	35"L 35"D 34"H	554.69	721.10		
KEYLOV	Key Largo Loveseat	57"L 35"D 34"H	641.41	833.83		
KEYSOF	Key Largo Sofa	79"L 35"D 34"H	698.68	908.28		
LA14	Mason Table Lamp	16"RND 26"H	183.26	238.24		
LA15	Mason Floor Lamp	18"RND 55"H	341.98	444.57		
LABREA	La Brea Swivel Chair	35"L 27"D 40"H	639.77	831.71		
LENCHA	Lena Chair	27"L 25"D 31"H	639.77	831.71		
LMBAR	Laguna Barstool	18"L 20"D 47"H	240.53	312.69		
LMCHR	Laguna Chair	18"L 19"D 34"H	183.26	238.24		
LUBSCL	Lucent Barstool	22"L 22.5"D 45.5"H	359.98	467.97		
LUCHCL	Lucent Chair	19.5"L 19.75"D 32.5"H	273.25	355.23		
MADC05	Madison 5' Table	60"L 48"D 29"H	641.41	833.83		
MADC08	Madison 8' Table	96"L 60"D 29"H	1,223.92	1,591.09		
MADC10	Madison 10' Table	120"L 48"D 29"H	1,223.92	1,591.09		
MALGRN	Malba Chair	20"L 20"D 32"H	103.08	134.01		
MALGRY	Malba Chair	20"L 20"D 32"H	103.08	134.01		
MAR001	Marche Swivel Ottoman	17"RND 18"H	273.25	355.23		
MAR002	Marche Swivel Ottoman	17"RND 18"H	273.25	355.23		
MAR003	Marche Swivel Ottoman	17"RND 18"H	273.25	355.23		
MAR004	Marche Swivel Ottoman	17"RND 18"H	273.25	355.23		
MAR005	Marche Swivel Ottoman	17"RND 18"H	273.25	355.23		
MAR006	Marche Swivel Ottoman	17"RND 18"H	273.25	355.23		
MAR007	Marche Swivel Ottoman	17"RND 18"H	273.25	355.23		
MAR008	Marche Swivel Ottoman	17"RND 18"H	273.25	355.23		
MAR009	Marche Swivel Ottoman	17"RND 18"H	273.25	355.23		
MAR010	Marche Swivel Ottoman	17"RND 18"H	273.25	355.23		
MAR011	Marche Swivel Ottoman	17"RND 18"H	273.25	355.23		
MAR012	Marche Swivel Ottoman	17"RND 18"H	273.25	355.23		
MAR013	Marche Swivel Ottoman	17"RND 18"H	273.25	355.23		
MAR014	Marche Swivel Ottoman	17"RND 18"H	273.25	355.23		

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MAR015	Marche Swivel Ottoman	17"RND 18"H	273.25	355.23		
MAR016	Marche Swivel Ottoman	17"L 17"D 18"H	273.25	355.23		
MARBBE	Marina Barstool	21"L 17.5"D 41.5"H	359.98	467.97		
MARBBK	Marina Barstool	21"L 17.5"D 41.5"H	359.98	467.97		
MARBBR	Marina Barstool	21"L 17.5"D 41.5"H	359.98	467.97		
MARBRD	Marina Barstool	21"L 17.5"D 41.5"H	359.98	467.97		
MARBWH	Marina Barstool	21"L 17.5"D 41.5"H	359.98	467.97		
MARCBE	Marina Chair	17.5"L 19.5"D 35"H	217.62	282.91		
MARCBK	Marina Chair	17.5"L 19.5"D 35"H	217.62	282.91		
MARCBR	Marina Chair	17.5"L 19.5"D 35"H	217.62	282.91		
MARCRD	Marina Chair	17.5"L 19.5"D 35"H	217.62	282.91		
MARCWH	Marina Chair	17.5"L 19.5"D 35"H	217.62	282.91		
MESCTB	Mesa Cocktail Table	32.25"RND 17.25"H	304.34	395.65		
MESCTG	Mesa Cocktail Table	36"RND 17.25"H	304.34	395.65		
MESCTW	Mesa Cocktail Table	32.25"RND 17.25"H	304.34	395.65		
MESETB	Mesa End Table	20.5"RND 21.25"H	224.17	291.42		
MESETG	Mesa End Table	24"RND 21.25"H	224.17	291.42		
MESETW	Mesa End Table	20.5"RND 21.25"H	224.17	291.42		
MIRWHT	Miramar Divider, White	63"L 23"D 83"H	613.59	797.67		
MNCHCH	Munich Armless Chair	22.5"L 27"D 28.5"H	567.78	738.11		
MONCHA	Montreal Chair	30"L 23.25"D 30"H	790.31	1,027.40		
MTBLPI	Midtown Bar, Lighted w/ Plug In	60"L 18"D 42"H	2,078.04	2,701.45		
MTBUUL	Midtown Bar, Unlighted	60"L 18"D 42"H	1,739.33	2,261.13		
MTCLPI	Midtown Powered Counter, Lighted w/ Plug In	60"L 18"D 42"H	2,078.04	2,701.45		
MTCFUL	Midtown Powered Counter, Unlighted	60"L 18"D 42"H	1,960.23	2,548.30		
NPLCHP	Naples Chair, Powered	36"L 30"D 33.25"H	983.39	1,278.40		
NPLCHR	Naples Chair	36"L 30"D 33.25"H	790.31	1,027.40		
NPLLOP	Naples Loveseat, Powered	62"L 30"D 33.25"H	1,227.19	1,595.34		
NPLLOV	Naples Loveseat	62"L 30"D 33.25"H	1,040.66	1,352.85		
NPLSOF	Naples Sofa	87"L 30"D 33.25"H	1,209.19	1,571.95		
NPLSOP	Naples Sofa, Powered	87"L 30"D 33.25"H	1,438.26	1,869.74		
OCMWHT	Meeting Chair	25.5"L 23.5"D 34"H	425.43	553.05		
P30BWH	30" Round Bar Table, Powered	30" RND 42"H	937.57	1218.84		
P30CWH	30" Round Café Table, Powered	30" RND 29"H	937.57	1218.84		
PALSOF	Palm Beach Sofa	69"L 29"D 33"H	1,024.29	1,331.58		

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Item #:	Description:	Dimensions:	Advance Price:	Standard Price:	QTY:	Total:
PASCHR	Pasadena Chair	27"L 25"D 26"H	446.70	580.71		
PDL36B	Powered Locking Pedestal, 36"	24"L 24"D 36"H	674.14	876.38		
PDL36W	Powered Locking Pedestal, 36"	24"L 24"D 36"H	674.14	876.38		
PDL42B	Powered Locking Pedestal, 42"	24"L 24"D 42"H	795.22	1,033.78		
PDL42W	Powered Locking Pedestal, 42"	24"L 24"D 42"H	795.22	1,033.78		
PROEXB	Pro Executive High Back Chair	25"L 24"D 45-48"H	355.07	461.59		
PROEXE	Pro Executive High Back Chair	25"L 24"D 45-48"H	355.07	461.59		
PROGB	Pro Executive Guest Chair	24"L 26"D 36"H	296.16	385.01		
PROMDB	Pro Executive Mid Back Chair	24"L 22"D 36.75-	333.80	433.93		
PROMID	Pro Executive Mid Back Chair	24"L 22"D 36.75-	333.80	433.93		
PSHCCS	Posh Shelving	36"L 18"D 72"H	490.88	638.14		
REGBEN	Regis Bench/Table	47"L 15.5"D 16"H	382.88	497.75		
REGOTT	Regis End Table	16"L 15.5"D 16.5"H	337.07	438.19		
ROLLBL	Lift Barstool	15"RND 23-33.5"H	273.25	355.23		
ROLLGY	Lift Barstool	15"RND 23-33.5"H	273.25	355.23		
ROLLRD	Lift Barstool	15"RND 23-33.5"H	273.25	355.23		
ROLLWH	Lift Barstool	15"RND 23-33.5"H	273.25	355.23		
RSTDIN	Rustique Chair w/ Arms	20"L 18"D 31"H	173.44	225.48		
RSTSQT	Rustique Square Metal Bar Table	23.75"L 23.75"D	377.97	491.37		
RSTSTL	Rustique Barstool	13"L 13"D 30"H	155.44	202.08		
SC10	Razor Armless Chair	15.5"L 23.5"D 30.5"H	103.08	134.01		
SC3	Brewer Chair	20"L 20"D 32"H	183.26	238.24		
SEDBBK	Sedona Side Table	15.75"L 15.75"D 24"H	188.17	244.62		
SEDBWD	Sedona Side Table	15.75"L 15.75"D 24"H	188.17	244.62		
SEDBWH	Sedona Side Table	15.75"L 15.75"D 24"H	188.17	244.62		
SFA002	Allegro Sofa	73"L 34.5"D 30"H	1,024.29	1,331.58		
STECOA	Sterling Chair	33"L 33.5"D 32"H	983.39	1,278.40		
STESOF	Sterling Sofa	82"L 33.5"D 32"H	1,438.26	1,869.74		
STNCH1	Stanchion w/ Retractable Belt	96"L 37"H	89.99	116.99		
STNSGN	Stanchion Sign Holder	10"L 13"H	75.27	97.85		
SWAN	Swanson Swivel Chair	28"L 25"D 30"H	497.42	646.65		
SYDBEC	Sydney Cocktail Table	48"L 26"D 18"H	350.16	455.20		
SYDBEE	Sydney End Table	27"L 23"D 22"H	337.07	438.19		
SYDWDC	Sydney Cocktail Table	48"L 26"D 18"H	350.16	455.20		

Additional items on the next page

Exhibiting Company _____

Contact Name _____ Booth# _____

Phone # _____ Email _____

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SPECIALTY FURNISHINGS ORDER FORM

NCSLI 2023 WORKSHOP & SYMPOSIUM

exhibitor.services@heritagesvs.com

1-800-360-4323

Fax 314-534-8050

Order online at: heritagesvs.com/ordering

Discount Deadline:
6/21/2023

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Item #:	Description:	Dimensions:	Advance Price:	Standard Price:	QTY:	Total:
SYDWDE	Sydney End Table	27"L 23"D 22"H	337.07	438.19		
TAOBBK	Taos Side Table	15.75"L 15.75"D 24"H	188.17	244.62		
TAOBWD	Taos Side Table	15.75"L 15.75"D 24"H	188.17	244.62		
TAOBWH	Taos Side Table	15.75"L 15.75"D 24"H	188.17	244.62		
TASKST	Task Stool	27.5"L 27.5"D 32.75"-	207.80	270.14		
TCHGRY	Tech Tablet Chair	30.5"L 29"D 33.5"H	567.78	738.11		
TCHP	Tech Chair, No Tablet	30.5"L 29"D 33.5"H	567.78	738.11		
TECH	Tech Desk, Powered	60"L 30"D 30"H	492.51	640.26		
TECH3	3 Drawer File Cabinet on Castors	16"L 20"D 28"H	229.08	297.80		
TECH3B	Tech Desk, Powered w/ 3 Drawer File Cabinet	60"L 30"D 30"H	749.40	974.22		
TMBTBL	Timber Table	16"RND 17"H	188.17	244.62		
VALCHA	Valencia Chair	28"L 30.5"D 31"H	554.69	721.10		
VALSOF	Valencia Sofa	63"L 30.5"D 31"H	698.68	908.28		
VIB01	Vibe Cube Ottoman	18"L 18"D 18"H	137.45	178.68		
VIB02	Vibe Cube Ottoman	18"L 18"D 18"H	137.45	178.68		
VIB04	Vibe Cube Ottoman	18"L 18"D 18"H	137.45	178.68		
VIB05	Vibe Cube Ottoman	18"L 18"D 18"H	137.45	178.68		
VIB08	Vibe Cube Ottoman	18"L 18"D 18"H	137.45	178.68		
VIB09	Vibe Cube Ottoman	18"L 18"D 18"H	137.45	178.68		
VIB10	Vibe Cube Ottoman	18"L 18"D 18"H	137.45	178.68		
VIB11	Vibe Cube Ottoman	18"L 18"D 18"H	137.45	178.68		
VIB12	Vibe Cube Ottoman	18"L 18"D 18"H	137.45	178.68		
VIB13	Vibe Cube Ottoman	18"L 18"D 18"H	137.45	178.68		
VIB14	Vibe Cube Ottoman	18"L 18"D 18"H	137.45	178.68		
VIB15	Vibe Cube Ottoman	18"L 18"D 18"H	137.45	178.68		
VIB16	Vibe Cube Ottoman	18"L 18"D 18"H	137.45	178.68		
VIB17	Vibe Cube Ottoman	18"L 18"D 18"H	137.45	178.68		
VILHUB	Village Charging Hub	12"L 12"D 28.25"H	382.88	497.75		
VNTBLK	Ventura Communal Bar Table, Powered	72.25"L 26.25"D 42"H	1,317.18	1,712.34		
VNTBMW	Ventura Communal Bar Table w/ Grommet Holes	72.25"L 26.25"D 42"H	986.66	1,282.66		
VNTBNP	Ventura Communal Bar Table	72.25"L 26.25"D 42"H	986.66	1,282.66		
VNTBWW	Ventura Communal Bar Table w/ Grommet Holes	72.25"L 26.25"D 42"H	986.66	1,282.66		
VNTCBK	Ventura Communal Cafe Table, Powered	72.25"L 26.25"D 30"H	1,030.84	1,340.09		
VNTCBN	Ventura Communal Cafe Table	72.25"L 26.25"D 30"H	751.04	976.35		
VNTCMN	Ventura Communal Cafe Table	72.25"L 26.25"D 30"H	751.04	976.35		

Additional items on the next page

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Item #:	Description:	Dimensions:	Advance Price:	Standard Price:	QTY:	Total:
VNTCMW	Ventura Communal Cafe Table w/ Grommet Holes	72.25"L 26.25"D 30"H	751.04	976.35		
VNTCWH	Ventura Communal Cafe Table, Powered	72.25"L 26.25"D 30"H	1,030.84	1,340.09		
VNTCWN	Ventura Communal Cafe Table	72.25"L 26.25"D 30"H	751.04	976.35		
VNTCWW	Ventura Communal Cafe Table w/ Grommet Holes	72.25"L 26.25"D 30"H	751.04	976.35		
VNTMNP	Ventura Communal Bar Table	72.25"L 26.25"D 42"H	986.66	1,282.66		
VNTWHT	Ventura Communal Bar Table, Powered	72.25"L 26.25"D 42"H	1,317.18	1,712.34		
VNTWNP	Ventura Communal Bar Table	72.25"L 26.25"D 42"H	986.66	1,282.66		
VT A	30" Round Madison Bar Table w/ Standard Black	30"RND 42"H	309.25	402.03		
VTB	30" Round Bar Table w/ Standard Black Base	30"RND 42"H	309.25	402.03		
VTJ	30" Round Bar Table w/ Standard Black Base	30"RND 42"H	309.25	402.03		
VTK	30" Round Bar Table w/ Standard Black Base	30"RND 42"H	309.25	402.03		
VTN	36" Round Bar Table w/ Standard Black Base	36"RND 42"H	322.34	419.04		
VTP	36"Round Bar Table w/ Standard Black Base	36"RND 42"H	322.34	419.04		
VTW	36" Round Bar Table w/ Standard Black Base	36"RND 42"H	322.34	419.04		
WD3	Work Table	48"L 24"D 30"H	389.43	506.26		
WENCH A	Wentworth Swivel Chair	31"L 24"D 31.5"H	497.42	646.65		
XBAR	Christopher Barstool	19"L 19"D 41"H	273.25	355.23		
XCHR	Christopher Chair	17"L 19"D 35"H	160.35	208.46		
ZENBAR	Zenith Barstool	19"L 20"D 44"H	240.53	312.69		
ZENCHR	Zenith Chair	18.25"L 22"D 32"H	183.26	238.24		
ZTA	30" Round Madison Cafe Table w/ Standard Black	30"RND 29"H	309.25	402.03		
ZTB	30" Round Cafe Table w/ Standard Black Base	30"RND 29"H	309.25	402.03		
ZTJ	30" Round Cafe Table w/ Standard Black Base	30"RND 29"H	309.25	402.03		
ZTK	30" Round Cafe Table w/ Standard Black Base	30"RND 29"H	309.25	402.03		
ZTN	36"Round Cafe Table w/ Standard Black Base	36"RND 29"H	337.07	438.19		
ZTP	36"Round Cafe Table w/ Standard Black Base	36"RND 29"H	337.07	438.19		
ZTQ	36"Round Cafe Table w/ Standard Black Base	36"RND 29"H	337.07	438.19		

SUBTOTAL \$ _____

6.5% Tax \$ _____

TOTAL DUE \$ _____

Exhibiting Company _____

Contact Name _____ Booth# _____

Phone # _____ Email _____

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EXHIBIT RENTAL DISPLAY ORDER FORM

NCSLI 2023 WORKSHOP & SYMPOSIUM

exhibitor.services@heritagesvs.com

1-800-360-4323

Fax 314-534-8050

Order online at: heritagesvs.com/ordering

Discount Deadline:
6/21/2023

Check the box to place your exhibit rental display order. Note: Graphics, Furniture, TV Monitors, Electrical Service, Custom Logo, Floral, and Cleaning Services are **not** included and will need to be ordered separately. For assistance on booth graphics, please email HERITAGE at exhibitor.services@heritagesvs.com.

10' x 10'
Display

☐

B001

Advanced Price: \$4,385.88

Standard Price: \$5,701.64

☐

B214

Advanced Price: \$4,385.88

Standard Price: \$5,701.64

☐

B362

Advanced Price: \$4,281.22

Standard Price: \$5,565.59

☐

B310

Advanced Price: \$3,057.16

Standard Price: \$3,974.31

10' x 20'
Display

☐

B002

Advanced Price: \$6,847.61

Standard Price: \$8,901.89

☐

B368

Advanced Price: \$9,513.13

Standard Price: \$12,367.07

☐

B004

Advanced Price: \$7,694.92

Standard Price: \$10,003.40

☐

B361

Advanced Price: \$8,243.43

Standard Price: \$10,716.46

20' x 20'
Display

☐

B333

Advanced Price: \$12,381.80

Standard Price: \$16,096.34

☐

B215

Advanced Price: \$11,319.98

Standard Price: \$14,715.97

☐

B437

Advanced Price: \$13,139.25

Standard Price: \$17,081.03

☐

B403

Advanced Price: \$19,466.49

Standard Price: \$25,306.43

Select Carpet

(included in the rental)

Circle your color choice:

Red Blue Hunter Green Gray Black

Additional carpet colors and flooring options available at listed rates.

☐

Check here if you would like a Heritage graphic designer to contact you about custom graphic requirements

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

SUBTOTAL \$ _____

TAX 6.5% \$ _____

TOTAL DUE \$ _____

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

Exhibiting Company _____

Contact Name _____ Booth# _____

Phone # _____ Email _____

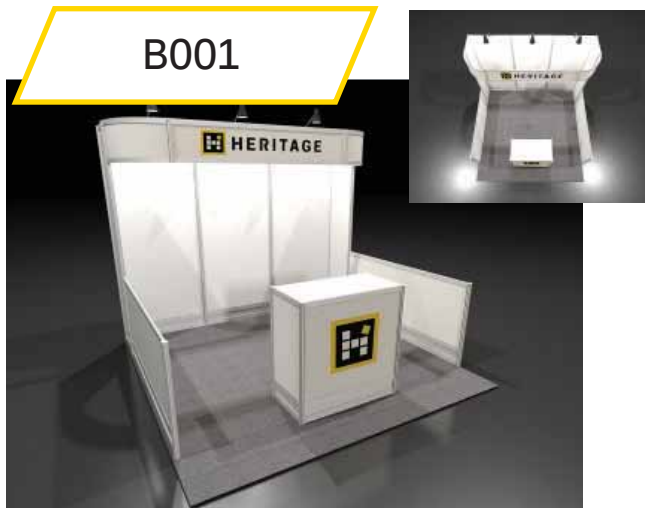
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10' x 10' Exhibit Rental Displays

Booth graphics are NOT included in each space. For more info, contact us at graphics@heritagesvs.com. Some furnishings are included in booth packages. Please note what may and may not be included for each package. Please consult the sign service sheet, or contact your Heritage Design Consultant for pricing.

EXHIBITS

B001



Advanced Price \$4,385.88
Standard Price \$5,701.64

INCLUDED:

Three arm lights
10' x 10' carpet
Installation/Dismantle Labor
Complimentary consultation for booth alterations

B214



Advanced Price \$4,385.88
Standard Price \$5,701.64

INCLUDED:

Two arm lights
10' x 10' carpet
Installation/Dismantle Labor
Complimentary consultation for booth alterations

B362



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

INCLUDED

Two arm lights
10' x 10' carpet
Installation/Dismantle Labor
Complimentary consultation for booth alterations
Monitor display sold separately

B310



Advanced Price \$3,057.16
Standard Price \$3,974.31

INCLUDED

Three arm lights
10' x 10' carpet
Installation/Dismantle Labor
Complimentary consultation for booth alterations

10' x 20' Exhibit Rental Displays

Booth graphics are NOT included in each space. For more info, contact us at graphics@heritagesvs.com. Some furnishings are included in booth packages. Please note what may and may not be included for each package. Please consult the sign service sheet, or contact your Heritage Design Consultant for pricing.

EXHIBITS

B002



Advanced Price \$6,847.61
Standard Price \$8,901.89

INCLUDED: Six arm lights
10' x 20' carpet
Installation/Dismantle Labor
Complimentary consultation for booth alterations

B368



Advanced Price \$9,513.13
Standard Price \$12,367.07

INCLUDED: Six arm lights
10' x 20' carpet
Installation/Dismantle Labor
Complimentary consultation for booth alterations
Monitor and furnishings sold separately

B004



Advanced Price \$7,694.92
Standard Price \$10,003.40

INCLUDED: Six arm lights
10' x 20' carpet
Installation/Dismantle Labor
Complimentary consultation for booth alterations

B361



Advanced Price \$8,243.43
Standard Price \$10,716.46

INCLUDED: Four arm lights
10' x 20' carpet
Installation/Dismantle Labor
Complimentary consultation for booth alterations
Monitors sold separately

20' x 20' Exhibit Rental Displays

Booth graphics are NOT included in each space. For more info, contact us at graphics@heritagesvs.com. Some furnishings are included in booth packages. Please note what may and may not be included for each package. Please consult the sign service sheet, or contact your Heritage Design Consultant for pricing.

B333



Advanced Price \$12,381.80

Standard Price \$16,096.34

INCLUDED:

Eight arm lights
20' x 20' carpet
Installation/Dismantle Labor
Complimentary consultation for booth alterations

B215



Advanced Price \$11,319.98

Standard Price \$14,715.97

INCLUDED:

Eight arm lights
20' x 20' carpet
Installation/Dismantle Labor
Complimentary consultation for booth alterations

B437



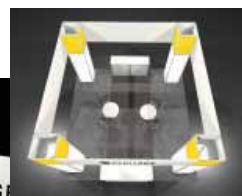
Advanced Price \$13,139.25

Standard Price \$17,081.03

INCLUDED

Eight arm lights
20' x 20' carpet
Installation/Dismantle Labor
Complimentary consultation for booth alterations
Monitor and furnishings sold separately

B403



Advanced Price \$19,466.49

Standard Price \$25,306.43

INCLUDED

Four corner columns and two counters back-lit
20' x 20' carpet
Installation/Dismantle Labor
Complimentary consultation for booth alterations
Furnishings sold separately

EXHIBITS

WHAT IS MATERIAL HANDLING? Material handling is the process of receiving your materials, either at the warehouse in advance of the show or at show site during move-in; delivering them to your booth; removing empty containers for storage during the show; returning the empty containers to your booth after the show; delivering your materials back to the dock; and loading for outbound shipping. Charges are determined by weight and ease of handling.

EMPTY REMOVAL INSTRUCTIONS

All exhibitors must have all crates tagged for empty storage by 1 hour prior to end of exhibitor move-in.

NOTE: Exhibitors will be subject to a surcharge of up to 20% of the total freight invoice if crates are not tagged for removal by set deadline.

Any shipment not handled by Heritage, but for which Heritage is required to handle storage of the empty shipping containers, a charge of \$50.00 per crate, case, box, or carton will be assessed.

CERTIFIED WEIGHT TICKETS

In the event that no weight tickets or inaccurate weight tickets are indicated on the delivery documents presented, Heritage shall estimate the weight or re-weigh, and charges shall be based upon the estimates. The estimated weight shall be final and binding if actual scale weight figures are not submitted prior to the close of the show. All shipments received at the warehouse and show site are subject to re-weigh.

INSURANCE

It is understood that Heritage is not an insurer. Insurance, if any, should be obtained by the exhibitor. It is suggested that exhibitors arrange All Risk coverage. This can be done by endorsements to existing policies. Exhibitor's materials should be insured from the time they leave their firm until they are returned after the close of the show.

INBOUND SHIPMENT(S)

Consistent with trade show practices, there may be a lapse of time between the delivery of shipment(s) to the booth and the arrival of the exhibitor or his/her representative. During this time, the materials will be left unattended. Heritage will not be responsible or liable for any loss, damage, theft, or disappearance of exhibitor's material after it has been delivered to the exhibitor's booth.

OUTBOUND SHIPMENT(S)

Heritage will not be responsible or liable for any loss, damage, theft, or disappearance of exhibitor's material between the time it is packed and when it is picked up and loaded. If found liable for any loss, Heritage's sole and exclusive MAXIMUM liability for loss or damage to EXHIBITOR'S materials and EXHIBITOR'S sole and exclusive remedy is limited to \$.30 (USD) per pound per article with a maximum liability of \$50.00 (USD) per item, or \$1,000 (USD per shipment), whichever is less.

LIABILITY

- Shipments delivered or consigned direct to the dock or warehouse address are subject to the following: Heritage shall not be liable for loss, damage or delay due to fire, acts of God, strikes or causes beyond its control. Furthermore, Heritage maximum liability is limited to \$0.30 per pound per article, with a maximum of \$50.00 per item or \$1,000.00 per shipment, while these goods and materials are in the warehouse or in vehicles during delivery to or from the convention facility.
- Heritage shall not be responsible for damage to uncrated materials, improperly packed materials or concealed damage.
- Heritage shall not be responsible for loss, theft, or disappearance of materials after same has been delivered to the exhibitor's booth.
- Collect shipments will not be accepted. Send freight prepaid.
- Direct carrier shipments must have certified weight tickets. If correct weights are NOT provided, receiver's estimates will prevail. Mixed shipments arriving on van lines must have certified weight tickets separating weights of crated items from loose and uncrated items. Weights not broken out will be charged at "loose and uncrated" rates.
- NO LIABILITY IS ASSUMED for shipments without receipts, freight bills, or specific counts such as UPS or van lines.
- Empty container labels will be available at Heritage Service Desk. Affixing the labels is the sole responsibility of the exhibitor or his representatives. All previous labels should be removed or obliterated. Heritage assumes no responsibility for:
 - Error to above procedures.
 - Removal of containers with old empty labels and Heritage labels.
 - Improper information on empty labels.
 - Material stored in containers with empty labels.
- To expedite removal of materials, Heritage shall have authority to change designated carriers.
- Heritage has Right of Preference into and out of show-site building to prevent tie-ups and provide an orderly operation for the show.
- Exhibitors have the responsibility of arranging for outgoing shipments.
- Make sure materials are properly crated and labeled before turning in Bills-of-Lading to freight desk. This prevents shipping out empty crates.
- Acceptance of Bills-of-Lading by Heritage freight desk does not represent acceptance of counts on the bill. All outgoing freight will be counted by designated carrier at the booth, notifying Heritage of any adjustments. Heritage is not responsible for security of exhibitor freight that is left unattended in the booth while waiting for the designated carrier.
- Heritage shall not be liable to any extent whatsoever for any actual, potential, or assumed loss of profits or revenues, or for any collateral costs, which may result from any loss or damage to an exhibitor's materials which may make it impossible or impractical to exhibit same.
- Claims for loss or damage must be submitted to Heritage prior to the close of the Show. No suit or action shall be brought against Heritage more than one (1) year after the accrual of the cause of action.
- Any claims regarding material handling services will be adjudicated on its own merits and shall not impact payment for any other services due.

ALL CHARGES ARE THE RESPONSIBILITY OF THE EXHIBITING COMPANY FROM WHOM MATERIALS HAVE BEEN RECEIVED AND HANDLED.

HERITAGE RESERVES THE RIGHT TO SHIP MATERIALS WITH OFFICIAL SHOW CARRIER IF EXHIBITOR CARRIER DOES NOT CHECK IN BY THE APPOINTED DATE AND TIME.

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

exhibitor.services@heritagesvs.com

1-800-360-4323

Fax 314-534-8050

Order online at: heritagesvs.com/ordering
MATERIAL HANDLING SERVICES
CRATED: Material that is skidded or is in any type of shipping container that can be unloaded at the dock with no additional handling required.

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

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

	Description	Price per CWT	200 lb Minimum
Rate Classifications	Warehouse Shipment (200 lb Minimum)		
	Crated or Skidded Shipment	\$186.25	\$372.50
	Special Handling Shipment	\$223.50	\$447.00
	Crated or Skidded after 7/3/2023 deadline date	\$232.81	\$465.62
	Special Handling Shipment after 7/3/2023 deadline date	\$270.06	\$540.12
	Show Site Shipment (200 lb Minimum)		
	Crated or Skidded Shipment	\$207.00	\$414.00
	Special Handling Shipment	\$248.40	\$496.80
	Uncrated or Pad Wrapped Shipment	\$289.80	\$579.60
	Small Package—Maximum Weight is 30 lbs per Shipment	\$50.00	\$50.00

*A small package shipment is a shipment totaling any number of pieces with a combined weight not to exceed 30 lbs that is received on the same day, from the same shipper and delivered by the same carrier.
 **Warehouse Shipments will be received Monday through Friday between the hours of 10:00a.m. and 4:00 p.m.

ROUND UP TO NEXT CWT (2CWT MINIMUM)

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

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

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

Exhibiting Company _____

Contact Name _____ Booth# _____

Phone # _____ Email _____

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



PRIORITY RETURN/ACCESSIBLE STORAGE FORM

NCSLI 2023 WORKSHOP & SYMPOSIUM

exhibitor.services@heritagesvs.com

1-800-360-4323

Fax: 314-534-8050

Discount Deadline:
6/21/2023

Priority Empty Container Return – This service provides for the priority return of your empties to your booth after the close of the show. This service must be ordered prior to the removal of your empties. To order, fill in information below and return to HERITAGE.

	Item	Estimated # of Pieces	Standard Rate	Total
Priority Return	FR350 Priority Empty Container Return	_____ x _____	\$100	= _____

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

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

	Item	# of Days	Standard Rate	Total
Accessible Storage	FR101 Set-up Fee (There is a One-time Set-up Fee)	N/A	\$50.00	= _____
	Storage Fee (Based Upon Squared Feet Required for Storage):			
	FR025 Up to 25 square feet	_____ x	\$75.00	= _____
	FR2650 26 to 50 square feet	_____ x	\$125.00	= _____
	FR51100 51 to 100 square feet	_____ x	\$175.00	= _____
	FR101150 101 to 150 square feet	_____ x	\$225.00	= _____
	FR151200 151 to 200 square feet	_____ x	\$275.00	= _____
	SUBTOTAL			_____

Labor – Each time your materials are accessed, you will be charged a minimum of one-half (1/2) hour of labor according to the hourly rates indicated on the Exhibitor Labor Form. Please note that all exhibit materials that are still remaining in storage trailers will be returned to your booth space upon official show closing.

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

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

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

SUBTOTAL \$ _____
TOTAL DUE \$ _____

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

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

Exhibiting Company _____ Booth# _____

Address _____ City _____ State _____ Zip _____

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



HERITAGE

IMPORTANT NOTICE REGARDING DIRECT SHIPMENTS

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

NOTE: Direct shipments will only be received beginning at 7:00 a.m., Monday, July 10th, 2023. Any materials sent to the venue prior to this date may be returned to sender and/or may be turned over to Heritage and will be billed according to the Show's Shipping & Receiving Rates, and will be subject to venue assessed fees.

EXHIBITOR COMPANY NAME _____

BOOTH NUMBER _____

C/O HERITAGE
ROSEN SHINGLE CREEK
9939 UNIVERSAL BLVD.
ORLANDO, FL 32819

FOR: NCSLI 2023 WORKSHOP & SYMPOSIUM

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

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

**WE APPRECIATE YOUR COOPERATION.
HERITAGE EXPOSITION SERVICES**



RELAX WITH OUR CAREFREE LOGISTICS!

HES Logistics is the official show carrier. Our dedicated team of Logistics Specialists will provide you with personalized and efficient shipping solutions to make sure your freight arrives on time. We make shipping easy and convenient!

INBOUND & OUTBOUND LOGISTICS

- *Small Package*
- *Standard Ground*
- *Next Day, 2nd Day, and 3rd Day Service Levels*
- *Air Ride*
- *Flat Bed*
- *Dedicated Truckload*

HES VALUE-ADDED SERVICES

- *Priority empty return for all inbound HES Logistics customers*
- *Transparent quotes with no hidden charges such as reweigh or trade show fees.*
- *HES Logistics available 7 days a week*
- *Late to Warehouse and Late to Show Site Fee waived*
- *Outbound shrink-wrap at no charge*

Have a Logistics Question?

Contact our Logistics team:

Phone: 1-866-493-1675

Email: shipping@heritagesvs.com



Helping to Bring People Together

WHAT IS SHIPPING?

Shipping is the process of a carrier picking up your items from your office or place of origin and transporting it to the dock of either advance warehouse or facility dock of your event. It is separate from Material Handling. Exhibitors may use any carrier they want, including HES Logistics.



WHAT IS MATERIAL HANDLING?

Material Handling is the process of receiving your shipment from your carrier and managing it through the event cycle. It is a standard tradeshow practice and it is a chargeable fee typically based on the weight of your shipment. Don't forget to add Material Handling to your budget!



Material Handling Process:

- Unloading the trade show freight from your carrier once it arrives at the receiving dock.
- Transporting your shipment to your booth space.
- Removing empty shipping containers (boxes, crates, and pallets) from your booth.
- Temporarily storing your empty shipping containers during the show.
- Returning empty shipping containers to your booth once the event is over.
- Transferring the freight back to the loading dock.
- Loading the items into your carrier's delivery vehicle for return shipping

ONE EASY WAY TO KEEP YOUR CHARGES LOWER?

Consolidate, Consolidate, Consolidate!

Skid items as much as possible so that they are sure to arrive together. Each shipment that arrives at a separate time is assessed the minimum charge. Whether you ship to the advance warehouse or show site, it is in your best interest to consolidate as much as possible.



OUTBOUND (RETURN) SHIPPING

NEED A RELIABLE CARRIER TO TRANSPORT YOUR OUTBOUND (RETURN) FREIGHT?

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

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

Show Name _____

Booth Name _____

Booth Numbers (if known) _____

Return Delivery Information

Company Name _____

Address _____

Suite _____

City, State, Zip _____

Contact Name _____

Contact Number _____
(for the driver to call if needed)

Delivery Hours _____

☐ Standard Ground Shipping (Estimated 2-7 business days)

☐ Deliver by Date _____

☐ Must Deliver on Specific Date _____

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

- Lowest Material Handling Rate Offered by Heritage
- Complimentary Priority Empty Container Return
- Complimentary Shrink Wrapping and / or Banding at the Show Site, if requested
- No need to schedule a pickup for the return shipment
- All-inclusive pricing with no additional fees for pickups and deliveries, including weekend and night service
- One convenient invoice encompassing all Heritage Trade Show Services
- Transportation experts are available before, during, and after the show
- Reliable customer service seven days a week, offering complete shipment visibility and expert supervision

Description of Pieces & Loading Area

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

Is there a loading dock at the delivery address? (ex. Lift Gate Truck Required / Residential / Inside pickup / Notify / White Glove Service) _____

If not, please describe delivery area and / or additional instructions for the driver: _____

- For return (outbound) shipping, REGARDLESS OF CARRIER, all exhibitors MUST fill out a HERITAGE Bill of Lading (BOL or MHA) to the show site, unless you are hand carrying all of your items out of the show. Please fill out and return the BOL/MHA at the Heritage Service Desk. Thank You
- Generic adhesive labels can also be found at the Heritage Service Desk



INBOUND SHIPPING

NEED A RELIABLE CARRIER TO TRANSPORT YOUR INBOUND FREIGHT?

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

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

Show Name _____

Booth Name _____

Booth Numbers (if known) _____

Inbound Pickup Information

Company Name _____

Address _____

Suite _____

City, State, Zip _____

Contact Name _____

Contact Number _____
(for the driver to call if needed)

Pickup Hours _____

Pickup Date _____
(call HES Logistics to discuss, if needed)

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

- Lowest Material Handling Rate Offered by Heritage
- Complimentary Priority Empty Container Return
- Complimentary Shrink Wrapping and / or Banding at the Show Site, if requested
- No need to schedule a pickup for the return shipment
- All-inclusive pricing with no additional fees for pickups and deliveries, including weekend and night service
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- Transportation experts are available before, during, and after the show
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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? (ex. Lift Gate Truck Required / Residential / Inside pickup / Notify / White Glove Service) _____

If not, please describe pickup area and / or additional instructions for the driver: _____

☐ Check this box if you request the show carrier to deliver the same pieces back to the original pickup address, via standard ground (not time critical) shipping

☐ Check this box if you request the show carrier to ship a different piece count, to ship to a different address, or is time sensitive whatsoever.
-- Please fill out the next page if you choose this option.



**Must arrive no later than
MONDAY, JULY 3RD, 2023**

**ADVANCE SHIPMENT
TO WAREHOUSE**

TO: _____
EXHIBITOR NAME

BOOTH NUMBER: _____

HERITAGE
TFORCE FREIGHT C/O JM FREIGHT
450 MAGUIRE RD. SUITE B
OCOE, FL 34761

FOR: **NCSLI 2023 WORKSHOP & SYMPOSIUM**



**Must arrive no later than
MONDAY, JULY 3RD, 2023**

**ADVANCE SHIPMENT
TO WAREHOUSE**

TO: _____
EXHIBITOR NAME

BOOTH NUMBER: _____

HERITAGE
TFORCE FREIGHT C/O JM FREIGHT
450 MAGUIRE RD. SUITE B
OCOE, FL 34761

FOR: **NCSLI 2023 WORKSHOP & SYMPOSIUM**



**Must arrive no later than
MONDAY, JULY 3RD, 2023**

**ADVANCE SHIPMENT
TO WAREHOUSE**

TO: _____
EXHIBITOR NAME

BOOTH NUMBER: _____

HERITAGE
TFORCE FREIGHT C/O JM FREIGHT
450 MAGUIRE RD. SUITE B
OCOE, FL 34761

FOR: **NCSLI 2023 WORKSHOP & SYMPOSIUM**



**Must arrive no later than
MONDAY, JULY 3RD, 2023**

**ADVANCE SHIPMENT
TO WAREHOUSE**

TO: _____
EXHIBITOR NAME

BOOTH NUMBER: _____

HERITAGE
TFORCE FREIGHT C/O JM FREIGHT
450 MAGUIRE RD. SUITE B
OCOE, FL 34761

FOR: **NCSLI 2023 WORKSHOP & SYMPOSIUM**



DO NOT DELAY!

**DIRECT SHIPMENT
TO SHOW SITE**

MUST NOT ARRIVE BEFORE: MONDAY, JULY 10TH

TO: _____
EXHIBITOR NAME

BOOTH NUMBER: _____

C/O HERITAGE
ROSEN SHINGLE CREEK
9939 UNIVERSAL BLVD.
ORLANDO, FL 32819

FOR: **NCSLI 2023 WORKSHOP & SYMPOSIUM**



DO NOT DELAY!

**DIRECT SHIPMENT
TO SHOW SITE**

MUST NOT ARRIVE BEFORE: MONDAY, JULY 10TH

TO: _____
EXHIBITOR NAME

BOOTH NUMBER: _____

C/O HERITAGE
ROSEN SHINGLE CREEK
9939 UNIVERSAL BLVD.
ORLANDO, FL 32819

FOR: **NCSLI 2023 WORKSHOP & SYMPOSIUM**



DO NOT DELAY!

**DIRECT SHIPMENT
TO SHOW SITE**

MUST NOT ARRIVE BEFORE: MONDAY, JULY 10TH

TO: _____
EXHIBITOR NAME

BOOTH NUMBER: _____

C/O HERITAGE
ROSEN SHINGLE CREEK
9939 UNIVERSAL BLVD.
ORLANDO, FL 32819

FOR: **NCSLI 2023 WORKSHOP & SYMPOSIUM**



DO NOT DELAY!

**DIRECT SHIPMENT
TO SHOW SITE**

MUST NOT ARRIVE BEFORE: MONDAY, JULY 10TH

TO: _____
EXHIBITOR NAME

BOOTH NUMBER: _____

C/O HERITAGE
ROSEN SHINGLE CREEK
9939 UNIVERSAL BLVD.
ORLANDO, FL 32819

FOR: **NCSLI 2023 WORKSHOP & SYMPOSIUM**

To help you in your planning, it's important to understand in advance that union labor will be required for certain aspects of your exhibit handling. Since Work Rules and Union Jurisdictions vary from city to city, please familiarize yourself with the following statements to help you in understanding the Union Requirements in the facility.

DECORATOR & CARPENTER JURISDICTION

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

TEAMSTER JURISDICTION

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

SAFETY

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

TIPPING

HERITAGE requests that exhibitors do not tip employees.

LABOR

If you encounter any difficulty with any laborer, or if you are not satisfied with the work performed, please bring this to the attention of the Show Manager at HERITAGE during the show. Please refrain from voicing complaints directly to craft personnel.

The person in charge of your exhibit should carefully inspect and sign all work order forms. If there are any questions about any bills, bring the bill to the appropriate Service Desk and discuss it with the person in charge.

EXHIBIT LABOR (One Hour Minimum per Worker)

		Advance Price Per Hour	Standard Price per Hour
Straight Time	8:00 a.m. to 4:30 p.m. Monday through Friday	\$136.65	\$177.65
Overtime	4:30 p.m. to 8:00 a.m. Monday through Friday, Saturday, Sunday, and Holidays	\$204.98	\$266.48

- Show Site prices will apply to all labor orders placed at show site.
- Standard Pricing is per person/per hour
- Start time guaranteed only when labor is requested for the start of the working day (8:00 a.m.), unless the official set up time begins later in the day.
- One hour minimum per man--labor thereafter is charged in half (1/2) hour increments.
- Supervisor must check in at Service Desk to pick up laborers. Upon completion of work, supervisor must return to Service Desk to release laborers.
- Labor must be cancelled in writing, 24 hours in advance to avoid a one (1) hour cancellation fee per worker.
- When scheduling dismantle labor, be sure to allow sufficient time for empty containers to be returned to your booth.
- Heritage supervising jobs will be completed at our discretion prior to show opening and before the hall must be cleared. Please include setup plan/ photo, special instructions and inbound shipping information with this order.

Installation Labor

- ☐ Supervision by Heritage I & D **Please complete the information on the next page.**
- Installation of your exhibit will be completed at our discretion prior to show opening
 - The charge for this service is 30% of the total installation labor bill, with a minimum of \$45.00.

Emergency Contact: _____ Phone Number: _____

- ☐ Supervision by Exhibitor Personnel

Supervisor will be: _____ Phone Number: _____

Date	Time	No. of People		Approx. Hours		Total Hours		Hourly Rate		Total Estimated Cost
			X		=		X		=	\$
			X		=		X		=	\$
						Heritage Supervision (30%/\$45.00)			=	\$
						Total Installation			=	\$

Dismantle Labor

- ☐ Supervision by Heritage I & D **Please complete the information on the next page.**
- Installation of your exhibit will be completed at our discretion prior to show opening
 - The charge for this service is 30% of the total installation labor bill, with a minimum of \$45.00.

Emergency Contact: _____ Phone Number: _____

- ☐ Supervision by Exhibitor Personnel

Supervisor will be: _____ Phone Number: _____

Date	Time	No. of People		Approx. Hours		Total Hours		Hourly Rate		Total Estimated Cost
			X		=		X		=	\$
			X		=		X		=	\$
						Heritage Supervision (30%/\$45.00)			=	\$
						Total Dismantle			=	\$

Exhibiting Company _____

Contact Name _____ Booth# _____

Phone # _____ Email _____

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



EXHIBIT LABOR - HERITAGE SUPERVISED NCSLI 2023 WORKSHOP & SYMPOSIUM

exhibitor.services@heritagesvs.com

1-800-360-4323

Fax 314-534-8050

Order online at: heritagesvs.com/ordering

**Discount Deadline:
6/21/2023**

HERITAGE SUPERVISED LABOR

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

INBOUND SHIPPING INFORMATION AND SET-UP INFORMATION:

Freight will be shipped to: Warehouse _____ Show Site _____ Date _____

Total No. of: Crates _____ Cartons _____ Fiber Cases _____

Other (Specify) _____

Setup Plan/Photo: Attached _____ To Be Sent With Exhibit _____ In Crate No. _____

Carpet: With Exhibit _____ Rented From Heritage _____ Color _____ Size _____

Electrical Placement: Drawing Attached _____ Drawing With Exhibit _____ Electrical Under Carpet _____

Comments: _____

Graphics: With Exhibit _____ Shipped Separately _____

Comments: _____

Special Tools/Hardware Required: _____

OUTBOUND SHIPPING INFORMATION

Ship To: _____

METHOD OF SHIPMENT

☐ HERITAGE EXHIBIT TRANSPORTATION

☐ Common Carrier

☐ Air Freight ☐ Next Day ☐ Second Day ☐ Deferred ☐ Expedited

OTHER CARRIER

Other Common Carrier: _____

Other Air Freight: _____

Van Line: _____

FREIGHT CHARGES

☐ Prepaid

☐ Collect

Bill To: _____

In the event your selected carrier fails to show on the final move-out day, please select one of the following options:

☐ Reroute via Heritage's Choice

☐ Delivery back to warehouse at the Exhibitor's expense.

PLEASE NOTE: Heritage will not be responsible for product or literature that is not properly packed and labeled by exhibitor personnel.

Exhibiting Company _____

Contact Name _____ Booth# _____

Phone # _____ Email _____

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



SIGN SERVICE ORDER FORM

NCSLI 2023 WORKSHOP & SYMPOSIUM

exhibitor.services@heritagesvs.com

1-800-360-4323

Fax 314-534-8050

Discount Deadline:
6/21/2023

Order online at: heritagesvs.com/ordering

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

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

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

	Item	Quantity	Discount Rate	Standard Rate	Total
Standard Size Signs	G10 Standard Sign 7" x 11"	_____ x	\$ 63.75	\$ 82.88	= _____
	G20 Standard Sign 7" x 44"	_____ x	\$ 74.25	\$ 96.53	= _____
	G30 Standard Sign 11" x 14"	_____ x	\$ 78.38	\$ 101.90	= _____
	G40 Standard Sign 14" x 22"	_____ x	\$ 95.63	\$ 124.32	= _____
	G60 Standard Sign 22" x 28"	_____ x	\$ 129.75	\$ 168.68	= _____
	G70 Standard Sign 28" x 44"	_____ x	\$ 216.75	\$ 281.78	= _____
	G80 Standard Sign 40" x 60"	_____ x	\$ 289.12	\$ 375.86	= _____
	G90 Easelback (up to 11" x 14" sign)	_____ x	\$ 39.75	\$ 51.68	= _____
	G91 Mini Hoffa Sign 24" x 80" with base	_____ x	\$ 369.15	\$ 479.90	= _____
	G92 Meter Board Sign 38" x 80" with base	_____ x	\$ 552.23	\$ 717.90	= _____

Custom Size Signs	Item	Total Sq. Ft.	Discount Rate	Standard Rate	Total
	G100 Banner single sided - enter dimensions below _____ W x _____ L = total sq. ft. feet feet	_____ x min. order 9 sq. ft.	\$21.00	\$31.50	= _____
	G100 Custom Sign - enter dimensions below _____ W x _____ L = total sq. ft. feet feet	_____ x min. order 9 sq. ft.	\$21.00	\$31.50	= _____
Contact an exhibitor service team member for other custom graphic applications.					

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

SUBTOTAL \$ _____
TAX 6.5% \$ _____
TOTAL DUE \$ _____

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

Exhibiting Company _____

Contact Name _____ Booth# _____

Phone # _____ Email _____

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

exhibitor.services@heritagesvs.com

1-800-360-4323

Fax 314-534-8050

Order online at: heritagesvs.com/ordering

Please read carefully and follow all requirements and instructions to insure proper production of high quality graphics and timely delivery. Feel free to contact HERITAGE with any questions or concerns.

**For Print Ready
Graphics****CMYK** color mode**150 dpi at 100% scale**Bleed is **ONLY** required on fabric prints - .5" all sidesVector artwork files preferred - **.PDF, .AI, and .EPS**Rasterized artwork files - **.TIFF or .JPG**

Full scale artwork only. However if necessary, use 300 dpi at 50% scale

Outline/Rasterize all fonts

Flatten all transparencies

Change all opacities to solid colors

Keep all critical logos and text 0.25" from the edges

Supply links

GRAPHIC SUMMARY REQUIRED for large volume graphic orders.

Please indicate/specify graphic size, quantity, single or double sided, material (i.e. vinyl, foam core...), area of use and description of graphic i.e. text/copy.

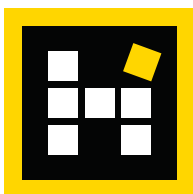
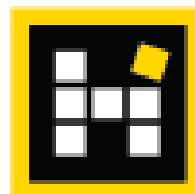
Click **HERE** for a sample graphic summary to download.**For Heritage
Designed
Graphics**Please supply vector logos - **.AI, .EPS or .PDF**High resolution photos - **10MB or higher recommended**

Preferred font choice and/or supply font file

Any Pantone (PMS) color references i.e. your company's brand colors

**To Submit
Artwork
Files****Via Dropbox** - email **graphics@heritagesvs.com** and Heritage will setup a shared Dropbox folder. Please save/upload files in this folder.

OR

Via Email - attachments 10MB or less.**Acceptable
Artwork****NOT Acceptable
Artwork****Questions?**Contact Heritage Graphics Department or your Account Executive
graphics@heritagesvs.com | 1-800-360-4323



BOOTH CLEANING SERVICE ORDER FORM

NCSLI 2023 WORKSHOP & SYMPOSIUM

exhibitor.services@heritagesvs.com

1-800-360-4323

Fax 314-534-8050

Order online at: heritagesvs.com/ordering

Discount Deadline:
6/21/2023

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

INDIVIDUAL CLEANING FOR YOUR BOOTH MAY BE ORDERED BY FILLING IN INFORMATION BELOW.
CHARGES BASED UPON GROSS EXHIBIT BOOTH AREA. (100 SQ. FT. MINIMUM)

EXCESS TRASH WILL BE SUBJECT TO AN ADDITIONAL FEE FOR DISMANTLING AND DISPOSAL AT MARKET RATE

Item		Total # of Days	Total # Sq. Ft.	Standard Rate	Total
Carpet Cleaning	L150 Vacuuming before initial opening of Exhibit and DAILY thereafter, including emptying of waste baskets nightly	_____ x _____	_____ x _____	\$0.45 = _____	
	Vacuuming ONCE before initial opening of Exhibit	1 x _____	_____ x _____	\$0.45 = _____	
	SUBTOTAL _____				

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

Item		Total # of Days	Total # Hours	Standard Rate	Total
Porter Service	L220 Includes emptying of wastebaskets and policing of your exhibit at two-hour intervals during show hours (4 hour minimum per day)	_____ x _____	_____ x _____	\$50.65 = _____	
	Requested Time(s) for Porter Service _____				

Special Instructions: _____

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

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

SUBTOTAL \$ _____

TOTAL DUE \$ _____

Exhibiting Company _____

Contact Name _____ Booth# _____

Phone # _____ Email _____

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

NAME OF CONFERENCE	START DATE	END DATE
NCSLI 2023	07/10	07/12

LEVEL OF SERVICE	TYPICAL USAGE
5 AMP	- Charge phones or laptops - Small monitors (up to 32")
10 AMP	- Larger monitors (32" and above) - Up to three LED overhead lights or a large LED light strip
20 AMP	- Two or more large monitors - Three or more LED lights - Small appliances like a K-Cup coffee maker

IF YOU NEED HELP LOCATING YOUR SHOW, PLEASE FOLLOW THE STEPS BELOW:

1. ENTER SHOW DATE(S) YOU WERE PROVIDED WITH
2. SELECT "FLORIDA" IN THE "STATE" DROPDOWN
3. SELECT "ORLANDO" IN THE "CITY" DROPDOWN
4. SELECT "ROSEN SHINGLE CREEK" IN THE "VENUE" DROPDOWN
5. HIT SEARCH
6. SELECT YOUR SHOW FROM THE SEARCH LIST

<https://eventnow.encoreglobal.com/>

CLICK HERE TO ORDER UP TO TWO ELECTRICAL DROPS

CLICK HERE TO CONFIGURE YOUR MONITOR OPTIONS

SPECIALTY SERVICES

MORE THAN 2 ELECTRICAL SERVICES

208V ELECTRICAL SERVICES

WATER LINES

AIR LINES

IF SPECIALTY SERVICES ARE REQUIRED, CLICK HERE TO SUBMIT A REQUEST FOR A QUOTE

VIDEO EQUIPMENT

23-24" HD MONITOR (TABLETOP ONLY)

32" MONITOR (TABLETOP OPTIONAL)

48" MONITOR

55" MONITOR & FLOOR STAND PACKAGE

70" MONITOR & FLOOR STAND PACKAGE

PC BASED LAPTOP

WIRELESS REMOTE PRESENTER

LED UPLIGHTING

RIGGING REQUESTS

If rigging is required, please use the following link to request approval.

<https://www.encoreglobal.com/rigging-portal/>

If you are experiencing technical difficulties on-site, please contact Encore at 407-616-4556 or 407-996-4473



NCSL INTERNATIONAL



EXHIBITOR PRE-ORDER TECHNOLOGY FORM

ALL ORDERS MUST BE RECEIVED BY JUNE 27TH IN ORDER TO RECEIVE PRE-ORDER PRICING.

RENTAL EQUIPMENT AND INTERNET PRICING ARE LENGTH OF SHOW. (Up to 2 Days)

Event Name: NCSL International 2023

Booth Name and #: _____

Install Date and Time: _____

Removal Date and Time: _____

On-Site Test and Time: _____

On-Site Contact: _____

On-Site Contact Cell #: _____

On-Site Contact Email: _____

Wireless Internet Prices are per booth, length of event. Connections capped at a maximum speed of 5Mbps.	Pre-Order Rate	Rack Rate	Total
1-5 Wireless Connections	\$400	\$480	
6-10 Wireless Connections	\$680	\$816	
11-15 Wireless Connections	\$870	\$1,044	
16-20 Wireless Connections	\$1,000	\$1,200	
21-25 Wireless Connections	\$1,100	\$1,320	
26-30 Wireless Connections	\$1,200	\$1,440	
For more than 30 wireless users in a booth, please call for pricing.			

Wired Internet/ Dedicated Bandwidth Prices are per location, length of event, with private IP addresses. If cabling under carpet, please call to schedule location and provide diagram.	Pre-Order Rate	Rack Rate	Total
5Mbps Dedicated Connection	2,000	\$2,400	
10Mbps Dedicated Connection	\$3,000	\$3,600	
15Mbps Dedicated Connection	\$4,000	\$4,800	
20Mbps Dedicated Connection	\$5,000	\$6,000	
Additional Connections within the same location (One time Fee)	\$100	\$150	

HD Monitors Includes a table stand and 5ft cable. (Add'l sizes available upon request.)	Price	Qty.	Total
32" Monitor	\$400		
42" Monitor (Includes Dual Pole Stand)	\$695		
55" Monitor (Includes Dual Pole Stand)	\$945		
65" Monitor (Includes Dual Pole Stand)	\$1,145		
70" Monitor (Includes Dual Pole Stand)	\$1,395		
90" Monitor (Includes Dual Pole Stand)	\$1,950		

Laptops/ Tables	Price	Qty.	Total
Laptop	\$225		
Apple MacBook Pro	\$315		
Tablet	\$185		

Monitor Accessories Monitors do not include dual pole stands.	Price	Qty.	Total
Dual Pole Stand with Laptop Tray (Only available with rented monitors)	\$95		

Internet SUBTOTAL	\$
26% Service Fee	\$
6.5% Tax on Service Fee Only	\$
INTERNET GRAND TOTAL	\$

Rental Equipment SUBTOTAL	\$
26% Service Fee	\$
SUBTOTAL	\$
6.5% Sales Tax (On Rental Equipment & Service Fee)	\$
RENTAL EQUIPMENT GRAND TOTAL	\$

Telecommunication SUBTOTAL	\$
26% Service Fee	\$
12.72% Communication Tax (TELECOMMUNICATION SUBTOTAL ONLY)	\$
6.5 % Sales Tax (SERVICE FEE ONLY)	\$
TELECOMMUNICATION GRAND TOTAL	\$

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

Telecommunication Services Additional Phone options and international calling available. Please call for assistance.				
Cisco Digital Phones Installation fee of \$150 included in first day pricing.	Qty.	Single Day Rate	Add'l Days	Total
House Phone		\$180	\$30	
DID or Polycom Local/ 800		\$250	\$100	
DID or Polycom Local/ 800/ Long Distance		\$300	\$150	
ATA (Analog Phone Adapter)		\$250	\$100	

Network Configuration	Pre-Order Rate	Rack Rate	Qty.	Total
Static IP (One Time Fee)	\$150/each			
Network Extension / Drop	\$250	\$300		
Private VLAN	\$1,200	\$1,450		
Public VLAN	\$1,800	\$2,160		
Custom SSID	\$1,200	\$1,500		

Technology Accessories for Purchase	Price	Qty.	Total
5ghz Wireless Dongle	\$40		
USB to Ethernet Dongle	\$40		
HDMI Cable (25ft)	\$40		
VGA Cable (25ft)	\$40		

Ask us about our sponsorship opportunities!

Please Note the Following:

- * Internet and 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.
- * Millennium does not supply power. For power needs, please contact the exhibition company.
- * Orders cancelled with less than 72 hours' notice will incur a 50% cancellation fee. Orders cancelled on site will incur a 100% cancellation fee.
- * Dedicated bandwidth recommended for VOIP, video streaming or video conferencing.
- * Any unauthorized equipment will be disconnected.
- * Support will only be provided to MTG equipment.

Booth Diagram

Mark "X" where connections should be located

Front

Booth # _____

Booth # _____



Billing Information

Please Type or Print Clearly and Provide Business Card

Name of Event

Booth #

Card Holder'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.

- * Due to PCI compliance, we can no longer accept any CC authorization forms. **Please do not include your CC numbers on this form.**
- * 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, and 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

Fax or Email order to Millennium Technology Group Attn: Convention Technology Sales Address: 9939 Universal Blvd, Orlando, FL 32819
Phone: (407) 996-5865 On-Site Support: (407) 996-2589 Fax: (407) 996-5866 Email: ConventionSales@MTG-FL.com

TECHNOLOGY TERMS AND CONDITIONS LIMITATION OF LIABILITY

EXCEPT FOR CLAIMS FOR PHYSICAL INJURY TO PERSONS, MILLENNIUM TECHNOLOGY GROUP (MTG) AND ITS SUPPLIERS OR SUBCONTRACTORS WILL NOT BE LIABLE FOR ANY SPECIAL, OR CONSEQUENTIAL DAMAGES OR FOR LOSS, DAMAGE OR EXPENSE DIRECTLY OR INDIRECTLY ARISING FROM CUSTOMER'S USE OR INABILITY TO USE THE SYSTEM EITHER SEPARATELY OR IN COMBINATION WITH OTHER EQUIPMENT OR SOFTWARE OR FOR COMMERCIAL LOSS OF ANY KIND (INCLUDING LOSS OF BUSINESS PROFITS) BASED UPON BREACH OF WARRANTY, BREACH OF CONTRACT, NEGLIGENCE, STRICT TORT OR ANY OTHER LEGAL THEORY WHETHER OR NOT MTG OR ITS SUPPLIERS OR ITS SUBCONTRACTORS HAVE BEEN ADVISED OF THE POSSIBILITY OF SUCH DAMAGE OR LOSS. IN NO EVENT SHALL LIABILITY EXCEED A REFUND OF AMOUNTS ACTUALLY PAID TO MTG BY COMPANY FOR THEIR NETWORK ATTACHMENT. SERVICES ARE PROVIDED BY MTG ON AN 'AS IS' AND 'AS AVAILABLE' BASIS. MTG MAKES NO REPRESENTATIONS OR WARRANTIES OF ANY KIND, EXPRESS OR IMPLIED, AS TO THE OPERATION OF MTG SERVICE OR THE INFORMATION, CONTENT, MATERIALS, OR PRODUCTS INCLUDED IN MTG SERVICE. NO WARRANTIES ARE MADE OTHER THAN PROVIDING YOU WITH OUR EQUIPMENT IN GOOD WORKING ORDER. YOU ACKNOWLEDGE THAT BOTH THE EQUIPMENT AND THE MANUFACTURERS OF SAID EQUIPMENT ARE ACCEPTABLE TO YOU. YOU FURTHER ACKNOWLEDGE THAT WE HAVE NOT MADE AND DO NOT MAKE ANY WARRANTY EITHER EXPRESSED OR IMPLIED INCLUDING BUT NOT LIMITED TO: A) THE FITNESS OR DESIGN OF THE EQUIPMENT; B) THE MERCHANTABILITY OF THE EQUIPMENT OR ITS FITNESS FOR ANY PARTICULAR PURPOSE; C) ANY PATENT, COPYRIGHTS OR TRADE SECRET INFRINGEMENTS AND D) THE COMPLIANCE OF THE EQUIPMENT WITH ANY REQUIREMENTS OF LAW, RULES, SPECIFICATIONS OR CONTRACT.

1. **CONDITION FOR PROCESSING SERVICE CONTRACT/ON-TIME INSTALLATION:** (a) Payment for service must accompany contract. (b) Incomplete contract forms will delay processing, please provide all information requested. (c) Booth number(s) must be identified on face of form. (d) Complete Floor Plan Itemizing location of connections in booth must be designated on form or customer provided diagram(s) 3 days before move-in date (g) Orders /changes received on day of show move-in will be worked after other orders are complete.

2. **TERM:** The rental shall commence on the day the equipment/services are delivered to you and shall continue until the equipment/services are returned, complete and in good working order.

3. **TITLE:** Only MTG personnel are authorized to modify system wiring or cabling. Material and equipment furnished by MTG for this service order shall remain the property or MTG. You acknowledge that the equipment/services rented by you belongs to us and that you cannot sell, pledge, mortgage or otherwise dispose of the equipment.

4. **LOCATION:** The equipment shall be kept at the location you have provided us and may not be moved or relocated without our prior written permission. In the event of loss, you agree to promptly reimburse us for the replacement cost of such equipment and claims for all losses and injuries caused by such equipment.

5. **MODIFICATION AND ADDITIONAL WORK:** If, at the request of or with prior consent from the Customer, MTG has performed work or rendered other performances which goes beyond the substance or scope of the agreed services, the Customer shall pay for that work or performance according to our usual rates. Expanding or modifying a system analysis, a design or specifications shall also constitute additional work.

6. **REPAIRS:** During the term of rental, we are responsible for the maintenance of our equipment resulting from every day wear and tear. If the equipment malfunctions, you must notify us immediately and we will, at our discretion, repair or replace the defective equipment in a timely manner. If the equipment is damaged in any manner you will be responsible for all costs, including but not limited to service fees, repair fees, or full replacement costs.

7. **CREDIT APPROVAL:** We are not obliged to deliver the equipment unless and until your credit is approved by us.

8. **LATE CHARGES:** If any payments have not been made by the conclusion of the event, we may impose a late charge of 1.5% per month.

9. **PAYMENT:** Payment & Order forms must be received no later than 14 days prior to the first day of the event to avoid Pre-Order Penalty Fee of \$100. If ordering on site or after event move-in has started there is a \$150 On Site Order Fee that will be applied. Pricing listed on this contract does not include Federal, State, Local or other Taxes. Taxes/Tax surcharges will be included in your final bill. Checks must be received a minimum of ten days prior to the first day of service. **The Customer shall pay invoices in accordance with the payment conditions stated on the invoice. The Customer shall not be entitled to set off or to suspend a payment.**

10. **INTERNET SECURITY DISCLAIMER:** MTG does not provide security, such as but not limited to firewalls etc. for any data connection(s) we provide. It is the sole responsibility of the exhibitor or customer to provide any necessary security. With execution of this document the Customer is agreeing to the Terms and Conditions of this document and will hold MTG; its agents and contracts harmless for any and all liabilities arising from the use of non-secured data circuits.

11. **SHARED INTERNET SERVICES SPECIFIC:** Proxy Servers are not allowed with any of MTG's shared Internet/Network Services. This includes, but is not limited to, Premium Internet & Basic Internet. MTG can engineer a custom dedicated network(s) to accommodate such special requests.

12. **ORDER FORM:** Rates listed include a single IP address with standard installation to the booth in the most convenient manner. To connect additional devices to the bandwidth product a MTG assigned IP address or additional device charge must be purchased.

13. **INTERNET PERFORMANCE DISCLAIMER:** MTG does not guarantee the performance, routing, or throughput, either expressed or implied, of any data connectivity with regards to the Internet and/or Internet backbones beyond any facility we service.

14. **GENERAL PROVISIONS:** a) The laws of the State of Florida shall govern this Agreement between you and MTG. b) Although you do not have the right to assign this Agreement, we do. If we exercise this right, we may direct you to make all future payments to another party at their address. c) You hereby waive trial by jury in any action or proceeding pertaining to this Rental Agreement. d) Paragraph headings are for convenience only.

15. **PUBLICITY:** Notwithstanding anything to the contrary in the Agreement or applicable Statements of Work, MTG shall be permitted to disclose in summary form the nature of work performed for clients under the applicable Statement of Work; however, MTG shall not disclose the proprietary business processes of Client or otherwise result in any breach of any other term of this Agreement.

16. **WIRELESS SPECIFIC:** The use of any wireless device that interferes with the facility wireless data frequency is prohibited.

17. **RENEWALS AND RATE CHANGES:** The rental will automatically be renewed for successive rental periods following the initial rental term.

18. **PERFORMANCE:** MTG shall, to the best of its ability, do its utmost to perform the services with due care and, where appropriate, in accordance with the agreements and procedures recorded in writing with the customer. All of MTG's services shall be performed on the basis of a best efforts obligation, unless and insofar as the MTG has expressly promised a result in the written Agreement and the result concerned has also been described with sufficient definiteness. Any agreements concerning a service level must always be expressly agreed in writing.

19. **USAGE:** You may use our equipment, but you may not abuse it. In particular, you must provide a suitable location, including appropriate electrical power, for our equipment and comply with the manufacturer's operating instructions. If any software is supplied with the property, you agree to be bound by all applicable licenses and copyright laws and, with regard to Microsoft products, you further acknowledge that use of the Microsoft software accompanying our equipment is governed by Microsoft's End User License Agreement attached hereto.

20. **VIRUS PROTECTION REQUIREMENT – WARNING –** MTG requires that all devices directly or indirectly accessing MTG's Network have the latest virus scan software, windows security updates, system patches, and any other technological precautions necessary to protect yourself and others from viruses, malicious programs and other disruptive applications. Any device, which adversely impacts MTG's Network, will be disconnected from the network with or without prior notice at MTG's discretion. The device(s) in question will remain disconnected from the network until all issues are adequately resolved. Additional charges may apply for trouble diagnosis and/or problem resolution.

21. **CUSTOMER EQUIPMENT:** Customers wishing to place their equipment within the IDFs must obtain authorization to do so through MTG. MTG nor Rosen Hotel & Resorts will be held responsible for the loss or damage of customer provided equipment. This includes but not limited to damage due to power, liquids, leaks, or other naturally occurring events. Plugging in to any outlet or circuit currently utilized by MTG equipment or Rackspace is strictly prohibited. Power must be ordered from the hotel's convention power provider. All access to IDF's require a representative from MTG to be present at all times. No keys will be issued to a customer or group and the door must remain securely locked at all times. All patching and un-patching of ports and or fiber can only be performed by a MTG representative.

22. **USE OF NETWORK CONNECTIONS:** a) The network attachment to be provided by MTG may be used only by the employees of the company, its agents and consultants while performing service for the company and will not be resold or distributed to other companies. The services being provided by MTG will facilitate communications between the Company's authorized users and the entities reachable through the national Internet. Users of MTG services shall use reasonable efforts to promote efficient use of the networks to minimize, and avoid if possible, unnecessary network traffic and interference with the work of other users of the interconnected networks. b) Users of MTG services shall not disrupt any of the MTG or other associated networks in part or as a whole. MTG services shall not be used to transmit any communication where the meaning of the message, or it's transmit distribution, would violate any applicable law or regulation or would likely be highly offensive to the recipient or recipients thereof. c) All devices for which MTG directly or indirectly provides Internet/Network connectivity must pay a connection charge or purchase a MTG assigned IP address. d) The choice of Internet Service Provider (ISP) is at the sole discretion of MTG e) MTG is the exclusive provider of all wired and wireless data services. f) Wired/Wireless Devices not authorized by MTG are strictly prohibited. Anyone wishing to showcase wireless products must contact MTG three weeks in advance of their show to investigate the potential of MTG engineering a customized cohesive network operating without interference g) Rates listed include a single IP address via DHCP, bringing the service to the booth in the most convenient manner and does not include computer equipment, NIC card, TCP/IP software or power to the booth.

23. **CANCELLATIONS & ADJUSTMENTS:** No adjustments to invoices will be made after the close of the Event. Claims will not be considered unless filed in writing by Exhibitor/Client prior to close of Show/Event. All orders cancelled within 72 hours of the first day to the Event whether it be by the Exhibitor, due to the cancellation of an Event or their non-participation, will be charged a cancellation fees equal to 50% - 100% of the total order, based on the status of move-in, work performed and/or MTG set-up costs or expenses. Some broadband services and special circuits cannot be cancelled once ordered and will incur full charges listed /quoted. Credit will not be given for service installed and not used.

24. **INDEMNIFICATION:** a. You shall defend, indemnify and hold MTG harmless against all costs and expenses, including reasonable attorney's fees, associated with the defense or settlement of any claim that: i. MTG's use, access or modifications of any software that you have requested that we use, access or modify as part of the Services infringes any patent, copyright, trademark, trade secret or other intellectual property right, or ii. Your use of any Services in violation of any requirements or representations in this agreement violates any law or infringes any patent, copyright, trademark, trade secret or other intellectual property right. b. You further shall pay any judgments or settlements based on any such claims.

25. **ENTIRE AGREEMENT:** These terms and conditions together with any documents expressly referred to in them, contain the entire agreement between us relating to the subject matter covered and supersede any previous agreements, arrangements, undertakings or proposals, written or verbal: between us in relation to such matters. No verbal explanation or verbal information given by any party shall alter the interpretation of these terms and conditions. In agreeing to these terms and conditions, you have not relied on any representation other than those expressly stated in these Terms and Conditions and you agree that you shall have no remedy in respect of any misrepresentation, which has not been made expressly in these Terms and Conditions.

26. **PERSONAL DATA PROTECTION** a. "Personal Data" means any information regarding any identified or identifiable person associated with the meeting, that may be provided or discovered during the course of performing under the meeting Agreement. Hotel may process and use the Personal Data only to the extent necessary to perform its obligations under the meeting Agreement. Hotel may disclose the Personal Data only to Hotel's agents, employees and subcontractors as necessary to perform the Hotel's obligations under the meeting Agreement, who have received training on the handling of Personal Data from Hotel, and who are bound by confidentiality obligations. Hotel may disclose Personal Data as required to fulfill regulatory or legal requirements within the travel industry. Hotel may not sell, rent or lease Personal Data to any other party. Hotel may not use any Personal Data to send direct marketing materials to Client, its members or employees, unless they have provided their explicit written consent or have otherwise provided personal data for such purpose, i.e. have opted in to receive such materials from Hotel. b. Hotel will use the same reasonable degree of care to prevent the unauthorized use, dissemination or publication of the Personal Data, as it uses to protect its own information of similar nature, and will implement any technical and organizational measures to protect personal data which are required by the applicable law. Hotel will adhere to all applicable export, personal data protection and security laws, regulations and rules when collecting, using, storing, transferring and otherwise processing Personal Data. Hotel agrees to notify Client if it becomes aware of any actual, suspected or alleged unauthorized use of, disclosure of, or access to Personal Data by itself or others that also creates a notification obligation to affected individuals under state or federal law. In the event of such a security incident, Hotel will cooperate with Client in accordance with the applicable laws, including: conducting the investigation; cooperating with authorities; and notifying affected persons, credit bureaus, other persons or entities deemed appropriate by the Client.



Production & Exhibit Rules and Regulations

1. All groups having exhibits must use a Drayage Co., a Decorating Company or an Exhibit Company, for booth or tabletop exhibits at Rosen Shingle Creek. The Orange County Fire Prevention Code must be adhered to and a plan submitted to the Orange County Fire Department Fire Marshal, no less than 30 days prior to the show or exhibit. Diagrams must include any and all items that will be placed in the pre-function/foyer area. If the ballroom corridor is not included as part of the meeting set, it must be included in the diagram as clean/empty. All permits and diagrams approved and signed by the Orange County Fire Department must be submitted to the Convention Services Manager no later than 14 days prior to the group's load-in date.
2. Production Companies must adhere to the Orange County Fire Prevention Code. Production Company must submit a plan and permit to the Orange County Fire Department Fire Marshal, no less than 30 days prior to the show. Diagrams must include any and all items that will be placed in the pre-function/foyer area. If the ballroom corridor is not included as part of the meeting set, it must be included in the diagram as clean/empty. All permits/diagrams approved and signed by the Orange County Fire Department must be submitted to the Convention Services Manager no later than 14 days prior to the group's load-in date.
3. The Orange County Fire Department may require a fire watch for certain productions, exhibits, laser or pyrotechnic shows. A minimum of 10 days' notice is needed to order a fire watch from the Orange County Fire Department. The Orange County Fire Department requires a minimum of a 4-hour fire watch, plus an hourly fee for each hour thereafter. The Orange County Fire Department requires that the fire watch begin 30 minutes prior to the event start time and end 30 minutes post the event ending time. Fire watches for pyrotechnics (including fog/haze machines) are only permitted inside the Gatlin, Panzacola and/or Sebastian Ballrooms. They are not permitted in Butler, Conway, Sandlake, foyers and/or breakout rooms.
4. The Orange County Fire Department may require a fire watch for indoor meal events that require the use of ovens and/or deep fryers. A minimum of 10 days' notice is needed to order a fire watch from the Orange County Fire Department. The Orange County Fire Department requires a minimum of a 4-hour fire watch, plus an hourly fee for each hour thereafter. The Orange County Fire Department requires that the fire watch begin 30 minutes prior to the event start time and end 30 minutes post the event ending time. Outside meal events that include the use of ovens and/or deep fryers may require a fire watch in the event it is moved indoors due to inclement weather. Fire watches for indoor meal events are only permitted inside the Ballrooms and/or breakout rooms; they are not permitted in Butler, Conway, Sandlake or foyers.
5. Due to limited storage, Rosen Shingle Creek cannot accept any drayage, packages, or exhibits for an Exhibit / Production Company or client. Please make arrangements for pre/post shipping, drayage handling, and storage with the Exhibit / Production or Decorating Company handling your event.
6. All exhibit and production space, loading docks, and dumpster areas must be cleared and returned to the same condition as it was given to the Production/Exhibit Company on set up day. It is the customer's responsibility through the Exhibit/Production Company to provide appropriate trash receptacles/dumpsters. Arrangements can be made through Waste Management at (407) 788-0800.
7. All items such as forklifts, crates, garbage, etc. must be removed from Rosen Shingle Creek by the designated ending time on the teardown day. Rosen Shingle Creek will not be held responsible for any damage or loss of equipment left on site.
8. All hazardous materials and chemicals that will be brought into Rosen Shingle Creek or generated on property through a function must have a "SDS" sheet on file with the Convention Services Manager prior to delivery and must be pre-approved by the Convention Services Department. The Customer or Exhibit / Production Company is responsible for removal of the waste from Rosen Shingle Creek. Such items include, but are not limited to, medical waste, paints, oils, adhesives, cleaning chemicals and solvents. If hazardous waste has been left behind from a function, the customer/group will be contacted to return to the property to retrieve the waste. Rosen Shingle Creek will not be able to dispose of the waste for the customer/group, as the necessary documents and shipping manifests must be signed by the generator of the hazardous waste.
9. All forklifts or any other equipment used in the exhibit areas, the loading dock or Ballrooms must be battery or propane powered. All tires must be unmarked or covered. Tires must be approved by Event Services Manager prior to use. Exhibit / Production Companies must provide their own air lifts. No equipment can be stored inside of the hotel, including meeting space and service areas. See the Event Services Manager for assistance. All powered truck operators (such as forklift, powered pallet jacks, etc.) must carry their certification card at all times. Shingle Creek reserves the right to ask for and review certification cards.
10. The Exhibit /Production Company is responsible for the safeguard of usable carpeted areas for exhibits, production, load-in and load-out. The use of Poly-Tak, Visqueen, plywood, over-lay carpeting, or similar materials is required in order to ensure the protection of the carpet. For Production/Rigging needs, the Hotel can provide all Poly-Tak and charge the customer's Master Account or Production Company accordingly. NOTE: When using forklifts in the Ballrooms, ply wood MUST be laid on top of Poly-Tak or Visqueen type of protection materials. All Exhibit & Production companies must place down gaffing / vinyl tape prior to double sided tape being adhered to hotel carpets, risers, or any other areas permitted by the hotel staff.

Client / Production Initials

Continued on Next Page



Production & Exhibit Rules and Regulations

11. Rosen Shingle Creek does not provide such miscellaneous items as, but not limited to, chairs, tables, skirting, ashtrays, punch bowls, china, wastepaper baskets, etc. to exhibitors. Such items must be provided by the Exhibit Company.
12. The cleaning of the exhibit areas during a show, booth or tabletop is provided by the Exhibit Company, not the Hotel. Due to fire regulations, crates or other items cannot be stored in service areas.
13. All Exhibit / Production Companies are to check in and out with the Event Services Manager on duty. A walkthrough of the production or exhibit area is required with the Event Services Manager prior to load-in and after load-out. The Event Services Manager may be reached through the Hotel operator.
14. Smoking is not permitted in any of the service hallways or public areas by any Exhibit or Production staff. This includes the loading dock and Hotel employee cafeteria.
15. Employee Cafeteria: The hotel's employee cafeteria is open from 11AM – 7PM (times subject to change). Vendors are welcome to eat in the employee cafeteria, for a fee, after 12:30PM.
16. The customer is responsible for any charges or damages an Exhibit / Production Company or outside contractor incurs while in the employ of a customer. The customer will be notified of any damages immediately.
17. Truck and trailer parking is in a designated area, please consult your Convention Services Manager. Unattended trucks and trailers are subject to towing at the owner's expense if not parked in designated area.
18. Security: All outside personnel to include but not limited to production companies, exhibit / drayage, decorators, or any non-hotel employee, must be in identifiable company shirt and/or lanyard or visible ID badge. Vendors must check in with Rosen Shingle Creek security personnel prior to working on the hotel property. Rosen Shingle Creek is not responsible for the security, theft or damages of any production or exhibit equipment. This applies to materials or equipment owned by the Exhibit / Production Company, its staff members or attendees. Security is available through the Hotel at a fee to the customer or Exhibit / Production Company.
19. The Hotel's in-house audiovisual company is Encore. Only Encore has access to the in-house sound system; therefore, Encore reserves the right to charge outside Audio Visual vendors patch fees, and where applicable, labor fees accordingly for the use and maintenance of the Hotel's sound system. All Production Companies must provide a list of frequencies being utilized to either Encore or the Convention Services Manager prior to the start of the first meeting.
20. All rigging must be done exclusively by Encore, and all trusses must be provided by Encore. All major ballroom production set-ups must be approved by the Fire Marshal. The customer must submit an approved copy of the event's floor/staging to the Convention Services Manager no later than 14 days prior to the convention/event date.
21. All production cabling and/or "snakes" must be flown from the ceiling above passageways (exit areas). Due to safety risk, "bumblebee" type ramps are not permitted across passageways (exit areas); all cabling locations must be approved by the Hotel. In addition, all approved floor cabling must be taped down securely with gaffing and caution tape.
22. Encore Power Distribution is Rosen Shingle Creek's exclusive electrical contractor. Encore Power Distribution will provide all electrical needs including, but not limited to, production, audiovisual, computer sets, tradeshow, utility services and special events. All power cords (including extension cords) must be provided by Encore Power Distribution.
23. Lighting remotes are available for production use at a fee of \$100.00 per day. An authorized production company representative must sign the Hotel's Lighting Remote Agreement prior to receiving the remote. Damages and/or un-returned remote controls will result in a \$3,500.00 fee. NOTE: If customer does not approve the charge to the master account, the Production Company will be required to pay for the usage of this equipment.
24. A Load-in / Load-out Request Form must be completed and returned to the Hotel Convention Services contact 14 days prior to the group's load-in date. The Hotel Convention Services Manager will provide the form upon request.
25. The Exhibit / Production Company is required to provide Rosen Shingle Creek a Fire Marshall approved digital CAD drawing of the production/stage requirements (including stair locations) and/or the exhibit layout no later than 14 days prior to the group's load-in date. Productions and/or Exhibits without CAD drawings provided to the Hotel will not be permitted to load-in.

Client / Production Initials

Continued on Next Page



Production & Exhibit Rules and Regulations

26. The customer is responsible for the removal of all decorations; however, the use of confetti is not permissible. The use of air cannons are not permissible in the ballrooms or function rooms. Due to the sensitivity of the Hotel's Fire Life Safety System, helium balloons are not permitted in the Pre-function areas. Helium balloons that are inside the ballrooms must be deflated and/or removed at the end of the function by the Group. If a balloon is released into the Pre-function areas and/or Ballroom ceiling grid area(s), fees will apply for its removal. Should the Fire Life Safety System be activated, it will result in a \$3,500.00 charge.
27. Podiums/Lecterns and air walls: No signs, banners or any similar items are to be affixed to hotel lecterns and air walls. The Hotel will assist with requests if feasible. In addition, any defacing of lecterns or air walls such as nail, screw or drill holes, scratches, Velcro markings, or other damages will result in damage charges to the group's master account.
28. Riser and Stair Railings: Per Orange County Fire Code, riser stairs and risers must have railings; and riser railings are required on the sides and rear of the staging/risers. It is Company Policy, and it is strictly enforced that the Hotel risers are not to be stacked or placed on top of each other (this includes drum risers). Should Production Company require stacked staging, they must provide all staging.
29. Insurance: The undersigned agrees to provide insurance (\$1 million each in Auto, Workers Compensation, and General Liability) that is acceptable to the Hotel and shall name Rosen Hotels and Resorts, Inc., and its affiliated entities as additional insured on its General Liability insurance. The general liability policy and workers compensation policy shall contain a waiver of subrogation in favor of Rosen Hotels and Resorts, Inc., and affiliated entities. The Certificate of Insurance (COI) must be sent to your Convention Services Manager at least 14 days prior to load-in.
30. Indemnity: The undersigned shall indemnify, defend and hold harmless Rosen Hotels and Resorts Inc and its affiliates and subsidiaries, and their respective directors, officers, employees, shareholders, agents and representatives (collectively, the "INDEMNIFIED PARTIES" and individually an "INDEMNIFIED PARTY") from and against any and all claims, damages, losses, costs and expenses of any kind, (including reasonable attorney fees and costs incurred by an INDEMNIFIED PARTY) arising out of or resulting from the use or occupancy of the Hotel Premises by the undersigned, its officers, employees, members, guests, customers, and invitees, including, without limitation, injury to or death of any person, damage to or destruction of any property, real or personal (including but not limited to property owned, leased or under the control of Rosen Hotels and Resorts Inc). The undersigned shall not be obligated to indemnify INDEMNIFIED PARTIES for matters arising from the gross negligence or willful misconduct of an INDEMNIFIED PARTY.

Client / Production Signature

Date

exhibitor.services@heritagesvs.com

1-800-360-4323

Fax 314-534-8050

Order online at: heritagesvs.com/ordering

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

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

1. All curtains, drapes and decorations must be constructed of flameproof material, or treated with an approved flameproofing solution. (Treatment shall be renewed as often as may be necessary to maintain the flameproofing effect.)
2. No combustible materials, merchandise or signs shall be attached to, hung from, or draped over flameproofed side and rear divider draperies of booths or attached to table skirting facing aisles, unless flameproofed.
3. All exits, hallways and aisles leading from buildings or tents are to be kept clear and unobstructed at all times.
4. No exit door shall be locked, bolted or otherwise fastened or obstructed at any time an exhibit building is open to the public. Moreover, it shall be unlawful to obstruct, or reduce in any manner, the clear width of any doorway, hallway, passageway or other means of egress. Additionally, all required exits shall be so located as to be discernible and accessible with unobstructed access thereto.
5. Access through turnstiles, gates, rails or similar devices shall not be permitted unless such a device is equipped to swing readily in the direction of exit travel under a total force of not more than 15 pounds and/or prior approval of the Fire Marshal.
6. All sawdust, shavings, hay and straw shall be flameproofed, stored and maintained in a manner approved by the Fire Marshal.
7. Automobiles, trucks, tractors, machinery and other motor vehicles utilizing flammable fuels, which are placed on display inside any building shall have no more than two (2) gallons of fuel in the tank; all fuel tanks shall be locked or effectively sealed and battery cables shall be disconnected from the ignition system. Ignition keys for vehicles on display shall be kept by a responsible person at the display location for removal of such vehicles from the building in the event of an emergency.
8. There shall not be any gasoline powered forklifts or carts allowed in a place of assembly. Exceptions: Propane or electric vehicles are allowed.
9. The use of liquefied petroleum gases inside buildings, tents or other areas is strictly prohibited, except for demonstration purposes when approved by the Fire Marshal. Maximum LPG allowed for exhibition purposes is a six (6) pound cylinder.
10. "No Smoking by Order of Fire Marshal" signs shall be posted and maintained in areas designated by the Fire Marshal.
11. Provide for daily removal and disposal of trash and rubbish from buildings and tents.
12. All electrical wiring shall be installed in a manner approved by the City Chief Electrical Inspector.
13. Provide and maintain approved fire extinguishing equipment in all areas as designated by the Fire Marshal.
14. All standpipe and hose cabinets shall be kept clear and unobstructed at all times.
15. All appliances fired by natural gas shall be approved by the City Chief Mechanical Inspector and Fire Marshal before being used.
16. The use of welding and cutting equipment for demonstration purposes must be by permit from the Fire Marshal.
17. Cylinders of compressed gases are prohibited unless approved by the Fire Marshal, and shall be secured in a vertical or horizontal position depending on the tank use and design.
18. The operator or the person in charge of operation or use of any place of assembly or education shall check egress facilities before such building is occupied for any use. If such inspection reveals that any element of the required means of egress is obstructed, inaccessible, locked, fastened or otherwise unsuited for immediate use, admittance to the building shall not be permitted until necessary corrective action has been completed.
19. There shall not be any obstructions blocking exit doors from the outside of any building such as autos parked in doorways or barricades across sidewalks.
20. No curtains, drapes or decorations shall be hung in such a manner as to cover any exit signs.
21. No vehicles shall be parked in fire lanes outside of buildings.
22. No flammable liquids shall be used or admitted inside of buildings except by approval of the Fire Marshal.
23. Artificial lighting such as lanterns and candles are prohibited.
24. The use of all gas-fired heating units, either portable or stationary, shall meet the approval of the City Chief Mechanical Inspector and the Fire Marshal. The use of the so-called "salamander" stove is strictly prohibited.
25. All cooking appliances shall be equipped with ventilating hoods and equipment as deemed necessary by the Fire Marshal, but in any instance such equipment shall be installed in accordance with provision of the City Building and Fire Codes. However, countertop fryers not exceeding 15 lbs. of oil may be used without the necessary ventilating hood and surface protection requirements. Additionally, the exhibitor shall be allowed no more than one (1) fryer per booth and shall provide two (2) ten (10) pound B.C. extinguishers, positioned on both sides of said fryers. All cooking appliances shall be listed by a National Testing Agency: i.e. Underwriters Laboratory or Factory Mutual.
26. Booth and seating plans must be approved by the Fire Marshal. Submit plans to the Fire Marshal no later than 15 days before set-up date.
27. There shall not be any ticket booths, tables or any other display setup in the lobby without the prior approval of the Fire Marshal.
28. All aisles shall be maintained at a minimum of ten (10) feet clearance.
29. All covered structures in excess of ninety (90) square feet in area shall be protected by an automatic fire detection system approved by the Fire Marshal.
30. All floor plans submitted shall be totally representative of the halls, rooms and/or areas in which the events are held in, such as the location of manual pull stations, fire hose standpipe closets, exits, aisles and man doors in air walls, etc.