

**Dear Exhibitor:**

Your company is exhibiting at the event below.

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



# **2020 INTERNATIONAL BILLIARD & HOME LEISURE EXPO**

**JULY 26 – AUGUST 1, 2020**

**SOUTH POINT HOTEL & CASINO  
LAS VEGAS, NEVADA**



**HERITAGE**  
TRADE SHOW SERVICES

## General Information

### Booth Equipment

Each 10'x10' booth will be set with 8' high black back drape, 3' high black side dividers, one (1) wastebasket, and a 7" x 44" one-line identification sign.

### Exhibit Hall Carpet

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

### Discount Price Deadline Date

In order to receive advance order discount rates listed on the price sheet, we must receive your order and payment by Wednesday, July 8<sup>th</sup>, 2020.

### Shipments to Advance Warehouse Deadline Date

Heritage will begin receiving freight at the advance warehouse on Monday, June 29<sup>th</sup>, 2020. To avoid late fees all shipments to the advanced warehouse must arrive no later than Monday, July 20<sup>th</sup>, 2020.

**Note:** DO NOT ship to the advanced warehouse after Wednesday, July 22<sup>nd</sup>, 2020.

## Show Schedule

### Exhibitor Move-In

Sunday	July 26 <sup>th</sup>	12:00 p.m. - 5:00 p.m.	BY APPOINTMENT ONLY (Contact Liz Klostermann by email at <a href="mailto:LKlostermann@meetingexpectations.com">LKlostermann@meetingexpectations.com</a> to reserve your time.)
Monday	July 27 <sup>th</sup>	8:00 a.m. - 5:00 p.m.	
Tuesday	July 28 <sup>th</sup>	8:00 a.m. - 5:00 p.m.	

Note: Times listed above are when Heritage Exhibitor Services & South Point Services will be available. You will be allowed to work on your booth as long as you need, granted permission from Show Management

### Exhibit Hours

Wednesday	July 29 <sup>th</sup>	10:00 a.m. - 5:00 p.m.	Ribbon Cutting at 9:50 a.m.
Thursday	July 30 <sup>th</sup>	10:00 a.m. - 5:00 p.m.	
Friday	July 31 <sup>st</sup>	10:00 a.m. - 2:00 p.m.	

### Exhibitor Move-Out

Friday	July 31 <sup>st</sup>	2:00 p.m. - 8:00 p.m.
Saturday	August 1 <sup>st</sup>	8:00 a.m. - 12:00 p.m.

- Empty crates and containers will begin being returned at 2:00 p.m., Friday, July 31<sup>st</sup>.
- All carriers must check-in no later than 10:00 a.m. on Saturday, August 1<sup>st</sup>. Heritage will begin redirecting all outbound freight not claimed by appointed freight carriers to the preferred show carrier at 10:00 a.m.
- Please refer to the Outbound Shipments Form included in this packet for detailed information regarding outbound shipping procedures.

## General Information

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### Shipping Information

#### Warehouse Shipping Information:

Exhibitor Company Name and Booth Number

Heritage Trade Show Services

UPS Freight C/O Sunset Transportation

4050 Corporate Center, Ste. #300

North Las Vegas, NV 89030

FOR: BCA 2020

Heritage will accept exhibit materials beginning Monday, June 29<sup>th</sup>, 2020 at the above address. Material arriving after Monday, July 20<sup>th</sup>, 2020 will be received at the warehouse with an additional after deadline charge.

**Note:** DO NOT ship to the advanced warehouse after Wednesday, July 22<sup>nd</sup>, 2020.

#### Show Site Shipping Address:

Exhibitor Company Name and Booth Number

C/O Heritage Trade Show Services

South Point Hotel & Casino

9777 South Las Vegas Blvd.

Las Vegas, NV 89183

FOR: BCA 2020

Freight will be accepted at show site beginning at 8:00 a.m. on Monday, July 27<sup>th</sup>, 2020. See the Material Handling Instructions within this kit for additional information.

### Service Center Hours

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

### Assistance

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

## We Appreciate Your Business

## Conference Contact Information

### Exhibit Management

Liz Klostermann, CEM  
Senior Convention Manager  
404-477-5140  
[lklostermann@meetingexpectations.com](mailto:lklostermann@meetingexpectations.com)

### Registration Management

Matthew Prater  
Membership Coordinator  
404-477-5816  
[BCAReg@meetingexpectations.com](mailto:BCAReg@meetingexpectations.com)

### Audio Visual Orders for Exhibit Hall

Tony Santivaschi  
702-797-8051

## Hotel Accommodations

\* Please be vigilant if dealing with any companies or services other than BCA Billiard and Home Leisure Expo Host Hotels. We have been made aware of other housing companies that may be aggressively pursuing you, or your company, to book your guest rooms through their company at supposedly significant discounts.

Unfortunately, some past attendees and exhibitors have fallen prey to these companies and have either: lost their significant deposits; been relocated with little or no warning; have not had the guest rooms they thought they had booked; or have not received reservations at the hotel they had thought were confirmed. This has caused great hardships and significant financial loss to these companies and individuals.

### South Point Hotel & Spa

Cut-off Date: 07/02/20

Web Link: [Click here to reserve your rooms online!](https://bcaexpo.com/housing/) Or visit BCA Website for more info:  
<https://bcaexpo.com/housing/>

The hours of operation for Room Reservations are:

(Monday – Friday)	6:00 am – 11:00 pm PST
(Saturday & Sunday)	7:00 am – 11:00 pm PST

If calling, please indicate you are with the BCA to get our rates.

Telephone: (866) 791-7626 (toll free)

Direct: (702) 797-8901

Email: [reservations@southpointcasino.com](mailto:reservations@southpointcasino.com)

## How to Better Your Experience

### ADVERTISE YOUR PARTICIPATION

Place a link on your company Web site to the 2020 BCA Expo Web site: <http://www.bcaexpo.com/> This will inform your customers that you will be there as an exhibitor and encourage them to attend the conference.

Some wording samples to go with the link include:

Don't miss the 2020 BCA Expo!

Join <COMPANY NAME> with many other industry leaders who have the latest information your company needs.

2020 BCA Expo  
South Point Hotel & Spa  
July 29-31, 2020  
Las Vegas, NV  
<http://www.bcaexpo.com>

### ESTHETICALLY EYE CATCHING

With all types of marketing, simple is better. Keep in mind that your display should instantly tell the viewer what your product or service is all about. One of the biggest mistakes in a booth environment is trying to display everything. Draw attention with simple, airy display units, crisp signage and always include decorative accessories other than your product to accent your setting - include plants, floral arrangements, unique table dressings, etc.

### KEEP UP WITH VISITORS

Remember to bring a container to hold the business cards that you collect from attendees.

### TRAIN & MOTIVATE YOUR BOOTH STAFF

Spend time and effort training your booth staff before the show. Let them know why you're attending the show and what you hope to accomplish. This includes practicing any product demonstrations beforehand and being totally familiar with all aspects of the product or service.

Provide your booth staff with emergency kits to make it through the day. Some items you may want to include are lip balm, breath mints, dental floss, and Band-Aids. Also, motivate staff by offering some incentive. Reward the staff member with the most qualified leads with a gift card to their favorite place. Another suggestion is to plan a fun activity before or after show hours



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

## METHOD OF PAYMENT & CREDIT CARD AUTHORIZATION

NAME OF CONVENTION	BCA 2020	BOOTH #	
EXHIBITING COMPANY		PHONE #	
		FAX #	
ADDRESS	CITY	STATE	ZIP
CONTACT EMAIL			
PRINT NAME		SIGNATURE	

### CREDIT CARD PAYMENT

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

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

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

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

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

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

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

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

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

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

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

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

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



Remit To:



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

## FURNITURE/CARPET RENTAL ORDER FORM

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

ITEM #	QTY	DISCOUNT RATES	STANDARD RATES	AMOUNT
<b>FURNITURE</b>				
F60	Plastic Side Chair (Gray)	62.70	81.50	
F50	Padded Sled Base Chair (Gray)	81.85	106.40	
F9	Padded Chair (Gray)	81.85	106.40	
F10	Padded Arm Chair (Gray)	88.70	115.35	
F20	Custom Padded Arm Chair	104.75	136.20	
F30	Padded High Stool (Gray)	100.20	130.25	
F40	Custom Padded High Stool	131.55	171.00	
F75	Executive Chair	195.00	253.50	

### CARPET

C10	9' X 10'	166.70	216.75	
C20	9' X 20'	327.30	425.50	
C30	9' X 30'	489.45	636.30	
C40	9' X 40'	657.70	855.00	
C50	9' X Per 10' increment	166.70	216.75	

### AREA CARPET (Indicate Dimensions for Special Size Carpet)

C60 \_\_\_\_\_' X \_\_\_\_\_' per sq. ft. (100 sq. ft. min.) 2.80 3.65 \_\_\_\_\_

**COLORS:** ☐ RED ☐ BLUE ☐ HUNTER GREEN ☐ BURGUNDY  
☐ PLUM ☐ GRAY ☐ BLACK

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

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

C70	' X ' Carpet padding/per sq. ft.	1.40	1.80	
C80	' X ' Visqueen covering/per sq. ft.	.85	1.05	

ITEM #	QTY	DISCOUNT RATES	STANDARD RATES	AMOUNT
<b>DRAPED DISPLAY TABLE</b>				
F110	4' Table - 30" high	113.20	147.15	
F120	6' Table - 30" high	136.15	176.95	
F130	8' Table - 30" high	159.05	206.80	
F140	4' Table - 42" Counter high	140.70	182.95	
F150	6' Table - 42" Counter high	163.65	212.75	
F160	8' Table - 42" Counter high	186.60	242.60	
F170	4th side table drape	47.40	61.65	

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

### UNDRAPED DISPLAY TABLE

F190	4' Table - 30" high	72.65	94.45	
F200	6' Table - 30" high	88.70	115.35	
F210	8' Table - 30" high	105.55	137.20	
F220	4' Table - 42" Counter high	78.75	102.40	
F230	6' Table - 42" Counter high	93.30	121.30	
F240	8' Table - 42" Counter high	113.95	148.15	
	30" Diameter Pedestal Table (Gray)	157.55	204.80	
F80	18" High			
F90	30" High			
F100	42" High			

### TABLE RISERS COVERED WHITE

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

F260	6' Long riser	61.50	79.65	
F270	8' Long riser	74.35	76.65	

### SPECIAL DRAPE BACKGROUNDS

F280	3' H. Background/per ft.	15.30	19.90	
F290	8' H. Background/per ft.	16.80	21.85	

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

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

**8.25% Tax** \_\_\_\_\_

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

NAME OF CONVENTION BCA 2020 BOOTH # \_\_\_\_\_

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

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

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

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

(Print & Sign)

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



# Chairs/Carpet

## Chairs



F60



F50



F9



F10



F30



F20



F40



F75

## Furniture

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

## Carpet



Black



Red



Burgundy



Gray



Blue



Plum



Hunter Green

# Display Tables

## Pedestal Tables

F80 Pedestal Table 30" x 18" h

F90 Pedestal Table 30" x 30" h

F100 Pedestal Table 30" x 42" h

## Draped Display Tables

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

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

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

## Undraped Display Tables

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

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

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



F80



F90



F100



F190  
F220



F110  
F140



Red



Teal



Burgundy



Gray



Plum



White



Hunter  
Green



Expo  
Green



Gold



F200  
F230



F120  
F150



Blue



Black



F210  
F240



F130  
F160



620 Shenandoah Avenue | St. Louis, MO 63104

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**Exhibitor.Services@HeritageSVS.com**

## ACCESSORIES/DISPLAY RENTAL ORDER FORM

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ITEM #	QTY	DISCOUNT RATES	STANDARD RATES	AMOUNT	ITEM #	QTY	DISCOUNT RATES	STANDARD RATES	AMOUNT
<b>ACCESSORIES</b>					<b>DISPLAY</b>				
A10	_____	Wastebasket .....	22.00	28.65 _____	D10	_____	Pegboard Panels (4'x8').....	220.00	286.30 _____
A20	_____	Tripod Easels.....	36.70	47.70 _____	D11	_____	Pegboard 6" Single Hook.....	11.00	14.30 _____
D250	_____	Chrome Sign Holder.....	135.35	175.95 _____	D12	_____	Pegboard 8" Single Hook.....	12.85	16.70 _____
A30	_____	Chrome Stanchion .....	27.55	35.80 _____	D20	_____	Tackboard Panels (4'x8').....	165.20	214.75 _____
A40	_____	Velour Rope 6' Black.....	27.55	35.80 _____			<input type="checkbox"/> Horiz. <input type="checkbox"/> Vert.		
A50	_____	Coat Tree.....	79.85	103.80 _____	D31	_____	Fabric Impact Panel 1 Meter x 8'.....	403.80	524.94 _____
A60	_____	Chrome Bag Rack.....	79.85	103.80 _____	D40	_____	Gridwall 2'x8' Black.....	150.50	195.65 _____
A70	_____	Literature Rack.....	156.00	202.80 _____	D60	_____	Gridwall 6" Single Hook.....	11.60	14.30 _____
A80	_____	Garment Rack 5'.....	85.65	111.35 _____	D70	_____	Gridwall 8" Single Hook.....	12.85	16.70 _____
A90	_____	2 Way Straight Arm Rack.....	117.45	152.70 _____	D50	_____	Slatwall 1 Meter x 8'.....	201.90	262.45 _____
A100	_____	4 Way Slant Arm Rack.....	131.55	171.00 _____	D120	_____	Slatwall Waterwalls Hooks.....	33.05	42.95 _____
A106	_____	Raffle Ticket Drum .....	80.00	104.00 _____	D121	_____	Slatwall 8" Bracket.....	12.85	16.70 _____
A107	_____	Fishbowl.....	25.00	32.50 _____	D130	_____	Shelf 1 meter wide.....	55.05	71.60 _____
A110	_____	6' Tensabarrier .....	124.80	162.25 _____	D210	_____	Acrylic Holder.....	22.95	29.85 _____
<b>DISPLAY CABINETS AND COUNTERS</b>					D220	_____	Arm Light.....	48.95	63.65 _____
<input type="checkbox"/> Black Fabric <input type="checkbox"/> Gray Fabric <input type="checkbox"/> White PVC					D140	_____	4' Full View Showcase.....	486.40	632.30 _____
MD20	_____	Counter 1M x 1/2M x 42" High, W/Shelf.....	513.90	668.10 _____	D150	_____	6' Full View Showcase.....	523.10	680.00 _____
		<input type="checkbox"/> Counter Lock .....	29.50	37.80 _____	D170	_____	6' Quarter View Showcase.....	464.95	604.45 _____
MD21	_____	Counter 2M x 1/2M x 42" High, W/Shelf .....	718.85	934.55 _____	<div>Looking for something else? Please contact us at Exhibitor.Services@HeritageSVS.com for assistance.</div>				
		<input type="checkbox"/> 2 Counter Locks .....	59.00	65.60 _____					
MD22	_____	Curved Counter 1M x 1/2M x 42" High W/Shelf....	565.29	734.91 _____					
		<input type="checkbox"/> Counter Lock .....	29.50	37.80 _____	<div>8.25% Tax _____</div>				
MD23	_____	Radius Counter 1M x 1/2M x 42" High .....	678.35	881.85 _____	<div>TOTAL ORDER _____</div>				
MD30	_____	Cabinet 1M x 1/2M x 42" (White Only/ Comes With Lock & Shelf)							
		.....	616.68	801.68 _____					

Looking for something else? Please contact us  
at [Exhibitor.Services@HeritageSVS.com](mailto:Exhibitor.Services@HeritageSVS.com) for assistance.

**8.25% Tax** \_\_\_\_\_

TOTAL ORDER

NAME OF CONVENTION **BCA 2020** BOOTH # \_\_\_\_\_

EXHIBITING COMPANY	PHONE #	FAX #
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ADDRESS \_\_\_\_\_ CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

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

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

(Print & Sign)

# Accessories



A10



D250



A30



A40



A20



A70



A80



A60



A100



A90



A110



A106



A107

## Accessories:

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

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

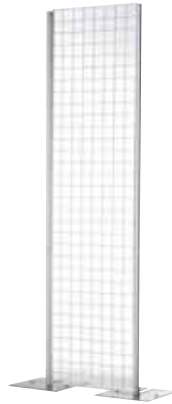
# Display



D10



D50



D40



D31



D11  
D12



D121



D60  
D70



D130



D220



D120



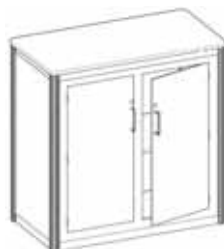
D140  
D150 (Shown)



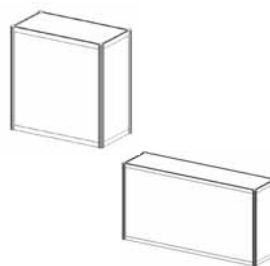
D170 (Shown)



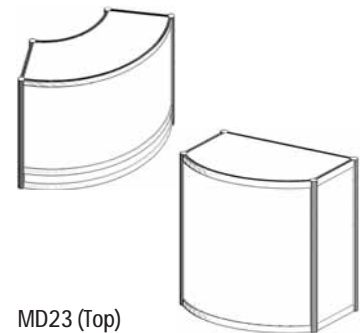
D20  
D30 (Shown)



MD30



MD20 (Top)  
MD21 (Bottom)



MD23 (Top)  
MD22 (Bottom)

## Display

D10 Pegboard Panels 4'x8' Vertical  
D50 Slatwall 1 Meter x 8'  
D40 Gridwall 2'x8'  
D31 Fabric Impact Panel 1 Meter x 8'  
D11 Pegboard 6' Single Hook

D12 Pegboard 8' Single Hook  
D121 Slatwall 8' Bracket  
D60 Gridwall 6' Single Hook  
D70 Gridwall 8' Single Hook  
D130 Shelf 1 meter wide x 12' deep  
D220 Arm Light

D120 Slatwall Waterwalls Hooks  
D140 4' Full View Showcase  
D150 6' Full View Showcase  
D170 6' Quarter View Showcase  
D20 Vertical Tackboard  
D30 Horizontal Tackboard

MD30 Display Cabinet 1 Meter  
MD20 Display Counter 1 Meter  
MD21 Display Counter 2 Meter  
MD22 Curved Counter 1 Meter  
MD23 Radius Counter 1 Meter Dia.



2019  
**TRADE SHOW**  
FURNISHINGS  
.....  
**KIT CATALOG**



**HERITAGE**  
TRADE SHOW SERVICES







## BLANC



**Blanc Sofa**  
Bright White Leather  
75"W x 35"D x 35"H



**Blanc Loveseat**  
Bright White Leather  
54"W x 35"D x 35"H



**Blanc Chair**  
Bright White Leather  
33"W x 35"D x 35"H



**Blanc Bench Ottoman**  
Bright White Leather  
48"W x 24"D x 18"H



**Blanc Cube Ottoman**  
Bright White Leather  
17"Square x 17"H

## WHISPER



**Whisper Sofa**  
White Leather  
87"W x 37"D x 35"H



**Whisper Loveseat**  
White Leather  
61"W x 37"D x 35"H



**Whisper Chair**  
White Leather  
35"W x 37"D x 35"H

## WHISPER



### Whisper Bench Ottoman

White Leather  
60"W x 24"D x 17"H



### Whisper Square Ottoman

White Leather  
40"Square x 17"H



### Whisper Round Ottoman

White Leather  
46"Round x 17"H

## FUNCTION

Modular Seating Collection



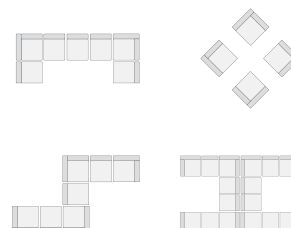
### Function Armless Chair

White Leather  
28"Square x 29"H



### Function Corner

White Leather  
28"Square x 29"H



## CONTINENTAL

Modular Seating Collection



### Continental Curved Loveseat

White Leather  
82"W x 34"D x 31"H



### Continental Reverse Curved Loveseat

White Leather  
72"W x 34"D x 31"H



### Continental Wedge Ottoman

White Leather  
30"W x 34"D x 19"H

## CONTINENTAL

Modular Seating Collection



### Continental Curved Bench

White Leather  
70"W x 26"D x 19"H



### Continental Half Moon Ottoman

White Leather  
33"W x 19"D x 19"H

## SOPHISTICATION

Modular Seating Collection



### Sophistication Sofa

White Leather  
72"W x 31"D x 48"H



### Sophistication Loveseat

White Leather  
48"W x 31"D x 48"H



### Sophistication Chair

White Leather  
24"W x 31"D x 48"H



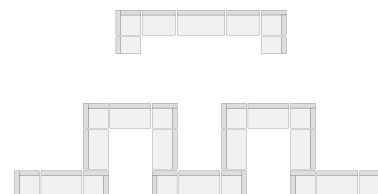
### Sophistication Corner

White Leather  
31"Square x 48"H



### Sophistication Ottoman

White Leather  
31"Square x 19"H



## BOCA

Modular Seating Collection



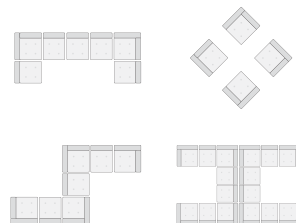
### **Boca Corner**

Black Leather  
22"W x 27"D x 30"H



### **Boca Armless**

Black Leather  
27"Square x 30"H



## METRO



### **Metro Sofa**

Black Leather  
85"W x 35"D x 35"H



### **Metro Loveseat**

Black Leather  
60"W x 35"D x 35"H



### **Metro Chair**

Black Leather  
35"Square x 35"H



### **Metro Square Ottoman**

Black Leather  
40"Square x 17"H



### **Metro Bench Ottoman**

Black Leather  
60"W x 24"D x 17"H

## SUAVE MIDNIGHT



### **Suave Midnight Sofa**

Midnight Suede  
77"W x 36"D x 33"H



### **Suave Midnight Loveseat**

Midnight Suede  
54"W x 36"D x 33"H



### **Suave Midnight Chair**

Midnight Suede  
32"W x 36"D x 33"H

## GRAMMERCY

Modular Seating Collection



### **Grammercy Sofa**

Charcoal Leather  
82"W x 36"D x 36"H



### **Grammercy Loveseat**

Charcoal Leather  
57"W x 36"D x 36"H



### **Grammercy Chair**

Charcoal Leather  
28"W x 36"D x 36"H



### **Grammercy Corner**

Charcoal Leather  
36"Square x 36"H



### **Grammercy Round Ottoman**

Charcoal Leather  
46"Round x 17"H



### **Grammercy Square Ottoman**

Charcoal Leather  
40"Square x 17"H  
Also Available in Bench Ottoman  
60"W x 24"D x 17"H

## PARMA



**Parma Sofa**  
Brown Leather  
79"W x 37"D x 36"H



**Parma Loveseat**  
Brown Leather  
56"W x 37"D x 36"H



**Parma Chair**  
Brown Leather  
33"W x 37"D x 36"H



**Parma Bench Ottoman**  
Brown Leather  
60"W x 24"D x 17"H

## MONTANA MOCHA



**Montana Mocha Sofa**  
Mocha Tan Fabric  
79"W x 35"D x 34"H



**Montana Mocha Loveseat**  
Mocha Tan Fabric  
57"W x 35"D x 34"H



**Montana Mocha Chair**  
Mocha Tan Fabric  
35"Square x 34"H

## MADISON



### **Madison Sofa**

Tan Fabric  
86"W x 34"D x 34"H



### **Madison Chair**

Tan Fabric  
33"W x 34"D x 34"H



### **Madison Sky Bench**

Teal Fabric  
48"W x 24"D x 17"H



### **Madison Ottoman - Willow**

Green Fabric  
24"Square x 17"H



### **Madison Ottoman - Sand Dollar**

Tan Fabric  
24"Square x 17"H



### **Madison Ottoman - Apricot**

Orange Fabric  
24"Square x 17"H



### **Madison Ottoman - Sunflower**

Yellow Fabric  
24"Square x 17"H



## CHANDLER



### **Chandler Sofa**

Red Leather  
76"W x 37"D x 35"H



### **Chandler Loveseat**

Red Leather  
53"W x 37"D x 35"H



### **Chandler Chair**

Red Leather  
31"W x 37"D x 35"H



### **Chandler Bench Ottoman**

Red Leather  
60"W x 24"D x 17"H

## EVOKE



### **Evoke Sofa**

Coffee Resin Frame with Tan Cushions  
81"W x 35"D x 27"H



### **Evoke Chair**

Coffee Resin Frame with Tan Cushions  
33"W x 35"D x 27"H



### **Evoke Cocktail Table**

Coffee Resin Frame  
48"W x 24"D x 18"H

## EVOKE



### **Evoke End Table**

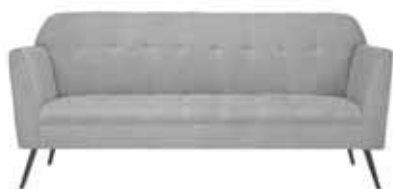
Coffee Resin Frame  
24"W x 28"D x 25"H



### **Evoke Cube Table**

Coffee Resin Frame  
18"Square x 18"H

## NIKO



### **Niko Sofa**

Grey Microfiber  
81"W x 30"D x 38"H



### **Niko Loveseat**

Grey Microfiber  
58"W x 30"D x 38"H



### **Niko Chair**

Grey Microfiber  
31"W x 30"D x 38"H

## STAGE CHAIRS



### **Midnight Stage Chair**

Midnight Microfiber  
25"W x 26"D x 37"H



### **Chamois Stage Chair**

Beige Microfiber  
25"W x 26"D x 37"H



### **Buckskin Stage Chair**

Tan Microfiber  
25"W x 26"D x 37"H

## STAGE CHAIRS



### Empire Chair

- Black Leather
  - White Leather
- 28"W x 32"D x 32"H



### Tulip Chair

- Black Fabric/Tilt Back/Caster Feet  
27"W x 26"D x 35"H



### Monarch Chair

- Bright White Leather  
28"Square x 30"H

## OTTOMANS & BENCHES



### Curved Bench

- Continental White Leather  
70"W x 26"D x 19"H



### Square Ottoman

- Metro Black Leather
  - Whisper White Leather
  - Grammercy Charcoal Leather
- 40"Square x 17"H



### Bench Ottoman

- Metro Black Leather
  - Whisper White Leather
  - Chandler Red Leather
  - Grammercy Charcoal Leather
  - Parma Brown Leather
- 60"W x 24"D x 17"H



### Essentials Storage Ottoman

- White Leather with Locking Mechanism  
48"W x 24"D x 20"H  
Lock Not Included



### Round Ottoman

- Grammercy Charcoal Leather
  - Whisper White Leather
- 46"Round x 17"H



### 1/4 Round Ottoman

- Grammercy Charcoal Leather
  - Whisper White Leather
- 34"W x 19"D x 17"H

## OTTOMANS & BENCHES



### **Madison Sky Bench**

Teal Fabric  
48"W x 24"D x 17"H



### **Madison Ottomans**

Left to Right: Willow, Sand Dollar, Apricot, Sunflower  
24"Square x 17"H

## BANQUETTES



### **Essentials Banquette**

White Leather  
60"Round x 48"H (2 Pieces)



### **Whisper Banquette**

White Leather  
59"Round x 38"H (2 Pieces)



### **Grammercy Banquette**

Charcoal Leather  
59"Round x 38"H (2 Pieces)

## TURNING BEDS



### **Essentials Turning Bed**

White Leather  
96"W x 48"D x 36"H

## CUBE OTTOMANS



### Cube Ottomans

From left to right: Blanc Bright White Leather (17"Square x 17"H), Whisper White Leather, Metro Black Leather, Red Vinyl, Green Vinyl, Blue Vinyl, Purple Vinyl  
18"Square x 18"H

## CHARGED



### Essentials Turning Bed - Charged

White Leather  
96"W x 48"D x 25"H

*\*White slip cover available for black charging unit.  
\*Maximum of 1 bed per power source.*



### Boca Corner - Charged

Bright White Leather  
27"Square x 30"H

*\*Maximum of 4 daisy linked together per power source.*



### Boca Chair - Charged

Bright White Leather  
22"W x 27"D x 30"H

*\*Maximum of 4 daisy linked together per power source.*



### Aspen Bar Table - Charged

White / Brushed Steel  
72"W x 26"D x 42"H

*\*Maximum of 1 table per power source.*



### Aspen Cocktail Table - Charged

White / Brushed Steel  
48"W x 24"D x 18"H

*\*Maximum of 1 table per power source.*



### White Conference Table - Charged

White  
96"W x 43"D x 30"H

*\*Maximum of 1 table per power source.*

**CHARGED!**



**Patrice Table Chair  
- Charged**

Bright White Leather  
28"W x 31"D x 31"H

*\*Maximum of 6 daisy linked together per power source.*



**Lincoln Bench - Charged**

Bright White Leather  
59"W x 39"D x 17"H

*\*Maximum of 3 daisy linked together per power source.*

**OCCASIONAL TABLES**



**Tribeca Tables**

End Table Wood/Black  
24"W x 28"D x 22"H  
Console Table Wood/Black  
48"W x 18"D x 30"H  
Cocktail Table Wood/Black  
48"W x 28"D x 19"H



**Harmony Tables**

End Table Wood/Esspresso  
24"Round x 22"H  
Console Table Wood/Esspresso  
52"W x 18"D x 30"H  
Cocktail Table Wood/Esspresso  
51"W x 28"D x 18"H



**Novel Tables**

End Table Satin Steel  
15"Square x 16"H  
Cocktail Table Satin Steel  
46"W x 15"D x 16"H



**Aria Tables Red**

End Table Red/Brushed Steel  
24"W x 20"D x 22"H  
Cocktail Table Red/Brushed Steel  
44"W x 20"D x 18"H



**Aria Tables Green**

End Table Green/Brushed Steel  
24"W x 20"D x 22"H  
Cocktail Table Green/Brushed Steel  
44"W x 20"D x 18"H



**Aria Tables Blue**

End Table Blue/Brushed Steel  
24"W x 20"D x 22"H  
Cocktail Table Blue/Brushed Steel  
44"W x 20"D x 18"H

## OCCASIONAL TABLES



### Aria Tables Purple

End Table Purple/Brushed Steel  
24"W x 20"D x 22"H  
Cocktail Table Purple/Brushed Steel  
44"W x 20"D x 18"H



### Aria Tables White

End Table White/Brushed Steel  
24"W x 20"D x 22"H  
Console Table White/Brushed Steel  
44"W x 20"D x 30"H  
Cocktail Table White/Brushed Steel  
44"W x 20"D x 18"H



### Aria Tables Charcoal

End Table Storm Grey/Brushed Steel  
24"W x 20"H x 22"H  
Console Table Storm Grey/Brushed Steel  
44"W x 20"D x 30"H  
Cocktail Table Storm Grey/Brushed Steel  
44"W x 20"D x 18"H



### Fuze Tables

End Table Chrome/Zebrawood Laminate  
24"Square x 23"H  
Console Table Chrome/Zebrawood Laminate  
60"W x 16"D x 34"H  
Cocktail Table Chrome/Zebrawood Laminate  
40"Square x 16"H



### London Tables

End Table Chrome/Marble  
24"Square x 23"H  
Console Table Chrome/Marble  
60"W x 16"D x 34"H  
Cocktail Table Chrome/Marble  
40"Square x 16"H



### Brooklyn Tables

End Table Square - Chrome  
22"Square x 20"H  
End Table Round - Chrome  
20"Round x 20"H  
Cocktail Table Rectangle - Chrome  
42"W x 24"D x 16"H  
Cocktail Table Round - Chrome  
30"Round x 16"H



### Vivid Tables

End Table - Smoked Powder Coat Finish  
26"Square x 21"H  
Console Table - Smoked Powder Coat Finish  
50"W x 24"D x 30"H  
Cocktail Table - Smoked Powder Coat Finish  
50"W x 24"D x 16"H



### Club Tables

End Table  
44"W x 22"D x 18"H  
Cocktail Table  
22"Square x 18"H  
(Includes built in Wireless LED Lighting)



### Rose Table

17"Round x 17"H



## OCCASIONAL TABLES



**Zanzibar Table**

17"Square



**Cube End Tables**

■ Black 24"  
□ White 24"  
24"Square x 21"H



**Cube Cocktail Tables**

■ Black 24"  
□ White 24"  
24"Square x 16"H



**Phoebe Tables**

From left to right: Yellow, Lime Green, Rose, Gold, Teal  
17"Round x 22"H



**Hylton Tablet Table**

White/Brushed Steel  
18"W x 12"D x 28"H

## BARS & BAR BACKS



### VIP Glow Bar 6'

Frosted Plexi with Built-in Wireless LED Kit  
72"W x 24"D x 42"H(Bar)  
13"D x 18"H (Shelf)  
\*Includes remote control



### VIP Glow Bar 4'

Frosted Plexi with Built-in Wireless LED Kit  
48"W x 24"D x 42"H(Bar)  
13"D x 18"H (Shelf)  
\*Includes remote control



### Bar

■ Black with 2 shelves in back  
□ White with 2 shelves in back  
48"W x 16"D x 42"H



### Blox Bar Back

Walnut/Brushed Metal  
30"W x 16"D x 86"H  
Please Inquire About Shelf Dimensions



### Piazza Bar Back

■ Black  
□ White  
44"W x 12"D x 79"H  
13"W x 14"H (Inside Shelf)

## BAR STOOLS



### Vienna Stool

■ Gray Acrylic  
■ Orange Acrylic  
■ Teal Acrylic  
17"Square x 39"H



### Criss Cross Bar Stool

■ Espresso Leather  
□ White Leather  
15"W x 19"D x 41"H



### Escape Stool

Natural Maple  
16"Square x 41"H



### Silk Back Bar Stool

■ Black  
□ White  
■ Blue  
■ Green  
■ Purple  
■ Red  
17"W x 18"D x 42"H



### Euro Bar Stool

Black  
22"W x 24"D x 42"H



### Hourglass Bar Stool

■ Black  
□ White  
18"W x 20"D x 43"H



### Equino Stool

■ Black  
□ White  
15"W x 13"D x 35"H

## BAR STOOLS



**Clara Stool**  
White  
17"W x 21"D x 41"H



**Marcus Bar Stool**  
Steel  
17"Square (at footbase) x 29"H



**Regal Stool**  
Brown Leather  
19"W x 24"D x 45"H



**Caprice Stool**  
Black Fabric  
25"W x 26"D x 44"H



**Sonic Stool**  
Black  
22"W x 23"D x 42"H



**Nexus Stool**  
White  
19"W x 20"D x 44"H

## CAFE CHAIRS



**Vienna Chair**  
Gray Acrylic  
Orange Acrylic  
Teal Acrylic  
21"Square x 32"H



**Silk Back Chair**  
Black  
White  
Blue  
Green  
Purple  
Red  
17"W x 18"D x 34"H

## CAFE CHAIRS



**Clara Chair**  
White  
18"W x 21"D x 34"H



**Leslie Chair**  
White  
17"W x 21"D x 31"H



**Criss Cross Chair**  
■ Espresso Leather  
□ White Leather  
17"W x 21"D x 35"H



**Elio Chair**  
Steel  
17"Square x 33"H



**Caprice Chair**  
Black  
25"W x 24"D x 32"H



**Comet Chair**  
Black  
23"W x 22"D x 32"H (With Arms)  
19"W x 22"D x 32"H (Without Arms)



**Regal Dining Chair**  
Brown Leather  
19"W x 23"D x 38"H



**Sonic Chair**  
Black  
20"W x 21"D x 32"H



**Nexus Chair**  
White  
19"W x 22"D x 32"H

## CAFE CHAIRS



### **Escape Chair**

Natural Maple  
17"W x 16"D x 32"H

## BAR TABLES



### **Euro Bar Table**

Black/Black 30"  
30"Round x 42"H  
Black/Black 36"  
36"Round x 42"H



### **Silk Bar Table**

Black/Chrome 30"  
30"Round x 42"H  
Black/Chrome 36"  
36"Round x 42"H



### **City Bar Table**

Maple/Black 30"  
30"Round x 42"H  
Maple/Black 36"  
36"Round x 42"H



### **Park Ave Bar Table**

Maple/Chrome 30"  
30"Round x 42"H  
Maple/Chrome 36"  
36"Round x 42"H



### **Summit Bar Table**

White/Black 30"  
30"Round x 42"H  
White/Black 36"  
36"Round x 42"H



### **Blanco Round Bar Table**

White/Chrome 30"  
30"Round x 42"H  
White/Chrome 36"  
36"Round x 42"H

## BAR TABLES



**Fuze Bar Table**  
Zebrawood Laminate/Chrome  
36" Square x 42"H



**Blanco Square Bar Table**  
White/Chrome  
24" Square x 42"H



**Blanco Rectangle Bar Table**  
White/Chrome  
72"W x 24"D x 42"H



**Spectrum Bar Table Red**  
Red/Chrome  
24" Square x 42"H



**Spectrum Bar Table Blue**  
Blue/Chrome  
24" Square x 42"H



**Spectrum Bar Table Purple**  
Purple/Chrome  
24" Square x 42"H



**Spectrum Bar Table Green**  
Green/Chrome  
24" Square x 42"H



**Chardonnay Bar Table**  
Clear Glass/Chrome  
31"Round x 42"H



**Zinc Bar Table**  
Chrome  
24"Round x 42"H

## BAR TABLES



### **Aspen Bar Table**

White/Brushed Steel  
72"W x 26"D x 42"H

## CAFÉ TABLES



### **Euro Café Table**

Black/Black 30"  
30"Round x 30"H  
Black/Black 36"  
36"Round x 30"H



### **Silk Café Table**

Black/Chrome 30"  
30"Round x 30"H  
Black/Chrome 36"  
36"Round x 30"H



### **Park Ave Café Table**

Maple/Chrome 30"  
30"Round x 30"H  
Maple/Chrome 36"  
36"Round x 30"H



### **City Café Table**

Maple/Black 30"  
30"Round x 30"H  
Maple/Black 36"  
36"Round x 30"H



### **Summit Café Table**

White/Black 30"  
30"Round x 30"H  
White/Black 36"  
36"Round x 30"H



### **Blanco Café Table**

White/Chrome 30"  
30"Round x 30"H  
White/Chrome 36"  
36"Round x 30"H



## CAFÉ TABLES



**Fuze Café Table**  
Zebrawood Laminate/Chrome  
36"Square x 30"H



**Blanco Square Café Table**  
White/Chrome Rectangle  
24"Square x 30"H



**Blanco Rectangle Café Table**  
White/Chrome Rectangle  
72"W x 24"D x 30"H



**Spectrum Café Table Red**  
Red/Chrome  
24"Square x 30"H



**Spectrum Café Table Blue**  
Blue/Chrome  
24"Square x 30"H



**Spectrum Café Table Purple**  
Purple/Chrome  
24"Square x 30"H



**Spectrum Café Table Green**  
Green/Chrome  
24"Square x 30"H



**Aspen Dining Table**  
White/Brushed Steel  
72"W x 30"D x 30"H



**Brio Dining Table**  
Reclaimed Grey Stone Finish/Brushed Bronze  
96"W x 48"D x 30"H

## OFFICE SEATING



**Tamiri High Back Chair**

Black Leather  
25"W x 27"D x 45"H



**Tamiri Mid Back Chair**

Black Leather  
25"W x 27"D x 39"H



**Tamiri Guest Chair**

Black Leather  
25"W x 27"D x 37"H



**Accord Chair**

■ Black  
□ White  
25"Square x 44"H



**Goal Task Chair**

Black  
25"W x 24"D x 39"H



**Goal Task Chair Armless**

Black  
21"W x 24"D x 39"H

## OFFICE SEATING



**Enterprise High Back Conference Chair**

Black Fabric  
25"W x 27"D x 45"H



**Enterprise Mid Back Conference Chair**

Black Fabric  
24"W x 26"D x 39"H



**Enterprise Guest Chair**

Black Fabric  
25"W x 27"D x 37"H



**Goal Drafting Stool**

Black  
25"W x 24"D x 48"H



**Goal Drafting Stool Armless**

Black  
21"W x 24"D x 48"H

## CONFERENCE TABLES



**Conference Table Round**

■ Black  
■ Mahogany  
42"Round x 29"H



**Conference Table Rectangle**

■ Black 6'  
■ Mahogany 6'  
□ White 6'  
72"W x 36"D x 30"H

■ Black 8'  
■ Mahogany 8'  
□ White 8'  
96"W x 48"D x 30"H

## OFFICE FURNITURE



**Computer Kiosk**

■ Black  
□ White  
24" Square x 42"H



**Computer Counter**

Graphite  
48"W x 24"D x 42"H



**Computer Desk**

Graphite  
48"W x 24"D x 29"H



**5 Shelf Bookcase**

■ Black  
■ Mahogany  
36"W x 12"D x 72"H



**Black Credenza**

Black  
60"W x 20"D x 29"H



**Black Double Pedestal Desk**

Black  
60"W x 30"D x 29"H



**Genoa Storage Credenza**

Mahogany 2 Filing Cabinets  
2-Drawers-Inside Shelves  
66"W x 20"D x 29"H



**Genoa Kneespace Credenza**

Mahogany 2 Filing Cabinets/2-Drawers  
66"W x 20"D x 29"H



**Genoa Executive Desk**

Mahogany Double Pedestal-Locking Drawers  
72"W x 36"D x 29"H

## OFFICE FURNITURE



### **Vivid Café Table Square**

Clear Glass/Smoked Powder Coat Finish  
42"Square x 30"H



### **Vivid Café Table Rectangle**

Clear Glass/Smoked Powder Coat Finish  
60"W x 36"D x 30"H



### **Brooklyn Rectangle Dining Table**

Clear Glass/Chrome  
60"W x 36"D x 30"H



### **Brooklyn Round Dining Table**

Clear Glass/Chrome  
42"Round x 30"H



### **Aspen Dining Table**

White/Brushed Steel  
72"W x 30"D x 30"H



### **Brio Dining Table**

Reclaimed Grey Stone Finish/Brushed Bronze  
96"W x 48"D x 30"H

## METAL FILE & STORAGE CABINETS



### 2-Drawer File

Black Letter  
15"W x 25"D x 29"H  
Black Legal  
18"W x 25"D x 29"H



### 4-Drawer File

Black Letter  
15"W x 25"D x 52"H  
Black Legal  
18"W x 25"D x 52"H



### 2-Drawer Lateral File

Black (Pictured)  
36"W x 18"D x 27"H  
Black (Not Pictured)  
36"W x 20"D x 29"H



### 4-Drawer Lateral File

Black  
36"W x 18"D x 54"H



### Storage Cabinet

Black  
36"W x 18"D x 72"H

## PEDESTALS



### Display Pedestals 42"

- Black  
14" Square x 42"H
- Black  
24" Square x 42"H
- Black  
18" Square x 42"H
- White  
14" Square x 42"H



### Display Pedestals 36"

- Black  
14" Square x 36"H
- Black  
24" Square x 36"H
- White  
14" Square x 36"H
- White  
24" Square x 36"H



### Display Pedestals 30"

- Black  
14" Square x 30"H
- Black  
24" Square x 30"H
- Black  
18" Square x 30"H
- White  
14" Square x 30"H



### Locking Pedestal

- Black
  - White
- 24" Square x 42"H



### Fuze Pedestal

- Zebra wood Laminate/Chrome
- 16" Square x 44"H



### London Pedestal

- Marble/Chrome
- 16" Square x 44"H



## MISCELLANEOUS ITEMS



### **Stanchion**

Chrome  
41"H

### **Stanchion Rope**

Red Velour  
6'L



### **Nero Literature Rack**

Black  
15"W x 12"D x 54"H



### **Argento Literature Rack**

Aluminum  
15"W x 12"D x 54"H



### **Alto Literature Rack**

Black/Metal  
11"W x 10"D x 57"H



### **Compact Refrigerator**

White 4 Cu Ft  
21"W x 22"D x 32"H



### **iPad® Stand**

■ Black  
□ Silver

14"W x 42"H

(Fits 2nd, 3rd, or 4th iPad® generations. Can be positioned in portrait or landscape views.)

\*Apple® and iPad® are registered trademarks of Apple Inc.

## LIGHTING



### **Brushed Steel Lamps**

Table Lamp White/Steel  
26"H

Floor Lamp White/Steel  
66"H



### **Brushed Nickel Lamps**

Table Lamp White/Nickel  
29"H

Floor Lamp White/Nickel  
60"H



### **Rubbed Bronze Lamps**

Table Lamp White/Bronze  
28"H

Floor Lamp White/Bronze  
60"H



### **Brushed Steel Lamps**

Table Lamp Red/Steel  
26"H

Floor Lamp Red/Steel  
66"H



### **Neutrino Floor Lamp**

Steel  
67"H

# DESIGN YOUR BOOTH SPACE ***YOUR WAY***



## **10x20 Booth Footprint**

Boca Chair - Charged • Brooklyn Round Cocktail Table • Phoebe Table - Lime Green  
Aspen Bar Table - Charged • Silk Back Stool - Green



## **10x10 Booth Footprint**

Madison Chair • Madison Bench - Apricot  
Phoebe Table - Hazelnut • Blox Bar Back



## **10x10 Booth Footprint**

Patrice Tablet Chair - Charged • Brooklyn Round End Table  
Equino Stool - Black • Chardonnay Bar Table




## **20x20 Booth Footprint**

Grammercy Loveseats • Grammercy Corner • Brooklyn Round Cocktail Table • Monarch Chairs • Brooklyn Round End Table  
Piazza Bar Back - Espresso • Silk Back Stools - Black • Aspen Bar Tables - Charged • 6' VIP Bar





Specialty Furnishings Order Form					<b>Please email or fax all pages to:</b> Heritage Trade Show Services 620 Shenandoah Ave. St. Louis, MO 63104 <b>Email:</b> Exhibitor.Services@HeritageSVS.com <b>Phone:</b> 314-534-8500 <b>Fax:</b> 314-534-8050	
Show Name:						
Contractor:						
Booth Number:						
Venue:						
Show Date:						
<b>ORDER INFORMATION</b>			<b>PRICING &amp; PAYMENT INFORMATION</b>			
Exhibiting Co:			Advance Price Deadline Date:			
Address:			Sales Tax Rate:			
City, State, Zip:			Order Total:		\$	
Phone:			<b>PLEASE INCLUDE THE HERITAGE METHOD OF PAYMENT FORM WHEN YOU SUBMIT YOUR ORDER FORMS.</b>			
Fax:						
Contact:						
Email:						
Authorized By:						
<b>LATE ORDERS:</b> Orders received within 7 days prior to show opening are subject to a 30% late order fee.						
<b>CANCELLATIONS:</b> If cancelled within 14 days prior to move-in, a 50% charge will be applied. Cancellations made after move-in begins receive no refund.						
Item Number		Dimensions	Advanced Price	Standard Price	Qty.	Total
<b>Blanc (Pg. 3)</b>						
18228-0847	Blanc Sofa	75"W x 35"D x 35"H	\$942.48	\$1,225.22		\$ -
18167-0614	Blanc Loveseat	54"W x 35"D x 35"H	\$898.30	\$1,167.79		\$ -
18284-0834	Blanc Chair	33"W x 35"D x 35"H	\$751.04	\$976.35		\$ -
18024-0072	Blanc Bench Ottoman	48"W x 24"D x 18"H	\$449.15	\$583.90		\$ -
18184-0274	Blanc Cube	17"Square	\$154.63	\$201.01		\$ -
<b>Whisper (Pg. 3 &amp; 4)</b>						
18228-0607	Whisper White Leather Sofa	87"W x 37"D x 35"H	\$898.30	\$1,167.79		\$ -
18167-0471	Whisper White Leather Loveseat	61"W x 37"D x 35"H	\$861.49	\$1,119.93		\$ -
18284-0487	Whisper White Leather Chair	35"W x 37"D x 35"H	\$714.22	\$928.49		\$ -
18024-0003	Whisper White Leather Bench Ottoman	60"W x 24"D x 17"H	\$397.61	\$516.89		\$ -
18184-0034	Whisper White Leather Square Ottoman	40"Square x 17"H	\$397.61	\$516.89		\$ -
18184-0038	Whisper White Leather Round Ottoman	46"Round x 17"H	\$397.61	\$516.89		\$ -
<b>Function (Pg. 4)</b>						
18284-0554	Function White Leather Armless Chair	28"Square x 29"H	\$478.60	\$622.18		\$ -
18066-0016	Function White Leather Corner	28"Square x 29"H	\$515.42	\$670.04		\$ -
<b>Continental (Pg. 4 &amp; 5)</b>						
18303-0001	Continental White Leather Curved Loveseat	82"W x 34"D x 31"H	\$927.75	\$1,206.08		\$ -
18304-0001	Continental White Leather Reverse Loveseat	72"W x 34"D x 31"H	\$898.30	\$1,167.79		\$ -
18296-0005	Continental White Leather Wedge Ottoman	30"W x 34"D x 19"H	\$397.61	\$516.89		\$ -
18184-0131	Continental White Leather Curved Bench	70"W x 26"D x 19"H	\$471.24	\$612.61		\$ -
18184-0132	Continental White Leather Half Moon Ottoman	33"W x 19"D x 19"H	\$397.61	\$516.89		\$ -
<b>Sophistication (Pg. 5)</b>						
18228-0674	Sophistication White Leather Sofa	72"W x 31"D x 48"H	\$927.75	\$1,206.08		\$ -
18167-0466	Sophistication White Leather Loveseat	48"W x 31"D x 48"H	\$625.87	\$813.63		\$ -
18284-0563	Sophistication White Leather Chair	27"W x 31"D x 48"H	\$471.24	\$612.61		\$ -
18066-0017	Sophistication White Leather Corner	31"Square x 48"H	\$471.24	\$612.61		\$ -
18184-0130	Sophistication White Leather Ottoman	31"Square x 19"H	\$353.43	\$459.46		\$ -
<b>Boca (Pg. 6)</b>						
18066-0026	Boca Black Leather Corner	27"W x 27"D x 30"H	\$515.42	\$670.04		\$ -
18284-0786	Boca Black Leather Armless	22"W x 27"D x 30"H	\$478.60	\$622.18		\$ -
<b>Metro (Pg. 6)</b>						
18228-0602	Metro Black Leather Sofa	85"W x 35"D x 35"H	\$773.13	\$1,005.07		\$ -
18167-0467	Metro Black Leather Loveseat	60"W x 35"D x 35"H	\$743.68	\$966.78		\$ -
18284-0482	Metro Black Leather Chair	35"Square x 35"H	\$581.69	\$756.19		\$ -
18184-0179	Metro Black Leather Square Ottoman	40"Square x 17"H	\$397.61	\$516.89		\$ -
18024-0008	Metro Black Leather Bench Ottoman	60"W x 24"D x 17"H	\$397.61	\$516.89		\$ -
<b>Suave Midnight (Pg. 7)</b>						
18228-0085	Suave Midnight Sofa	77"W x 36"D x 33"H	\$677.41	\$880.63		\$ -
18167-0069	Suave Midnight Loveseat	54"W x 36"D x 33"H	\$589.05	\$765.77		\$ -
18284-0151	Suave Midnight Chair	32"W x 36"D x 33"H	\$441.79	\$574.32		\$ -
<b>Grammercy (Pg. 7)</b>						
18228-0605	Grammercy Charcoal Leather Sofa	82"W x 36"D x 36"H	\$861.49	\$1,119.93		\$ -
18167-0469	Grammercy Charcoal Leather Loveseat	57"W x 36"D x 36"H	\$751.04	\$976.35		\$ -
18284-0485	Grammercy Charcoal Leather Chair	28"W x 36"D x 36"H	\$478.60	\$622.18		\$ -
18066-0015	Grammercy Charcoal Leather Corner	36"Square x 36"H	\$552.23	\$717.90		\$ -



Item Number		Dimensions	Advanced Price	Standard Price	Qty.	Total
18184-0036	Grammercy Charcoal Leather Round Ottoman	46"Round x 17"H	\$397.61	\$516.89		\$ -
18184-0033	Grammercy Charcoal Leather Square Ottoman	40"Square x 17"H	\$397.61	\$516.89		\$ -
Parma (Pg. 8)						
18228-0789	Parma Brown Leather Sofa	79"W x 37"D x 36"H	\$773.13	\$1,005.07		\$ -
18167-0577	Parma Brown Leather Loveseat	56"W x 37"D x 36"H	\$743.68	\$966.78		\$ -
18284-0710	Parma Brown Leather Chair	33"W x 37"D x 36"H	\$581.69	\$756.19		\$ -
18024-0061	Parma Brown Leather Bench Ottoman	60"W x 24"D x 17"H	\$397.61	\$516.89		\$ -
Montana Mocha (Pg. 8)						
18228-0784	Montana Mocha Sofa	79"W x 35"D x 34"H	\$728.95	\$947.63		\$ -
18167-0573	Montana Mocha Loveseat	57"W x 35"D x 34"H	\$640.59	\$832.77		\$ -
18284-0704	Montana Mocha Chair	35"Square x 34"H	\$493.33	\$641.33		\$ -
Madison (Pg. 9)						
18228-0823	Madison Sofa	86"W x 34"D x 34"H	\$898.30	\$1,167.79		\$ -
18284-0794	Madison Chair	33"W x 34"D x 34"H	\$522.78	\$679.62		\$ -
18184-0256	Madison Sky Bench	4"W x 24"D x 17"H	\$368.16	\$478.60		\$ -
18184-0252	Madison Ottoman - Willow	24"Square x 17"H	\$235.62	\$306.31		\$ -
18184-0253	Madison Ottoman - Sand Dollar	24"Square x 17"H	\$235.62	\$306.31		\$ -
18184-0254	Madison Ottoman - Apricot	24"Square x 17"H	\$235.62	\$306.31		\$ -
18184-0255	Madison Ottoman - Sunflower	24"Square x 17"H	\$235.62	\$306.31		\$ -
Chandler (Pg. 10)						
18228-0795	Chandler Red Leather Sofa	76"W x 37"D x 35"H	\$773.13	\$1,005.07		\$ -
18167-0581	Chandler Red Leather Loveseat	53"W x 37"D x 35"H	\$743.68	\$966.78		\$ -
18284-0717	Chandler Red Leather Chair	31"W x 37"D x 35"H	\$581.69	\$756.19		\$ -
18024-0062	Chandler Red Leather Bench Ottoman	60"W x 24"D x 17"H	\$397.61	\$516.89		\$ -
Evoke (Pg. 10 & 11)						
13229-0007	Evoke Sofa	81"W x 35"D x 27"H	\$1,170.74	\$1,521.96		\$ -
13041-0015	Evoke Chair	33"W x 35"D x 27"H	\$625.87	\$813.63		\$ -
13054-0011	Evoke Cocktail Table	48"W x 24"D x 18"H	\$397.61	\$516.89		\$ -
13110-0009	Evoke End Table	24"W x 28"D x 25"H	\$353.43	\$459.46		\$ -
13110-0008	Evoke Cube	18"Square	\$250.35	\$325.45		\$ -
Niko (Pg. 11)						
18228-0858	Niko Sofa	81"W x 30"D x 38"H	\$957.21	\$1,244.37		\$ -
18167-0622	Niko Loveseat	58"W x 30"D x 38"H	\$876.21	\$1,139.08		\$ -
18284-0856	Niko Chair	31"W x 30"D x 38"H	\$728.95	\$947.63		\$ -
Stage Chairs (Pg. 11 & 12)						
18284-0478	Midnight Stage Chair	25"W x 26"D x 37"H	\$287.16	\$373.31		\$ -
18284-0477	Chamois Stage Chair	25"W x 26"D x 37"H	\$287.16	\$373.31		\$ -
18284-0476	Buckskin Stage Chair	25"W x 26"D x 37"H	\$287.16	\$373.31		\$ -
18284-0621	Empire Chair Black Leather	28"W x 32"D x 32"H	\$515.42	\$670.04		\$ -
18284-0564	Empire Chair White Leather	28"W x 32"D x 32"H	\$515.42	\$670.04		\$ -
05035-0028	Tulip Black Fabric Chair	26"W x 27"D x 35"H	\$309.25	\$402.03		\$ -
18284-0785	Monarch Chair - Bright White	28"Square x 30"H	\$589.05	\$765.77		\$ -
Ottomans & Benches (Pg. 12 & 13)						
18184-0131	Continental White Leather Curved Bench	70"W x 26"D x 19"H	\$471.24	\$612.61		\$ -
18184-0179	Metro Black Leather Square Ottoman	40"Square x 17"H	\$397.61	\$516.89		\$ -
18184-0034	Whisper White Leather Square Ottoman	40"Square x 17"H	\$397.61	\$516.89		\$ -
18184-0033	Grammercy Charcoal Leather Square Ottoman	40"Square x 17"H	\$397.61	\$516.89		\$ -
18024-0008	Metro Black Leather Bench Ottoman	60"W x 24"D x 17"H	\$397.61	\$516.89		\$ -
18024-0003	Whisper White Leather Bench Ottoman	60"W x 24"D x 17"H	\$397.61	\$516.89		\$ -
18024-0062	Chandler Red Leather Bench Ottoman	60"W x 24"D x 17"H	\$397.61	\$516.89		\$ -
18024-0002	Grammercy Charcoal Leather Bench Ottoman	60"W x 24"D x 17"H	\$397.61	\$516.89		\$ -
18024-0061	Parma Brown Leather Bench Ottoman	60"W x 24"D x 17"H	\$397.61	\$516.89		\$ -
18184-0192	Essentials White Leather Storage Ottoman	48"W x 24"D x 20"H	\$552.23	\$717.90		\$ -
18184-0036	Grammercy Charcoal Leather Round Ottoman	46"Round x 17"H	\$397.61	\$516.89		\$ -
18184-0038	Whisper White Leather Round Ottoman	46"Round x 17"H	\$397.61	\$516.89		\$ -
18184-0028	Grammercy Charcoal 1/4 Round Ottoman	34"W x 19"D x 17"H	\$242.98	\$315.88		\$ -
18184-0030	Whisper White 1/4 Round Ottoman	34"W x 19"D x 17"H	\$242.98	\$315.88		\$ -
18184-0256	Madison Sky Bench	4"W x 24"D x 17"H	\$368.16	\$478.60		\$ -
18184-0252	Madison Ottoman - Willow	24"Square x 17"H	\$235.62	\$306.31		\$ -
18184-0253	Madison Ottoman - Sand Dollar	24"Square x 17"H	\$235.62	\$306.31		\$ -
18184-0254	Madison Ottoman - Apricot	24"Square x 17"H	\$235.62	\$306.31		\$ -
18184-0255	Madison Ottoman - Sunflower	24"Square x 17"H	\$235.62	\$306.31		\$ -
Banquettes & Turning Beds (Pg. 13)						
18011-0011	Essentials White Banquette (2 pcs)	60"Round x 48"H	\$1,170.74	\$1,521.96		\$ -
18011-0001	Whisper White Tufted Leather Banquette (2 pcs)	59"Round x 38"H	\$1,170.74	\$1,521.96		\$ -

Item Number		Dimensions	Advanced Price	Standard Price	Qty.	Total
18011-0002	Grammercy Charcoal Leather Banquette (2 pcs)	59"Round x 38"H	\$1,170.74	\$1,521.96		\$ -
02082-0033	Essentials White Leather Turning Bed	96"W x 48"D x 34"H	\$1,406.36	\$1,828.26		\$ -
Cube Ottomans (Pg. 14)						
18184-0274	Blanc Cube	17"Square	\$154.63	\$201.01		\$ -
18184-0129	Cube Ottoman - White	18"Square	\$154.63	\$201.01		\$ -
18184-0128	Cube Ottoman - Black	18"Square	\$154.63	\$201.01		\$ -
18200-0001	Cube Ottoman - Red	18"Square	\$154.63	\$201.01		\$ -
18200-0002	Cube Ottoman - Green	18"Square	\$154.63	\$201.01		\$ -
18200-0003	Cube Ottoman - Blue	18"Square	\$154.63	\$201.01		\$ -
18200-0004	Cube Ottoman - Purple	18"Square	\$154.63	\$201.01		\$ -
Charged (Pg. 14 & 15)						
22100-0001	Essentials Turning Bed w/Charging Station Insert	96"W x 48"D x 19"H	\$1,560.98	\$2,029.28		\$ -
22051-0001	Boca Bright White Corner - Charged	27"W x 27"D x 30"H	\$589.05	\$765.77		\$ -
22050-0001	Boca Bright White Armless - Charged	22"W x 27"D x 30"H	\$544.87	\$708.33		\$ -
22001-0001	Aspen Bar Table - Charged	72"W x 26"D x 42"H	\$913.03	\$1,186.94		\$ -
22002-0002	Aspen Cocktail Table - Charged	48"W x 24"D x 18"H	\$515.42	\$670.04		\$ -
22200-0001	White Conference Table - Charged	96"W x 43"D x 30"H	\$1,229.64	\$1,598.53		\$ -
18284-0812	Patrice Tablet Chair	28"W x 30.5"D x 31"H	\$566.96	\$737.05		\$ -
22052-0001	Lincoln Bench - Charged	59"W x 39"D x 17"H	\$861.49	\$1,119.93		\$ -
Occasional Tables (Pg. 15, 16, & 17)						
12107-0008	Tribeca End Table	24"W x 28"D x 22"H	\$279.80	\$363.74		\$ -
12230-0005	Tribeca Console Table	48"W x 18"D x 30"H	\$309.25	\$402.03		\$ -
12055-0008	Tribeca Cocktail Table	48"W x 28"D x 19"H	\$294.53	\$382.88		\$ -
12107-0281	Harmony End Table	24"Round x 22"H	\$279.80	\$363.74		\$ -
12230-0080	Harmony Console Table	52"W x 18"D x 30"H	\$309.25	\$402.03		\$ -
12055-0272	Harmony Cocktail Table	51"W x 28"D x 18"H	\$294.53	\$382.88		\$ -
18024-0010	Novel End Table	15"Square x 16"H	\$353.43	\$459.46		\$ -
18024-0011	Novel Cocktail Table	46"W x 15"D x 16"H	\$397.61	\$516.89		\$ -
99-12304-05	Aria Red End Table	24"W x 20"D x 22"H	\$279.80	\$363.74		\$ -
99-12050-05	Aria Red Cocktail Table	44"W x 20"D x 18"H	\$294.53	\$382.88		\$ -
99-12304-03	Aria Green End Table	24"W x 20"D x 22"H	\$279.80	\$363.74		\$ -
99-12050-03	Aria Green Cocktail Table	44"W x 20"D x 18"H	\$294.53	\$382.88		\$ -
99-12304-06	Aria Blue End Table	24"W x 20"D x 22"H	\$279.80	\$363.74		\$ -
99-12050-06	Aria Blue Cocktail Table	44"W x 20"D x 18"H	\$294.53	\$382.88		\$ -
99-12304-04	Aria Purple End Table	24"W x 20"D x 22"H	\$279.80	\$363.74		\$ -
99-12050-04	Aria Purple Cocktail Table	44"W x 20"D x 18"H	\$294.53	\$382.88		\$ -
99-12304-01	Aria White End Table	24"W x 20"D x 22"H	\$279.80	\$363.74		\$ -
99-12305-01	Aria White Console Table	44"W x 20"D x 30"H	\$309.25	\$402.03		\$ -
99-12050-01	Aria White Cocktail Table	44"W x 20"D x 18"H	\$294.53	\$382.88		\$ -
99-12304-02	Aria Charcoal End Table	24"W x 20"D x 22"H	\$279.80	\$363.74		\$ -
99-12305-02	Aria Charcoal Console Table	44"W x 20"D x 30"H	\$309.25	\$402.03		\$ -
99-12050-02	Aria Charcoal Cocktail Table	44"W x 20"D x 18"H	\$294.53	\$382.88		\$ -
12107-0512	Fuze End Table	24"Square x 23"H	\$301.89	\$392.45		\$ -
12055-0453	Fuze Cocktail Table	40"Square x 16"H	\$338.70	\$440.31		\$ -
12230-0116	Fuze Console Table	60"W x 16"D x 34"H	\$368.16	\$478.60		\$ -
12107-0493	London End Table	24"Square x 23"H	\$301.89	\$392.45		\$ -
12230-0110	London Console Table	60"W x 16"D x 34"H	\$368.16	\$478.60		\$ -
12055-0428	London Cocktail Table	40"Square x 16"H	\$338.70	\$440.31		\$ -
12107-0494	Brooklyn II Square End Table	22"W X 22"D X 20"H	\$257.71	\$335.02		\$ -
12107-0495	Brooklyn II Round End Table	20"Round X 20"H	\$257.71	\$335.02		\$ -
12055-0429	Brooklyn II Rect Cocktail Table	42"W X 24"D X 16"H	\$287.16	\$373.31		\$ -
12055-0430	Brooklyn II Round Cocktail Table	30"Round X 16"H	\$287.16	\$373.31		\$ -
12107-0282	Vivid End Table	26"Square x 21"H	\$279.80	\$363.74		\$ -
12230-0081	Vivid Console Table	50"W x 24"D x 30"H	\$309.25	\$402.03		\$ -
12055-0273	Vivid Cocktail Table	50"W x 24"D x 16"H	\$294.53	\$382.88		\$ -
12107-0331	Club End Table w/ Built-in LED Lighting	22"Square x 18"H	\$353.43	\$459.46		\$ -
12055-0318	Club Cocktail Table w/ Built-in LED Lighting	44"W x 22"D x 18"H	\$397.61	\$516.89		\$ -
12003-0038	Rose Table	17"Round x 17"H	\$309.25	\$402.03		\$ -
12003-0039	Zanzibar Table	17"Square	\$309.25	\$402.03		\$ -
12107-0296	Cube, Black 24" End Table	24"Square x 21"H	\$287.16	\$373.31		\$ -
12107-0297	Cube, White 24" End Table	24"Square x 21"H	\$287.16	\$373.31		\$ -
12055-0285	Cube, Black 24" Cocktail Table	24"Square x 16"H	\$279.80	\$363.74		\$ -
12055-0286	Cube, White 24" Cocktail Table	24"Square x 16"H	\$279.80	\$363.74		\$ -
12003-0056	Phoebe Table - Yellow	17"Round x 22"H	\$184.08	\$239.30		\$ -
12003-0052	Phoebe Table - Lime Green	17"Round x 22"H	\$184.08	\$239.30		\$ -



Item Number		Dimensions	Advanced Price	Standard Price	Qty.	Total
12003-0053	Phoebe Table - Rose	17"Round x 22"H	\$184.08	\$239.30		\$ -
12003-0051	Phoebe Table - Gold	17"Round x 22"H	\$184.08	\$239.30		\$ -
12003-0074	Phoebe Table - Teal	17"Round x 22"H	\$184.08	\$239.30		\$ -
12107-0467	Hylton Tablet Table	18"W x 12"D x 28"H	\$250.35	\$325.45		\$ -
<b>Bars &amp; Bar Backs (Pg. 18)</b>						
05012-0026	VIP Frosted Plexi Glow Bar 6'	72"W x 24"D x 42"H	\$1,023.47	\$1,330.52		\$ -
05012-0024	VIP Frosted Plexi Glow Bar 4'	48"W x 24"D x 42"H	\$861.49	\$1,119.93		\$ -
05012-0053	Black Bar - 2 Shelf	48"W x 16"D x 42"H	\$471.24	\$612.61		\$ -
05012-0054	White Bar - 2 Shelf	48"W x 16"D x 42"H	\$471.24	\$612.61		\$ -
12112-0010	Blox Bar Back	30"W x 16"D x 86"H	\$589.05	\$765.77		\$ -
05001-0017	Piazza Bar Back - Black	44"W x 12"D x 80"H	\$552.23	\$717.90		\$ -
05001-0018	Piazza Bar Back - White	44"W x 12"D x 80"H	\$552.23	\$717.90		\$ -
<b>Bar Stools (Pg. 19 &amp; 20)</b>						
05237-0264	Vienna Stool - Gray	17"Square x 39"H	\$294.53	\$382.88		\$ -
05237-0263	Vienna Stool - Orange	17"Square x 39"H	\$294.53	\$382.88		\$ -
05237-0262	Vienna Stool - Teal	17"Square x 39"H	\$294.53	\$382.88		\$ -
05237-0038	Criss Cross Bar Stool - Espresso	15"W x 19"D x 41"H	\$265.07	\$344.59		\$ -
05237-0039	Criss Cross Bar Stool - White	15"W x 19"D x 41"H	\$265.07	\$344.59		\$ -
05237-0036	Escape Bar Stool - Natural Maple	16"Square x 41"H	\$220.89	\$287.16		\$ -
99-05237-01	Silk Back Bar Stool - Black	17"W x 18"D x 42"H	\$250.35	\$325.45		\$ -
99-05237-02	Silk Back Bar Stool - White	17"W x 18"D x 42"H	\$250.35	\$325.45		\$ -
99-05237-06	Silk Back Bar Stool - Blue	17"W x 18"D x 42"H	\$250.35	\$325.45		\$ -
99-05237-03	Silk Back Bar Stool - Green	17"W x 18"D x 42"H	\$250.35	\$325.45		\$ -
99-05237-04	Silk Back Bar Stool - Purple	17"W x 18"D x 42"H	\$250.35	\$325.45		\$ -
99-05237-05	Silk Back Bar Stool - Red	17"W x 18"D x 42"H	\$250.35	\$325.45		\$ -
05237-0221	Euro Bar Stool - Black	22"W x 24"D x 42"H	\$250.35	\$325.45		\$ -
05237-0270	Hourglass Bar Stool - Black	18"W x 20"D x 43"H	\$272.44	\$354.17		\$ -
05237-0271	Hourglass Bar Stool - White	18"W x 20"D x 43"H	\$272.44	\$354.17		\$ -
05237-0160	Equino Bar Stool - Black	15"W x 13"D x 35"H	\$272.44	\$354.17		\$ -
05237-0041	Equino Bar Stool - White	15"W x 13"D x 35"H	\$272.44	\$354.17		\$ -
05237-0298	Clara Stool	17"W x 21"D x 41"H	\$265.07	\$344.59		\$ -
05237-0215	Marcus Bar Stool - Gunmetal	18"Square x 29"H	\$198.80	\$258.45		\$ -
05237-0156	Regal Stool - Brown Leather	19"W x 24"D x 45"H	\$272.44	\$354.17		\$ -
05237-0169	Caprice Bar Stool - Black	25"W x 26"D x 44"H	\$272.44	\$354.17		\$ -
05237-0042	Sonic Bar Stool - Black	22"W x 23"D x 42"H	\$220.89	\$287.16		\$ -
05237-0300	Nexus Stool	19"W x 20"D x 44"H	\$228.26	\$296.73		\$ -
<b>Café Chairs (Pg. 20, 21 &amp; 22)</b>						
05035-0032	Vienna Chair - Gray	21"Square x 32"H	\$184.08	\$239.30		\$ -
05035-0031	Vienna Chair - Orange	21"Square x 32"H	\$184.08	\$239.30		\$ -
05035-0030	Vienna Chair - Teal	21"Square x 32"H	\$184.08	\$239.30		\$ -
99-05035-10	Silk Back Armless Chair - Black	17"W x 18"D x 34"H	\$154.63	\$201.01		\$ -
99-05035-11	Silk Back Armless Chair - White	17"W x 18"D x 34"H	\$154.63	\$201.01		\$ -
99-05035-15	Silk Back Armless Chair - Blue	17"W x 18"D x 34"H	\$154.63	\$201.01		\$ -
99-05035-12	Silk Back Armless Chair - Green	17"W x 18"D x 34"H	\$154.63	\$201.01		\$ -
99-05035-13	Silk Back Armless Chair - Purple	17"W x 18"D x 34"H	\$154.63	\$201.01		\$ -
99-05035-14	Silk Back Armless Chair - Red	17"W x 18"D x 34"H	\$154.63	\$201.01		\$ -
05035-0048	Clara Chair	18"W x 21"D x 35"H	\$176.72	\$229.73		\$ -
05035-0008	Leslie Chair - White	17"W x 21"D x 31"H	\$139.90	\$181.87		\$ -
05035-0010	Criss Cross Chair - Espresso	17"W x 21"D x 35"H	\$176.72	\$229.73		\$ -
05035-0011	Criss Cross Chair - White	17"W x 21"D x 35"H	\$176.72	\$229.73		\$ -
05035-0023	Elio Chair	17"Square x 33"H	\$154.63	\$201.01		\$ -
14233-0025	Caprice Chair - Black	25"W x 24"D x 32"H	\$154.63	\$201.01		\$ -
14233-0005	Comet Stack Arm Chair - Black	23"W x 22"D x 32"H	\$213.53	\$277.59		\$ -
14233-0006	Comet Stack Armless Chair - Black	19"W x 22"D x 32"H	\$198.80	\$258.45		\$ -
05221-0039	Regal Dining Chair - Brown	19"W x 23"D x 38"H	\$220.89	\$287.16		\$ -
14233-0016	Sonic Chair - Black	20"W x 21"D x 32"H	\$154.63	\$201.01		\$ -
05035-0050	Nexus Chair	19"W x 22"D x 32"H	\$184.08	\$239.30		\$ -
05035-0009	Escape Chair - Natural Maple	17"W x 16"D x 32"H	\$154.63	\$201.01		\$ -
<b>Bar Tables (Pg. 22, 23, &amp; 24)</b>						
99-05245-01	Euro Bar Table Black/Black 30" Round	30"Round x 42"H	\$279.80	\$363.74		\$ -
99-05245-02	Euro Bar Table Black/Black 36" Round	36"Round x 42"H	\$287.16	\$373.31		\$ -
99-05245-04	Silk Bar Table Black/Chrome 30" Round	30"Round x 42"H	\$279.80	\$363.74		\$ -
99-05245-05	Silk Bar Table Black/Chrome 36" Round	36"Round x 42"H	\$287.16	\$373.31		\$ -
99-05245-14	City Bar Table Maple/Black 30" Round	30"Round x 42"H	\$279.80	\$363.74		\$ -
99-05245-15	City Bar Table Maple/Black 36" Round	36"Round x 42"H	\$287.16	\$373.31		\$ -

Item Number		Dimensions	Advanced Price	Standard Price	Qty.	Total
99-05245-07	Park Ave Bar Table Maple/Chrome 30" Round	30"Round x 42"H	\$279.80	\$363.74		\$ -
99-05245-08	Park Ave Bar Table Maple/Chrome 36" Round	36"Round x 42"H	\$287.16	\$373.31		\$ -
99-05245-16	Summit Bar Table White/Black 30" Round	30"Round x 42"H	\$279.80	\$363.74		\$ -
99-05245-17	Summit Bar Table White/Black 36" Round	36"Round x 42"H	\$287.16	\$373.31		\$ -
99-05245-10	Blanco Bar Table White/Chrome 30" Round	30"Round x 42"H	\$279.80	\$363.74		\$ -
99-05245-11	Blanco Bar Table White/Chrome 36" Round	36"Round x 42"H	\$287.16	\$373.31		\$ -
99-05245-22	Fuze Bar Table	36"Square x 42"H	\$309.25	\$402.03		\$ -
99-05245-12	Blanco Bar Table - White/Chrome 24"Square	24"Square x 42"H	\$279.80	\$363.74		\$ -
99-05245-13	Blanco Rectangle Bar Table - White/Chrome	72"W x 24"D x 42"H	\$434.42	\$564.75		\$ -
99-05245-20	Spectrum Bar Table Red	24"Square x 42"H	\$301.89	\$392.45		\$ -
99-05245-21	Spectrum Bar Table Blue	24"Square x 42"H	\$301.89	\$392.45		\$ -
99-05245-18	Spectrum Bar Table Purple	24"Square x 42"H	\$301.89	\$392.45		\$ -
99-05245-19	Spectrum Bar Table Green	24"Square x 42"H	\$301.89	\$392.45		\$ -
05012-0002	Chardonnay Glass & Chrome Bar Table	31"Round x 42"H	\$397.61	\$516.89		\$ -
05202-0049	Zinc Bar Table	24"Round x 42"H	\$419.70	\$545.61		\$ -
05204-0001	Aspen Bar Table	72"W x 26"D x 42"H	\$780.49	\$1,014.64		\$ -
Café Tables (Pg. 24 & 25)						
99-05036-01	Euro Café Table Black/Black 30" Round	30"Round x 30"H	\$279.80	\$363.74		\$ -
99-05036-02	Euro Café Table Black/Black 36" Round	36"Round x 30"H	\$287.16	\$373.31		\$ -
99-05036-04	Silk Café Table Black/Chrome 30" Round	30"Round x 30"H	\$279.80	\$363.74		\$ -
99-05036-05	Silk Café Table Black/Chrome 36" Round	36"Round x 30"H	\$287.16	\$373.31		\$ -
99-05036-07	Park Ave Café Table Maple/Chrome 30" Round	30"Round x 30"H	\$279.80	\$363.74		\$ -
99-05036-08	Park Ave Café Table Maple/Chrome 36" Round	36"Round x 30"H	\$287.16	\$373.31		\$ -
99-05036-14	City Café Table Maple/Black 30" Round	30"Round x 30"H	\$279.80	\$363.74		\$ -
99-05036-15	City Café Table Maple/Black 36" Round	36"Round x 30"H	\$287.16	\$373.31		\$ -
99-05036-16	Summit Café Table White/Black 30" Round	30"Round x 30"H	\$279.80	\$363.74		\$ -
99-05036-17	Summit Café Table White/Black 36" Round	36"Round x 30"H	\$287.16	\$373.31		\$ -
99-05036-10	Blanco Café Table White/Chrome 30" Round	30"Round x 30"H	\$279.80	\$363.74		\$ -
99-05036-11	Blanco Café Table White/Chrome 36" Round	36"Round x 30"H	\$287.16	\$373.31		\$ -
99-05036-22	Fuze Café Table	36"Square x 30	\$309.25	\$402.03		\$ -
99-05036-12	Blanco Café Table White/Chrome 24"Square	24"Square x 30"H	\$279.80	\$363.74		\$ -
99-05036-13	Blanco Café Table White/Chrome Rectangle	72"W x 24"D x 30"H	\$434.42	\$564.75		\$ -
99-05036-20	Spectrum Café Table Red	24"Square x 29"H	\$301.89	\$392.45		\$ -
99-05036-21	Spectrum Café Table Blue	24"Square x 29"H	\$301.89	\$392.45		\$ -
99-05036-18	Spectrum Café Table Purple	24"Square x 29"H	\$301.89	\$392.45		\$ -
99-05036-19	Spectrum Café Table Green	24"Square x 29"H	\$301.89	\$392.45		\$ -
05090-0001	Aspen Dining Table	72"W x 30"D x 30"H	\$670.04	\$871.06		\$ -
05088-0505	Brio Dining Table	96"W x 48"D x 30"H	\$898.30	\$1,167.79		\$ -
Office Seating (Pg. 26 & 27)						
14136-0002	Tamiri Black Leather High Back Chair	25"W x 27"D x 45"H	\$353.43	\$459.46		\$ -
14176-0007	Tamiri Black Leather Mid Back Chair	27"Square x 39"H	\$309.25	\$402.03		\$ -
14128-0002	Tamiri Black Leather Guest Chair	25"W x 26"D x 37"H	\$287.16	\$373.31		\$ -
14136-0081	Accord Black Leather High Back	25"Square x 44"H	\$441.79	\$574.32		\$ -
14136-0010	Accord White Leather High Back	25"Square x 44"H	\$441.79	\$574.32		\$ -
14250-0013	Goal Black Task Chair With Arms	25"Square x 39"H	\$235.62	\$306.31		\$ -
14250-0014	Goal Black Task Chair Armless	21"W x 25"D x 39"H	\$213.53	\$277.59		\$ -
14136-0080	Enterprise High Back Black Fabric Conference Chair	25"W x 27"D x 45"H	\$309.25	\$402.03		\$ -
14176-0046	Enterprise Mid Back Black Fabric Conference Chair	24"W x 26"D x 39"H	\$287.16	\$373.31		\$ -
14128-0096	Enterprise Guest Black Fabric Conference Chair	25"W x 27"D x 37"H	\$265.07	\$344.59		\$ -
14307-0003	Goal Black Drafting Stool - Arms	25"W x 24"D x 48"H	\$250.35	\$325.45		\$ -
14307-0004	Goal Black Drafting Stool - Armless	21"W x 24"D x 48"H	\$235.62	\$306.31		\$ -
Conference Tables (Pg. 27)						
14062-0105	42" Round Conference Table - Black	42" Round x 29"H	\$390.25	\$507.32		\$ -
14062-0106	42" Round Conference Table - Mahogany	42" Round x 29"H	\$390.25	\$507.32		\$ -
14062-0224	Conference Rectangle Table 6' - Black	72"W x 36"D x 30"H	\$662.68	\$861.49		\$ -
14062-0220	Conference Rectangle Table 6' - Mahogany	72"W x 36"D x 30"H	\$662.68	\$861.49		\$ -
14062-0281	Conference Rectangle Table 6' - White	72"W x 36"D x 30"H	\$699.50	\$909.35		\$ -
14062-0225	Conference Rectangle Table 8' - Black	96"W x 48"D x 30"H	\$714.22	\$928.49		\$ -
14062-0226	Conference Rectangle Table 8' - Mahogany	96"W x 48"D x 30"H	\$714.22	\$928.49		\$ -
14062-0282	Conference Rectangle Table 8' - White	96"W x 48"D x 30"H	\$751.04	\$976.35		\$ -
Office Furniture (Pg. 28 & 29)						
14309-0001	Computer Kiosk - Black	24"Square x 42"H	\$574.32	\$746.62		\$ -
14179-0005	Computer Kiosk - White	24"Square x 42"H	\$574.32	\$746.62		\$ -
14061-0002	Computer Counter	48"W x 24"D x 42"H	\$287.16	\$373.31		\$ -
14076-0014	Computer Desk	48"W x 24"D x 29"H	\$272.44	\$354.17		\$ -

Item Number		Dimensions	Advanced Price	Standard Price	Qty.	Total
14029-0098	5 Shelf Bookcase - Black	36"W x 12"D x 72"H	\$552.23	\$717.90		\$ -
14029-0091	5 Shelf Bookcase - Mahogany	36"W x 12"D x 72"H	\$552.23	\$717.90		\$ -
14072-0108	Black Credenza	60"W x 20"D x 29"H	\$515.42	\$670.04		\$ -
14083-0105	Black Double Pedestal Desk	60"W x 30"D x 29"H	\$589.05	\$765.77		\$ -
14072-0038	Genoa Storage Credenza - Mahogany - 2 Drawer	66"W x 20"D x 29"H	\$515.42	\$670.04		\$ -
14072-0039	Genoa Kneespace Storage Credenza - Mahogany	66"W x 20"D x 29"H	\$478.60	\$622.18		\$ -
14083-0117	Genoa Exec. Desk - Mahogany - Double Pedestal	72"W x 36"D x 29"H	\$611.14	\$794.48		\$ -
05088-0365	Vivid Café - Square Table Glass	42"Square x 30"H	\$478.60	\$622.18		\$ -
05088-0364	Vivid Café - Rectangle Table Glass	60"W x 36"D x 30"H	\$552.23	\$717.90		\$ -
05088-0498	Brooklyn II Rect Dining Table	60"W x 36"D x 30"H	\$574.32	\$746.62		\$ -
05088-0499	Brooklyn II Round Dining Table	42" Round x 30"H	\$449.15	\$583.90		\$ -
05090-0001	Aspen Dining Table	72"W x 30"D x 30"H	\$670.04	\$871.06		\$ -
05088-0505	Brio Dining Table	96"W x 48"D x 30"H	\$898.30	\$1,167.79		\$ -
<b>Metal File &amp; Storage Cabinets (Pg. 30)</b>						
14148-0001	2 Drawer Vertical File - Letter Size Black	15"W x 25"D x 29"H	\$191.44	\$248.87		\$ -
14147-0001	2 Drawer Vertical File - Legal Size Black	18"W x 25"D x 29"H	\$250.35	\$325.45		\$ -
14148-0002	4 Drawer Vertical File - Letter Size Black	15"W x 25"D x 52"H	\$257.71	\$335.02		\$ -
14147-0002	4 Drawer Vertical File - Legal Size Black	18"W x 25"D x 52"H	\$287.16	\$373.31		\$ -
14143-0006	2 Drawer Lateral File - Black	36"W x 18"D x 27"H	\$257.71	\$335.02		\$ -
14143-0144	2 Drawer Lateral File - Black	36"W x 20"D x 29"H	\$301.89	\$392.45		\$ -
14143-0008	4 Drawer Lateral File - Black	36"W x 18"D x 54"H	\$316.61	\$411.60		\$ -
14034-0015	Storage Cabinet - Black	36"W x 18"D x 72"H	\$316.61	\$411.60		\$ -
<b>Pedestals (Pg. 31)</b>						
12091-0023	Display Pedestal 14" x 42" Black	14"Square x 42"H	\$382.88	\$497.75		\$ -
12091-0004	Display Pedestal 24" x 42" Black	24"Square x 42"H	\$463.88	\$603.04		\$ -
12091-0002	Display Pedestal 18" x 42" Black	18"Square x 42"H	\$427.06	\$555.18		\$ -
12091-0030	Display Pedestal 14" x 42" White	14"Square x 42"H	\$382.88	\$497.75		\$ -
12091-0024	Display Pedestal 14" x 36" Black	14"Square x 36"H	\$323.98	\$421.17		\$ -
12091-0034	Display Pedestal 24" x 36" Black	24"Square x 36"H	\$463.88	\$603.04		\$ -
12091-0031	Display Pedestal 14" x 36" White	14"Square x 36"H	\$323.98	\$421.17		\$ -
12091-0033	Display Pedestal 24" x 36" White	24"Square x 36"H	\$463.88	\$603.04		\$ -
12091-0025	Display Pedestal 14" x 30" Black	14"Square x 30"H	\$301.89	\$392.45		\$ -
12091-0003	Display Pedestal 24" x 30" Black	24"Square x 30"H	\$441.79	\$574.32		\$ -
12091-0001	Display Pedestal 18" x 30" Black	18"Square x 30"H	\$309.25	\$402.03		\$ -
12091-0032	Display Pedestal 14" x 30" White	14"Square x 30"H	\$301.89	\$392.45		\$ -
14309-0001	Locking Pedestal Black	24"Square x 42"H	\$574.32	\$746.62		\$ -
14179-0005	Locking Pedestal White	24"Square x 42"H	\$574.32	\$746.62		\$ -
12091-0055	Fuze Pedestal	16"Square x 44"H	\$316.61	\$411.60		\$ -
12091-0043	London Pedestal	16"Square x 44"H	\$316.61	\$411.60		\$ -
<b>Miscellaneous Items (Pg. 32)</b>						
14189-0066	Stanchion Chrome	41"H	\$88.36	\$114.86		\$ -
11526-0001	Stanchion Rope - Red Velour	6' L	\$44.18	\$57.43		\$ -
14308-0009	Literature Stand - Black	15"W x 12"D x 53.5"H	\$213.53	\$277.59		\$ -
14308-0010	Literature Stand - Aluminum	15"W x 12"D x 53.5"H	\$213.53	\$277.59		\$ -
14308-0005	Literature Rack - Black Metal	10.5"W x 9.5"D x 57"H	\$220.89	\$287.16		\$ -
01209-0003	Compact Refrigerator White - 4.0 Cu Ft	21"W x 22"D x 32"H	\$397.61	\$516.89		\$ -
14523-0001	iPad® Stand Black	14.25"W x 41.75"H	\$250.35	\$325.45		\$ -
14523-0002	iPad® Stand Silver	14.25"W x 41.75"H	\$250.35	\$325.45		\$ -
<b>Lighting (Pg. 33)</b>						
09417-0001	Brushed Steel Table Lamp - White	26"H	\$139.90	\$181.87		\$ -
09392-0001	Brushed Steel Floor Lamp - White	66"H	\$198.80	\$258.45		\$ -
09417-0001	Brushed Nickel Table Lamp - White	29"H	\$139.90	\$181.87		\$ -
09392-0001	Brushed Nickel Floor Lamp - White	60"H	\$198.80	\$258.45		\$ -
09417-0001	Rubbed Bronze Table Lamp - White	28"H	\$139.90	\$181.87		\$ -
09392-0001	Rubbed Bronze Floor Lamp - White	60"H	\$198.80	\$258.45		\$ -
09417-0001	Brushed Steel Table Lamp - Red	26"H	\$139.90	\$181.87		\$ -
09392-0001	Brushed Steel Floor Lamp - Red	66"H	\$198.80	\$258.45		\$ -
09392-0001	Neutrino Steel Floor Lamp - Steel	67"H	\$198.80	\$258.45		\$ -

Remit To:



620 Shenandoah Avenue | St. Louis, MO 63104

Phone 314-534-8500 | Fax 314-534-8050



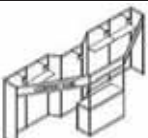



Exhibitor.Services@heritagesvs.com

## MODULAR RENTAL DISPLAY ORDER FORM

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

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

### Choose Your Exhibit – Check One

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

Circle your carpet color:

Black    Blue    Burgundy    Gray    Red

### Indicate Your Header Sign Copy

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

Check which color lettering you would like ☐ Black ☐ Blue ☐ Red

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

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

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

8.25% Tax \_\_\_\_\_

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

NAME OF CONVENTION BCA 2020 BOOTH # \_\_\_\_\_

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

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

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

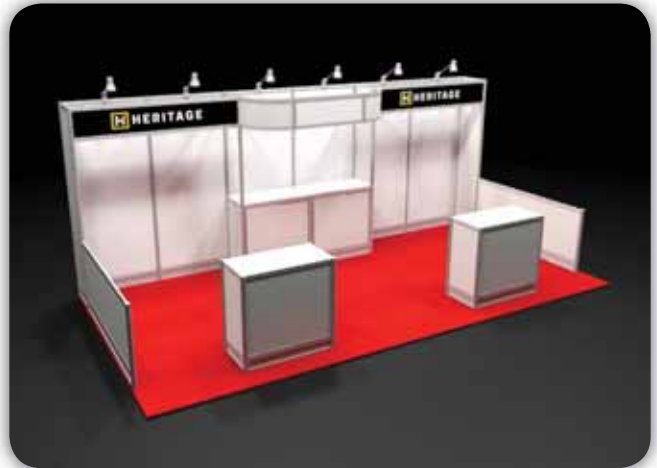
CONTACT NAME \_\_\_\_\_ DATE \_\_\_\_\_

(Print & Sign)

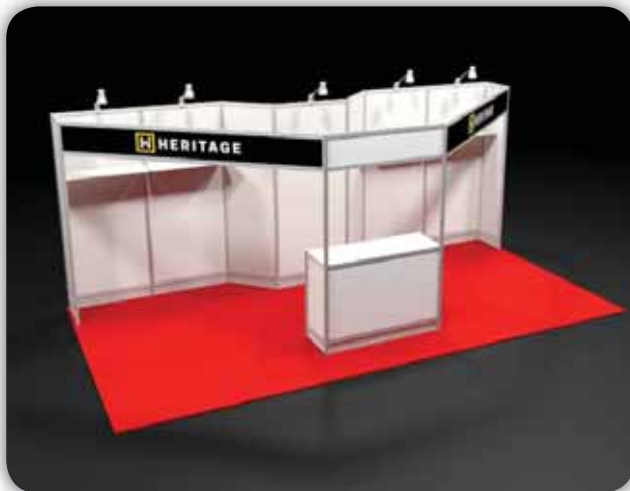
# Modular Displays



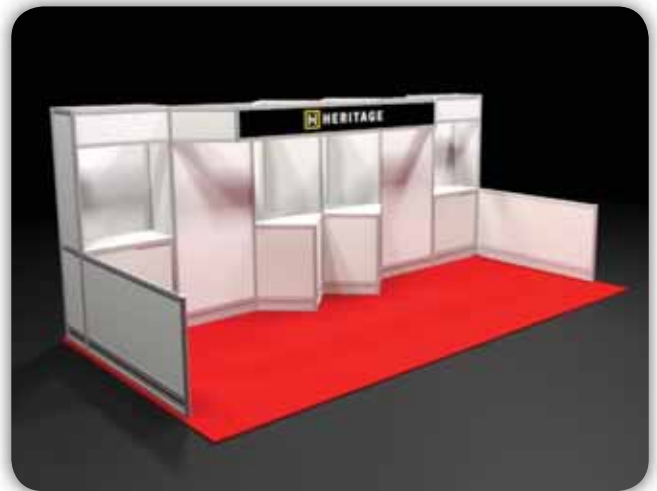
MD01 Modular Hardwall Display Package 1



MD02 Modular Hardwall Display Package 2



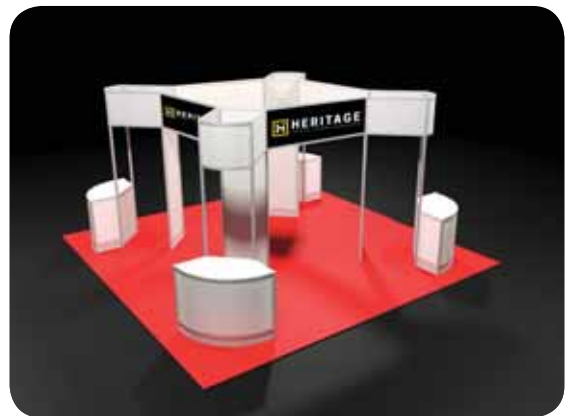
MD03 Modular Hardwall Display Package 3



MD04 Modular Hardwall Display Package 4



MD05 Modular Hardwall Display Package 5



MD06 Modular Hardwall Display Package 6



Remit To:



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

## MATERIAL HANDLING INFORMATION

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

### A. MATERIAL HANDLING FOR DELIVERIES TO WAREHOUSE

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

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

EXHIBITOR COMPANY NAME  
HERITAGE TRADE SHOW SERVICES  
UPS FREIGHT C/O SUNSET TRANSPORTATION  
4050 CORPORATE CENTER STE. #300  
NORTH LAS VEGAS, NV 89030  
FOR: BCA 2020

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

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

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

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

**DO NOT SHIP TO THE ADVANCED WAREHOUSE AFTER WEDNESDAY, JULY 22<sup>ND</sup>, 2020**

#### RATES FOR DELIVERIES TO WAREHOUSE

Deadline Date: Monday, July 20<sup>th</sup>, 2020 To Avoid Late Fees

	Description	Rate per 100 lbs.	Min Charge
I	Packaged Shipments to the Advance Warehouse	\$ 85.50	\$ 171.00
II	Packaged Shipments via Van Line, Specialized Carrier, Federal Express, UPS or U.S. Mail to the Advance Warehouse	\$ 102.60	\$ 205.20
III	Packaged Shipments to the Advance Warehouse <b>after the deadline date</b>	\$ 106.88	\$ 213.76
IV	Packaged Shipments via Van Line, Specialized Carrier, Federal Express, UPS, or U.S. Mail to the Advance Warehouse <b>after the deadline date</b>	\$ 123.98	\$ 247.96

### B. MATERIAL HANDLING FOR DELIVERIES TO SHOWSITE

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

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

EXHIBITOR COMPANY NAME  
C/O HERITAGE TRADE SHOW SERVICES  
SOUTH POINT HOTEL & CASINO  
9777 SOUTH LAS VEGAS BLVD.  
LAS VEGAS, NV 89183  
FOR: BCA 2020

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

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

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

#### RATES FOR DELIVERIES TO SHOWSITE

	Description	Rate per 100 lbs.	Min Charge
VI	Packaged Shipments to the Show site	\$ 88.50	\$ 177.00
VII	Packaged Shipments via Van Line, Specialized Carrier, Federal Express, UPS or U.S. Mail to the Show site	\$ 106.20	\$ 212.40
VIII	Loose or Uncrated Shipments or Shipments requiring Special Handling to the Show site (Rate will not be split for mixed shipments. The uncrated rate will apply)	\$ 123.90	\$ 247.80

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

#### ESTIMATED COSTS. \* (Round to next highest whole number)

Estimated Weight in lbs. \_\_\_\_\_ ÷ 100 = \_\_\_\_\_ \* x Rate \_\_\_\_\_ = \_\_\_\_\_ Total

CONTINUED ON NEXT PAGE

## C. INBOUND SHIPMENTS

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

## D. EMPTY CONTAINER LABELS

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

## E. ADDITIONAL AVAILABLE SERVICES

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

	DISCOUNTED		STANDARD			# of Hours	Total
	ST	OT	ST	OT			
Material Handler	\$83.60/hr	\$125.40/hr	\$108.68/hr	\$163.02/hr	One Hour Minimum	_____	\$_____
Local Pickups & Deliveries	\$198.85/hr	\$298.28/hr	\$258.51/hr	\$387.77/hr	One Hour Minimum	_____	\$_____
<b>TOTAL:</b>						_____	\$_____
Please enter total on credit card authorization form							

## F. SPECIAL SERVICES

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

## G. OUTBOUND SHIPMENTS

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

## H. RETURNED SHIPMENTS TO HERITAGE WAREHOUSE

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

## I. LIMITS OF LIABILITY AND RESPONSIBILITY

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

## AUTHORITY TO HANDLE

All terms and conditions herein stated are understood and accepted.

NAME OF CONVENTION BCA 2020 BOOTH # \_\_\_\_\_

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

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

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

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

(Print & Sign)

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



Remit To:



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

## PRIORITY RETURN/ ACCESSIBLE STORAGE FORM

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

### Priority Empty Container Return

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

Priority Empty Container Return.....\$100.00 per container

Estimated Number of Pieces.....

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

### ACCESSIBLE STORAGE

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

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

#### Labor Rates:

Straight Time: (one hour minimum per man).....\$83.60

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

Over Time: (one hour minimum per man).....\$125.40

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

#### Deliveries

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

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

NAME OF CONVENTION BCA 2020 BOOTH # \_\_\_\_\_

EXHIBITIING COMPANY \_\_\_\_\_ PHONE # \_\_\_\_\_ FAX # \_\_\_\_\_

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

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

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

**HERITAGE**

**Trade Show Services**

**DO NOT DELAY!**

**ADVANCE SHIPMENT  
TO WAREHOUSE**

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

EXHIBITOR NAME

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

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

FOR: BCA 2020

**HERITAGE**

**Trade Show Services**

**DO NOT DELAY!**

**ADVANCE SHIPMENT  
TO WAREHOUSE**

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

EXHIBITOR NAME

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

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

FOR: BCA 2020

**HERITAGE**

**Trade Show Services**

**DO NOT DELAY!**

**ADVANCE SHIPMENT  
TO WAREHOUSE**

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

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

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

FOR: BCA 2020

**HERITAGE**

**Trade Show Services**

**DO NOT DELAY**

**ADVANCE SHIPMENT  
TO WAREHOUSE**

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

EXHIBITOR NAME

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

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

FOR: BCA 2020



## **IMPORTANT NOTICE REGARDING DIRECT SHIPMENTS**

Please be aware that the South Point Hotel & Casino 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 8:00 a.m., Monday, July 27<sup>th</sup>, 2020. Any materials sent to the venue prior to this date may be returned to sender and/or may be turned over to Heritage Trade Show Services and will be billed according to the Show's Shipping & Receiving Rates, and will be subject to venue assessed fees.

**EXHIBITOR COMPANY NAME** \_\_\_\_\_

**BOOTH NUMBER** \_\_\_\_\_

**C/O HERITAGE TRADE SHOW SERVICES  
SOUTH POINT HOTEL & CASINO  
9777 SOUTH LAS VEGAS BLVD.  
LAS VEGAS, NV 89183**

**FOR: BCA 2020**

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

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

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

# HERITAGE

Trade Show Services

**DO NOT DELAY**

**DIRECT SHIPMENT TO  
SHOW SITE**

**MUST NOT ARRIVE BEFORE  
MONDAY, JULY 27<sup>TH</sup>, 2020**

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

EXHIBITOR NAME

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

C/O HERITAGE TRADE SHOW SERVICES  
SOUTH POINT HOTEL & CASINO  
9777 SOUTH LAS VEGAS BLVD.  
LAS VEGAS, NV 89183

FOR: BCA 2020

# HERITAGE

Trade Show Services

**DO NOT DELAY**

**DIRECT SHIPMENT TO  
SHOW SITE**

**MUST NOT ARRIVE BEFORE  
MONDAY, JULY 27<sup>TH</sup>, 2020**

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

EXHIBITOR NAME

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

C/O HERITAGE TRADE SHOW SERVICES  
SOUTH POINT HOTEL & CASINO  
9777 SOUTH LAS VEGAS BLVD.  
LAS VEGAS, NV 89183

FOR: BCA 2020

# HERITAGE

Trade Show Services

**DO NOT DELAY**

**DIRECT SHIPMENT TO  
SHOW SITE**

**MUST NOT ARRIVE BEFORE  
MONDAY, JULY 27<sup>TH</sup>, 2020**

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

EXHIBITOR NAME

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

C/O HERITAGE TRADE SHOW SERVICES  
SOUTH POINT HOTEL & CASINO  
9777 SOUTH LAS VEGAS BLVD.  
LAS VEGAS, NV 89183

FOR: BCA 2020

# HERITAGE

Trade Show Services

**DO NOT DELAY**

**DIRECT SHIPMENT TO  
SHOW SITE**

**MUST NOT ARRIVE BEFORE  
MONDAY, JULY 27<sup>TH</sup>, 2020**

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

EXHIBITOR NAME

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

C/O HERITAGE TRADE SHOW SERVICES  
SOUTH POINT HOTEL & CASINO  
9777 SOUTH LAS VEGAS BLVD.  
LAS VEGAS, NV 89183

FOR: BCA 2020



## NEED A RELIABLE CARRIER TO TRANSPORT YOUR FREIGHT?

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

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

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

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

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

### **Pickup Information**

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

Address\_\_\_\_\_

Suite\_\_\_\_\_

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

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

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

(for the driver to call, if needed)

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

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

(call HES Logistics to discuss, if needed)

### ***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*

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

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

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

instructions for the driver:\_\_\_\_\_

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

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

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

## **IMPORTANT INFORMATION REGARDING OUTBOUND SHIPMENTS**

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

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

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



## UNION JURISDICTION RULES

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

### DECORATOR & CARPENTER JURISDICTION

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

### TEAMSTER JURISDICTION

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

### SAFETY

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

### NOTE:

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



Remit To:



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

## EXHIBITOR APPOINTED CONTRACTOR THIRD PARTY AUTHORIZATION

### EXHIBITOR APPOINTED CONTRACTOR

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

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

### EXHIBITOR APPOINTED CONTRACTOR

#### ADDRESS

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

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

PHONE \_\_\_\_\_

EMAIL \_\_\_\_\_

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

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

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

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

### THIRD PARTY AUTHORIZATION

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

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

### THIRD PARTY AGENT:

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

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

☐ PERSONAL CREDIT CARD ☐ COMPANY CREDIT CARD

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

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

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

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

ADDRESS \_\_\_\_\_

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

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

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)

NAME OF CONVENTION **BCA 2020** BOOTH # \_\_\_\_\_

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

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

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

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

(Print & Sign)

Please Return This Form Promptly To the Address Above-Retain One Copy for Your Files

Remit To:



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

## EXHIBIT LABOR ORDER FORM

DISPLAY LABOR FOR INSTALLATION & DISMANTLE OF EXHIBITS

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

RATES:	DISCOUNTED	STANDARD
<b>STRAIGHT TIME</b> (One hour minimum per man).....	<b>\$83.60 PER HOUR</b>	<b>\$108.68 PER HOUR</b>
8:00 A.M. to 4:30 P.M. Monday through Friday		
<b>OVERTIME</b> (One hour minimum per man).....	<b>\$125.40 PER HOUR</b>	<b>\$163.02 PER HOUR</b>
After 4:30 P.M. to 8:00 A.M. Monday through Friday		
and all hours on Saturday and Sunday		

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

### INSTALLATION

☐ **ERECT EXHIBIT UNDER HERITAGE SUPERVISION**

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

No. of men \_\_\_\_\_ Estimated hours each man \_\_\_\_\_ Total hrs \_\_\_\_\_ X rate ST/OT \_\_\_\_\_ + 30% \_\_\_\_\_ = \_\_\_\_\_

Please complete the reverse side of this form

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

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

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

### DISMANTLE

☐ **DISMANTLE EXHIBIT UNDER HERITAGE SUPERVISION**

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

No. of men \_\_\_\_\_ Estimated hours each man \_\_\_\_\_ Total hrs \_\_\_\_\_ X rate ST/OT \_\_\_\_\_ + 30% \_\_\_\_\_ = \_\_\_\_\_

Please complete the reverse side of this form

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

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

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

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

NAME OF CONVENTION BCA 2020 BOOTH # \_\_\_\_\_

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

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

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

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

(Print & Sign)

(CONTINUED ON NEXT PAGE)

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

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

### INBOUND SHIPPING INFORMATION

Carrier \_\_\_\_\_ Carrier Phone Number \_\_\_\_\_

Shipped to: Warehouse \_\_\_\_\_ Show Site \_\_\_\_\_ From: City/State \_\_\_\_\_ Date \_\_\_\_\_

Total No. of: Crates \_\_\_\_\_ Cartons \_\_\_\_\_ Fiber Cases \_\_\_\_\_ Other (Specify) \_\_\_\_\_

### SET-UP INFORMATION

Set up Plan/Photo: Attached \_\_\_\_\_ To Be Sent With Exhibit \_\_\_\_\_ In Crate No. \_\_\_\_\_

Carpet: With Exhibit \_\_\_\_\_ Rented From Heritage \_\_\_\_\_ Color \_\_\_\_\_ Size \_\_\_\_\_

Electrical Placement: Drawing Attached \_\_\_\_\_ Drawing With Exhibit \_\_\_\_\_ Electrical Under Carpet \_\_\_\_\_

Comments: \_\_\_\_\_  
\_\_\_\_\_

Graphics: With Exhibit \_\_\_\_\_ Shipped Separately \_\_\_\_\_

Comments: \_\_\_\_\_  
\_\_\_\_\_

Special Tools/Hardware Required: \_\_\_\_\_  
\_\_\_\_\_

### OUTBOUND SHIPPING INFORMATION:

Ship To: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Method: ☐ Common Carrier ☐ Air Freight ☐ Van Line ☐ Other (Specify)

Carrier:(If Known) \_\_\_\_\_

Freight Charges: ☐ Prepaid ☐ Bill To: \_\_\_\_\_

☐ Collect \_\_\_\_\_  
\_\_\_\_\_

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

### SPECIAL INSTRUCTIONS/COMMENTS:

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

### PLEASE PROVIDE AN EMERGENCY CONTACT:

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

Remit To:



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

## BOOTH CLEANING SERVICE ORDER FORM

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

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

### CARPET CLEANING

☐ Vacuuming before initial opening of Exhibit and daily thereafter,  
including emptying of waste baskets nightly

### RATES

45¢ per sq. ft.  
per day

☐ Vacuuming ONCE before initial opening of Exhibit

45¢ per sq. ft.

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

### EXHIBIT CLEANING

☐ Cleaning and dusting of display background and furnishings before  
initial opening of Exhibit and DAILY thereafter

55¢ per sq. ft.  
per day

☐ Cleaning and dusting of display background and furnishings ONCE  
before initial opening of exhibits

55¢ per sq. ft.

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

### PORTER SERVICE

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

\$50.65 per hour

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

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

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

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

NAME OF CONVENTION 2020 BCA BOOTH # \_\_\_\_\_

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

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

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

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

(Print & Sign)

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

Remit To:



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

## SIGN SERVICE ORDER FORM

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

### STANDARD SIZE SIGNS

QTY	DISCOUNT PRICE	STANDARD PRICE	TOTAL
7"X11" ____@	42.50	63.75 = \$ ____	
7"X44" ____@	49.50	74.25 = \$ ____	
11"X14" ____@	52.25	78.50 = \$ ____	
14"X22" ____@	63.75	95.50 = \$ ____	
14"X44" ____@	86.25	129.00 = \$ ____	
22"X28" ____@	86.25	129.00 = \$ ____	
28"X44" ____@	144.50	216.75 = \$ ____	
40"X60" ____@	192.75	289.00 = \$ ____	
Easel			
Back ____@	26.50	40.00 = \$ ____	
Sentra ____x____@	14.00 sq.ft.	21.00 sq. ft = \$ ____	

### DIGITAL GRAPHICS

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

\_\_\_\_ L X \_\_\_\_ W = sq. ft.  
sq. ft. \_\_\_\_ x \$14.00 = \$ \_\_\_\_

- \$14.00 per sq. ft. (standard price \$21.00)
- Minimum order 9 sq. ft. (1296 sq. in.)
- Double sq. ft. for double-sided graphics
- Round sq. ft. to next whole increment
- File conversion, retouching, cloning or color correcting may incur additional labor charges

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

### INDICATE YOUR SIGN COPY HERE

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

Vertical ☐ Horizontal ☐ Easel Back ☐  
Color of Background \_\_\_\_\_  
Color of Lettering \_\_\_\_\_

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

### SETUP/COMPUTER LABOR

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

8.25% TAX \_\_\_\_\_  
TOTAL \_\_\_\_\_

(PLEASE PRINT)

NAME OF CONVENTION BCA 2020 BOOTH # \_\_\_\_\_

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

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

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

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

(Print & Sign)

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



*The Best Kept Secret on The Strip*

## 2020 Meeting Planner & Exhibitor Kit





9777 Las Vegas Boulevard South  
Las Vegas, Nevada 89183  
Telephone: (702) 797-8060

## 2020 STATE & LOCAL FIRE CODES

**South Point Management** and staff are looking forward to the pleasure of your visit. We ask that you please comply with State and Local Fire Codes and the South Point building policies.

- **ALL EXHIBIT SHOWS ARE REQUIRED TO HAVE AN APPROVED FIRE MARSHALL PERMIT.**
- **NOTICE: SMOKING IS PROHIBITED IN EXHIBIT AREAS.**
- All materials used in exhibit construction, decoration, or as a temporary cover **MUST BE CERTIFIED AS FLAME RETARDANT** and a sample must be available for testing.
- ALL EXITS AND EXIT AISLES must be kept clear and unobstructed. Designated "No Freight" aisles must be maintained clear of crates and exhibit materials during move-in and move-out.
- ALL FIRE HOSE RACKS, FIRE EXTINGUISHERS AND EMERGENCY EXITS must be visible and accessible.
- NO STORAGE OF ANY KIND IS ALLOWED BEHIND BOOTHS OR NEAR ELECTRICAL EQUIPMENT. Materials for handouts must be limited to a one-day supply and stored neatly within the booth. IF NOT REMOVED BY SHOW OPENING, SHOW DECORATOR WILL REMOVE AND STORE AT EXHIBITOR'S EXPENSE.
- HARD WALLS MUST BE NINE (9) INCHES FROM PROPERTY LINE FOR ACCESS TO ELECTRICAL EQUIPMENT.
- All 110-VOLT EXTENSION CORDS shall be three-wire (grounded), #14 or larger AWG, copper wire. Connectors must not be supported by cords.
- CUBE TAP ADAPTERS ARE PROHIBITED. Multi-plug connectors must be UL approved with built-in overload protection.
- ELECTRICAL WORK UNDER CARPETS must be done, or supervised by the South Point. Round cords are not authorized under carpet or in walkways.
- VEHICLES ON DISPLAY must have five (5) gallons or less of gas, fill caps must be sealed, and batteries must be disconnected. VEHICLES BEING UNLOADED must not be left with engines idling. As long as the vehicles are located within the same assembly area, you can apply for one (1) vehicle permit for an infinite number of vehicles. If the vehicles are located within different assembly areas, you will have to apply for a separate vehicle display permit for each assembly area.
- HALOGEN LAMPS MUST BE IN UL OR RECOGNIZED LABORATORY APPROVED METALLIC FIXTURE. Halogen lamps are limited to 35 watts and must be of the sealed variety, which prevents direct handling of the bulb. Certain forms of halogen lamps have been completely prohibited. Contact the South Point Catering Office for a current copy of the halogen ban statement.
- COMPRESSED GAS CYLINDERS, INCLUDING LPG, Helium, Oxygen, and Acetylene, are prohibited unless approved by the Office of Fire Protection and Safety. No cylinders will remain in the facility overnight.
- THE USE OR STORAGE OF FLAMMABLE OR COMBUSTIBLE LIQUIDS ARE PROHIBITED inside of the buildings, exceptions must be approved by South Point Management. Paint spraying must be done outside the building.
- Areas enclosed by solid walls and ceiling must be provided with APPROVED SMOKE DETECTORS.
- IN PLACES OF PUBLIC ASSEMBLY, any two-story booth with only one stairway must have a sign stating maximum occupancy - ten (10) people. Please be sure to check with Show Management as a separate permit may be required.

For questions or further information, you may visit [www.clarkcountynv.gov/depts/fire](http://www.clarkcountynv.gov/depts/fire) or contact the South Point Catering Office.





9777 Las Vegas Boulevard South  
Las Vegas, Nevada 89183  
Telephone: (702) 797-8060

## 2020 SMALL PACKAGE HANDLING SERVICES

For the convenience of our hotel guests, we are happy to advise the **South Point Business Center** offers a variety of services such as: computers with high-speed internet access, photocopying, faxing, notary services, and package handling. The hours of operation are:

Monday through Friday	8 a.m. to 6 p.m.
Saturday and Sunday	8 a.m. to 4 p.m.

Due to our storage space limitations and a high volume of conventions, packages should be sent to arrive no more than one (1) week prior to your hotel arrival. Daily storage fees will apply if packages are received more than seven (7) days before pick-up. If a package has not been claimed within thirty (30) days of receipt and no contact information is provided, the package will be returned to the sender and the sender will be responsible for all additional shipping fees incurred.

This service is not meant to circumvent your designated Show Decorator or drayage company. All freight should be handled as specified by Show Management. In these cases, the South Point reserves the right to release any received shipments directly to the Show Decorator which could result in handling charges from both the South Point and the Show Decorator. In the event you have a small package to ship to the Hotel, it should be addressed as follows:

ATTN: (Name of hotel guest)  
ARRIVAL DATE: (The hotel guest scheduled check-in date at the South Point)  
c/o South Point Hotel & Casino  
9777 Las Vegas Boulevard South  
Las Vegas, Nevada 89183

All packages and boxes (incoming and outgoing) are subject to package handling charges:

Flat Envelope	.....	\$2.00 per envelope
0.0 - 5.0 lbs.	.....	\$5.00 per piece
5.1 - 15.0 lbs.	.....	\$10.00 per piece
15.1 - 25.0 lbs.	.....	\$20.00 per piece
25.1 - 50.0 lbs.	.....	\$25.00 per piece
50.1 - 75 lbs.	.....	\$35.00 per piece
75.1 & Over	.....	\$.75 per lb.

*A \$25 labor fee will apply for excessive package handling/moving. This charge may be applied each time a move is requested by guest.*

You must be a registered South Point hotel guest and arrangements for payment must be made at the time of pick-up. Charges may be applied to your guest room account.

*Prices are subject to change.*



9777 Las Vegas Boulevard South  
Las Vegas, Nevada 89183  
Telephone: (702) 797-8060

Please return to:

South Point Catering Office  
Penny Fussell and/or Ashley Loughary  
E-mail Addresses: fussellp@southpointcasino.com  
or lougharya@southpointcasino.com  
FAX: (702) 797-8051

## 2020 INTERNET ORDER FORM

*Please type or print information.*

<b>CONVENTION / GROUP NAME:</b>		<b>INSTALL DATE:</b>	<b>DISCONNECT DATE:</b>	
<b>COMPANY NAME:</b>		<b>LOCATION/BOOTH #</b>		
<b>STREET ADDRESS:</b>	<b>CITY:</b>	<b>STATE:</b>	<b>ZIP CODE:</b>	
<b>TELEPHONE:</b>	<b>EMAIL:</b>	<b>FAX:</b>		

### WIRELESS

For the convenience of our guests, the South Point Hotel and Casino now offers complimentary Wi-Fi in our meeting and exhibit areas. To access the internet you simply connect to SouthPointMeetingRooms. For further assistance, contact the South Point Catering Office at (702) 797-8060.

### HARD WIRED

#### ADDITIONAL SERVICES & EQUIPMENT

SERVICES & EQUIPMENT	DESCRIPTION	FLAT FEE	QUANTITY	SUBTOTAL
Static IP Address ( <i>Public</i> )	Additional Static IP Address	\$200.00		
10/100 Ethernet Switch	8-, 16-, and 24-Port Switches	\$200.00		
Installation Fee ( <i>for wired service</i> )	Per location. Fee is non-refundable if cancelled less than three (3) business days prior to installation date.	\$200.00		
Cat6e Cable ( <i>for wired service</i> )	Cat6e ( <i>up to 50 feet per cable</i> )	\$30.00		
Wireless Access Point ( <i>for Business Preferred only</i> )	Custom SSID / Shared Key	\$200.00		
Dedicated On-site Technician	Reserve a dedicated technician	\$100/per hour		
Expedite Fee	<b>Orders must be received at least three (3) business days prior to Event to avoid an</b>	\$75.00		

**TOTAL \$**

*Before this order can be processed, prepayment is required.*

<b>ORDERED BY</b> ( <i>Please print name</i> ) :	<b>CUSTOMER AUTHORIZED SIGNATURE:</b>	<b>DATE:</b>
--	---------------------------------------	--------------

*Prices are subject to change.*



9777 Las Vegas Boulevard South  
Las Vegas, Nevada 89183  
Telephone: (702) 797-8066

Please return to:

South Point Convention Production Services

Tony Santivasci

E-mail Addresses: santivascit@southpointcasino.com

FAX: (702) 797-8051

## 2020 AUDIO-VISUAL EQUIPMENT SERVICES

**South Point Convention Production Services** is a full-service Audio Visual Department. Below is a list of our most commonly used rented equipment. This list is not exclusive. Please provide us with your audio-visual needs and we will be happy to prepare a package that fits your needs and budget. All rentals are a "per day" charge, unless otherwise specified, and subject to the current State of Nevada sales tax. *NOTE: Any orders or changes received by Hotel less than three (3) business days prior to Event will be subject to a twenty (20) percent surcharge on equipment and labor. South Point is exclusive to power and rigging. Set up days are charged 50% of the cost.*

Please type or print information.

<b>EVENT NAME:</b>		<b>EVENT DATES:</b>	
<b>CLIENT OR GROUP NAME:</b>		<b>LOCATION/BOOTH #</b>	
<b>STREET ADDRESS:</b>	<b>CITY:</b>	<b>STATE:</b>	<b>ZIP CODE:</b>
<b>OFFICE TELEPHONE:</b>	<b>EMAIL:</b>	<b>FAX:</b>	
<b>ON-SITE CONTACT:</b>		<b>TELEPHONE FOR ON-SITE CONTACT (Cellular):</b>	
<b>LOAD-IN: DATE / TIME</b>		<b>LOAD-OUT: DATE / TIME</b>	

### PLATINUM PACKAGE

12' x 21' Fastfold Screen  
Tech Table Power & Computer Cables  
Table & Power for Projector  
Freestanding Podium  
Wired Podium Microphone  
Audio Mixer (*Up to 32-Channel*)  
Christie 10K HD Projector  
Four (4) LED Uplights (*Choice of Color*)  
Daily Platinum Package Price . . . \$1,500.00.

*Audio-Visual Labor charges for set-up and breakdown are not included in above prices.*

*Please contact the Catering Department for internet requirements.*

*Prices are subject to change.*



**GOLD PACKAGE**

8' x 14' *or* 9' x 16' Fastfold Screen  
Tech Table Power & Computer Cables  
Table & Power for Projector  
Freestanding Podium  
Wired Podium Microphone  
Audio Mixer (*Up to 32-Channel*)  
7K DLP HD Projector  
  
Daily Gold Package Price . . . \$1,000.00.

**SILVER PACKAGE**

8' x 8' *or* 10' x 10' Projection Screen  
Tech Table Power & Computer Cables  
Table & Power for Projector  
Freestanding Podium  
Wired Podium Microphone  
Audio Mixer (*8-Channel*)  
4.8k Lumen Projector  
  
Daily Silver Package Price . . . \$500.00.

**BRONZE PACKAGE**

8' x 8' *or* 10' x 10' Projection Screen  
Tech Table Power & Computer Cables  
Table & Power for Projector  
Freestanding Podium  
Wired Podium Microphone  
2200 Lumen Projector (VGA Only)  
Audio Mixed (8-Channel)  
  
Daily Bronze Package Price . . . \$350.00.

*Audio-Visual Labor charges for set-up and breakdown are not included in above prices.*

*Please contact the Catering Department for internet requirements.*

*Prices are subject to change.*



## 2020 Audio-Visual Equipment Services (Continued . . .)

Page 3

### **BASIC PACKAGE**

6' x 6' or 8' x 8' or 10' x 10' Projection Screen  
 Computer Cables  
 Table & Power for Client Provided Projector  
 Freestanding Podium  
  
 Daily Basic Package Price . . . \$150.00.

### **PACKAGE PRICES**

*Order for 4 Days and Get the 5th Day Free*  
**PLEASE NOTE: Package Prices Do Not Include Labor.**

DESCRIPTION	DAILY RENTAL/EACH	QTY.	WEEKLY RENTAL	QTY.	SUBTOTAL
Platinum Package	\$1,500.00		N/A	-	
Gold Package	\$1,000.00		N/A	-	
Silver Package	\$500.00		N/A	-	
Bronze Package	\$350.00		N/A	-	
Basic Package	\$150.00		N/A	-	

### **VIDEO EQUIPMENT**

DESCRIPTION	DAILY RENTAL/EACH	QTY.	WEEKLY RENTAL	QTY.	SUBTOTAL
48" LCD Monitor with Table Stand	\$250.00		\$650.00		
60" LCD Monitor with Rolling Stand	\$350.00		\$800.00		

### **MEETING SUPPORT**

DESCRIPTION	DAILY RENTAL/EACH	QTY.	WEEKLY RENTAL	QTY.	SUBTOTAL
Podium (Freestanding Upright)	\$50.00		\$200.00		
Podium (Plexiglass)	\$100.00		\$400.00		
Flip Chart with One Pad of Standard Paper & Markers.	\$40.00		N/A		
* Upgrade to 3M "Post It" Pad.	\$25.00		N/A	-	
* Additional Pad of Standard Paper	\$20.00		N/A	-	
White Board with Markers & Eraser	\$40.00		\$160.00		
Tech Table with Power (One 20 Amp Circuit & Powerstrip)	\$50.00		\$200.00		
Power with Power Strip NOTE: More than six (6) requires additional labor charges.	\$50.00		\$200.00		
Presentation Laptop	\$200.00		\$800.00		
Laptop Adapter (Dongle / Displayport to VGA or HDMI)	\$25.00		\$100.00		
USB Wireless Presenter Mouse (Clicker)	\$35.00		\$140.00		

*Audio-Visual Labor charges for set-up and breakdown are not included in above prices.*

*Please contact the Catering Department for internet requirements.*

*Prices are subject to change.*



## 2020 Audio-Visual Equipment Services (Continued . . .)

Page 4

MEETING SUPPORT (Continued . . .)					
DESCRIPTION	DAILY RENTAL/EACH	QTY.	WEEKLY RENTAL	QTY.	SUBTOTAL
VGA or HDMI Cable	-	-	-	-	-
* 25 Feet	\$25.00		\$100.00		
* 50 Feet	\$50.00		\$200.00		
Digital Speaker Timer (Large)	\$125.00		\$500.00		
Perfect Cue	\$100.00		\$400.00		
Drape	-	-	-	-	-
* Black Velour (One Panel - 22' long x 10' wide)	\$90.00		\$360.00		
* Red Velour (One Panel - 8' long x 2' wide)	\$20.00		\$80.00		
* Banjo Drape (One Panel - 8' long x 2' wide)	\$20.00		\$80.00		
Dance Floor (16' x 16')	\$250.00		N/A	-	

VIDEO & DATA PROJECTORS					
DESCRIPTION	DAILY RENTAL/EACH	QTY.	WEEKLY RENTAL	QTY.	SUBTOTAL
2,200 Lumens XGA LCD Projector (VGA Only)	\$250.00		\$1,000.00		
5,000 Lumens LCD Wide Format Projector	\$495.00		\$1,980.00		
7,000 Lumens DLP HD Wide Format Projector	\$750.00		\$3,000.00		
10,000 Lumens DLP HD Wide Format Projector	\$1,000.00		\$4,000.00		
Video Scan Converter/Switcher	\$350.00		\$1,400.00		
6' x 6' or 8' x 8' Tripod/Cradle Screen	\$75.00		\$300.00		
10' x 10' Cradle Screen	\$90.00		\$360.00		
12' x 21" Standard Format Fastfold Screen	\$350.00		\$1,400.00		
9' x 16' Wide Format Fastfold Screen	\$250.00		\$1,000.00		
8' x 14' Wide Format Fastfold Screen	\$250.00		\$1,000.00		
Dress Kits for Any Screen Set-up (Top and/or Side Valance)	\$200.00		\$800.00		

AUDIO					
DESCRIPTION	DAILY RENTAL/EACH	QTY.	WEEKLY RENTAL	QTY.	SUBTOTAL
Standard Wired Lectern Microphone	\$25.00		\$100.00		
Dynamic Microphone with Switch	\$40.00		\$160.00		
Shure SM58 Wired Microphone	\$40.00		\$160.00		
Wireless Handheld or Lavalier Microphone	\$140.00		\$560.00		
Direct Box (Instrument)	\$30.00		\$120.00		
Audio Mixer (1202 Mackie / 8-channel)	\$125.00		\$500.00		
Digital Mixer (32-Channel)	\$200.00		\$800.00		
Press Feed Unit	\$100.00		\$400.00		

*Audio-Visual Labor charges for set-up and breakdown are not included in above prices.*

*Please contact the Catering Department for internet requirements.*

*Prices are subject to change.*



## 2020 Audio-Visual Equipment Services (Continued . . .)

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AUDIO (Continued . . .)					
DESCRIPTION	DAILY RENTAL/EACH	QTY.	WEEKLY RENTAL	QTY.	SUBTOTAL
10" Powered Speaker/Monitor	\$75.00		\$300.00		
Powered Speaker, KLA Line Array	\$250.00		\$1,000.00		
18" Powered Sub	\$150.00		\$600.00		
Speaker Stand (Tripod)	\$30.00		\$120.00		
Microphone Stand (Upright or Boom)	\$25.00		\$100.00		
PCDi (Personal Computer Device Input) Transformer	\$35.00		\$140.00		
25' XLR Audio Cable	\$20.00		\$50.00		

RIGGING					
DESCRIPTION	DAILY RENTAL/EACH	QTY.	WEEKLY RENTAL	QTY.	SUBTOTAL
1/2 Ton Chain Motor	\$135.00		N/A	-	
12" x 12" x 10' Box Truss (Silver)	\$100.00		N/A	-	
Scissor Lift (32 feet)	\$250.00		\$450.00		

LIGHTING					
DESCRIPTION	DAILY RENTAL/EACH	QTY.	WEEKLY RENTAL	QTY.	SUBTOTAL
ETC Par Bars (Six lights)	\$250.00		N/A	-	
Standard Theatrical Light (LEKO 550w or 750w)	\$50.00		N/A	-	
LED Up Light	\$45.00		N/A	-	
ETC Smart Fade (Used for Fixed lighting only)	\$150.00		N/A	-	
Avolite Tiger Touch Light Board	\$250.00		\$750.00	-	

**TOTAL \$**

All Scheduled Tech Labor has a four-hour minimum call time. Overtime begins after eight (8) hours. Time is billed in **Meals** - Technicians must have a meal period as follows: If Technician is released at six (6) hours, no meal period is required. If more than six (6) hours, the Technician must break for a meal period no earlier than three (3) hours, and no later than five (5) hours into the shift. If meal is provided by client, the Technician meal period is for thirty (30) minutes. If meal is not provided, the Technician must get one (1) hour for a meal break. Failure to provide a meal period will result in a meal penalty. Technician then will be at time and one half until a meal period is provided.

AUDIO-VISUAL LABOR		
DESCRIPTION	BASIC HOURLY WAGE	OVERTIME & HOLIDAY WAGE
Technician (Four-hour minimum)	\$75 per hour	\$112.50 per hour
Rigger (Four-hour minimum)	\$91 per hour	\$136.50 per hour

*Audio-Visual Labor charges for set-up and breakdown are not included in above prices.*

*Please contact the Catering Department for internet requirements.*

*Prices are subject to change.*





9777 Las Vegas Boulevard South

Las Vegas, Nevada 89183

Telephone: (702) 797-8066

Please return to:

South Point Convention Production Services

Tony Santivaschi

E-mail Addresses: [santivaschi@southpointcasino.com](mailto:santivaschi@southpointcasino.com)

FAX: (702) 797-8051

## 2020 POLICIES FOR OUTSIDE AUDIO VISUAL COMPANIES

**South Point Convention Production Services** manages and oversees all Audio Visual Production Companies providing services within the South Point to insure standards are met. A South Point Technical Supervisor will be assigned to your Production Company for the duration of your Show at the discretion of the South Point Production Services Manager.

The South Point Convention Production Services is the ***exclusive provider*** for all rigging including supervision, assembly, installation, removal of signs, and trusses supported in any ceiling area to include any Uni-strut. Only ground supported trussing can be rigged/installed by outside Audio Visual companies/providers. A minimum of one high and one ground rigger are required for both load-in and

Rigging point charges are \$100.00 per point for the run of the Show. A point is defined as each location a cable, strap, chain, or hanger is attached to the ceiling or grid.

Electrical power is an ***exclusive service*** of the South Point Hotel and Casino provided by Edlen for the Exhibit Hall and Convention Area when exhibit power is required. Table power and stage power requirements in the Convention Area are an ***exclusive service*** of the South Point Convention

Please contact South Point Convention Production Services a minimum of forty-five (45) days prior to your Event with the preliminary production schedule and we will work with you to coordinate your needs and prepare an estimate for your review. A final production schedule will be due no later than twenty-one (21) days prior to your first Event date.

*Policies, procedures, and prices are subject to change without notice.*



6705 S. Eastern Avenue, Las Vegas, NV 89119

Toll-free: (800) 553-3536

Phone: (702) 385-6911 Fax: (702)385-1810

[lasvegas@edlen.com](mailto:lasvegas@edlen.com)

## **2020 ELECTRICAL SERVICES**

Edlen is recognized as an innovative leader in providing cost effective solutions for temporary utility services to the trade show, convention, and special event industry. Our nationwide network of offices serves over 4,000 events annually in 245 venues.

If you have questions or need assistance with your order, please contact us at our toll-free number, (shown above) and you will be directed to the Services Manager assigned to your Event. Or, if more convenient, simply e-mail us at [lasvegas@edlen.com](mailto:lasvegas@edlen.com) making sure to note the Event in which you are exhibiting.

We are pleased to be the sole provider of temporary electrical services for the multifaceted South Point Hotel & Casino and look forward to working with you on a successful event!



9777 Las Vegas Boulevard South  
Las Vegas, Nevada 89183  
Telephone: (702) 797-8066

Please return to:

South Point Production Services  
Tony Santivaschi  
E-mail Addresses: santivaschi@southpointcasino.com  
FAX: (702) 797-8051

## 2020 SIGN & RIGGING SERVICES

South Point Production Services is the exclusive provider for all rigging including supervision, assembly, installation, and removal of signs and trusses. All work is billed by the hour with a four-hour minimum. Price includes up to two riggers and scissor lift. Cancellations within 72 hours of load-in will result in a charge of one hour of labor. Any rigging point exceeding 100 lbs. will require rental of additional rigging material and labor.

Please type or print information.

<b>EVENT NAME:</b>		<b>EVENT DATES:</b>	
<b>EXHIBITING FIRM:</b>		<b>LOCATION/BOOTH #</b>	
<b>STREET ADDRESS:</b>	<b>CITY:</b>	<b>STATE:</b>	<b>ZIP CODE:</b>
<b>OFFICE TELEPHONE:</b>	<b>EMAIL:</b>	<b>FAX:</b>	
<b>ON-SITE CONTACT:</b>		<b>TELEPHONE FOR ON-SITE CONTACT (Cellular):</b>	
<b>LOAD-IN: DATE / TIME</b>		<b>LOAD-OUT: DATE / TIME</b>	

	ADVANCE DISCOUNT	STANDARD	SHOW SITE
RATES	\$400.00	\$500.00	\$625.00
<i>Advanced Discount is only available on orders received at least thirty (30) days prior to the load-in date of the Show.</i>			
<i>Standard rates apply to orders received between twenty-nine (29) days and 24 hours prior to load-in.</i>			
<i>Show Site rates apply to orders received at the show site.</i>			

ADDITIONAL LABOR (Per Hour)	ADVANCE DISCOUNT	STANDARD	SHOW SITE
STRAIGHT TIME	\$91.00	\$100.00	\$125.00
OVERTIME	\$136.50	\$150.00	\$187.50
<i>Straight Time: Monday through Friday from 8 a.m. until 5 p.m.</i>			
<i>The above-noted "Overtime" rates apply on Weekends and Holidays.</i>			

### TYPE OF SIGN / RIGGING NEEDED:

☐ Aisle/Booth      ☐ Banner      ☐ Electrical      ☐ Truss      ☐ Other

### SHAPE OF SIGN:

☐ Square      ☐ Rectangle      ☐ Triangle      ☐ Circle      ☐ Other      ☐ Special Rigging Required

### DIMENSIONS & WEIGHT OF SIGN / RIGGING:

Width \_\_\_\_\_ Length \_\_\_\_\_ Height \_\_\_\_\_ Weight \_\_\_\_\_

Number of structural pick points \_\_\_\_\_

Hanging height of the top of the sign from the floor (in feet) \_\_\_\_\_

Does your sign require electricity? ☐ Yes ☐ No *NOTE: Power must be ordered separately through Edlen.*

Is your sign motor driven? ☐ Yes ☐ No

Does your sign require assembly? ☐ Yes ☐ No *NOTE: If assembly is required, please reach out to Expo Company.*

Please use the Booth Layout Work Sheet to indicate location and direction of sign. Sign will be hung in accordance with the Booth Layout Work Sheet. If there are no hanging hardware points to attach cables, we reserve the right to not install. **It is your responsibility to be available or have a representative available at the time of install.** Please call to make arrangements.

NOTES: \_\_\_\_\_  
\_\_\_\_\_

*Prices are subject to change.*



9777 Las Vegas Boulevard South  
Las Vegas, Nevada 89183  
Telephone: (702) 797-8066

Please return to:

South Point Convention Production Services  
Tony Santivaschi  
E-mail Addresses: santivascit@southpointcasino.com  
FAX: (702) 797-8051

## 2020 BOOTH LAYOUT WORKSHEET

You may make copies of this sheet for different elements. Please use the 10 x 10 grid to mark the location of items in your booth. In booths larger than 10 x 10, please mark the location in feet. Please mark the direction of signs. Please mark all neighboring booth numbers.

Please type or print information.

<b>EVENT NAME:</b>				<b>EVENT DATES:</b>			
<b>EXHIBITING FIRM:</b>				<b>LOCATION/BOOTH #</b>			
<b>STREET ADDRESS:</b>			<b>CITY:</b>			<b>STATE:</b>	<b>ZIP CODE:</b>
<b>OFFICE TELEPHONE:</b>		<b>EMAIL:</b>		<b>FAX:</b>			
<b>ON-SITE CONTACT:</b>				<b>TELEPHONE FOR ON-SITE CONTACT (Cellular):</b>			
<b>LOAD-IN: DATE / TIME</b>				<b>LOAD-OUT: DATE / TIME</b>			

**FRONT OF BOOTH**  
Neighbor Booth # \_\_\_\_\_

Each Block Represents 1' x 1' Sample below is 10' x 10' booth.

		↑		↑			↑		

**REAR OF BOOTH**  
Neighbor Booth # \_\_\_\_\_

LEFT SIDE OF BOOTH  
Neighbor Booth # \_\_\_\_\_

RIGHT SIDE OF BOOTH  
Neighbor Booth # \_\_\_\_\_

**NOTES:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Prices are subject to change.



9777 Las Vegas Boulevard South  
Las Vegas, Nevada 89183  
Telephone: (702) 797-8060

Please return to:

South Point Catering Office  
Penny Fussell and/or Ashley Loughary  
E-mail Addresses: fussellp@southpointcasino.com  
or lougharya@southpointcasino.com  
FAX: (702) 797-8051

## 2020 TELEPHONE SERVICES

The South Point Catering Office will be happy to assist with your telephone services. Listed below are our current rates for basic services. If additional services are necessary, please contact the Catering Office at (702) 797-8060 to discuss your needs. All services will incur a \$25.00 minimum set-up fee.

<b>EVENT NAME:</b>		<b>EVENT DATES:</b>	
<b>EXHIBITING FIRM:</b>		<b>LOCATION/BOOTH #</b>	
<b>STREET ADDRESS:</b>	<b>CITY:</b>	<b>STATE:</b>	<b>ZIP CODE:</b>
<b>OFFICE TELEPHONE:</b>	<b>EMAIL:</b>	<b>FAX:</b>	
<b>ON-SITE CONTACT:</b>		<b>TELEPHONE FOR ON-SITE CONTACT (Cellular):</b>	
<b>INSTALLATION DATE &amp; TIME:</b>		<b>DISCONNECT DATE &amp; TIME:</b>	

TYPE OF SERVICE	ADVANCE DISCOUNT (First Day)	STANDARD RATE (First Day)	ADDITIONAL DAYS (Per Day)	TOTAL
Analog Dial Tone with	\$175.00	\$225.00	\$175.00	
Multi-Line Telephone	\$150.00	\$300.00	\$150.00	
ISDN / BRI Service (Line Only)	\$200.00	\$400.00	\$200.00	
Conference Unit with Dial Tone	\$200.00	\$400.00	\$200.00	
Radio Rental	\$20.00	\$40.00	\$20.00	

*Advance Discount is only available on orders received at least thirty (30) days prior to the load-in date of the Show.  
Standard rates apply to orders received less than thirty (30) days prior to load-in.*

**RESTRICTIONS (Check One):**    ☐ Local & 800 Only    ☐ Unrestricted\*

*\*Standard Long Distance Charges Apply. Rates are available upon request.*

*Prices are subject to change.*

## ORDER INSTRUCTIONS

Advance Payment Deadline Date: 07/08/20



**ELECTRICAL EXHIBITION SERVICES**  
6705 South Eastern Avenue, Las Vegas, NV 89119  
Phone: (702) 385-6911 Fax: (702) 385-1810  
LasVegas@edlen.com

EXHIBITOR:		BTH #	
EVENT:	BILLIARD CONGRESS OF AMERICA EXPO 2020		
FACILITY:			
DATES:	JULY 29-31, 2020	EVENT #	070002LV

FOR YOUR CONVENIENCE PLACE YOUR ORDER ONLINE AT [WWW.EDLEN.COM](http://WWW.EDLEN.COM)

### COMPLETE THE STEPS BELOW IN PLACING YOUR UTILITY ORDERS

#### Step 1 Complete the Method of Payment

This form must be completed and returned with the order forms below.

#### Step 2 Complete Utility Order Forms as Required

- A. Electrical Order

#### Step 3 Review Electrical Labor Instructions

This form will help you determine if you require electrical labor in your booth.

- A. What electrical work in your booth space needs to be performed by Edlen Electricians.
- B. How power is delivered to your booth in the facility (from the floor or ceiling).
- C. What other forms are required in order to schedule and pre-pay your estimated labor cost.

#### Step 4 Complete Additional Labor Forms as Required

Forms include the following:

##### A. Electrical Distribution

This form is used for the distribution of power on the floor in your booth space. The form should be completed by all island booths. Inline and peninsula booths need to provide this information only if power is required at any location other than the rear of the booth space.

##### B. Electrical Booth Work

This form is used to estimate electrical labor required in the construction of your booth.

#### Step 5 Complete the Electrical & Plumbing Layout Forms (if applicable)

All island booths must return an electrical layout and plumbing layout (if applicable) indicating a main distribution point as well as any other locations requiring power or plumbing services. Inline and peninsula booths need to return an electrical layout only if power is needed at any other location than the rear of the booth.

# METHOD OF PAYMENT

Advance Payment Deadline Date: 07/08/20



**ELECTRICAL EXHIBITION SERVICES**  
6705 South Eastern Avenue, Las Vegas, NV 89119  
Phone: (702) 385-6911 Fax: (702) 385-1810  
LasVegas@edlen.com

EXHIBITOR:			BTH #	
EVENT:	BILLIARD CONGRESS OF AMERICA EXPO 2020			
FACILITY:				
DATES:	JULY 29-31, 2020		EVENT # 070002LV	

## FINANCIALLY RESPONSIBLE COMPANY

COMPANY NAME:		PHONE:	
ADDRESS:		FAX:	
CITY:	ST:	ZIP:	
COUNTRY:	CELL #:		
EMAIL:			

## METHOD OF PAYMENT

All transactions require a credit card on file with proper authorization. In addition to checks, Edlen also accepts American Express, Mastercard, Visa, Discover, ACH and Wire Transfers. Indicate form of payment below.

### ☐ ACH ELECTRONIC PAYMENT TRANSFER

Wells Fargo ABA# 121000248 Acct: 4122636046  
3800 Howard Hughes Parkway, Las Vegas, NV 89169  
Phone: 800.289.3557

Please note the financial institution MUST be based in the US. In order to avoid a transfer fee, you must notify the financial institution that you wish to make an ACH electronic payment transfer.

### ☐ BANK WIRE TRANSFER INFORMATION \*

Bank transfer to Wells Fargo  
Wire Transfer:  
ABA#: 121000248 Acct: 4122636046  
International Wire Transfer:  
Swift Code: WFBUS6S Acct: 4122636046

\* Please reference the Event # listed above and your Booth # on all electronic payments.

\* \$50 processing fee MUST be included with transfer.

### ☐ CREDIT CARD

For your convenience, we will use this authorization to charge any remaining balances on your account prior to event closing. A copy of final charges will be sent to the email address provided in the payment information section.

### ☐ COMPANY CHECK

Make check payable to: Edlen Electrical. All foreign checks must be drawn on U.S. Banks only. Check must be received before the deadline date and you must include a credit card as a guarantee. Please reference the Event # listed above on your remittance.

☐ VISA ☐ MASTERCARD ☐ AMEX ☐ DISCOVER

## CHECK AND CREDIT CARD INFORMATION

COMPANY NAME:	
CHECK #:	
CREDIT CARD NUMBER:	EXP DATE:
CARD HOLDER SIGN:	PRINT NAME:
EMAIL:	
THIRD PARTY PAYMENT? YES or NO	

## CREDIT CARD ADDRESS INFORMATION IF DIFFERENT THAN INFORMATION ABOVE

ADDRESS:	CITY:	ST:	ZIP:
----------	-------	-----	------

## SERVICE TOTALS

1. BANK WIRE TRANSFER PROCESSING FEE	
2. ELECTRICAL ORDER	
3. ESTIMATED LABOR	
4. ESTIMATED SIGN ORDER	
5. LIGHTING ORDER	
6. PLUMBING ORDER	
<b>TOTAL DUE</b>	

## AUTHORIZATION

AUTHORIZED SIGNATURE ABOVE	
PRINT NAME ABOVE	TODAY'S DATE ABOVE

By signing and placing this order, I accept all payment policies, terms and conditions outlined on all completed service order forms and the Edlen General Data Protection Regulation privacy policy.



**ELECTRICAL ORDER**

**ELECTRICAL EXHIBITION SERVICES**  
 6705 South Eastern Avenue, Las Vegas, NV 89119  
 Phone: (702) 385-6911 Fax: (702) 385-1810  
 LasVegas@edlen.com

E ☐ M ☐

**Advance Payment Deadline Date: 07/08/20**

<b>EXHIBITOR:</b>		<b>BTH #</b>	
<b>EVENT:</b>	<b>BILLIARD CONGRESS OF AMERICA EXPO 2020</b>		
<b>FACILITY:</b>			
<b>DATES:</b>	<b>JULY 29-31, 2020</b>	<b>EVENT #</b>	<b>070002LV</b>

**FOR YOUR CONVENIENCE PLACE YOUR ORDER ONLINE AT [WWW.EDLEN.COM](http://WWW.EDLEN.COM)**

ORDER INSTRUCTIONS	ELECTRICAL OUTLETS Approximately 120V/208V A.C. 60 Cycle - Prices are for Entire Event					
<b>INLINE AND PENINSULA DELIVERY</b> The cost of 120-Volt outlets includes delivery to one location at the rear of inline or peninsula booths. If you require the outlet(s) to be distributed to any other location(s), material and labor charges apply. There is a minimum charge of (1) hour for installation and (1/2) hour for removal. Complete and return the Electrical Distribution Form along with a floor plan layout of your booth space indicating outlet location(s).	<b>120 VOLT</b>	<b>QTY Show Hours</b>	<b>QTY 24hrs/day Double rate</b>	<b>ADVANCE PAYMENT PRICE</b>	<b>REGULAR PAYMENT PRICE</b>	<b>TOTAL COST</b>
	500 WATTS (5 AMPS)			95.00	143.00	
	1000 WATTS (10 AMPS)			157.00	238.00	
	1500 WATTS (15 AMPS)			185.00	277.00	
	2000 WATTS (20 AMPS)			216.00	324.00	
<b>ISLAND BOOTH DELIVERY ONE LOCATION</b> Island booths that only need power delivered to one location incur (1) hour labor charge for installation & removal. Return a floor plan layout of your booth space indicating the outlet location with measurements and orientation.	<b>MISC. REQUIREMENTS</b>					
<b>ISLAND BOOTH DELIVERY MULTIPLE LOCATIONS</b> Island booths that require power to be delivered to multiple locations within their booth space incur a minimum (1) hour labor charge for installation. The removal of this work will be charged a minimum (1/2) hour or (1/2) the total time of installation. Material charges will apply. Return a floor plan layout of your booth space indicating a main distribution point and all outlet locations with measurements and orientation. If a main distribution point is not provided, Edlen will deliver to the most convenient location.	<p><b>Please call for information on any services you require that are not listed here.</b></p>					
<b>24 HOUR SERVICES</b> Electricity will be turned on within 30 minutes of show opening and off within 30 minutes of show closing, show days only. If you require power at any other time order 24 hour power at double the outlet rate.	<b>120V RENTAL MATERIAL (Must Pick up Items at Onsite Exhibitor Service Center)</b>					
	15' EXTENSION CORD				26.00	
	POWER STRIP				26.00	
<b>CANCELLATIONS</b> Credits will not be issued for services delivered and not used. See #13, 19 & 20 on back of form for additional details.	<b>TRANSFER TOTAL TO BOX #2 ON METHOD OF PAYMENT FORM</b>		<b>TOTAL</b>			
<b>TERMS &amp; CONDITIONS</b> I agree in placing this order that I have accepted Edlen's payment policy and the terms and conditions of the contract.	<b>PRINT NAME:</b>					
	<b>EMAIL:</b>			<b>PHONE:</b>		

### POWER DELIVERY

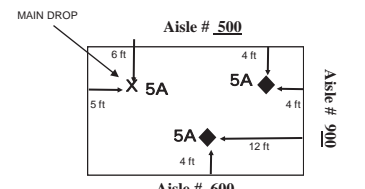
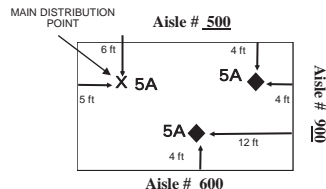
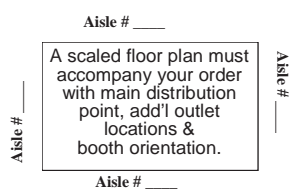
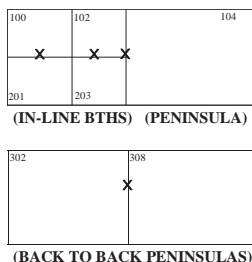
**Power is typically delivered from the floor** in this facility and is brought to one main distribution point. From this point it is distributed to all other locations in the booth space. Depending on the total power requirements an electrical panel may be placed at the main distribution point. Electrical panels utilize a minimum of 1'x1'6" floor space. Please call if you have any concerns.

## TERMS & CONDITIONS

1. Order with payment & floor plan (for island booths or any booth requiring distribution of electrical services) must be received no later than the deadline date on the front of this form for advance payment rates to apply. Orders faxed or mailed without payment and required floor plan will not be guaranteed advance rates. Orders received after the deadline date will be charged at the regular rate. A purchase order or photocopy of a check are not considered valid forms of payment for securing advanced rate.
2. In the event order totals are calculated incorrectly, Edlen reserves the right to make the necessary corrections and charge the corrected amount. Exhibitors will be notified by email or fax of any such corrections.
3. Outlet rates listed include bringing services to one location at the rear of inline and peninsula booths.
4. Outlet rates listed **do not** include the connection of any equipment, special wiring, or distribution of the outlets, to other than the standard locations within the booth space. Distribution to all other locations *regardless of booth type* require labor and is performed on a time and material basis. Exhibitors are invited to contact the local Edlen office to discuss any additional costs that may be incurred.
5. A separate outlet must be ordered for each location where an electrical service is required. 5 amps or 500 watts is the minimum amount of power that can be ordered for any one location. Power must be ordered according to peak amperage ratings.
6. Island Booths - Booths that require power to be delivered to multiple locations within their booth space incur a minimum (1) hour labor charge for installation. The removal of this work will be charged a minimum (1/2) hour or (1/2) the total time of installation. Material charges will apply. Return a floor plan layout of your booth space indicating a main distribution point and all outlet locations with measurements and orientation. If a main distribution point is not provided, Edlen will deliver to the most convenient location.
7. There is a total (1) hour or (1/2) hour installation and (1/2) hour removal charge for Island Booths that require delivery to one location.
8. Labor rates are based on current wage scales and are subject to change in the event of a wage increase after rates have been published. A minimum charge of (1/2) hour labor will apply for all installation work. The removal of this work will be charged a minimum of 1/2 hour or 1/2 the total time of installation, plus material.
9. For a dedicated outlet, order a 20 amp outlet.
10. In the event 1000 watt overhead quartz lights cannot be mounted to existing catwalks in the convention hall, lift and labor charges will apply. Please contact our local office to discuss any additional charges.
11. Edlen employees are authorized to cut floor coverings when essential for installation of services unless otherwise directed.
12. Edlen is the exclusive provider of all material and equipment used in the distribution of temporary electrical services throughout the exhibit hall including the exhibitor booth space. This material is provided on a rental basis ONLY and remains the property of Edlen. It shall be removed only by Edlen employees.
13. Any extension cords or power strips ordered on the front of this form should be picked up at the Exhibitor Service Center. Credit will not be issued for unused items.
14. Standard wall and other permanent building utility outlets or sockets are not part of a booth space and may not be used by exhibitors unless electrical services have been ordered through Edlen.
15. All equipment regardless of source of power, must comply with federal, state and local codes. Edlen reserves the right to inspect all electrical devices and connections to ensure compliance with all codes, for which labor charges can be incurred. Edlen is required to refuse connections where the Exhibitor wiring or equipment is not in accordance with electrical codes.
16. All electrical equipment must be properly tagged and wired with complete information as to the type of current, voltage, phase, cycle, horsepower, etc., required for operation.
17. All Exhibitors' cords must be a minimum of 14 gauge, 3 wire and grounded. Two (2) wire extension cords are not allowed. All exposed, non-current carrying metal parts of fixed equipment which are liable to be energized, shall be grounded.
18. Payment in full must be rendered during the event. Exhibitors ARE NOT billed for services provided. Services may be interrupted if payment is not received.
19. Credit will not be given for services installed and not used. All orders are subject to a 25% cancellation fee if cancelled in writing & received by Edlen within 14 calendar days prior to show opening. Except sales tax, Edlen will not refund overpayment in amounts less than \$50.00 unless specifically requested in writing.
20. Claims will not be considered or adjustments made unless filed in writing by Exhibitor prior to the close of the event.
21. Exhibitor holds Edlen harmless for any and all losses of power beyond Edlen's control, including, but not limited to, losses due to utility company failure, permanent power distribution failure, power failure caused by vandalism, faulty Exhibitor equipment or overloads caused by Exhibitor.
22. It is agreed that in the event it becomes necessary to turn this matter over to an attorney for collection, or to file a lien, or foreclosure, or otherwise, Exhibitor will pay Edlen its attorney fees or applicable agency fees.
23. A service charge of 1.5% per month on any unpaid balances will be assessed starting 10 days after date of invoice. A \$25.00 service charge will be assessed for all returned checks and credit cards. Exhibitor agrees to reimburse Edlen for all applicable rental taxes.
24. Exhibitor hereby agrees to all terms and conditions outlined on all order forms and the Edlen General Data Protection Regulation (GDPR) privacy policy which can be reviewed by visiting: <https://ordering.edlen.com/LegalNotices/Terms-Edlen-GDPR.pdf>

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

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



**FOR OTHER COMMONLY ASKED QUESTIONS VISIT OUR WEBSITE @ [WWW.EDLEN.COM](http://WWW.EDLEN.COM)  
OR CALL THE NUMBER ON THE FRONT OF THIS FORM**

# ELECTRICAL LABOR INSTRUCTIONS

Advance Payment Deadline Date: 07/08/20



**ELECTRICAL EXHIBITION SERVICES**  
6705 South Eastern Avenue, Las Vegas, NV 89119  
Phone: (702) 385-6911 Fax: (702) 385-1810  
LasVegas@edlen.com

EXHIBITOR:		BTH #	
EVENT:	BILLIARD CONGRESS OF AMERICA EXPO 2020		
FACILITY:			
DATES:	JULY 29-31, 2020	EVENT # 070002LV	

## LABOR ORDERING INSTRUCTIONS

### Step 1 Review Jurisdiction Information Below

The work outlined under Electrical Jurisdiction below must be performed by Edlen Electricians and cannot be performed by any other union or I&D House. Determine the type of work required in your booth space and complete the corresponding labor forms. The Power Delivery section indicates if power typically comes from the ceiling or the floor which may impact your booth layout.

### Step 2 Complete the Appropriate Forms

There are 3 different forms utilized to schedule labor in your booth space. This allows exhibitors to pre-pay the estimated labor cost. This is only an estimate. Final labor and/or lift cost may be greater or less depending on time required and minimum labor charges.

#### A. Electrical Distribution

This form is used for the distribution of power on the floor in your booth space. This form should be completed for all island booths. Inline and peninsula booths need to provide this information only if power is required at any other location than the rear of the booth space.

#### B. Electrical Booth Work

This form is used to estimate electrical labor required in the construction of your booth.

#### C. Hanging Sign

This form is used to estimate electrical labor in the assembly, installation & dismantle of electrical signs.

### Step 3 Return the following forms to Edlen

Electrical Order, Method of Payment, applicable Labor Forms and Electrical Layout.

## ELECTRICAL JURISDICTION

### WORK REQUIRING EDLEN ELECTRICIANS

1. Electrical distribution under carpet
2. Data/network cable under carpet that is owned by an exhibitor or I&D house
3. Connection of all 208 volt or higher services
4. Assembly and disassembly of electrical hanging signs, including rotation and header signs.
5. Installation of all lighting including lights that require tools for installation
6. Overhead power distribution
7. Overhead coaxial (network) cable distribution
8. Hardwiring of any electrical apparatus
9. Installation of plasmas, TV's, LCD/LED/video monitors and digital displays excluding video walls.

## POWER DELIVERY

**Power is typically delivered from the floor** in this facility and is brought to one main distribution point. From this point it is distributed to all other locations in the booth space. Depending on the total power requirements an electrical panel may be placed at the main distribution point. Electrical panels utilize a minimum of 1'x1'6" floor space. Please call if you have any concerns.

**ELECTRICAL DISTRIBUTION****Advance Payment Deadline Date: 07/08/20**

**ELECTRICAL EXHIBITION SERVICES**  
 6705 South Eastern Avenue, Las Vegas, NV 89119  
 Phone: (702) 385-6911 Fax: (702) 385-1810  
 LasVegas@edlen.com

<b>EXHIBITOR:</b>		<b>BTH #</b>	
<b>EVENT:</b>	<b>BILLIARD CONGRESS OF AMERICA EXPO 2020</b>		
<b>FACILITY:</b>			
<b>DATES:</b>	<b>JULY 29-31, 2020</b>	<b>EVENT #</b>	<b>070002LV</b>

**ELECTRICAL DISTRIBUTION UNDER CARPET**

**ALL Island booths MUST provide the information below. Inline and peninsula booths need to provide this information ONLY if power is required at any location other than the rear of the booth space.** This information allows Edlen the opportunity to expedite move-in by having your power distribution complete prior to your scheduled move-in time. Complete all of the fields below including the "Labor Estimate" Section. Edlen will make every attempt to complete the work prior to your arrival, but it can not be guaranteed.

- Provide an Electrical Layout Form:
  - The electrical layout must indicate each power outlet and its location with exact measurements.
  - The electrical layout must reflect booth orientation. Use surrounding booth or aisle numbers.
  - Identify a main distribution point. Power is delivered to that point and then distributed to other locations. Inline or peninsula booths do not need to provide a main distribution point. Power will be located at the rear of the booth.
  - If power is only required in one location in Island booths, indicate that location with measurements on your electrical layout.
- What date will you begin building your booth?
  - Date: \_\_\_\_\_ Time: \_\_\_\_\_
- Will you be utilizing any specialty floor covering other than carpet, such as vinyl or wood?
  - Describe flooring: \_\_\_\_\_
  - Estimated date and time flooring installation will begin. Date: \_\_\_\_\_ Time: \_\_\_\_\_
- Show site supervisor:
 

Name \_\_\_\_\_ Cell # \_\_\_\_\_

Email \_\_\_\_\_ Company \_\_\_\_\_
- The exhibitor acknowledges there is a minimum 1 hour labor charge for the distribution of services and 1/2 hour for the removal of services. Island booths that only require power delivered to one location incur a 1 hour installation and removal charge.
- In the event a lift is required to deliver power from the ceiling, or if the exhibitor requests power be delivered from above when it's available on the floor, lift charges will apply for installation and removal. There is a minimum 1 hour installation and 1 hour removal cost for both lift and labor. For safety reasons lifts require a 2 man crew.

LABOR RATES AND HOURS		DISTRIBUTION LABOR ESTIMATE		
<b>Labor Miniums</b>	Enter a minimum of 1 hour for installation and 1/2 hour for removal. For installation labor greater than 1 hour, dismantle is 1/2 the total installation time.	<b>MAN HRS</b>	<b>RATE</b>	<b>TOTAL</b>
		ST	\$95.00	
		OT	\$190.00	
<b>Straight Time</b>	Monday - Friday, 8:00 AM - 4:30 PM, except Holidays.			
<b>Overtime</b>	Monday - Friday 4:30 PM - 8:00 AM, all day Saturday, Sunday & Holidays.			
		<b>SCISSOR LIFT RENTAL</b>		
		<b>HOURS</b>	<b>RATE</b>	<b>TOTAL</b>
			150.00	
<b>TRANSFER ESTIMATED TOTAL TO BOX #3 ON METHOD OF PAYMENT FORM</b>		<b>ESTIMATED TOTAL</b>		

**AUTHORIZATION**

<b>PRINT NAME:</b>	<b>DATE:</b>
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**EDLEN**  
The Power People

**Advance Payment Deadline Date: 07/08/20**

EXHIBITOR:	BTH #	
EVENT:	BILLIARD CONGRESS OF AMERICA EXPO 2020	
FACILITY:		
DATES:	JULY 29-31, 2020	EVENT # 070002LV

## POWER ORIGINATES FROM THE FLOOR IN THIS VENUE

INDICATE BOOTH TYPE		INDICATE SCALE & TOTAL SQ FT		OUTLET LEGEND			
Island	_____	Example: 1 Square = 1 Foot		X	= Main Distribution Point	▲	= 5amp/500 watt
Inline	_____	_____ Square = _____ Ft		◆	= 10amp/1000 watt	★	= 15amp/1500 watt
Peninsula	_____	Total Square Footage = _____		●	= 20amp/2000 watt		

Adjacent Booth or Aisle #

Adjacent Booth or Aisle #

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

## Exhibit Hall Fire Regulations

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

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

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

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19. There shall not be any obstructions blocking exit doors from the outside of any building such as autos parked in doorways or barricades across sidewalks.
20. No curtains, drapes or decorations shall be hung in such a manner as to cover any exit signs.
21. No vehicles shall be parked in fire lanes outside of buildings.
22. No flammable liquids shall be used or admitted inside of buildings except by approval of the Fire Marshal.
23. Artificial lighting such as lanterns and candles are prohibited.
24. The use of all gas-fired heating units, either portable or stationary, shall meet the approval of the City Chief Mechanical Inspector and the Fire Marshal. The use of the so-called "salamander" stove is strictly prohibited.
25. All cooking appliances shall be equipped with ventilating hoods and equipment as deemed necessary by the Fire Marshal, but in any instance such equipment shall be installed in accordance with provision of the City Building and Fire Codes.

However, countertop fryers not exceeding 15 lbs. of oil may be used without the necessary ventilating hood and surface protection requirements. Additionally, the exhibitor shall be allowed no more than one (1) fryer per booth and shall provide two (2) ten (10) pound B.C. extinguishers, positioned on both sides of said fryers.

All cooking appliances shall be listed by a National Testing Agency: i.e. Underwriters Laboratory or Factory Mutual.
26. Booth and seating plans must be approved by the Fire Marshal. Submit plans to the Fire Marshal no later than 15 days before set-up date.
27. There shall not be any ticket booths, tables or any other display setup in the lobby without the prior approval of the Fire Marshal.
28. All aisles shall be maintained at a minimum of ten (10) feet clearance.
29. All covered structures in excess of ninety (90) square feet in area shall be protected by an automatic fire detection system approved by the Fire Marshal.
30. All floor plans submitted shall be totally representative of the halls, rooms and/or areas in which the events are held in, such as the location of manual pull stations, fire hose standpipe closets, exits, aisles and main doors in air walls, etc.