

Dear Exhibitor:

Your company is exhibiting at the event below.

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



2019 INTERNATIONAL BILLIARD & HOME LEISURE EXPO

JULY 24 – 26, 2019

SOUTH POINT HOTEL & CASINO
LAS VEGAS, NEVADA



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 3rd, 2019.

Shipments to Advance Warehouse Deadline Date

Heritage will begin receiving freight at the advance warehouse on Monday, June 24th, 2019. To avoid late fees all shipments to the advanced warehouse must arrive no later than Monday, July 15th, 2019.

Note: DO NOT ship to the advanced warehouse after Wednesday, July 17th, 2019.

Show Schedule

Exhibitor Move-In

Sunday	July 21 st	12:00 p.m. - 5:00 p.m.	BY APPOINTMENT ONLY (Contact Liz Klostermann by email at LKlostermann@meetingexpectations.com to reserve your time.)
Monday	July 22 nd	8:00 a.m. - 5:00 p.m.	
Tuesday	July 23 rd	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 24 th	10:00 a.m. - 5:00 p.m.
Thursday	July 25 th	10:00 a.m. - 5:00 p.m.
Friday	July 26 th	10:00 a.m. - 2:00 p.m.

Exhibitor Move-Out

Friday	July 26 th	2:00 p.m. - 8:00 p.m.
Saturday	July 27 th	8:00 a.m. - 12:00 p.m.

- Empty crates and containers will begin being returned at 2:00 p.m., Friday, July 26th.
- All carriers must check-in no later than 10:00 a.m. on Saturday, July 27th. 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

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 2019

Heritage will accept exhibit materials beginning Monday, June 24th, 2019 at the above address. Material arriving after Monday, July 15th, 2019 will be received at the warehouse with an additional after deadline charge.

Note: DO NOT ship to the advanced warehouse after Wednesday, July 17th, 2019.

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 2019

Freight will be accepted at show site beginning Monday, July 22nd, 2019. See the Material Handling Instructions within this kit for additional information.

Service Center Hours

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

Assistance

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

We Appreciate Your Business

Conference Contact Information

Exhibit Management

Liz Klostermann, CEM
Senior Convention Manager
404-477-5140
lklostermann@meetingexpectations.com

Registration Management

Matthew Prater
Membership Coordinator
404-477-5816
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: 06/27/19

Web

Link: <https://gc.synxis.com/rez.aspx?Hotel=11548&Chain=6903&arrive=7/18/2019&depart=7/19/2019&adult=1&child=0&group=BCA0718>

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

How to Better Your Experience

ADVERTISE YOUR PARTICIPATION

Place a link on your company Web site to the 2019 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 2019 BCA Expo!
Join <COMPANY NAME> with many other industry leaders who have the latest information your company needs.

2019 BCA Expo
South Point Hotel & Spa
July 24-26, 2019
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 2019 BOOTH # _____

EXHIBITING COMPANY _____ PHONE # _____ FAX # _____

ADDRESS _____ CITY _____ STATE _____ ZIP _____

CONTACT EMAIL _____

PRINT NAME _____ SIGNATURE _____

CREDIT CARD PAYMENT

CARD HOLDER'S NAME *(Please print)* _____

CARD HOLDER'S SIGNATURE _____

CREDIT CARD BILLING ADDRESS _____

CITY _____ STATE _____ ZIP _____

CREDIT CARD NUMBER _____ V-CODE ____ / ____ / ____ EXP DATE ____ / ____

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

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

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

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

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

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

TOTAL AMOUNT DUE \$ _____

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

Remit To:



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

FURNITURE/CARPET RENTAL ORDER FORM

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

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

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

AREA CARPET (Indicate Dimensions for Special Size Carpet)

C60, ' X ' per sq. ft. (100 sq. ft. min.) 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

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

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

UNDRAPED DISPLAY TABLE

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

TABLE RISERS COVERED WHITE

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

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

SPECIAL DRAPE BACKGROUNDS

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

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

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

8.25% Tax

TOTAL ORDER

NAME OF CONVENTION BCA 2019 BOOTH #

EXHIBITING COMPANY PHONE # FAX #

ADDRESS CITY STATE ZIP

EMAIL ORDER CONFIRMATION & INVOICE TO

CONTACT NAME DATE

(Print & Sign)

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

Chairs/Carpet

Chairs



Furniture

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

Carpet



Black



Red



Burgundy



Gray



Blue



Plum



Hunter Green

Display Tables

Pedestal Tables

F80 Pedestal Table 30" x 18" h

F90 Pedestal Table 30" x 30" h

F100 Pedestal Table 30" x 42" h

Draped Display Tables

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

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

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

Undraped Display Tables

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

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

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



F80



F90



F100



F190
F220



F110
F140



Red



Teal



Burgundy



Gray



Plum



White



Hunter
Green



Expo
Green



Gold



Blue



Black



F200
F230



F120
F150



F210
F240



F130
F160

Remit To:



620 Shenandoah Avenue | St. Louis, MO 63104

Phone 314-534-8500 | Fax 314.534.8050

Exhibitor.Services@HeritageSVS.com

**ACCESSORIES/DISPLAY
RENTAL ORDER FORM**

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

ITEM #	QTY	DISCOUNT RATES	STANDARD RATES	AMOUNT	ITEM #	QTY	DISCOUNT RATES	STANDARD RATES	AMOUNT
ACCESSORIES					DISPLAY				
A10	_____	Wastebasket	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
DISPLAY CABINETS AND COUNTERS					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					D160	_____	4' Quarter View Showcase	412.95	536.85
MD21	_____	Counter 2M x 1/2M x 42" High, W/Shelf	718.85	934.55	D170	_____	6' Quarter View Showcase	464.95	604.45
<input type="checkbox"/> 2 Counter Locks									
MD22	_____	Curved Counter 1M x 1/2M x 42" High W/Shelf	565.29	734.91					
<input type="checkbox"/> Counter Lock									
MD23	_____	Radius Counter 1M x 1/2M x 42" High	678.35	881.85					
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 for assistance.

8.25% Tax _____

TOTAL ORDER _____

NAME OF CONVENTION BCA 2019 BOOTH # _____

EXHIBITING COMPANY _____ PHONE # _____ FAX # _____

ADDRESS _____ CITY _____ STATE _____ ZIP _____

EMAIL ORDER CONFIRMATION & INVOICE TO _____

CONTACT NAME _____ DATE _____

(Print & Sign)

Accessories



A10



D250



A30



A40



A20



A70



A80



A60



A100



A90



A110



A106









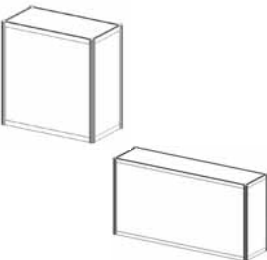
A107

Accessories:

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

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

Display

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

Remit To:



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 Phone 314-534-8500 | Fax 314-534-8050
 Exhibitor.Services@heritagesvs.com

MODULAR RENTAL DISPLAY ORDER FORM

Cancellation: No refunds if cancelled after the deadline.

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

Choose Your Exhibit – Check One

<input type="checkbox"/> MD01 DISPLAY ONE: 10' STANDARD DISPLAY Package Includes: Installation and dismantling labor 1 Header One 10' x 10' Standard Carpet One 1 meter counter Three Arm Lights	<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <th style="text-align: center;">ADVANCED RATE</th> <th style="text-align: center;">STANDARD RATE</th> </tr> <tr> <td style="text-align: center;">\$1,996.90</td> <td style="text-align: center;">\$2,595.95</td> </tr> </table>	ADVANCED RATE	STANDARD RATE	\$1,996.90	\$2,595.95		<input type="checkbox"/> MD02 DISPLAY TWO: 20' STANDARD DISPLAY Package Includes: Installation and dismantling labor One 10' x 20' Standard carpet 2 Headers One 2 meter counter Two 1 meter counters 6 Halogen Lights	<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <th style="text-align: center;">ADVANCED RATE</th> <th style="text-align: center;">STANDARD RATE</th> </tr> <tr> <td style="text-align: center;">\$4,572.60</td> <td style="text-align: center;">\$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"/> MD03 DISPLAY THREE: 20' DELUXE DISPLAY Package Includes: Installation and dismantling labor One 10' x 20' Standard Carpet 2 Headers One 1.5 meter counter Four shelves 5 Halogen Lights	<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <th style="text-align: center;">ADVANCED RATE</th> <th style="text-align: center;">STANDARD RATE</th> </tr> <tr> <td style="text-align: center;">\$4,919.90</td> <td style="text-align: center;">\$6,395.90</td> </tr> </table>	ADVANCED RATE	STANDARD RATE	\$4,919.90	\$6,395.90		<input type="checkbox"/> MD04 DISPLAY FOUR: 20' DELUXE DISPLAY Package Includes: Installation and dismantling labor One 10' x 20' Standard carpet 1 Header 4 Counters 5 Halogen Lights	<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <th style="text-align: center;">ADVANCED RATE</th> <th style="text-align: center;">STANDARD RATE</th> </tr> <tr> <td style="text-align: center;">\$5,354.00</td> <td style="text-align: center;">\$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"/> MD05 DISPLAY FIVE: 20 X 20 ISLAND DISPLAY Package Includes: Installation and dismantling labor One 20' x 20' Standard carpet 2 Headers 4 Counters	<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <th style="text-align: center;">ADVANCED RATE</th> <th style="text-align: center;">STANDARD RATE</th> </tr> <tr> <td style="text-align: center;">\$8,826.90</td> <td style="text-align: center;">\$11,474.95</td> </tr> </table>	ADVANCED RATE	STANDARD RATE	\$8,826.90	\$11,474.95		<input type="checkbox"/> MD06 DISPLAY SIX: 20 X 20 ISLAND DISPLAY Package Includes: Installation and dismantling labor One 20' x 20' Standard carpet 4 Headers 4 Counters	<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <th style="text-align: center;">ADVANCED RATE</th> <th style="text-align: center;">STANDARD RATE</th> </tr> <tr> <td style="text-align: center;">\$9,550.40</td> <td style="text-align: center;">\$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												
<p>Circle your carpet color:</p> <p>Black Blue Burgundy Gray Red</p>		<p>Choose Your Panels Standard and Optional Panel Choices</p> <table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td style="width:70%; padding: 5px;"> <input type="checkbox"/> White Hardwall <input type="checkbox"/> Black/Gray Velcro – Circle: Black or Gray <input type="checkbox"/> Opt. Color Hardwall (per panel) - Specify </td> <td style="width:15%; text-align: center; padding: 5px;"> Advanced Rates: Included Included \$70.00 ea. </td> <td style="width:15%; text-align: center; padding: 5px;"> Advanced Rates: Included Included \$91.00 ea. </td> </tr> </table>				<input type="checkbox"/> White Hardwall <input type="checkbox"/> Black/Gray Velcro – Circle: Black or Gray <input type="checkbox"/> Opt. Color Hardwall (per panel) - Specify	Advanced Rates: Included Included \$70.00 ea.	Advanced Rates: Included Included \$91.00 ea.					
<input type="checkbox"/> White Hardwall <input type="checkbox"/> Black/Gray Velcro – Circle: Black or Gray <input type="checkbox"/> Opt. Color Hardwall (per panel) - Specify	Advanced Rates: Included Included \$70.00 ea.	Advanced Rates: Included Included \$91.00 ea.											

Indicate Your Header Sign Copy

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

Check which color lettering you would like Black Blue Red

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

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

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

8.25% Tax _____

TOTAL ORDER _____

NAME OF CONVENTION BCA 2019 _____ BOOTH # _____

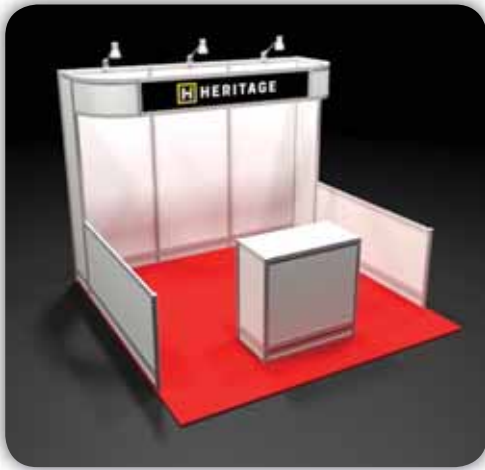
EXHIBITING COMPANY _____ PHONE # _____ FAX # _____

ADDRESS _____ CITY _____ STATE _____ ZIP _____

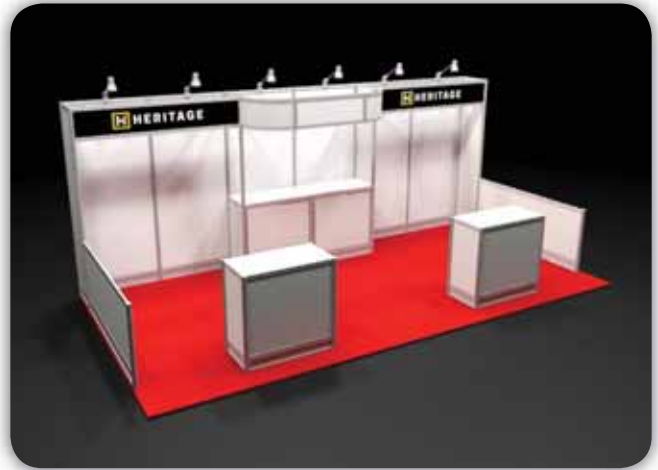
EMAIL ORDER CONFIRMATION & INVOICE TO _____

CONTACT NAME _____ DATE _____

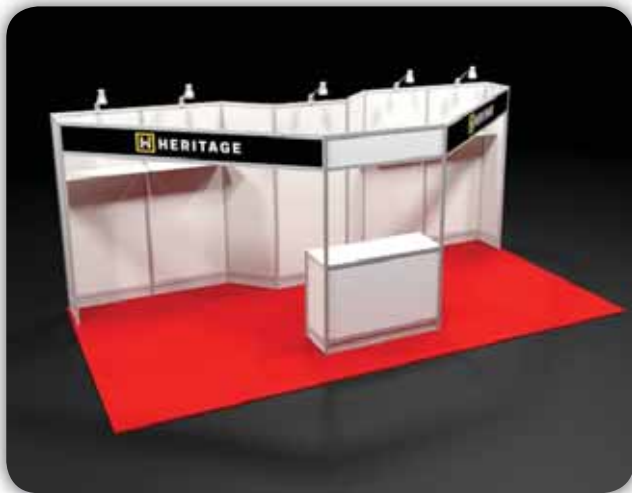
Modular Displays



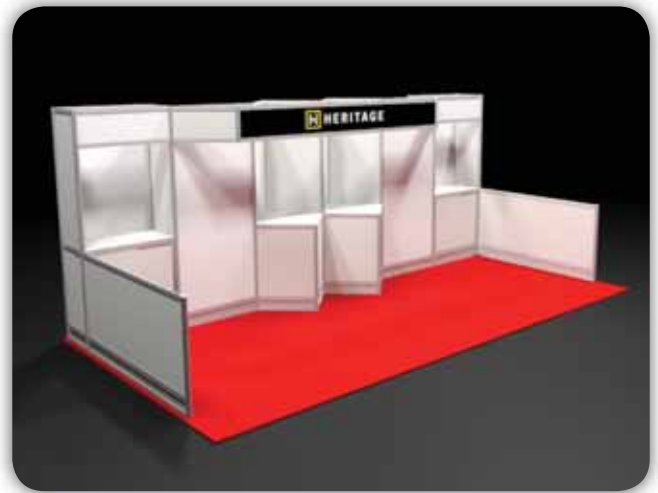
MDO1 Modular Hardwall Display Package 1



MDO2 Modular Hardwall Display Package 2



MDO3 Modular Hardwall Display Package 3



MDO4 Modular Hardwall Display Package 4



MDO5 Modular Hardwall Display Package 5



MDO6 Modular Hardwall Display Package 6

Remit To:



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

MATERIAL HANDLING INFORMATION

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

A. MATERIAL HANDLING FOR DELIVERIES TO WAREHOUSE

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

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

EXHIBITOR COMPANY NAME
HERITAGE TRADE SHOW SERVICES
UPS FREIGHT C/O SUNSET TRANSPORTATION
4050 CORPORATE CENTER STE. #300
NORTH LAS VEGAS, NV 89030
FOR: BCA 2019

BOOTH NO.
TOTAL PIECES
APPROX. WT.

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

RATES FOR DELIVERIES TO WAREHOUSE Deadline Date: Monday, July 15th, 2019 To Avoid Late Fees

Table with 4 columns: Description, Rate per 100 lbs., Min Charge. Rows include Packaged Shipments to the Advance Warehouse, via Van Line, and after the deadline date.

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 2019

BOOTH NO.
TOTAL PIECES
APPROX. WT.

RATES FOR DELIVERIES TO SHOWSITE

Table with 4 columns: Description, Rate per 100 lbs., Min Charge. Rows include Packaged Shipments to the Show site, via Van Line, and Loose or Uncrated Shipments.

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

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

CONTINUED ON NEXT PAGE

C. INBOUND SHIPMENTS

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

D. EMPTY CONTAINER LABELS

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

E. ADDITIONAL AVAILABLE SERVICES

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

	STRAIGHT TIME	OVERTIME
Material Handler	\$ 83.60 per hr.	\$ 125.40 per hr. (One Hour Minimum)
Local Pickups & Deliveries	\$ 198.85 per hr.	\$ 298.28 per hr. (One Hour Minimum)

F. SPECIAL SERVICES

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

G. OUTBOUND SHIPMENTS

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

H. RETURNED SHIPMENTS TO HERITAGE WAREHOUSE

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

I. LIMITS OF LIABILITY AND RESPONSIBILITY

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

AUTHORITY TO HANDLE

All terms and conditions herein stated are understood and accepted.

NAME OF CONVENTION BCA 2019 BOOTH # _____

EXHIBITING COMPANY _____ PHONE # _____ FAX # _____

ADDRESS _____ CITY _____ STATE _____ ZIP _____

EMAIL ORDER CONFIRMATION & INVOICE TO _____

CONTACT NAME _____ DATE _____

(Print & Sign)

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

Remit To:



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

**PRIORITY RETURN/
ACCESSIBLE STORAGE FORM**

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

Priority Empty Container Return

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

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

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

ACCESSIBLE STORAGE

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

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

Labor Rates:

Straight Time: (one hour minimum per man).....\$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 2019 BOOTH # _____

EXHIBITIING COMPANY _____ PHONE # _____ FAX # _____

ADDRESS _____ CITY _____ STATE _____ ZIP _____

EMAIL ORDER CONFIRMATION & INVOICE TO _____

CONTACT NAME _____ DATE _____

HERITAGE

Trade Show Services

DO NOT DELAY!

**ADVANCE SHIPMENT
TO WAREHOUSE**

TO: _____

EXHIBITOR NAME

BOOTH NUMBER: _____

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

FOR: 2019 BCA

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: 2019 BCA

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: 2019 BCA

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: 2019 BCA



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 22nd, 2019. Any materials sent to the venue prior to this date may be returned to sender and/or may be turned over to Heritage Trade Show Services and will be billed according to the Show's Shipping & Receiving Rates, and will be subject to venue assessed fees.

EXHIBITOR COMPANY NAME _____
BOOTH NUMBER _____
C/O HERITAGE TRADE SHOW SERVICES SOUTH POINT HOTEL & CASINO 9777 SOUTH LAS VEGAS BLVD. LAS VEGAS, NV 89183
FOR: BCA 2019

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

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

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

HERITAGE

Trade Show Services

DO NOT DELAY

DIRECT SHIPMENT TO
SHOW SITE

**MUST NOT ARRIVE BEFORE
MONDAY, JULY 22ND, 2019**

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 2019

HERITAGE

Trade Show Services

DO NOT DELAY

DIRECT SHIPMENT TO
SHOW SITE

**MUST NOT ARRIVE BEFORE
MONDAY, JULY 22ND, 2019**

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 2019

HERITAGE

Trade Show Services

DO NOT DELAY

DIRECT SHIPMENT TO
SHOW SITE

**MUST NOT ARRIVE BEFORE
MONDAY, JULY 22ND, 2019**

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 2019

HERITAGE

Trade Show Services

DO NOT DELAY

DIRECT SHIPMENT TO
SHOW SITE

**MUST NOT ARRIVE BEFORE
MONDAY, JULY 22ND, 2019**

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 2019



NEED A RELIABLE CARRIER TO TRANSPORT YOUR FREIGHT?

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

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

Show Name _____

Booth Name _____

Booth Number (if known) _____

Pickup Information

Company Name _____

Address _____

Suite _____

City, ST Zip _____

Contact Name _____

Contact Number _____

(for the driver to call, if needed)

Pickup Hours _____

Pickup Date _____

(call HES Logistics to discuss, if needed)

Description of Pieces & Loading Area

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

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

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

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

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

BENEFITS INCLUDED

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

IMPORTANT INFORMATION REGARDING OUTBOUND SHIPMENTS

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

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

Thank you and we hope you have a great show!



UNION JURISDICTION RULES

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

DECORATOR & CARPENTER JURISDICTION

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

TEAMSTER JURISDICTION

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

SAFETY

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

NOTE:

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

Remit To:



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

EXHIBITOR APPOINTED CONTRACTOR
THIRD PARTY AUTHORIZATION

EXHIBITOR APPOINTED CONTRACTOR

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

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

EXHIBITOR APPOINTED CONTRACTOR

ADDRESS

CONTACT PERSON _____

PHONE _____

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

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

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

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

THIRD PARTY AUTHORIZATION

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

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

THIRD PARTY AGENT:

CREDIT CARD ACCOUNT NO. _____

EXPIRATION DATE ___/___/___ VERIFICATION CODE ___/___/___/___

PERSONAL CREDIT CARD COMPANY CREDIT CARD

CARDHOLDER'S NAME _____

AUTHORIZED SIGNATURE _____

PRINT NAME _____

COMPANY NAME _____

ADDRESS _____

CITY/STATE/ZIP _____

PHONE _____ FAX _____

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

Exhibitor Signature: _____ Print Name: _____ Date: _____

(Please Print) NAME OF CONVENTION BCA 2019 BOOTH # _____

EXHIBITING COMPANY _____ PHONE # _____ FAX # _____

ADDRESS _____ CITY _____ STATE _____ ZIP _____

EMAIL ORDER CONFIRMATION & INVOICE TO _____

CONTACT NAME _____ DATE _____

(Print & Sign)

Remit To:



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

EXHIBIT LABOR ORDER FORM
DISPLAY LABOR FOR INSTALLATION & DISMANTLE OF EXHIBITS

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

RATES:

STRAIGHT TIME (One hour minimum per man)..... \$83.60 PER HOUR
8:00 A.M. to 4:30 P.M. Monday through Friday
OVERTIME (One hour minimum per man) \$125.40 PER HOUR
After 4:30 P.M. to 8:00 A.M. Monday - Friday and all hours on Saturday and Sunday

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

INSTALLATION

ERECT EXHIBIT UNDER HERITAGE SUPERVISION

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

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

FURNISH LABOR TO ERECT EXHIBIT UNDER EXHIBITOR'S SUPERVISION

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

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

DISMANTLE

DISMANTLE EXHIBIT UNDER HERITAGE SUPERVISION

Heritage will supervise the dismantling of your exhibit, when crates are returned. Make sure complete outbound shipping

information has been given to the freight service desk. A supervision charge of 30%, minimum charge \$45.00, will be added to your labor invoice. The next page must also be filled out if your exhibit will be disassembled by Heritage.

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

FURNISH LABOR TO DISMANTLE EXHIBIT UNDER EXHIBITOR'S SUPERVISION

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

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

ESTIMATED TOTAL _____

NAME OF CONVENTION BCA 2019 BOOTH # _____

EXHIBITING COMPANY _____ PHONE # _____ FAX # _____

ADDRESS _____ CITY _____ STATE _____ ZIP _____

EMAIL ORDER CONFIRMATION & INVOICE TO _____

CONTACT NAME _____ DATE _____

(Print & Sign)

(CONTINUED ON NEXT PAGE)

COMPANY NAME _____
BOOTH # _____

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

INBOUND SHIPPING INFORMATION

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

SET-UP INFORMATION

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

OUTBOUND SHIPPING INFORMATION:

Ship To: _____

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

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

SPECIAL INSTRUCTIONS/COMMENTS:

PLEASE PROVIDE AN EMERGENCY CONTACT:

Name _____ Phone No. _____

Remit To:



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

BOOTH CLEANING SERVICE ORDER FORM

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

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

CARPET CLEANING

RATES

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

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

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

EXHIBIT CLEANING

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

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

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

PORTER SERVICE

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

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

REQUESTED TIME(S) FOR PORTER SERVICE: _____

Special Instructions : _____

TOTAL ORDER AMOUNT \$ _____

NAME OF CONVENTION BCA 2019 _____ BOOTH # _____

EXHIBITING COMPANY _____ PHONE # _____ FAX # _____

ADDRESS _____ CITY _____ STATE _____ ZIP _____

EMAIL ORDER CONFIRMATION & INVOICE TO _____

CONTACT NAME _____ DATE _____

(Print & Sign)

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

Remit To:



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

SIGN SERVICE ORDER FORM

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

STANDARD SIZE SIGNS

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

DIGITAL GRAPHICS

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

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

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

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

INDICATE YOUR SIGN COPY HERE

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

Vertical Horizontal Easel Back

Color of Background _____

Color of Lettering _____

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

SETUP/COMPUTER LABOR

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

8.25% TAX _____
TOTAL _____

(PLEASE PRINT)

NAME OF CONVENTION BCA 2019 BOOTH # _____

EXHIBITING COMPANY _____ PHONE # _____ FAX # _____

ADDRESS _____ CITY _____ STATE _____ ZIP _____

EMAIL ORDER CONFIRMATION & INVOICE TO _____

CONTACT NAME _____ DATE _____

(Print & Sign)

SOUTH POINT

The Best Kept Secret on The Strip

2019 Meeting Planner & Exhibitor Kit





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

2019 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 filler caps sealed and batteries must be disconnected. **VEHICLES BEING UNLOADED** must not be left with engines idling. A separate permit is required for motorized vehicles.
- 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 or contact the South Point Catering Office.



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

2019 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. Their 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. 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 - 10.0 lbs.	\$5.00 per piece
10.1 - 25.0 lbs.	\$10.00 per piece
25.1 - 50.0 lbs.	\$20.00 per piece

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

2019 INTERNET ORDER FORM

Please type or print information.

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

WIRELESS

SERVICE	DESCRIPTION	PRICE PER CODE	QUANTITY	SUBTOTAL	
Single Connection (One hour)	One (1) computer*	\$24.95		\$	
Single Connection (Four hours)	One (1) computer*	\$89.95			
SERVICE	DESCRIPTION	PRICE FIRST DAY	PRICE FOR EACH ADD'L. DAY	# OF DAYS	SUBTOTAL
Single Connection (24 hours)	One (1) computer*	\$195.00	\$98.00		
Dual Connection (24 hours)	Two (2) computers*	\$295.00	\$148.00		
Business Support (24 hours)	Up to ten (10) computers*	\$395.00	\$198.00		
Business Deluxe (24 hours)	Up to twenty (20) computers*	\$495.00	\$248.00		
Business Preferred (24 hours)	Unlimited Access (per location) includes three (3) public status IPs.	\$1,000.00	\$1,000.00		

* Access codes are "computer specific" and cannot be shared. Once a code has been utilized, it cannot be transferred to another device. Whether you choose wireless or wired, your code will be set-up based on this choice throughout the length of said code.

HARD WIRED

ADDITIONAL SERVICES & EQUIPMENT

SERVICES & EQUIPMENT	DESCRIPTION	FLAT FEE	QUANTITY	SUBTOTAL
Static IP Address (Public)	Additional Static IP Address	\$75.00		
10/100 Ethernet Switch	8-, 16-, and 24-Port Switches	\$145.00		
Installation Fee (for wired service)	Per location. Fee is non-refundable if cancelled less than three (3) business days prior to installation date.	\$100.00		
Cat5e Cable (for wired service)	Cat5e (up to 50 feet per cable)	\$25.00		
Wireless Access Point (for Business Preferred)	Custom SSID / Shared Key	\$145.00		
Dedicated On-site Technician	Reserve a dedicated technician	\$100/per hour		
Expedite Fee	Orders must be received at least three (3) business days prior to Event to avoid an Expedite Fee.	\$50.00		

TOTAL \$

Before this order can be processed, complete credit card information must be "on file." A South Point Credit Card Authorization Form should accompany this purchase order.

ORDERED BY (Please print name) :	CUSTOMER AUTHORIZED SIGNATURE:	DATE:
-----------------------------------------	---------------------------------------	--------------

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: santivasci@southpointcasino.com
 FAX: (702) 797-8051

2019 AUDIO-VISUAL EQUIPMENT SERVICES

South Point Convention Production Services is a full-service audio and visual supplier. 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.*

Please type or print information.

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

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)

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.



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

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		\$40.00		
* 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.



2019 Audio-Visual Equipment Services (Continued . . .)

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		
Risers <i>NOTE: One stage (up to 16' x 16') with stairs will be provided at no charge.</i>	-	-	-	-	-
* Each Additional 4' x 6' Riser	\$75.00		N/A	-	
* Each Additional 6' x 8' Riser	\$100.00		N/A	-	
Drape	\$250.00		\$1,000.00		
* Black Velour (One Panel - 22' long x 10' wide)	\$90.00		\$270.00		
* Red Velour (One Panel - 8' long x 2' wide)	\$20.00		\$60.00		
Dance Floor	\$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)	\$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.



2019 Audio-Visual Equipment Services (Continued . . .)

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 / includes two hours of labor)	\$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	\$150.00		N/A	-	

TOTAL \$

All Scheduled Tech Labor has a four-hour minimum call time. Overtime begins after eight (8) hours. Time is billed at actual time after four hours. Short turn-around and crash (late request) penalties may apply for turn-arounds less than eight (8) hours, and new labor request less than 24 hours. After six hours, a meal period is mandatory. Technician must be given a one-hour break if a meal is not provided. If a meal is provided, it is considered a working lunch and the Technician continues to be paid at the regular rate.

AUDIO-VISUAL LABOR		
DESCRIPTION	BASIC HOURLY WAGE	OVERTIME & HOLIDAY WAGE
Technician (Four-hour minimum)	\$75.00	\$115.00
Rigger (Four-hour minimum)	\$95.00	\$145.00

*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.*



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: santivasci@southpointcasino.com
FAX: (702) 797-8051

2019 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.

Rigging is an *exclusive service* of the South Point. All rigging must be performed by the South Point Convention Production Services staff. A minimum of one high and one ground rigger are required for both load-in and load-out of all equipment that is to be hung in or attached to the ceiling.

Rigging point charges are \$150.00 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 provided by Edlen.

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

2019 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 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!



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Please return to:

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

2019 SIGN & RIGGING SERVICES

South Point Convention 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 24 hours of load-in will result in a charge of one hour. Any rigging point exceeding 100 lbs. will require rental of additional rigging material and labor.

Please type or print information.

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

	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	\$90.00	\$100.00	\$125.00
OVERTIME	\$135.00	\$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.*
 Is your sign motor driven? Yes No
 Does your sign require assembly? Yes No

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. **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.



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 FAX: (702) 797-8051

2019 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.

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

FRONT OF BOOTH
 Neighbor Booth # _____

		↑		↑		↑			

LEFT SIDE OF BOOTH

Neighbor Booth # _____

RIGHT SIDE OF BOOTH

Neighbor Booth # _____

REAR OF BOOTH
 Neighbor Booth # _____

NOTES: _____



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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

2019 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.

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

TYPE OF SERVICE	ADVANCE DISCOUNT <i>(First Day)</i>	STANDARD RATE <i>(First Day)</i>	ADDITIONAL DAYS <i>(Per Day)</i>	TOTAL
Analog Dial Tone with Instrument	\$175.00	\$225.00	\$175.00	
Multi-Line Telephone	\$150.00	\$300.00	\$150.00	
ISDN / BRI Service <i>(Line Only)</i>	\$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.



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

2019 CREDIT CARD AUTHORIZATION FORM

GROUP NAME: _____

FUNCTION DATE(S): _____

TO RECEIVE DISCOUNT RATES, THIS ORDER AND PAYMENT MUST ARRIVE AT LEAST THIRTY (30) DAYS PRIOR TO THE EVENT DATE. OTHERWISE, STANDARD RATES PLUS TIME AND MATERIALS WILL APPLY. REFUNDS WILL ONLY BE GIVEN IF WRITTEN CANCELLATION NOTICE IS RECEIVED A MINIMUM OF SEVEN (7) DAYS PRIOR TO THE SHOW.

Please type or print information.

COMPANY:		BOOTH #	
NAME OF CARDHOLDER:			
CELL PHONE:		FAX NUMBER:	
CARDHOLDER E-MAIL ADDRESS:			
CREDIT CARD BILLING ADDRESS:		CITY:	STATE:
			ZIP CODE:
ON-SITE CONTACT:		CELL PHONE:	

PAYMENT POLICY (*Orders must be prepaid before they can be processed*) :

PLEASE PROVIDE ONLY THE LAST 4 DIGITS OF YOUR CREDIT CARD NUMBER BELOW. The South Point Accounting Office will contact you to get the complete credit card number, expiration date, and CVV security code. In the event you need to speak with them, the Accounting Office can be reached at (702) 797-8130.

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Please check all charges that apply:

- | | |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> Audio-Visual
<input type="checkbox"/> Cleaning Services
<input type="checkbox"/> Electrical
<input type="checkbox"/> Food & Beverage | <input type="checkbox"/> Internet
<input type="checkbox"/> Package Handling
<input type="checkbox"/> Rigging
<input type="checkbox"/> Room Rental |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------|

By signing below, I authorize and acknowledge that all of the aforementioned charges, including any outstanding balance, will be processed to my credit card.

AUTHORIZED SIGNATURE:	DATE:

Exhibit Hall Fire Regulations

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

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

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

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

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

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