

Dear Exhibitor:

Your company is exhibiting at the event below.

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



ASSOCIATION OF CORRECTIONAL FOOD SERVICE AFFILIATES ANNUAL INTERNATIONAL MEETING

AUGUST 10 – AUGUST 14, 2014

ST. LOUIS UNION STATION HOTEL
ST. LOUIS, MISSOURI

The logo for Heritage Exposition Services is located at the bottom center. It consists of the word "HERITAGE" in a large, serif font, with "EXPOSITION SERVICES" in a smaller, sans-serif font below it. The text is white and set against a black rectangular background.

General Information

Booth Equipment

Each 10'x10' booth will be set with 8' high gold & black back drape, 3' high gold side dividers, one (1) 6' black skirted table, two (2) folding chairs, one (1) wastebasket and a 7" x 44" one-line identification sign.

Exhibit Hall Carpet

The exhibit area is NOT carpeted. To enhance the appearance of your booth, rental carpet is available through Heritage Exposition 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 Monday, July 28th, 2014.

Show Schedule

Exhibitor Move-In

Monday	August 11 th	1:00 p.m. - 8:00 p.m.
Tuesday	August 12 th	7:00 a.m. - 9:30 a.m.

Exhibit Hours

Tuesday	August 12 th	10:00 a.m. - 2:00 p.m.
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Exhibitor Move-Out

Tuesday	August 12 th	2:00 p.m. - 7:00 p.m.
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- Empty crates and containers will begin being returned at 2:00 p.m., Tuesday, August 12th.
- All carriers must check-in no later than 4:00 p.m. on Tuesday, August 12th. Heritage will begin redirecting all outbound freight not claimed by appointed freight carriers to the preferred show carrier at 4:00 p.m.
- Please refer to the Outbound Shipments Form included in this packet for detailed information regarding outbound shipping procedures.

Service Center Hours

The Heritage Exhibitor Service Center will be staffed during exhibitor move-in, show hours 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.

We Appreciate Your Business



Toll Free: 1 (800) 360-4323 • Fax: 1 (314) 533-0906 • exhibitorservices@heritageexpo.com
www.heritageexpo.com

Remit To:

HERITAGE

EXPOSITION SERVICES

620 Shenandoah Ave. • St. Louis, MO 63104
Phone 314/534-8500 • Fax 314/533-0906

CREDIT CARD AUTHORIZATION RECAP OF SERVICES FORM

One copy of this form with your check or credit card information must be forwarded to Heritage at the above address. All orders received at the Exhibitor Service Desk will be charged at standard rates. All outstanding balances must be paid by the close of the show. Adjustments to your invoice will not be made after the close of the show. Heritage requires that you provide a credit card authorization form if you require material handling, sign hanging or labor services. For your convenience, Heritage will use the authorization to charge your credit card for any charges which Heritage may be obligated to pay on behalf of exhibitor, including without limitation, any shipping charges from HES Logistics Inc., if incurred.

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

Card Holder's Name (Please print): _____

Cardholder's Signature: _____

Credit Card Billing Address: _____

City: _____ State: _____ Zip: _____

Credit Card Number: _____ V- Code ____ / ____ / ____ / ____ Expiration Date ____ / ____
(3 - 4 Digit # On Back of Card or Front of AMEX)

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

If for any reason the submitted credit card or check is declined or returned, a \$25.00 processing fee will be added to the final invoice. For your convenience, we will also process your card for payment of any additional charges incurred at show site. We will automatically provide this service unless informed otherwise by you.

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

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

TOTAL AMOUNT DUE \$ _____

NAME OF CONVENTION ACFSA 2014 BOOTH # _____

FIRM NAME _____ PHONE # _____ FAX # _____

ADDRESS _____ CITY _____ STATE _____ ZIP _____

BY _____ EMAIL _____

NAME _____ DATE _____

(Signature)

Please Fax or Mail This Form Promptly To the Address Above-Retain One Copy for Your Files

Remit To:

HERITAGE

EXPOSITION SERVICES

620 Shenandoah Ave. • St. Louis, MO 63104

Phone 314/534-8500 • Fax 314/533-0906

FURNITURE/CARPET RENTAL ORDER FORM

Discount prices only apply to orders received with full payment at the above address 14 days prior to first day of set up. 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 deadline are subject to availability.

ITEM #	QTY	DISCOUNT RATES	STANDARD RATES	AMOUNT
FURNITURE				
F60	Plastic Side Chair (White)	54.55	70.90	
F50	Padded Sled Base Chair (Gray)	71.15	92.50	
F9	Padded Chair (Gray)	71.15	92.50	
F10	Padded Arm Chair (Gray)	77.15	100.30	
F20	Custom Padded Arm Chair	91.10	118.25	
F30	Padded High Stool (Gray)	87.10	113.25	
F40	Custom Padded High Stool	114.40	148.70	
LC01	Leather Couch	495.00	643.50	
LC02	Leather Chair	310.00	406.00	
F245	Coffee Table	195.00	253.50	
F75	Executive Chair	195.00	253.50	
	30" Diameter Pedestal Table (Gray)	137.00	178.10	
F80	<input type="checkbox"/> 18" High			
F90	<input type="checkbox"/> 30" High			
F100	<input type="checkbox"/> 42" High			

ITEM #	QTY	DISCOUNT RATES	STANDARD RATES	AMOUNT
CARPET				
C10	9' X 10'	191.70	249.25	
C20	9' X 20'	376.40	489.35	
C30	9' X 30'	562.85	731.70	
C40	9' X 40'	756.35	983.25	
C50	9' X _____ Per 10' increment	191.70	249.25	

AREA CARPET (Indicate Dimensions for Special Size Carpet)
C60 _____' X _____' per sq. ft. (100 sq. ft. min.) 3.25 4.20

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. 1.60 2.05
C80 _____' X _____' Visqueen covering/per sq. ft. 95 1.25

ITEM #	QTY	DISCOUNT RATES	STANDARD RATES	AMOUNT
DRAPED DISPLAY TABLE				
F110	4' Table - 30" high	98.40	127.95	
F120	6' Table - 30" high	118.35	153.90	
F130	8' Table - 30" high	138.30	179.80	
F140	4' Table - 42" Counter high	122.35	159.05	
F150	6' Table - 42" Counter high	142.30	185.00	
F160	8' Table - 42" Counter high	162.25	210.95	
F170	4th side table drape	41.25	53.60	

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

ITEM #	QTY	DISCOUNT RATES	STANDARD RATES	AMOUNT
UNDRAPED DISPLAY TABLE				
F190	4' Table - 30" high	63.20	82.15	
F200	6' Table - 30" high	77.15	100.30	
F210	8' Table - 30" high	91.75	119.30	
F220	4' Table - 42" Counter high	68.50	89.05	
F230	6' Table - 42" Counter high	81.15	105.45	
F240	8' Table - 42" Counter high	99.10	128.80	

ITEM #	QTY	DISCOUNT RATES	STANDARD RATES	AMOUNT
TABLE RISERS COVERED WHITE (Riser Dimension: 10" Wide x 8" high)				
F250	4' Long riser	43.50	56.55	
F260	6' Long riser	53.45	69.50	
F270	8' Long riser	64.65	84.05	

ITEM #	QTY	DISCOUNT RATES	STANDARD RATES	AMOUNT
SPECIAL DRAPE BACKGROUNDS				
F280	3' H. Background/per ft.	13.30	17.30	
F290	8' H. Background/per ft.	14.65	19.00	

COLORS: RED BLUE TEAL BURGUNDY HUNTER GREEN
 PLUM GRAY BLACK WHITE GOLD EXPO GREEN
*Show colors will be given when color is not selected.

TOTAL ORDER _____

NAME OF CONVENTION ACFSA 2014 BOOTH # _____

FIRM NAME _____ PHONE # _____ FAX # _____

ADDRESS _____ CITY _____ STATE _____ ZIP _____

BY _____ EMAIL _____ NAME _____ DATE _____
(SIGNATURE) (PLEASE PRINT)

Please Fax or Mail This Form Promptly To The Address Above-Retain One Copy For Your File

Furniture/Carpet

Furniture



F60



F50



F9



F10



F30



F20



F40



F75



LC02



F245



LC01

Furniture

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

Carpet



Black



Red



Burgundy



Gray



Blue



Plum



Hunter Green

Display Tables

Pedestal Tables

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

Draped Display Tables

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

Undraped Display Tables

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



F80



F90



F100



F190
F220



F110
F140



F200
F230



F120
F150



F210
F240



F130
F160



Red



Teal



Burgundy



Gray



Plum



White



Hunter
Green



Expo
Green



Gold



Blue



Black

Remit To:

HERITAGE

EXPOSITION SERVICES

620 Shenandoah Ave. • St. Louis, MO 63104
 Phone 314/534-8500 • Fax 314/533-0906

ACCESSORIES/DISPLAY RENTAL ORDER FORM

Discount prices only apply to orders received with full payment at the above address 14 days prior to first day of set up. 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 deadline are subject to availability.

ITEM #	QTY	DISCOUNT RATES	STANDARD RATES	AMOUNT	ITEM #	QTY	DISCOUNT RATES	STANDARD RATES	AMOUNT
ACCESSORIES					DISPLAY				
A10	_____	Wastebasket.....	19.15	24.90	D10	_____	Pegboard Panels (4'x8').....	191.50	249.00
A20	_____	Tripod Easels.....	31.90	41.50	D11	_____	Pegboard 6" Single Hook.....	9.60	12.45
D250	_____	Chrome Sign Holder.....	117.70	153.00	D12	_____	Pegboard 8" Single Hook.....	11.15	14.50
A30	_____	Chrome Stanchion.....	23.95	31.10	D20	_____	Tackboard Panels (4'x8').....	143.65	186.75
A40	_____	Velour Rope 6' Black.....	23.95	31.10	<input type="checkbox"/> Horiz. <input type="checkbox"/> Vert.				
A50	_____	Coat Tree.....	69.45	90.25	D31	_____	Fabric Impact Panel 1 Meter x 8.....	351.10	456.43
A60	_____	Chrome Bag Rack.....	69.45	90.25	D40	_____	Gridwall 2'x8' Black.....	130.85	170.15
A70	_____	Literature Rack.....	135.65	176.35	D60	_____	Gridwall 6" Single Hook.....	9.60	12.45
A80	_____	Garment Rack 5'.....	74.50	96.80	D70	_____	Gridwall 8" Single Hook.....	11.15	14.50
A90	_____	2 Way Straight Arm Rack.....	102.15	132.80	D50	_____	Slatwall 1 Meter x 8.....	175.55	228.25
A100	_____	4 Way Slant Arm Rack.....	114.40	148.70	D120	_____	Slatwall Waterwalls Hooks.....	28.75	37.35
A106	_____	Raffle Ticket Drum.....	55.00	71.50	D121	_____	Slatwall 8" Bracket.....	11.15	14.50
A107	_____	Fishbowl.....	20.00	26.00	D130	_____	Shelf 1 meter wide.....	47.90	62.25
A110	_____	6' Tensabarrier.....	108.55	141.10	D220	_____	Arm Light.....	42.55	55.35
					D140	_____	4' Full View Showcase.....	422.95	549.85
					D150	_____	6' Full View Showcase.....	454.85	591.30
					D160	_____	4' Quarter View Showcase.....	359.10	466.85
					D170	_____	6' Quarter View Showcase.....	404.30	525.60
					MD20	_____	Display Counter 1 Meter.....	446.90	580.95
					MD10	_____	Display Counter 2 Meter.....	625.10	812.65
					MD22	_____	Curved Counter 1 Meter.....	491.59	639.05
					MD30	_____	Display Cabinet 2 Meter.....	446.90	580.95
TOTAL ORDER									_____

NAME OF CONVENTION ACFSA 2014 BOOTH # _____

FIRM NAME _____ PHONE # _____ FAX # _____

ADDRESS _____ CITY _____ STATE _____ ZIP _____

BY _____ EMAIL _____ NAME _____ DATE _____














(SIGNATURE) (PLEASE PRINT)

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Accessories

 <p>A10</p>	 <p>D250</p>	 <p>A30</p>	 <p>A40</p>
 <p>A20</p>	 <p>A70</p>	 <p>A80</p>	 <p>A60</p>
 <p>A100</p>	 <p>A80</p>	 <p>A110</p>	 <p>A106</p>
 <p>A107</p>	<p>Accessories:</p> <ul style="list-style-type: none"> 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 (Shown) MD21</p>	 <p>MD22</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

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
 D160 4' Quarter 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

Remit To:

HERITAGE

EXPOSITION SERVICES

620 Shenandoah Ave. • St. Louis, MO 63104

Phone 314/534-8500 • Fax 314/533-0906







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;">\$1,901.80</td> <td style="text-align: center;">\$2,472.35</td> </tr> </table>	ADVANCED RATE	STANDARD RATE	\$1,901.80	\$2,472.35		<input type="checkbox"/> 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;">\$4,354.90</td> <td style="text-align: center;">\$5,661.35</td> </tr> </table>	ADVANCED RATE	STANDARD RATE	\$4,354.90	\$5,661.35	
ADVANCED RATE	STANDARD RATE												
\$1,901.80	\$2,472.35												
ADVANCED RATE	STANDARD RATE												
\$4,354.90	\$5,661.35												
<input type="checkbox"/> 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;">\$4,685.65</td> <td style="text-align: center;">\$6,091.30</td> </tr> </table>	ADVANCED RATE	STANDARD RATE	\$4,685.65	\$6,091.30		<input type="checkbox"/> 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;">\$5,099.05</td> <td style="text-align: center;">\$6,628.80</td> </tr> </table>	ADVANCED RATE	STANDARD RATE	\$5,099.05	\$6,628.80	
ADVANCED RATE	STANDARD RATE												
\$4,685.65	\$6,091.30												
ADVANCED RATE	STANDARD RATE												
\$5,099.05	\$6,628.80												
<input type="checkbox"/> 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;">\$8,406.55</td> <td style="text-align: center;">\$10,928.55</td> </tr> </table>	ADVANCED RATE	STANDARD RATE	\$8,406.55	\$10,928.55		<input type="checkbox"/> 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;">\$9,095.65</td> <td style="text-align: center;">\$11,824.30</td> </tr> </table>	ADVANCED RATE	STANDARD RATE	\$9,095.65	\$11,824.30	
ADVANCED RATE	STANDARD RATE												
\$8,406.55	\$10,928.55												
ADVANCED RATE	STANDARD RATE												
\$9,095.65	\$11,824.30												
<p>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%; vertical-align: top;"> <input type="checkbox"/> White Hardwall <input type="checkbox"/> Blue/Gray Velcro – Circle: Blue or Gray <input type="checkbox"/> Opt. Color Hardwall (per panel) - Specify </td> <td style="width:15%; text-align: center;"> Advanced Rates: Included </td> <td style="width:15%; text-align: center;"> Advanced Rates: Included </td> </tr> <tr> <td style="vertical-align: top;"> <input type="checkbox"/> Opt. Color Hardwall (per panel) - Specify </td> <td style="text-align: center;"> Included \$70.00 ea. </td> <td style="text-align: center;"> Included \$91.00 ea. </td> </tr> </table>			<input type="checkbox"/> White Hardwall <input type="checkbox"/> Blue/Gray Velcro – Circle: Blue or Gray <input type="checkbox"/> Opt. Color Hardwall (per panel) - Specify	Advanced Rates: Included	Advanced Rates: Included	<input type="checkbox"/> Opt. Color Hardwall (per panel) - Specify	Included \$70.00 ea.	Included \$91.00 ea.		
<input type="checkbox"/> White Hardwall <input type="checkbox"/> Blue/Gray Velcro – Circle: Blue or Gray <input type="checkbox"/> Opt. Color Hardwall (per panel) - Specify	Advanced Rates: Included	Advanced Rates: Included											
<input type="checkbox"/> Opt. Color Hardwall (per panel) - Specify	Included \$70.00 ea.	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 _____

TOTAL ORDER _____

NAME OF CONVENTION ACFSA 2014 BOOTH # _____

FIRM NAME _____ PHONE # _____ FAX _____

ADDRESS _____ CITY _____ STATE _____ ZIP _____

BY _____ EMAIL _____ NAME _____ DATE _____

(SIGNATURE)

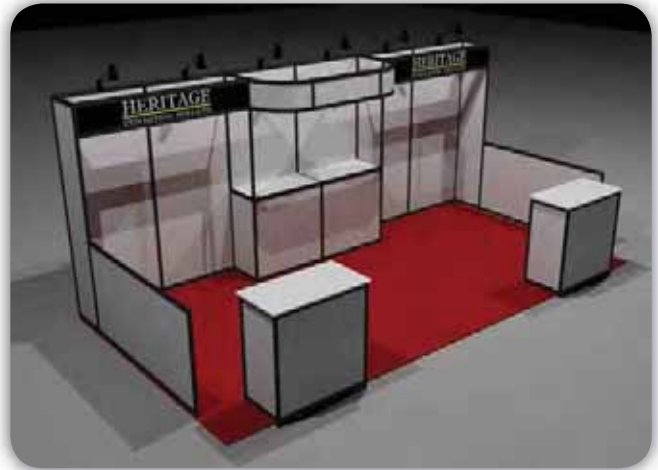
(PLEASE PRINT)

Please Fax or Mail This Form Promptly To The Address Above-Retain One Copy For Your File

Modular Displays



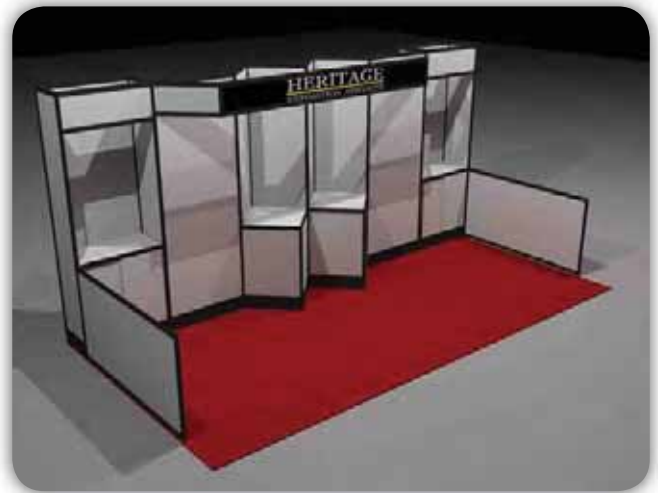
MDO1 Modular Hardwall Display Package 1



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:

HERITAGE

EXPOSITION SERVICES

620 Shenandoah Ave. • St. Louis, MO 63104
Phone 314/534-8500 • Fax 314/533-0906

SHIPPING INSTRUCTIONS MATERIAL HANDLING INFORMATION

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

A. SHIPMENTS TO WAREHOUSE

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

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

EXHIBITOR COMPANY NAME
HERITAGE EXPOSITION SERVICES
3681 NEW TOWN BLVD.
ST. CHARLES, MO 63301
FOR: ACFSA 2014

BOOTH NO. _____

TOTAL PIECES _____

APPROX. WT. _____

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

RATES FOR SHIPMENTS TO WAREHOUSE

Deadline Date: Monday, August 4th, 2014 To Avoid Late Fees

	Description	Rate per 100 lbs.	Min Charge
I	Packaged Shipments to the Advance Warehouse	\$ 75.75	\$ 151.50
II	Packaged Shipments via Van Line, Specialized Carrier, Federal Express, UPS or U.S. Mail to the Advance Warehouse	\$ 90.90	\$ 181.80
III	Packaged Shipments to the Advance Warehouse after the deadline date	\$ 94.69	\$ 189.38
IV	Packaged Shipments via Van Line, Specialized Carrier, Federal Express, UPS, or U.S. Mail to the Advance Warehouse after the deadline date	\$ 109.84	\$ 219.68

B. SHIPMENTS TO SHOW SITE

Heritage Exposition 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 EXPOSITION SERVICES
ST. LOUIS UNION STATION HOTEL
1820 MARKET STREET
ST. LOUIS, MO 63103
FOR: ACFSA 2014

BOOTH NO. _____

TOTAL PIECES _____

APPROX. WT. _____

RATES FOR SHIPMENTS TO SHOWSITE

	Description	Rate per 100 lbs.	Min Charge
VI	Packaged Shipments to the Show site	\$ 71.00	\$ 142.00
VII	Packaged Shipments via Van Line, Specialized Carrier, Federal Express, UPS or U.S. Mail to the Show site	\$ 85.20	\$ 170.40
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)	\$ 99.40	\$ 198.80

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

D. INBOUND SHIPMENTS

All shipments must have a bill-of-lading or delivery receipt showing number of pieces, true weight, 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 EXPOSITION 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.

E. 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.

F. 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
Forklift with Operator (Up to 4,000 lb. Capacity)	\$ 195.00 per hr.	\$ 295.00 per hr. (One Hour Minimum)
Material Handler	\$ 77.75 per hr.	\$ 116.63 per hr. (One Hour Minimum)
Local Pickups & Deliveries	\$ 184.95 per hr.	\$ 277.43 per hr. (One Hour Minimum)

G. 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.

H. 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.

I. 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.

J. LIMITS OF LIABILITY AND RESPONSIBILITY

- Heritage Exposition 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 Exposition 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 Exposition Services to exhibitors, will be checked at time of actual pickup from the booth and corrections made where discrepancies occur.
- Heritage Exposition 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 Exposition 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 Exposition 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.

(Please Print)

NAME OF CONVENTION ACFSA 2014 BOOTH# _____

FIRM NAME _____ PHONE # _____ FAX# _____

ADDRESS _____ CITY _____ STATE _____ ZIP _____

BY _____ EMAIL _____

NAME _____ DATE _____

(Signature)

**PRIVATELY OWNED VEHICLE (P.O.V.)
CARTLOAD SERVICE**

Remit to:

HERITAGE

EXPOSITION SERVICES

620 Shenandoah Ave. • St. Louis, MO 63104
Phone 314/534-8500 • Fax 314/533-0906

For your convenience, MasterCard, American Express, Visa and Discover will be accepted. Fax orders will be accepted with enclosed credit card authorization form only.

Heritage Exposition Services will unload your privately owned vehicle (P.O.V.), place your equipment on a flatbed cart and deliver to your booth for a **fee of \$40.00** per cartload. Each cartload is limited to a maximum of **200 pounds** of equipment per cartload. Each exhibitor can use a **maximum of 3 cartloads inbound** and **maximum 3 cartloads outbound**. Material handling fees will apply on equipment in excess of the 3 cartload maximum. **This service does not include storage of your empties.**

A P.O.V. is considered to be a typical vehicle that a family or small business may operate for transportation or light hauling, including automobiles, pickup trucks, mini-vans, full-size vans and sport utility vehicles. This does not include multiple-axle vehicles, flatbed trucks, box vans or trailers.

You will only be allowed to park in the designated P.O.V. unloading area that is located on 9th Street

This service is also available at the end of the show. Just make the arrangements at the service desk prior to the end of the show. If you have any questions, please contact our Exhibitor Service Department at 314/534-8500.

Please Check Desired Service:

INBOUND (Monday, August 11th / Tuesday, August 12th)
Approximate Number of Cartloads _____ X \$40.00 each.....
(Only Three (3) Allowed)

OUTBOUND (Tuesday, August 12th)
Approximate Number of Cartloads _____ X \$40.00 each.....
(Only Three (3) Allowed)

TOTAL ORDER _____

To order this "Cartload Service" please return this form along with your check or credit card payment.

NAME OF CONVENTION ACFSA 2014 BOOTH # _____

FIRM NAME _____ PHONE # _____ FAX # _____

ADDRESS _____ CITY _____ STATE _____ ZIP _____

BY _____ EMAIL _____ NAME _____ DATE _____

(SIGNATURE)

(PLEASE PRINT)

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

424099

Remit To:

HERITAGE

EXPOSITION SERVICES

620 Shenandoah Ave. • St. Louis, MO 63104

Phone 314/534-8500 • Fax 314/533-0906

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 Exposition 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).....\$77.75

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

Over Time: (one hour minimum per man).....\$116.63

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.

(Please Print)

NAME OF CONVENTION ACFSA 2014 BOOTH # _____

FIRM NAME _____ PHONE # _____ FAX# _____

ADDRESS _____ CITY _____ STATE _____ ZIP _____

BY _____ EMAIL _____

NAME _____ DATE _____

(Signature)

HERITAGE

Exposition Services

DO NOT DELAY!

**ADVANCE SHIPMENT
TO WAREHOUSE**

TO: _____

EXHIBITOR NAME

BOOTH NUMBER: _____

HERITAGE EXPOSITION SERVICES
3681 NEW TOWN BLVD.
ST. CHARLES, MO 63301

FOR: ACFSA 2014

HERITAGE

Exposition Services

DO NOT DELAY!

**ADVANCE SHIPMENT
TO WAREHOUSE**

TO: _____

EXHIBITOR NAME

BOOTH NUMBER: _____

HERITAGE EXPOSITION SERVICES
3681 NEW TOWN BLVD.
ST. CHARLES, MO 63301

FOR: ACFSA 2014

HERITAGE

Exposition Services

DO NOT DELAY!

**ADVANCE SHIPMENT
TO WAREHOUSE**

TO: _____

EXHIBITOR NAME

BOOTH NUMBER: _____

HERITAGE EXPOSITION SERVICES
3681 NEW TOWN BLVD.
ST. CHARLES, MO 63301

FOR: ACFSA 2014

HERITAGE

Exposition Services

DO NOT DELAY

**ADVANCE SHIPMENT
TO WAREHOUSE**

TO: _____

EXHIBITOR NAME

BOOTH NUMBER: _____

HERITAGE EXPOSITION SERVICES
3681 NEW TOWN BLVD.
ST. CHARLES, MO 63301

FOR: ACFSA 2014

HERITAGE

EXPOSITION SERVICES

IMPORTANT NOTICE REGARDING DIRECT SHIPMENTS

Please be aware that the St. Louis Union Station Hotel does NOT receive exhibitor freight, literature or supplies through the hotel package room. The venue's package room is too small to handle Exhibit Materials and the hotel'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, August 11th, 2014. Any materials sent to the venue prior to this date may be returned to sender and/or may be turned over to Heritage Exposition 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 EXPOSITION SERVICES ST. LOUIS UNION STATION HOTEL 1820 MARKET ST. ST. LOUIS, MO 63103
FOR: ACFSA 2014

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

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

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



HERITAGE

Exposition Services

DO NOT DELAY

**DIRECT SHIPMENT TO
SHOW SITE**

**MUST NOT ARRIVE BEFORE
MONDAY, AUGUST 11TH, 2014**

TO: _____
EXHIBITOR NAME

BOOTH NUMBER: _____

C/O HERITAGE EXPOSITION SERVICES
ST. LOUIS UNION STATION HOTEL
1820 MARKET ST.
ST. LOUIS, MO 63103

FOR: ACFSA 2014

HERITAGE

Exposition Services

DO NOT DELAY

**DIRECT SHIPMENT TO
SHOW SITE**

**MUST NOT ARRIVE BEFORE
MONDAY, AUGUST 11TH, 2014**

TO: _____
EXHIBITOR NAME

BOOTH NUMBER: _____

C/O HERITAGE EXPOSITION SERVICES
ST. LOUIS UNION STATION HOTEL
1820 MARKET ST.
ST. LOUIS, MO 63103

FOR: ACFSA 2014

HERITAGE

Exposition Services

DO NOT DELAY

**DIRECT SHIPMENT TO
SHOW SITE**

**MUST NOT ARRIVE BEFORE
MONDAY, AUGUST 11TH, 2014**

TO: _____
EXHIBITOR NAME

BOOTH NUMBER: _____

C/O HERITAGE EXPOSITION SERVICES
ST. LOUIS UNION STATION HOTEL
1820 MARKET ST.
ST. LOUIS, MO 63103

FOR: ACFSA 2014

HERITAGE

Exposition Services

DO NOT DELAY

**DIRECT SHIPMENT TO
SHOW SITE**

**MUST NOT ARRIVE BEFORE
MONDAY, AUGUST 11TH, 2014**

TO: _____
EXHIBITOR NAME

BOOTH NUMBER: _____

C/O HERITAGE EXPOSITION SERVICES
ST. LOUIS UNION STATION HOTEL
1820 MARKET ST.
ST. LOUIS, MO 63103

FOR: ACFSA 2014

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

Inbound Shipment Solutions

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

- **Competitive round trip pricing. treatment of exhibit empties. "Priority Empty" return LTL.**

- **Air and Expedited services. monitoring of inbound and outbound shipment progress.**

- **Continuous tracking and single source invoicing.**

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



Outbound Shipment Solutions

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

Exhibit Transportation Order/Estimate Form



SHOW NAME: _____

SHOW LOCATION: _____

PLEASE ARRANGE TRANSPORTATION FOR MY EXHIBIT MATERIALS

PICK UP INFORMATION

COMPANY NAME _____ BOOTH NUMBER _____

STREET ADDRESS _____ SUITE/FL. NO. _____

CITY _____ STATE _____ ZIP _____

PICK UP DATE _____ OFFICE HOURS _____

DOCK ACCESS YES NO

RESIDENTIAL YES NO

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

FOR DIMENSIONS PLEASE PROVIDE L x W x H

INSURANCE (Optional): YES NO Declared Value: _____

CONTACT INFORMATION

CONTACT NAME _____

TELEPHONE _____ FAX _____

EMAIL ADDRESS _____

PLEASE FAX OR EMAIL TO:

PHONE: 1-708-361-3722 exhibitfreight@heslogistics.com Fax: 1-708-361-3866

COMPLETE ALL SHADED AREAS . . . SEE BACK OF PART 1

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

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

the property described below, in apparent good order, except as noted (contents and condition of contents of package unknown, marked, consigned, and destined as indicated below, which said carrier (the word carrier being understood throughout this contract as meaning any person or corporation in possession of the property under the contract) agrees to carry to its usual place of delivery at said destination if on its route, otherwise to deliver to another carrier on the route to said destination. It is mutually agreed, as to each carrier of all or any portion of said property over all or any portion of said route to destination, and as to each party at any time interested in all or any of said property, that every service to be performed hereunder shall be subject to all the terms and conditions of the Uniform Domestic Straight Bill of Lading set forth (1) in Official, Southern, Western, and Illinois Freight Classifications in effect on the date hereof. If this is a rail or a rail-water shipment, or (2) in the applicable motor carrier classification or tariff if this is a motor carrier shipment. Shipper hereby certifies that he is familiar with all the terms and conditions of the said bill of lading, including those on the back thereof, set forth in the classifications or tariff which governs the transportation of this shipment, and the said terms and conditions are hereby agreed to by the shipper and accepted for himself and his assigns.

From YOUR COMPANY NAME ▶	DATE	TRAILER NO.
AT FACILITY ▶ /CITY ▶ /STATE ▶	SHIPPER'S NUMBER	
CONSIGNEE TO CO. NAME ▶	FREIGHT CHARGES ARE TO BE "MARK ONE" PREPAID COLLECT	
STREET ▶		
CITY/STATE/ZIP CODE ▶		
ATTENTION ▶ TELEPHONE ▶		

BOOTH NUMBER	
CONVENTION	
DATE	TRAILER NO.
SHIPPER'S NUMBER	
FREIGHT CHARGES ARE TO BE "MARK ONE" PREPAID COLLECT	
CARRIER REQUESTED HES Logistics	
CARRIER USED	

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

Desired Arrival Date _____

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

SEND FREIGHT CHARGES TO

SEND FREIGHT CHARGES TO:

Company Name **HES Logistics, Inc.**

Street **620 Shenandoah Ave.**

City, State **St. Louis, MO 63104**

Attn: _____ Telephone **1-866-493-1675**

INSTRUCTIONS

RETURN COMPLETE BILL OF LADING TO SERVICE DESK.

HERITAGE EXPOSITION SERVICE IS NOT RESPONSIBLE FOR SHIPMENTS LEFT IN BOOTH BY EXHIBITOR. WE WILL COUNT AND SHIP PIECES AS WE FIND SHIPMENT WHEN WE REMOVE FROM EXHIBIT HALL. EXHIBITORS MUST INSURE THEMSELVES AGAINST LOSS OR THEFT.

IF CONSIGNEE TO ADDRESS AND BILL TO ADDRESS ARE THE SAME, FREIGHT WILL BE SENT COLLECT (CHARGES TO BE PAID BY CONSIGNEE) UNLESS PRIOR ARRANGEMENTS ARE MADE DIRECTLY WITH FREIGHT CARRIER

Day: _____ Date: _____ Time: _____

X _____
SIGNATURE OF SHIPPER / PRINT

X _____
SIGNATURE OF CARRIER OR AGENT



ORIGINAL

HERITAGE

EXPOSITION SERVICES

620 Shenandoah Ave. • St. Louis, MO 63104

Phone 314/534-8500 • Fax 314/533-0906

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!

HERITAGE

EXPOSITION SERVICES

620 Shenandoah Ave. • St. Louis, MO 63104

Phone 314/534-8500 • Fax 314/533-0906

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.

Remit To:

HERITAGE

EXPOSITION SERVICES

620 Shenandoah Ave. • St. Louis, MO 63104
Phone 314/534-8500 • Fax 314/533-0906

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

Inform your Exhibitor Appointed Contractor that they must send a copy of a General Liability Insurance Certificate no later than 30 days prior to show date or they will not be permitted to service your exhibit.

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 **ACFSA 2014** _____ BOOTH # _____

FIRM NAME _____ PHONE # _____ FAX # _____

ADDRESS _____ CITY _____ STATE _____ ZIP _____

BY _____ EMAIL _____

NAME _____ DATE _____

(Signature)

Please Fax or Mail This Form Promptly To The Address Above-Retain One Copy For Your Files

Remit To:

HERITAGE

EXPOSITION SERVICES

620 Shenandoah Ave. • St. Louis, MO 63104
Phone 314/534-8500 • Fax 314/533-0906

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).....\$77.75 PER HOUR
8:00 A.M. to 4:30 P.M. Monday through Friday

OVERTIME (One hour minimum per man)..... \$116.63 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.

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.

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 ACFSA 2014 BOOTH # _____

FIRM NAME _____ PHONE # _____ FAX # _____

ADDRESS _____ CITY _____ STATE _____ ZIP _____

BY _____ EMAIL _____ NAME _____ DATE _____

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:

HERITAGE

EXPOSITION SERVICES

620 Shenandoah Ave. • St. Louis, MO 63104
Phone 314/534-8500 • Fax 314/533-0906

BOOTH CLEANING SERVICE ORDER FORM

Discount prices only apply to orders received with full payment at the above address 14 days prior to first day of set up. All charges for equipment and/or services are payable in advance or when placing order at show site. Orders will not be processed without payment. For your convenience, MasterCard, American Express, Visa and Discover will be accepted.

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

CARPET CLEANING

RATES

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

40¢ per sq. ft. per day

Vacuuming ONCE before initial opening of Exhibit

40¢ per sq. ft.

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

EXHIBIT CLEANING

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

45¢ per sq. ft. per day

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

45¢ per sq. ft.

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

PORTER SERVICE

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

\$47.15 per hour

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

Special Instructions : _____

TOTAL ORDER AMOUNT \$ _____

NAME OF CONVENTION ACFSA 2014 BOOTH # _____

FIRM NAME _____ PHONE # _____ FAX # _____

ADDRESS _____ CITY _____ STATE _____ ZIP _____

BY _____ EMAIL _____

NAME _____ DATE _____

(SIGNATURE)

Please Fax or Mail This Form Promptly To The Address Above-Retain One Copy For Your File

Remit To:

HERITAGE

EXPOSITION SERVICES

620 Shenandoah Ave. • St. Louis, MO 63104
Phone 314/534-8500 • Fax 314/533-0906

SIGN SERVICE ORDER FORM

Discount prices only apply to orders received with full payment at the above address 14 days prior to first day of set up. 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

TOTAL _____

(PLEASE PRINT)

NAME OF CONVENTION ACFSA 2014 BOOTH # _____

FIRM NAME _____ PHONE # _____ FAX # _____

ADDRESS _____ CITY _____ STATE _____ ZIP _____

BY _____ EMAIL _____

NAME _____ DATE _____

(SIGNATURE)

Please Fax or Mail This Form Promptly To The Address Above-Retain One Copy For Your File.

Remit To:

HERITAGE

EXPOSITION SERVICES

620 Shenandoah Ave. • St. Louis, MO 63104
Phone 314/534-8500 • Fax 314/533-0906

PLANT RENTAL SERVICE ORDER FORM

Discount prices only apply to orders received with full payment at the above address 14 days prior to first day of set up. 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.

PLANT RENTALS

QUANTITY	DESCRIPTION	TYPE PREFERRED	DISCOUNT RATE	STANDARD RATE	AMOUNT
	2' - 3' GREEN PLANTS		54.00	70.20	
	4' - 5' GREEN PLANTS		84.00	109.20	
	6' - 7' GREEN PLANTS		130.00	170.05	
	8' - 9' GREEN PLANTS		185.00	240.50	
	HANGING PLANTS		58.00	114.40	
	HANGING FERNS		48.00	62.40	

PLANTS AND FLORAL FOR PURCHASE

	*FLOWERING MUM PLANT		45.00	58.50	
	CUT FLORAL ARRANGEMENT - SMALL		78.00	101.40	
	CUT FLORAL ARRANGEMENT - LARGE		128.00	166.40	
	FLORAL BOUTONNIERE		35.30	45.85	
	FLORAL CORSAGE		35.30	45.85	

All prices include delivery, maintenance, and pick up.
Rental plants not in booth at close of show will be charged at twice the rental price.

TOTAL _____

For special arrangements call 314/534-8500

*COLOR DESIRED: YELLOW WHITE PURPLE RUST

NAME OF CONVENTION ACFSA 2014 BOOTH # _____

FIRM NAME _____ PHONE # _____ FAX # _____

ADDRESS _____ CITY _____ STATE _____ ZIP _____

BY _____ EMAIL _____

NAME _____ DATE _____

(Signature)

Please Fax or Mail This Form Promptly To The Address Above-Retain One Copy For Your Files

PR-S



Power to run booth equipment

Quantity *Price*

Single phase service- All power 60 cycle

<i>Code</i>	<i>Description</i>	<i>Qty</i>	<i>Advance Rates</i>	<i>Floor Rates</i>
Shared	120v/20AMPs	_____	\$70.00	\$90.00
Dedicated	120v/20AMPs	_____	\$200.00	\$260.00

Non-Dedicated Internet

WiFi	(initial connection)	_____	\$165.00	\$214.50
Additional WiFi		_____	\$35.00	\$45.50
Wired	(1 Device)	_____	\$250.00	\$325.00
Additional Wired Lines		_____	\$75.00	\$97.50

Other Services & Equipment

Extension Cord	(4800)	_____	\$30.00	\$40.00
Power Strip	(4801)	_____	\$40.00	\$56.00

Subtotal \$ _____

Tax (8.679%) _____

Total \$ _____

Please Return to Tim Melton at tmelton@lhmchotels.com
 For questions, please call 314-440-1279

The Hilton Family



ST. LOUIS UNION STATION HOTEL

A DOUBLE TREE BY HILTON

Credit Card Payment Authorization Form

Please complete all areas below. Also include a copy of the front and back of the actual credit card along with a copy of the card owner's drivers license or photo identification. Incomplete requests may be rejected. This form must be received at least 5 business days prior to the Check-In, or by specified date in Event Contract, to ensure acceptance of the credit card to be charged. Do not send completed form by email.

FAX COMPLETED FORM TO:

ATTN:

HOTEL USE ONLY:

Date: _____

Guest / Group Name:		
Check-In / Event Date:		
Name of Person/Group Making Reservation:		Phone:
Authorized Amount:	Approval Code:	Date:

CARDHOLDER - Please complete the following section and sign/date below.

Cardholder Name as it Appears on Credit Card:		
Cardholder Billing Address:		
City:	State:	Zip:
Daytime /Business Telephone:		Evening Telephone:
Credit Card Number:		Expiration Date:
Credit Card Type: (Circle one) American Express Discover JCB Diners Club		Visa/MasterCard
Credit Card Issuing Bank Name:		Bank Phone Number (from back of your credit card):
I agree to cover the following categories of charges: (Please circle) All		
Charges	Room & Tax	Food & Beverage Retail Recreation
I agree to cover the above categories of charges up to a Maximum Amount of \$ _____		
DIRECT BILL ACCOUNT PAYMENTS ONLY:		
Name on Invoice/Statement _____		Date on Invoice/Statement _____
Invoice/Statement Number _____		Authorized Amount \$ _____

Note: Charges for room and tax, group deposits or direct bill account payments will be charged to your credit card immediately. Any incidental charges circled above will be charged at the time of check-out.

Amount to be immediately charged to credit card for room and taxes or deposit: \$ _____

Final Balance Billed to Credit Card (hotel use only): \$ _____

By signing below, you authorize the hotel to charge your credit card immediately for the amount indicated above up to the "Maximum Amount" indicated above. You further acknowledge that if "all charges" has been selected, then all guest/group related charges (less Deposit) will be charged to the above card number at the time of check-out or event conclusion.

Cardholder 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.