

Dear Exhibitor:

Your company is exhibiting at the event below.

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



ASSOCIATION FOR CORRECTIONAL FOOD SERVICE AFFILIATES 2016 VENDOR SHOWCASE

AUGUST 28 – 31, 2016

**RADISSON BLU MALL OF AMERICA
BLOOMINGTON, MINNESOTA**



Heritage Trade Show Services • Toll Free: 1 (800) 360-4323 • Fax: (314) 534-8050 • exhibitor.services@heritagesvs.com

www.heritagesvs.com

General Information

Booth Equipment

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

Exhibit Hall Carpet

The exhibit area is carpeted in a multi-colored 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 Monday, August 15th, 2016.

Shipments to Advance Warehouse Deadline Date

Heritage will begin receiving freight at the advance warehouse on Friday, July 29th, 2016. To avoid late fees all shipments to the advanced warehouse must arrive no later than Monday, August 22nd, 2016.

Show Schedule

Exhibitor Move-In

Monday August 29th 1:00 p.m. - 8:00 p.m.

Exhibit Hours

Tuesday August 30th 10:00 a.m. - 2:00 p.m.

Exhibitor Move-Out

Tuesday August 30th 2:00 p.m. - 7:00 p.m.

- Empty crates and containers will begin being returned at 2:00 p.m., Tuesday, August 30th.
- All carriers must check-in no later than 5:00 p.m. on Tuesday, August 30th. Heritage will begin redirecting all outbound freight not claimed by appointed freight carriers to the preferred show carrier at 5:00 p.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

C/O UPS Freight

8500 Naples St. NE

Blaine, MN 55449

FOR: ACFSA 2016

Heritage will accept exhibit materials beginning Friday, July 29th, 2016 at the above address. Material arriving after Monday, August 22nd, 2016 will be received at the warehouse with an additional after deadline charge.

Show Site Shipping Address:

Exhibitor Company Name and Booth Number

C/O Heritage Trade Show Services

Radisson Blu Mall of America

2100 Killebrew Dr.

Bloomington, MN 55425

FOR: ACFSA 2016

Freight will only be accepted at the show site on Monday, August 29th, 2016. See the Material Handling Instructions within this kit for additional information.

Service Center Hours

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

Assistance

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

We Appreciate Your Business

Remit To:



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

CREDIT CARD AUTHORIZATION
RECAP OF SERVICES FORM

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

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

Card Holder's Name (Please print):

Cardholder's Signature:

Credit Card Billing Address:

City: State: Zip:

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

Charge to: American Express MasterCard Visa Discover

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

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

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

TOTAL AMOUNT DUE \$

NAME OF CONVENTION ACFSA 2016 BOOTH #

EXHIBITING COMPANY PHONE # FAX #

ADDRESS CITY STATE ZIP

EMAIL ORDER CONFIRMATION & INVOICE TO

CONTACT NAME DATE

(Print & Sign)

Remit To:



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

FURNITURE/CARPET RENTAL ORDER FORM

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

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, Leather Couch, Leather Chair, Coffee Table, 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.) 2.45 3.20 _____

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. 1.20 1.55 _____
C80 _____' X _____' Visqueen covering/per sq. ft.70 .95 _____

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.

7.28% Tax _____

TOTAL ORDER _____

NAME OF CONVENTION ACFSA 2016 BOOTH # _____

EXHIBITING COMPANY _____ PHONE # _____ FAX # _____

ADDRESS _____ CITY _____ STATE _____ ZIP _____

EMAIL ORDER CONFIRMATION & INVOICE TO _____

CONTACT NAME _____ DATE _____

(Print & Sign)

Furniture/Carpet

Furniture



F60



F50



F9



F10



F30



F20



F40



F75



F245



LC02

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



LC01

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

Furniture

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



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 the deadline are subject to availability.

ITEM #	QTY	DISCOUNT RATES	STANDARD RATES	AMOUNT	ITEM #	QTY	DISCOUNT RATES	STANDARD RATES	AMOUNT
ACCESSORIES					DISPLAY				
A10	_____	Wastebasket.....12.60	16.35	_____	D10	_____	Pegboard Panels (4'x8').....125.95	163.70	_____
A20	_____	Tripod Easels.....21.00	27.30	_____	D11	_____	Pegboard 6" Single Hook.....6.30	8.20	_____
D250	_____	Chrome Sign Holder.....77.40	100.60	_____	D12	_____	Pegboard 8" Single Hook.....7.35	9.55	_____
A30	_____	Chrome Stanchion.....15.75	20.45	_____	D20	_____	Tackboard Panels (4'x8').....94.45	122.80	_____
A40	_____	Velour Rope 6' Black.....15.75	20.45	_____	<input type="checkbox"/> Horiz. <input type="checkbox"/> Vert.				
A50	_____	Coat Tree.....45.65	59.35	_____	D31	_____	Fabric Impact Panel 1 Meter x 8.....230.90	300.17	_____
A60	_____	Chrome Bag Rack.....45.65	59.35	_____	D40	_____	Gridwall 2'x8' Black.....86.05	111.85	_____
A70	_____	Literature Rack.....89.20	115.95	_____	D60	_____	Gridwall 6" Single Hook.....6.30	8.20	_____
A80	_____	Garment Rack 5'.....48.95	63.65	_____	D70	_____	Gridwall 8" Single Hook.....7.35	9.55	_____
A90	_____	2 Way Straight Arm Rack.....67.15	87.30	_____	D50	_____	Slatwall 1 Meter x 8.....115.45	150.05	_____
A100	_____	4 Way Slant Arm Rack.....75.20	97.75	_____	D120	_____	Slatwall Waterwalls Hooks.....18.90	24.55	_____
A106	_____	Raffle Ticket Drum.....55.70	71.50	_____	D121	_____	Slatwall 8" Bracket.....7.35	9.55	_____
A107	_____	Fishbowl.....20.00	26.00	_____	D130	_____	Shelf 1 meter wide.....31.50	40.95	_____
A110	_____	6' Tensabarrier.....71.35	92.75	_____	D210	_____	Acrylic Holder.....13.10	17.05	_____
					D220	_____	Arm Light.....28.00	36.40	_____
					D140	_____	4' Full View Showcase.....278.10	361.50	_____
					D150	_____	6' Full View Showcase.....299.10	388.80	_____
					D160	_____	4' Quarter View Showcase.....236.10	306.95	_____
					D170	_____	6' Quarter View Showcase.....265.85	345.60	_____
					MD20	_____	Counter 1 Meter.....293.85	382.00	_____
					MD21	_____	Counter 2 Meter.....411.00	534.40	_____
					MD22	_____	Curved Counter 1 Meter.....323.24	420.20	_____
					<input type="checkbox"/> Black Fabric <input type="checkbox"/> Gray Fabric <input type="checkbox"/> White PVC				
					MD60	_____	Counter Lock.....16.60	21.60	_____
					<i>Counter Doors / Locks Not Available on Curved Counter</i>				
					MD30	_____	Cabinet 1 Meter (White/ Lockable).....352.62	458.41	_____
					7.28% Tax _____				
					TOTAL ORDER _____				

NAME OF CONVENTION **ACFSA 2016** _____ BOOTH # _____

EXHIBITING COMPANY _____ PHONE # _____ FAX # _____

ADDRESS _____ CITY _____ STATE _____ ZIP _____

EMAIL ORDER CONFIRMATION & INVOICE TO _____

CONTACT NAME _____ DATE _____

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 (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:



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

MODULAR RENTAL DISPLAY ORDER FORM

Cancellation: No refunds if cancelled after the deadline.

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

Choose Your Exhibit – Check One

<input type="checkbox"/> 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;">\$1,552.50</td> <td style="text-align: center;">\$2,018.25</td> </tr> </table>	ADVANCED RATE	STANDARD RATE	\$1,552.50	\$2,018.25		<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;">\$3,555.00</td> <td style="text-align: center;">\$4,621.50</td> </tr> </table>	ADVANCED RATE	STANDARD RATE	\$3,555.00	\$4,621.50				
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\$1,552.50	\$2,018.25															
ADVANCED RATE	STANDARD RATE															
\$3,555.00	\$4,621.50															
<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;">\$3,825.00</td> <td style="text-align: center;">\$4,972.50</td> </tr> </table>	ADVANCED RATE	STANDARD RATE	\$3,825.00	\$4,972.50		<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;">\$4,162.50</td> <td style="text-align: center;">\$5,411.25</td> </tr> </table>	ADVANCED RATE	STANDARD RATE	\$4,162.50	\$5,411.25				
ADVANCED RATE	STANDARD RATE															
\$3,825.00	\$4,972.50															
ADVANCED RATE	STANDARD RATE															
\$4,162.50	\$5,411.25															
<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;">\$6,862.50</td> <td style="text-align: center;">\$8,921.25</td> </tr> </table>	ADVANCED RATE	STANDARD RATE	\$6,862.50	\$8,921.25		<input type="checkbox"/> MD06 DISPLAY SIX: 20 X 20 ISLAND DISPLAY 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;">\$7,425.00</td> <td style="text-align: center;">\$9,652.50</td> </tr> </table>	ADVANCED RATE	STANDARD RATE	\$7,425.00	\$9,652.50				
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\$6,862.50	\$8,921.25															
ADVANCED RATE	STANDARD RATE															
\$7,425.00	\$9,652.50															
<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:60%; padding: 5px;"> <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:20%; text-align: center; padding: 5px;"> <table border="1" style="width:100%; border-collapse: collapse;"> <tr> <th style="text-align: center;">Advanced Rates:</th> </tr> <tr> <td style="text-align: center;">Included</td> </tr> <tr> <td style="text-align: center;">Included</td> </tr> <tr> <td style="text-align: center;">\$70.00 ea.</td> </tr> </table> </td> <td style="width:20%; text-align: center; padding: 5px;"> <table border="1" style="width:100%; border-collapse: collapse;"> <tr> <th style="text-align: center;">Advanced Rates:</th> </tr> <tr> <td style="text-align: center;">Included</td> </tr> <tr> <td style="text-align: center;">Included</td> </tr> <tr> <td style="text-align: center;">\$91.00 ea.</td> </tr> </table> </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	<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <th style="text-align: center;">Advanced Rates:</th> </tr> <tr> <td style="text-align: center;">Included</td> </tr> <tr> <td style="text-align: center;">Included</td> </tr> <tr> <td style="text-align: center;">\$70.00 ea.</td> </tr> </table>	Advanced Rates:	Included	Included	\$70.00 ea.	<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <th style="text-align: center;">Advanced Rates:</th> </tr> <tr> <td style="text-align: center;">Included</td> </tr> <tr> <td style="text-align: center;">Included</td> </tr> <tr> <td style="text-align: center;">\$91.00 ea.</td> </tr> </table>	Advanced Rates:	Included	Included	\$91.00 ea.
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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 _____
 7.28% Tax _____
TOTAL ORDER _____

NAME OF CONVENTION ACFSA 2016 BOOTH # _____

EXHIBITING COMPANY _____ PHONE # _____ FAX # _____

ADDRESS _____ CITY _____ STATE _____ ZIP _____

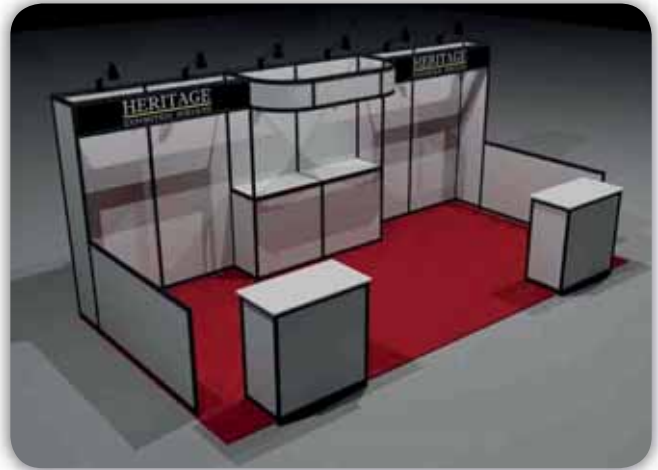
EMAIL ORDER CONFIRMATION & INVOICE TO _____

CONTACT NAME _____ DATE _____

Modular Displays



MD01 Modular Hardwall Display Package 1



MD02 Modular Hardwall Display Package 2



MD03 Modular Hardwall Display Package 3



MD04 Modular Hardwall Display Package 4



MD05 Modular Hardwall Display Package 5



MD06 Modular Hardwall Display Package 6

Remit To:



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

SHIPPING INSTRUCTIONS
MATERIAL HANDLING INFORMATION

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

A. SHIPMENTS TO WAREHOUSE

Heritage Trade Show Services will start receiving freight at the advance warehouse on Friday, July 29th, 2016. Shipments will be received Monday through Friday between the hours of 10:00 a.m. and 4:00 p.m. For uncrated and loose shipments, please refer to shipments to show site below. Shipments must be sent with freight charges prepaid. Collect shipments will not be accepted. A 200 lb. minimum will apply for each shipment received. Rates below include receipt of your freight; delivery to the booth; storage and return of empty crates; and reloading.

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

EXHIBITOR COMPANY NAME
HERITAGE TRADE SHOW SERVICES
C/O UPS FREIGHT
8500 NAPLES ST. NE
BLAINE, MN 55449
FOR: ACFSA 2016

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 22nd, 2016 To Avoid Late Fees

Table with 4 columns: Description, Rate per 100 lbs., Min Charge, and Item ID (I-IV). Rows describe packaged shipments to the advance warehouse with various carrier options and deadline statuses.

B. SHIPMENTS TO SHOW SITE

Heritage Trade Show Services will only receive and unload shipments at the show site on Monday, August 29, 2016. 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
RADISSON BLU MALL OF AMERICA
2100 KILLEBREW DR.
BLOOMINGTON, MN 55425
FOR: ACFSA 2016

BOOTH NO.
TOTAL PIECES
APPROX. WT.

RATES FOR SHIPMENTS TO SHOWSITE

Table with 4 columns: Description, Rate per 100 lbs., Min Charge, and Item ID (VI-VIII). Rows describe packaged and loose shipments to the show site.

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, 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	\$ 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)

F. SPECIAL SERVICES

Metal banding will be available for securing outbound shipments at a rate of \$35.00 per skid, plus labor (One Hour Minimum). Shrink wrap of a pallet will be charged at \$30.00 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 ACFSA 2016 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).....\$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.

NAME OF CONVENTION ACFSA 2016 BOOTH # _____

EXHIBITING 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
C/O UPS FREIGHT
8500 NAPLES ST. NE
BLAINE, MN 55449

FOR: ACFSA 2016

HERITAGE

Trade Show Services

DO NOT DELAY!

**ADVANCE SHIPMENT
TO WAREHOUSE**

TO: _____

EXHIBITOR NAME

BOOTH NUMBER: _____

HERITAGE TRADE SHOW SERVICES
C/O UPS FREIGHT
8500 NAPLES ST. NE
BLAINE, MN 55449

FOR: ACFSA 2016

HERITAGE

Trade Show Services

DO NOT DELAY!

**ADVANCE SHIPMENT
TO WAREHOUSE**

TO: _____

EXHIBITOR NAME

BOOTH NUMBER: _____

HERITAGE TRADE SHOW SERVICES
C/O UPS FREIGHT
8500 NAPLES ST. NE
BLAINE, MN 55449

FOR: ACFSA 2016

HERITAGE

Trade Show Services

DO NOT DELAY

**ADVANCE SHIPMENT
TO WAREHOUSE**

TO: _____

EXHIBITOR NAME

BOOTH NUMBER: _____

HERITAGE TRADE SHOW SERVICES
C/O UPS FREIGHT
8500 NAPLES ST. NE
BLAINE, MN 55449

FOR: ACFSA 2016



IMPORTANT NOTICE REGARDING DIRECT SHIPMENTS

Please be aware that the Radisson Blu Mall of America does NOT receive exhibitor freight, literature or supplies through the hotel's 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 1:00 p.m., Monday, August 29th, 2016. 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 RADISSON BLU MALL OF AMERICA 2100 KILLEBREW DR. BLOOMINGTON, MN 55425
FOR: ACFSA 2016

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, AUGUST 29, 2016**

TO: _____
EXHIBITOR NAME

BOOTH NUMBER: _____

C/O HERITAGE TRADE SHOW SERVICES
RADISSON BLU MALL OF AMERICA
2100 KILLEBREW DR.
BLOOMINGTON, MN 55425
FOR: ACFSA 2016

HERITAGE

Trade Show Services

**DO NOT DELAY
DIRECT SHIPMENT TO
SHOW SITE**

**MUST NOT ARRIVE BEFORE
MONDAY, AUGUST 29, 2016**

TO: _____
EXHIBITOR NAME

BOOTH NUMBER: _____

C/O HERITAGE TRADE SHOW SERVICES
RADISSON BLU MALL OF AMERICA
2100 KILLEBREW DR.
BLOOMINGTON, MN 55425
FOR: ACFSA 2016

HERITAGE

Trade Show Services

**DO NOT DELAY
DIRECT SHIPMENT TO
SHOW SITE**

**MUST NOT ARRIVE BEFORE
MONDAY, AUGUST 29, 2016**

TO: _____
EXHIBITOR NAME

BOOTH NUMBER: _____

C/O HERITAGE TRADE SHOW SERVICES
RADISSON BLU MALL OF AMERICA
2100 KILLEBREW DR.
BLOOMINGTON, MN 55425
FOR: ACFSA 2016

HERITAGE

Trade Show Services

**DO NOT DELAY
DIRECT SHIPMENT TO
SHOW SITE**

**MUST NOT ARRIVE BEFORE
MONDAY, AUGUST 29, 2016**

TO: _____
EXHIBITOR NAME

BOOTH NUMBER: _____

C/O HERITAGE TRADE SHOW SERVICES
RADISSON BLU MALL OF AMERICA
2100 KILLEBREW DR.
BLOOMINGTON, MN 55425
FOR: ACFSA 2016

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

Inbound Shipment Solutions

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

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

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

- **Single source invoicing.**

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



Outbound Shipment Solutions

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

Exhibit Transportation Order/Estimate Form



SHOW NAME: _____

SHOW LOCATION: _____

PLEASE ARRANGE TRANSPORTATION FOR MY EXHIBIT MATERIALS

PICK UP INFORMATION

COMPANY NAME _____ BOOTH NUMBER _____

STREET ADDRESS _____ SUITE/FL. NO. _____

CITY _____ STATE _____ ZIP _____

PICK UP DATE _____ OFFICE HOURS _____

DOCK ACCESS YES NO

RESIDENTIAL YES NO

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

_____	_____	_____	_____
-------	-------	-------	-------

_____	_____	_____	_____
-------	-------	-------	-------

_____	_____	_____	_____
-------	-------	-------	-------

_____	_____	_____	_____
-------	-------	-------	-------

FOR DIMENSIONS PLEASE PROVIDE L x W x H

INSURANCE (Optional): YES NO Declared Value: _____

CONTACT INFORMATION

CONTACT NAME _____

TELEPHONE _____ FAX _____

EMAIL ADDRESS _____

PLEASE FAX OR EMAIL TO:

PHONE: 1-866-493-1675 exhibitfreight@heslogistics.com 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.

Ship From YOUR COMPANY NAME ▶	BOOTH NUMBER	CONVENTION
Facility ▶ / City ▶ / State ▶	DATE	TRAILER NO.
Ship To CO. NAME ▶	SHIPPERS NUMBER	
STREET ▶	FREIGHT CHARGES ARE TO BE "MARK ONE"	
CITY ▶ STATE ▶ ZIP ▶	PREPAID	COLLECT
ATTENTION ▶ TELEPHONE ▶	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 / Cardboard Boxes			
	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 TRADE SHOW SERVICES 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.

Day: _____ Date: _____ Time: _____

X _____
SIGNATURE OF SHIPPER PRINT

X _____
SIGNATURE OF CARRIER OR AGENT



ORIGINAL

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.

Remit To:



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

EXHIBITOR APPOINTED CONTRACTOR
THIRD PARTY AUTHORIZATION

EXHIBITOR APPOINTED CONTRACTOR

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

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

EXHIBITOR APPOINTED CONTRACTOR

ADDRESS

CONTACT PERSON _____

PHONE _____

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

- Exhibitors must return this completed form to Heritage at least thirty (30) days prior to the show.
Non-official contractors must submit proof of adequate insurance, in the form of an original policy rider, listing Heritage as an additional insured, furnished by their broker to Heritage's office no later than thirty (30) days in advance of actual installation dates.
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 ACFSA 2016 BOOTH # _____

EXHIBITING COMPANY _____

PHONE # _____ FAX # _____

ADDRESS _____ CITY _____ STATE _____ ZIP _____

BY _____ EMAIL _____

NAME _____ DATE _____

(Signature)

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

Remit To:



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

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

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

RATES:

STRAIGHT TIME (One hour minimum per man).....\$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. 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 ACFSA 2016 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 30¢ per sq. ft. per day

[] Vacuuming ONCE before initial opening of Exhibit 30¢ 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 35¢ per sq. ft. per day

[] Cleaning and dusting of display background and furnishings ONCE before initial opening of exhibits 35¢ 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) \$35.35 per hour

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

REQUESTED TIME(S) FOR PORTER SERVICE:

Special Instructions :

TOTAL ORDER AMOUNT \$

NAME OF CONVENTION ACFSA 2016 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

7.28% TAX _____
TOTAL _____

(PLEASE PRINT)

NAME OF CONVENTION ACFSA 2016 BOOTH # _____

EXHIBITING COMPANY _____ PHONE # _____ FAX # _____

ADDRESS _____ CITY _____ STATE _____ ZIP _____

EMAIL ORDER CONFIRMATION & INVOICE TO _____

CONTACT NAME _____ DATE _____



PSAV Radisson Blu Mall of America
Exhibit Order Form 2016



Please Print Clearly

Company: _____ Date: _____

Contact Name: _____

Billing Address: _____

City: _____ State: _____ Zip Code: _____

Telephone Number: _____ Fax Number: _____

Conference Name: _____ Date: _____ Booth # _____

<u>Electrical Charges</u>	<u>Charge</u>	<u>Qty</u>	<u># Days</u>	<u>=Total</u>
Power Strip & Cord 120V under 10Amps	\$40.00/day	_____	_____	_____
Power Drop 120V Dedicated 20Amp	\$110.00/day	_____	_____	_____
50 amp - Single Phase Power	\$250.00/day	_____	_____	_____
100 amp - 3 Phase Power	\$500.00/day	_____	_____	_____
200 amp - 3 Phase Power	\$750.00/day	_____	_____	_____

<u>High Speed Internet</u>	<u>Charge</u>	<u>Qty</u>	<u># Days</u>	<u>=Total</u>
High Speed Internet (Single Wired)	\$200.00/day	_____	_____	_____
Dedicated Wi-Fi access @ 10Mbit/sec	\$15.00/day	_____	_____	_____
Wi-Fi access is per connection/per day				

<u>Televisions and Monitors</u>	<u>Charge</u>	<u>Qty</u>	<u># Days</u>	<u>=Total</u>
21" Dell Desktop Monitor	\$135/day	_____	_____	_____
52" Sharp TV on Rolling Stand	\$295/day	_____	_____	_____

Radisson Blu offers basic complimentary Wi-Fi access to guests. This can be obtained via voucher code when you arrive on site at the hotel. Vouchers cannot be requested in advance.

This is an abridged list of services - if you need something specific or need audio visual equipment, please contact PSAV at (952) 851-4097

Sub Total: _____

22% Service Charge: _____

Tax (7.275%): _____

Grand Total: _____

For payment instructions please continue to page #2

Signature _____ E-mail Address _____

Email or Fax to both pages: Radisson Blu Mall of America
ATTN: PSAV Presentation Services
2100 Killebrew Drive, Bloomington, MN 55425

Fax: (952) 851-4091
Phone: (952) 851-4097
Email: TJHEATON@PSAV.com

Orders and payment must be received 14 days prior to date of show. 50% surcharge will be added to onsite orders
All services must be paid by credit card in advance of show. The hotel or PSAV is not responsible for damage to equipment due to power surge interruption. Surge protection is strongly recommended. The hotel or PSAV Presentation Services is not responsible for lost or stolen articles in any exhibit booth or conference room.

All charges are subject to applicable state taxes. Any cancellation within 72 hours prior to event will be charged at full rate.



2100 Killebrew Drive, Bloomington, MN 55425

Protecting customer information and data is important to us. Please be advised that we no longer accept complete credit card numbers in written form. Complete this form listing only the last four digits of your credit card number. Please email both signed pages to TJ Heaton tjheaton@psav.com. You will then receive and audio visual event order from PSAV. Shortly after, Sue Mazanyi, Accounting Clerk for Radisson Blu will contact you for the remaining credit card numbers. Sue can also be reached directly at 952-851-4009 or susan.mazanyi@radisson.com

Date: _____

I authorize the Radisson Blu MOA to charge my credit card according to the details below. I guarantee full payment of the account as described.

Name of Guest/Group: _____

Function/Arrival Date: _____ Departure Date: _____

Confirmation Number/Group ID# if applicable: _____

Credit Card Type: _____ Expiration Date: _____

Last 4 digits of the credit card number:

Four empty boxes for entering the last four digits of the credit card number.

Reminder: Please provide remaining credit card number to the hotel personnel listed above.

Cardholder Name (Please Print): _____

Company Name: _____

Cardholder Signature: _____

Cardholder Billing Address: _____
(If different than page #1)

Cardholder Phone Number: _____

Cardholder E-mail Address: _____

PSAV Charges only (check here)

Authorized Amount in US Dollars: _____

Other Billing Instructions: _____

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.