



Service Manual

AMERICAN SOCIETY OF GENE & CELL THERAPY 28TH ANNUAL MEETING

MAY 13-17TH, 2025

ERNEST N. MORIAL CONVENTION CENTER
NEW ORLEANS, LOUISIANA

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



exhibitor.services@heritagesvs.com

1-800-360-4323

Fax 314-534-8050

Custom Discount Deadline:
4/11/2025
Discount Deadline:
4/23/2025

GENERAL INFORMATION.....	3-5	*HANGING SIGNS INFORMATION AND FORMS	58-61
WAREHOUSE VS. SHOW SITE SHIPPING	5	INFORMATION/WAIVER.....	58
CREDIT CARD AUTHORIZATION FORM.....	6	ORDER FORMS	59-60
ORDER SUMMARY FORM.....	7	SHIPPING LABELS.....	61
BOOTH GRID.....	8	SIGN SERVICE ORDER FORM.....	62
TERMS AND CONDITIONS	9	GRAPHIC SUBMISSION INFORMATION	63
EXHIBITOR APPOINTED CONTRACTORS (EAC)	10-13	BOOTH CLEANING ORDER FORM	64
THIRD PARTY AUTHORIZATION	14	TELEPHONE ORDER FORMS	65-66
CARPET AND FURNITURE ORDER FORMS	15-25	A/V ORDER FORMS	67-69
CARPET ORDER FORMS	15-16	COMPRESS AIR/WATER/DRAIN FORMS.....	70-71
FURNITURE ORDER FORMS	17-19	INTERNET AND ELECTRICAL ORDER FORMS....	72-77
ACCESSORIES ORDER FORMS	20-23	EXHIBITOR POLICIES & INFORMATION	78-93
COUNTER AND SHOWCASE ORDER FORMS ..	24-25	LEAD RETRIEVAL ORDER FORMS	94-95
SPECIALTY FURNITURE CATALOG.....	26-36	PACK IN/PACK OUT INFORMATION	96
SPECIALTY FURNITURE ORDER FORMS	27-36	CATERING MENU.....	97-116
EXHIBITOR RENTAL DISPLAY BOOTHS	37-42	EXHIBIT HALL REGULATIONS	117
MATERIAL HANDLING INFORMATION.....	43-46		
MATERIAL HANDLING ORDER FORM.....	46		
PRIORITY RETURN/ACCESSIBLE STORAGE.....	47		
DIRECT SHIPMENTS INFORMATION	48		
HES LOGISTICS INFORMATION.....	49-52		
SHIPPING LABELS.....	53-54		
ADVANCE WAREHOUSE LABELS.....	53		
SHOW SITE LABELS	54		
UNION JURISDICTION RULES	55		
EXHIBIT LABOR ORDER FORMS.....	56-57		

***NOTE: RIGGING SERVICES ONLY AVAILABLE FOR 20' X 20' BOOTHS AND LARGER**

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

Order online at: heritagesvs.com/ordering

Please contact us for assistance if needed

ASGCT 28TH ANNUAL MEETING

MAY 13-17TH, 2025

**ERNEST N. MORIAL CONVENTION CENTER
 NEW ORLEANS, LOUISIANA**

Booth Equipment

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

Exhibit Hall Carpet

All exhibit booth spaces in the Exhibit Hall must be carpeted or covered with appropriate flooring (bare floors are not permitted). Carpet is **NOT** included, and flooring must be purchased by the exhibiting company. Please refer to the enclosed carpet brochure and carpet order form on pages 14-15. The aisles will be carpeted in Tuxedo (gray with black specs) and the main center aisles will be carpeted in Red. **If no carpet order is placed, your booth will be supplied with gray carpet and billed at kit rates listed.**

Discount Price Deadline Dates

In order to receive advance order discount rates listed on the price sheet, we must receive your order and payment by the following dates below.

Custom Heritage Rentals – **Friday, April 11th, 2025**

Carpet, Furniture and Accessories – **Wednesday, April 23rd, 2025**

Shipments to Advance Warehouse Deadline Date

Heritage will begin receiving freight at the advance warehouse on Friday, April 11th, 2025. To avoid late fees, all shipments to the advanced warehouse must arrive no later than Friday, May 2nd, 2025.

Shipments will be received Monday through Friday. Please see below for specific timings based on carrier type:

LTL & Van Lines – 8:00 AM to 2:00 PM

Small Package Carriers (UPS, Fedex, DHL, Amazon) – 8:00 AM to 12:00 PM

If carriers attempt to deliver outside of the hours listed above, the warehouse will turn them away. If small package carriers are turned away, they may return refused packages to the original shipper, rather than making a 2nd attempt. Please be sure to schedule your freight accordingly.

Show Schedule

Exhibitor Move-In

Saturday	May 10 th	10:00 AM	-	5:00 PM	20'x20' Islands and larger booths
Sunday	May 11 th	8:00 AM	-	5:00 PM	
Monday	May 12 th	8:00 AM	-	5:00 PM	
Tuesday	May 13 th	8:00 AM	-	12:00 PM	

All exhibit booths must be fully set up by 12:00 PM on Tuesday, May 13th. Any exhibit booth space not occupied by 12:00 PM will be forfeited by the exhibitor

Exhibit Hours – Exhibit Hall hours and reception times are subject to change**

Tuesday	May 13 th	5:30 PM	-	7:30 PM	Welcome Reception
Wednesday	May 14 th	9:00 AM	-	5:30 PM	
Thursday	May 15 th	9:00 AM	-	5:30 PM	
Friday	May 16 th	9:00 AM	-	3:45 PM	

Exhibitor Move-Out

Friday	May 16 th	3:45 PM	-	8:00 PM
Saturday	May 17 th	8:00 AM	-	3:00 PM

Dismantle and Move-Out Information

- Heritage will begin returning empty crates and containers as soon as the aisle carpet is removed from the aisles. This will begin at 3:45PM, on Friday, May 16th.
- All carriers must check-in no later than 12:00 PM, on Saturday, May 17th. All exhibit materials must be removed from the exhibit hall floor by 3:00 PM, on Saturday, May 17th. Heritage will begin redirecting all outbound freight not claimed by appointed freight carriers to the preferred show carrier at 12:00 PM.
- Please refer to the Outbound Shipments Form included in this packet for detailed information regarding outbound shipping procedures.

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

Order online at: heritagesvs.com/ordering

Please contact us for assistance if needed

ASGCT 28TH ANNUAL MEETING**MAY 13-17TH, 2025****ERNEST N. MORIAL CONVENTION CENTER
NEW ORLEANS, LOUISIANA**

Post Show Paperwork and Labels

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

HES Freight Logistics

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

Ordering Online

Go To: heritagesvs.com/ordering

Excessive Trash, Furniture, and Booth Abandonment

Excessive materials left in booths and meeting rooms at the end of published exhibitor move-out, that are not labeled for an outbound shipment will be considered trash. The exhibitor will be charged for the removal and disposal of these items. Charges may include installation and dismantle labor, forklift labor, and/or dumpster fees. Excessive trash to include, items such as: carpet, padding, furniture, shelving, booth structure, crates and/or pallets.

Service Center Hours

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

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

Order online at: heritagesvs.com/ordering

Please contact us for assistance if needed

ASGCT 28TH ANNUAL MEETING**MAY 13-17TH, 2025****ERNEST N. MORIAL CONVENTION CENTER
NEW ORLEANS, LOUISIANA****Exhibitors have two options in regards to shipping your booth freight****Option 1 - Advanced Warehouse**

The warehouse will be open for 3 weeks prior to the move in date. Your freight will be received and manifested. Your freight will be brought from the Advanced Warehouse and waiting for you at your booth. Material Handling fees will apply.

Heritage will accept exhibit materials beginning Friday, April 11th, 2025 at the warehouse address. Material arriving after Friday, May 2nd, 2025 will be received at the warehouse with an additional after deadline charge.

Warehouse Shipping Information – Option 1

Exhibitor Company Name and Booth Number

HERITAGE

TForce Freight C/O Exhibit Transfer

3761 Louisa St.

New Orleans, LA 70126

FOR: ASGCT 28th Annual Meeting

Option 2 - Show Site

Exhibitors can have freight shipped directly to show site as well. Once your carrier arrives, we will unload your freight from the docks and deliver directly to your booth. Material Handling fees will apply.

Crated, boxed, or skidded materials will be accepted at show site beginning at 10:00 AM, Saturday, May 10th, 2025 at the show site address. Shipments arriving before this date may be refused by the facility and may be subjected to additional venue handling fees.

Show Site Shipping Address – Option 2

Exhibitor Company Name and Booth Number

C/O HERITAGE

Ernest N. Morial Convention Center

900 Convention Center Blvd.

New Orleans, LA 70130

FOR: ASGCT 28th Annual Meeting

We Appreciate Your Business!

exhibitor.services@heritagesvs.com

1-800-360-4323

Fax 314-534-8050

Must be completed and submitted with any HERITAGE order forms
Order online at: heritagesvs.com/ordering

 Name of Convention **ASGCT 28TH ANNUAL MEETING** Booth# _____

Exhibiting Company _____

Phone # _____ Fax # _____

Address _____

City _____ State _____ ZIP _____

Contact Email _____

Print Name _____ Signature _____

Credit Card Payment			
Cardholder's Name (Please print) _____			
Credit Card Billing Address _____			
City _____ State _____ ZIP _____			
Credit Card # _____ V-Code _____ EXP _____			
Charge to: <input type="checkbox"/> American Express <input type="checkbox"/> MasterCard <input type="checkbox"/> Visa <input type="checkbox"/> Discover			
If for any reason the submitted credit card or check is declined or returned, a \$50.00 processing fee will be added to the final invoice. For your convenience, we will also process your card for payment of any additional charges incurred at show site. We will automatically provide this service unless informed otherwise by you.			
CARD HOLDER'S SIGNATURE _____ <small>By signing the above, I acknowledge and understand that all services rendered will be billed to this credit card. I agree to be bound by all terms and conditions in this service manual.</small>			
Company Check	Bank Wire Transfer		
Make Check Payable to: HERITAGE 620 Shenandoah Ave St. Louis, MO 63104 Attn: Exhibitor Services Please include a copy of this order form with your check.	<table style="width: 100%; border: none;"> <tr> <td style="width: 60%; border: none;"> Enterprise Bank and Trust St. Louis, MO 63127 ABA# 081006162 ACCT# 0040520 HERITAGE Swift Code - Entrus44 </td> <td style="width: 40%; border: none; font-size: small;"> Please reference name of show & booth number to credit your account. Customers are responsible for any bank processing fees. Please add \$25.00 to your invoice total for each wire to cover inbound bank processing fees. </td> </tr> </table>	Enterprise Bank and Trust St. Louis, MO 63127 ABA# 081006162 ACCT# 0040520 HERITAGE Swift Code - Entrus44	Please reference name of show & booth number to credit your account. Customers are responsible for any bank processing fees. Please add \$25.00 to your invoice total for each wire to cover inbound bank processing fees.
Enterprise Bank and Trust St. Louis, MO 63127 ABA# 081006162 ACCT# 0040520 HERITAGE Swift Code - Entrus44	Please reference name of show & booth number to credit your account. Customers are responsible for any bank processing fees. Please add \$25.00 to your invoice total for each wire to cover inbound bank processing fees.		

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

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

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

exhibitor.services@heritagesvs.com

1-800-360-4323

Fax 314-534-8050

 Order online at: heritagesvs.com/ordering

Customs Discount Deadline: 4/11/2025 **Discount Deadline: 4/23/2025**

Order Services Early and SAVE!

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

Heritage Order Forms	Order Total
<input type="checkbox"/> Method of Payment & Credit Card Authorization	<u>Submit With First Order</u>
<input type="checkbox"/> Third Party Authorization	NA
<input type="checkbox"/> EAC Requirements	NA
<input type="checkbox"/> Carpet	\$
<input type="checkbox"/> Furniture	\$
<input type="checkbox"/> Accessories	\$
<input type="checkbox"/> Exhibit Accessories	\$
<input type="checkbox"/> Specialty Furniture	\$
<input type="checkbox"/> Exhibit Rental Displays	\$
<input type="checkbox"/> Material Handling	\$
<input type="checkbox"/> Accessible/Priority Storage Return	\$
<input type="checkbox"/> Installation & Dismantle Labor	\$
<input type="checkbox"/> HES Shipping	\$
<input type="checkbox"/> Hanging Sign Labor	\$
<input type="checkbox"/> Signs	\$
<input type="checkbox"/> Cleaning Service	\$

TOTAL AMOUNT DUE **\$** _____

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

Exhibiting Company _____

Contact Name _____ Booth # _____

Phone # _____ Email _____

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

exhibitor.services@heritagesvs.com

1-800-360-4323

Fax 314-534-8050

Order online at: heritagesvs.com/ordering

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

exhibitor.services@heritagesvs.com

1-800-360-4323

Fax 314-534-8050

Order online at: heritagesvs.com/ordering**Discount Deadline:
4/23/2025**

Exhibiting Company _____ Booth Number _____

EAC Information:

Company Name: _____

Billing Address: _____

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

Contact Name: _____ Email Address: _____

Telephone Number: _____ Fax Number: _____

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

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

Official Show Contractors:

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

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

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

The contractor hired by the exhibitor must

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

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

INCOMPLETE OR UNSIGNED FORMS WILL NOT BE ACCEPTED.

Signature of Exhibitor: _____ Date: _____

Service to be Performed: _____

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

Exhibiting Company _____

Contact Name _____ Booth # _____

Phone # _____ Email _____

exhibitor.services@heritagesvs.com

1-800-360-4323

Fax 314-534-8050

Order online at: heritagesvs.com/ordering**Discount Deadline:
4/23/2025**

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

**HERITAGE
ORGANIZER
FACILITY**

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

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

The insurance form must list as the Certificate Holder:

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

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

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

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

**HERITAGE
ORGANIZER
FACILITY**

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

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

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

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

Each Accident \$1,000,000 Disease - Each Employee \$1,000,000 Disease - Policy Limit \$1,000,000

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

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

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

Name of EAC: _____ Booth Number: _____

By (print name): _____

Signature: _____ Date: _____

exhibitor.services@heritagesvs.com

1-800-360-4323

Fax 314-534-8050

Order online at: heritagesvs.com/ordering**Discount Deadline:
4/23/2025****Exhibitor Appointed Contractor (EAC)
Work Authorization Form**

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

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

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

Electrical Booth Cleaning Plumbing Material Handling Telecommunications Hanging Signs Rigging

Services:	<input type="checkbox"/> Installation & Dismantle	<input type="checkbox"/> Installation & Dismantle – Supervision Only
	<input type="checkbox"/> Photography	<input type="checkbox"/> Security
	<input type="checkbox"/> Personnel/Models	<input type="checkbox"/> Other (please specify): _____
Products:	<input type="checkbox"/> Flooring/Carpet Rental	<input type="checkbox"/> Audio/Visual – Rental/Production/Lighting
	<input type="checkbox"/> Furniture/Signs/Accessories	<input type="checkbox"/> Computer Rental
	<input type="checkbox"/> Floral	<input type="checkbox"/> Other (please specify): _____

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

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

Please Type or Print**EAC Information:**

EAC Company Name: _____

Address: _____ City/State/Zip _____

EAC Company Phone: _____ Fax Number: _____

EAC Contact Name: _____ EAC Contact Cell: _____

EAC Contact Email: _____

Product/Service Description: _____

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

Exhibitor Signature: _____ Date: _____

Exhibiting Company _____

Contact Name _____ Booth # _____

Phone # _____ Email _____

CERTIFICATE OF LIABILITY INSURANCE

SAMPLE

DATE (MM/DD/YYYY)

00/00/0000

PRODUCER (000) 000-0000

FAX

AGENTS NAME
AGENTS ADDRESS
THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.
INSURERS AFFORDING COVERAGE **NAIC #**
INSURED
YOUR COMPANY NAME
YOUR COMPANY ADDRESS

INSURER A:

INSURER B:

INSURER C:

EAC FOR:

INSURER D:

INSURER E:

COVERAGES

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

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

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES / EXCLUSIONS ADDED BY ENDORSEMENT / SPECIAL PROVISIONS

ADDITIONAL INSURED AS RESPECTS LIABILITY PER WRITTEN CONTRACT:
CERTIFICATE HOLDER

 HERITAGE
 620 Shenandoah Ave.
 St. Louis, MO 63104

CANCELLATION

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

AUTHORIZED REPRESENTATIVE

**Discount Deadline:
4/23/2025****THIRD PARTY AUTHORIZATION**

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

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

THIRD PARTY AGENT:

CREDIT CARD NUMBER _____

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

 VISA AMERICAN EXPRESS MASTERCARD DISCOVER

CARDHOLDER'S NAME _____

AUTHORIZED SIGNATURE _____

PRINT NAME _____

COMPANY NAME _____

ADDRESS _____

CITY/STATE/ZIP _____

PHONE _____ FAX _____

EMAIL _____

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

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

(Please Print)

Exhibiting Company _____

Contact Name _____ Booth# _____

Phone # _____ Email _____

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

exhibitor.services@heritagesvs.com

1-800-360-4323

Fax 314-534-8050

Discount Deadline:
4/23/2025

Order online at: heritagesvs.com/ordering

	Item	Quantity	Discount Rate	Standard Rate	Total
Classic Expo Carpet 16 oz	C10 10' x 10'	_____ x _____	\$402.54	\$523.31	= _____
	C20 10' x 20'	_____ x _____	\$790.31	\$1,027.40	= _____
	C30 10' x 30'	_____ x _____	\$1,181.81	\$1,536.35	= _____
	C40 10' x 40'	_____ x _____	\$1,588.00	\$2,064.40	= _____

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

Item	Total Sq. Ft.	Discount Rate	Standard Rate	Total
C60 Area Carpet Classic _____ W x _____ L per sq. ft. 100 sq. ft. min.	_____ x _____	\$6.83	\$8.87	= _____

Circle your color choice for CLASSIC EXPO carpet:

Red Blue Hunter Green Gray Black

Item	Total Sq. Ft.	Discount Rate	Standard Rate	Total
C90 Area Carpet Prestige _____ W x _____ L per sq. ft. 100 sq. ft. min.	_____ x _____	\$7.17	\$9.32	= _____

Circle your color choice for PRESTIGE carpet:

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

Item	Total Sq. Ft.	Discount Rate	Standard Rate	Total
C70 Carpet Padding _____ W x _____ L per sq. ft.	_____ x _____	\$3.33	\$4.33	= _____
C80 Visqueen Covering _____ W x _____ L per sq. ft.	_____ x _____	\$1.98	\$2.58	= _____

Electrical or Utilities Under Carpet? *If yes, please order labor and also provide completed Booth Grid form earlier in the exhibitor kit.
 Yes* **No**

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

SUBTOTAL \$ _____
TAX 10% \$ _____
TOTAL DUE \$ _____

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

Exhibiting Company _____

Contact Name _____ Booth# _____

Phone # _____ Email _____

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

16 oz. Classic Expo



Red



Blue



Hunter Green

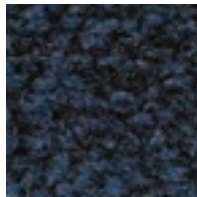


Black



Gray

28 oz. Prestige Carpet



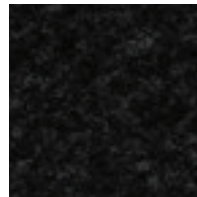
Navy



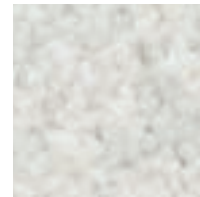
Hunter Green



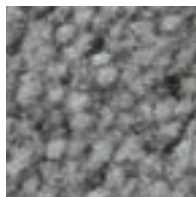
Red



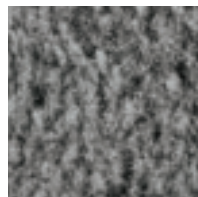
Black



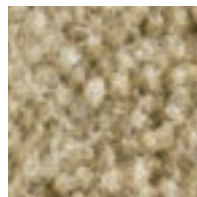
White



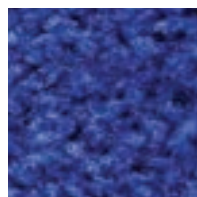
Silver Cloud



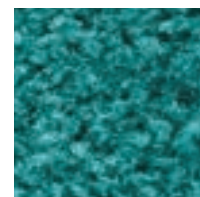
Charcoal



Beige



Royal



Teal

exhibitor.services@heritagesvs.com

1-800-360-4323

Fax 314-534-8050

Discount Deadline:
4/23/2025
Order online at: heritagesvs.com/ordering

	Item	Quantity	Discount Rate	Standard Rate	Total
Furniture	F60 Plastic Side Chair (Gray)	_____ x	\$ 137.30	\$ 178.50	= _____
	F50 Padded Sled Base Chair (Gray)	_____ x	\$ 179.21	\$ 232.97	= _____
	F9 Padded Chair (Gray)	_____ x	\$ 179.21	\$ 232.97	= _____
	F10 Padded Arm Chair (Gray)	_____ x	\$ 194.26	\$ 252.53	= _____
	F20 Custom Padded Arm Chair (Gray)	_____ x	\$ 229.46	\$ 298.30	= _____
	F30 Padded High Stool (Gray)	_____ x	\$ 219.38	\$ 285.20	= _____
	F40 Custom Padded High Stool (Gray)	_____ x	\$ 288.07	\$ 374.49	= _____
	F75 Executive Chair (Black)	_____ x	\$ 280.80	\$ 365.04	= _____

Draped Display Tables	Circle your color choice:											
	Red	Blue	Teal	Burgundy	Hunter Green	Plum	Silver	Black	White	Gold	Expo Green	
F110 4' Table – 30" High	_____	_____	_____	_____	_____	_____	_____ x	\$ 247.90	\$ 322.26	= _____		
F120 6' Table – 30" High	_____	_____	_____	_____	_____	_____	_____ x	\$ 298.15	\$ 387.60	= _____		
F130 8' Table – 30" High	_____	_____	_____	_____	_____	_____	_____ x	\$ 348.34	\$ 452.84	= _____		
F140 4' Table – 42" Counter High	_____	_____	_____	_____	_____	_____	_____ x	\$ 308.16	\$ 400.61	= _____		
F150 6' Table – 42" Counter High	_____	_____	_____	_____	_____	_____	_____ x	\$ 358.42	\$ 465.94	= _____		
F160 8' Table – 42" Counter High	_____	_____	_____	_____	_____	_____	_____ x	\$ 408.67	\$ 531.27	= _____		
F170 4th Side Table Drape - 30" High	_____	_____	_____	_____	_____	_____	_____ x	\$ 103.82	\$ 134.97	= _____		
F180 4th Side Table Drape - 40" High	_____	_____	_____	_____	_____	_____	_____ x	\$ 103.82	\$ 134.97	= _____		

Undraped Display Tables	F190 4' Table – 30" High	_____ x	\$ 159.12	\$ 206.86	= _____
	F200 6' Table – 30" High	_____ x	\$ 194.26	\$ 252.53	= _____
	F210 8' Table – 30" High	_____ x	\$ 231.12	\$ 300.46	= _____
	F220 4' Table – 42" Counter High	_____ x	\$ 172.51	\$ 224.27	= _____
	F230 6' Table – 42" Counter High	_____ x	\$ 204.34	\$ 265.64	= _____
	F240 8' Table – 42" Counter High	_____ x	\$ 249.55	\$ 324.42	= _____
	F80 30" Diameter Pedestal (Gray) 18" H	_____ x	\$ 345.02	\$ 448.53	= _____
	F90 30" Diameter Pedestal (Gray) 30" H	_____ x	\$ 345.02	\$ 448.53	= _____
F100 30" Diameter Pedestal (Gray) 42" H	_____ x	\$ 345.02	\$ 448.53	= _____	

Table Risers Covered White	F250 4' Long Riser	_____ x	\$ 109.51	\$ 142.37	= _____
	F260 6' Long Riser	_____ x	\$ 134.64	\$ 175.03	= _____
	F270 8' Long Riser	_____ x	\$ 162.79	\$ 211.63	= _____

Special Drape Products	Circle your color choice:											
	Red	Blue	Teal	Burgundy	Hunter Green	Plum	Silver	Black	White	Gold	Expo Green	
F280 Drape - 3' H	_____	_____	_____	_____	_____	_____	_____ x	\$ 21.27	\$ 27.65	= _____		
F290 Drape - 8' H	_____	_____	_____	_____	_____	_____	_____ x	\$ 33.48	\$ 43.52	= _____		

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

Method of Payment & Credit Card Authorization Form REQUIRED to be submitted with this form.
SUBTOTAL \$ _____
TAX 10% \$ _____
TOTAL DUE \$ _____

Exhibiting Company _____

Contact Name _____ Booth# _____

Phone # _____ Email _____

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

Chairs



Plastic Side Chair
F60
(Gray)



Padded Sled Base Chair
F50
(Gray)



Padded Chair
F9
(Gray)



Padded Arm Chair
F10
(Gray)



Custom Padded Arm Chair
F20
(Gray)



Padded High Stool
F30
(Gray)



Custom Padded High Stool
F40
(Gray)



Executive Chair
F75
(Black)

Skirted Tables



4' Display Table
F110
30" High



4' Display Table
F140
42" Counter High



6' Display Table
F120
30" Counter High



6' Display Table
F150
42" High



8' Display Table
F130
30" High



8' Display Table
F160
42" Counter High

Table Skirt and Drape Color Options



Red



Teal



Hunter Green



Silver



White



Blue



Burgundy



Plum



Black



Gold



Expo Green

Undraped Display Tables



4' Display Table
F190
30" High



4' Display Table
F220
42" Counter High



6' Display Table
F200
30" High



6' Display Table
F230
42" Counter High



8' Display Table
F210
30" High



8' Display Table
F240
42" Counter High



30" Diameter Pedestal
F80
18" H (Gray)



30" Diameter Pedestal
F90
30" H (Gray)



30" Diameter Pedestal
F100
42" H (Gray)

	Item	Quantity	Discount Rate	Standard Rate	Total
Accessories	A10 Wastebasket	_____ x	\$ 48.24	\$ 62.71	= _____
	A20 Tripod Easels	_____ x	\$ 80.42	\$ 104.55	= _____
	A30 Chrome Stanchion	_____ x	\$ 60.26	\$ 78.34	= _____
	A40 Velour Rope 6' Black	_____ x	\$ 60.26	\$ 78.34	= _____
	A50 Coat Tree	_____ x	\$ 174.89	\$ 227.35	= _____
	A60 Chrome Bag Rack	_____ x	\$ 174.89	\$ 227.35	= _____
	A70 Literature Rack	_____ x	\$ 341.64	\$ 444.13	= _____
	A80 Garment Rack 5'	_____ x	\$ 187.56	\$ 243.83	= _____
	A90 2 Way Straight Arm Rack	_____ x	\$ 257.26	\$ 334.43	= _____
	A100 4 Way Slant Arm Rack	_____ x	\$ 288.07	\$ 374.49	= _____
	A106 Raffle Ticket Drum	_____ x	\$ 115.20	\$ 149.76	= _____
	A107 Fishbowl	_____ x	\$ 36.00	\$ 46.80	= _____
	A110 6' Tensabarrier	_____ x	\$ 273.31	\$ 355.31	= _____
	D130 1M Straight Shelf	_____ x	\$ 151.77	\$ 197.30	= _____
	D131 1M Angle Shelf	_____ x	\$ 151.77	\$ 197.30	= _____
	D210 Acrylic Holder*	_____ x	\$ 50.26	\$ 65.33	= _____
	D220 Arm Light*	_____ x	\$ 107.21	\$ 139.37	= _____
		<i>*For use with Heritage Rentals Only</i>			
	D250 Chrome Sign Holder	_____ x	\$ 296.42	\$ 385.35	= _____

Tackboard	D20 Tackboard Panels (4'x8') Vertical	_____ x	\$ 361.80	\$ 470.34	= _____
	D30 Tackboard Panels (4'x8') Horizontal	_____ x	\$ 361.80	\$ 470.34	= _____
	D31 Fabric Modular Panel 1 Meter x 8'	_____ x	\$ 884.30	\$ 1149.60	= _____
	Circle your fabric modular only panel color choice:				
	Gray Black Blue				

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

SUBTOTAL \$ _____
TAX 10% \$ _____
TOTAL DUE \$ _____

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

Exhibiting Company _____

Contact Name _____ Booth# _____

Phone # _____ Email _____

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

ACCESSORIES



Wastebasket
A10



Tripod Easels
A20



Chrome Sign Holder
D250



Chrome Stanchion
A30



Velour Rope 6' Black
A40



Coat Tree
A50



Chrome Bag Rack
A60



Literature Rack
A70



Garment Rack 5'
A80



2 Way Straight Arm Rack
A90



4 Way Slant Arm Rack
A100



Raffle Ticket Drum
A106



Fishbowl
A107



6' Tensabarrier
A110

exhibitor.services@heritagesvs.com

1-800-360-4323

Fax 314-534-8050

 Order online at: heritagesvs.com/ordering
ASGCT 28TH ANNUAL MEETING
Discount Deadline: 4/23/2025

	Item	Quantity	Discount Rate	Standard Rate	Total
Pegboard	D10 Pegboard Panels (4'x8')	_____ x	\$ 482.33	\$ 627.03	= _____
	D09 Pegboard 4" Single Hook	_____ x	\$ 11.96	\$ 15.55	= _____
	D11 Pegboard 6" Single Hook	_____ x	\$ 20.59	\$ 26.77	= _____
	D12 Pegboard 8" Single Hook	_____ x	\$ 24.05	\$ 31.26	= _____
Gondolas	D800 Single Sided 1M x 4' High	_____ x	\$ 957.14	\$ 1244.29	= _____
	D801 Double Sided 1M x 4' High	_____ x	\$ 1340.00	\$ 1742.00	= _____
	D802 Single Sided 1M x 8' High	_____ x	\$ 1340.00	\$ 1742.00	= _____
	D803 Double Sided 1M x 8' High	_____ x	\$ 1914.29	\$ 2488.57	= _____
Gridwall	D40 Gridwall 2'x8' Black <i>*Legs & Connectors required below</i>	_____ x	\$ 329.62	\$ 428.50	= _____
	D80 4" Gridwall Single Hook	_____ x	\$ 11.96	\$ 15.55	= _____
	D60 6" Gridwall Single Hook	_____ x	\$ 20.59	\$ 26.77	= _____
	D70 8" Gridwall Single Hook	_____ x	\$ 24.05	\$ 31.26	= _____
	D81 Grid Legs (Black)* <i>*Legs & Connectors required below</i>	_____ x	\$ 51.62	\$ 67.11	= _____
	D82 Grid Connectors*	_____ x	\$ 28.25	\$ 36.72	= _____
	D83 3-Ball Waterfall Arm	_____ x	\$ 43.76	\$ 56.89	= _____
	D84 5-Ball Waterfall Arm	_____ x	\$ 47.08	\$ 61.21	= _____
	D85 7-Ball Waterfall Arm	_____ x	\$ 51.29	\$ 66.68	= _____
Slatwall	D50 Slatwall 1 Meter x 8'	_____ x	\$ 442.15	\$ 574.80	= _____
	D120 Slatwall Waterfall Hooks	_____ x	\$ 72.36	\$ 94.07	= _____
	D121 Slatwall 8" Bracket	_____ x	\$ 24.05	\$ 31.26	= _____

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

SUBTOTAL \$ _____

TAX 10% \$ _____

TOTAL DUE \$ _____

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

Exhibiting Company _____

Contact Name _____ Booth# _____

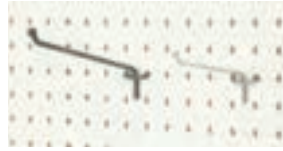
Phone # _____ Email _____

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

DISPLAYS



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



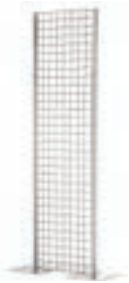
**Pegboard 6" Single
Hook**
D11



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



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



Gridwall 2'x8' Black
D40



**Gridwall 6" Single
Hook**
D60



Slatwall 1 Meter x 8'
D50



**Slatwall Waterwalls
Hooks**
D120



Slatwall 8" Bracket
D121



Shelf 1 meter wide
D130



Acrylic Holder
D210



Arm Light
D220

EXHIBIT ACCESSORIES

exhibitor.services@heritagesvs.com

1-800-360-4323

Fax 314-534-8050

Order online at: heritagesvs.com/ordering

ASGCT 28TH ANNUAL MEETING

Custom Discount Deadline: **4/11/2025**

Exhibit Cabinets & Counters

All metal is silver

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

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

	Item	Quantity	Discount Rate	Standard Rate	Total
C_092	1 Meter Display Counter with Shelf 1M x 1/2M x 42" High with Sliding Door	_____ x	\$ 1125.50	\$ 1463.16	= _____
C_084	2 Meter Display Counter with Shelf 2M x 1/2M x 42" High with Sliding Door	_____ x	\$ 1028.04	\$ 1336.46	= _____
C_152	1 Meter Curved Counter with Shelf 1M x 1/2M x 42" High with Sliding Door	_____ x	\$ 1238.05	\$ 1609.47	= _____
C_053	1 Meter Radius Counter with Shelf 1M x 1/2M x 42" High with Sliding Door	_____ x	\$ 868.52	\$ 1129.07	= _____
C_179	1 Meter Display Cabinet with Shelf 1M x 1/2M x 42" High with 2 Swing Doors and built in locks	_____ x	\$ 1125.50	\$ 1463.16	= _____
MD60	Counter Locks	_____ x	\$ 63.65	\$ 82.74	= _____

Showcases

	Item	Quantity	Discount Rate	Standard Rate	Total
D140	4' Full View Showcase	_____ x	\$ 1065.24	\$ 1384.81	= _____
D150	6' Full View Showcase	_____ x	\$ 1145.59	\$ 1489.27	= _____
D160	4' Quarter View Showcase	_____ x	\$ 904.39	\$ 1175.71	= _____
D170	6' Quarter View Showcase	_____ x	\$ 1018.30	\$ 1323.78	= _____

All showcases come with lights, sliding doors and jewelers lock. If you want to add graphics, please contact Customer Service at exhibitor.services@heritagesvs.com.

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

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

SUBTOTAL \$ _____
TAX 10% \$ _____
TOTAL DUE \$ _____

Exhibiting Company _____

Contact Name _____ Booth# _____

Phone # _____ Email _____

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

CABINETS AND COUNTERS



Counter

C_092
1M x 1/2M x 42" High,
W/Shelf



Counter

C_084
2M x 1/2M x 42" High,
W/Shelf



Curved Counter

C_152
1M x 1/2M x 42"
High W/Shelf



Radius Counter

C_053
1M x 1/2M x 42"
High



Cabinet

C_179
1M x 1/2M x 42"
(White Only/ Comes
With Lock & Shelf)

Display Cases



D140/D150 (shown)
D140 - 4' Full View
Showcase
D150 - 6' Full View
Showcase



D160/D170 (shown)
D160 - 4' Quarter View
Showcase
D170 - 6' Quarter View
Showcase



2025 TRADESHOW CATALOG

EVENTS

PLEASE CLICK HERE TO VIEW HERITAGE'S ENTIRE CATALOG OF SPECIALTY FURNITURE OPTIONS



ESSENTIAL FURNISHINGS AND HELPFUL TIPS TO PLAN YOUR NEXT TRADESHOW EXHIBIT



exhibitor.services@heritagesvs.com

1-800-360-4323

Fax 314-534-8050

 Order online at: heritagesvs.com/ordering
Discount Deadline:
4/23/2025
LATE ORDERS: Orders received within 14 days prior to show opening are subject to a 30% late order fee.

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

Item #:	Description:	Dimensions:	Advance Price:	Standard Price:	QTY:	Total:
30WHHC	30" Round Cafe Table w/ Hydraulic Base	30"RND 29"H	407.15	529.29		
30YBBB	30" Round Bar Table w/ Standard Black Base	30"RND 42"H	329.45	428.28		
30YSBC	30" Round Cafe Table w/ Standard Black Base	30"RND 29"H	329.45	428.28		
30YSHB	30" Round Bar Table w/ Hydraulic Base	30"RND 45"H	407.15	529.29		
30YSHC	30" Round Cafe Table w/ Hydraulic Base	30"RND 29"H	407.15	529.29		
36ATO	Atomic 36" Round Table	36"RND 30"H	362.08	470.71		
36BKHB	36" Round Bar Table w/ Hydraulic Base	36"RND 45"H	477.08	620.20		
36BKHC	36" Round Cafe Table w/ Hydraulic Base	36"RND 29"H	477.08	620.20		
36BKSB	36" Round Bar Table w/ Standard Black Base	36"RND 42"H	340.33	442.42		
36BKSC	36" Round Cafe Table w/ Standard Black Base	36"RND 29"H	340.33	442.42		
36GRHB	36" Round Bar Table w/ Hydraulic Base	36"RND 45"H	477.08	620.20		
36GRHC	36" Round Cafe Table w/ Hydraulic Base	36"RND 29"H	477.08	620.20		
36MTHB	36" Round Bar Table w/ Hydraulic Base	36"RND 45"H	477.08	620.20		
36MTHC	36" Round Cafe Table w/ Hydraulic Base	36"RND 29"H	477.08	620.20		
36WTHB	36" Round Bar Table w/ Hydraulic Base	36"RND 45"H	477.08	620.20		
36WTHC	36" Round Cafe Table w/ Hydraulic Base	36"RND 29"H	477.08	620.20		
42ATO	Atomic 42" Round Table	42"RND 30"H	362.08	470.71		
42BKCT	42" Round Table	42"RND 29"H	543.90	707.07		
ACEHBC	Ace High Back Chair	26"L 26"D 41.75-	374.51	486.87		
ACEMBC	Ace Mid Back Chair	26"L 26"D 33.25-	352.76	458.59		
ACHBCB	Ace High Back Chair	26"L 26"D 41.75-	374.51	486.87		
ACMBCB	Ace Mid Back Chair	26"L 26"D 33.25-	352.76	458.59		
ADCTBK	Adelaide Cocktail Table	48.875"L 25.375D	374.51	486.87		
ADCTBP	Adelaide Powered Cocktail Table	48.875"L 25.375D	520.59	676.77		
ADCTGL	Adelaide Cocktail Table	48.875"L 25.375D	374.51	486.87		
ADCTWH	Adelaide Cocktail Table	48.875"L 25.375D	374.51	486.87		
ADCTWP	Adelaide Powered Cocktail Table	48.875"L 25.375D	520.59	676.77		
ADETBK	Adelaide End Table	21.5"L 21.5"D 17.75"H	362.08	470.71		
ADETGL	Adelaide End Table	21.5"L 21.5"D 17.75"H	362.08	470.71		
ADETWH	Adelaide End Table	21.5"L 21.5"D 17.75"H	362.08	470.71		
ALC100	Alondra Cocktail Table	47"L 24"D 16"H	453.77	589.90		
ALC200	Alondra Cocktail Table	47"L 24"D 17"H	453.77	589.90		
ALE100	Alondra End Table	20"L 20"D 20"H	362.08	470.71		
ALE200	Alondra End Table	20"L 20"D 21"H	362.08	470.71		

Additional items on the next page

Exhibiting Company _____

Contact Name _____ Booth# _____

Phone # _____ Email _____

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

exhibitor.services@heritagesvs.com

1-800-360-4323

Fax 314-534-8050

 Order online at: heritagesvs.com/ordering
Discount Deadline:
4/23/2025
LATE ORDERS: Orders received within 14 days prior to show opening are subject to a 30% late order fee.

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

Item #:	Description:	Dimensions:	Advance Price:	Standard Price:	QTY:	Total:
ATHCHA	Atherton Chair	27"L 31"D 30"H	784.77	1,020.20		
AURA	Aura Round Table	15"RND 22"H	203.57	264.65		
BC8	Madison Bookcase	36"L 12"D 72"H	635.59	826.26		
BCHWHT	Baja Chair	36"L 30.5"D 28"H	853.15	1,109.09		
BCW	Madrid Chair	30"L 30"D 31"H	784.77	1,020.20		
BKC10N	10' Table	120"L 48"D 29"H	1,249.42	1,624.24		
BKC10P	10' Table, Powered	120"L 48"D 29"H	1,589.74	2,066.66		
BKCT5N	5' Table	60"L 48"D 29"H	680.65	884.85		
BKCT5P	5' Table, Powered	60"L 48"D 29"H	770.78	1002.02		
BKCT8N	8' Table	96"L 48"D 29"H	1249.42	1624.24		
BKCT8P	8' Table, Powered	96"L 48"D 29"H	1,589.74	2,066.66		
BLDBBK	Blade Barstool	20.5"L 20"D 40.5"H	170.94	222.22		
BLDBRD	Blade Barstool	20.5"L 20"D 40.5"H	170.94	222.22		
BLDBSB	Blade Barstool	20.5"L 20"D 40.5"H	170.94	222.22		
BLDCBK	Blade Chair	20.5"L 19"D 30.5"H	111.89	145.45		
BLDCRD	Blade Chair	20.5"L 19"D 30.5"H	111.89	145.45		
BLDCSB	Blade Chair	20.5"L 19"D 30.5"H	111.89	145.45		
BLDBWH	Blade Barstool	20.5"L 20"D 40.5"H	170.94	222.22		
BLVWHT	Baja Loveseat	61"L 30.5"D 28"H	1,080.03	1,404.04		
BNMCOB	Brooklyn Meeting Chair, Oak Base	24.5"L 25.5"D 31.75"H	453.77	589.90		
BNMCOW	Brooklyn Meeting Chair	24.5"L 25.5"D	453.77	589.90		
BNMCSB	Brooklyn Meeting Chair, Black Swivel Base	24.5"L 25.5"D 31.75"H	453.77	589.90		
BNMCSW	Brooklyn Meeting Chair, Swivel	24.5"L 25.5"D	453.77	589.90		
BOWCHA	Bowery Chair	29.75"L 31"D 27.25"H	784.77	1,020.20		
BS001	Shark Barstool	22"L 19"D 34-44"H	407.15	529.29		
BS002	Zoey Barstool	15"L 16"D 30-34.75"H	374.51	486.87		
BSFWHT	Baja Sofa	86"L 30"D 28"H	1,296.04	1,684.85		
BSR	Syntax Barstool	23"L 19"D 43.25"H	293.71	381.82		
BSS	Banana Barstool	21"L 22"D 41"H	374.51	486.87		
BST	Banana Barstool	21"L 22"D 41"H	374.51	486.87		
BVLYBK	Beverly Bench Ottoman	60"L 20"D 18"H	489.51	636.36		
BVLYBN	Beverly Bench Ottoman	60"L 20"D 18"H	489.51	636.36		
BVLYGR	Beverly Bench Ottoman	60"L 20"D 18"H	489.51	636.36		
BVLYLN	Beverly Bench Ottoman	60"L 20"D 18"H	489.51	636.36		
BVLYOB	Beverly Bench Ottoman	60"L 20"D 18"H	489.51	636.36		

Additional items on the next page

Exhibiting Company _____

Contact Name _____ Booth# _____

Phone # _____ Email _____

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

exhibitor.services@heritagesvs.com

1-800-360-4323

Fax 314-534-8050

 Order online at: heritagesvs.com/ordering
Discount Deadline:
4/23/2025
LATE ORDERS: Orders received within 14 days prior to show opening are subject to a 30% late order fee.

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

Item #:	Description:	Dimensions:	Advance Price:	Standard Price:	QTY:	Total:
BVLYWH	Beverly Bench Ottoman	60"L 20"D 18"H	489.51	636.36		
BVSMBK	Beverly Small Bench Ottoman	30"L 20"D 18"H	408.70	531.31		
BVSMBL	Beverly Small Bench Ottoman	30"L 20"D 18"H	408.70	531.31		
BVSMBN	Beverly Small Bench Ottoman	30"L 20"D 18"H	408.70	531.31		
BVSMGN	Beverly Small Bench Ottoman	30"L 20"D 18"H	408.70	531.31		
BVSMGY	Beverly Small Bench Ottoman	30"L 20"D 18"H	408.70	531.31		
BVSMLN	Beverly Small Bench Ottoman	30"L 20"D 18"H	408.70	531.31		
BVSMLV	Beverly Small Bench Ottoman	30"L 20"D 18"H	408.70	531.31		
BVSMOR	Beverly Small Bench Ottoman	30"L 20"D 18"H	408.70	531.31		
BVSMRD	Beverly Small Bench Ottoman	30"L 20"D 18"H	408.70	531.31		
BVSMWH	Beverly Small Bench Ottoman	30"L 20"D 18"H	408.70	531.31		
BVSMYL	Beverly Small Bench Ottoman	30"L 20"D 18"H	408.70	531.31		
C10PWR	10' Table, Powered	120"L 48"D 29"H	1,589.74	2,066.66		
C1C	Geo Cocktail Table	50"L 22"D 16"H	374.51	486.87		
C1E	Silverado Cocktail Table	36"RND 17"H	374.51	486.87		
C1FWB	Geo Cocktail Table	47"L 24"D 17"H	374.51	486.87		
C5PWR	5' Table, Powered	48"L 26"D 18"H	770.78	1,002.02		
C8PWR	8' Table, Powered	48"L 26"D 18"H	1,589.74	2,066.66		
CB8	42" Round Madison Table	48"L 26"D 18"H	543.90	707.07		
CBSBAZ	Chelsea Barstool, Black Tower Base	48"L 26"D 18"H	261.07	339.39		
CBSBBK	Chelsea Barstool, Black Tower Base	18.5"L 22"D 46"H	261.07	339.39		
CBSBGY	Chelsea Barstool, Black Tower Base	18.5"L 22"D 46"H	261.07	339.39		
CBSBOR	Chelsea Barstool, Black Tower Base	18.5"L 22"D 46"H	261.07	339.39		
CBSBWL	Chelsea Barstool, Black Tower Base	18.5"L 22"D 46"H	261.07	339.39		
CBSBYL	Chelsea Barstool, Black Tower Base	18.5"L 22"D 46"H	261.07	339.39		
CCBTAZ	Chelsea Chair, Black Tower Base	18.5"L 22"D 34"H	192.70	250.50		
CCBTBK	Chelsea Chair, Black Tower Base	18.5"L 22"D 34"H	192.70	250.50		
CCBTGY	Chelsea Chair, Black Tower Base	18.5"L 22"D 34"H	192.70	250.50		
CCBTOR	Chelsea Chair, Black Tower Base	18.5"L 22"D 34"H	192.70	250.50		
CCBTWL	Chelsea Chair, Black Tower Base	18.5"L 22"D 34"H	192.70	250.50		
CCBYL	Chelsea Chair, Black Tower Base	18.5"L 22"D 34"H	192.70	250.50		
CCSCAZ	Chelsea Chair, Black Swivel Base w/ Casters	18.5"L 22"D 34"H	192.70	250.50		
CCSCBK	Chelsea Chair, Black Swivel Base w/ Casters	18.5"L 22"D 34"H	192.70	250.50		
CCSCGY	Chelsea Chair, Black Swivel Base w/ Casters	18.5"L 22"D 34"H	192.70	250.50		

Additional items on the next page

Exhibiting Company _____

Contact Name _____ Booth# _____

Phone # _____ Email _____

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

exhibitor.services@heritagesvs.com

1-800-360-4323

Fax 314-534-8050

Order online at: heritagesvs.com/ordering
Discount Deadline:
4/23/2025
LATE ORDERS: Orders received within 14 days prior to show opening are subject to a 30% late order fee.

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

Item #:	Description:	Dimensions:	Advance Price:	Standard Price:	QTY:	Total:
CCSCOR	Chelsea Chair, Black Swivel Base w/ Casters	18.5"L 22"D 34"H	192.70	250.50		
CCSCWL	Chelsea Chair, Black Swivel Base w/ Casters	18.5"L 22"D 34"H	192.70	250.50		
CCSCYL	Chelsea Chair, Black Swivel Base w/ Casters	18.5"L 22"D 34"H	192.70	250.50		
CE1	Geo Table, Rounded Square	42"L 42"D 29"H	407.15	529.29		
CE2	Geo Table, Rectangle	60"L 36"D 29"H	680.65	884.85		
CF1	Geo Table, Rounded Square	42"L 42"D 29"H	407.15	529.29		
CF2	Geo Table, Rectangle	60"L 36"D 29"H	680.65	884.85		
CHR002	Allegro Chair	36"L 34.5"D 30"H	853.15	1,109.09		
CNTCHR	Century Chair	30"L 30"D 31"H	784.77	1,020.20		
COCHTP	Cordoba Chair	37"L 32"D 32.75"H	680.65	884.85		
COLVTP	Cordoba Loveseat	60.5"L 32"D 33"H	975.91	1,268.69		
CONF10	10' Table	120"L 48"D 29"H	1,249.42	1,624.24		
CONF42	42" Round Table	42"RND 29"H	543.90	707.07		
CONF5	5' Table	60"L 48"D 29"H	680.65	884.85		
CONF8	8' Table	96"L 60"D 29"H	1,249.42	1,624.24		
CS4	Syntax Chair	23"L 19"D 32.25"H	271.95	353.54		
CUBPOW	Wireless Charging Table, Powered	20"L 20"D 18"H	613.83	797.98		
CUPCHA	Cupertino Mid Back Chair	27"L 30.5"D 40-43"H	352.76	458.59		
DIVFCR	Clear Divider, Freestanding Corner	39"L 39"D 72"H	904.43	1,175.76		
DIVFRE	Clear Divider, Freestanding	39"L 1.5"D 72"H	453.77	589.90		
DIVFWB	Divider, Freestanding Whiteboard	39"L 1.5"D 72"H	612.28	795.96		
DIVFWL	Clear Divider, Freestanding Wall	40"L 1.5"D 72"H	453.77	589.90		
DUET	Duet Stack Chair	21"L 23"D 33"H	111.89	145.45		
E1C	Geo End Table	24"L 24"D 20"H	293.71	381.82		
E1E	Silverado End Table	24"RND 22"H	293.71	381.82		
E1FWB	Geo End Table	20"L 20"D 21"H	293.71	381.82		
END01B	Endless Curved Ottoman	27"L 23"D 22"H	635.59	826.26		
END01W	Endless Curved Ottoman	27"L 23"D 22"H	635.59	826.26		
END02B	Endless Square Ottoman	60.5"L 37.5"D 15"H	556.33	723.23		
END02W	Endless Square Ottoman	60.5"L 37.5"D 15"H	556.33	723.23		
FAIRCW	Fairfax Chair	27"L 26"D 30"H	579.64	753.53		
FAIRSW	Fairfax Sofa	62"L 26"D 30"H	749.03	973.74		

Additional items on the next page

Exhibiting Company _____

Contact Name _____ Booth# _____

Phone # _____ Email _____

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

exhibitor.services@heritagesvs.com

1-800-360-4323

Fax 314-534-8050

 Order online at: heritagesvs.com/ordering
Discount Deadline:
4/23/2025
LATE ORDERS: Orders received within 14 days prior to show opening are subject to a 30% late order fee.

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

Item #:	Description:	Dimensions:	Advance Price:	Standard Price:	QTY:	Total:
GENCHA	Genesis Chair	27.5"L 27.5"D 40"	261.07	339.39		
HDG4FT	Boxwood Hedge, 4'	46"L 9"D 47"H	794.09	1,032.32		
HDG7FT	Boxwood Hedge, 7'	36.5"L 12"D 84"H	1,249.42	1,624.24		
JD8	Madison Executive Desk	60"L 30"D 29"H	817.40	1,062.63		
KABSWH	Kamden Barstool	16.5"L 20"D 25"-33.5"	358.97	466.67		
KEYCHR	Key Largo Chair	35"L 35"D 34"H	579.64	753.53		
KEYLOV	Key Largo Loveseat	57"L 35"D 34"H	680.65	884.85		
KEYSOF	Key Largo Sofa	79"L 35"D 34"H	749.03	973.74		
LA14	Mason Table Lamp	16"RND 26"H	192.70	250.50		
LA15	Mason Floor Lamp	18"RND 55"H	362.08	470.71		
LABREA	La Brea Swivel Chair	35"L 27"D 40"H	680.65	884.85		
LMBAR	Laguna Barstool	18"L 20"D 47"H	261.07	339.39		
LMCHR	Laguna Chair	18"L 19"D 34"H	192.70	250.50		
LRCHGN	Lorna Chair	26"L 25"D 30"H	689.98	896.97		
LUBSCL	Lucent Barstool	22"L 22.5"D 45.5"H	374.51	486.87		
LUCHCL	Lucent Chair	19.5"L 19.75"D 32.5"H	293.71	381.82		
LVS002	Allegro Loveseat	63"L 34.5"D 30"H	989.90	1,286.87		
MADC05	Madison 5' Table	60"L 48"D 29"H	680.65	884.85		
MADC08	Madison 8' Table	96"L 60"D 29"H	1,249.42	1,624.24		
MADC10	Madison 10' Table	120"L 48"D 29"H	1,249.42	1,624.24		
MALGRN	Malba Chair	20"L 20"D 32"H	111.89	145.45		
MALGRY	Malba Chair	20"L 20"D 32"H	111.89	145.45		
MAR001	Marche Swivel Ottoman	17"RND 18"H	293.71	381.82		
MAR002	Marche Swivel Ottoman	17"RND 18"H	293.71	381.82		
MAR003	Marche Swivel Ottoman	17"RND 18"H	293.71	381.82		
MAR004	Marche Swivel Ottoman	17"RND 18"H	293.71	381.82		
MAR005	Marche Swivel Ottoman	17"RND 18"H	293.71	381.82		
MAR006	Marche Swivel Ottoman	17"RND 18"H	293.71	381.82		
MAR007	Marche Swivel Ottoman	17"RND 18"H	293.71	381.82		
MAR008	Marche Swivel Ottoman	17"RND 18"H	293.71	381.82		
MAR009	Marche Swivel Ottoman	17"RND 18"H	293.71	381.82		
MAR010	Marche Swivel Ottoman	17"RND 18"H	293.71	381.82		
MAR011	Marche Swivel Ottoman	17"RND 18"H	293.71	381.82		
MAR012	Marche Swivel Ottoman	17"RND 18"H	293.71	381.82		
MAR013	Marche Swivel Ottoman	17"RND 18"H	293.71	381.82		

Additional items on the next page

Exhibiting Company _____

Contact Name _____ Booth# _____

Phone # _____ Email _____

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

exhibitor.services@heritagesvs.com

1-800-360-4323

Fax 314-534-8050

Order online at: heritagesvs.com/ordering
Discount Deadline:
4/23/2025
LATE ORDERS: Orders received within 14 days prior to show opening are subject to a 30% late order fee.

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

Item #:	Description:	Dimensions:	Advance Price:	Standard Price:	QTY:	Total:
MAR015	Marche Swivel Ottoman	17"RND 18"H	293.71	381.82		
MAR016	Marche Swivel Ottoman	17"L 17"D 18"H	293.71	381.82		
MAR020	Marche Swivel Ottoman	17"RND 18"H	293.71	381.82		
MAR021	Marche Swivel Ottoman	17"RND 18"H	293.71	381.82		
MARBBE	Marina Barstool	21"L 17.5"D 41.5"H	374.51	486.87		
MARBBK	Marina Barstool	21"L 17.5"D 41.5"H	374.51	486.87		
MARBBR	Marina Barstool	21"L 17.5"D 41.5"H	374.51	486.87		
MARBGY	Marina Barstool	21"L 17.5"D 41.5"H	374.51	486.87		
MARBRD	Marina Barstool	21"L 17.5"D 41.5"H	374.51	486.87		
MARBWH	Marina Barstool	21"L 17.5"D 41.5"H	374.51	486.87		
MARCBE	Marina Chair	17.5"L 19.5"D 35"H	225.33	292.93		
MARCBK	Marina Chair	17.5"L 19.5"D 35"H	225.33	292.93		
MARCBR	Marina Chair	17.5"L 19.5"D 35"H	225.33	292.93		
MARCGY	Marina Chair	17.5"L 19.5"D 35"H	225.33	292.93		
MARCRD	Marina Chair	17.5"L 19.5"D 35"H	225.33	292.93		
MARCWH	Marina Chair	17.5"L 19.5"D 35"H	225.33	292.93		
MESCTB	Mesa Cocktail Table	32.25"RND 17.25"H	374.51	486.87		
MESCTG	Mesa Cocktail Table	36"RND 17.25"H	374.51	486.87		
MESCTW	Mesa Cocktail Table	32.25"RND 17.25"H	374.51	486.87		
MESETB	Mesa End Table	20.5"RND 21.25"H	293.71	381.82		
MESETG	Mesa End Table	24"RND 21.25"H	293.71	381.82		
MESETW	Mesa End Table	20.5"RND 21.25"H	293.71	381.82		
MIRWHT	Miramar Divider, White	63"L 23"D 83"H	657.34	854.54		
MNCHCH	Munich Armless Chair	22.5"L 27"D 28.5"H	534.58	694.95		
MONCHA	Montreal Chair	30"L 23.25"D 30"H	853.15	1,109.09		
MONLOV	Montreal Loveseat	62"L 27.25"D 29.5"H	1,080.03	1,404.04		
MTBLPI	Midtown Bar, Lighted w/ Plug In	60"L 18"D 42"H	2,045.06	2,658.58		
MTBUUL	Midtown Bar, Unlighted	60"L 18"D 42"H	1,726.49	2,244.44		
MTCLPI	Midtown Powered Counter, Lighted w/ Plug In	60"L 18"D 42"H	2,045.06	2,658.58		
MTCPUL	Midtown Powered Counter, Unlighted	60"L 18"D 42"H	1,931.62	2,511.11		
NPLCHP	Naples Chair, Powered	36"L 30"D 33.25"H	1,056.72	1,373.74		
NPLCHR	Naples Chair	36"L 30"D 33.25"H	853.15	1,109.09		
NPLLOP	Naples Loveseat, Powered	62"L 30"D 33.25"H	1,306.91	1,698.99		
NPLLOV	Naples Loveseat	62"L 30"D 33.25"H	1,080.03	1,404.04		
NPLSOF	Naples Sofa	87"L 30"D 33.25"H	1,296.04	1,684.85		
NPLSOP	Naples Sofa, Powered	87"L 30"D 33.25"H	1,544.68	2,008.08		

Exhibiting Company _____

Contact Name _____ Booth# _____

Phone # _____ Email _____

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

exhibitor.services@heritagesvs.com

1-800-360-4323

Fax 314-534-8050

 Order online at: heritagesvs.com/ordering
Discount Deadline:
4/23/2025
LATE ORDERS: Orders received within 14 days prior to show opening are subject to a 30% late order fee.

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

Item #:	Description:	Dimensions:	Advance Price:	Standard Price:	QTY:	Total:
P30BWH	30" Bar Table, Powered	30" RND 42"H	999.22	1,298.99		
P30CWH	30" Cafe Table, Powered	30" RND 29"H	999.22	1,298.99		
PALSOF	Palm Beach Sofa	69"L 29"D 33"H	1,103.34	1,434.34		
PASCHR	Pasadena Chair	27"L 25"D 26"H	453.77	589.90		
PDL36B	Powered Locking Pedestal, 36"	24"L 24"D 36"H	725.72	943.43		
PDL36W	Powered Locking Pedestal, 36"	24"L 24"D 36"H	725.72	943.43		
PDL42B	Powered Locking Pedestal, 42"	24"L 24"D 42"H	853.15	1,109.09		
PDL42W	Powered Locking Pedestal, 42"	24"L 24"D 42"H	853.15	1,109.09		
PROGB	Pro Executive Guest Chair	25"L 24"D 45-48"H	317.02	412.12		
PSHCCS	Posh Shelving	25"L 24"D 45-48"H	520.59	676.77		
REGBEN	Regis Bench/Table	24"L 26"D 36"H	408.70	531.31		
REGOTT	Regis End Table	24"L 22"D 36.75-	362.08	470.71		
ROLLBL	Lift Barstool	47"L 15.5"D 16"H	293.71	381.82		
ROLLGY	Lift Barstool	15"RND 23-33.5"H	293.71	381.82		
ROLLRD	Lift Barstool	15"RND 23-33.5"H	293.71	381.82		
ROLLWH	Lift Barstool	15"RND 23-33.5"H	293.71	381.82		
RSTDIN	Rustique Chair w/ Arms	20"L 18"D 31"H	192.70	250.50		
RSTSQT	Rustique Square Metal Bar Table	23.75"L 23.75"D	430.46	559.60		
RSTSTL	Rustique Barstool	13"L 13"D 30"H	170.94	222.22		
SC10	Razor Armless Chair	15.5"L 23.5"D 30.5"H	111.89	145.45		
SC3	Brewer Chair	20"L 20"D 32"H	192.70	250.50		
SEDBBK	Sedona Side Table	15.75"L 15.75"D 24"H	203.57	264.65		
SEDBWD	Sedona Side Table	15.75"L 15.75"D 24"H	203.57	264.65		
SEDBWH	Sedona Side Table	15.75"L 15.75"D 24"H	203.57	264.65		
SFA002	Allegro Sofa	73"L 34.5"D 30"H	1,103.34	1,434.34		
STECHA	Sterling Chair	33"L 33.5"D 32"H	1,056.72	1,373.74		
STESOF	Sterling Sofa	82"L 33.5"D 32"H	1,544.68	2,008.08		
STNCH1	Stanchion w/ Retractable Belt	96"L 37"H	102.56	133.33		
STNSGN	Stanchion Sign Holder	10"L 13"H	88.58	115.15		
SWAN	Swanson Swivel Chair	28"L 25"D 30"H	534.58	694.95		
TAOBBK	Taos Side Table	48"L 26"D 18"H	203.57	264.65		
TAOBWD	Taos Side Table	27"L 23"D 22"H	203.57	264.65		
TAOBWH	Taos Side Table	48"L 26"D 18"H	203.57	264.65		
TASKST	Task Stool	27"L 23"D 22"H	225.33	292.93		
TCHGRY	Tech Tablet Chair	30.5"L 29"D 33.5"H	534.58	694.95		

Additional items on the next page

Exhibiting Company _____

Contact Name _____ Booth# _____

Phone # _____ Email _____

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

exhibitor.services@heritagesvs.com

1-800-360-4323

Fax 314-534-8050

 Order online at: heritagesvs.com/ordering
Discount Deadline:
4/23/2025
LATE ORDERS: Orders received within 14 days prior to show opening are subject to a 30% late order fee.

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

Item #:	Description:	Dimensions:	Advance Price:	Standard Price:	QTY:	Total:
TCHNTP	Tech Chair, Non-Powered, No Tablet	30.5"L 29"D 33.5"H	303.03	393.94		
TCHTNP	Tech Tablet Chair, Non-Powered	30.5"L 29"D 33.5"H	303.03	393.94		
TCHP	Tech Chair, No Tablet	30.5"L 29"D 33.5"H	534.58	694.95		
TECH	Tech Desk, Powered	60"L 30"D 30"H	534.58	694.95		
TECH3	3 Drawer File Cabinet on Castors	16"L 20"D 28"H	248.64	323.23		
TECH3B	Tech Desk, Powered w/ 3 Drawer File Cabinet	60"L 30"D 30"H	806.53	1,048.48		
TMBCKT	Timber Cocktail Table	30" RND 15" H	380.73	494.95		
TMBTBL	Timber Table	16" RND 17" H	203.57	264.65		
TRCHCO	Terrace Accent Chair	24"L 30.5"D 31.25"H	750.58	975.76		
VALCGN	Valencia Chair	28"L 30.5"D 31"H	579.64	753.53		
VALCHA	Valencia Chair	28"L 30.5"D 31"H	579.64	753.53		
VALCOT	Valencia Chair	28"L 30.5"D 31"H	579.64	753.53		
VALSOF	Valencia Sofa	63"L 30.5"D 31"H	749.03	973.74		
VALVOT	Valencia Loveseat	63"L 30.5"D 31"H	749.03	973.74		
VIB01	Vibe Cube Ottoman	18"L 18"D 18"H	210.00	273.00		
VIB02	Vibe Cube Ottoman	18"L 18"D 18"H	210.00	273.00		
VIB04	Vibe Cube Ottoman	18"L 18"D 18"H	210.00	273.00		
VIB05	Vibe Cube Ottoman	18"L 18"D 18"H	210.00	273.00		
VIB08	Vibe Cube Ottoman	18"L 18"D 18"H	210.00	273.00		
VIB09	Vibe Cube Ottoman	18"L 18"D 18"H	210.00	273.00		
VIB10	Vibe Cube Ottoman	18"L 18"D 18"H	210.00	273.00		
VIB11	Vibe Cube Ottoman	18"L 18"D 18"H	210.00	273.00		
VIB12	Vibe Cube Ottoman	18"L 18"D 18"H	210.00	273.00		
VIB13	Vibe Cube Ottoman	18"L 18"D 18"H	210.00	273.00		
VIB14	Vibe Cube Ottoman	18"L 18"D 18"H	210.00	273.00		
VIB15	Vibe Cube Ottoman	18"L 18"D 18"H	210.00	273.00		
VIB16	Vibe Cube Ottoman	18"L 18"D 18"H	210.00	273.00		
VIB17	Vibe Cube Ottoman	18"L 18"D 18"H	210.00	273.00		
VIB21	Vibe Cube Ottoman	18"L 18"D 18"H	210.00	273.00		
VIB22	Vibe Cube Ottoman	18"L 18"D 18"H	210.00	273.00		
VILHUB	Village Charging Hub	12"L 12"D 28.25"H	408.70	531.31		
VNTBLK	Ventura Communal Bar Table, Powered	72.25"L 26.25"D 42"H	1,362.86	1,771.72		
VNTBMW	Ventura Communal Bar Table w/ Grommet Holes	72.25"L 26.25"D 42"H	1,056.72	1,373.74		
VNTBNP	Ventura Communal Bar Table	72.25"L 26.25"D 42"H	1,056.72	1,373.74		
VNTBWW	Ventura Communal Bar Table w/ Grommet Holes	72.25"L 26.25"D 42"H	1,056.72	1,373.74		

Additional items on the next page

Exhibiting Company _____

Contact Name _____ Booth# _____

Phone # _____ Email _____

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

exhibitor.services@heritagesvs.com

1-800-360-4323

Fax 314-534-8050

 Order online at: heritagesvs.com/ordering
Discount Deadline:
4/23/2025
LATE ORDERS: Orders received within 14 days prior to show opening are subject to a 30% late order fee.

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

Item #:	Description:	Dimensions:	Advance Price:	Standard Price:	QTY:	Total:
VNTCBK	Ventura Communal Cafe Table, Powered	72.25"L 26.25"D 30"H	1,112.66	1,446.46		
VNTCBN	Ventura Communal Cafe Table	72.25"L 26.25"D 30"H	794.09	1,032.32		
VNTCMN	Ventura Communal Cafe Table	72.25"L 26.25"D 30"H	794.09	1,032.32		
VNTCMW	Ventura Communal Cafe Table w/ Grommet Holes	72.25"L 26.25"D 30"H	794.09	1,032.32		
VNTCWH	Ventura Communal Cafe Table, Powered	72.25"L 26.25"D 30"H	1,112.66	1,446.46		
VNTCWN	Ventura Communal Cafe Table	72.25"L 26.25"D 30"H	794.09	1,032.32		
VNTCWW	Ventura Communal Cafe Table w/ Grommet Holes	72.25"L 26.25"D 30"H	794.09	1,032.32		
VNTMNP	Ventura Communal Bar Table	72.25"L 26.25"D 42"H	1,056.72	1,373.74		
VNTWHT	Ventura Communal Bar Table, Powered	72.25"L 26.25"D 42"H	1,362.86	1,771.72		
VNTWNP	Ventura Communal Bar Table	72.25"L 26.25"D 42"H	1,056.72	1,373.74		
VTA	30" Round Madison Bar Table w/ Standard Black	30"RND 42"H	329.45	428.28		
VTB	30" Round Bar Table w/ Standard Black Base	30"RND 42"H	329.45	428.28		
VTJ	30" Round Bar Table w/ Standard Black Base	30"RND 42"H	329.45	428.28		
VTK	30" Round Bar Table w/ Standard Black Base	30"RND 42"H	329.45	428.28		
VTN	36" Round Bar Table w/ Standard Black Base	36"RND 42"H	340.33	442.42		
VTP	36"Round Bar Table w/ Standard Black Base	36"RND 42"H	340.33	442.42		
VTW	36" Round Bar Table w/ Standard Black Base	36"RND 42"H	340.33	442.42		
WD3	Work Table	48"L 24"D 30"H	421.13	547.47		
WENCHA	Wentworth Swivel Chair	31"L 24"D 31.5"H	534.58	694.95		
XBAR	Christopher Barstool	19"L 19"D 41"H	293.71	381.82		
XCHR	Christopher Chair	17"L 19"D 35"H	192.70	250.50		
ZENBAR	Zenith Barstool	19"L 20"D 44"H	261.07	339.39		
ZENCHR	Zenith Chair	18.25"L 22"D 32"H	192.70	250.50		
ZTA	30" Round Madison Cafe Table w/ Standard Black	30"RND 29"H	329.45	428.28		
ZTB	30" Round Cafe Table w/ Standard Black Base	30"RND 29"H	329.45	428.28		
ZTJ	30" Round Cafe Table w/ Standard Black Base	30"RND 29"H	329.45	428.28		
ZTK	30" Round Cafe Table w/ Standard Black Base	30"RND 29"H	329.45	428.28		
ZTN	36"Round Cafe Table w/ Standard Black Base	36"RND 29"H	340.33	442.42		
ZTP	36"Round Cafe Table w/ Standard Black Base	36"RND 29"H	340.33	442.42		
ZTQ	36"Round Cafe Table w/ Standard Black Base	36"RND 29"H	340.33	442.42		

SUBTOTAL \$ _____

10% Tax \$ _____

TOTAL DUE \$ _____

Exhibiting Company _____

Contact Name _____ Booth# _____

Phone # _____ Email _____

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

exhibitor.services@heritagesvs.com

1-800-360-4323

Fax 314-534-8050

Order online at: heritagesvs.com/ordering
Custom Discount Deadline:
4/11/2025

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

**10' x 10'
Display**

B001

Advanced Price: \$4,385.88

Standard Price: \$5,701.64

B310

Advanced Price: \$3,057.16

Standard Price: \$3,974.31

B362

Advanced Price: \$4,281.22

Standard Price: \$5,565.59

**10' x 20'
Display**

B002

Advanced Price: \$6,847.61

Standard Price: \$8,901.89

B368

Advanced Price: \$9,513.13

Standard Price: \$12,367.07

B004

Advanced Price: \$7,694.92

Standard Price: \$10,003.40

B361

Advanced Price: \$8,243.43

Standard Price: \$10,716.46

Select Carpet

(included in the rental)

Circle your color choice:

Red Blue Hunter Green Gray Black

Additional carpet colors and flooring options available at listed rates.

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

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

TAX 10% \$ _____

TOTAL DUE \$ _____

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

Exhibiting Company _____

Contact Name _____ Booth# _____

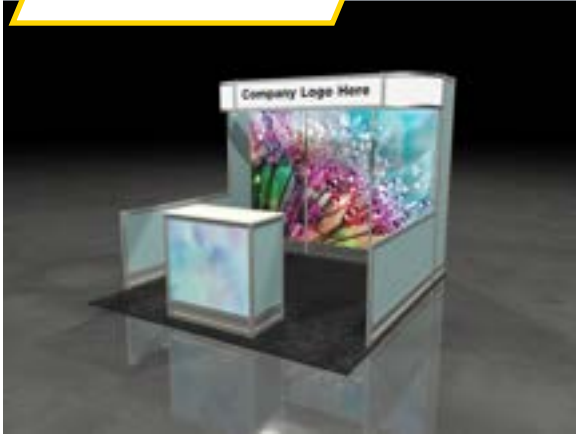
Phone # _____ Email _____

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

10' x 10' Exhibit Rental Displays

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

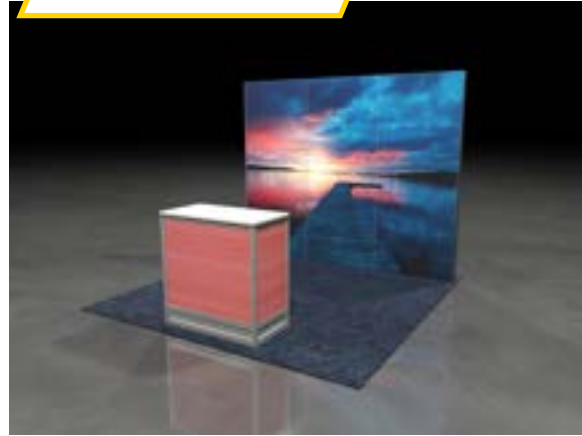
B001



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

INCLUDED: 10' x 10' carpet
Installation/Dismantle Labor
Complimentary consultation for booth alterations

B310



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

INCLUDED: 10' x 10' carpet
Installation/Dismantle Labor
Complimentary consultation for booth alterations

B362



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

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

EXHIBITS

10' x 20' Exhibit Rental Displays

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

EXHIBITS

B002



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

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

B368



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

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

B004



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

INCLUDED 10' x 20' carpet
 Installation/Dismantle Labor
 Complimentary consultation for booth alterations

B361



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

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

exhibitor.services@heritagesvs.com

1-800-360-4323

Fax 314-534-8050

Order online at: heritagesvs.com/ordering
Custom Discount Deadline:
4/11/2025

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

**20' x 20'
Display**

B333

 Advanced Price: \$12,381.80
 Standard Price: \$16,096.34

B215

 Advanced Price: \$11,319.98
 Standard Price: \$14,715.97

B437

 Advanced Price: \$13,139.25
 Standard Price: \$17,081.03

B403

 Advanced Price: \$19,466.49
 Standard Price: \$25,306.43

**20' x 30'
Display
and Larger**

B359

 Advanced Price: \$26,759.46
 Standard Price: \$34,787.30

B360

 Advanced Price: \$26,285.10
 Standard Price: \$34,170.63

B465

 Advanced Price: \$18,943.69
 Standard Price: \$24,626.79

B085

 Advanced Price: \$22,546.29
 Standard Price: \$29,310.17

Select Carpet

(included in the rental)

Circle your color choice:

Red Blue Hunter Green Gray Black Tuxedo

Additional carpet colors and flooring options available at listed rates.

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

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

SUBTOTAL \$ _____

TAX 10% \$ _____

TOTAL DUE \$ _____

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

Exhibiting Company _____

Contact Name _____ Booth# _____

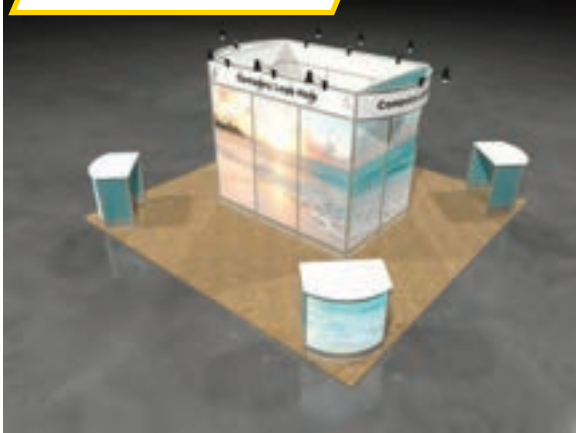
Phone # _____ Email _____

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

20' x 20' Exhibit Rental Displays

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

B333



Advanced Price \$12,381.80
Standard Price \$16,096.34

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

B215



Advanced Price \$11,319.98
Standard Price \$14,715.97

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

B437



Advanced Price \$13,139.25
Standard Price \$17,081.03

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

B403



Advanced Price \$19,466.49
Standard Price \$25,306.43

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

20' x 30' and Larger Exhibit Rental Displays

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

B359



Advanced Price \$26,759.46
Standard Price \$34,787.30

INCLUDED: Eight arm lights
 20' x 30' carpet
 Installation/Dismantle Labor
 Complimentary consultation for booth alterations
Monitors and furnishings sold separately

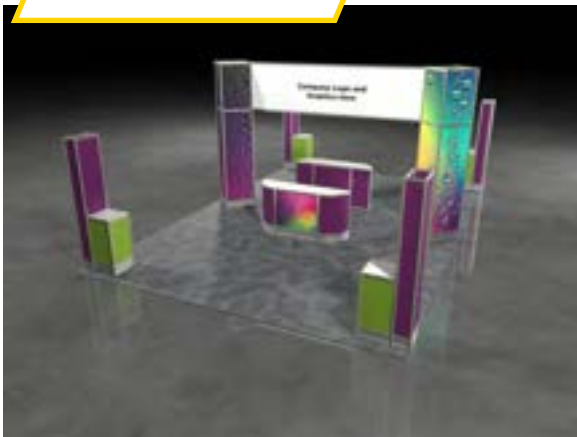
B360



Advanced Price \$26,285.10
Standard Price \$34,170.63

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

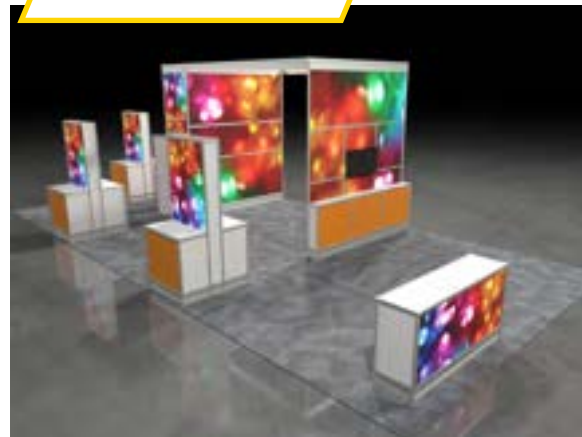
B465



Advanced Price \$18,943.69
Standard Price \$24,626.79

INCLUDED 20' x 30' carpet
 Installation/Dismantle Labor
 Complimentary consultation for booth alterations
Monitors and furnishings sold separately

B085



Advanced Price \$22,546.29
Standard Price \$29,310.17

INCLUDED Four arm lights
 20' x 40' carpet
 Installation/Dismantle Labor
 Complimentary consultation for booth alterations
Monitors and furnishings sold separately

exhibitor.services@heritagesvs.com

1-800-360-4323

Fax 314-534-8050

Order online at: heritagesvs.com/ordering

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

EMPTY REMOVAL INSTRUCTIONS

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

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

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

CERTIFIED WEIGHT TICKETS

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

INSURANCE

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

INBOUND SHIPMENT(S)

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

OUTBOUND SHIPMENT(S)

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

exhibitor.services@heritagesvs.com

1-800-360-4323

Fax 314-534-8050

Order online at: heritagesvs.com/ordering

LIABILITY

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

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

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

exhibitor.services@heritagesvs.com

1-800-360-4323

Fax 314-534-8050

Order online at: heritagesvs.com/ordering

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

exhibitor.services@heritagesvs.com

1-800-360-4323

Fax 314-534-8050

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

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

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

	Description	Price per CWT	200 lb Minimum
Rate Classifications	Warehouse Shipment (200 lb Minimum)		
	Crated or Skidded Shipment	<u>\$257.10</u>	<u>\$514.20</u>
	Special Handling Shipment	<u>\$308.52</u>	<u>\$617.04</u>
	Crated or Skidded after 5/2/2025 deadline date	<u>\$321.38</u>	<u>\$642.76</u>
	Special Handling Shipment after 5/2/2025 deadline date	<u>\$372.80</u>	<u>\$745.60</u>
	Show Site Shipment (200 lb Minimum)		
	Crated or Skidded Shipment	<u>\$314.49</u>	<u>\$628.98</u>
	Special Handling Shipment	<u>\$377.39</u>	<u>\$754.78</u>
	Uncrated or Pad Wrapped Shipment	<u>\$440.29</u>	<u>\$880.58</u>
		Small Package—Maximum Weight is 30 lbs per Shipment	<u>\$50.00</u>

*A small package shipment is a shipment totaling any number of pieces with a combined weight not to exceed 30 lbs that is received on the same day, from the same shipper and delivered by the same carrier.

**Warehouse Shipments will be received Monday through Friday between the hours of 10:00a.m. and 4:00 p.m.

ROUND UP TO NEXT CWT (2CWT MINIMUM)

Description / Number of Pieces	Weight	÷ 100 =	CWT	x	Price per CWT	=	Estimated Total Cost (200 lb. min)
<i>example: Special Handling</i>	<i>467</i>	<i>÷ 100 =</i>	<i>5</i>		<i>\$300.00</i>		<i>\$1500.00</i>
		÷ 100 =					
		÷ 100 =					
		÷ 100 =					
		÷ 100 =					
TOTAL							

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

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

Exhibiting Company _____

Contact Name _____ Booth# _____

Phone # _____ Email _____

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

exhibitor.services@heritagesvs.com

1-800-360-4323

Fax: 314-534-8050

Discount Deadline:
4/23/2025

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

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

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

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

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

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

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

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

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

SUBTOTAL \$ _____
TOTAL DUE \$ _____

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

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

Exhibiting Company _____ Booth# _____

Address _____ City _____ State _____ Zip _____

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



IMPORTANT NOTICE REGARDING DIRECT SHIPMENTS

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

NOTE: Direct shipments will only be received beginning at 10:00 a.m., Saturday, May 10th, 2025. Any materials sent to the venue prior to this date may be returned to sender and/or may be turned over to Heritage and will be billed according to the Show's Shipping & Receiving Rates, and will be subject to venue assessed fees.

<p>EXHIBITOR COMPANY NAME _____</p> <p>BOOTH NUMBER _____</p> <p>C/O HERITAGE ERNEST N. MORIAL CONVENTION CENTER 900 CONVENTION CENTER BLVD. NEW ORLEANS, LA 70130</p> <p>FOR: ASGCT 28TH ANNUAL MEETING</p>
--

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

HES LOGISTICS IS YOUR OFFICIAL SHOW CARRIER!

Relax with our Care Free logistics. Our dedicated team of Logistics Specialists will provide you with personalized and efficient shipping solutions to make sure your freight arrives on time. We make shipping easy and convenient!

INBOUND & OUTBOUND LOGISTICS

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

HES VALUE-ADDED SERVICES

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

Have a Logistics Question?

Contact our Logistics team:

Phone: 314-376-2347

Email: heslogistics@heritagesvs.com



WHAT IS SHIPPING?

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



WHAT IS MATERIAL HANDLING?

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



Material Handling Process:

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

ONE EASY WAY TO KEEP YOUR CHARGES LOWER?

Consolidate, Consolidate, Consolidate!

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



HES LOGISTICS

PLEASE SEND COMPLETED FORM TO: heslogistics@heritagesvs.com

INBOUND SHIPPING

NEED A RELIABLE CARRIER TO TRANSPORT YOUR INBOUND FREIGHT?

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

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

Show Name _____

Booth Name _____

Booth Numbers (if known) _____

Inbound Pickup Information

Company Name _____

Address _____

Suite _____

City, State, Zip _____

Contact Name _____

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

Pickup Hours _____

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

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

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

Description of Pieces & Loading Area

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

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

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

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

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



PLEASE SEND COMPLETED FORM TO: heslogistics@heritagesvs.com

OUTBOUND (RETURN) SHIPPING

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

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

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

Show Name _____

Booth Name _____

Booth Numbers (if known) _____

Return Delivery Information

Company Name _____

Address _____

Suite _____

City, State, Zip _____

Contact Name _____

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

Delivery Hours _____

Standard Ground Shipping (Estimated 2-7 business days)

Deliver by Date _____

Must Deliver on Specific Date _____

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

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

Description of Pieces & Loading Area

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

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

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

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



***Must arrive no later than
FRIDAY, MAY 2ND, 2025***

***Must arrive no later than
FRIDAY, MAY 2ND, 2025***

**ADVANCE SHIPMENT
TO WAREHOUSE**

**ADVANCE SHIPMENT
TO WAREHOUSE**

TO: _____
EXHIBITOR NAME

TO: _____
EXHIBITOR NAME

BOOTH NUMBER: _____

BOOTH NUMBER: _____

HERITAGE
TFORCE FREIGHT C/O EXHIBIT TRANSFER
3761 LOUISA ST.
NEW ORLEANS, LA 70126

HERITAGE
TFORCE FREIGHT C/O EXHIBIT TRANSFER
3761 LOUISA ST.
NEW ORLEANS, LA 70126

FOR: **ASGCT 28TH ANNUAL MEETING**

FOR: **ASGCT 28TH ANNUAL MEETING**



***Must arrive no later than
FRIDAY, MAY 2ND, 2025***

***Must arrive no later than
FRIDAY, MAY 2ND, 2025***

**ADVANCE SHIPMENT
TO WAREHOUSE**

**ADVANCE SHIPMENT
TO WAREHOUSE**

TO: _____
EXHIBITOR NAME

TO: _____
EXHIBITOR NAME

BOOTH NUMBER: _____

BOOTH NUMBER: _____

HERITAGE
TFORCE FREIGHT C/O EXHIBIT TRANSFER
3761 LOUISA ST.
NEW ORLEANS, LA 70126

HERITAGE
TFORCE FREIGHT C/O EXHIBIT TRANSFER
3761 LOUISA ST.
NEW ORLEANS, LA 70126

FOR: **ASGCT 28TH ANNUAL MEETING**

FOR: **ASGCT 28TH ANNUAL MEETING**



DO NOT DELAY!

DO NOT DELAY!

**DIRECT SHIPMENT
TO SHOW SITE**

**DIRECT SHIPMENT
TO SHOW SITE**

MUST NOT ARRIVE BEFORE: SATURDAY, MAY 10TH

MUST NOT ARRIVE BEFORE: SATURDAY, MAY 10TH

TO: _____
EXHIBITOR NAME

TO: _____
EXHIBITOR NAME

BOOTH NUMBER: _____

BOOTH NUMBER: _____

C/O HERITAGE
ERNEST N. MORIAL CONVENTION CENTER
900 CONVENTION CENTER BLVD.
NEW ORLEANS, LA 70130

C/O HERITAGE
ERNEST N. MORIAL CONVENTION CENTER
900 CONVENTION CENTER BLVD.
NEW ORLEANS, LA 70130

FOR: **ASGCT 28TH ANNUAL MEETING**

FOR: **ASGCT 28TH ANNUAL MEETING**



DO NOT DELAY!

DO NOT DELAY!

**DIRECT SHIPMENT
TO SHOW SITE**

**DIRECT SHIPMENT
TO SHOW SITE**

MUST NOT ARRIVE BEFORE: SATURDAY, MAY 10TH

MUST NOT ARRIVE BEFORE: SATURDAY, MAY 10TH

TO: _____
EXHIBITOR NAME

TO: _____
EXHIBITOR NAME

BOOTH NUMBER: _____

BOOTH NUMBER: _____

C/O HERITAGE
ERNEST N. MORIAL CONVENTION CENTER
900 CONVENTION CENTER BLVD.
NEW ORLEANS, LA 70130

C/O HERITAGE
ERNEST N. MORIAL CONVENTION CENTER
900 CONVENTION CENTER BLVD.
NEW ORLEANS, LA 70130

FOR: **ASGCT 28TH ANNUAL MEETING**

FOR: **ASGCT 28TH ANNUAL MEETING**

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

DECORATOR & CARPENTER JURISDICTION

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

TEAMSTER JURISDICTION

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

SAFETY

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

TIPPING

HERITAGE requests that exhibitors do not tip employees.

LABOR

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

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

exhibitor.services@heritagesvs.com

1-800-360-4323

Fax 314-534-8050

Order online at: heritagesvs.com/ordering

Discount Deadline:
4/23/2025

EXHIBIT LABOR (One Hour Minimum per Worker)

		Advance Price Per Hour	Standard Price per Hour
Straight Time	8:00 a.m. to 4:30 p.m. Monday through Friday	\$188.58	\$245.15
Overtime	4:30 p.m. to 8:00 a.m. Monday through Friday, Saturday, Sunday, and Holidays	\$282.87	\$367.73

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

Installation Labor

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

Emergency Contact: _____ Phone Number: _____

- Supervision by Exhibitor Personnel

Supervisor will be: _____ Phone Number: _____

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

Dismantle Labor

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

Emergency Contact: _____ Phone Number: _____

- Supervision by Exhibitor Personnel

Supervisor will be: _____ Phone Number: _____

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

Exhibiting Company _____

Contact Name _____ Booth# _____

Phone # _____ Email _____

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

exhibitor.services@heritagesvs.com

1-800-360-4323

Fax 314-534-8050

Order online at: heritagesvs.com/ordering**Discount Deadline:
4/23/2025****HERITAGE SUPERVISED LABOR****IN ORDER TO BETTER SERVE YOU**--PLEASE COMPLETE THE FOLLOWING INFORMATION IF YOUR DISPLAY IS TO BE SET-UP AND/OR DISMANTLED BY HERITAGE AND YOU WILL NOT BE PRESENT TO SUPERVISE THE INSTALLATION AND/OR DISMANTLE.**INBOUND SHIPPING INFORMATION AND SET-UP INFORMATION:**

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

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

Other (Specify) _____

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

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

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

Comments: _____

Graphics: With Exhibit _____ Shipped Separately _____

Comments: _____

Special Tools/Hardware Required: _____

OUTBOUND SHIPPING INFORMATION

Ship To: _____

METHOD OF SHIPMENT **HERITAGE EXHIBIT TRANSPORTATION** Common Carrier Air Freight Next Day Second Day Deferred Expedited**OTHER CARRIER**

Other Common Carrier: _____

Other Air Freight: _____

Van Line: _____

FREIGHT CHARGES Prepaid Collect

Bill To: _____

In the event your selected carrier fails to show on the final move-out day, please select one of the following options: Reroute via Heritage's Choice Delivery back to warehouse at the Exhibitor's expense.*PLEASE NOTE: Heritage will not be responsible for product or literature that is not properly packed and labeled by exhibitor personnel.*

Exhibiting Company _____

Contact Name _____ Booth# _____

Phone # _____ Email _____

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

exhibitor.services@heritagesvs.com

1-800-360-4323

Fax 314-534-8050

Order online at: heritagesvs.com/ordering

STRUCTURAL INTEGRITY INFORMATION

THIS FORM MUST BE RETURNED FOR ALL SUSPENDED STRUCTURES

_____ the contracted exhibitor at ASGCT 28TH ANNUAL MEETING and (if applicable), the display house or EAC for the aforementioned exhibitor, do hereby certify and guarantee that the stress points for the hanging structure have been properly engineered and tested. We further certify that the structure can be hung safely and has been constructed to meet all applicable regulations and safety measures.

We hereby release, indemnify and forever hold harmless **ASGCT, ERNEST N. MORIAL C.C., AND HERITAGE** and their subsidiaries, directors, officers, employees, representatives, agents and contractors from and against any and all liability, claims, damage, loss, fines, or penalties arising from the installation, use or dismantling of this structure. All hang points supporting in excess of two hundred (200) pounds may be verified (metered) on site at exhibitor's expense.

Exhibiting Company: _____ Booth #: _____

Authorized Signature: _____

Printed Name: _____ Date: _____

Email: _____

Display House/EAC (if applicable) _____

Authorized Signature: _____

Printed Name: _____ Date: _____

HANGING SIGN LABOR AND EQUIPMENT

INSTRUCTIONS

- All ceiling rigging must conform to Show Management rules and regulations and facility limitations.
- All overhead hanging signs or banners must be assembled, installed and removed by Heritage. Exhibitors, display company and/or I&D representatives may supervise, but will not be allowed to assemble or install and remove the hanging sign.
- Please complete the enclosed Labor Order Form to assemble your hanging sign.
- All overhead electrical hanging signs must be certified for structural integrity and safety in order to be approved by the building. Complete the enclosed Structural Integrity Form. Hanging signs greater than 250 lbs. must be certified for structural integrity and safety in order to be approved by the convention facility.
- Set up instructions must be provided for signs needing assembly.
- Hanging anchor points must be pre-fabricated and ready for use.
- Electrical signs must be in working order and in accordance with the National Electrical Code. ELECTRICAL SERVICE requirements must be ordered in advance on the enclosed ELECTRICAL SERVICE Order Form.
- All Electrical Sign or Signs with Motor and/or Truss will need to be hung by the building.
- If any hang point supports over 250 lbs., notify Heritage immediately for special authorization.
- Overhead hanging signs are to be sent in separate containers directly to advance warehouse using the enclosed Hanging Sign Labels. This container **MUST** arrive no later than 5/2/2025. If these procedures are not followed, Heritage cannot guarantee the hanging of your sign.

Ship To:

HERITAGE
 TFORCE FREIGHT C/O EXHIBIT TRANSFER
 3761 LOUISA ST.
 NEW ORLEANS, LA 70126
 FOR: ASGCT 28TH ANNUAL MEETING

EQUIPMENT AND LABOR RATES TO HANG SIGNS
Straight Time: 8:00 a.m. - 4:30 p.m., Monday through Friday

Overtime: 4:30 p.m. - 8:00 a.m., Monday through Friday, Saturdays, Sundays, and Holidays

Crew Size: Three (3) Laborers

Materials: Cables, clamps, etc. additional and charged accordingly

Equipment With Crew

- **Show Site rates will apply to ALL labor orders placed at show site**
- Rates are per lift and crew per hour
- One Hour minimum per lift and crew
- Straight Time cannot be guaranteed

	STRAIGHT TIME	OVERTIME
Condor		
Condor with Crew	L331 \$1,294.33	\$1,941.50
Show Site Pricing	\$1,682.63	\$2,523.95
Assembly Crew/ Additional Labor		
Display Assembly Labor	L332 \$188.58	\$282.87
(Per Person/Per Hour)		
Show Site Pricing	\$245.15	\$367.73

Exhibiting Company _____

Contact Name _____ Booth# _____

Phone # _____ Email _____

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

Sign Description, Size, & Weight

For signs other than banners, include blueprint or drawing with detailed information so hanging anchor points may be determined

Type: Cloth Banner _____
 Metal or Wood _____
 Other _____

Shape: Square _____
 Triangle _____
 Rectangle _____
 Other _____

Size: Height _____
 Length _____
 Width _____
 Weight of Sign _____

Does your sign require:
 Electricity? _____
 Assembly? _____

Is your sign designed to rotate? _____ Yes _____ No
 (Check next to answer)

Placement Diagram

Please submit the booth grid form with this hanging sign labor form. Indicate how far in from each boundary you would like your sign placed.

The ceiling structure and relation to the support beams may require your sign to be moved from your specified location.

Installation Estimate

Approx. Hours	Hourly Rate	Estimated Sub-Total
_____	@ _____	= _____

Dismantle Estimate

_____	@ _____	= _____
-------	---------	---------

Estimated Sub-Total	_____
Tax	NA
Total	_____

Supervision for assembly and disassembly of overhead hanging can be provided by Heritage at an additional cost, or by your company representative, display house, independent or lighting contractor.

Please indicate method of supervision you require for assembly and disassembly:

_____ No Supervision Required
 _____ Heritage I&D
 _____ Exhibitor Personnel
 _____ Display House

Exhibiting Company _____

Contact Name _____ Booth# _____

Phone # _____ Email _____

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



RUSH! – HANGING SIGN

RUSH! – HANGING SIGN

**ADVANCE SHIPMENT
TO WAREHOUSE**

**ADVANCE SHIPMENT
TO WAREHOUSE**

TO: _____
EXHIBITOR NAME

TO: _____
EXHIBITOR NAME

BOOTH NUMBER: _____

BOOTH NUMBER: _____

HERITAGE
TFORCE FREIGHT C/O EXHIBIT TRANSFER
3761 LOUISA ST.
NEW ORLEANS, LA 70126

HERITAGE
TFORCE FREIGHT C/O EXHIBIT TRANSFER
3761 LOUISA ST.
NEW ORLEANS, LA 70126

FOR: **ASGCT 28TH ANNUAL MEETING**

FOR: **ASGCT 28TH ANNUAL MEETING**



RUSH! – HANGING SIGN

RUSH! – HANGING SIGN

**ADVANCE SHIPMENT
TO WAREHOUSE**

**ADVANCE SHIPMENT
TO WAREHOUSE**

TO: _____
EXHIBITOR NAME

TO: _____
EXHIBITOR NAME

BOOTH NUMBER: _____

BOOTH NUMBER: _____

HERITAGE
TFORCE FREIGHT C/O EXHIBIT TRANSFER
3761 LOUISA ST.
NEW ORLEANS, LA 70126

HERITAGE
TFORCE FREIGHT C/O EXHIBIT TRANSFER
3761 LOUISA ST.
NEW ORLEANS, LA 70126

FOR: **ASGCT 28TH ANNUAL MEETING**

FOR: **ASGCT 28TH ANNUAL MEETING**

exhibitor.services@heritagesvs.com

1-800-360-4323

Fax 314-534-8050

Custom Discount Deadline:
4/11/2025

Order online at: heritagesvs.com/ordering

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

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

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

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

Custom Size Signs	Item	Total Sq. Ft.	Discount Rate	Standard Rate	Total
Custom Size Signs	G100 Banner single sided - enter dimensions below _____ W x _____ L = total sq. ft. feet feet	_____ x	\$21.00	\$31.50	= _____
		min. order 9 sq. ft.			
Custom Size Signs	G100 Custom Sign - enter dimensions below _____ W x _____ L = total sq. ft. feet feet	_____ x	\$21.00	\$31.50	= _____
		min. order 9 sq. ft.			
Contact an exhibitor service team member for other custom graphic applications.					
Method of Payment & Credit Card Authorization Form REQUIRED to be submitted with this form.					
				SUBTOTAL	\$ _____
				TAX 10%	\$ _____
				TOTAL DUE	\$ _____

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

Exhibiting Company _____

Contact Name _____ Booth# _____

Phone # _____ Email _____

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

exhibitor.services@heritagesvs.com

1-800-360-4323

Fax 314-534-8050

Order online at: heritagesvs.com/ordering

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

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

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

Outline/Rasterize all fonts

Flatten all transparencies

Change all opacities to solid colors

Keep all critical logos and text 0.25" from the edges

Supply links

GRAPHIC SUMMARY REQUIRED for large volume graphic orders.

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

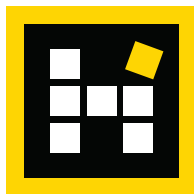
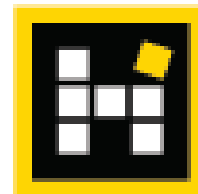
Click **HERE** for a sample graphic summary to download.**For Heritage
Designed
Graphics**Please supply vector logos - **.AI, .EPS or .PDF**High resolution photos - **10MB or higher recommended**

Preferred font choice and/or supply font file

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

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

OR

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

exhibitor.services@heritagesvs.com

1-800-360-4323

Fax 314-534-8050

Order online at: heritagesvs.com/ordering

Discount Deadline:
4/23/2025

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

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

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

	Item	Total # of Days	Total # Sq. Ft.	Standard Rate	Total
Carpet Cleaning	L150 Vacuuming before initial opening of Exhibit and DAILY thereafter, including emptying of waste baskets nightly	_____ x _____	_____ x _____	\$0.65 =	_____
	Vacuuming ONCE before initial opening of Exhibit	1 x _____	_____ x _____	\$0.65 =	_____
SUBTOTAL					_____

	Item	Total # of Days	Total # Sq. Ft.	Standard Rate	Total
Exhibit Cleaning	L200 Cleaning and dusting of display background and furnishings before initial opening of Exhibit and DAILY thereafter	_____ x _____	_____ x _____	\$0.79 =	_____
	Cleaning and dusting of display background and furnishings ONCE before initial opening of Exhibit	1 x _____	_____ x _____	\$0.79 =	_____
SUBTOTAL					_____

	Item	Total # of Days	Total # Hours	Standard Rate	Total
Porter Service	L220 Includes emptying of wastebaskets and policing of your exhibit at two-hour intervals during show hours (4 hour minimum per day)	_____ x _____	_____ x _____	\$72.94 =	_____
	Requested Time(s) for Porter Service _____				

Special Instructions: _____

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

SUBTOTAL \$ _____
TOTAL DUE \$ _____

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

Exhibiting Company _____

Contact Name _____ Booth# _____

Phone # _____ Email _____

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



TELECOMMUNICATIONS SERVICES PRICING FORM

ALL ORDERS ARE PLACED ONLINE BY VISITING [HTTPS://MCCNO.COM](https://mccno.com) AND SELECTING THE **ONLINE ORDERING** BUTTON OR BY GOING TO [HTTPS://SERVICES.MCCNO.COM](https://services.mccno.com)
IF YOU HAVE ANY QUESTIONS OR NEED ADDITIONAL INFORMATION, FEEL FREE TO CONTACT US VIA EMAIL AT exhibit_services@mccno.com OR BY PHONE AT 504-582-3036

ADVANCED RATE DEADLINE IS APRIL 16, 2025. ONSITE RATES EFFECTIVE MAY 08, 2025.

Standard Line Service for Telephones, Modems, Fax, and POS Machines	Advanced	Standard	Onsite
Unrestricted Telephone Line - (CC# required for Long Distance)	\$260.00	\$299.00	\$389.00

Telephone Sets - (Includes telephone instrument and service)	Advanced	Standard	Onsite
Single Line Sets	\$280.00	\$322.00	\$364.00
Single Line Speakerphone	\$313.00	\$360.00	\$468.00
Message Waiting Single Line Sets	\$313.00	\$360.00	\$468.00
Multi-Line Speakerphone Sets	\$420.00	\$483.00	\$628.00
Polycom Conference Phone	\$460.00	\$529.00	\$688.00

Other Telephone Services	Advanced	Standard	Onsite
Voice Mail	\$80.00	\$92.00	\$120.00
Call Waiting, Rollover/Hunt	\$80.00	\$92.00	\$120.00
Extend Analog Pots Line from Dmark to Booth	\$200.00	\$230.00	\$299.00
Extend ISDN BR1 Line from Dmark to Booth	\$200.00	\$230.00	\$299.00
Extend T1 Circuit from Dmark to Booth	\$800.00	\$920.00	\$1,196.00
Move Line Fee	\$100.00	\$115.00	\$150.00

- **Cancellations must be submitted in writing. Requests received prior to 8 days of the first contracted event move in day will incur a \$50 administrative fee, but otherwise refunded in full. Cancellation requests received within 7 days of the first contracted event move in day will receive a 50% refund. No refunds will be applied to order cancelled once the first event contracted move in day occurs. Credit is not available for services installed even if not used. All refunds will be processed after the close of the event.**
- **Cancelled/postponed events: Refunds for event cancellation/postponement are determined by the NOENMCC on an individual basis and are based on the event's status change.**

1. Telephone service is supplied from the floor ports. Telephone lines crossing aisles is not allowed.
2. Location of service in booth must be designated. Diagrams indicating booth orientation are required. If no location is provided, service will be installed in the rear center of the booth. Labor charges will apply to relocate the service.
3. Rates listed for all connections include bringing the service to booth in the most convenient manner and DO NOT INCLUDE connecting or configuring equipment, ramping, making specialized installations.
4. Additional service charges and labor charges may be assessed for installation. Payment must be rendered in FULL when billed during the event. Service may be interrupted if payment is not received.
5. Any additional cost incurred by NOENMCC to (a) assist in trouble diagnosis or problem resolution found not to be the fault of NOENMCC or (b) collect information required to complete the installation that customer fails to provide may be billed to the customer at the prevailing rate.
6. Customer provided/ordered outside circuits must be installed and working two (2) days before event move-in. The NOENMCC will extend those circuits to the location throughout the Convention Center: contact Exhibit Services at exhibit_services@mccno.com for associated costs.
7. The exhibitor is responsible for compliance with all applicable federal, state or local laws pertaining to the use of all services.
8. The equipment and services will be provided only during the dates of the event the customer is participating.
9. Long distance (inter-exchange) services are provided by the NOENMCC under license arrangement. The Convention Center will process billing for such services. A credit card is required for long distance charges.
10. Exhibitor is responsible for returning all telephone sets or other equipment and related materials to the NOENMCC Exhibitor Service Center at the close of the event unless prior arrangements have been made with the Service Center.
 - A signature is required for delivery of your telephone sets. Please notify the NOENMCC service desk when you are available to receive. Retail replacement value will be charged for any damaged or unreturned equipment. A credit card is required for rental of all equipment.
11. All material and equipment provided by the NOENMCC remains the property of the NOENMCC and may ONLY be removed by Convention Center staff at the close of the event.
12. The Convention Center reserves the right to refuse connection to any exhibitor whose equipment is deemed unsafe by the NOENMCC.
13. Unless otherwise directed, NOENMCC staff are authorized to cut floor coverings for installation of service.
14. If a technical data sheet on equipment indicating connections and/or description of equipment to be connected is available, please attach sheet or description to the Utility Location form.
15. Adhesive tapes used on floor surfaces must be a type approved by the Convention Center. Contact your service contractor or Exhibit Services Division of the Convention Center for more details.
16. Obstructions blocking utility floor boxes are subject to relocation, as necessary. Labor charges will apply.
17. All service issues must be reported to the NOENMCC Service Desk prior to the close of the event.
18. Claims will not be considered unless filed **in writing** by exhibitor prior to close of event.
19. Credit will not be given for service installed and not used.
20. **Cancellation – All cancellations must be submitted in writing. Cancellation requests up to 8 days before the first contracted event move-in will incur a \$50 administrative fee. Cancellation requests within 7 days of the first contracted event move-in day will receive a 50% refund. No refund will be applied to orders canceled once the first event contracted move-in occurs.**

Meeting room equipment can be ordered by contacting us for a quote at avservices@freemanco.com

NAME OF SHOW: **Am Soc of Gene & Cell Therapy - Annual Mtg May 2025 / Ernest N Morial Convention Center / May 13-17, 2025**

COMPANY NAME: _____ BOOTH #: _____

CONTACT NAME: _____ PHONE #: _____

E-MAIL ADDRESS: _____

ADDRESS: _____

Take advantage of the Discount Price by ordering by April 14, 2025.

AUDIO VISUAL

- To place your order, please fill out this form and send it to yesenia.mata@freeman.com.
- Orders received after the deadline date or without payment will be charged the Standard Price.
- Electrical labor and internet services are NOT included in equipment pricing.
- Pricing is for the length of the event and includes product delivery.
- Please call for meeting room support or items that are not listed.

FLAT SCREEN PACKAGES

Qty	Description	Discount Price	Standard Price	Total
• All screens are 1080p with dual post stand				
_____	32" Flat Screen.....	\$895.00	\$1,253.00	\$ _____
_____	43" Flat Screen.....	\$1,085.00	\$1,519.00	\$ _____
_____	55" Flat Screen.....	\$1,820.00	\$2,548.00	\$ _____
_____	70" Flat Screen.....	\$2,585.00	\$3,619.00	\$ _____
_____	80" Flat Screen.....	\$3,475.00	\$4,865.00	\$ _____
_____	90" Flat Screen (includes hydraulic stand).....	\$4,590.00	\$6,426.00	\$ _____
• All screens are 1080p with dual post stand and external USB media player.				
_____	32" Flat Screen.....	\$1,055.00	\$1,477.00	\$ _____
_____	43" Flat Screen.....	\$1,240.00	\$1,736.00	\$ _____
_____	55" Flat Screen.....	\$1,970.00	\$2,758.00	\$ _____
_____	70" Flat Screen.....	\$2,745.00	\$3,843.00	\$ _____
_____	80" Flat Screen.....	\$3,360.00	\$4,704.00	\$ _____
_____	90" Flat Screen (includes hydraulic stand).....	\$4,740.00	\$6,636.00	\$ _____
• All screens are 1080p with dual post stand and laptop.				
_____	32" Flat Screen.....	\$1,310.00	\$1,834.00	\$ _____
_____	43" Flat Screen.....	\$1,500.00	\$2,100.00	\$ _____
_____	55" Flat Screen.....	\$2,235.00	\$3,129.00	\$ _____
_____	70" Flat Screen.....	\$3,000.00	\$4,200.00	\$ _____
_____	80" Flat Screen.....	\$3,795.00	\$5,313.00	\$ _____
_____	90" Flat Screen (includes hydraulic stand).....	\$5,010.00	\$7,014.00	\$ _____

TOUCHSCREEN PACKAGES

Qty	Description	Discount Price	Standard Price	Total
• All packages include dual post stand and laptop.				
_____	32" Touchscreen.....	\$1,725.00	\$2,415.00	\$ _____
_____	46" Touchscreen.....	\$2,235.00	\$3,129.00	\$ _____
_____	55" Touchscreen.....	\$2,750.00	\$3,850.00	\$ _____
• All packages include dual post stand.				
_____	32" Touchscreen.....	\$1,310.00	\$1,834.00	\$ _____
_____	46" Touchscreen.....	\$1,820.00	\$2,548.00	\$ _____
_____	55" Touchscreen.....	\$2,325.00	\$3,255.00	\$ _____

NAME OF SHOW: **Am Soc of Gene & Cell Therapy - Annual Mtg May 2025 / May 13-17, 2025**
 COMPANY NAME: _____ BOOTH #: _____
 CONTACT NAME: _____ PHONE #: _____
 E-MAIL ADDRESS: _____
 ADDRESS: _____

audio visual

FLAT SCREEN DISPLAYS

Qty	Description	Discount Price	Standard Price	Total
-----	-------------	----------------	----------------	-------

• Please call for pricing on Flat Screens 98" and larger, 4K UHD, & LED Video Wall options.

_____	24" Monitor - 1080p, (no sound).....	\$370.00	\$518.00	\$ _____
	<input type="checkbox"/> Table Top <input type="checkbox"/> Wall Mounted			
_____	32" Flat Screen - 1080p, with Internal Speakers.....	\$610.00	\$854.00	\$ _____
	<input type="checkbox"/> Table Top <input type="checkbox"/> Wall Mounted			
_____	43" Flat Screen - 1080p, with Internal Speakers.....	\$805.00	\$1,127.00	\$ _____
	<input type="checkbox"/> Table Top <input type="checkbox"/> Wall Mounted			
_____	55" Flat Screen - 1080p, with Internal Speakers.....	\$1,530.00	\$2,142.00	\$ _____
	<input type="checkbox"/> Table Top <input type="checkbox"/> Wall Mounted			
_____	70" Flat Screen - 1080p, with Internal Speakers.....	\$2,295.00	\$3,213.00	\$ _____
	<input type="checkbox"/> Table Top <input type="checkbox"/> Wall Mounted			
_____	80" Flat Screen - 1080p, with Internal Speakers.....	\$2,900.00	\$4,060.00	\$ _____
	<input type="checkbox"/> Table Top <input type="checkbox"/> Wall Mounted			

TOUCHSCREEN DISPLAYS

Qty	Description	Discount Price	Standard Price	Total
-----	-------------	----------------	----------------	-------

• Touchscreens will require a PC/laptop to operate. Not compatible with Mac. Please call for larger sizes.

_____	32" Touchscreen with Internal Speakers.....	\$1,020.00	\$1,428.00	\$ _____
	<input type="checkbox"/> Table Top <input type="checkbox"/> Wall Mounted			
_____	46" Touchscreen with Internal Speakers.....	\$1,530.00	\$2,142.00	\$ _____
	<input type="checkbox"/> Table Top <input type="checkbox"/> Wall Mounted			
_____	55" Touchscreen with Internal Speakers.....	\$2,045.00	\$2,863.00	\$ _____
	<input type="checkbox"/> Table Top <input type="checkbox"/> Wall Mounted			

VIDEO PLAYERS

Qty	Description	Discount Price	Standard Price	Total
-----	-------------	----------------	----------------	-------

_____	USB Media Player.....	\$155.00	\$217.00	\$ _____
_____	Blu-ray Player.....	\$200.00	\$280.00	\$ _____
	HDCP Compliant, compatible with Blu-ray and DVD			

COMPUTERS & ACCESSORIES

Qty	Description	Discount Price	Standard Price	Total
-----	-------------	----------------	----------------	-------

_____	Desktop Computer with 24" Monitor.....	\$355.00	\$497.00	\$ _____
	includes wired keyboard and mouse			
_____	Laptop Computer	\$420.00	\$588.00	\$ _____
_____	Wireless Keyboard with Mouse.....	\$130.00	\$182.00	\$ _____
_____	Apple 21.5" iMac (includes wired keyboard and mouse)	\$380.00	\$532.00	\$ _____
_____	Apple 15" MacBook Pro	\$580.00	\$812.00	\$ _____
_____	iPad Stands - White	\$200.00	\$280.00	\$ _____
	<input type="checkbox"/> Table Stand <input type="checkbox"/> Floor Stand			

NAME OF SHOW: **Am Soc of Gene & Cell Therapy - Annual Mtg May 2025 / May 13-17, 2025**
 COMPANY NAME: _____ BOOTH #: _____
 CONTACT NAME: _____ PHONE #: _____
 E-MAIL ADDRESS: _____
 ADDRESS: _____

AUDIO EQUIPMENT

Qty	Description	Discount Price	Standard Price	Total
_____	Sound Bar - 2.1 Full Range, with Built-in Subwoofer Compatible with 43" monitors and above	\$100.00	\$140.00	\$ _____
_____	Small High Performance PA System Includes wireless microphone, 2 speakers, 1 Mixer/Amp, computer interface box <input type="checkbox"/> Handheld <input type="checkbox"/> Headset (for best sound quality, choose Headset)	\$760.00	\$1,064.00	\$ _____
_____	Small High Performance PA System Includes 2 wireless microphones, 2 speakers, 1 Mixer/Amp, computer interface box <input type="checkbox"/> Handheld <input type="checkbox"/> Headset (for best sound quality, choose Headset)	\$1,020.00	\$1,428.00	\$ _____

EXHIBIT LIGHTING PACKAGES

Qty	Description	Discount Price	Standard Price	Total
_____	Six (6) 12" LED Lighting Fixtures <input type="checkbox"/> Amber <input type="checkbox"/> Blue <input type="checkbox"/> Green <input type="checkbox"/> Red	\$960.00	\$1,344.00	\$ _____
_____	Twelve (12) 12" LED Lighting Fixtures <input type="checkbox"/> Amber <input type="checkbox"/> Blue <input type="checkbox"/> Green <input type="checkbox"/> Red	\$1,915.00	\$2,681.00	\$ _____

• Exhibit lighting packages are ground supported install only. For additional mounting, lighting styles and custom color options, call for a quote.

DELIVERY INFORMATION

Thank you for using Freeman to meet your Audio Visual equipment needs. You can be confident that our Audio Visual Experts will be on-site to deliver, install, and provide any necessary technical support. Your booth must have all supporting elements installed before we can deliver your equipment. All Audio Visual equipment will be installed no later than the last day of move in.

If you find any expected equipment missing from your booth, please visit the Exhibitor Service Center.

On-Site Contact Person: _____ Cell Phone: _____

If You Have a Special Delivery Request, Please Note it Here: _____

PAYMENT INFORMATION

A Freeman representative will provide a secured payment link after receiving your order. A credit card is required to secure all orders, even when paying by ACH, check or wire transfer. Cash payments will no longer be accepted while on show-site. Full payment including applicable tax must be made in advance, in US funds. Equipment may not be provided and installed if payment has not been received prior to show move-in.

PURCHASE TERMS

Freeman's Terms & Conditions apply to all orders submitted to Freeman for any goods or services, and may be amended without notice. To review the current Terms & Conditions, [click here](#).

ELECTRICAL SERVICE

Please contact the electrical contractor to place your electrical order.

READY FOR DELIVERY ONSITE

For delivery of your audio visual equipment, please notify the Freeman Service Center as well as the electrical contractor. We will work with the electrical contractor electricians to deliver and set your equipment order.

<p>TOTAL COST</p> <p>Total Cost = \$ _____</p> <p><small>Applicable taxes will be applied to your order and invoiced accordingly based on specific venue jurisdiction but may also be based on the jurisdiction of where services are performed or your headquarters.</small></p>
--



COMPRESSED AIR - WATER - DRAIN - GAS PRICING FORM

ALL ORDERS ARE PLACED ONLINE BY VISITING [HTTPS://MCCNO.COM](https://mccno.com) AND SELECTING THE **ONLINE ORDERING** BUTTON OR BY GOING TO [HTTPS://SERVICES.MCCNO.COM](https://services.mccno.com)
IF YOU HAVE ANY QUESTIONS OR NEED ADDITIONAL INFORMATION, FEEL FREE TO CONTACT US VIA EMAIL AT exhibit_services@mccno.com OR BY PHONE AT 504-582-3036

ADVANCED RATE DEADLINE IS APRIL 16, 2025. ONSITE RATES EFFECTIVE MAY 08, 2025.

Compressed Air 100 PSI (includes labor for installation)	Advanced	Standard	Onsite
Single Outlet 1/2"	\$370.00	\$426.00	\$554.00
Single Outlet 3/4"	\$425.00	\$489.00	\$636.00
Branch Outlets	\$210.00	\$242.00	\$315.00

- Exhibitor must supply regulator and filter.
- All service originates from overhead.
- 24 Hour Service is available for compressed air. The option is located under suggested items.

Water 80 PSI (includes labor for installation)	Advanced	Standard	Onsite
Single Outlet 3/4" – COLD (Drain Not Included)	\$315.00	\$363.00	\$472.00
Single Outlet 3/4" – HOT (Drain Not Included)	\$395.00	\$455.00	\$592.00
Branch Outlets	\$200.00	\$230.00	\$299.00
Fill and Drain to 500 Gallons (1 time fill and drain)	\$287.00	\$331.00	\$431.00
Additional 250 Gallons	\$199.00	\$229.00	\$298.00
"Water Package" HOT and COLD water service with drain included. Sink not provided.	\$925.00	\$1,064.00	\$1,384.00

- Exhibitor must supply regulator and filter.
- All service originates from overhead.

Drain Service (includes labor for installation)	Advanced	Standard	Onsite
Connection	\$317.00	\$365.00	\$475.00
Branch Outlet	\$200.00	\$230.00	\$299.00

- 2" Maximum Drain Line.

Gas 6' Water Column, 2 PSI (includes labor for installation)	Advanced	Standard	Onsite
Single Outlet 1/2" Natural Gas	\$380.00	\$437.00	\$569.00
Single Outlet 3/4" Natural Gas	\$625.00	\$719.00	\$935.00
Single Outlet 1" Natural Gas	\$900.00	\$1,035.00	\$1,346.00
Branch Outlets	\$231.00	\$266.00	\$346.00

- Exhibitor must supply regulator and filter.
- All service originates from overhead.

Cancellations must be submitted in writing. Requests received prior to 8 days of the first contracted event move in day will incur a \$50 administrative fee, but otherwise refunded in full (less the 3% credit card fee). Cancellation requests received within 7 days of the first contracted event move in day will receive a 50% refund (less the 3% credit card fee). No refunds will be applied to order cancelled once the first event contracted move in day occurs. Credit is not available for services installed even if not used. All refunds will be processed after the close of the event. Cancelled/postponed events: Refunds for event cancellation/postponement are determined by the NOENMCC on an individual basis and are based on the event's status change

A \$100 manual processing fee will be added to all orders emailed, mailed or faxed.

1. All plumbing service (except drain) is supplied from overhead. Drains are supplied from our floor ports located every 30 feet throughout the convention center. **Only NOENMCC plumbers or their agents may open and/or connect equipment in our floor boxes/ports.**
2. Location of service in booth must be designated. Diagrams indicating booth orientation are required. If no location is provided, service will be installed in the rear center of the booth. Labor charges will apply to relocate the service
3. Rates listed for all connections include bringing the service from the main line to the booth and DO NOT INCLUDE, special wiring, raming, making specialized installations.
4. Additional service charges and labor charges may be assessed for installation. Payment must be rendered in FULL when billed during the event. Service may be interrupted if payment is not received.
5. Compressed Air pressure may vary. No guarantee can be made of minimum, or maximum pressure. If pressure is critical, please contact the Exhibit Services Division of the Convention Center.
6. Any additional cost incurred by NOENMCC to (a) assist in trouble diagnosis or problem resolution found not to be the fault of NOENMCC or (b) collect information required to complete the installation that customer fails to provide may be billed to the customer at the prevailing rate.
7. Supply connections and disconnections may only be made by Convention Center personnel.
8. Service connectors or fittings may be supplied by the exhibitor.
9. All connections/equipment are subject to approval by the Convention Center mechanics and must comply with Federal, State and Local codes. The Convention Center reserves the right to inspect all electrical and/or plumbing devices and connections to ensure compliance with all codes. Labor charges will apply for inspections.
10. All material and equipment provided by the NOENMCC shall remain the property of the NOENMCC and may be removed ONLY by Convention Center staff.
11. Only the Convention Center Mechanics are authorized to make air, water, drain and steam connections. We reserve the right to refuse connection to any exhibitor whose equipment is deemed unsafe by the NOENMCC.
12. Exhibitor is responsible for supplying all filters and regulators.
13. If a technical data sheet on equipment indicating connections and/or description of equipment to be connected is available, please either upload with order or email to exhibit_services@mccno.com.
14. Unless otherwise directed, NOENMCC staff are authorized to cut floor coverings for installation of service.
15. Adhesive tapes used on floor surfaces must be a major name brand type approved by the Convention Center. Contact Exhibit Services Division of the Convention Center for more details.
16. Obstructions blocking utility floor boxes are subject to relocation, as necessary. Labor charges will be assessed.
17. All service issues must be reported to the NOENMCC Service Desk prior to the close of the event.
18. Claims will not be considered unless filed **in writing** by exhibitor prior to close of event.
19. Credit will not be given for service installed and not used.
20. **Cancellation – All cancellations must be submitted in writing. Cancellation requests up to 8 days before the first contracted event move-in will incur a \$50 administrative fee. Cancellation requests within 7 days of the first contracted event move-in day will receive a 50% refund. No refund will be applied to orders canceled once the first event contracted move-in occurs.**



INTERNET & NETWORK CONNECTIVITY PRICING FORM

ORDERS CAN BE PLACED ONLINE BY VISITING [HTTPS://MCCNO.COM](https://mccno.com) AND SELECTING THE **ONLINE ORDERING** BUTTON OR BY GOING TO [HTTPS://SERVICES.MCCNO.COM](https://services.mccno.com)
IF YOU HAVE ANY QUESTIONS OR NEED ADDITIONAL INFORMATION, FEEL FREE TO CONTACT US VIA EMAIL AT exhibit_services@mccno.com OR BY PHONE AT 504-582-3036

ADVANCED RATE DEADLINE IS APRIL 16, 2025. ONSITE RATES EFFECTIVE MAY 08, 2025.

Wired Internet Service - (Installation Labor Included)

Shared - No router allowed	Advanced	Standard	Onsite
Private IP	\$950.00	\$1,093.00	\$1,421.00
Additional IP Address up to 4 (rates are per additional IP)	\$150.00	\$173.00	\$225.00
Public IP	\$1,300.00	\$1,495.00	\$1,944.00
Additional Address up to 4 (rates are per additional IP)	\$150.00	\$173.00	\$225.00
Dedicated-Private - Routers supported	Advanced	Standard	Onsite
3 Mbps, 10 IP	\$3,500.00	\$4,025.00	\$5,233.00
6 Mbps, 10 IP	\$5,500.00	\$6,325.00	8,233.00
10 Mbps, 10 IP	\$7,800.00	\$8,970.00	\$11,661.00
30 Mbps, 26 IP	\$15,000.00	\$17,250.00	\$22,425.00
DHCP	\$350.00	\$403.00	\$524.00
Dedicated Public - Router supported	Advanced	Standard	Onsite
3 Mbps, 3 IP	\$3,500.00	\$4,025.00	\$5,233.00
6 Mbps, 3 IP	\$5,500.00	\$6,325.00	\$8,223.00
10 Mbps, 3 IP	\$7,800.00	\$8,970.00	\$11,661.00
30 Mbps, 3 IP	\$15,000.00	\$17,250.00	\$22,425.00
DHCP	\$350.00	\$403.00	\$524.00
Additional Dedicated Public IPs (includes 3 from above)	Advanced	Standard	Onsite
24 IPs - (27 Total IPs)	\$750.00	\$863.00	\$1,122.00
56 IPs - (59 Total IPs)	\$1,500.00	\$1,725.00	\$2,243.00
119 IPs - (122 Total IPs)	\$4,000.00	\$4,600.00	\$5,980.00

- All service originates from overhead

Equipment & Service

	Advanced	Standard	Onsite
Hub/switch rental - 8 port	\$95.00	\$110.00	\$143.00
Hub/switch rental - 16/24 port	\$155.00	\$179.00	\$233.00
25-ft Cables	\$25.00	\$29.00	\$38.00
50-ft Cables	\$50.00	\$58.00	\$76.00
100-ft Cables	\$75.00	\$87.00	\$114.00
1-4 Cables – Labor to install MCC cables	\$42.00	\$49.00	\$64.00
5-8 Cables – Labor to install MCC cables	\$84.00	\$97.00	\$127.00
9-12 Cables – Labor to install MCC cables	\$126.00	\$145.00	\$189.00
13-24 Cables – Labor to install MCC cables	\$168.00	\$194.00	\$253.00

Wireless Service

	Advanced	Standard	Onsite
Wireless Hotspot - 5G (Up to 5 devices)	\$1,800.00	\$2,070.00	\$2,691.00
Additional Devices -5G	\$150.00	\$173.00	\$225.00

- The customer must provide all network, computer hardware, and software to be used in the exhibit booth or meeting room, as well as the proper configuration of such equipment.
- The NOENMCC cannot provide technical support on any issue related to the configuration of your computer equipment.
- **A \$100.00 manual processing fee will be added to all orders emailed, mailed or faxed.**
- All devices accessing the internet (wired or wireless) are required to obtain a NOENMCC assigned static IP address.
- It is the customer's responsibility to provide administrative rights to configure computers. To receive configuration information in advance, please send requests to techsupport@mccno.com. Include the event name, booth number and company name in the request.
- A move fee of \$129.00 per line will be charged to relocate the circuit after it is installed. If no location is provided, the drop is installed in the rear center of the booth. Internet drops originate from overhead (except under finished ceiling)
- Cancellations must be submitted in writing. Cancellation requests received prior to 8 days of the first contracted event move in day will incur a \$50 administrative fee, but otherwise refunded in full (less the 3% credit card fee). Cancellation requests received within 7 days of the first contracted move-in day will receive a 50% refund (less the 3% credit card fee). No refund will be applied to orders canceled once the first event contracted move-in day occurs. Credit is not available for service installed even if not used. All refunds will be processed after the close of the event. Refunds for events cancelled/postponed are determined by NOENMCC on a case by case basis.

1. Internet service is typically supplied from our overhead truss as an Ethernet based connection with RJ-45 connection to each location as specified by the client.
2. NOENMCC is the exclusive provider and installer for all Internet/Network service in all areas of the Convention Center and its properties.
3. All devices accessing the internet (wired or wireless) are required to obtain a NOENMCC assigned static IP address. **(a)** The customer must provide all network, computer hardware and software to be used in the exhibit hall, meeting rooms or common areas of the Convention Center. **(b) It is also the customer's responsibility to provide administrative rights to configure computer(s).** To receive configuration information in advance, please send requests to exhibit_services@mccno.com. Please include event name, booth number and company name with request. **(c)** Any services (email, ftp, http services, etc.) that are required must be provided by the customer.
4. Customers ordering the Shared Internet Service are **not allowed** to use the following: routers, streaming applications, VOIP, DHCP with any shared Internet or Network services.
5. **Internet Performance Disclaimer** – NOENMCC does not guarantee the performance, routing or throughput, either expressed or implied, of any data circuit(s) connectivity with regards to the internet and/or internet backbones beyond the facility. NOENMCC does, however monitor traffic and bandwidth usage to maintain an acceptable level of performance from the Ethernet network for all users.
6. **Internet Security Disclaimer** – **(a)** The NOENMCC does **not provide** security, such as but not limited to firewalls, etc. for any data circuit(s) we provide. It is the sole responsibility of the customer to provide any necessary security. With execution of this common document the customer is agreeing to the Terms and Conditions of this document and will hold the NOENMCC, its agents and contractors harmless for any and all liabilities arising from the use of non-secured circuits. **(b)** The client **is responsible** for anti-virus protection on all devices. The NOENMCC requires that all devices directly or indirectly accessing the NOENMCC network and Internet connection must have the latest virus protection software, windows security updates, system patches and any technological cautions available/necessary to protect the NOENMCC network, you and others from viruses, worms or any malicious programs and other disruptive appliances.
7. **Use of Network Connection** – **(a)** The network attachment to be provided by NOENMCC may be used only by the directors, officers, and employees of the company, its guests, its agents and consultants, while performing service for the company and cannot be resold or distributed to other companies. The services being provided by the NOENMCC will facilitate communications between the company's authorized users and the entities reachable through the national Internet. Users of NOENMCC equipment and network services shall use reasonable efforts to promote efficient use of the networks to minimize, and avoid if possible, unnecessary network traffic and interference with the work of other users of the interconnected networks specifically wireless interference. **(b)** Users of NOENMCC services **shall not disrupt** any of the NOENMCC or other associated networks as a whole or any equipment of system forming part of their systems, or any services provided over, or in connection with NOENMCC or other associated networks. NOENMCC services **shall not** be used to transmit any communication where the meaning of the message, or its distribution, would likely be highly offensive to the recipient or recipients thereof. **(c)** NOENMCC will provide standard 10/100Mbps switched Ethernet-based connections with RJ-45 connections. All data transmissions from connected client computers will be handled via copper and fiber optic-based transmission media and route/repeated as necessary to conform to Ethernet-based connectivity standards. NOENMCC will only be responsible to the end of that connection or NOENMCC provided device.
8. Location of service in booth must be designated. Diagrams indicating booth orientation are required. If no location is provided, service will be installed in the rear center of the booth. Labor charges will apply to relocate the service.
9. Rates listed for all connections include bringing the service to booth in the most convenient manner and DO NOT INCLUDE connecting or configuring equipment, ramping, making specialized installations.
10. Additional service charges and labor charges may be assessed for installation. Payment must be rendered in FULL when billed during the event. Service may be interrupted if payment is not received.
11. Any additional cost incurred by NOENMCC to (a) assist in trouble diagnosis or problem resolution found not to be the fault of NOENMCC or (b) collect information required to complete the installation that customer fails to provide may be billed to the customer at the prevailing rate.

12. Customer provided/ordered outside circuits must be installed to our demarcation point and working two (2) days before event move-in. The NOENMCC will extend those circuits to the location throughout the Convention Center: contact Exhibit Services at exhibit_services@mccno.com for associated costs.
13. The exhibitor is responsible for compliance with all applicable federal, state or local laws pertaining to the use of all services.
14. The equipment and services will be provided only during the dates of the event the customer is participating.
15. Exhibitor is responsible for returning all equipment and related materials to the NOENMCC Exhibitor Service Center at the close of the event unless prior arrangements have been made with the Service Center. All material and equipment provided by the NOENMCC remains the property of the NOENMCC and may only be removed by Convention Center staff.
 - A signature is required for delivery of your hub. Please notify the NOENMCC service desk when you are available to receive. Retail replacement value will be charged for any damaged or unreturned equipment. A credit card is required for rental of all equipment.
16. The Convention Center reserves the right to refuse connection to any exhibitor whose equipment is deemed unsafe by the NOENMCC.
17. Unless otherwise directed, NOENMCC staff are authorized to cut floor coverings for installation of ordered cat-5 cables. Crossing aisles is not allowed.
18. If a technical data sheet on equipment indicating connections and/or description of equipment to be connected is available, please either upload with order or email to exhibit_services@mccno.com.
19. Adhesive tapes used on floor surfaces must be a name brand type approved by the Convention Center. Contact the Exhibit Services Division of the Convention Center for more details.
20. Obstructions blocking utility floor boxes are subject to relocation, as necessary. Labor charges will be assessed.
21. All service issues must be reported to the NOENMCC Service Desk prior to the close of the event.
22. Claims will not be considered unless filed **in writing** by exhibitor prior to close of event.
23. Credit will not be given for service installed and not used.
24. **Cancellation – All cancellations must be submitted in writing. Cancellation requests up to 8 days before the first contracted event move-in will incur a \$50 administrative fee. Cancellation requests within 7 days of the first contracted event move-in day will receive a 50% refund. No refund will be applied to orders canceled once the first event contracted move-in occurs.**



ELECTRICAL SERVICES PRICING FORM

ORDERS CAN BE PLACED ONLINE BY VISITING [HTTPS://MCCNO.COM](https://mccno.com) AND SELECTING THE **ONLINE ORDERING** BUTTON OR BY GOING TO [HTTPS://SERVICES.MCCNO.COM](https://services.mccno.com)

IF YOU HAVE ANY QUESTIONS OR NEED ADDITIONAL INFORMATION, FEEL FREE TO CONTACT US VIA EMAIL AT exhibit_services@mccno.com OR BY PHONE AT 504-582-3036

ADVANCED RATE DEADLINE IS APRIL 16, 2025. ONSITE RATES EFFECTIVE MAY 08, 2025.

120 Volt Service - (Includes labor for the installation)	Advanced	Standard	Onsite
5 AMP - 0-600 watts (Phones, laptops, lead retrieval, water cooler)	\$130.00	\$150.00	\$195.00
10 AMP - 601-1200 watts (Desktop, fax, printer, TV, refrigerator)	\$160.00	\$184.00	\$240.00
15 AMP - 1201- 1800 watts (Vacuum, coffee pot, iron, toaster)	\$175.00	\$202.00	\$263.00
20 AMP - 1801-2400 watts (Heater, copier, microwave)	\$202.00	\$233.00	\$303.00
208 Volt 1Ø Service - (Includes labor for the installation)	Advanced	Standard	Onsite
20 AMP	\$338.00	\$389.00	\$506.00
30 AMP	\$433.00	\$498.00	\$648.00
60 AMP	\$673.00	\$774.00	\$1,007.00
100 AMP	\$938.00	\$1,079.00	\$1,403.00
200 AMP (Price includes overhead service)	\$2,300.00	\$2,645.00	\$3,439.00
400 AMP (Price includes overhead service)	\$3,700.00	\$4,255.00	\$5,532.00
208 Volt 3Ø Service - (Includes labor for the installation)	Advanced	Standard	Onsite
20 AMP	\$472.00	\$543.00	\$706.00
30 AMP	\$591.00	\$680.00	\$884.00
60 AMP	\$959.00	\$1,103.00	\$1,434.00
100 AMP	\$1,700.00	\$1,955.00	\$2,542.00
200 AMP (Price includes overhead service)	\$3,300.00	\$3,795.00	\$4,934.00
400 AMP (Price includes overhead service)	\$6,500.00	\$7,475.00	\$9,718.00

Lighting, Extension Cords & Multiple Connection Boxes	Advanced	Standard	Onsite
1000 Watt par 64 theatrical spot (Inc. power/install/focus/removal)	\$500.00	\$575.00	\$748.00
Single Extension Cords (Power and labor not Included)	\$25.00	\$29.00	\$38.00
Multiple Connection Boxes (Boxes include 4 outlets)	\$25.00	\$29.00	\$38.00

- Electrical service typically is provided from the floor. There is an additional fee for ceiling drops and 24-hour service. The option to add these services is located under suggested items when selecting your electrical outlets.

Cancellations must be submitted in writing. Requests received prior to 8 days of the first contracted event move in day will incur a \$50 administrative fee, but otherwise refunded in full (less the 3% credit card fee). Cancellation requests received with 7 days of the first contracted event move in day will receive a 50% refund (less the 3% credit card fee). No refunds will be applied to order canceled once the first event contracted move in day occurs. Credit is not available for services installed even if it is not used. All refunds will be processed after the close of the event. Canceled/postponed events: Refunds for event cancellation/postponement are determined by the NOENMCC on an individual basis and are based on the event's status change.

A \$100 manual processing fee will be added to all orders emailed, mailed or faxed.

1. Electrical service is typically supplied from the floor unless overhead service is ordered or your requirements exceed the floor capacity of 100 amps. **Only NOENMCC electricians or their agents may open and/or connect equipment in our floor boxes/ports.**
2. Location of service in booth must be designated. Diagrams indicating booth orientation are required. If no location is provided, service will be installed in the rear center of the booth. Labor charges will apply to relocate the service.
3. Rates listed for all connections include bringing the service to booth in the most convenient manner and DO NOT INCLUDE connecting equipment, special wiring, ramping, making specialized installations.
4. Additional service charges and labor charges may be assessed for installation. Payment must be rendered in FULL when billed during the event. Service may be interrupted if payment is not received.
5. Any additional cost incurred by NOENMCC to (a) assist in trouble diagnosis or problem resolution found not to be the fault of NOENMCC or (b) collect information required to complete the installation that customer fails to provide may be billed to the customer at the prevailing rate.
6. The Convention Center is responsible for the installation of all electrical distributions from the power source to the exhibit. Distribution is defined as all cable, connectors and hardware up to the first connection that follows the last branch circuit protection device.
7. Any branch circuit connection which is terminated in a non-Nema rated connector (i.e. bare wire, disconnect) must be made by a Convention Center electrician.
8. All equipment, regardless of source of power connection must comply with Federal, State and Local codes. The Convention Center reserves the right to inspect all electrical devices and connections to ensure compliance with all codes.
9. All electrical equipment must be properly tagged and wired with complete information as to the type or current required for operation, voltage, phase, cycle, horsepower, etc.
10. Permanent building electrical outlets are not a part of booth space and are not to be used by exhibitors unless specified.
11. The following are not permitted for use in the exhibit: open clip sockets, latex or lamp cord wire, twin sockets, ungrounded lighting fixtures or multiple attachment plugs which do not have adequate circuit protection devices.
12. All material and equipment provided by the NOENMCC remains the property of the NOENMCC and may ONLY be removed by Convention Center staff or their agents at the close of the event.
13. The Convention Center reserves the right to refuse connection to any exhibitor whose equipment is deemed unsafe by the NOENMCC.
14. Unless otherwise directed, NOENMCC staff are authorized to cut floor coverings for installation of service. Power requirements crossing aisles is not allowed.
15. All electrical cords must be a minimum of 12/3 with ground. All exposed non-current carrying metal parts of fixed equipment, which are liable to be energized, shall be grounded.
16. If a technical data sheet on equipment indicating connections and/or description of equipment to be connected is available, please either upload with order or email to exhibit_services@mccno.com.
17. Adhesive tapes used on floor surfaces must be a major name brand type approved by the Convention Center. Contact Exhibit Services Division of the Convention Center for more details.
18. Obstructions blocking utility floor boxes are subject to relocation, as necessary. Labor charges will be assessed.
19. All service issues must be reported to the NOENMCC Service Desk prior to the close of the event.

20. Claims will not be considered unless filed **in writing** by exhibitor prior to close of event.
21. Credit will not be given for service installed and not used.
22. **Cancellation – All cancellations must be submitted in writing. Cancellation requests up to 8 days before the first contracted event move-in will incur a \$50 administrative fee. Cancellation requests within 7 days of the first contracted event move-in day will receive a 50% refund. No refund will be applied to orders canceled once the first event contracted move-in occurs**

Your event's Exhibitor Rules may prohibit certain services, features, or booth design elements outlined in these facility regulations.

Please review the specific rules for your event for any prohibitions that may apply.

NOENMCC EXHIBIT SERVICES

The NOENMCC Exhibit Services Team is here to serve you with excellent customer service. Your Exhibit Services Coordinator is the primary contact for your electrical, plumbing, internet and telephone needs. Our goal is to provide you with personalized support in advance of your event, during your event at the service center located on the exhibit floor, and after your event when ordering our services.

Please place your advance order through our online ordering portal at least 21 days before your event's first contracted move in date to receive the best prices available at <https://services.mccno.com>

If you need assistance navigating our online ordering system, have questions or need to make revisions to an existing order, please contact our team either by email at exhibit_services@mccno.com or by phone at 504-582-3036. The NOENMCC Exhibit Services Department is dedicated to making your event a success!

TABLE OF CONTENTS

ACCESS POLICY.....	1	FLAMMABLE LIQUIDS	7
ANIMALS.....	1	FLOOR LOAD.....	7
ATM'S.....	1	FREIGHT AND DELIVERIES.....	8
BALLOONS.....	2	GRATUITIES	8
BOOTH STORAGE AND CRATES	2	HAZARDOUS MATERIALS	9
BUILDING DAMAGE.....	2	LASERS.....	9
COOKING GUIDELINES	3	MULTIPLE-STORY & ENCLOSED BOOTHS	10
FOOD/BEVERAGE DISPENSING.....	3	PARKING	10
COOKING AND COOKING APPLIANCES.....	4	PERSONAL PROPERTY.....	10
COOKING SAFETY RULES.....	4	POOLS, FOUNTAINS, PONDS, LANDSCAPES, ETC.....	11
OPEN FLAME	5	RIGGING	11
COMPRESSED GASES	5	RUNNING FUEL-POWERED MOTORS OR MACHINERY.....	11
COPYRIGHT FEES	5	SMOKING.....	12
ELECTRICAL TRANSFORMERS.....	6	TENTS, AWNINGS, CANOPIES.....	12
EMERGENCY EQUIPMENT	6	UPS BUSINESS CENTER.....	12
EXITS	6	VEHICLES ON STATIC DISPLAY.....	13
EXHIBIT CONSTRUCTION & DECORATION	6	WASTE DISPOSAL.....	13
EXPLOSIVES	7	FACILITY CONTACT INFORMATON	14

ACCESS POLICY

The NOENMCC requires that all Event Organizers, general contractors, suppliers, and exhibitors on property display an appropriate credentials at all times.

Event organizers may require additional credentials, such as wristbands, to access show specific areas such as exhibit halls.

The NOENMCC requires that all Exhibitor-Appointed Contractors and their workers wear ESCA (WIS) badges at all times. Workers without correct credentials will not be allowed to enter the facility.

(EAC) Workers must use only designated doors to enter or exit the facility. Violation of NOENMCC's access policy will result in suspension from the facility.

Any after hour access to exhibit hall must be approved through Event Organizer.

ANIMALS

An exhibitor wishing to display live animals as an integral part of an exhibit must furnish the NOENMCC with Event Organizer's written approval before any waivers can be made.

Event Organizer is required to furnish type, sizes, weights, and ages of the animals, as well as detailed plans of pens, cages, or barriers that will contain them.

The owner or handler will be fully responsible for the animal(s) at all times. Animals must be removed from the facility to be relieved.

The general contractor will be responsible for floor protection.

Animals must be removed from the NOENMCC after event closes each day.

A certificate of insurance may be required based on animals considered as an endangered species or wildlife type of animal. Please contact your Event Manager for details.

ATM'S

NOENMCC has (4) four ATM machines conveniently located throughout the lobby areas.

BALLOONS

Helium-filled balloons are allowed in the NOENMCC only as part of a display and must be securely fastened to the booth. **Balloons may not be distributed within the NOENMCC.**

Exhibitor is responsible for all expenses incurred for removal of balloons that become entangled in the NOENMCC's ceiling trusses.

Compressed gas cylinders used to inflate balloons must be properly secured to prevent toppling and must be removed from within the NOENMCC during all event hours.

BOOTH STORAGE AND CRATES

NOENMCC does not provide storage for crates or freight of any kind. Exhibitors must make arrangements with the general contractor for storage of crates and other packing materials.

Combustible materials such as brochures, literature, give-aways, etc., within exhibit booths are limited to a one day supply.

NOTHING may be stored behind booths. All packing containers, wrapping materials, carrying cases, etc., must be stored off the exhibit floor.

NOENMCC inspects all exhibits to ensure compliance. Please contact the general contractor for assistance regarding storage.

BUILDING DAMAGE

Painting of any kind within the NOENMCC is strictly prohibited.

Nothing may be glued, taped, tacked, nailed, or in any way affixed to any interior or exterior surface of the NOENMCC. Nothing may be attached to exhibit floor columns, even within booths; drilling into NOENMCC concrete floor is prohibited.

Glitter and adhesive-backed (stick-on) decals are strictly prohibited and may not be distributed or used for any purpose within the NOENMCC.

Any reports of building damage will be reported by the NOENMCC Public Safety Department and could result in additional charges.

COOKING GUIDELINES

Sodexo Live! – Exclusivity

Sodexo Live! is the exclusive catering provider at the NOENMCC. All food and beverage including samples, sodas, coffee, all forms of potable water, all refrigerated product storage; coat, bag, and luggage check are exclusive.

All food and beverage items in the exhibit halls must be purchased through the NOENMCC's Food and Beverage Department. This includes bottled water.

Sodexo Live! is solely licensed to sell, dispense, and/or serve alcoholic beverages.

An NOENMCC bartender must dispense all alcoholic beverages. **Louisiana State Law prohibits alcoholic beverages from being brought into the NOENMCC.**

Please contact (504) 670-7200 for assistance with catering, food preparation, paper products, or ice.

FOOD/BEVERAGE DISPENSING

Exhibitors may not dispense food and/or beverages of any kind, including bottled water, without written permission from NOENMCC and Sodexo Live!. Contact Sodexo Live! for specific details and approval forms. All requests for cooking are to be submitted 30 days in advance to Sodexo Live!.

Food and/or beverage purchased outside of the NOENMCC may not be brought into or consumed within the center.

The NOENMCC and Sodexo Live! are solely licensed to sell, dispense, and/or serve alcoholic beverages.

Louisiana State Law prohibits alcoholic beverages from being brought into the NOENMCC. The NOENMCC rigorously enforces this law.

COOKING AND COOKING APPLIANCES

Cooking in the NOENMCC is permitted on a limited basis. Prior written approval is required.

Small electric cook-tops and ovens will be allowed for warming.

Small 2½-gallon electric deep-fat fryers and small grills of not more than 200 square inches will be allowed.

All frying equipment must be equipped with a grease shield.

Any deep frying will require a Type K Fire Extinguisher within the booth. A Fire Watch is required. Please contact the Event Manager for additional information.

No propane tanks are allowed to be used within the NOENMCC.

COOKING SAFETY RULES

Exhibitors demonstrating or using cooking appliances must have at least two 3-A: 40-B: C extinguishers in the booth at all times.

Cooking appliances must be isolated from spectators by at least four feet or by a barrier between the appliances and the spectators.

Use of cooking appliances requires prior approval of the NOENMCC. No overnight cooking is allowed.

Grease may be disposed of ONLY in Event Organizer or general contractor provided grease containers.

NOENMCC restrooms or concession stands may not be used for cleaning of cooking utensils or equipment. Please use the clean-up area designed and installed by the association.

OPEN FLAME

No open-flame lighting devices may be used in the NOENMCC.

Portable cooking equipment not fuel connected is permitted if equipment is fueled by small heat sources that can be readily extinguished by water, such as alcohol or solid alcohol gel.

Proper precautions must be made to prevent ignition of combustible materials. Prior written approval of NOENMCC is necessary.

A permit from the City of New Orleans is required. A Fire Watch may be required. Please contact the Event Manager for more information.

COMPRESSED GASES

Compressed gases are not allowed inside of the NOENMCC in other than approved containers. Only a one-day supply will be allowed in the display area and must be secured.

No storage of compressed gases is allowed in the NOENMCC.

Wherever compressed gases are used in a booth or display area, a "CAUTION" sign must be posted.

The amount of compressed gas used in the booth or display area must have prior approval from the NOENMCC.

The NOENMCC does not allow heavier- than-air gases (propane, butane) or Liquefied Petroleum Gas (LPG) to be used or brought into the center.

Natural gas is available from the NOENMCC upon request.

COPYRIGHT FEES

All ASCAP, BMI, SESAC or other copyright fees applicable to music or entertainment used as part of an exhibit are the sole responsibility of the exhibitor.

The Event Organizer must make arrangements directly with the applicable copyright agency.

ELECTRICAL TRANSFORMERS

The NOENMCC has a limited supply of transformers available to boost or step down electrical voltage. Due to limited supply we encourage you to supply your own. However, should you need us to provide this item, please contact our Exhibitor Services Department by email at exhibit_services@mccno.com or by phone at (504) 582-3036 for pricing and availability at least 60 days in advance.

NOENMCC cannot supply electrical converters, exhibitors must furnish these. All connections must conform to NEMA configurations.

EMERGENCY EQUIPMENT

No equipment, booths, signs, displays, or other items can block or obstruct any emergency phones, alarms, sprinkler valves, or hose connection.

EXITS

No furnishings, decorations, or other booth objects can obstruct exits, access to exits, or visibility of emergency exits.

The path of travel to exits may not be blocked by furniture or any other movable objects.

NOENMCC reserves the right to request battery operated exit signs to structures that obstruct the view to any exit.

EXHIBIT CONSTRUCTION & DECORATION

All combustible materials used in exhibit construction must be treated with an effective flame-retardant.

Only non-combustible materials or fire-retardant wood may be used for exhibits, scenery, or props.

All curtains, drapes, carpet, carpet padding, and decorative materials must be treated with a flame-retardant.

The NOENMCC rigorously enforces this regulation and may field flame test any questionable materials.

EXPLOSIVES

No one is allowed to bring into the NOENMCC any substance of an explosive nature such as fireworks or Class B or Class A explosives without prior written approval from the NOENMCC and the New Orleans Fire Prevention Division. A Fire Watch is required.

FLAMMABLE LIQUIDS (KEROSENE, GASOLINE, MINERAL SPIRITS, OTHER, ETC.)

Flammable liquids are not allowed within the NOENMCC. Filling of any tank or device with any flammable liquid inside the NOENMCC is not permitted.

FLOOR LOAD

The flooring of the NOENMCC exhibit halls is concrete slab with a maximum load capacity of 350 pounds per square foot; some areas in Halls H through J have a maximum floor load of 500 pounds per square foot.

If any equipment in an exhibit exceeds the stated weight limits, exhibitor must supply the NOENMCC with detailed plans of original equipment and weight load on all points, as well as plans showing proposed method of weight redistribution.

A licensed structural engineer must certify plans. **These plans must be received by the NOENMCC at least three (3) months prior to the event.**

The NOENMCC reserves the right to utilize outside consultants, at exhibitor's expense, for field inspections and weight verifications. Please contact the NOENMCC Event Manager or additional information.

FREIGHT AND DELIVERIES

The NOENMCC cannot accept freight shipments or packages for exhibitors, event organizers, or contractors at any time.

Freight must be arranged and managed through the official general contractor. There are no exceptions to this policy.

Exhibitors carrying in their equipment and displays must use a freight gate.

The NOENMCC does **NOT** provide carts, dollies, pallet jacks, labor, etc., for exhibitors' use.

Loading and unloading through the lobby glass doors are prohibited. Only hand carried or wheeled items that can be rolled through a single glass lobby door is allowed.

Exhibitor-owned or leased vehicles are NOT allowed to drive on to the exhibit floor to unload or load.

Access to the exhibit floor for tractor-trailer trucks, cranes, etc., must be arranged in advance through the event's general contractor.

GRATUITIES

We are here to serve you, therefore the NOENMCC has a very strict "no tipping" rule.

No exhibitor or contractor or representative of an exhibitor, may give any gratuities, tips, or gifts of any kind to any employee of the NOENMCC or its vendors.

Any request for gratuities, tips, or gifts by any employee of the NOENMCC or its vendors should be reported at once to the NOENMCC Management.

HAZARDOUS MATERIALS

OSHA requires that all containers of hazardous materials be labeled and display appropriate warnings.

Exhibitors displaying or using hazardous materials must submit Material Safety Data Sheets and manifests to the NOENMCC at least 60 days prior to move-in.

Any container not clearly labeled and identified will be removed from within the NOENMCC, tested, and disposed of at exhibitor's expense.

Fluids, chemicals, petroleum-based products, medical and biological waste, hazardous waste, and contaminated materials must be identified and disposed of in the manner mandated by federal, state, and local regulations.

Arrangements for the disposal of wastes can be made through the general contractor. Exhibitor is responsible for all disposal costs.

LASERS

Exhibitors demonstrating or displaying lasers must comply with all provisions of ANSI Z136.1.

Any potentially dangerous laser beams must be enclosed or otherwise made inaccessible to spectators.

All laser beams must terminate in a beam block sufficient for the wavelength and energy of the beam.

Precautions must be taken to eliminate exposure to stray beams or spurious reflections.

MULTIPLE-STORY & ENCLOSED BOOTHS

Detailed plans of multiple-story or enclosed booths must be submitted **60 days prior to move-in**. Plans must indicate if the exhibit is multiple-story and/or enclosed with a ceiling.

Ceiling clearances in the NOENMCC vary from 26' 4" to 59', with most areas having a minimum of 30' clearance.

Multiple-story booths cannot be located under passenger or utility truss ways. Booth plans must specify the maximum number of occupants and must have a structural engineer's stamp certifying the maximum occupant load capacity.

Certain booths may require fire watches, electrical ventilation, smoke detection devices, fire extinguishers, multiple exits, etc., as required by Fire Prevention Officials.

A permit from the City of New Orleans is required. A Fire Watch may be required. Please contact the NOENMCC Event Manager for more information.

PARKING

The NOENMCC manages and operates several adjacent parking lots. The standard daily rate is \$20 per vehicle, with no in/out privileges. Oversized vehicle parking is available at variable rates.

No overnight parking is allowed in any NOENMCC parking lots. Please contact the Event Manager for additional information.

PERSONAL PROPERTY

Exhibitors should not leave valuables or personal items (laptops, cell phones, tablets, purses, cameras, briefcases, etc.) on tabletops, behind booth drape, or in any unsecured areas of the exhibit. Please remove all such items from the building at the close of show each day.

During move-out, please do not leave your booth unattended until all of your display materials have been packed and crated.

POOLS, FOUNTAINS, PONDS, LANDSCAPES, ETC.

All fountains, pools, ponds, etc., must be watertight and free of leaks.

Fountains, aquariums, pools, etc., may not be filled from NOENMCC restrooms or janitors' closets.

Portable hot and cold-water may be ordered for exhibitors' use. Please contact the Exhibit Services Department for more information. They can be reached at exhibit_services@mccno.com or by phone at (504) 582-3036.

Any exhibitor using soil, humus, or other landscaping materials must provide a covering between the NOENMCC flooring and the exhibit to prevent damage to finished floor and to ensure safety. NOENMCC personnel will inspect all such exhibits.

RIGGING

NOENMCC's prior written authorization is required for any rigging installation that exceeds the limit of 250 lbs. per hanging point in peaked-ceiling areas of the exhibit halls.

Only the NOENMCC or the general contractor is authorized to rig within the facility. Exhibitors requiring hanging of signs, lights, etc., must submit rigging plans to the general contractor at least 60-days before move-in.

Electrical service for hanging sign motors is not included with the rigging costs and must be ordered separately. Be sure to include overhead service when placing your electrical order.

Lighting ordered from and installed by the NOENMCC does not require prior approval.

Rigging in finished-ceiling areas of Halls E, F, G, H, I, and J requires special arrangements.

Please contact the NOENMCC Exhibit Services Department for more information.

RUNNING FUEL-POWERED MOTORS OR MACHINERY

All fuel-powered motors must have an exhaust system that will prevent any fumes from being emitted. Prior NOENMCC approval is required.

A Fire Watch may be required. Please contact the NOENMCC Public Safety Department.

SMOKING

The NOENMCC promotes a smoke free environment for its customers and employees.

Smoking and vaping is prohibited at all times in all areas, including exhibit halls, loading docks, lobbies, food service areas, public and service corridors, and restrooms.

Exhibitors and attendees are allowed to smoke outside in front areas of facility.

TENTS, AWNINGS, CANOPIES

The use or display of tents, awnings, or canopies requires prior written approval of both the NOENMCC and the New Orleans Fire Prevention Division.

Written requests must be submitted to the **NOENMCC at least 60 days in advance** to move-in and must include detailed plans showing size, height, location, anchoring details, and certification of flame retardancy for all materials.

NOENMCC does not allow contractors to anchor tents, awnings, or canopies to the floor, walls, or columns of the facility.

A permit from the City of New Orleans is required. A Fire Watch or fire extinguisher may be required. Please contact the NOENMCC Event Manager for additional information.

UPS BUSINESS CENTER

The NOENMCC manages and operates the UPS Store which is conveniently located in Lobby F.

On-site printing and shipping needs are available, as well as finishing services such as laminating, collating, stapling, and binding.

Signs and banners can be ordered.

VEHICLES ON STATIC DISPLAY

Vehicles may not be displayed without the prior written approval of the NOENMCC Public Safety Department.

Any fuel-powered vehicle on static display must have the smallest possible amount of fuel, not more than 1/8th tank or 10 gallons, or 1/4th tank for diesel, whichever is less.

The gas cap must be locked or sealed by tape; batteries must be disconnected. The general contractor must keep a key nearby at all times.

Vehicles may not be started, run, or moved during event hours.

The date/time vehicle is to arrive is to be provided 14 days in advance. NOENMCC Public Safety Department will perform inspection upon arrival.

WASTE DISPOSAL

No oils, combustibles, or any liquids other than water may be poured in the NOENMCC drainage or sewer systems. No tools, machines, or other items may be emptied, washed, or rinsed in NOENMCC restrooms. Please contact the NOENMCC Event Manager for more information.

FACILITY CONTACT INFORMATION

NEW ORLEANS ERNEST N. MORIAL CONVENTION CENTER

(504) 582-3000

900 Convention Center Boulevard New Orleans, LA 70130

EVENT SERVICES

(504) 582-3011

Your Event Manager will provide you with information on the NOENMCC, and its operating policies, procedures, and regulations.

PRODUCTION SERVICES DEPARTMENT

(504) 582-3018

Your Ancillary Production Manager will assist with any production and rigging questions or requirements.

EXHIBIT SERVICES DEPARTMENT

(504) 582-3036

Email: exhibit_services@mccno.com

Online Ordering Portal: <https://services.mccno.com>

The Exhibit Services Department will manage the service desk and assist you with your electrical, technology, utility orders, and the scheduling of electrical labor.

FOOD & BEVERAGE

(504) 670-7200

Sodexo Live! is the exclusive provider of all food and beverage and has exclusive rights to all novelty sales, coat and luggage check within the NOENMCC.

PUBLIC SAFETY DEPARTMENT

(504) 582-3040: 24-Hour Base Station

(504) 582-3050: Public Safety Department

The Public Safety Department is responsible for maintaining security and safety in all areas of the NOENMCC. The Public Safety Department will identify the level of security required for your event, and is the sole liaison between your event and City and State Fire Prevention Authorities.

ASGCT 28th Annual Meeting

May 13 - 17, 2025 | New Orleans, LA



Choose the solution that will *instantly* capture contact & demographic data
See page 2 for our enhanced product descriptions.

Order Lead Retrieval	on or before 3/4/25	from 3/5/25 to 4/15/25	after 4/15/25	number of units	TOTAL
SWAP® Mobile App Badge Scanner (Up to 3 users)	\$ 549	\$ 579	\$ 599		\$
Handheld Badge Scanner	\$ 549	\$ 579	\$ 599		\$
Tablet Badge Scanner	\$ 479	\$ 499	\$ 549		\$
Add SWAP® Mobile App Users* to any above products (after purchase of initial lead option)	\$ 149 each				\$
Bluetooth Printer Order 1:1 for all SWAP Mobile Users, Handheld Scanners and Tablets purchased	\$ 100	\$ 125	\$ 150		\$
Survey Setup (up to 5 questions) Includes singular and branching questions	\$ 99				\$
Developer's Kit (Real Time Data Services) Click here for more information	\$ 950				\$
Delivery of Reader to Booth (Post show pickup not available)	\$ 200				\$
	Sub-Total				\$
	Processing Fee**				\$ 9.99
	Total with 9.45% Sales Tax***				\$
	TOTAL				\$



Your Lead Retrieval Order Confirmation will be emailed to you.

Note: All equipment must be picked up at the exhibitor services desk unless delivery arrangements are made and paid for in advance of the show.

TERMS AND CONDITIONS:
Purchase Orders are not accepted.

All orders cancelled prior to 30 days of the show will incur a \$100 cancellation fee. Orders cancelled within 30 days of the show will not be refunded.

Leads captured through badge images and handwritten badge ID's are available for upload within 14 days post-event, and are subject to a data services fee.

Click [here](#) for additional Terms and Conditions

* Additional SWAP User Licenses pricing applies to singular booths only. If you are part of a pavilion, please contact Exhibitor Services.

** Processing fee waived when order is placed using company's online lead portal.

*** Taxable items and rates vary among states and are subject to change. Please call for exact quote.

Order Online Now: <https://exhibitor.swap.mge360.com/>

Exhibiting Company:

Booth #:

Check if information is for: Exhibiting Company Third Party

Contact Name:

3rd Party Company (if applicable):

City:

Address:

Email:

State/Country:

Zip:

Phone:

Fax:

Do not email credit card information

Upon registration for this event, all guests (foreign and domestic) agreed to Terms of Use which include voluntarily sharing their personal information with exhibiting companies via lead retrieval. Maritz recommends all customers seek their own expert advice for privacy compliance concerns.

For Assistance Contact:

ExhibitorServices@maritz.com

877-623-3487

It is against Maritz security policy to accept credit card information via email.



Order Online Now: <https://exhibitor.swap.mge360.com/>

Which Solution is Right for Your Booth?



SWAP Mobile App Badge Scanner

- Native app for Android or iOS
- Economical way to get scanning solution into the hands of each salesperson
- Tracks leads by individual
- Supports sending marketing collateral through email
- Printers pair 1:1 with each SWAP mobile device
- Business card scanning



Handheld Badge Scanner

- High Speed: excellent for booth events, product theaters, and in-booth sessions
- Ergonomic—left and right hand enabled
- Good for busy booths that require shared devices
- Printers pair 1:1 with each device



Tablet Badge Scanner

- Full connectivity with integrated scanning
- Good for booths that require a shared scanning device
- Larger screen is perfect for long surveys or detailed notes
- Printers pair 1:1 with each device
- Business card scanning

All our badge scanners run on the easy-to-use SWAP platform. Choose the option that's right for your booth or mix and match to create a custom solution.

Every lead choice allows you to:

- Gather data from attendee badges
- Rank leads
- Provide custom surveys
- Add notes to leads
- Access and download data from your secure portal
- Mix and match scanning solutions
- Scan leads with or without data connection
- View and edit data in real time

What's NEW with our badge scanning devices:

- Printers pair 1:1 with all lead solutions
- Copy over surveys from previous events
- Enhanced surveys: new branching functionality to allow for better lead qualification

Order Online Now: <https://exhibitor.swap.mge360.com/>

PACK IN/PACK OUT

In an effort to reduce waste and the impact events have on the environment, the New Orleans Ernest N. Morial Convention Center has a Pack In/Pack Out policy for exhibiting materials.

- Do not discard the following items on the exhibit hall floor:
 - **Packing materials**
 - **Carpet and carpet tubes**
 - **Flooring**
 - **Padding**
 - **Booth components**
 - **Pallets**

These items should be packed out of the exhibit hall at the conclusion of the event.

- Recycle the following materials:
 - **Cardboard**
 - **Visqueen**
 - **Lumber**
 - **Metal**

Recycling of these materials may be done through the recycling carts located in the exhibit halls

- Exhibitors are required to dispose of items in tilt carts on the show floor, provided by Cleaning Crews. Do not dispose of items on the Docks.
- Excessive trash and carpet items may be subject to costs for removal.



Pack Out
YES



Leave in Hall
NO

Questions?

Please call Facilities at [504-582-3024](tel:504-582-3024), or [504-582-3040](tel:504-582-3040) after 3:00 PM.



EXHIBITOR MENU

BUILT
TO
HOST



NEW ORLEANS
ERNEST N. MORIAL
CONVENTION CENTER



CHEF SPOTLIGHT

EXECUTIVE CHEF BRANDON FELDER

Originally from New Orleans, Executive Chef Brandon Felder earned his Bachelor of Culinary Arts from the Culinary Institute of Virginia College in Birmingham, Alabama. Over the years, Chef Felder has earned numerous awards, including the NOWFE Grand Tasting Overall Best In Show in 2020 and the NOWFE Gold Medal in Seafood in 2017. Before his current role as Sodexo Live! Executive Chef at the New Orleans Ernest N. Morial Convention Center, Chef Felder held senior culinary positions at renowned New Orleans establishments, including Le Foret, Stella!, and Commander's Palace. As the Convention Center's Executive Chef, Chef Felder leads the Sodexo Live! culinary team and ensures the high quality of all food and beverages. His dedication to culinary excellence continues to enhance dining experiences and set new standards in the industry.

INDEX

TASTE OF NEW ORLEANS	5
BREAKFAST	6
SNACKS	7
SWEETS & TREATS	8
HORS D'OEUVRES	9
SPECIALTY STATIONS	10-12
SPECIALTY BEVERAGE CARTS	13
BEVERAGES	15-16
ORDERING	18
INFORMATION / POLICIES	19

CATERING CONTACTS

SODEXO LIVE! ENMCC CATERING MAIN LINE	(504) 670-7200
EXHIBIT CATERING SALES	(504) 670-7254
Linsey Marriott	linsey.marriott@sodexo.com
AFFILIATE & EXHIBIT CATERING SALES	(504) 670-7204
Amanda Rivero	amanda.rivero@sodexo.com
ONLINE ORDERING	mccnoexpresscatering.ezplanit.com

GLUTEN-FREE SELECTIONS

These selections are prepared to exclude gluten from the list of ingredients. Please notify us if you have a gluten allergy. Catering does not operate a dedicated gluten-free, or allergen-free preparation and service space. Dishes made on-site are prepared on shared equipment, and may come into contact with products containing gluten and common allergens such as nuts.

VEGETARIAN SELECTIONS

VEGAN SELECTIONS

NOTE: The food images shown in the menu are for illustration purposes only and may not be an exact representation of your ordered food.

A close-up photograph of three golden-brown, round fried fish cakes arranged on a white, oval-shaped plate. Each fish cake is topped with a drizzle of reddish-brown sauce and garnished with fresh green herbs, including basil leaves and sliced green onions. The fish cakes are served over a bed of thin, yellow spaghetti, which is also coated in the same sauce. The background is a neutral, light gray surface.

À LA CARTE

TASTE OF NEW ORLEANS


SNACKS & APPETIZERS

SNACKS & SWEETS

ASSORTED ZAPP'S® CHIPS  | 96
(24 individual bags)

ASSORTED CHEE WEES SNACKS  | 96
(24 individual bags)

TRADITIONAL PRALINES   | 90
(per dozen, 3-dozen minimum)

TRADITIONAL KING CAKE  (each) | 85
(pre-sliced, 20 slices each)

FRESHLY FRIED BEIGNETS  | 200
(per 3-dozen order) Dusted with powdered sugar

WHITE CHOCOLATE BREAD PUDDING  | 125
(per order, 25 servings) Salted caramel sauce

PLATTERS

(per platter, 50 sandwiches)

MINI MUFFULETTA SANDWICHES | 250
Salami, ham, provolone and chopped olive salad

FINGER SANDWICHES | 200
Smoked turkey, honey ham and Cajun roast
beef, creolaise

ASSORTED PINWHEELS | 200
Turkey, ham & roast beef with cream cheese

BITES

(prices per dozen, 3 dozen minimum required)

CREOLE SAUSAGE & SHRIMP SKEWERS | 84
Ravigote sauce

CRAWFISH PIES | 72
Remoulade sauce

MEAT PIES | 72
Hurricane sauce

GATOR BITES | 60
Ravigote sauce

LOUISIANA CRAB CAKE BITES | 72
Meyer lemon remoulade

CRAB STUFFED MUSHROOMS | 78

BOUDIN BALLS | 66
Horseradish crema

CHILI & WHITE CORN HUSH PUPPIES  | 48
Bourbon and peach chutney

Booth runner may be required based on final order.



A LA CARTE

BREAKFAST OPTIONS

Prices listed are per dozen.

ASSORTED BAKED GOODS | 75

(per dozen, 3-dozen minimum)

Muffins, danish, breakfast breads

YOGURT PARFAITS | 102

(per dozen)

Fresh seasonal fruit, vanilla yogurt, house granola and honey

WHOLE FRESH FRUIT | 96

(24 pieces)

SLICED SEASONAL FRUIT

CUPS | 84

(per dozen)

Booth runner may be required based on final order.

BREAKFAST SANDWICHES

(10 piece minimum per item)

BREAKFAST WRAP (each) | 9

Scrambled egg, Cajun sausage, potato, cheese in warm tortilla with Tabasco and fresh salsa

BISCUIT SANDWICH* (each) | 12

Buttermilk biscuit with applewood bacon, egg and cheese

**Vegetarian option upon request* 

BREAKFAST PO' BOY* (each) | 10

Scrambled egg, hot sausage patty and cheddar cheese

**Vegetarian option upon request* 

ENGLISH MUFFIN BREAKFAST SANDWICH*

(each) | 9

Scrambled egg, Tasso ham and cheddar cheese

**Vegetarian option upon request* 



A LA CARTE

SNACKS

INDIVIDUAL BAGS OF PRETZELS  | 96
(24 servings)

INDIVIDUAL BAGS OF SALTED PEANUTS   | 120 (24 servings)

INDIVIDUAL BAGS OF TRAIL MIX  | 120
(24 servings)

NATURE VALLEY® GRANOLA BARS  | 96
(24 servings)

KELLOGG'S® NUTRI-GRAIN® BARS  | 96
(24 servings)

KELLOGG'S® RICE KRISPY TREATS  | 96
(24 servings)







FULL-SIZE CANDY BARS  | 120
(24 servings)

CLIF® & KIND BARS® | 168
(24 servings)

CRUDITÉ & RANCH DIP   | 250
(25 servings)

IMPORTED & DOMESTIC CHEESE & CRACKER DISPLAY  | 325
(25 servings)
Garnished with seasonal fruit, sliced baguettes and assorted crackers

CHARCUTERIE BOARD WITH GRILLED MARINATED VEGETABLES | 325
(25 servings)

- Salami, prosciutto and mortadella 
- Imported and domestic cheeses  
- Assorted olives & cornichons  
- Toasted gourmet and flat bread crackers 

FRESH FRUIT DISPLAY   | 225
(25 servings)
Yogurt dipping sauce



A LA CARTE

SWEETS & TREATS

ASSORTED COOKIES  | 75 (per dozen)

Chocolate chip, oatmeal raisin,
snicker-doodle and lemon-sugar
(3-dozen minimum)

ASSORTED BROWNIES  | 75 (per dozen)

Fudge, chocolate chip & walnut
(3-dozen minimum)

BLONDIES  | 75 (per dozen)

(3-dozen minimum)

LEMON BARS  | 75 (per dozen)

(3-dozen minimum)

ASSORTED CUPCAKES  | 75 (per dozen)

(3-dozen minimum)

PETIT FOURS  | 75 (per dozen)

(3-dozen minimum)

MINI DOBERGE CAKES  | 75 (per dozen)

Chocolate or lemon
(3-dozen minimum)

HALF SHEET CAKE*  | 250 EACH

Fruit or cream filling
(40 slices)

FULL SHEET CAKE*  | 450 EACH

Fruit or cream filling
(80 slices)

+Custom artwork available upon request.

Please speak to your catering sales manager.



RECEPTION

HORS D'OEUVRES

Prices are listed per dozen; (3) dozen minimum required per item.

HIBACHI BEEF SKEWERS 🌾 | 72

Green onion and teriyaki glaze

CHICKEN TANDOORI SKEWERS 🌾 | 72

Greek yogurt and herb dip

RASPBERRY & BRIE BITES 🍷 | 48

Raspberries and brie in puff pastry

MINI BEEF WELLINGTON | 66

Tender beef wrapped in buttery phyllo

CRISPY COZY SHRIMP | 72

Sweet chili

ANTIPASTO BROCHETTES 🌾 🍷 | 72

Mozzarella, roasted tomato and Kalamata olive in basil marinade

VEGAN SUMMER ROLL 🌾 🍷 | 84

Peanut sauce

BRIE, PEAR & ALMOND BEGGAR'S PURSE 🍷 | 72

Brie cheese with caramelized pear and almonds wrapped in a light buttery phyllo beggar's purse

*Booth runner may be required based on final order.



RECEPTION

SPECIALTY STATIONS

Client to supply electrical, 4-6 foot countertop work space, trash removal, and clean up.

CREOLE CREAMERY ICE CREAM CO. CART* | 800

(3) 3-gallon Creole Creamery Ice Cream

Our Favorite Flavors: Cookie Monster, Creole Cream Cheese, Bananas Foster, Chocolate Amaretto Cheesecake, Lavender Honey, Cafe Au Lait, Mint Chocolate Chip, Vanilla, Nectar Sherbet, and French 75 Sorbet

- *More flavors available upon request*

- **Add Toppings:** per (3) 3-gallon service | +225
Crushed Oreos, chopped nuts, chocolate sauce, Maraschino cherries and whipped cream
- **Additional Tubs** (per 3-gallon tub) | +225
- **Additional Toppings** (per 3-gallon tub) | +75



*Booth Attendant is required for above service, additional fees apply. A \$100++ set up fee will apply on first day of service. A delivery fee will apply on subsequent days of service.

ICE CREAM CART | 650

(100) Assorted Ice Cream Novelties

- Strawberry bars
- Fudge bars
- Ice cream cones
- Chocolate bars
- Ice cream sandwiches

Additional Ice Creams Order | +144
(24 Assorted ice cream novelties)



RECEPTION

SPECIALTY STATIONS

Client to supply electrical, 4-6 foot countertop work space, trash removal, and clean up.

FRESHLY BAKED GOURMET CHOCOLATE CHIP COOKIE STATION* | 750

Featuring Otis Spunkmeyer premium gourmet chocolate chip cookies. Includes: (264) chocolate chip cookies, oven, napkins and appropriate supplies

· Additional Cookies (per case of 240) | +480

CINNAMON ROLL STATION* | 750

Includes: (240) freshly in-booth baked cinnamon rolls. Served with vanilla icing, oven, napkins, and appropriate supplies

· Additional Cinnamon Rolls (per case of 120) | +360

POPCORN CART* | 750

(1) Popcorn machine includes popcorn and (225) popcorn bags and napkins

· Additional Popcorn (per case of 225) | +400

GOURMET PRETZEL STATION* | 800

Includes: (180) Freshly baked gourmet soft pretzels, served with yellow mustard

· Add Nacho Cheese | +135

· Additional Pretzels (per case of 45) | +200

*Booth Attendant is required for above service, additional fees apply. A \$100++ set up fee will apply on first day of service. A delivery fee will apply on subsequent days of service.



RECEPTION

SPECIALTY STATIONS

Client to supply electrical, 4-6 foot countertop work space, trash removal, and clean up.

OLD TIME CANDY SHOPPE | 750

Penny candy jars filled with your choice of sweet treats

Maximum selection of (5) five types of candy, (5) five pounds each. Includes jars, scoops and candy bags

Choose from: Gummi Bears®, Swedish Fish, Assorted Tootsie Rolls®, Licorice Bites, Assorted Jolly Ranchers®, Plain M&M's®, Maltball Mania or Chewy Sprees®

BUILD YOUR OWN TRAIL MIX | 750

Penny candy jars filled with your choice of sweet and salty treats

Maximum selection of (5) five types, (5) five pounds each. Includes jars, scoops and bags

Choose from: Mixed Nuts, Plain M&M's®, Dried Fruit Mix, Raisins, Banana Chips, Yogurt Pretzels, Granola, Traditional Snack Mix or Cajun Snack Mix

INFUSED HYDRATION STATION | 600

Three decorative dispensers filled with your flavor choice of a refreshing infused water. Includes disposable cups, napkins, stirrers, and sweeteners. Approximately (50) 7 oz. servings per container.

Consult your catering sales manager for suggested flavors of infused beverages.

· **Additional 3-gallon Refresh (each) | +200**
No onsite refreshes available, must be ordered 24 hrs. in advance.

FROZEN COFFEE STATION* | 750

Includes: (100) frozen coffee drinks topped with whipped cream and chocolate or caramel drizzle

· **Additional (50) drinks available | +375**

*Booth Attendant is required for above service, additional fees apply. A \$100++ set up fee will apply on first day of service. A delivery fee will apply on subsequent days of service.



RECEPTION

SPECIALTY BEVERAGE CARTS

Client to provide: 6' hospitality counter or rented 6' draped counter.
Client is responsible for pre-arranging the correct electrical power supply – please request this from your catering sales manager. Client is responsible for trash removal and clean up.

BIG EASY FROZEN BEVERAGES | 2,700

Your choice of one of the following services for the run of show:

- A. **Bananas Foster Signature Coffee Frappe**
Iconic dessert and coffee combination
- B. **Frozen Coffee**
Delicious, cool and caffeinated
- C. **Frozen Lemonade**
Tart, smooth and creamy
- D. **Mardi Gras Vanilla Shake**
Classic, Festive and Fun
- E. **Pat O'Brien's Frozen Hurricane**
Sweet, fruity with regional inspiration (n/a)
- F. **Mango and Strawberry Smoothie**
Refreshing strawberry, mango or layered strawberry-mango

Package includes: 1-6 hours of service,
400 – 7 oz drinks, two-day minimum

One time set up fee: \$275
Additional service hours: \$200
Additional beverages available at \$5.50 each
(100 cup increments)

CAPPUCCINO STATION | 2,700

Includes:

- Espresso
- Americano
- Cappuccino
- Latte
- Macchiato
- Traditional condiments

ORLEANS CAPPUCCINO STATION | 2,975

Includes:

- Bananas Foster
- Mochas
- Hot Chocolate

Cappuccino Packages include:
1-6 hours of barista service,
400 – 6 oz drinks, two-day minimum

One time set up fee: \$275
Add Digital Logo: \$850
Add Iced Coffee to any package: \$75
Additional service hours: \$200
Additional beverages available at \$5.50 each
(100 cup increments)



A photograph of three cocktails on a bar counter. In the foreground, a whiskey drink in a rocks glass with ice, orange, and a cherry. In the background, a pink drink with lime and a martini. The word 'BEVERAGES' is overlaid in white text with a horizontal line below it.

BEVERAGES

BEVERAGES

JUICE / SODA / WATER

Prices listed are per case. (24) Beverages per case.
(1) Case minimum required per item. Ice & cups provided with initial order, additional \$15 fee for ice & cup refresh.

BOTTLED FRUIT JUICES | 96

Orange, Cranberry and Apple

ASSORTED CANNED SODA | 108

Coke, Diet Coke and Sprite

ASSORTED VITAMIN WATER® | 120

DASANI® BOTTLED WATER | 120

CANNED WATER | 144

SPARKLING WATER | 108

TOPO CHICO® FLAVORED SPARKLING WATER | 120

Blueberry-hibiscus, Lime-mint and Tangerine-ginger

MONSTER ENERGY DRINKS® (8 oz) | 144

ICE (16 lb bag, each) | 14

WATER COOLER (each) | 75

3-day rental, additional days available

5-GALLON WATER JUG (each) | 52

COFFEE DRINKS

PJ'S FRESHLY BREWED COFFEE OR HOT TEA

3-gallon minimum | 261

Additional Gallon | +87

FRESHLY BREWED STARBUCKS® COFFEE

3-gallon minimum | 330

Additional Gallon | +110

CAFÉ AU LAIT

Chicory coffee and freshly steamed milk

3-gallon minimum | 330

Additional Gallon | +110

ICED COFFEE

3-gallon minimum | 261

Additional Gallon | +87

COFFEE ENHANCEMENTS

- Flavored Syrups (per bottle) | 18
Hazelnut, Vanilla, White Chocolate & Caramel
- Sugar Swizzle Sticks (per 25 pieces) | 30
- Whipped Topping (per 2 cans) | 20
- Chocolate Shavings (per 1 lb) | 22

*Above options include Half & Half, 2% milk, almond milk, sugar, sugar substitutes and lemon



BEVERAGES

BEER / COCKTAILS

DOMESTIC BEER | 156 per case
Miller Lite, Bud Light, Coors Light

IMPORTED & MICROBREW BEER | 180 per case

- Heineken
- Corona Extra
- Abita Amber
- Urban South Paradise Park
- Sam Adams Boston Lager
- Sierra Nevada Pale Ale

HOUSE WINE | 40 per bottle

- Merlot, Cabernet Sauvignon, Chardonnay, Pinot Grigio & Sparkling
- La Marca Prosecco | 55 per bottle

HOSTED BAR | On consumption

- House cocktails
- House wines by the glass
- Bottled domestic beers
- Bottled imported beers & microbrew beers
- Bottled waters
- Assorted sodas

Minimum guarantee of \$1200 per day applies.

Premium cocktails & wine available with a minimum guarantee of \$1500 per day.

SOUTH OF THE BORDER MARGARITA STATION | 1,000

Includes: (100) Margaritas on the rocks garnished with lime wedge and salted rim
· Additional (50) Margaritas available | +450

SIGNATURE HURRICANE STATION | 1,000

Includes: (100) Hurricanes on the rocks garnished with orange & cherries
· Additional (50) Hurricanes available | +450

FROZEN DAIQUIRI STATION | 950

Includes: (100) Frozen daiquiris
Choose one flavor: strawberry, hurricane, bushwhacker, margarita or piña colada with appropriate garnish
· Additional (50) Daiquiris available | +425

CAJUN MARY STATION | 950

Includes: (100) Cajun Marys garnished with green beans, lemons, limes & olives
· Additional (50) Cajun Marys available | +400

All alcoholic beverage orders require a bartender for service, additional staff & equipment may be required. A \$100++ set up fee will apply on first day of service. A delivery fee will apply on subsequent days of service.





ORDERING & INFORMATION

HOW TO ORDER

ORDERING ONLINE IS EASY!

VISIT OUR WEBSITE:

<https://mccnoexpresscatering.ezplanit.com>

RETURNING USER?

Log in if you have previously placed orders online. You may use the same User Name and Password as you have used in the past. If you need assistance with re-setting, please contact **Linsey Marriott**, linsey.marriott@sodexo.com.

NEW USER?

1. Select your **Event**.
2. Select your **Location**: Exhibit Hall (Trade Shows) or Meeting Rooms.
3. Make your **Menu Selections**: Click on the item to expand, update the quantity and delivery time, and select **Add to Cart**. Repeat until all items have been successfully added to cart.
4. Once you have completed your order, click **Your Cart** in the upper right corner, confirm cart and select **Checkout**.
5. First time ordering? Sign up for an account by clicking **Create Your Account**. Complete all fields, including a mobile number for the person onsite and select **Register Account**.

6. **Checkout**: Enter your Booth or Meeting Room Number
7. Select your desired **Delivery Time(s)**. Add any **Notes** or delivery instructions.
8. Enter **Payment** info by clicking **Change Payment Method**, followed by **Add New Card** and enter card info.
9. Confirm order is correct and select **Place Order**.
10. You will receive an email confirming your order has been placed and is pending approval. You will hear from our catering team within 3-5 business days, confirming the order. Your card will not be charged at the time of ordering.
11. For changes or questions about your order please contact **Linsey Marriott** at **(504) 670-7254** or linsey.marriott@sodexo.com.

The online ordering portal will close 14 days prior to the first day of the respective trade show. Requests for catering past the deadline are NOT guaranteed and will be subject to availability. Late fees may apply.



INFORMATION

POLICIES AND SERVICES

EXCLUSIVITY

All food and beverage items in the exhibit halls must be purchased through the food and beverage department. This includes bottled water.

- Exhibitor catering does not supply tables or electrical for your booth. Please order this equipment through your service contractor.
- All food and beverage orders require full payment in advance. We accept American Express, Discover, Mastercard, Visa, ACH or company check. Please make checks payable Sodexo Live!. A valid credit card is required to place a food and beverage order.
- MCCNOFB requires a credit card on file for any onsite addons, which will be reconciled daily.
- Disposable service ware is used on all food and beverage functions on the exhibit floor.

CDC, STATE & LOCAL POLICIES GUIDELINES & RECOMMENDATIONS

Sodexo Live! will adhere to all CDC, State & Local policies. We reserve the right to modify or cancel a service if we are no longer able to execute due to changes from authorities or if a safe working environment is not available at time of service.

CANCELLATION POLICY

Full charges will be applied to cancellation of any menu items received within 3 business days, prior to delivery.

ALCOHOL

All alcohol sales and consumption in the New Orleans Convention Center are regulated by the Louisiana Alcoholic Beverage Control, and Morial Convention Center. New Orleans Food and Beverage (MCCNOFB) is responsible for the administration of these regulations. No alcoholic beverages are allowed to be served by anyone other than a MCCNOFB Department Bartender.

MCCNOFB prohibits exhibitors and event participants from removing alcohol from the New Orleans Convention Center. Alcoholic products will be delivered to your booth at the scheduled time of your service and removed from your booth at the conclusion of your event by the attending MCCNOFB bartender. No product can be transferred for use the following day(s).

STAFFING / FEES – **Minimum of (5) hours*

Booth Attendant* \$45 per hour	Bartender* \$45 per hour
Chef* \$75 per hour	Delivery Fee \$30 per trip

A 23% service charge and current sales tax will be added to all food, beverage and labor fees. Menu items and prices may be subject to change without notice. A \$30.00 delivery fee will be applied to all above orders. Exhibitor booth catering does not supply tables for your booth. You must order these through your service contractor.

SERVICE CHARGES AND TAX

A 23% “house” or “administrative” charge will apply to all food, beverage, labor and fees (including corkage). Current state and local sales taxes apply to all food, beverage, labor charges, equipment rentals and service charges, and are subject to applicable tax laws and regulations.

The “house” or “administrative” charge of 23% is added to your bill for the catered event/function (or comparable service) which is used to defray the cost of set up, break down, service and other house expenses. No portion of this charge is distributed to the employees providing the service. You are free, but not obligated to add or give a gratuity directly to your servers. If the customer is an entity claiming exemption from taxation in the state where the facility is located, the customer must deliver to MCCNOFB satisfactory evidence of such exemption thirty (30) days prior to the event in order to be relieved of its obligation to pay state and local sales taxes.



THANK YOU

ONLINE ORDERING

<https://mccnoexpresscatering.ezplanit.com>



exhibitor.services@heritagesvs.com

1-800-360-4323

Fax 314-534-8050

Order online at: heritagesvs.com/ordering

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

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

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