



## ANNUAL MEETING

BOSTON, MA • May 11-15, 2026

### Service Manual

# AMERICAN SOCIETY OF GENE & CELL THERAPY 2026 ANNUAL MEETING

MAY 11-15<sup>TH</sup>, 2026

THOMAS M. MENINO CONVENTION AND EXHIBITION CENTER  
BOSTON, MASSACHUSETTS

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Fax 314-534-8050

**Custom Discount Deadline:****4/10/2026****Discount Deadline:****4/22/2026**

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**ASGCT 2026 ANNUAL MEETING****MAY 11-15<sup>TH</sup>, 2026****THOMAS M. MENINO CONVENTION & EXHIBITION CENTER****BOSTON, MASSACHUSETTS****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.

**Ordering Services:** Please use the following link to place orders for utilities and other services [BCFC Online Ordering](http://BCFC Online Ordering)

**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 Blue. **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 10<sup>th</sup>, 2026**

Carpet, Furniture and Accessories – **Wednesday, April 22<sup>nd</sup>, 2026**

**Shipments to Advance Warehouse Deadline Date**

Heritage will begin receiving freight at the advance warehouse on Friday, April 10<sup>th</sup>, 2026. To avoid late fees, all shipments to the advanced warehouse must arrive no later than Friday, May 1<sup>st</sup>, 2026. Shipments will be received between 10:30 AM and 4:00 PM Monday through Friday.

**Show Schedule****Exhibitor Move-In**

Saturday	May 9 <sup>th</sup>	1:00 PM	-	5:00 PM	20'x20' Islands and larger booths
Sunday	May 10 <sup>th</sup>	8:00 AM	-	5:00 PM	
Monday	May 11 <sup>th</sup>	8:00 AM	-	5:00 PM	

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

Tuesday	May 12 <sup>th</sup>	9:00 AM	-	6:30 PM
Wednesday	May 13 <sup>th</sup>	9:00 AM	-	6:30 PM
Thursday	May 14 <sup>th</sup>	9:00 AM	-	6:30 PM

**Exhibitor Move-Out**

Thursday	May 14 <sup>th</sup>	6:30 PM	-	10:00 PM
Friday	May 15 <sup>th</sup>	8:00 AM	-	5:00 PM
Saturday	May 16 <sup>th</sup>	8:00 AM	-	5:00 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 6:30PM, on Thursday, May 14<sup>th</sup>.
- All carriers must check-in no later than 12:00 PM, on Saturday, May 16<sup>th</sup>. All exhibit materials must be removed from the exhibit hall floor by 5:00 PM, on Saturday, May 16<sup>th</sup>. 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.



## GENERAL INFORMATION/QUICK FACTS

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### ASGCT 2026 ANNUAL MEETING

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**BOSTON, MASSACHUSETTS**

#### **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](mailto: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](http://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.



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**BOSTON, MASSACHUSETTS**

### 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 10<sup>th</sup>, 2026 at the warehouse address.** Material arriving after Friday, May 1<sup>st</sup>, 2026 will be received at the warehouse with an additional after deadline charge.

#### Warehouse Shipping Information – Option 1

Exhibitor Company Name and Booth Number

HERITAGE

C/O TForce Freight

80 Concord St.

North Reading, MA 01864

FOR: ASGCT 2026 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 9<sup>th</sup>, 2026 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

Thomas M. Menino Convention & Exhibition Center

415 Summer St.

Boston, MA 02210

FOR: ASGCT 2026 Annual Meeting

**We Appreciate Your Business!**



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## METHOD OF PAYMENT & CREDIT CARD AUTHORIZATION FORM

***Must be completed and submitted with any HERITAGE order forms***

Name of Convention ASGCT 2026 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:  American Express  MasterCard  Visa  Discover

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

### CARD HOLDER'S SIGNATURE

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.

#### Company Check

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.

#### Bank Wire Transfer

Enterprise Bank and Trust  
St. Louis, MO 63127  
ABA# 081006162  
ACCT# 0040520 HERITAGE  
Swift Code - Entrus44

Please reference name of show & booth number 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.



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**ORDER SUMMARY FORM  
ASGCT 2026 ANNUAL MEETING**

**Customs Discount Deadline: Discount Deadline:**  
**4/10/2026 4/22/2026**

**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	<input type="checkbox"/> Submit With First Order
<input type="checkbox"/> Third Party Authorization	<input type="checkbox"/> NA
<input type="checkbox"/> EAC Requirements	<input type="checkbox"/> NA
<input type="checkbox"/> Carpet	<input type="checkbox"/> \$
<input type="checkbox"/> Furniture	<input type="checkbox"/> \$
<input type="checkbox"/> Accessories	<input type="checkbox"/> \$
<input type="checkbox"/> Exhibit Accessories	<input type="checkbox"/> \$
<input type="checkbox"/> Specialty Furniture	<input type="checkbox"/> \$
<input type="checkbox"/> Exhibit Rental Displays	<input type="checkbox"/> \$
<input type="checkbox"/> Material Handling	<input type="checkbox"/> \$
<input type="checkbox"/> Accessible/Priority Storage Return	<input type="checkbox"/> \$
<input type="checkbox"/> Forklift Equipment and Labor	<input type="checkbox"/> \$
<input type="checkbox"/> Installation & Dismantle Labor	<input type="checkbox"/> \$
<input type="checkbox"/> HES Shipping	<input type="checkbox"/> \$
<input type="checkbox"/> Signs	<input type="checkbox"/> \$
<input type="checkbox"/> Cleaning Service	<input type="checkbox"/> \$
 <b>TOTAL AMOUNT DUE</b>	
<b>\$</b> _____	

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.



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## BOOTH GRID

# ***ASGCT 2026 ANNUAL MEETING***

## **Discount Deadline: 4/22/2026**

# SAVE TIME AND MONEY!

Use this grid when placing Hanging Sign, Electrical, or other Utility orders. Make as many copies as necessary!

Enter in the booth number above, below and on each side of your booth to ensure proper placement! If you are using this grid for a hanging sign, include the total height from the floor to the top of the sign.

Booth #

Left Booth #	Booth #	Right Booth #

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.

## **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 label 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/TIMPOREY 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

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## **EAC REQUIREMENTS ASGCT 2026 ANNUAL MEETING**

**Discount Deadline:  
4/22/2026**

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 APPOINTED CONTRACTORS (EAC)

## ASGCT 2026 ANNUAL MEETING

exhibitor.services@heritagesvs.com

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Fax 314-534-8050

**Order online at: [heritagesvs.com/ordering](http://heritagesvs.com/ordering)**

**Discount Deadline:  
4/22/2026**

**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 APPOINTED CONTRACTORS (EAC) ASGCT 2026 ANNUAL MEETING

exhibitor.services@heritagesvs.com

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Fax 314-534-8050

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**Discount Deadline:  
4/22/2026**

## 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	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	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 CONFERNS 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

EAC FOR:

INSURER A:

INSURER B:

INSURER C:

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)	LIMIT S		
		<p>TYPES OF INSURANCE</p> <p><input type="checkbox"/> COMMERCIAL GENERAL LIABILITY  <input type="checkbox"/> CLAIMS MADE   <input type="checkbox"/> OCCUR</p> <p><input type="checkbox"/></p> <p><input type="checkbox"/> GEN'L AGGREGATE LIMIT APPLIES PER:  <input type="checkbox"/> POLICY   <input type="checkbox"/> PROJECT   <input type="checkbox"/> LOC</p>		<p>POLICY #</p>	<p>EFF DATE</p>	<p>EXP DATE</p>	<p>EACH OCCURRENCE      \$1,000,000</p> <p>DAMAGE TO RENTED PREMISES (EA OCCURRENCE)      \$500,000</p> <p>MED EXP (Any one person)      \$5,000</p> <p>PERSONAL &amp; ADV INJURY      \$1,000,000</p> <p>GENERAL AGGREGATE      \$2,000,000</p> <p>PRODUCTS-COMP-OP AGG      \$2,000,000</p>	
		<p>AUTOMOBILE LIABILITY</p> <p><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</p>		<p>POLICY #</p>	<p>EFF DATE</p>	<p>EXP DATE</p>	<p>COMBINED SINGLE LIMIT            (ea accident)      \$1,000,000</p> <p>BODILY INJURY            (per person)      \$</p> <p>BODILY INJURY            (per accident)      \$</p> <p>PROPERTY DAMAGE            (per accident)      \$</p>	
		<p><input type="checkbox"/> GARAGE LIABILITY  <input type="checkbox"/> ANY AUTO</p>		<p>POLICY #</p>	<p>EFF DATE</p>	<p>EXP DATE</p>	<p>AUTO ONLY-EA ACCIDENT      \$            OTHER THAN EA ACC      \$            AUTO ONLY: ACC      \$</p>	
		<p>EXCESS/UMBRELLA LIABILITY</p> <p><input type="checkbox"/> OCCUR   <input type="checkbox"/> CLAIMS MADE  <input type="checkbox"/> DEDUCTABLE  <input type="checkbox"/> RETENTION      \$10,000</p>		<p>POLICY #</p>	<p>EFF DATE</p>	<p>EXP DATE</p>	<p>EACH OCCURRENCE      \$1,000,000            AGGREGATE      \$1,000,000</p>	
		<p>WORKERS COMPENSATION AND            EMPLOYERS LIABILITY</p> <p>ANY PROPRIETOR/PARTNER/EXECUTIVE            OFFICER/MEMBER EXCLUDED?</p> <p>If yes, describe under            SPECIAL PROVISIONS below</p>		<p>POLICY #</p>	<p>EFF DATE</p>	<p>EXP DATE</p>	<p>WC STATUTO-            RY LIMITS      \$            E.L. EACH ACCIDENT      \$1,000,000            E.L. DISEASE-EA EMPLOYEE      \$1,000,000            E.L. DISEASE- POLICY LIMIT      \$1,000,000</p>	

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



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## THIRD PARTY AUTHORIZATION ASGCT 2026 ANNUAL MEETING

**Discount Deadline:  
4/22/2026**

### 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.



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# CARPET RENTAL ORDER FORM

## ASGCT 2026 ANNUAL MEETING

**Discount Deadline:**  
**4/22/2026**

**Classic Expo  
Carpet  
16 oz**

Item	Quantity	Discount Rate	Standard Rate	Total
C10 10' x 10'		x \$566.41	\$736.34	=
C20 10' x 20'		x \$1,112.04	\$1,445.65	=
C30 10' x 30'		x \$1,662.92	\$2,161.80	=
C40 10' x 40'		x \$2,234.47	\$2,904.81	=

**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.	_____ x \$9.61	\$12.49	=	_____

**Circle your color choice for CLASSIC EXPO carpet:**

Red Blue Hunter Green Gray Black Tuxedo Bluejay

**Prestige  
Carpet  
28 oz**

Item	Total Sq. Ft.	Discount Rate	Standard Rate	Total
C90 Area Carpet Prestige _____ W x _____ L per sq. ft.	_____ x \$10.08	\$13.11	=	_____

**Circle your color choice for PRESTIGE carpet:**

Navy Hunter Green Red Black White Charcoal Silver Cloud Beige Royal

**Padding and  
Visqueen**

Item	Total Sq. Ft.	Discount Rate	Standard Rate	Total
C70 Carpet Padding _____ W x _____ L per sq. ft.	_____ x \$4.69	\$6.10	=	_____
C80 Visqueen Covering _____ W x _____ L per sq. ft.	_____ x \$2.79	\$3.63	=	_____

**Vinyl Flooring  
and Padding**

Item	Total Sq. Ft.	Discount Rate	Standard Rate	Total
V10 Vinyl Flooring _____ W x _____ L per sq. ft.	_____ x \$11.50	\$14.95	=	_____
V20 Vinyl Padding _____ W x _____ L per sq. ft.	_____ x \$7.25	\$9.43	=	_____

**Circle your color choice for Vinyl Flooring:**

Barnwood Blackwood Dark Maple Silverwood Whitewood

**Electrical or Utilities Under Carpet?**

**Yes\***

**No**

\*If yes, please order labor and also provide completed Booth Grid form earlier in the exhibitor kit.

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.

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

**SUBTOTAL** \$ \_\_\_\_\_

**TAX 6.25%** \$ \_\_\_\_\_

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

## **16 oz. Classic Expo**



Red



Blue



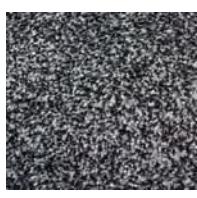
Hunter Green



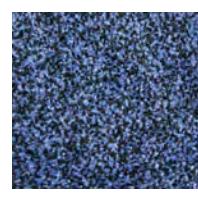
Gray



Black



Tuxedo



Bluejay

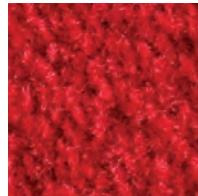
## **28 oz. Prestige Carpet**



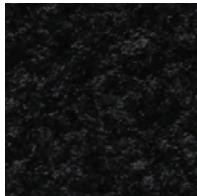
Navy



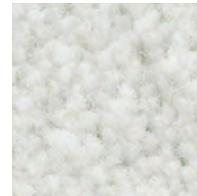
Hunter Green



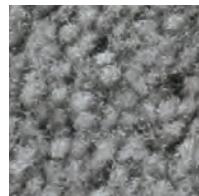
Red



Black



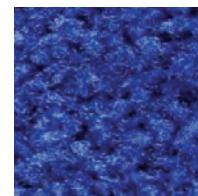
White



Silver Cloud



Beige



Royal



Charcoal

## **Vinyl Flooring**



Barnwood II



Blackwood II



Dark Maple II



Silverwood II



Whitewood II



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# FURNITURE RENTAL ORDER FORM

## ASGCT 2026 ANNUAL MEETING

**Discount Deadline:**  
**4/22/2026**

Furniture	Item	Quantity	Discount Rate		Standard Rate	Total
			x	\$		
	F60 Plastic Side Chair (Gray)				\$ 276.90	=
	F20 Custom Padded Arm Chair (Gray)				\$ 462.77	=
	F25 Custom Padded Side Chair (Gray)				\$ 462.77	=
	F40 Custom Padded High Stool (Gray)				\$ 580.96	=

Draped Display Tables	Item	Circle your color choice:								
		Red	Blue	Burgundy	Hunter Green	Silver	Black	White	Gold	
	F110 4' Table - 30" High					x	\$ 384.57		\$ 499.94	=
	F120 6' Table - 30" High					x	\$ 465.53		\$ 601.29	=
	F130 8' Table - 30" High					x	\$ 540.38		\$ 702.50	=
	F140 4' Table - 42" Counter High					x	\$ 478.06		\$ 621.47	=
	F150 6' Table - 42" Counter High					x	\$ 556.02		\$ 722.83	=
	F160 8' Table - 42" Counter High					x	\$ 633.98		\$ 824.18	=
	F170 4th Side Table Drape - 30" High					x	\$ 161.07		\$ 209.38	=
	F180 4th Side Table Drape - 40" High					x	\$ 161.07		\$ 209.38	=

Undraped Display Tables	F190 4' Table - 30" High				x	\$ 246.85		\$ 320.90	=
	F200 6' Table - 30" High				x	\$ 301.35		\$ 391.76	=
	F210 8' Table - 30" High				x	\$ 357.54		\$ 466.11	=
	F220 4' Table - 42" Counter High				x	\$ 267.62		\$ 347.91	=
	F230 6' Table - 42" Counter High				x	\$ 316.99		\$ 412.09	=
	F240 8' Table - 42" Counter High				x	\$ 387.14		\$ 503.28	=
	F80 30" Diameter Pedestal (Gray) 18" H				x	\$ 535.25		\$ 695.82	=
	F90 30" Diameter Pedestal (Gray) 30" H				x	\$ 535.25		\$ 695.82	=
	F100 30" Diameter Pedestal (Gray) 42" H				x	\$ 535.25		\$ 695.82	=

Table Risers Covered White	F250 4' Long Riser				x	\$ 169.89		\$ 220.86	=
	F260 6' Long Riser				x	\$ 208.87		\$ 271.53	=
	F270 8' Long Riser				x	\$ 252.54		\$ 328.31	=

Special Drape Products	Circle your color choice:								
	Red	Blue	Burgundy	Hunter Green	Silver	Black	White	Gold	
	F280 Drape - 3' H				x	\$ 33.00		\$ 42.90	=
	F290 Drape - 8' H				x	\$ 51.94		\$ 67.52	=

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 6.25% \$ \_\_\_\_\_

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)



**Custom Padded Arm Chair**  
F20  
(Gray)



**Custom Padded Side Chair**  
F25  
(Gray)



**Custom Padded High Stool**  
F40  
(Gray)

# Skirted Tables



**4' Display Table**  
F110  
30" High



**4' Display Table**  
F140  
42" Counter High



**6' Display Table**  
F120  
30" High



**6' Display Table**  
F150  
42" Counter High



**8' Display Table**  
F130  
30" High



**8' Display Table**  
F160  
42" Counter High

# Table Skirt and Drape Color Options



Red



Hunter Green



Silver



White



Blue



Burgundy



Black



Gold

# 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)



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**ACCESSORIES  
RENTAL ORDER FORM**
**ASGCT 2026 ANNUAL MEETING****Discount Deadline: 4/22/2026**

	Item	Quantity	Discount Rate	Standard Rate	Total
<b>Accessories</b>					
<b>A10</b>	Wastebasket		x \$ 74.84	\$ 97.29	=
<b>A20</b>	Tripod Easels		x \$ 124.76	\$ 162.19	=
<b>A30</b>	Chrome Stanchion		x \$ 93.49	\$ 121.54	=
<b>A40</b>	Velour Rope 6' Black		x \$ 93.49	\$ 121.54	=
<b>A60</b>	Chrome Bag Rack		x \$ 271.31	\$ 352.70	=
<b>A70</b>	Literature Rack		x \$ 530.00	\$ 688.99	=
<b>A80</b>	Garment Rack 5'		x \$ 290.97	\$ 378.26	=
<b>A90</b>	2 Way Straight Arm Rack		x \$ 399.09	\$ 518.82	=
<b>A106</b>	Raffle Ticket Drum		x \$ 178.71	\$ 232.33	=
<b>A107</b>	Fishbowl		x \$ 55.85	\$ 72.60	=
<b>A110</b>	6' Tensabarrier		x \$ 424.00	\$ 551.20	=
<b>D130</b>	1M Straight Shelf		x \$ 235.44	\$ 306.08	=
<b>D131</b>	1M Angle Shelf		x \$ 235.44	\$ 306.08	=
<b>D210</b>	Acrylic Holder*		x \$ 77.96	\$ 101.35	=
<b>D220</b>	Arm Light*		x \$ 166.31	\$ 216.21	=
<i>*For use with Heritage Rentals Only</i>					
<b>D250</b>	Chrome Sign Holder		x \$ 459.85	\$ 597.81	=

**Tackboard****D20** Tackboard Panels (4'x8') Vertical

\$ 729.65

=

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

\$ 729.65

=

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

\$ 1783.40

=

*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 6.25%** \$**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 Easel**  
A20



**Chrome Sign Holder**  
D250



**Chrome Stanchion**  
A30



**Velour Rope 6'**  
**Black**  
A40



**6' Tensabarrier**  
A110



**Chrome Bag Rack**  
A60



**Literature Rack**  
A70



**Garment Rack 5'**  
A80



**2 Way Straight Arm Rack**  
A90



**Raffle Ticket Drum**  
A106



**Fishbowl**  
A107



# EXHIBIT ACCESSORIES - GONDOLAS & PANELS RENTAL ORDER FORM

exhibitor.services@heritagesvs.com

1-800-360-4323

Fax 314-534-8050

Order online at: [heritagesvs.com/ordering](http://heritagesvs.com/ordering)

**ASGCT 2026 ANNUAL MEETING**

**Discount Deadline: 4/22/2026**

	Item	Quantity	Discount Rate	Standard Rate	Total
Pegboard	<b>D10</b> Pegboard Panels (4'x8')	_____	x \$ 748.25	\$ 972.72	= _____
	<b>D09</b> Pegboard 4" Single Hook	_____	x \$ 18.56	\$ 24.13	= _____
	<b>D11</b> Pegboard 6" Single Hook	_____	x \$ 31.94	\$ 41.53	= _____
	<b>D12</b> Pegboard 8" Single Hook	_____	x \$ 37.31	\$ 48.50	= _____
Gondolas	<b>D800</b> Single Sided 1M x 4' High	_____	x \$ 1484.84	\$ 1930.30	= _____
	<b>D801</b> Double Sided 1M x 4' High	_____	x \$ 2078.78	\$ 2702.41	= _____
	<b>D802</b> Single Sided 1M x 8' High	_____	x \$ 2078.78	\$ 2702.41	= _____
	<b>D803</b> Double Sided 1M x 8' High	_____	x \$ 2969.69	\$ 3860.59	= _____
Gridwall	<b>D40</b> Gridwall 2'x8' Black <i>*Legs &amp; Connectors required below</i>	_____	x \$ 511.34	\$ 664.75	= _____
	<b>D80</b> 4" Gridwall Single Hook	_____	x \$ 18.56	\$ 24.13	= _____
	<b>D60</b> 6" Gridwall Single Hook	_____	x \$ 31.94	\$ 41.53	= _____
	<b>D70</b> 8" Gridwall Single Hook	_____	x \$ 37.31	\$ 48.50	= _____
	<b>D81</b> Grid Legs (Black)* <i>*Legs &amp; Connectors required below</i>	_____	x \$ 80.09	\$ 104.11	= _____
	<b>D82</b> Grid Connectors*	_____	x \$ 43.82	\$ 56.97	= _____
	<b>D83</b> 3-Ball Waterfall Arm	_____	x \$ 67.88	\$ 88.25	= _____
	<b>D84</b> 5-Ball Waterfall Arm	_____	x \$ 73.04	\$ 94.95	= _____
	<b>D85</b> 7-Ball Waterfall Arm	_____	x \$ 79.57	\$ 103.44	= _____
	<b>D50</b> Slatwall 1 Meter x 8'	_____	x \$ 685.92	\$ 891.70	= _____
Slatwall	<b>D120</b> Slatwall Waterfall Hooks	_____	x \$ 112.25	\$ 145.93	= _____
	<b>D121</b> Slatwall 8" Bracket	_____	x \$ 37.31	\$ 48.50	= _____

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

**SUBTOTAL \$**  
**TAX 6.25% \$**  
**TOTAL DUE \$**

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

Exhibiting Company \_\_\_\_\_

Contact Name \_\_\_\_\_ Booth# \_\_\_\_\_

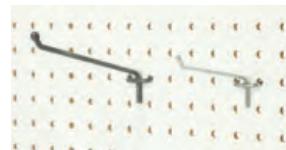
Phone # \_\_\_\_\_ Email \_\_\_\_\_

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# DISPLAYS



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



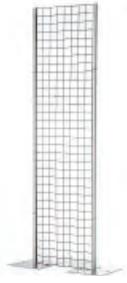
**Pegboard 6" Single  
Hook**  
D11



**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



# EXHIBIT ACCESSORIES - COUNTERS & SHOWCASES RENTAL ORDER FORM

exhibitor.services@heritagesvs.com

1-800-360-4323

Fax 314-534-8050

Order online at: [heritagesvs.com/ordering](http://heritagesvs.com/ordering)

**ASGCT 2026 ANNUAL MEETING**

**Custom Discount Deadline: 4/10/2026**

## 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
<b>C_092</b>	1 Meter Display Counter with Shelf 1M x 1/2M x 42" High with Sliding Door	_____	x \$ 1594.83	\$ 2073.28	= _____
<b>C_084</b>	2 Meter Display Counter with Shelf 2M x 1/2M x 42" High with Sliding Door	_____	x \$ 1746.03	\$ 2269.83	= _____
<b>C_152</b>	1 Meter Curved Counter with Shelf 1M x 1/2M x 42" High with Sliding Door	_____	x \$ 1920.63	\$ 2496.82	= _____
<b>C_053</b>	1 Meter Radius Counter with Shelf 1M x 1/2M x 42" High with Sliding Door	_____	x \$ 1347.36	\$ 1751.56	= _____
<b>C_179</b>	1 Meter Display Cabinet with Shelf 1M x 1/2M x 42" High with 2 Swing Doors and built in locks	_____	x \$ 1746.03	\$ 2269.83	= _____
<b>MD60</b>	Counter Locks	_____	x \$ 98.74	\$ 128.36	= _____

## Showcases

	Item	Quantity	Discount Rate	Standard Rate	Total
--	------	----------	---------------	---------------	-------

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](mailto:exhibitor.services@heritagesvs.com).

<b>D140</b>	4' Full View Showcase	_____	x \$ 1652.54	\$ 2148.30	= _____
<b>D150</b>	6' Full View Showcase	_____	x \$ 1777.19	\$ 2310.35	= _____

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 6.25% \$**

**TOTAL DUE \$**

Exhibiting Company \_\_\_\_\_

Contact Name \_\_\_\_\_ Booth# \_\_\_\_\_

Phone # \_\_\_\_\_ Email \_\_\_\_\_

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# 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

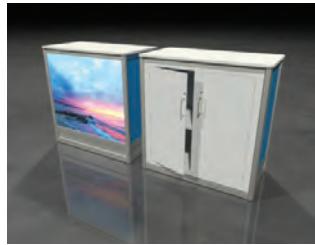
1M x 1/2M x 42"  
High W/Shelf



## 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

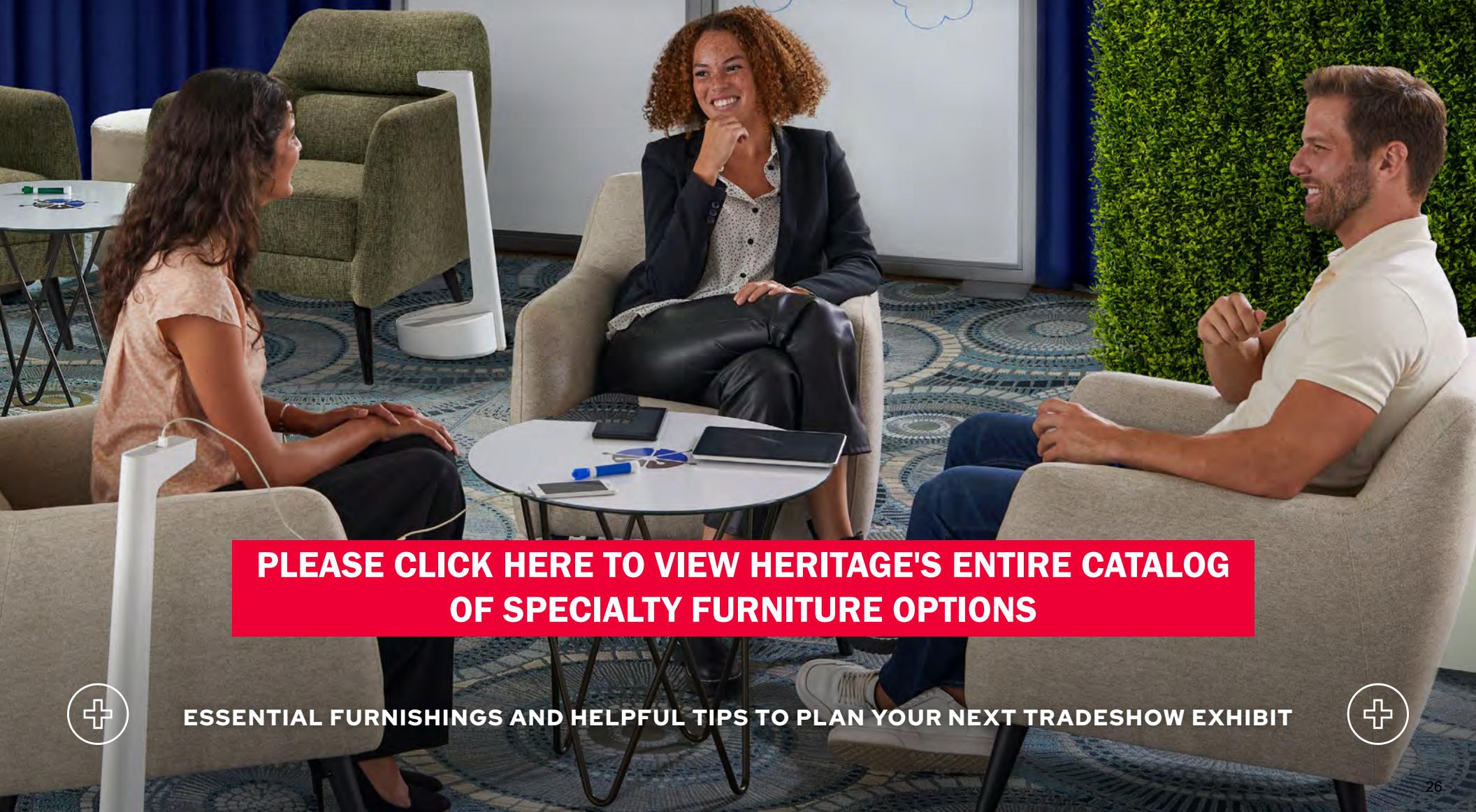


D140/D150 (shown)  
D140 - 4' Full View  
Showcase  
D150 - 6' Full View  
Showcase



# 2026 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





# SPECIALTY FURNISHINGS ORDER FORM

## ASGCT 2026 ANNUAL MEETING

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1-800-360-4323

Fax 314-534-8050

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**4/22/2026**

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Item #:	Description:	Dimensions:	Advance Price:	Standard Price:	QTY:	Total:
30AGBB	30" Round Bar Table w/ Standard Black Base	30"RND 42"H	\$339.44	\$441.28		
30AGBC	30" Round Cafe Table w/ Standard Black Base	30"RND 29"H	\$339.44	\$441.28		
30AGHB	30" Round Bar Table w/ Hydraulic Base	30"RND 45"H	\$419.50	\$545.35		
30AGHC	30" Round Cafe Table w/ Hydraulic Base	30"RND 29"H	\$419.50	\$545.35		
30BEBB	30" Round Bar Table w/ Standard Black Base	30"RND 42"H	\$339.44	\$441.28		
30BEBC	30" Round Cafe Table w/ Standard Black Base	30"RND 29"H	\$339.44	\$441.28		
30BEHB	30" Round Bar Table w/ Hydraulic Base	30"RND 45"H	\$419.50	\$545.35		
30BEHC	30" Round Cafe Table w/ Hydraulic Base	30"RND 29"H	\$419.50	\$545.35		
30BKHB	30" Round Bar Table w/ Hydraulic Base	30"RND 45"H	\$419.50	\$545.35		
30BKHC	30" Round Cafe Table w/ Hydraulic Base	30"RND 29"H	\$419.50	\$545.35		
30BKSB	30" Round Bar Table w/ Standard Black Base	30"RND 42"H	\$339.44	\$441.28		
30BKSC	30" Round Cafe Table w/ Standard Black Base	30"RND 29"H	\$339.44	\$441.28		
30BRHB	30" Round Bar Table w/ Hydraulic Base	30"RND 45"H	\$419.50	\$545.35		
30BRHC	30" Round Cafe Table w/ Hydraulic Base	30"RND 29"H	\$419.50	\$545.35		
30GSBB	30" Round Bar Table w/ Standard Black Base	30"RND 42"H	\$339.44	\$441.28		
30GSBC	30" Round Cafe Table w/ Standard Black Base	30"RND 29"H	\$339.44	\$441.28		
30GSHB	30" Round Bar Table w/ Hydraulic Base	30"RND 45"H	\$419.50	\$545.35		
30GSHC	30" Round Cafe Table w/ Hydraulic Base	30"RND 29"H	\$419.50	\$545.35		
30MAHB	30" Round Madison Bar Table w/ Hydraulic Base	30"RND 45"H	\$419.50	\$545.35		
30MAHC	30" Round Madison Cafe Table w/ Hydraulic Base	30"RND 29"H	\$419.50	\$545.35		
30MTHB	30" Round Bar Table w/ Hydraulic Base	30"RND 45"H	\$419.50	\$545.35		
30MTHC	30" Round Cafe Table w/ Hydraulic Base	30"RND 29"H	\$419.50	\$545.35		
300SBB	30" Round Bar Table w/ Standard Black Base	30"RND 42"H	\$339.44	\$441.28		
300SBC	30" Round Cafe Table w/ Standard Black Base	30"RND 29"H	\$339.44	\$441.28		
300SHB	30" Round Bar Table w/ Hydraulic Base	30"RND 45"H	\$419.50	\$545.35		
300SHC	30" Round Cafe Table w/ Hydraulic Base	30"RND 29"H	\$419.50	\$545.35		
30WDDB	30" Round Bar Table w/ Standard Black Base	30"RND 42"H	\$339.44	\$441.28		
30WDBC	30" Round Cafe Table w/ Standard Black Base	30"RND 29"H	\$339.44	\$441.28		
30WDHB	30" Round Bar Table w/ Hydraulic Base	30"RND 45"H	\$419.50	\$545.35		
30WDHC	30" Round Cafe Table w/ Hydraulic Base	30"RND 29"H	\$419.50	\$545.35		
30WH29	30" Round Cafe Table w/ Standard Black Base	30"RND 29"H	\$339.44	\$441.28		
30WH42	30" Round Bar Table w/ Standard Black Base	30"RND 42"H	\$339.44	\$441.28		
30WHHB	30" Round Bar Table w/ Hydraulic Base	30"RND 45"H	\$419.50	\$545.35		
30WHHC	30" Round Cafe Table w/ Hydraulic Base	30"RND 29"H	\$419.50	\$545.35		
30YBBB	30" Round Bar Table w/ Standard Black Base	30"RND 42"H	\$339.44	\$441.28		

**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.



# SPECIALTY FURNISHINGS ORDER FORM

## ASGCT 2026 ANNUAL MEETING

exhibitor.services@heritagesvs.com

1-800-360-4323

Fax 314-534-8050

**Order online at: [heritagesvs.com/ordering](http://heritagesvs.com/ordering)**

**Discount Deadline:**  
**4/22/2026**

**LATE ORDERS:** Orders received within 14 days prior to show opening are subject to a 30% late order fee.

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Item #:	Description:	Dimensions:	Advance Price:	Standard Price:	QTY:	Total:
30YSBC	30" Round Cafe Table w/ Standard Black Base	30"RND 29"H	\$339.44	\$441.28		
30YSHB	30" Round Bar Table w/ Hydraulic Base	30"RND 45"H	\$419.50	\$545.35		
30YSHC	30" Round Cafe Table w/ Hydraulic Base	30"RND 29"H	\$419.50	\$545.35		
36ATO	Atomic 36" Round Table	36"RND 30"H	\$385.88	\$501.64		
36BKHB	36" Round Bar Table w/ Hydraulic Base	36"RND 45"H	\$491.55	\$639.02		
36BKHC	36" Round Cafe Table w/ Hydraulic Base	36"RND 29"H	\$491.55	\$639.02		
36BKSB	36" Round Bar Table w/ Standard Black Base	36"RND 42"H	\$350.65	\$455.85		
36BKSC	36" Round Cafe Table w/ Standard Black Base	36"RND 29"H	\$350.65	\$455.85		
36MTHB	36" Round Bar Table w/ Hydraulic Base	36"RND 45"H	\$491.55	\$639.02		
36MTHC	36" Round Cafe Table w/ Hydraulic Base	36"RND 29"H	\$491.55	\$639.02		
36WTHB	36" Round Bar Table w/ Hydraulic Base	36"RND 45"H	\$491.55	\$639.02		
36WTHC	36" Round Cafe Table w/ Hydraulic Base	36"RND 29"H	\$491.55	\$639.02		
42ATO	Atomic 42" Round Table	42"RND 30"H	\$385.88	\$501.64		
42BKCT	42" Round Table	42"RND 29"H	\$579.62	\$753.50		
ACEHBC	Ace High Back Chair	26"L 26"D 41.75-	\$385.88	\$501.64		
ACEMBC	Ace Mid Back Chair	26"L 26"D 33.25-	\$363.46	\$472.50		
ACHBCB	Ace High Back Chair	26"L 26"D 41.75-	\$385.88	\$501.64		
ACMBCB	Ace Mid Back Chair	26"L 26"D 33.25-	\$363.46	\$472.50		
ADCTBK	Adelaide Cocktail Table	48.875"L 25.375D	\$398.69	\$518.29		
ADCTBP	Adelaide Powered Cocktail Table	48.875"L 25.375D	\$555.60	\$722.28		
ADCTGL	Adelaide Cocktail Table	48.875"L 25.375D	\$398.69	\$518.29		
ADCTWH	Adelaide Cocktail Table	48.875"L 25.375D	\$398.69	\$518.29		
ADCTWP	Adelaide Powered Cocktail Table	48.875"L 25.375D	\$555.60	\$722.28		
ADETBK	Adelaide End Table	21.5"L 21.5"D 17.75"H	\$385.88	\$501.64		
ADETGL	Adelaide End Table	21.5"L 21.5"D 17.75"H	\$385.88	\$501.64		
ADETWH	Adelaide End Table	21.5"L 21.5"D 17.75"H	\$385.88	\$501.64		
ALC100	Alondra Cocktail Table	47"L 24"D 16"H	\$483.55	\$628.61		
ALC200	Alondra Cocktail Table	47"L 24"D 17"H	\$483.55	\$628.61		
ALE100	Alondra End Table	20"L 20"D 20"H	\$385.88	\$501.64		
ALE200	Alondra End Table	20"L 20"D 21"H	\$385.88	\$501.64		
ATHCHA	Atherton Chair	27"L 31"D 30"H	\$837.40	\$1,088.62		
AURA	Aura Round Table	15"RND 22"H	\$217.76	\$283.08		
BC8	Madison Bookcase	36"L 12"D 72"H	\$677.29	\$880.47		
BCHWHT	Baja Chair	36"L 30.5"D 28"H	\$909.45	\$1,182.29		

**Additional items on the next page**

Exhibiting Company \_\_\_\_\_

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

Booth# \_\_\_\_\_

Phone # \_\_\_\_\_ Email \_\_\_\_\_

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# SPECIALTY FURNISHINGS ORDER FORM

## ASGCT 2026 ANNUAL MEETING

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Item #:	Description:	Dimensions:	Advance Price:	Standard Price:	QTY:	Total:
BCW	Madrid Chair	30"L 30"D 31"H	\$837.40	\$1,088.62		
BKC10N	10' Table	120"L 48"D 29"H	\$1,332.16	\$1,731.80		
BKC10P	10' Table, Powered	120"L 48"D 29"H	\$1,695.62	\$2,204.30		
BKCT5N	5' Table	60"L 48"D 29"H	\$725.32	\$942.92		
BKCT5P	5' Table, Powered	60"L 48"D 29"H	\$821.39	\$1,067.81		
BKCT8N	8' Table	96"L 48"D 29"H	\$1,332.16	\$1,731.80		
BKCT8P	8' Table, Powered	96"L 48"D 29"H	\$1,695.62	\$2,204.30		
BLDBBK	Blade Barstool	20.5"L 20"D 40.5"H	\$176.13	\$228.96		
BLDBRD	Blade Barstool	20.5"L 20"D 40.5"H	\$176.13	\$228.96		
BLDBSB	Blade Barstool	20.5"L 20"D 40.5"H	\$176.13	\$228.96		
BLDBWH	Blade Barstool	20.5"L 20"D 40.5"H	\$176.13	\$228.96		
BLDCBK	Blade Chair	20.5"L 19"D 30.5"H	\$115.28	\$149.87		
BLDCRD	Blade Chair	20.5"L 19"D 30.5"H	\$115.28	\$149.87		
BLDCSB	Blade Chair	20.5"L 19"D 30.5"H	\$115.28	\$149.87		
BLVWHT	Baja Loveseat	61"L 30.5"D 28"H	\$1,151.23	\$1,496.59		
BNMCOB	Brooklyn Meeting Chair, Oak Base	24.5"L 25.5"D 31.75"H	\$483.55	\$628.61		
BNMCOW	Brooklyn Meeting Chair	24.5"L 25.5"D	\$483.55	\$628.61		
BNMCSB	Brooklyn Meeting Chair, Black Swivel Base	24.5"L 25.5"D 31.75"H	\$483.55	\$628.61		
BNMCSW	Brooklyn Meeting Chair, Swivel	24.5"L 25.5"D	\$483.55	\$628.61		
BOWCHA	Bowery Chair	29.75"L 31"D 27.25"H	\$837.40	\$1,088.62		
BS001	Shark Barstool	22"L 19"D 34-44"H	\$419.50	\$545.35		
BS002	Zoey Barstool	15"L 16"D 30-34.75"H	\$385.88	\$501.64		
BSFWHT	Baja Sofa	86"L 30"D 28"H	\$1,381.79	\$1,796.33		
BSR	Syntax Barstool	23"L 19"D 43.25"H	\$302.62	\$393.40		
BSS	Banana Barstool	21"L 22"D 41"H	\$385.88	\$501.64		
BST	Banana Barstool	21"L 22"D 41"H	\$385.88	\$501.64		
BVLYBK	Beverly Bench Ottoman	60"L 20"D 18"H	\$521.97	\$678.57		
BVLYBN	Beverly Bench Ottoman	60"L 20"D 18"H	\$521.97	\$678.57		
BVLYGR	Beverly Bench Ottoman	60"L 20"D 18"H	\$521.97	\$678.57		
BVLYLN	Beverly Bench Ottoman	60"L 20"D 18"H	\$521.97	\$678.57		
BVLYOB	Beverly Bench Ottoman	60"L 20"D 18"H	\$521.97	\$678.57		
BVLYRD	Beverly Bench Ottoman	60"L 20"D 18"H	\$521.97	\$678.57		
BVLYWH	Beverly Bench Ottoman	60"L 20"D 18"H	\$521.97	\$678.57		
BVSMBK	Beverly Small Bench Ottoman	30"L 20"D 18"H	\$435.51	\$566.17		
BVSMBL	Beverly Small Bench Ottoman	30"L 20"D 18"H	\$435.51	\$566.17		

### **Additional items on the next page**

Exhibiting Company \_\_\_\_\_

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

Booth# \_\_\_\_\_

Phone # \_\_\_\_\_ Email \_\_\_\_\_

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**Discount Deadline:**  
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Item #:	Description:	Dimensions:	Advance Price:	Standard Price:	QTY:	Total:
BVSMBN	Beverly Small Bench Ottoman	30"L 20"D 18"H	\$435.51	\$566.17		
BVSMGN	Beverly Small Bench Ottoman	30"L 20"D 18"H	\$435.51	\$566.17		
BVSMGY	Beverly Small Bench Ottoman	30"L 20"D 18"H	\$435.51	\$566.17		
BVSMLN	Beverly Small Bench Ottoman	30"L 20"D 18"H	\$435.51	\$566.17		
BVSMLV	Beverly Small Bench Ottoman	30"L 20"D 18"H	\$435.51	\$566.17		
BVSMOR	Beverly Small Bench Ottoman	30"L 20"D 18"H	\$435.51	\$566.17		
BVSMRD	Beverly Small Bench Ottoman	30"L 20"D 18"H	\$435.51	\$566.17		
BVSMWH	Beverly Small Bench Ottoman	30"L 20"D 18"H	\$435.51	\$566.17		
BVSMYL	Beverly Small Bench Ottoman	30"L 20"D 18"H	\$435.51	\$566.17		
C10PWR	10' Table, Powered	120"L 48"D 29"H	\$1,695.62	\$2,204.30		
C1C	Geo Cocktail Table	50"L 22"D 16"H	\$398.69	\$518.29		
C1E	Silverado Cocktail Table	36"RND 17"H	\$398.69	\$518.29		
C1FWB	Geo Cocktail Table	47"L 24"D 17"H	\$398.69	\$518.29		
C5PWR	5' Table, Powered	48"L 26"D 18"H	\$821.39	\$1,067.81		
C8PWR	8' Table, Powered	48"L 26"D 18"H	\$1,695.62	\$2,204.30		
CB8	42" Round Madison Table	48"L 26"D 18"H	\$579.62	\$753.50		
CBSBAZ	Chelsea Barstool, Black Tower Base	48"L 26"D 18"H	\$268.99	\$349.69		
CBSBBK	Chelsea Barstool, Black Tower Base	18.5"L 22"D 46"H	\$268.99	\$349.69		
CBSBGY	Chelsea Barstool, Black Tower Base	18.5"L 22"D 46"H	\$268.99	\$349.69		
CBSBOR	Chelsea Barstool, Black Tower Base	18.5" L 22"D 46"H	\$268.99	\$349.69		
CBSBWL	Chelsea Barstool, Black Tower Base	18.5" L 22"D 46"H	\$268.99	\$349.69		
CBSBYL	Chelsea Barstool, Black Tower Base	18.5" L 22"D 46"H	\$268.99	\$349.69		
CCBTAZ	Chelsea Chair, Black Tower Base	18.5" L 22"D 34"H	\$198.54	\$258.11		
CCBTBK	Chelsea Chair, Black Tower Base	18.5" L 22"D 34"H	\$198.54	\$258.11		
CCBTGY	Chelsea Chair, Black Tower Base	18.5" L 22"D 34"H	\$198.54	\$258.11		
CCBTOR	Chelsea Chair, Black Tower Base	18.5" L 22"D 34"H	\$198.54	\$258.11		
CCBTWL	Chelsea Chair, Black Tower Base	18.5" L 22"D 34"H	\$198.54	\$258.11		
CCBTYL	Chelsea Chair, Black Tower Base	18.5" L 22"D 34"H	\$198.54	\$258.11		
CCSCAZ	Chelsea Chair, Black Swivel Base w/ Casters	18.5" L 22"D 34"H	\$198.54	\$258.11		
CCSCBK	Chelsea Chair, Black Swivel Base w/ Casters	18.5" L 22"D 34"H	\$198.54	\$258.11		
CCSCGY	Chelsea Chair, Black Swivel Base w/ Casters	18.5" L 22"D 34"H	\$198.54	\$258.11		
CCSCOR	Chelsea Chair, Black Swivel Base w/ Casters	18.5" L 22"D 34"H	\$198.54	\$258.11		
CCSCWL	Chelsea Chair, Black Swivel Base w/ Casters	18.5" L 22"D 34"H	\$198.54	\$258.11		
CCSCYL	Chelsea Chair, Black Swivel Base w/ Casters	18.5" L 22"D 34"H	\$198.54	\$258.11		

**Additional items on the next page**

Exhibiting Company \_\_\_\_\_

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Item #:	Description:	Dimensions:	Advance Price:	Standard Price:	QTY:	Total:
CE1	Geo Table, Rounded Square	42" L 42" D 29" H	\$433.91	\$564.09		
CF2	Geo Table, Rectangle	60" L 36" D 29" H	\$725.32	\$942.92		
CHR002	Allegro Chair	36" L 34.5" D 30" H	\$909.45	\$1,182.29		
CNTCHR	Century Chair	30" L 30" D 31" H	\$837.40	\$1,088.62		
COCHTP	Cordoba Chair	37" L 32" D 32.75" H	\$725.32	\$942.92		
COLVTP	Cordoba Loveseat	60.5" L 32" D 33" H	\$1,040.75	\$1,352.97		
CONF10	10' Table	120" L 48" D 29" H	\$1,332.16	\$1,731.80		
CONF42	42" Round Table	42" RND 29" H	\$579.62	\$753.50		
CONF5	5' Table	60" L 48" D 29" H	\$725.32	\$942.92		
CONF8	8' Table	96" L 60" D 29" H	\$1,332.16	\$1,731.80		
CS4	Syntax Chair	23" L 19" D 32.25" H	\$280.20	\$364.26		
CUBPOW	Wireless Charging Table, Powered	20" L 20" D 18" H	\$654.87	\$851.33		
CUPCHA	Cupertino Mid Back Chair	27" L 30.5" D 40-43" H	\$363.46	\$472.50		
DIVFCR	Clear Divider, Freestanding Corner	39" L 39" D 72" H	\$963.89	\$1,253.06		
DIVFRE	Clear Divider, Freestanding	39" L 1.5" D 72" H	\$483.55	\$628.61		
DIVFWB	Divider, Freestanding Whiteboard	39" L 1.5" D 72" H	\$653.27	\$849.25		
DIVFWL	Clear Divider, Freestanding Wall	40" L 1.5" D 72" H	\$483.55	\$628.61		
DUET	Duet Stack Chair	21" L 23" D 33" H	\$115.28	\$149.87		
E1C	Geo End Table	24" L 24" D 20" H	\$313.83	\$407.97		
E1E	Silverado End Table	24" RND 22" H	\$313.83	\$407.97		
E1FWB	Geo End Table	20" L 20" D 21" H	\$313.83	\$407.97		
END01B	Endless Curved Ottoman	27" L 23" D 22" H	\$722.12	\$938.75		
END01W	Endless Curved Ottoman	27" L 23" D 22" H	\$722.12	\$938.75		
END02B	Endless Square Ottoman	60.5" L 37.5" D 15" H	\$600.43	\$780.56		
END02W	Endless Square Ottoman	60.5" L 37.5" D 15" H	\$600.43	\$780.56		
FAIRCW	Fairfax Chair	27" L 26" D 30" H	\$618.04	\$803.46		
FAIRSW	Fairfax Sofa	62" L 26" D 30" H	\$798.97	\$1,038.67		
GENCHA	Genesis Chair	27.5" L 27.5" D 40-	\$268.99	\$349.69		
HDG4FT	Boxwood Hedge, 4'	46" L 9" D 47" H	\$847.01	\$1,101.11		
HDG7FT	Boxwood Hedge, 7'	36.5" L 12" D 84" H	\$1,332.16	\$1,731.80		
JD8	Madison Executive Desk	60" L 30" D 29" H	\$871.03	\$1,132.33		
KABSWH	Kamden Barstool	16.5" L 20" D 25"-33.5"	\$369.87	\$480.83		
KEYCHR	Key Largo Chair	35" L 35" D 34" H	\$618.04	\$803.46		
KEYLOV	Key Largo Loveseat	57" L 35" D 34" H	\$725.32	\$942.92		

**Additional items on the next page**

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KEYSOF	Key Largo Sofa	79"L 35"D 34"H	\$798.97	\$1,038.67		
LA14	Mason Table Lamp	16"RND 26"H	\$204.95	\$266.43		
LA15	Mason Floor Lamp	18"RND 55"H	\$385.88	\$501.64		
LABREA	La Brea Swivel Chair	35"L 27"D 40"H	\$725.32	\$942.92		
LCCHOT	Lucca Chair	30"L 29"D 33"H	\$763.84	\$992.99		
LCCHPW	Lucca Chair, Powered	30"L 29"D 33"H	\$978.67	\$1,272.27		
LCLVOT	Lucca Loveseat	69"L 29"D 33"H	\$1,085.00	\$1,410.50		
LCLVPW	Lucca Loveseat, Powered	69"L 29"D 33"H	\$1,297.66	\$1,686.96		
LMBAR	Laguna Barstool	18"L 20"D 47"H	\$268.99	\$349.69		
LMCHR	Laguna Chair	18"L 19"D 34"H	\$198.54	\$258.11		
LRCHGN	Lorna Chair	26"L 25"D 30"H	\$710.91	\$924.18		
LUBSCL	Lucent Barstool	22"L 22.5"D 45.5"H	\$385.88	\$501.64		
LUCHCL	Lucent Chair	19.5"L 19.75"D 32.5"H	\$302.62	\$393.40		
LVS002	Allegro Loveseat	63"L 34.5"D 30"H	\$1,019.93	\$1,325.91		
MADC05	Madison 5' Table	60"L 48"D 29"H	\$725.32	\$942.92		
MADC08	Madison 8' Table	96"L 60"D 29"H	\$1,332.16	\$1,731.80		
MADC10	Madison 10' Table	120"L 48"D 29"H	\$1,332.16	\$1,731.80		
MALGRN	Malba Chair	20"L 20"D 32"H	\$115.28	\$149.87		
MALGRY	Malba Chair	20"L 20"D 32"H	\$115.28	\$149.87		
MAR001	Marche Swivel Ottoman	17"RND 18"H	\$302.62	\$393.40		
MAR002	Marche Swivel Ottoman	17"RND 18"H	\$302.62	\$393.40		
MAR003	Marche Swivel Ottoman	17"RND 18"H	\$302.62	\$393.40		
MAR004	Marche Swivel Ottoman	17"RND 18"H	\$302.62	\$393.40		
MAR005	Marche Swivel Ottoman	17"RND 18"H	\$302.62	\$393.40		
MAR007	Marche Swivel Ottoman	17"RND 18"H	\$302.62	\$393.40		
MAR008	Marche Swivel Ottoman	17"RND 18"H	\$302.62	\$393.40		
MAR010	Marche Swivel Ottoman	17"RND 18"H	\$302.62	\$393.40		
MAR011	Marche Swivel Ottoman	17"RND 18"H	\$302.62	\$393.40		
MAR012	Marche Swivel Ottoman	17"RND 18"H	\$302.62	\$393.40		
MAR013	Marche Swivel Ottoman	17"RND 18"H	\$302.62	\$393.40		
MAR014	Marche Swivel Ottoman	17"RND 18"H	\$302.62	\$393.40		
MAR015	Marche Swivel Ottoman	17"RND 18"H	\$302.62	\$393.40		
MAR020	Marche Swivel Ottoman	17"RND 18"H	\$302.62	\$393.40		
MAR021	Marche Swivel Ottoman	17"RND 18"H	\$302.62	\$393.40		
MARBEB	Marina Barstool	21"L 17.5"D 41.5"H	\$385.88	\$501.64		

**Additional items on the next page**

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MARBBK	Marina Barstool	21" L 17.5" D 41.5" H	\$385.88	\$501.64		
MARBGY	Marina Barstool	21" L 17.5" D 41.5" H	\$385.88	\$501.64		
MARBRD	Marina Barstool	21" L 17.5" D 41.5" H	\$385.88	\$501.64		
MARBWH	Marina Barstool	21" L 17.5" D 41.5" H	\$385.88	\$501.64		
MARCBE	Marina Chair	17.5" L 19.5" D 35" H	\$232.17	\$301.82		
MARCBK	Marina Chair	17.5" L 19.5" D 35" H	\$232.17	\$301.82		
MARCGY	Marina Chair	17.5" L 19.5" D 35" H	\$232.17	\$301.82		
MARCRD	Marina Chair	17.5" L 19.5" D 35" H	\$232.17	\$301.82		
MARCWH	Marina Chair	17.5" L 19.5" D 35" H	\$232.17	\$301.82		
MESCTB	Mesa Cocktail Table	32.25" RND 17.25" H	\$398.69	\$518.29		
MESCTG	Mesa Cocktail Table	36" RND 17.25" H	\$398.69	\$518.29		
MESCTW	Mesa Cocktail Table	32.25" RND 17.25" H	\$398.69	\$518.29		
MESETB	Mesa End Table	20.5" RND 21.25" H	\$313.83	\$407.97		
MESETG	Mesa End Table	24" RND 21.25" H	\$313.83	\$407.97		
MESETW	Mesa End Table	20.5" RND 21.25" H	\$313.83	\$407.97		
MIRWHT	Miramar Divider, White	63" L 23" D 83" H	\$701.30	\$911.69		
MONCHA	Montreal Chair	30" L 23.25" D 30" H	\$909.45	\$1,182.29		
MONLOV	Montreal Loveseat	62" L 27.25" D 29.5" H	\$1,151.23	\$1,496.59		
MTBLPI	Midtown Bar, Lighted w/ Plug In	60" L 18" D 42" H	\$1,963.01	\$2,551.91		
MTBUUL	Midtown Bar, Unlighted	60" L 18" D 42" H	\$1,732.44	\$2,252.18		
MTCLPI	Midtown Powered Counter, Lighted w/ Plug In	60" L 18" D 42" H	\$1,963.01	\$2,551.91		
MTCPUL	Midtown Powered Counter, Unlighted	60" L 18" D 42" H	\$1,732.44	\$2,252.18		
NPLCHP	Naples Chair, Powered	36" L 30" D 33.25" H	\$1,127.21	\$1,465.37		
NPLCHR	Naples Chair	36" L 30" D 33.25" H	\$909.45	\$1,182.29		
NPLLOP	Naples Loveseat, Powered	62" L 30" D 33.25" H	\$1,393.00	\$1,810.90		
NPLLOV	Naples Loveseat	62" L 30" D 33.25" H	\$1,151.23	\$1,496.59		
NPLSOF	Naples Sofa	87" L 30" D 33.25" H	\$1,381.79	\$1,796.33		
NPLSOP	Naples Sofa, Powered	87" L 30" D 33.25" H	\$1,647.58	\$2,141.86		
P30BWH	30" Bar Table, Powered	30" RND 42" H	\$1,066.37	\$1,386.28		
P30CWH	30" Cafe Table, Powered	30" RND 29" H	\$1,066.37	\$1,386.28		
PALSOF	Palm Beach Sofa	69" L 29" D 33" H	\$1,176.85	\$1,529.90		
PASCHR	Pasadena Chair	27" L 25" D 26" H	\$483.55	\$628.61		
PDL36B	Powered Locking Pedestal, 36"	24" L 24" D 36" H	\$773.36	\$1,005.36		
PDL36W	Powered Locking Pedestal, 36"	24" L 24" D 36" H	\$773.36	\$1,005.36		
PDL42B	Powered Locking Pedestal, 42"	24" L 24" D 42" H	\$909.45	\$1,182.29		
PDL42W	Powered Locking Pedestal, 42"	24" L 24" D 42" H	\$909.45	\$1,182.29		

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Item #:	Description:	Dimensions:	Advance Price:	Standard Price:	QTY:	Total:
PSHCCS	Posh Shelving	25" L 24" D 45-48" H	\$555.60	\$722.28		
REGBEN	Regis Bench/Table	24" L 26" D 36" H	\$435.51	\$566.17		
REGOTT	Regis End Table	24" L 22" D 36.75-	\$385.88	\$501.64		
ROLLBL	Lift Barstool	47" L 15.5" D 16" H	\$302.62	\$393.40		
ROLLGY	Lift Barstool	15" RND 23-33.5" H	\$302.62	\$393.40		
ROLLRD	Lift Barstool	15" RND 23-33.5" H	\$302.62	\$393.40		
ROLLWH	Lift Barstool	15" RND 23-33.5" H	\$302.62	\$393.40		
RSTDIN	Rustique Chair w/ Arms	20" L 18" D 31" H	\$198.54	\$258.11		
RSTSQT	Rustique Square Metal Bar Table	23.75" L 23.75" D	\$459.53	\$597.39		
RSTSTL	Rustique Barstool	13" L 13" D 30" H	\$176.13	\$228.96		
SC10	Razor Armless Chair	15.5" L 23.5" D 30.5" H	\$115.28	\$149.87		
SC3	Brewer Chair	20" L 20" D 32" H	\$198.54	\$258.11		
SEDBBK	Sedona Side Table	15.75" L 15.75" D 24" H	\$217.76	\$283.08		
SEDBWD	Sedona Side Table	15.75" L 15.75" D 24" H	\$217.76	\$283.08		
SEDBWH	Sedona Side Table	15.75" L 15.75" D 24" H	\$217.76	\$283.08		
SFA002	Allegro Sofa	73" L 34.5" D 30" H	\$1,176.85	\$1,529.90		
SRBSCR	Sorrento Barstool	23" L 19" D 43.25" H	\$420.98	\$547.27		
SRSWCR	Sorrento Swivel Chair	26" L 24.5" D 32.25" H	\$440.51	\$572.66		
STECH	Sterling Chair	33" L 33.5" D 32" H	\$1,127.21	\$1,465.37		
STESOF	Sterling Sofa	82" L 33.5" D 32" H	\$1,647.58	\$2,141.86		
STNCH1	Stanchion w/ Retractable Belt	96" L 37" H	\$108.88	\$141.54		
STNSGN	Stanchion Sign Holder	10" L 13" H	\$94.47	\$122.81		
SWAN	Swanson Swivel Chair	28" L 25" D 30" H	\$570.01	\$741.01		
TAOBBK	Taos Side Table	48" L 26" D 18" H	\$217.76	\$283.08		
TAOBWD	Taos Side Table	27" L 23" D 22" H	\$217.76	\$283.08		
TAOBWH	Taos Side Table	48" L 26" D 18" H	\$217.76	\$283.08		
TASKST	Task Stool	27" L 23" D 22" H	\$232.17	\$301.82		
TCHGRY	Tech Tablet Chair	30.5" L 29" D 33.5" H	\$312.22	\$405.89		
TCHNTP	Tech Chair, Non-Powered, No Tablet	30.5" L 29" D 33.5" H	\$312.22	\$405.89		
TCHP	Tech Chair, No Tablet	30.5" L 29" D 33.5" H	\$312.22	\$405.89		
TCHTPN	Tech Tablet Chair, Non-Powered	30.5" L 29" D 33.5" H	\$312.22	\$405.89		
TECH	Tech Desk, Powered	60" L 30" D 30" H	\$570.01	\$741.01		
TECH3	3 Drawer File Cabinet on Castors	16" L 20" D 28" H	\$265.79	\$345.53		
TECH3B	Tech Desk, Powered w/ 3 Drawer File Cabinet	60" L 30" D 30" H	\$859.82	\$1,117.76		
TMBCKT	Timber Cocktail Table	30" RND 15" H	\$392.28	\$509.97		

**Additional items on the next page**

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TMBTBL	Timber Table	16" RND 17" H	\$217.76	\$283.08		
TRCHCO	Terrace Accent Chair	24" L 30.5" D 31.25" H	\$800.58	\$1,040.75		
VALCGN	Valencia Chair	28" L 30.5" D 31" H	\$618.04	\$803.46		
VALCHA	Valencia Chair	28" L 30.5" D 31" H	\$618.04	\$803.46		
VALCOT	Valencia Chair	28" L 30.5" D 31" H	\$618.04	\$803.46		
VALSOF	Valencia Sofa	63" L 30.5" D 31" H	\$798.97	\$1,038.67		
VALVOT	Valencia Loveseat	63" L 30.5" D 31" H	\$798.97	\$1,038.67		
VIB01	Vibe Cube Ottoman	18" L 18" D 18" H	\$161.72	\$210.23		
VIB02	Vibe Cube Ottoman	18" L 18" D 18" H	\$161.72	\$210.23		
VIB04	Vibe Cube Ottoman	18" L 18" D 18" H	\$161.72	\$210.23		
VIB05	Vibe Cube Ottoman	18" L 18" D 18" H	\$161.72	\$210.23		
VIB08	Vibe Cube Ottoman	18" L 18" D 18" H	\$161.72	\$210.23		
VIB09	Vibe Cube Ottoman	18" L 18" D 18" H	\$161.72	\$210.23		
VIB10	Vibe Cube Ottoman	18" L 18" D 18" H	\$161.72	\$210.23		
VIB11	Vibe Cube Ottoman	18" L 18" D 18" H	\$161.72	\$210.23		
VIB12	Vibe Cube Ottoman	18" L 18" D 18" H	\$161.72	\$210.23		
VIB13	Vibe Cube Ottoman	18" L 18" D 18" H	\$161.72	\$210.23		
VIB14	Vibe Cube Ottoman	18" L 18" D 18" H	\$161.72	\$210.23		
VIB15	Vibe Cube Ottoman	18" L 18" D 18" H	\$161.72	\$210.23		
VIB16	Vibe Cube Ottoman	18" L 18" D 18" H	\$161.72	\$210.23		
VIB21	Vibe Cube Ottoman	18" L 18" D 18" H	\$161.72	\$210.23		
VIB22	Vibe Cube Ottoman	18" L 18" D 18" H	\$161.72	\$210.23		
VILHUB	Village Charging Hub	12" L 12" D 28.25" H	\$435.51	\$566.17		
VNTBLK	Ventura Communal Bar Table, Powered	72.25" L 26.25" D 42" H	\$1,453.84	\$1,890.00		
VNTBNP	Ventura Communal Bar Table	72.25" L 26.25" D 42" H	\$1,127.21	\$1,465.37		
VNTBWW	Ventura Communal Bar Table w/ Grommet Holes	72.25" L 26.25" D 42" H	\$1,127.21	\$1,465.37		
VNTCBK	Ventura Communal Cafe Table, Powered	72.25" L 26.25" D 30" H	\$1,186.45	\$1,542.39		
VNTCBN	Ventura Communal Cafe Table	72.25" L 26.25" D 30" H	\$847.01	\$1,101.11		
VNTCMN	Ventura Communal Cafe Table	72.25" L 26.25" D 30" H	\$847.01	\$1,101.11		
VNTCWH	Ventura Communal Cafe Table, Powered	72.25" L 26.25" D 30" H	\$1,186.45	\$1,542.39		
VNTCWN	Ventura Communal Cafe Table	72.25" L 26.25" D 30" H	\$847.01	\$1,101.11		
VNTCWW	Ventura Communal Cafe Table w/ Grommet Holes	72.25" L 26.25" D 30" H	\$847.01	\$1,101.11		
VNTMNP	Ventura Communal Bar Table	72.25" L 26.25" D 42" H	\$1,127.21	\$1,465.37		
VNTWHT	Ventura Communal Bar Table, Powered	72.25" L 26.25" D 42" H	\$1,453.84	\$1,890.00		
VNTWNP	Ventura Communal Bar Table	72.25" L 26.25" D 42" H	\$1,127.21	\$1,465.37		

**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.



# SPECIALTY FURNISHINGS ORDER FORM

## ASGCT 2026 ANNUAL MEETING

exhibitor.services@heritagesvs.com

1-800-360-4323

Fax 314-534-8050

**Order online at: [heritagesvs.com/ordering](http://heritagesvs.com/ordering)**

**Discount Deadline:**  
**4/22/2026**

**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:
VTA	30" Round Madison Bar Table w/ Standard Black	30"RND 42"H	\$339.44	\$441.28		
VTB	30" Round Bar Table w/ Standard Black Base	30"RND 42"H	\$339.44	\$441.28		
VTK	30" Round Bar Table w/ Standard Black Base	30"RND 42"H	\$339.44	\$441.28		
VTP	36"Round Bar Table w/ Standard Black Base	36"RND 42"H	\$350.65	\$455.85		
VTW	36" Round Bar Table w/ Standard Black Base	36"RND 42"H	\$350.65	\$455.85		
WD3	Work Table	48"L 24"D 30"H	\$448.32	\$582.82		
XBAR	Christopher Barstool	19"L 19"D 41"H	\$302.62	\$393.40		
XCHR	Christopher Chair	17"L 19"D 35"H	\$198.54	\$258.11		
ZENBAR	Zenith Barstool	19"L 20"D 44"H	\$268.99	\$349.69		
ZENCHR	Zenith Chair	18.25"L 22"D 32"H	\$198.54	\$258.11		
ZTA	30" Round Madison Cafe Table w/ Standard Black	30"RND 29"H	\$339.44	\$441.28		
ZTB	30" Round Cafe Table w/ Standard Black Base	30"RND 29"H	\$339.44	\$441.28		
ZTK	30" Round Cafe Table w/ Standard Black Base	30"RND 29"H	\$339.44	\$441.28		
ZTP	36"Round Cafe Table w/ Standard Black Base	36"RND 29"H	\$350.65	\$455.85		
ZTQ	36"Round Cafe Table w/ Standard Black Base	36"RND 29"H	\$350.65	\$455.85		

**SUBTOTAL** \$ \_\_\_\_\_

**6.25% 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](http://heritagesvs.com/ordering)

# EXHIBIT RENTAL DISPLAY ORDER FORM

## ASGCT 2026 ANNUAL MEETING

**Custom Discount Deadline:**  
**4/10/2026**

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](mailto:exhibitor.services@heritagesvs.com).

10' x 10'  
Display

**B001**

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

**B362**

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

**B310**

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

10' x 20'  
Display

**B002**

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

**B004**

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

**B368**

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

**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 6.25%** \$ \_\_\_\_\_  
**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.

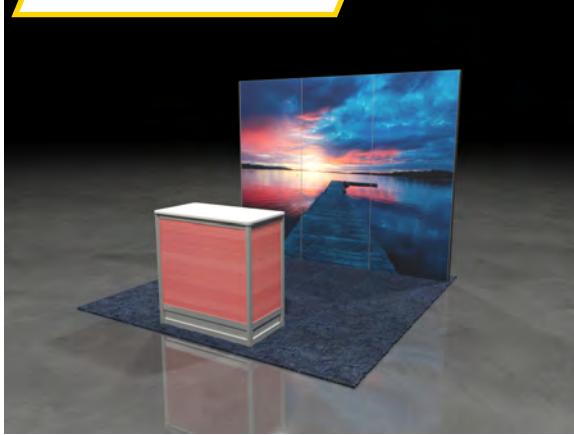
# 10' x 10' Exhibit Displays

Booth graphics are NOT included in each space. For more info, contact us at [graphics@heritagesvs.com](mailto: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***

## 10' x 20' Exhibit Displays

Booth graphics are NOT included in each space. For more info, contact us at [graphics@heritagesvs.com](mailto: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.

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*

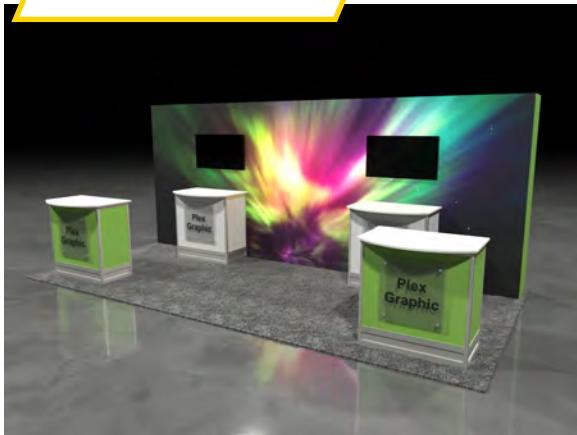
B004



**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*



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# EXHIBIT RENTAL DISPLAY ORDER FORM

## ASGCT 2026 ANNUAL MEETING

**Custom Discount Deadline:**  
**4/10/2026**

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](mailto:exhibitor.services@heritagesvs.com).

**20' x 20'**  
**Display**

**B333**

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

**B437**

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

**B215**

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

**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

**B465**

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

**B360**

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

**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

*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 6.25%** \$ \_\_\_\_\_  
**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](mailto: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

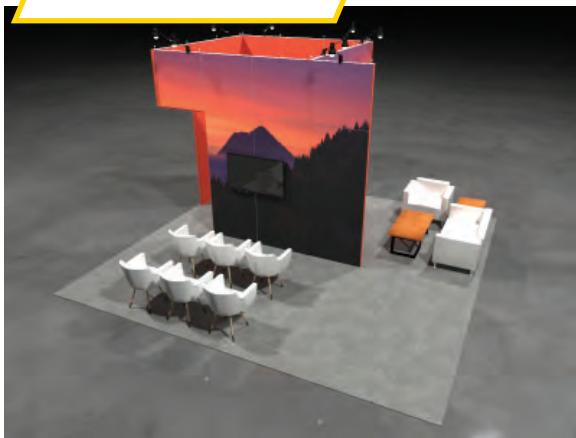
B215



**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 Displays

Booth graphics are NOT included in each space. For more info, contact us at [graphics@heritagesvs.com](mailto: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*

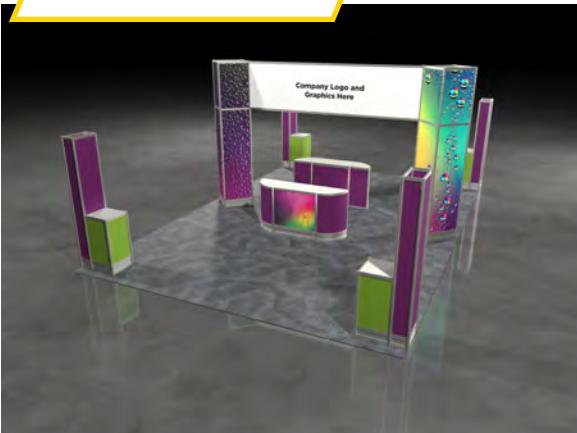
B360



**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*

**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.

**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](http://heritagesvs.com/ordering)**

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- **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 delivery 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.



## 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	\$323.95	\$647.90
	Special Handling Shipment	\$388.74	\$777.48
	Crated or Skidded <b>after 5/1/2026 deadline date</b>	\$404.94	\$809.88
	Special Handling Shipment <b>after 5/1/2026 deadline date</b>	\$485.93	\$971.86
Show Site Shipment (200 lb Minimum)			
Crated or Skidded Shipment		\$360.23	\$720.46
Special Handling Shipment		\$432.28	\$864.56
Uncrated or Pad Wrapped Shipment		\$504.33	\$1,008.66
Small Package—Maximum Weight is 30 lbs per Shipment		\$52.50	\$52.50

\*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)**

<b>Description / Number of Pieces</b>	<b>Weight</b>	$\div 100 =$	<b>CWT</b>	$\times$	<b>Price per CWT</b>	$=$	<b>Estimated Total Cost (200 lb. min)</b>
<i>example: Special Handling</i>	467	$\div 100 =$	5	$\times$	\$168.90	$=$	\$844.50
		$\div 100 =$					
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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 \_\_\_\_\_

For more information, contact the Office of the Vice President for Research and Economic Development at 319-273-2500 or [research@uiowa.edu](mailto:research@uiowa.edu).

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



**PRIORITY RETURN/ACCESSIBLE STORAGE FORM**  
**ASGCT 2026 ANNUAL MEETING**

exhibitor.services@heritagesvs.com

1-800-360-4323

Fax: 314-534-8050

**Discount Deadline:**  
**4/22/2026**

**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 = _____
<b>Storage Fee (Based Upon Squared Feet Required for Storage):</b>			
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.



# HERITAGE

## IMPORTANT NOTICE REGARDING DIRECT SHIPMENTS

Please be aware that the MCEC 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 9<sup>th</sup>, 2026. Any materials sent to the MCEC 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.

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

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

**C/O HERITAGE  
THOMAS M. MENINO CONVENTION & EXHIBITION CENTER  
415 SUMMER ST.  
BOSTON, MA 02210**

**FOR: ASGCT 2026 ANNUAL MEETING**

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](mailto:heslogistics@heritagesvs.com)



*Helping to Bring People Together*

## 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](mailto: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.*



# HES LOGISTICS

**PLEASE SEND COMPLETED FORM TO: [heslogistics@heritagesvs.com](mailto: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
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### **Description of Pieces & Loading Area**

(quantity / type / approx. lbs & dims L" x W" x H") Example: 2 Cases 150 lbs each 54" x 36" x 12" / 1 crate 600 lbs 96" x 48" x 40"

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 your 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 1<sup>ST</sup>, 2026***

**ADVANCE SHIPMENT  
TO WAREHOUSE**

TO: \_\_\_\_\_  
EXHIBITOR NAME

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

HERITAGE  
C/O TFORCE FREIGHT  
80 CONCORD ST.  
NORTH READING, MA 01864

FOR: **ASGCT 2026 ANNUAL MEETING**



***Must arrive no later than  
FRIDAY, MAY 1<sup>ST</sup>, 2026***

**ADVANCE SHIPMENT  
TO WAREHOUSE**

TO: \_\_\_\_\_  
EXHIBITOR NAME

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

HERITAGE  
C/O TFORCE FREIGHT  
80 CONCORD ST.  
NORTH READING, MA 01864

FOR: **ASGCT 2026 ANNUAL MEETING**



***Must arrive no later than  
FRIDAY, MAY 1<sup>ST</sup>, 2026***

**ADVANCE SHIPMENT  
TO WAREHOUSE**

TO: \_\_\_\_\_  
EXHIBITOR NAME

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

HERITAGE  
C/O TFORCE FREIGHT  
80 CONCORD ST.  
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FOR: **ASGCT 2026 ANNUAL MEETING**



***Must arrive no later than  
FRIDAY, MAY 1<sup>ST</sup>, 2026***

**ADVANCE SHIPMENT  
TO WAREHOUSE**

TO: \_\_\_\_\_  
EXHIBITOR NAME

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

HERITAGE  
C/O TFORCE FREIGHT  
80 CONCORD ST.  
NORTH READING, MA 01864

FOR: **ASGCT 2026 ANNUAL MEETING**



# **DO NOT DELAY!**

## **DIRECT SHIPMENT TO SHOW SITE**

**MUST NOT ARRIVE BEFORE: SATURDAY, MAY 9<sup>TH</sup>**

TO: \_\_\_\_\_  
EXHIBITOR NAME

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

C/O HERITAGE  
THOMAS M. MENINO CONVENTION & EXHIBITION CENTER  
415 SUMMER ST.  
BOSTON, MA 02210

FOR: **ASGCT 2026 ANNUAL MEETING**

# **DO NOT DELAY!**

## **DIRECT SHIPMENT TO SHOW SITE**

**MUST NOT ARRIVE BEFORE: SATURDAY, MAY 9<sup>TH</sup>**

TO: \_\_\_\_\_  
EXHIBITOR NAME

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

C/O HERITAGE  
THOMAS M. MENINO CONVENTION & EXHIBITION CENTER  
415 SUMMER ST.  
BOSTON, MA 02210

FOR: **ASGCT 2026 ANNUAL MEETING**



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

C/O HERITAGE  
THOMAS M. MENINO CONVENTION & EXHIBITION CENTER  
415 SUMMER ST.  
BOSTON, MA 02210

FOR: **ASGCT 2026 ANNUAL MEETING**

# **DO NOT DELAY!**

## **DIRECT SHIPMENT TO SHOW SITE**

**MUST NOT ARRIVE BEFORE: SATURDAY, MAY 9<sup>TH</sup>**

TO: \_\_\_\_\_  
EXHIBITOR NAME

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

C/O HERITAGE  
THOMAS M. MENINO CONVENTION & EXHIBITION CENTER  
415 SUMMER ST.  
BOSTON, MA 02210

FOR: **ASGCT 2026 ANNUAL MEETING**

**HERITAGE™****HERITAGE™****RUSH! – HANGING SIGN****ADVANCE SHIPMENT  
TO WAREHOUSE**TO: \_\_\_\_\_  
EXHIBITOR NAME

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

HERITAGE  
C/O TFORCE FREIGHT  
80 CONCORD ST.  
NORTH READING, MA 01864FOR: **ASGCT 2026 ANNUAL MEETING****RUSH! – HANGING SIGN****ADVANCE SHIPMENT  
TO WAREHOUSE**TO: \_\_\_\_\_  
EXHIBITOR NAME

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

HERITAGE  
C/O TFORCE FREIGHT  
80 CONCORD ST.  
NORTH READING, MA 01864FOR: **ASGCT 2026 ANNUAL MEETING****HERITAGE™****HERITAGE™****RUSH! – HANGING SIGN****ADVANCE SHIPMENT  
TO WAREHOUSE**TO: \_\_\_\_\_  
EXHIBITOR NAME

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

HERITAGE  
C/O TFORCE FREIGHT  
80 CONCORD ST.  
NORTH READING, MA 01864FOR: **ASGCT 2026 ANNUAL MEETING****RUSH! – HANGING SIGN****ADVANCE SHIPMENT  
TO WAREHOUSE**TO: \_\_\_\_\_  
EXHIBITOR NAME

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

HERITAGE  
C/O TFORCE FREIGHT  
80 CONCORD ST.  
NORTH READING, MA 01864FOR: **ASGCT 2026 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](http://heritagesvs.com/ordering)

# EXHIBIT LABOR ASGCT 2026 ANNUAL MEETING

**Discount Deadline:  
4/22/2026**

## EXHIBIT LABOR (One Hour Minimum per Worker)

		Advance Price Per Hour	Standard Price per Hour
<b>Straight Time</b>	8:00 a.m. to 4:30 p.m. Monday through Friday	\$368.62	\$479.21
<b>Overtime</b>	4:30 p.m. to 8:00 a.m. Monday through Friday, Saturday, Sunday, and Holidays	\$552.93	\$718.81

- 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.**

- Dismantle 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.



# EXHIBIT LABOR - HERITAGE SUPERVISED ASGCT 2026 ANNUAL MEETING

exhibitor.services@heritagesvs.com

1-800-360-4323

Fax 314-534-8050

Order online at: [heritagesvs.com/ordering](http://heritagesvs.com/ordering)

**Discount Deadline:**  
**4/22/2026**

## 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, your freight will be re-routed via HES Logistics**

**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](http://heritagesvs.com/ordering)**

# **SIGN SERVICE ORDER FORM**

## ***ASGCT 2026 ANNUAL MEETING***

## Custom Discount Deadline:

**4/10/2026**

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

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***

## 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.**

## GRAPHIC REQUIREMENTS AND SUBMISSION INSTRUCTIONS

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 sides

Vector 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.

### 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

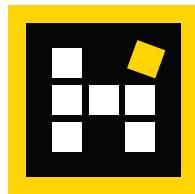
### To Submit Artwork Files

**Via Dropbox** - email **graphics@heritageexpo.com** and Heritage will setup a shared Dropbox folder. Please save/upload files in this folder.

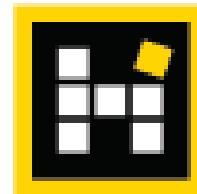
OR

**Via Email** - attachments 10MB or less.

### Acceptable Artwork



### NOT Acceptable Artwork



### Questions?

Contact Heritage Graphics Department or your Account Executive  
**graphics@heritageexpo.com | 1-800-360-4323**



# BOOTH CLEANING SERVICE ORDER FORM

## ASGCT 2026 ANNUAL MEETING

exhibitor.services@heritagesvs.com

1-800-360-4323

Fax 314-534-8050

Order online at: [heritagesvs.com/ordering](http://heritagesvs.com/ordering)

**Discount Deadline:**  
**4/22/2026**

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			\$1.01	=
	Vacuuming ONCE before initial opening of Exhibit	1		\$1.01	=
<b>SUBTOTAL</b>					

	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			\$1.23	=
	Cleaning and dusting of display background and furnishings ONCE before initial opening of Exhibit	1		\$1.23	=
<b>SUBTOTAL</b>					

	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)			\$113.15	=
	Requested Time(s) for Porter Service				

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

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 \$ \_\_\_\_\_**

**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 Ordering Guide

THOMAS MICHAEL MENINO CONVENTION AND EXHIBITION CENTER

JANUARY 1, 2026 - DECEMBER 31, 2026

*Prepared Exclusively for:*

American Society of Gene + Cell Therapy Annual Meeting 2026



*Signature*  
**BOSTON**™

Remarkable experiences.  
Imagination realized.™

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# Introduction

## On behalf of the Massachusetts Convention Center Authority, welcome to Boston!

We are excited to have you exhibit at our state-of-the-art facilities and look forward to working together to help you achieve your most ambitious goals. We are proud to offer the service, technology, and resources that will help you bring your vision to life. Our Exhibitor Services Team is an invaluable resource to assist you with transforming your ideas into an unforgettable event for your guests.

World-class customer service has become our signature as a meetings destination, which is why we have given our meetings and conventions experience a new name: Signature Boston. Unique and personal, a signature represents a promise that defines who we are and what we stand for. It speaks to our unwavering commitment to making every event we host in our city a success beyond your expectations.

This Ordering Guide is designed to make planning and ordering easy for all exhibitors.

Each service section contains the following:

- Description of Services & Equipment and Pricing;
- Installation & Connection Information;
- Terms & Conditions, and;
- Frequently Asked Questions.

In addition to the orderable services listed in this guide, the MCCA also offers the following services for you to take advantage of on-site:

- Exhibitor Service Desk with assigned Event Associate
- Internet Support Services
- Free Wireless Internet Service
- FedEx Business Center

If you have any unanswered questions, please contact Exhibitor Services at 1.617.954.2230 or [customerservice@massconvention.com](mailto:customerservice@massconvention.com), and we will be happy to assist you!

# General Information

## ORDERING POLICIES & PROCEDURES

### Pricing

Discount, Standard and On-Site rates are available for most services. To qualify for the discount rate, order requests and payment must be received 21 days prior to the show opening. Standard rates will apply to orders received after this discount cut-off date and be effective until the move-in begins. On-site rates will apply to orders received once move in has begun.

### Ordering

Exhibitors are encouraged to submit orders online at our secure and easy-to-use website, [www.SignatureBoston.com](http://www.SignatureBoston.com). Credit card payment is required for all online orders. Exhibitors who prefer to mail in their orders and pay by check will find our Service Order Forms in the Appendix of this guide. No telephone orders will be accepted.

### Exhibitors should be aware of the following when placing orders:

- All payments must be in US currency;
- The date payment is received determines the applicable rate (see Pricing above);
- Incomplete order or payment information will delay processing;
- Booth number(s) must be identified on all order forms.

### Payments

Payment for services must be received in advance. Service will be delivered only after payment is received. All outstanding charges must be paid before the close of the show. Please note that there will be no additional taxes added to service charges.

### Refunds

Claims for refunds must be submitted by the exhibitor to Exhibitor Services prior to event close. Credit will not be given for services installed and not used. Refunds are issued in the same manner in which payment was received.

### General Terms & Conditions

- All booth number changes must be communicated by the exhibitor to Exhibitor Services prior to exhibitor move-in. Additional charges may result, if services must be moved after initial set-up.
- All equipment and material furnished by the MCCA shall remain the property of the MCCA and shall be removed only by MCCA personnel.
- Standard wall outlets and other permanent building outlets (e.g., electrical, telephone, plumbing, etc.) are not part of the booth space and may not be used by anyone other than MCCA personnel or designated service provider.
- Service connections must be made by MCCA personnel or designated service provider.
- Connection services generally cover the installation of service to the booth area in the most convenient manner to the MCCA.
- All equipment must comply with state and local safety codes. MCCA will refuse connection to any equipment that constitutes a safety hazard.
- Unless otherwise directed, MCCA personnel are authorized to cut floor coverings to permit installation of services.

# Electrical Services

The MCCA offers a variety of electrical services through our experienced in-house team of electricians.

SPECIAL CONNECTIONS (208 volt & 480 volt power)	DISCOUNT	STANDARD	ON-SITE
Unless otherwise indicated in parentheses ( ), all special power connections will be hard-wire connected. To order Three Phase 100 amp service and higher, please contact MCCA exhibitor services for availability.			
208v single phase 30 amp (nema l21-30p)	\$440.00	\$550.00	\$650.00
208v single phase 60 amp	\$840.00	\$1,030.00	\$1,240.00
208v single phase 100 amp	\$1,275.00	\$1,600.00	\$1,910.00
208v three phase 30 amp (nema l21-30p)	\$785.00	\$980.00	\$1,180.00
208v three phase 60 amp	\$1,190.00	\$1,485.00	\$1,785.00
<p><b>Note: Any 100+ amp connection must be approved by MCCA Exhibitor Services. Please call 617.954.2230.</b></p>			
208v three phase 100 amp	\$1,890.00	\$2,370.00	\$2,835.00
208v three phase 200 amp	\$3,600.00	\$4,500.00	\$5,400.00
208v three phase 400 amp	\$6,355.00	\$7,945.00	\$9,530.00
480v three phase 30 amp	\$1,200.00	\$1,495.00	\$1,800.00
480v three phase 60 amp	\$2,085.00	\$2,605.00	\$3,135.00
480v three phase 100 amp	\$3,840.00	\$4,805.00	\$5,770.00
480v three phase 200 amp	\$7,625.00	\$9,530.00	\$11,440.00

STANDARD CONNECTIONS (120 volt power)	DISCOUNT	STANDARD	ON-SITE
500 watt box One 5 amp circuit and one receptacle or plug point	\$160.00	\$195.00	\$225.00
1000 watt box One 10 amp circuit and two receptacles or plug points	\$205.00	\$245.00	\$310.00
2000 watt box One 20 amp circuit and a minimum of three receptacles or plug points	\$245.00	\$315.00	\$375.00
4000 watt box Two 20 amp circuits and a minimum of three receptacles or plug points	\$300.00	\$365.00	\$430.00

ADDITIONAL ELECTRICAL SERVICES & EQUIPMENT	DISCOUNT	STANDARD	ON-SITE
25' round extension cords 25' round, yellow extension cords for use in exhibit booths. Each cord has three, three-prong receptacles on the end.	\$50.00	\$55.00	\$70.00
<i>*Please Note: These extension cords cannot be used to run underneath booth carpeting.</i>			
6 Port Power Strip Purchase	\$40.00	\$40.00	\$45.00
24 hour power If booth equipment requires electricity 24 hrs a day (for example, a Refrigerator), then the exhibitor should order 24 hr power.			
In general, electrical service begins half an hour before the show and ends one hour after the show closes.			Add 50% to Initial Connection Rate

## OVERHEAD POWER

Overhead power is available upon approval by the MCCA:

- At the Thomas Michael Menino Convention and Exhibition Center, overhead 120v electrical is limited due to the ceiling heights. Overhead service is available under the low mechanical roof on the East and West sides of the Halls.
- If an overhead sign, truss, banner or other rigged item requires overhead 120v power, the MCCA can provide this service in any area of the MCEC.
- If an overhead sign, truss, banner or other rigged item requires overhead 208v or 480v power, the MCCA can provide this service in limited areas of the MCEC. Please contact the MCCA Exhibitor Services team for availability.
- Overhead power must accompany a rigging order.

## Installation & Distribution

- MCCA Electricians will provide the initial electrical power source.
- Electrical Service is brought from the nearest column or floor port into the booth. The electrical outlets or boxes are placed in the rear of the booth along the pipe & drape line.
- Electrical boxes are left accessible inside floor ports for island booths with no pipe and drape lines and no columns in their booth space.
- For 208V & 480V connections, we require floor plans so that we may provide the electrical service in a convenient location within the booth.
- Exhibitors are responsible for distributing their own 120V electrical cords and plugging in their booth equipment. Exhibitors may choose to:
  - » Hire labor from the General Service Contractor;
  - » Hire a third-party Installation & Dismantle (I&D) team to perform the distribution work;
  - » Bring their own company electrician to perform distribution and hardwire connections as long as he/she is a full time employee of the exhibiting company.

## Terms & Conditions

- The MCCA is the exclusive provider of electrical service. All electrical equipment shall remain the property of the MCCA and may not be installed or removed by anyone other than MCCA personnel.
- All services listed include labor to install and remove said service. Rates do not include connecting of equipment, tracing of malfunctions, special wiring, or repairs. If an exhibitor requires additional electrical labor outside of the standard service, services will be billed at an hourly rate with a minimum of one hour. Labor rates are based on current wage and benefit rates and are subject to change without notice:
  - » Hourly Rate (All times) \$115.00
- The use of open clip sockets, duplex or triplex attachment plugs, latex or lamp cord is prohibited. All cords must be of the 3 wire grounded type and UL approved. Cords can be no smaller than 12 wire or 12 gauge. Any exposed non-current carrying metal parts of fixed equipment must be grounded.
- Electrical equipment must be properly tagged and wired with complete information as to type of current, voltage, phase, cycle, horsepower, etc.
- The MCCA cannot be responsible for voltage variations of the power company.

## FREQUENTLY ASKED QUESTIONS

**If the MCCA doesn't run my electrical cords, and I can't do it myself, who should I send my electrical layout plan to?**  
 If you have booth floor plans that include electrical layouts, you should share that information with your preferred setup personnel. If you are working with a third-party exhibit company, they may run the cords for you. If you need to hire labor to run cords for you, the show's General Service Contractor can help you. Typically, the General Service Contractor will include an Electrical Cord Labor Form in the Exhibitor Kit. The MCCA is happy to keep any floor plans on file for reference. In fact, we recommend that you forward your electrical layouts to Exhibitor Services for all 208V and 480V connections so that we may place the initial drop in the most convenient location possible.

**How do I know if I need a 208V or 480V connection?**

Most exhibitors do not require special connections like a 208V or 480V connection. Many times, these types of electrical services are required for heavy equipment and/or specialized machinery. Kindly consult with the equipment manufacturer, name plate rating or installation technician for specific details. Exhibitors who bring their own distribution panels may need one of these special connections.

**How do I know how much power I need to order?**

When determining how much power to order for a booth, it is helpful to know how much total power is required for the equipment in your booth space. Below, we have outlined some standard electrical requirements (requirements may vary).

- Standard Laptop ..... 250-550 watts
- Lead Retrieval ..... 300-500 watts
- Standard Plasma TV ..... 300-400 watts

Items like laptops, standard booth lights, and televisions may be grouped together on one circuit provided they do not exceed the overall limit of the circuit or the surge protection device. There is some equipment that requires its own circuit to run properly. For example, a microwave or refrigerator requires its own dedicated circuit, so a laptop and refrigerator should not use the same power source.

**I am an International Exhibitor and my equipment requires a converter to step down from 220V to 208V. Can I rent a converter from the MCCA?**

The MCCA does not rent or supply power conversion equipment. Exhibitors are required to bring their own to the show.

**I can't find 208V or 480V overhead service listed on your online ordering site. How can I order this service?**

208V & 480V overhead services are limited in our convention centers. All requests for such connections must be approved by an MCCA electrician; please contact MCCA Exhibitor Services for more information.

# Telephone Services

The MCCA offers a variety of telephone services through our experienced in-house telephone technicians.

STANDARD TELEPHONE SERVICES	DISCOUNT	STANDARD	ON-SITE
<b>Single-Line Phone Service</b> Service includes one phone number and rental of one hard wired digital display phone. Equipment must be returned at the close of show.	\$350.00	\$425.00	\$525.00
<b>Multi-Line Phone Service</b> Service includes one phone number with multiple line appearances and rental of one hard wired digital display phone. Equipment must be returned at the close of show.	\$505.00	\$625.00	\$750.00
<b>Vonage Single Line App Service</b> Service includes one phone number, no handset. This is an app based service available by downloading the Vonage app on a personal mobile device. Available for iPhone and Android	\$210.00	\$255.00	\$320.00
<b>Vonage Multi-Line App Service</b> Service includes one phone number, no handset. This is an app based service available by downloading the Vonage app on a personal mobile device. Available for iPhone and Android	\$300.00	\$375.00	\$435.00

ADDITIONAL TELEPHONE SERVICES AND EQUIPMENT	DISCOUNT	STANDARD	ON-SITE
<b>Call Forward (per phone line)</b> Allows user to send calls to another phone.	\$70.00	\$85.00	\$105.00
<b>Voicemail (per phone line)</b> Allows user to setup a custom greeting and receive messages from incoming callers.	\$65.00	\$80.00	\$95.00
<b>Call Waiting (per phone line)</b>	\$70.00	\$85.00	\$105.00
<b>Unreturned Device Fee</b> Phone device delivered with service. Only charged if not returned post show.	\$195.00	\$195.00	\$195.00

## INSTALLATION & CONNECTIONS

- MCCA technicians typically provide a line that is long enough to run anywhere in your booth. Exhibitors may have their preferred setup personnel run their phone cord(s) under the carpet to desired locations, or they may hire the General Service Contractor to do so.
- All telephone equipment can be picked up at the MCCA Exhibitor Services Desk.

## Terms & Conditions

- The MCCA is the exclusive provider of all telephone services. All telephone equipment shall remain the property of the MCCA and may not be installed or removed by anyone other than MCCA personnel.
- The MCCA does not offer any analog phone line services.
- All MCCA telephone equipment must be returned to the Exhibitor Service Desk prior to the close of the show. Failure to return MCCA phones will result in a replacement fee. See pg. 6
- All services listed include labor to install and remove said service. Rates do not include connecting of equipment, tracing of malfunctions, special wiring, or repairs. If an exhibitor requires additional telephone labor outside of the standard service, services will be billed at an hourly rate with a minimum of one hour. Labor rates are based on current wage and benefit rates and are subject to change without notice:
  - » Telephone Tech Rep (All times) \$145.00

## FREQUENTLY ASKED QUESTIONS

### How do I receive my phone number, dialing instructions, and phone equipment?

Please visit the MCCA Exhibitor Services desk onsite to pick up your equipment. At this time you will receive assigned phone numbers and dialing instructions. This information can also be provided ahead of time if requested through Exhibitor Services.

### How can I place international calls on my phone line?

All phone lines will have the ability to place local, US and International calls.

# Internet & Technical Services

*The MCCA offers a variety of Internet and Technical services through our experienced in-house team of technicians.*

## Wired Internet Connections

Exhibitors who order wired internet drops are provided with one internet connection and assistance, as needed, from our internal IT Support Services staff. All MCCA Internet services include one initial line regardless of how many IPs are ordered with the service. To have more than one computer connected at one time, exhibitors may bring their own switch or hub device and cables, or they may purchase a switch from the MCCA. Exhibitors are asked to read through the following service descriptions closely to ensure that the purchased service level is sufficient to meet their bandwidth requirements during the entirety of the show. Below are basic guidelines for ordering wired Internet services.

All services are delivered DHCP. Public IP addresses are available upon request with all of our managed services listed below. Public IP addresses are not available with our Basic Service Package. Managed Services requesting public IP addresses require manual configuration to each machine.

Custom orders for bandwidth above listed service levels below can be ordered on a case-by-case basis through the MCCA's Exhibitor Services Department at **617-954-2230** or [customerservice@massconvention.com](mailto:customerservice@massconvention.com).

MANAGED SERVICES	DISCOUNT	STANDARD	ON-SITE
Manually configured services require entry of IP addresses into the device before the device may access the internet.	\$1,145.00	\$1,215.00	\$1,460.00
<b>Basic Service Package</b> The Basic Service Package includes a private VLAN and subnet. This level is sufficient if the main use is for a basic internet connection, such as for e-mail or internet browsing. The Basic Service package may not be fast enough for streaming video or multi-purpose use. Public IP addresses are not available with this service.	\$2,315.00	\$2,745.00	\$3,280.00
<b>1.54 Mbps Managed Service</b> The 1.54 Mbps Managed Service Package includes a private VLAN and subnet. This level is sufficient if the main use is for a basic internet connection, such as e-mail, internet browsing, or standard definition video streaming. It may not be fast enough for multi-purpose use. Public IP addresses available upon request.	\$5,635.00	\$6,460.00	\$7,750.00
<b>3 Mbps Managed Service</b> The 3 Mbps has more bandwidth than the 1.54 Mbps service and includes a private VLAN and subnet. Public IP addresses are available upon request. This level is sufficient for basic e-mail and web browsing, standard definition video streaming, or can accommodate multiple Internet connections.	\$9,520.00	\$10,960.00	\$13,155.00
<b>6 Mbps Managed Service</b> The 6 Mbps has more bandwidth than the 3 Mbps service and includes a private VLAN and subnet. Public IP addresses are available upon request. This level is sufficient for 4 standard definition video streams, or a single HD video stream, or can accommodate multiple Internet connections.	\$12,735.00	\$14,625.00	\$17,545.00
<b>10 Mbps Managed Service</b> The 10 Mbps service includes a private VLAN and subnet. Public IP addresses are available upon request. This level is sufficient for 6 standard definition video streams, a single HD video stream, or can accommodate multiple Internet connections.			

<b>15 Mbps Managed Service</b> The 15 Mbps service includes a private VLAN and subnet. Public IP addresses are available upon request. This level is sufficient for 2 HD video streams, or a single 4K stream, or can accommodate multiple Internet connections.	\$18,765.00	\$21,560.00	\$25,875.00
<b>20 Mbps Managed Service</b> The 20 Mbps service includes a private VLAN and subnet. Public IP addresses are available upon request. This level is sufficient for 3 HD video streams, or a single 4K stream, or can accommodate multiple Internet connections.	\$24,920.00	\$28,665.00	\$34,395.00
<b>25 Mbps Managed Service</b> The 25 Mbps service includes a private VLAN and subnet. Public IP addresses are available upon request. This level is sufficient for 4 HD video streams, or a single 4K stream, or can accommodate multiple Internet connections.	\$30,955.00	\$35,625.00	\$42,755.00
<b>30 Mbps Managed Service</b> The 30 Mbps service includes a private VLAN and subnet. Public IP addresses are available upon request. This level is sufficient for 5 HD video streams, or up to two 4K video streams, or can accommodate multiple Internet connections.	\$36,840.00	\$42,390.00	\$50,865.00
<b>35 Mbps Managed Service</b> The 35 Mbps service includes a private VLAN and subnet. Public IP addresses are available upon request. This level is sufficient for 5 HD video streams, or up to two 4K video streams, or can accommodate multiple Internet connections.	\$42,885.00	\$49,335.00	\$59,200.00
<b>40 Mbps Managed Service</b> The 40 Mbps service includes a private VLAN and subnet. Public IP addresses are available upon request. This level is sufficient for 6 HD video streams, or up to two 4K video streams, or can accommodate multiple Internet connections.	\$48,505.00	\$55,785.00	\$66,945.00

ADDITIONAL INTERNET SERVICES & EQUIPMENT	DISCOUNT	STANDARD	ON-SITE
<b>Copper Patch/ Booth to Booth Connection</b> Copper Patch is a method of connecting computers or network equipment that may be in different locations in the facility. Copper patches can transmit data, audio, and video. This is not available with the shared service.	\$410.00	\$525.00	\$625.00
<b>Fiber Patch/ Booth to Booth Connection</b> Fiber Patch is a method of connecting computers or network equipment that may be in different locations in the facility. Fiber patches can transmit data, audio, and video.	\$580.00	\$715.00	\$865.00
<b>Switch-8 Port</b> This switch can connect up to 7 computers or devices together, giving all access to the internet service ordered.	\$125.00	\$175.00	\$205.00
<b>Switch-24 Port</b> This switch can connect up to 23 computers or devices together, giving all access to the internet service ordered.	\$425.00	\$555.00	\$655.00
25' CAT 5e Cable	\$65.00	\$80.00	\$90.00
50' CAT 5e Cable	\$85.00	\$105.00	\$120.00
100' CAT 5e Cable	\$125.00	\$150.00	\$180.00
Ethernet Cable Coupler	\$30.00	\$35.00	\$40.00

TECHNICAL SERVICES	DISCOUNT	STANDARD	ON-SITE
<b>Cable TV Service</b> Cable TV service is basic business cable service provided by Comcast Cable. Service is provided to booths from floor boxes or columns.	\$310.00	\$375.00	\$450.00
<b>CATV Tuner (Only available at the MCEC)</b> For TVs that are not cable-ready (including some plasmas), the CATV tuner interprets the signal and allows you to tune the signal. It functions similar to your cable box at home.	\$80.00	\$95.00	\$115.00

\*For advanced Technical Service offerings, consult the online ordering site or contact MCCA Exhibitor Services.

## INSTALLATION & CONNECTIONS

- MCCA technicians will provide one initial network cable.
- Internet Service is brought from the nearest column or floor port into the booth.
- All MCCA internet services come with one initial line regardless of how many IPs are ordered with the service. To have more than one computer connected at one time, exhibitors may bring their own routing device and cables or may purchase a switch and purchase cables from the MCCA.
- Exhibitors are required to distribute their own internet cables.
- Exhibitors may choose to:
  - » Hire labor from the General Service Contractor or;
  - » Hire a third-party Installation & Dismantle (I&D) team to perform the distribution work.

## Terms & Conditions

- The MCCA is the exclusive provider of internet services.
- All services listed include labor to install and remove said service. Services do not include connecting of equipment, tracing of malfunctions, special wiring, or repairs. If an exhibitor requires additional internet labor outside of the standard service, services will be billed at an hourly rate with a minimum of one hour. Labor rates are based on current wage and benefit rates and are subject to change without notice:
  - » Tech Rep (All times) \$150.00
  - » Network Engineer (All times) \$185.00
- The MCCA will provide an Ethernet connection to a shared data network attachment for the use of Exhibitor's directors, officers, employees and guests during the official dates of specified show.
- Exhibitor will be responsible for providing all hardware, software and other equipment and facilities needed to connect to the Ethernet and to use network attachment.
- The network attachment provided by the MCCA may be used only by the Exhibitor's directors, officers, employees and guest, agents, or consultants. The MCCA network

will facilitate communications between the company's authorized users and entities reachable through the national internet.

- The Exhibitor will promote efficient use of provided networks to minimize and avoid unnecessary network traffic and interference with the work of other users on interconnected networks.
- Users of MCCA networks shall not disrupt any of the MCCA networks or any other MCCA associated networks.
- MCCA networks shall not be used to transmit any communication where the meaning of the message, or its transmission or distribution, would violate any applicable law or regulation or would be highly offensive to the recipient or recipients thereof. Mass distribution of any message, including advertising, may not be broadcast or otherwise sent on an intrusive basis to any user of the MCCA network or any directly or indirectly attached network. When requested by a user of the networks, product information and other commercial messages are permitted to be transmitted. Discussion of a product's relative advantages and disadvantages by users of the product and vendors' response to those who pose questions about their products may be made available over the MCCA networks. Interpretation application and possible modification shall be within the sole discretion of MCCA.
- MCCA does not make any express or implied warranty of any kind specifically. There is no express or implied warranty of merchantability or fitness for a particular purpose for the services to be provided. The protocol used on the MCCA network call for end to end verification of the accuracy of any message and such verification is the sole responsibility of the purchasing company. Similarly, these protocols provide for end to end verification of the receipt of all the data that is transmitted. MCCA will not be responsible for any loss of data from delays, non-deliveries, incorrect deliveries, service interruptions, including those caused by the negligence, errors or omissions of the MCCA, or other losses or damages. Use of information obtained via the services provided hereunder is at purchasing company's own risk. Exhibitor is responsible for (a) the accuracy and/or quality of the information obtained or data transmitted through the MCCA network and (b) assuring that each message purchasing company sends or receives has been received.

- MCCA shall not be liable to Exhibitor for any damage arising from any event that is out of the control of the MCCA. Neither shall the MCCA be liable to Exhibitor for indirect, special, incidental, exemplary, consequential or any other form of money damage, including, but not limited to, lost profits, or of the loss of data or information of any kind, however caused, and arising out of or in connection with the performance of MCCA, or the provision of services or performance hereunder, whether based in contract, tort, or any other legal theory, and whether or not MCCA has been made aware of the possibility of such damages.
- In no event shall liability exceed a refund of amounts actually paid to MCCA by Exhibitor for this network attachment.
- The network attachment shall be made available to Exhibitor by MCCA before the beginning through the end of the specified conference.
- The MCCA will provide a network attachment via an Ethernet connection at the Exhibitor's booth. At its own expense, the Exhibitor is responsible for providing the computer, attachment to Ethernet, electric power and all other hardware and software required to use the network attachment.

## FREQUENTLY ASKED QUESTIONS

### I ordered a Managed Service that required IP Addresses.

#### How and when do I receive this information?

When you are onsite and ready to configure your computers, please visit the Exhibitor Services desk to retrieve your IP Information.

### Do you have wireless internet?

The MCCA offers free wireless internet service throughout meeting rooms, lobbies, and expo halls; just open your internet browser and look for the MCEC Wireless Network. This service is designed for casual users and not guaranteed. If you are relying on the internet to showcase your product or services we strongly recommend a wired internet connection for guaranteed service.

### I see that you don't offer hubs for sale. What is the difference between a hub and a switch? Can I bring my own hub or switch?

The MCCA offers switch devices for sale instead of hubs because switches are known to provide better performance with a lower failure rate. Exhibitors are welcome to provide their own hub or switch for all internet services.

### What is bandwidth and how do I know how much I need?

Bandwidth is the “size of the pipe” that data can traverse. The bigger the bandwidth, the faster data can be transferred. To find out how much bandwidth you require, please consult with a technical representative in your company or look for program specifications listed with any demonstrations or downloads you plan to run.

### I need to access my company's network while I'm exhibiting at your facility. Which service will allow me to do this?

Exhibitors who need to connect remotely to their company's network using a VPN (Virtual Private Network) with authentication information like passwords, certificates, or “tokens” can do so with any of our services, however they should confirm with their IT department for the use of DHCP or public IP address requirements.

### What is a VLAN?

A VLAN (Virtual Local Area Network) allows a network of computers to behave as if they are connected to the same service even though they may actually be physically located in different areas around the facility. One of the biggest advantages of a VLAN is that when a computer is physically moved to a different location, it can stay on the same VLAN without any hardware reconfiguration.

### I ordered a switch and cables, how and when do I get them?

When you are ready for your switch and internet cables, please visit the Exhibitor Services Desk.

# Rigging Services

*The MCCA provides overhead and ground supported rigging and lighting services through our service contractor, JCALPRO. All overhead rigging and ground supported truss are provided by and installed by JCALPRO.*

## Planning Ahead for Rigging & Lighting Services

Diagrams and booth layouts are essential for planning rigging and lighting services. In order to ensure efficient delivery of required services, Exhibitors must submit rigging plots, drawings, blueprints, or engineers' certification with their orders. Diagrams must include the location, dimensions and weight, and the height from the floor to the top of the suspended item. Diagrams must also show booth outline with aisles or neighboring booths marked for reference and orientation.

PACKAGE RIGGING SOLUTIONS	DISCOUNT	STANDARD	ON-SITE
<b>Basic Rigging Package</b> This package includes all lifts, labor, and rigging equipment (cables, pipes, and hardware) necessary to install and take down one sign/banner weighing less than 150 lbs, measuring less than 20' in length, less than 15' diameter, and less than 175 square feet.	\$2,220.00	\$2,770.00	\$3,320.00
<b>Electrical Rigging Package</b> This package includes the Basic Rigging Package plus labor to connect electrical service to an Exhibitor sign/banner. Overhead electrical service for rotator, motor or lighted sign must be ordered separately. Please see Electrical services section for details.	\$2,540.00	\$3,175.00	\$3,810.00
<b>Cable Bridge Package</b> This package includes all lifts, labor, and equipment for a truss cable bridge for overhead power orders 60 amps and above, and for all 480 v overhead power. This package does <b>NOT</b> include the electrical service. Service must be added separately. The package service is provided during standard service hours, Monday-Saturday 7am – 12am, except holidays.	\$4,040.00	\$4,800.00	\$5,760.00
<b>Overtime Charges</b> Exhibitors may request rigging services on weekends, holidays or outside the package service hours (Monday-Friday 8AM – 5PM). In this case, an Overtime Charge must be added for each rigging package ordered.		\$510.00	

## Custom Rigging & Lighting Solutions

The MCCA/JCALPRO also offers customized rigging and lighting solutions for Exhibitors with more complex or unique requirements. This option is best suited for Exhibitors with larger signs, multiple signs, and/or overhead lighting needs.

Custom Rigging and Lighting Solutions still require flexibility in load in and load out time. If you require a specific load in or load out day and/or time, hourly rates may apply (see Terms and Conditions – Page 15).

**Custom Rigging & Lighting solutions may only be ordered with a pre-arranged quote.**

Please contact JCALPRO at EXHIBITS@JCALPRO.COM or 1.617.954.2345 to initiate this process as these services are not available for online ordering.

CUSTOM RIGGING SOLUTIONS	DISCOUNT	STANDARD	ON-SITE
<b>Truss</b> A truss is an aluminum structure used to create a lower “ceiling” to hang lighting or other suspended items. Additional lengths available as needed.			
Truss 3' Section – Black 12"x12" Box	\$60.00	\$75.00	\$85.00
Truss 3' Section – Silver 12"x12" Box	\$55.00	\$60.00	\$75.00
Truss 4' Section – Black 12"x12" Box	\$65.00	\$65.00	\$65.00
Truss 4' Section – Silver 12"x12" Box	\$55.00	\$55.00	\$55.00
Truss 5' Section – Silver 12"x12" Box	\$45.00	\$55.00	\$60.00
Truss 5' Section – Black 12"x12" Box	\$55.00	\$65.00	\$75.00
Truss 5' Section – Silver 20.5"x20.5" Box	\$70.00	\$80.00	\$95.00
Truss 5' Section – Black 20.5"x20.5" Box	\$75.00	\$75.00	\$75.00
Truss 8' Section – Silver 12"x12" Box	\$65.00	\$80.00	\$95.00
Truss 8' Section – Black 12"x12" Box	\$80.00	\$95.00	\$125.00
Truss 8' Section – Silver 20.5"x20.5" Box	\$105.00	\$130.00	\$150.00
Truss 8' Section – Black 20.5"x20.5" Box	\$115.00	\$115.00	\$115.00
Truss 10' Section – Silver 12"x12" Box	\$80.00	\$95.00	\$125.00
Truss 10' Section – Black 12"x12" Box	\$100.00	\$130.00	\$150.00
Truss 10' Section – Silver 20.5"x20.5" Box	\$135.00	\$160.00	\$185.00
Truss 10' Section – Black 20.5"x20.5" Box	\$145.00	\$145.00	\$145.00
Truss 12' Section – Silver 12"x12" Box	\$85.00	\$100.00	\$130.00
Truss 30" Section – Black 12"x12" Box	\$65.00	\$65.00	\$65.00
Truss 30" Section – Silver 12"x12" Box	\$55.00	\$55.00	\$55.00

<b>Corner Block</b> A corner block is an aluminum piece that attaches to truss to create a right angle.			
Corner Block – Silver 12"x12" Box	\$75.00	\$85.00	\$105.00
Corner Block – Black 12"x12" Box	\$95.00	\$115.00	\$140.00
Corner Block – Silver 20.5"x20.5" Box	\$100.00	\$130.00	\$150.00
Corner Block – Black 20.5"x20.5" Box	\$105.00	\$105.00	\$105.00
<b>Base Plate</b> A base plate is used as a stand for ground supported truss or poles.	\$55.00	\$65.00	\$75.00
<b>Rotator</b> A rotator is a motor used to rotate a hanging sign.	\$210.00	\$260.00	\$310.00
<b>Motor</b> A motor is a motorized hoist that is rigged to the ceiling and attached to truss to achieve a desired height. Motors are also used to safely suspend heavier items that cannot be supported by cables alone. Motors are available in 1/4 ton, 1/2 ton, and 1 ton capacities.	\$210.00	\$260.00	\$310.00
<b>Cheeseboro - Silver</b> A cheeseboro is a clamp used to attach two pieces of truss or pipe together.	\$15.00	\$15.00	\$20.00
<b>Cheeseboro - Black</b> A cheeseboro is a clamp used to attach two pieces of truss or pipe together.	\$20.00	\$25.00	\$25.00
<b>Grapple</b> A grapple is a connector that allows you to make a 90 degree connection between trusses.	\$25.00	\$25.00	\$30.00

SPECIAL RIGGING SOLUTIONS	DISCOUNT	STANDARD	ON-SITE
Beam Clamp	\$35.00	\$35.00	\$35.00
Large Beam Clamp	\$75.00	\$90.00	\$115.00
Truss 2' Section – Black 12"x12" Box	\$35.00	\$45.00	\$60.00
Truss 2' Section – Silver 12"x12" Box	\$35.00	\$45.00	\$60.00
Truss 7' Section – Black 12"x12" Box	\$70.00	\$80.00	\$100.00
Truss 7' Section – Silver 12"x12" Box	\$55.00	\$65.00	\$75.00

CUSTOM LIGHTING SOLUTIONS	DISCOUNT	STANDARD	ON-SITE
Lighting kits include a combination of Lekos, and Source 4 Pars based on layout and design requirements. Price includes fixtures, fixture accessories and all necessary cables. Dimmer/control and labor are not included and must be ordered separately. Special Orders for larger kits including moving lights and LEDs are available upon request.			
Small Lighting Kit (4-6 lights) Requires truss and motors	\$245.00	\$310.00	\$360.00
Medium Lighting Kit (7-11 lights) Requires truss and motors	\$435.00	\$535.00	\$630.00
Large Lighting Kit (12-15 lights) Requires truss and motors	\$610.00	\$725.00	\$875.00
X-Large Lighting Kit (16-20 lights) Requires truss and motors	\$740.00	\$890.00	\$1,070.00

DIMMER RACKS & LIGHTING CONTROLS	DISCOUNT	STANDARD	ON-SITE
These items are optional with small lighting kits, but mandatory with larger lighting kits. The dimmer rack is a large "outlet" that all lights plug into to create a central control location. A dimmer rack, depending upon size, can be placed in a booth or attached to the truss and kept in the air. The lighting console/control plugs into the dimmer rack to dim or control individual lights, groups of lights, or all lights at once.			
Electrical service is not included and must be ordered separately.			
Dimmer Control 1.2 x 4	\$115.00	\$135.00	\$160.00
Dimmer Control 2.4 x 12	\$200.00	\$240.00	\$300.00
Dimmer Control 2.4 x 24	\$430.00	\$520.00	\$625.00

## Terms & Conditions

- JCALPRO is the exclusive rigging vendor at the Thomas Michael Menino Convention and Exhibition Center (MCEC). If an exhibitor is exhibiting at the MCEC and requires rigging services for the booth, JCALPRO is the only vendor authorized to hang signs, banners, or lighting in the booth space.
- If an Exhibitor requires specific load-in/load-out dates and/or times, then a basic rigging package may not be applicable. In this case, a special quote for required crew and lift equipment will be prepared using the following hourly labor and weekly lift rental rates:

HOURLY LABOR ITEMS	MON-FRI 7AM-5PM (EXCEPT HOLIDAYS)	WEEKENDS & HOLIDAYS 7AM-5PM MON-FRI 5PM-12AM	WEEKENDS AFTER 5PM EVERYDAY 12AM-7AM
Crew Chief	\$140.00	\$210.00	\$280.00
Head Rigger	\$140.00	\$210.00	\$280.00
Rigger	\$130.00	\$195.00	\$260.00
Dept Head	\$106.00	\$159.00	\$212.00
Stagehand	\$97.75	\$146.63	\$195.50

WEEKLY LIFT RENTAL ITEMS	RATE
24' - 32' Scissor Lift	\$1,035.00
40' - 45' Boom Lift	\$1,495.00
60' Boom Lift	\$2,065.00

- All rigging must conform to the rules, regulations, and facility limitations of the MCCA and any show management regulations.
- All equipment, signs, products, etc. must be designed to suspend safely. Care must be taken to use only rated rigging hardware when designing, constructing or purchasing such items. Any equipment, signs, products etc. deemed to be unsafe for overhead suspension by MCCA/JCALPRO will be substituted or denied.
- The use of any type of tape/adhesive for attaching signs, banners, or decorations to the building walls or decorative surfaces is not permitted.
- All assembly of equipment, signs, products necessary prior to hanging, etc., will be the responsibility of the Exhibitor.
- Failure by Exhibitor to submit accurate diagrams prior to load-in will delay set-up and could incur additional cost.

#### Do I ship my sign to you to put it together?

No. Although JCALPRO provides labor to hang the sign, the General Service Contractor (GSC) handles all shipments. You may build your sign or hire the GSC to put it together for you. When the sign has arrived at the building and has been assembled, we will hang it for you. Be sure to keep this in mind when making your time and day requests for sign hanging.

#### Can I request load in and load out times?

Yes, the Rigging Order Form has a space for you to indicate your preferred up and down times. Please note that your preferred timing is not guaranteed; however, we do try our best to cater to your requests. If you absolutely need a specific install or take down time, additional charges will apply. If you do not provide a diagram or layout prior to load-in, then you may experience set-up delays and additional cost.

#### What type of diagrams should I send?

The most useful diagrams are on a proportioned grid to show the dimensions of the booth, the exact desired placement of hanging items, and orientation of the booths around yours. As a general rule, pictures from previous shows and pictures of the sign only are not as helpful as current diagrams of the entire booth space with the placement, height, and weight of the sign(s) or hanging item(s).

## FREQUENTLY ASKED QUESTIONS

### How do I know if I qualify for the Basic Rigging Package Rate?

Find out the dimensions and weight of your sign. If your sign weighs less than 150 pounds and is less than 15' in diameter, is less than 20" in length, and less than 175 square feet and does not require electrical rigging, truss, or motors, you will qualify for the Basic Rigging Package. If your sign fits within the basic package and is motorized or needs electrical rigging (for example a rotating sign or a sign with lights), you qualify for the Electrical Rigging Package.

### Can I order lighting to be suspended from the ceiling?

If you would like to order lights to brighten up your booth or illuminate specific objects, you will need to get a *quote* from JCALPRO. Lights cannot be attached to our ceilings. Instead we can provide you with truss, using motors, to create a lower "ceiling" and then hang lights from that truss. We will require a diagram showing your booth layout and exactly what you want illuminated in order to put together a quote.

# Plumbing Services

*The MCCA offers a variety of plumbing services through our experienced in-house team of plumbers.*

WATER AND DRAIN SERVICES	DISCOUNT	STANDARD	ON-SITE
<b>Water – Individual Connection</b> Water service is available at approximately 75 PSI with up to 3/4" supply line. Water flows at five gallons per minute. Please note that this is cold water.	\$400.00	\$510.00	\$615.00
<b>Additional Water Connections</b> Clients requiring more than an individual water connection should order each additional connection as needed.	\$235.00	\$305.00	\$355.00
<b>Drain – Individual Connection</b> The MCCA can provide waste drain connections up to 3/4" line size.	\$400.00	\$510.00	\$615.00
<b>Additional Drain Connections</b> Clients requiring more than an individual drain connection should order each additional connection as needed.	\$220.00	\$275.00	\$330.00
<b>Fill and Drain 0-100 Gallons</b> Clients that need equipment to be filled with water at the beginning of a show and emptied at the end of a show should order a Fill and Drain service. Please contact your MCCA Event Services Manager when equipment is ready to be filled.	\$210.00	\$250.00	\$315.00
<b>Each Additional 500 Gallons</b>	\$135.00	\$185.00	\$215.00

SINK RENTALS	DISCOUNT	STANDARD	ON-SITE
<b>Cold Water Sink Rental</b> Cold water sink rental includes a single-tub basin (20" L x 24" W x 34" H), one water connection, and one drain connection. Legs allow the units to sit 34" above the floor.	\$800.00	\$980.00	\$1,180.00
<b>Small Hot &amp; Cold Water Sink Rental</b> Small Hot & Cold water sink rental includes a single-tub basin (20" L x 24" W x 34" H), a hot water heater (6 gallon capacity), dedicated power, two water connections, and one drain connection.	\$1,090.00	\$1,345.00	\$1,620.00
<b>Large Hot &amp; Cold Water Sink Rental</b> Large Hot & Cold water sink rental includes a 3-tub basin (57" L x 24.5" W x 43" H), a hot water heater (6 gallon capacity), dedicated power, two water connections, and one drain connection. This service is available in specific areas of the exhibition hall. Please contact your MCCA Event Services Manager for more information.	\$1,345.00	\$1,685.00	\$2,025.00

4 Gallon Hot Water Heater	\$130.00	\$130.00	\$130.00
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COMPRESSED AIR AND GASSES	DISCOUNT	STANDARD	ON-SITE
<b>Compressed Air – Individual Connection</b> Compressed Air is delivered at approximately 110 psi and a dew point of 35 degrees F (medical instrument quality).	\$500.00	\$615.00	\$735.00
<b>Additional Connection</b> Clients who require more than an individual connection should order additional connections as needed.	\$250.00	\$325.00	\$380.00
<b>Other Compressed Gases</b> The MCCA provides a variety of bottled gases. The most commonly ordered gases are listed below. If other gases not listed are required, the client should contact their MCCA Event Services Manager. Flammable gases are not permitted in MCCA facilities.			
20 Lbs Dry or Liquid CO <sub>2</sub>	\$210.00	\$245.00	\$310.00
50 Lbs Dry or Liquid CO <sub>2</sub>	\$235.00	\$280.00	\$330.00
Dry Nitrogen 300 ft <sup>3</sup>	\$285.00	\$340.00	\$405.00

## INSTALLATION & CONNECTIONS

- Plumbing Service is brought from the nearest column or floor port into the booth.
- Air and Water connections are available in limited locations on the exhibit floor. Connection sizes and booth locations all factor into planning to supply air and water to exhibitors. Please provide a floor plan of the exhibit space indicating locations that require air or water service as well as connection requirements well in advance of exhibitor move-in.

## Terms & Conditions

- The MCCA is the exclusive provider of all plumbing services. All plumbing equipment shall remain the property of the MCCA and may not be installed or removed by anyone other than MCCA Personnel.
- Exhibitors are not permitted to fill or drain their own equipment, use individual air compressors, or bring their own compressed gases from an outside vendor.
- All services listed include labor to install and remove said service. Rates do not include connecting of equipment, tracing of malfunctions, special wiring, or repairs. If an

exhibitor requires additional plumbing labor outside of the standard service, services will be billed at an hourly rate with a minimum of one hour. Labor rates are based on current wage and benefit rates and are subject to change without notice:

» Hourly Rate (All times) \$115.00

## FREQUENTLY ASKED QUESTIONS

### Do all water connections need a drain?

While most water connections do require a drain service, there are some cases where the drain is unnecessary. When the water provided is being consumed or evaporated, a drain is not needed. For example, exhibitors using water service for a coffee machine do not need to order a drain because the water is being consumed.

### Will you provide the fittings and hoses for my water and drain connections?

To ensure that your booth's equipment runs properly we ask that you supply your own regulators, filters, and hoses.

**When would I need to order a Fill and Drain Service?**

Some of the most common reasons exhibitors order fill and drain are for items like fish tanks, pools, tubs for display, or running water displays. We use large hoses to fill vessels requiring water and then use existing drains in the floor to remove the water at the end of the show. Exhibitors are not permitted to bring their own water or use MCCA sinks to fill their own equipment.

**My booth requires a sprinkler system. What plumbing service should I order?**

If your booth requires a sprinkler system, you will need to order an individual water connection specifically for this purpose.

**My exhibitor kit says I need to order a hand washing unit because I am planning to prepare food in my booth. Do you provide these units?**

Levy Restaurants, our exclusive in-house catering company, can provide a hand washing unit that includes a small hand washing sink, paper towels, soap, and a discard bucket. Please consult your exhibitor kit for Levy Restaurants information or contact them directly at the MCEC (617.954.2382).

**Do you allow Exhibitors to bring Helium balloons into your buildings?**

No, unfortunately we do not allow exhibitors to bring helium balloons into the buildings.

# Security Services

*The MCCA is the “preferred” provider of security booth coverage for exhibitors. If your event designates another security vendor for booth coverage, you may choose to order through the event’s preferred provider as detailed in your exhibitor kit.*

SECURITY GUARD (BOOTH)	DISCOUNT	STANDARD	ON-SITE
<b>Per Hour Per Officer</b> The MCCA offers uniformed public safety officers to cover shows and events. Officers are scheduled at a 4-hour minimum and are available from move-in to move-out, around the clock. Orders need to be placed 21 days in advance of the show/event opening in order to guarantee your requested coverage. Any orders received after the 21 day cut-off are subject to approval and are not guaranteed.	\$45.00	\$55.00	\$65.00
<b>Per Hour Per Supervisor</b>	\$55.00	\$65.00	\$80.00

## FREQUENTLY ASKED QUESTIONS

### When do you recommend ordering security for an exhibitor booth?

Our public safety department strongly suggests ordering security for booths planning to have VIP celebrity appearances, book signings etc., to monitor crowd control and escort as needed. Also, exhibitors with expensive or rare equipment in their booths may consider security for the overnight hours between show end and the next day's show start.

### Is there general overnight security in the exhibit hall?

The MCCA provides 24 hour security coverage for the facility; however, security coverage for the exhibit hall is determined by the show organizer and may vary from event to event.

## **APPENDIX – SERVICE ORDER FORMS**

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Remarkable experiences.  
Imagination realized.

### Exhibitor Order Form Electrical Services

Effective January 1, 2026

By submitting this order form, Exhibitor acknowledges and accepts all Policies, Terms & Conditions for service as set forth in the MCCA Exhibitor Ordering Guide available at <https://www.signatureboston.com/exhibit/exhibitor-services>.

**To qualify for discount rate, request and payment must be received 21 days prior to show/event opening.**

\*Overhead electrical services must accompany a rigging order.

*Incomplete information will delay processing.*

Event or Show:	Booth no. (s)				
Event or show date(s):	Exhibiting firm:				
Billing address:	City:	State:	Zip:	Country:	
Phone:	Email:				
Ordered by/title:	Show site contact:				
Date:	Contact phone:				

#### STANDARD ELECTRICAL CONNECTIONS: 120 VOLT

Description	Regular Service			Additional Services Available as Add-Ons					Total Due: \$
	QTY	Discount Rate	Standard Rate	QTY	24-Hour Service	QTY	Overhead Service*	QTY	
500 Watt Box (5 amps)		\$160.00	\$195.00		+50% rate		\$195.00		\$295.00
1000 Watt Box (10 amps)		\$205.00	\$245.00		+50% rate		\$245.00		\$370.00
2000 Watt Box (20 amps)		\$245.00	\$315.00		+50% rate		\$315.00		\$470.00
4000 Watt Box (20 amps x 2)		\$300.00	\$365.00		+50% rate		\$365.00		\$545.00

#### STANDARD ELECTRICAL CONNECTIONS: 208 VOLT & 480 VOLT

Description	Regular Service			Additional Services Available as Add-Ons					Total Due: \$
	QTY	Discount Rate	Standard Rate	QTY	24-Hour Service	QTY	Overhead Service*	QTY	
208V Single Phase 30 Amp		\$440.00	\$550.00		+50% rate		\$550.00		\$820.00
208V Single Phase 60 Amp		\$840.00	\$1,030.00		+50% rate		\$1,030.00		\$1,540.00
208V Single Phase 100 Amp		\$1,275.00	\$1,600.00		+50% rate		\$1,600.00		\$2,395.00
208V Three Phase 30 Amp		\$785.00	\$980.00		+50% rate		\$980.00		\$1,470.00
208V Three Phase 60 Amp		\$1,190.00	\$1,485.00		+50% rate		\$1,485.00		\$2,230.00
208V Three Phase 100 Amp		\$1,890.00	\$2,370.00		+50% rate		\$2,370.00		\$3,550.00
208V Three Phase 200 Amp		\$3,600.00	\$4,500.00		+50% rate		\$4,500.00		\$6,750.00
208V Three Phase 400 Amp		\$6,355.00	\$7,945.00		+50% rate		\$7,945.00		\$11,915.00
480V Three Phase 30 Amp		\$1,200.00	\$1,495.00		+50% rate		\$1,495.00		\$2,245.00
480V Three Phase 60 Amp		\$2,085.00	\$2,605.00		+50% rate		\$2,605.00		\$3,905.00
480V Three Phase 100 Amp		\$3,840.00	\$4,805.00		+50% rate		\$4,805.00		\$7,210.00
480V Three Phase 200 Amp		\$7,625.00	\$9,530.00		+50% rate		\$9,530.00		\$14,295.00
25' Round Extension Cord		\$50.00	\$55.00						
6 Port Power Strip Purchase			\$40.00						

Total Due: \$

**SIGNATURE**

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**Exhibitor Order Form  
Telephone Services**

Effective January 1, 2026

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*Incomplete information will delay processing.*

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Event or show date(s):	Exhibiting firm:			
Billing address:	City:	State:	Zip:	Country:
Phone:	Email:			
Ordered by/title:	Show site contact:			
Date:	Contact phone:			

STANDARD TELEPHONE SERVICES	QTY	DISCOUNT RATE	STANDARD RATE	TOTAL DUE: \$
Single-Line Phone Service		\$350.00	\$425.00	
Multi-Line Phone Service		\$505.00	\$625.00	
Vonage Single Line App Service		\$210.00	\$255.00	
Vonage Multi-Line App Service		\$300.00	\$375.00	

ADDITIONAL TELEPHONE SERVICES & EQUIPMENT	QTY	DISCOUNT RATE	STANDARD RATE	TOTAL DUE: \$
Call Forward (per phone line)		\$70.00	\$85.00	
Voicemail (per phone line)		\$65.00	\$80.00	
Call Waiting (per phone line)		\$70.00	\$85.00	
				Total Due: \$

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**Exhibitor Order Form**  
**Internet & Technical**  
**Services**

Effective January 1, 2026

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Event or Show:	Booth no. (s)			
Event or show date(s):	Exhibiting firm:			
Billing address:	City:	State:	Zip:	Country:
Phone:	Email:			
Ordered by/title:	Show site contact:			
Date:	Contact phone:			

WIRED INTERNET CONNECTIONS: MANUAL CONFIGURATION	QTY	DISCOUNT RATE	STANDARD RATE	TOTAL DUE: \$
<b>Basic Service Package</b> (includes a private VLAN and subnet, public IP addresses not available)		\$1,145.00	\$1,215.00	
<b>1.54 Mbps Managed Service</b> (includes a private VLAN and subnet, public IP addresses available upon request)		\$2,315.00	\$2,745.00	
<b>3 Mbps Managed Service</b> (includes a private VLAN and subnet, public IP addresses available upon request)		\$5,635.00	\$6,460.00	
<b>6 Mbps Managed Service</b> (includes a private VLAN and subnet, public IP addresses available upon request)		\$9,520.00	\$10,960.00	
<b>10 Mbps Managed Service</b> (includes a private VLAN and subnet, public IP addresses available upon request)		\$12,735.00	\$14,625.00	
<b>15 Mbps Managed Service</b> (includes a private VLAN and subnet, public IP addresses available upon request)		\$18,765.00	\$21,560.00	
<b>20 Mbps Managed Service</b> (includes a private VLAN and subnet, public IP addresses available upon request)		\$24,920.00	\$28,665.00	
<b>25 Mbps Managed Service</b> (includes a private VLAN and subnet, public IP addresses available upon request)		\$30,955.00	\$35,625.00	
<b>30 Mbps Managed Service</b> (includes a private VLAN and subnet, public IP addresses available upon request)		\$36,840.00	\$42,390.00	
<b>35 Mbps Managed Service</b> (includes a private VLAN and subnet, public IP addresses available upon request)		\$42,885.00	\$49,335.00	
<b>40 Mbps Managed Service</b> (includes a private VLAN and subnet, public IP addresses available upon request)		\$48,505.00	\$55,785.00	

CONTINUED ON PAGE 25

ADDITIONAL SERVICES & EQUIPMENT		QTY	DISCOUNT RATE	STANDARD RATE	TOTAL DUE: \$
Copper Patch / Booth to Booth Connection			\$410.00	\$525.00	
Fiber Patch/ Booth to Booth Connection			\$580.00	\$715.00	
Switch	8 port		\$125.00	\$175.00	
	24 port		\$425.00	\$555.00	
25' CAT 5e Cable			\$65.00	\$80.00	
50' CAT 5e Cable			\$85.00	\$105.00	
100' CAT 5e Cable			\$125.00	\$150.00	
Ethernet Cable Coupler			\$30.00	\$35.00	

TECHNICAL SERVICES	QTY	DISCOUNT RATE	STANDARD RATE	TOTAL DUE: \$
Cable TV Service		\$310.00	\$375.00	
CATV Tuner Rental (Only available at the MCEC)		\$80.00	\$95.00	
				Total Due: \$

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## Exhibitor Order Form Rigging Services

Effective January 1, 2026

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Event or Show:	Booth no. (s)			
Event or show date(s):	Exhibiting firm:			
Billing address:	City:	State:	Zip:	Country:
Phone:	Email:			
Ordered by/title:	Show site contact:			
Date:	Contact phone:			

### ITEM DESCRIPTION & INFORMATION

\*\*Description of Item (Sign, Banner, Truss, etc.)

Quantity:	Size:	Weight:	Height desired from floor to top of suspended item:
Do any items require Electrical service (circle one)? <b>yes no</b>		Indicate Service Ordered on Electrical Form:	
Date When Your Item Will Be Ready for Hanging:		Preferred Move-Out Date:	

### PACKAGE RIGGING SOLUTIONS

Service Description	QTY	Discount Rate	Standard Rate	Total Due: \$
Basic Rigging Package (Per Sign/Banner)		\$2,220.00	\$2,770.00	
Electrical Rigging Package (Per Sign/Banner)		\$2,540.00	\$3,175.00	
Cable Bridge Package		\$4,040.00	\$4,800.00	

### CUSTOM RIGGING SOLUTIONS - RIGGING EQUIPMENT RENTAL (REQUIRES QUOTE\*)

\*For any of the services below, please contact JCALPRO at 617.954.2345.

Equipment Description	QTY	Discount Rate	Standard Rate	Total Due: \$
Silver 12" x 12" Box Truss	3' Section	\$55.00	\$60.00	
	4' Section	\$55.00	\$55.00	
	5' Section	\$45.00	\$55.00	
	8' Section	\$65.00	\$80.00	
	10' Section	\$80.00	\$95.00	
	12' Section	\$85.00	\$100.00	
	30" Section	\$55.00	\$55.00	
Black 12" x 12" Box Truss	3' Section	\$60.00	\$75.00	
	4' Section	\$65.00	\$65.00	
	5' Section	\$55.00	\$65.00	
	8' Section	\$80.00	\$95.00	
	10' Section	\$100.00	\$130.00	
	30" Section	\$65.00	\$65.00	
Silver 20.5" x 20.5" Box Truss	5' Section	\$70.00	\$80.00	
	8' Section	\$105.00	\$130.00	
	10' Section	\$135.00	\$160.00	

CONTINUED ON PAGE 27

Black 20.5" x 20.5" Box Truss	5' Section		\$75.00	\$75.00	
	8' Section		\$115.00	\$115.00	
	10' Section		\$145.00	\$145.00	
Corner Block	Silver 12" x 12" box		\$75.00	\$85.00	
	Black 12" x 12" box		\$95.00	\$115.00	
	Silver 20.5" x 20.5" box		\$100.00	\$130.00	
Base Plate			\$55.00	\$65.00	
Rotator			\$210.00	\$260.00	
Motor			\$210.00	\$260.00	
Cheeseboro - Silver			\$15.00	\$15.00	
Cheeseboro - Black			\$20.00	\$25.00	
Grapple			\$25.00	\$25.00	

**SPECIAL RIGGING SOLUTIONS – RIGGING EQUIPMENT RENTAL (REQUIRES QUOTE\*)**

\*For any of the services below, please contact JCALPRO at 617.954.2345.

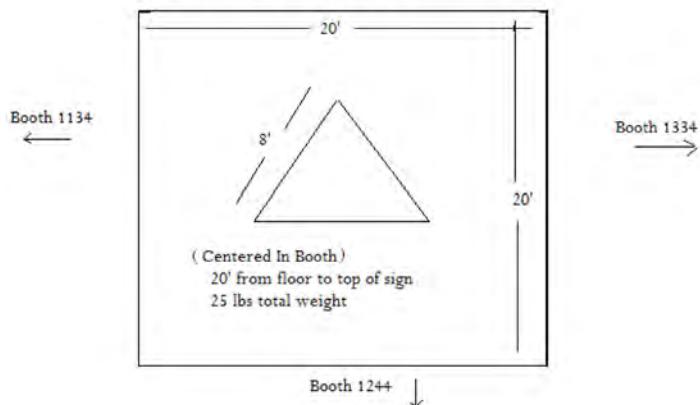
Equipment Description	QTY	Discount Rate	Standard Rate	Total Due: \$
Beam Clamp		\$35.00	\$35.00	
Large Beam Clamp		\$75.00	\$90.00	
Truss 2' Section - Black 12" x12" Box		\$35.00	\$45.00	
Truss 2' Section - Silver 12" x12" Box		\$35.00	\$45.00	
Truss 7' Section - Black 12" x12" Box		\$70.00	\$80.00	
Truss 7' Section - Silver 12" x12" Box		\$55.00	\$65.00	
				<b>Total Due: \$</b>

CONTINUED ON PAGE 28

**CUSTOM LIGHTING SOLUTIONS – LIGHTING EQUIPMENT RENTAL (REQUIRES QUOTE\*)**

\*For any of the services below, please contact JCALPRO at 617.954.2345.

Lighting Kits	QTY	Discount Rate	Standard Rate	Total Due: \$
Small Lighting Kit		\$245.00	\$310.00	
Medium Lighting Kit		\$435.00	\$535.00	
Large Lighting Kit		\$610.00	\$725.00	
X-Large Lighting Kit		\$740.00	\$890.00	
Dimmer Racks & Lighting Controls				Total Due: \$
Dimmer Control 1.2 x 4		\$115.00	\$135.00	
Dimmer Control 2.4 x 12		\$200.00	\$240.00	
Dimmer Control 2.4 x 24		\$430.00	\$520.00	
				<b>Total Due: \$</b>

**XYZ - BOOTH # 1234 at ABC Event**


We require diagrams and booth layouts for all rigging and lighting orders. See sample on left.

**SIGNATURE**

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### Exhibitor Order Form Plumbing Services

Effective January 1, 2026

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Event or show date(s):	Exhibiting firm:			
Billing address:	City:	State:	Zip:	Country:
Phone:	Email:			
Ordered by/title:	Show site contact:			
Date:	Contact phone:			

#### WATER AND DRAIN SERVICES

Service	Description	QTY	Size	Discount Rate	Standard Rate	Total Due: \$
Water Approx 75 PSI Up to 3/4" line	Individual Connection			\$400.00	\$510.00	
	Additional Connection			\$235.00	\$305.00	
Drain Up to 3/4" line	Individual Connection			\$400.00	\$510.00	
	Additional Connection			\$220.00	\$275.00	
Fill & Drain	0-100 Gallons			\$210.00	\$250.00	
	Each additional 500 gallons			\$135.00	\$185.00	

#### SINK RENTALS

Service	Description	QTY	Size	Discount Rate	Standard Rate	Total Due: \$
Cold Water Sink Rental	Includes: sink, one water and one drain connection			\$800.00	\$980.00	
Small Hot & Cold Water Sink Rental	Includes: sink, hot water heater (6 gallon cap.), dedicated power, 2 water and one drain connection			\$1,090.00	\$1,345.00	
Large Hot & Cold Water Sink Rental	Includes: 3-tub basin, hot water heater (6 gallon cap.), dedicated power, 2 water and one drain connection			\$1,345.00	\$1,685.00	

#### COMPRESSED AIR AND GASSES\*

Service	Description	QTY	Size	Discount Rate	Standard Rate	Total Due: \$
Air Approx 110 PSI	Individual Connection			\$500.00	\$615.00	
	Additional Connection			\$250.00	\$325.00	
CO <sub>2</sub>	20 lb Cylinder (Dry or Liquid)			\$210.00	\$245.00	
	50 lb Cylinder (Dry or Liquid)			\$235.00	\$280.00	
Nitrogen	300 ft <sup>3</sup> Tank (Dry)			\$285.00	\$340.00	

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Total Due: \$

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## Exhibitor Order Form Security Services

Effective January 1, 2026

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Event or show date(s):	Exhibiting firm:			
Billing address:	City:	State:	Zip:	Country:
Phone:	Email:			
Ordered by/title:	Show site contact:			
Date:	Contact phone:			

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**FOR MCCA USE ONLY**

# Exhibitor Guidelines, Information and Regulations

## EXHIBITOR PARTICIPATION REGULATIONS

### ACCESS CONTROL AND CREDENTIALING

Exhibitors accessing the MCEC – including exhibitors traveling to the MCEC, unloading exhibitor-related cargo and parking at the MCEC – must be credentialed by the MCEC Public Safety Department before entering the facility. Issued Exhibitor Credentials must be worn on the outermost garment (or on the right wrist if an ID band is issued) of the exhibitor (employees and contractors) at all times while inside the facility.

Exhibitors should check in with the General Service Contractor (GSC) Marshalling Lot Trailer, or go directly to the South Parking Lot if directed by the GSC or Licensee, before proceeding into the building at Southwest Badging. Upon request and as a requirement to be issued a MCCA ID, all employees and contractors working within an MCCA facility must identify themselves with a current and valid, government-issued photo identification (preferably a valid state-issued motor vehicle operator's license). Once positively identified by MCCA Public Safety, the exhibitor will be referred to the Licensee in order to register and receive event credentials.

ESCA identification badges are required for all General Service Contractors (GSC). Temporary MCCA credentials will not be issued to GSC employees and they will be turned away.

Lost/missing credentials must be reported to, and recorded by, MCCA Public Safety. The MCCA, in its sole discretion, reserves the right to revoke credentials for violations of law, facility policies and procedures, and/or injuries against persons or property, and/or when the revocation of those credentials is in the best interests of the MCCA.

### AFFIXING TO THE FACILITY STRUCTURE

The MCCA does not allow exhibitors to:

- Rig cable/hanging devices or affix any materials to the ceiling, electrical buss ducts and conduits, sprinkler pipes, ventilation equipment, windows, columns or any other physical structure at the MCEC
- Cause or permit any nails, staples, hooks, tacks, screws, or the like to be driven into the facility structure (including, but not limited to, any wall, ceiling, column, stone, window, drape, painted, carpeted or concrete surfaces of the premises)
- Erect any decorations or use adhesive materials, including tape that can deface the walls, ceilings, floors, facilities and equipment contained on the premises
- Paint or permanently cover walls, floors, ceilings, or other areas of the facility or its furnishings or fixtures

### BOOTH SET-UP AND DISMANTLE

The unpacking, assembling, dismantling and packing of displays and equipment may be done by full-time employees of an exhibiting company. Exhibitors are allowed to set-up and/or dismantle their own booths, provided that they use their own bona fide, full-time employees. It is acceptable for exhibitors to safely use power tools to set-up and/or dismantle their own booths.

No one under the age of 18 is permitted on the loading docks, in truck bays or in the loading dock yard. Additionally, no one under the age of 18 is permitted in the exhibit halls during move-in or move-out operations. The Licensee will determine age restrictions, if any, for hours when the exhibit hall is open for attendees.

## BOOTH STAGING

1. In addition to equipment and furniture placed within a booth space, subject to show management limitations, exhibitors are allowed to stage the following items:
  - a. Boxed or loose product, materials or literature
  - b. Fiber cases used to ship pop-up displays
  - c. Personal items such as luggage, purses, briefcases or coats
2. The following restrictions must be observed when staging these additional items:
  - a. The amount of product, materials or literature that may be staged within a booth space must not exceed a one-day supply.
  - b. Items may be placed either in a display case, on a counter, on a shelving unit, in a closet, on a table, under a table or stacked neatly within the booth space.
  - c. Items that are stacked must not create a tripping hazard or hamper easy movement within the booth space.
  - d. Items may not be placed on or within six inches of floor ports, electrical wiring or cabling.
  - e. Pallets, empty crates, cartons and boxes may not be stored in the booth space.
  - f. Staging will not be allowed behind the back wall of the booth and behind the drape within the booth or exhibit area.

## CABLING

No cables (telephone, Internet, electrical, audio, video, etc.) should be run in front of any doorways at any time. If cables must cross a doorway, cables must be flown — cable trays are not an acceptable substitute.

## CANDLES

Candles are not permitted.

## CAUTION TAPE

Use of 'Caution Tape' is prohibited. Yellow or red plastic tape with black stripes, or printed with 'Caution,' 'Do Not Enter' or other warning messages may only be placed by the MCCA to warn individuals of a hazardous condition. The MCCA prohibits the use of yellow or red plastic tape to restrict access to an event or exhibit display. Rope and stanchion is available from the General Service Contractor.

## COOKING DEMONSTRATIONS

If cooking or heating appliances will be used, the MCCA prefers they are powered by electricity, use UL listed/approved equipment and be adequately ventilated.

An exhibitor may use butane for cooking purposes with prior approval of the MCCA Public Safety Department. Quantity inside the facility is limited to: two (2) 1-pound UL listed/approved non-refillable canisters per cooking device; one canister attached to the cooking device; and one spare canister. To prevent excessive amounts of butane within the facility, exhibitors may only use butane canisters purchased directly through the MCCA's exclusive food provider, Levy Restaurants.

Single-well cooking equipment (deep fryer type device) using combustible oils and solids shall:

1. Have lids available for immediate use
2. Be limited to 288 sq. in. (.19 sq. m) of cooking surface
3. Be placed in noncombustible surface materials
4. Be separated from each other by a minimum horizontal distance of 2 ft. (61 cm); multiple single-well cooking units may be placed together if the aggregate cooking surface does not exceed 288 sq. in. (.19 sq. m)
5. Be kept a minimum horizontal distance of 2 ft. (61 cm) from any combustible material

Exhibitor must provide a UL listed/approved fire extinguisher no less than 30 feet (9.15 meters) from the cooking device.

Exhibitor shall provide a 6 liter, Class K fire extinguisher for hazards where there is a potential for fires involving combustible cooking media (vegetable oils, animal oils or fats in cooking appliances) for each device.

Fire extinguishers must be mounted in a visible location and accessible at all times. All extinguishers shall be currently inspected and tagged by a licensed fire extinguisher company.

Open flames, cooking or other sources of heat are prohibited under any tent, canopy or tarp.

## EXCLUSIVE SERVICES

The MCCA will be the exclusive provider of the following services: food & beverage, electrical, business center, telephone, Internet, rigging, the operation of ground-supported crank-ups, the operation and provision of lifts for theatrical purposes, plumbing, the use of the house sound system, and the supply of compressed airs and gases.

The MCCA is the preferred provider of security booth coverage for exhibitors. If your event designates another security vendor for booth coverage, you may choose to order through the event's preferred provider as detailed in your exhibitor kit.

## EXHIBITOR PRODUCT

Exhibitors are prohibited from offering or selling any product(s) to any employee, agent, contractor or subcontractor working at the MCCA.

At the conclusion of the event, all products must be either:

- Removed from MCCA facilities by the exhibitor;
- Properly disposed of;
- Donated to a previously identified nonprofit organization; or
- Sold to an established business, with sales receipts supplied and produced on demand.

Any MCCA employee, agent, contractor or subcontractor working in MCCA facilities who is determined to be removing and/or accepting event-related product(s) is subject to immediate termination of employment or prohibition from working at all MCCA facilities.

*All persons, vehicles, bags, containers, etc. are subject to search.*

## FIRE SAFETY REGULATIONS

Exhibits and decorative materials must meet the requirements of the Code of Massachusetts Regulations – 780 CMR EIGHT EDITION (Building Code). The Massachusetts Department of Public Safety (DPS) has jurisdiction over all safety matters of the MCCA. The DPS, in conjunction with the City of Boston Fire Department (BFD), provide guidance to the MCCA for a safe venue for all guests and employees at our facilities.

Prior to the show opening or at any time during the event, the MCCA Public Safety Department or other agency may inspect booths and other assembly areas to ensure these requirements are met. If they are not, adjustments can be costly – if a display is determined to be a hazard it may be ordered removed from the facility at the exhibitor's expense.

These requirements shall apply whether the event is open or closed to the public. The below topics are the minimum fire safety requirements for all events and are designed to provide an overview; the MCCA Public Safety Department reserves the right to make any final decision for life safety issues. Our sole effort is to ensure the success of your event and safeguard the safety and experience of all our visitors.

## FIRE SAFETY LIMITATIONS

The following limitations apply to all exhibits located in the exhibition halls in the MCEC:

1. The following items are fire hazards and are prohibited for use in the MCEC:
  - a. Compressed flammable gases. Exception: Butane for cooking purposes with prior approval of the MCCA Public Safety Department (see Cooking Demonstrations)
  - b. Pyrotechnics, flammable/combustible liquids, hazardous chemicals/materials, blasting agents and explosives
  - c. Cut Christmas trees, cut evergreens or similar trees
  - d. Fireplace logs, charcoal and similar materials
  - e. Untreated mulch and Spanish moss or similar vegetation
  - f. Untreated hay or straw
2. Any interior finish, either permanent or temporary, will be required to meet the requirements of the Code of Massachusetts Regulations – 780 CMR EIGHT EDITION (Building Code).
3. The following rules apply regarding flame-retardant treatments:
  - a. All curtains, drapes, banners, decorations and acoustical material (including but not limited to cotton, hay, paper, straw, moss, split bamboo and wood chips) must be flame-retardant treated to the satisfaction of the Massachusetts Department of Public Safety. Material that cannot be treated for flame retardancy shall not be

used. The GSC or individual exhibitor must have on-site a copy of the Certificate of Flame Resistance for all floor covering, curtains and rigged signage. The use of carpet on walls, ceilings, seating products or as decorative material is prohibited.

- b. Combustible materials, an inch or more in thickness, glass or asbestos cloth may be used without flame-retardant treatment.
- c. The use of oilcloth, tarpaper, sisal paper, nylon, Orlon®, and certain other plastic materials that are not flame-retardant is prohibited.

4. Open flame devices may be permitted when they are a necessary part of the exhibit, with prior approval of the MCCA Public Safety Department. Devices must be isolated from attendees by either four (4) feet or a barrier; be placed on a non-combustible surface; be separated from other devices by five (5) horizontal feet; and have a 10 lb. ABC fire extinguisher present within the exhibit. Fire extinguishers must be mounted in a visible location and be accessible at all times. All extinguishers shall be currently inspected and tagged by a licensed fire extinguisher company.

5. The hanging or rigging of signs, displays or banners, etc. shall not interfere with the building fire sprinkler system.

6. Exhibitors are prohibited from covering displays with drop cloths, sheets, table cloths or other non-flame resistant material.

7. Storage of combustible materials in meeting rooms, ballrooms or service corridors is prohibited.

8. Exhibitors shall move, remove or arrange with the General Service Contractor to remove wooden pallets, shipping crates, cardboard boxes and other packing materials from the exhibit hall area as soon as possible. These items are not permitted in the exhibit halls during events. See Booth Staging.

#### EXHIBIT HALL LIFE SAFETY EQUIPMENT

Fire extinguishers are located on each of the support columns in the exhibit hall area and on the perimeter walls. All brackets are 40 inches (102 cm) from the floor. Support column fire extinguishers are primarily mounted on the northwest quadrant. Fire extinguishers on the support columns along the north end of Hall A, and those on the south side of the air walls, are mounted on the southwest quadrant. General Service Contractors (GSC) and exhibitors are required to

maintain a minimum unobstructed path of no less than 48 inches (122 cm), 24 inches (61 cm) on center for fire extinguishers.

Fire extinguishers shall not be removed or temporarily relocated by any exhibitor, the Licensee or the GSC. The GSC is responsible for ensuring that egress paths, emergency exits, fire extinguishers, fire pull stations, fire department value boxes, fire alarm flashers and AEDs are not obstructed or obscured from view at any time in the facility. Anyone found responsible for moving, removing or blocking fire safety equipment is subject to a fine.

#### FLAME-RETARDANT TREATED MATERIALS

The following rules apply regarding flame-retardant treatments:

- 1. All decorations, drapes, signs, banners, acoustical materials, hay, straw, moss, split bamboo, plastic cloth, and similar decorative materials shall be flame-retardant to the satisfaction of the Boston Fire Department and State Fire Marshal.
- 2. Combustible materials, 3/8 inch or more in thickness, glass or asbestos cloth may be used without flame-retardant treatment.
- 3. The use of oilcloth, tarpaper, sisal paper, nylon, Orlon®, and certain other plastic materials that are not flame-retardant, is prohibited.
- 4. Table coverings used in exhibit halls must be flame-retardant treated, unless they lie flat, and have an overhang of no more than six (6) inches.
- 5. All materials must be certified by the Boston Fire Department within six (6) months of the event. The Boston Fire Department does not accept certificates from other jurisdictions. Materials may be sent directly to the Boston Fire Department for testing.
- 6. The City of Boston Fire Code prohibits the use of:
  - Fabric attached to a ceiling or used to cover any portion of an exhibit
  - Carpet on ceilings, walls, seating products, or as decorative material

## LASERS

The use of lasers for exhibit demonstrations or visual effects for entertainment must be approved by the Licensee and the MCCA Public Safety Department. All lasers must comply with Code of Massachusetts Regulations 105 CMR 120.000, and be registered and approved by the Massachusetts Department of Public Health. Regulations and applications are available from the Massachusetts Department of Public Health.

## FOOD & BEVERAGE SAMPLES

The MCCA prohibits any food or beverages from being brought into the building, except by Levy Restaurants, the exclusive food & beverage service provider. The distribution of food and beverages, regardless of type and/or quantity, is the sole responsibility of Levy Restaurants.

Levy Restaurants is the official caterer for all food and beverage services within the MCEC. All arrangements for the service of food and/or beverages must be made through the catering office. Food and beverage sampling in conjunction with specific exhibits may be permitted, but only to the extent approved in writing, in advance, by a Levy Restaurants Catering Sales Manager.

In order to obtain authorization from your Catering Sales Manager to distribute food and beverage items, one of the following conditions must exist:

- (1) The party interested in distributing food and/or beverage must be the manufacturer of said product. The interested party must only distribute sample sizes (2 ounces of pre-packaged food items or 4 ounces of non-alcoholic beverages) of his/her product, and cannot participate in cash sales of said product during the show.

-OR-

- (2) The party interested in distributing food and/or beverage items must pay a fee, which is based on a percentage of retail pricing for the item and is subject to all applicable administrative fees and taxes, in order to waive its right to exclusivity under the MCCA/MCEC License Agreement.

If a party brings unauthorized food and/or beverage items into the MCEC and does not subsequently meet one of the conditions listed above, the party must immediately remove the unauthorized item(s) from their exhibit or meeting space.

## Temporary Food Service Permit Application

The City of Boston Inspectional Services Division requires a temporary food service permit for any food & beverage served at the MCEC that is not sourced through Levy Restaurants. Permit fees begin at \$30.00 for a one-day permit, with \$5.00 for each additional day of sampling (example: a 3-day permit costs \$40.00).

## GLITTER, CONFETTI, POPCORN AND OTHER MATERIALS

The use of glitter, confetti, sand, popcorn or simulated snow types of material is not permitted in the MCEC. Additionally, adhesive-backed decals may not be given away or utilized.

## GRATUITIES POLICY

It is against the MCCA's policy for any employee or service contractor to accept gratuities or gifts from the Licensee and/or any exhibitors. Offering of tips and gratuities to personnel employed by the MCCA, or its contractors, agents or suppliers, is not necessary and strictly prohibited. If you are approached or solicited by any MCCA or service contractor personnel for gratuities, please report this violation to the Chief of Public Safety at 617.954.2222.

## GUARDRAILS AND STAIRS

Any platforms exceeding 30" in height will require a Massachusetts State building code compliant guardrail system. The guardrail shall be 42" in height, with balusters or solid material such that a sphere with a four-inch (4") diameter cannot pass through any opening.

The guardrails shall not have an ornamental pattern that would provide a ladder effect. This includes a guardrail on stairs.

The guardrail system shall be capable of withstanding a load of 200 pounds (minimum).

Stair construction shall meet Massachusetts State building code for riser height of 7" maximum and a tread depth of 11" minimum. These stairs shall have a handrail that shall be continuous, without interruption by newel posts, other

structure elements or obstructions. Handrails shall not be less than 34" or more than 38". The handrail ends shall be returned to a wall or post. All stairway handrails shall have a circular cross section with an outside diameter of at least 1-1/4" and not greater than 2".

Stair width shall be a minimum of 36". Many multi-level displays are designed without risers, which is not permitted by the Massachusetts State building code as the stairway is part of a means of egress. The easiest way to address this issue with minimal cost is to secure a fitted piece of fire-rated plywood or sheet rock between the stringers against the back of the treads.

#### **HAND-CARRY POLICY**

The MCCA reserves the right to restrict all freight and package deliveries to the loading dock. MCCA Public Safety personnel will be on site to direct and assist exhibitors during move-in and move-out.

For the convenience and safety of exhibitors and patrons, all freight and material handling must enter and exit the facility through the loading dock. The Licensee and its exhibitors will be allowed to hand carry one item, one time, in or out of the facility without having to access the loading dock. (Hand-carried freight is defined as one item that can be easily carried by an individual, without the need for dollies or other mechanized equipment.)

No parking is allowed at the entrance of the facility, and the use of passenger elevators for movement of freight is not allowed. All packages are subject to inspection by facility personnel.

This policy is strictly enforced at The Westin Boston Waterfront Hotel skybridge as well.

#### **LIGHTS**

Only Underwriters Laboratories (UL) approved, clamp-on types of portable spotlights are allowed. All display lights must be turned off when the exhibitor leaves for the day. Only UL approved extension cords 12 gauge or greater, rated for 20 amp, are allowed. Note: Household extension cords are not permitted. These are generally 14 or 16 gauge and only rated at 15 amp.

#### **MATERIAL HANDLING**

**Exhibitors are allowed to perform their own material handling, providing all of the following criteria are met:**

- Exhibit personnel performing the work must be bona fide, full-time employees ("authorized personnel") of said company.
- Exhibitors may choose to off-load from a company-owned truck or rental vehicle, or from a car, van or truck owned by personnel of the company provided the vehicle is co-owned or rental vehicles must be less than 24 feet in length.
- Exhibitors may use only hand-operated equipment, which they have provided; two-wheeled hand trucks and four-wheeled flat trucks are permitted as well.
- At no time can vendors (A/V, furniture design firm, etc.) unload their items. An approved General Service Contractor (GSC) or the Exclusive Rigging Service Provider (ERSP) must be hired by the Licensee to unload/re-load and push in all vendors.

#### **MEANS OF EGRESS**

The travel distance within an exhibit booth or exhibit enclosure (including temporary office/meeting spaces) to an exit access aisle shall not exceed 50 feet (15 meters). There should be a minimum of two (2) separate exits from any point in the hall or room where the occupant load is less than 500 persons. Where occupant loads are between 500 and 999 persons, there shall be a minimum of three (3) separate exit doors. Where occupant loads are 1,000 persons or greater, there shall be a minimum of four (4) separate exit doors.

Exits must be so located and exit access arranged so that exits are readily accessible at all times. Where more than one exit is required, exits must be remotely located from each other and arranged and constructed to minimize any possibility that more than one may be blocked by a fire or other emergency condition.

Where exits are not immediately accessible from an open floor area, safe and continuous unobstructed passageways, aisles or corridors leading directly to every exit must be maintained and arranged, to provide access for each occupant to at least two exits by separate ways of travel. At no time should an exit door or exit access door be locked, blocked or obstructed in a manner that will confuse or slow the movement of any people within the area. This requirement will also be in effect during the "move in" and "move out" of events.

During certain events, the total occupancy of larger meeting rooms and the ballrooms meeting room(s) being used may not require all the exit capacity provided for that area. In these cases, a special review will be done on the request to close some of the exit doors. An explanation, along with detailed drawings showing these doors, must be submitted for approval. If approved, the doors and exit signs must be covered to prevent any confusion to the occupants.

#### MULTI-LEVEL BOOTHs AND CEILINGS/CANOPIES

##### Guidelines for Covered Exhibits With Less Than Three Hundred (300) Covered Square Feet

All materials used in the construction of covered exhibits and all decorative materials within the exhibit must be non-combustible or limited combustible (flame-retardant) materials. Certification of flame retardant treatment, along with samples of said materials, must be submitted, if requested by the MCCA Public Safety Department or the Massachusetts Department of Public Safety. It is strongly recommended that certifications of flame retardant treatments be available at show site to avoid on-site testing of materials.

Fabric must pass the NFPA-701 Code for flame spread and smoke development - Class A, Flame Spread less than or equal to 25, Smoke Developed less than or equal to 450. Canopies and tarps must be fire resistant and meet CPAI 84 (Canvas Products Association International) specifications. The original flame retardant compliance tag must be attached to tent, canopy or tarp.

The use of tents inside the Convention Center requires a special permit from the Massachusetts Department of Public Safety. Please contact the MCCA Public Safety Department at 617.954.2222 for assistance.

Exhibitor must install a single station and battery operated smoke detector on the interior of each covered exhibit or structure, including enclosed storage closets, regardless of the square footage. The detector must sound an audible alarm and be installed per the manufacturer's instructions.

Exhibitor must provide at least one (1) 10 lb. ABC, dry chemical fire extinguisher. Fire extinguishers must be mounted in a visible location and accessible at all times. All extinguishers shall be currently inspected and tagged by a licensed fire extinguisher company.

A single exhibit or group of exhibits with ceilings that do not require sprinklers shall be separated by a distance of not less than 10 feet (3050 mm) where the aggregate ceiling exceeds 300 square feet (28 square meters).

Open flame, cooking or other sources of heat are prohibited under any tent, canopy or tarp.

#### MOVE-IN PROCEDURES

All exhibitor move-in is restricted to the MCEC Loading Dock. No exhibitor will be allowed access with his or her move-in materials via any other entrance to the facility. Please note the hand carry rule within the Exhibitor Participation Rules/ General Conditions Section of the Event Guide.

#### MULTI-LEVEL BOOTHs AND CEILINGS/CANOPIES

##### Guidelines for Multi-level Exhibits (regardless of the size) and Covered Exhibits With Larger Than Three Hundred (300) Covered Square Feet

Requests for construction of multi-level exhibits (regardless of the size) must be authorized by show management before being reviewed by the MCCA Engineering and Maintenance Division and MCCA Public Safety Department. To ensure the success of your exhibit, please read and comply with the following guidelines:

1. Plans should be submitted a minimum of 90 days before the move-in date of the event and must adhere to the following:
  - a. They must be scaled, signed and dated by a registered architect or professional engineer.
  - b. They must include the show name and dates.
  - c. They must include exhibitor's name and assigned booth number.
  - d. They must include directional information (i.e. indicate neighboring aisles and/or booth numbers).
  - e. They must indicate maximum exhibit height, within the booth. Height guidelines are established, per event, by show management.
  - f. They must include connection details for the elevated floor and stairs, and permitted loading for furnishings, storage units, work surfaces or occupants who will be permitted access to the upper level.
  - g. They must include a floor loading schedule that identifies the maximum safe floor loading, fixture loads (dead loads) and occupant loading (live loads), establishing what shall be the effective limits.
2. All materials used in the construction of multi-level and/or covered exhibits and all decorative materials within the exhibit must be non-combustible or limited combustible (flame-retardant) materials. If requested, certification of flame-retardant treatment, along with samples of said materials, must be submitted to the Massachusetts Department of Public Safety for testing. It is recommended that certifications of flame retardant treatments be available at show site.

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**MULTI-LEVEL BOOTHS AND CEILINGS/CANOPIES****Guidelines for Multi-level Exhibits (regardless of the size and Covered Exhibits With Larger Than Three Hundred (300) Covered Square Feet**

3. Exhibits with an enclosed room or occupied second story must post notice at the bottom of the stairway, indicating maximum permitted occupancy (or total permitted weight load of the second level).
4. If second level is to be occupied and greater than three hundred (300) square feet, or is designed to hold 10 or more persons, two (2) stairways are required, remote from each other. If second level is to be occupied and less than three hundred (300) square feet, one (1) set of stairs is permitted.
  - a. Stair construction shall meet Massachusetts State building code for riser height of 7" maximum and a tread depth of 11" minimum.
  - b. These stairs shall have a handrail that shall be continuous, without interruption by newel posts, other structure elements or obstructions.
  - c. Handrails shall not be less than 34" or more than 38". The handrail ends shall be returned to a wall or post. All stairway handrails shall have a circular cross-section with an outside diameter of at least 1-1/4" and not greater than 2".
  - d. Stair width shall be a minimum of 36". Many multi-level displays are designed without risers, which is not permitted by the Massachusetts State building code as the stairway is part of a means of egress.
5. Individual areas of upper decks or covered areas must be limited to dimensions that do not exceed one thousand (1,000) square feet.
6. Exhibitor must install a single station and battery-operated smoke detector on the interior of each covered exhibit or structure, regardless of the square footage. The detector must sound an audible alarm and be installed per the manufacturer's instructions.
7. Exhibitor must provide a portable, dry chemical fire extinguisher for each level or each covered exhibit or structure. At least one (1) 10 lb. ABC portable type fire extinguisher must be provided for each three hundred (300) square feet. Fire extinguishers must be mounted in a visible location and accessible at all times. All extinguishers shall be currently inspected and tagged by a licensed fire extinguisher company.

**AUTOMATIC FIRE EXTINGUISHING SYSTEM**

1. The following shall be protected by an automatic extinguishing system:
  - a. Any home or house constructed within the exhibit hall; and it must also include smoke/fire alarms and a 10 lb. ABC fire extinguisher on each level
  - b. The lowest level of a multi-level exhibit, regardless of size, and/or a single-story covered exhibit where the covered area exceeds 300 sq. ft. (27.9 sq. m), and/or any covering over a multi-level exhibit exceeding 300 sq. ft. (27.9 sq. m)

*Exception: Exhibitors installing these approved flame retardant materials as coverings may avoid the need to install a fire extinguishing system:*

- A flame retardant material with fusible seams that under low temperatures (176° F / 80° C) will split and open the canopy to allow smoke to rise, activate sprinklers and allow water through the opening
- A flame retardant open mesh material with a minimum 70% opening
- Ceilings that are constructed of open grate design or listed dropout ceilings in accordance with NFPA 13, Standard for the Installation of Sprinkler Systems, shall not be considered ceilings within the context of this section
- Vehicles, boats and similar exhibited products having over 100 sq. ft. (9.3 sq. m) of roofed area shall be provided with smoke detectors (Single station and battery operated or portable smoke detectors meeting the requirements for Household Fire Warning Devices in NFPA 74 are acceptable.)
- 2. A temporary sprinkler system must be connected to the Convention Center's domestic water system. The MCCA maintains a list of approved, state-licensed fire sprinkler companies authorized to install temporary fire sprinkler systems. The vendor must submit a sprinkler coverage plan to the MCCA Engineering & Maintenance Department for approval.
- 3. To order a plumbing connection for the sprinkler system before you arrive, click on the "Exhibitor Online Ordering" link from the main MCCA Webpage ([www.massconvention.com](http://www.massconvention.com)).

4. Exhibitor must install at least one (1) single station and battery operated smoke detector on the interior of each covered exhibit or structure regardless of the square footage. The detector must have an audible alarm and be installed per the manufacturer's instructions.
5. Exhibitor must provide a portable, dry chemical fire extinguisher for each level or each covered exhibit or structure. At least one (1) 10 lb. ABC portable type fire extinguisher must be provided for each three hundred (300) square feet. Fire extinguishers must be mounted in a visible location, and be accessible at all times. All extinguishers shall be currently inspected and tagged by a licensed fire extinguisher company.

The Massachusetts Department of Public Safety does not permit the use of a fire watch ordered in lieu of a temporary fire sprinkler system as an alternative method for fire safety compliance.

#### PROTECT YOUR EXHIBIT AND MATERIALS

The MCCA is not liable for, nor does the MCCA carry any insurance on, exhibitor property or fixtures. Please bear in mind that all of your exhibit material and displays are your property. Therefore, it is important that you take every precaution to protect this material. Below are some suggestions toward this end:

1. Ship your materials with a qualified carrier and be sure to lock trunks/crates.
2. If cartons are used, be sure that they are securely taped or banded and under no circumstances marked with the name or type of articles contained therein.
3. Be sure to furnish your shipping company with an accurate account and complete bill of lading.
4. Do not leave your booth unattended during the set-up period.
5. Do not leave exhibit material under tables or displays.
6. Do not include exhibit material in containers to be stored with empties.
7. At the close of the exhibit, be sure to pack as quickly as possible and under no circumstances leave your space unattended during this period.

8. If at all possible, have one of your staff remain in your space with your shipment, until it is actually picked up by the drayage contractor's personnel.

9. Promptly report any missing items or suspicious person(s) to Public Safety.

#### SMOKING

The MCEC is a non-smoking facility. Smoking of any tobacco product or electronic cigarette ("e-cigarettes") is NOT allowed in the building at any time. Designated smoking areas are located outside the building.

#### SOLICITATIONS

No solicitations or collections are permitted in the MCEC.

#### VEHICLES AND OTHER MOTORIZED EQUIPMENT

Vehicles that are to be brought into the MCEC must be pre-approved. In some cases, vehicles will not be allowed in the building, and there are restricted areas that vehicles cannot enter. Keys to start the vehicle, as well as any deactivation codes for security features, must be left with the Public Safety Department.

Motorized vehicles are defined as any vehicle that is propelled by an internal combustion engine, such as, but not limited to: automobiles, trucks, buses, farm equipment, construction equipment, motorcycles, snow mobiles, aircraft, watercraft and lawnmowers.

*Motorized vehicles shall:*

1. Be equipped with a locking (or taped) gas cap to prevent the escape of vapors. Fuel tanks shall not have more than three (3) gallons of fuel, or 1/8 tank, whichever is less.
  - a. Exceptions:
    - i. Recreational vehicles (RVs) may have up to 1/4 tank of fuel
    - ii. Aircraft that is on standby status and is required to have a minimal fuel level as determined by the Federal Aviation Administration (FAA) such as MedFlight ®
  2. Have at least one (1) battery cable used to start the engine, disconnected and the end of the disconnected battery cable, taped. It is preferred that the positive or "hot" cable be disconnected.

3. Not be moved during exhibit hours. Vehicles may not be started or operated within the exhibit hall for the first 15 minutes after the exhibit hall closes to the public for the day or final closing of the event. No vehicle may be operated on the exhibit hall without a lead person walking in front of the vehicle warning people of vehicle movement.
4. Fueling or defueling of vehicles is prohibited.

## MCCA Services

The MCEC is the exclusive provider of the following services: food & beverage, business center, coat check, electrical, telephone, Internet, plumbing and the supply of compressed airs and gases, the use of the house sound system, rigging, the operation of ground-supported crank-ups, and the operation and provision of lifts for theatrical purposes. Most of these services are available directly to an exhibitor and should be ordered through your Exhibitor Services Center. These exclusive services are subject to prices and conditions on appropriate order forms. Discounts may apply to some services by meeting the advance payment deadlines and conditions noted on the forms.

Exhibitors may order services through the Signature Boston Exhibitor Ordering Site at [www.signatureboston.com](http://www.signatureboston.com). For more information, Exhibitor Services can be contacted at 617.954.2230 or [customerservice@massconvention.com](mailto:customerservice@massconvention.com).

The MCCA is the preferred provider of security booth coverage for exhibitors. If your event designates another security vendor for booth coverage, you may choose to order through the event's preferred provider as detailed in your Exhibitor Kit.

## ATMs

Guests will find ATMs on Level One in the North Lobby and the Wicked Good Market, and on Level 0 East.

## AUDIO/VISUAL SERVICES

The MCEC offers in-house A/V services on a preferred basis, with a preferred audio/visual provider to help provide comprehensive event support and services. All types of audio and visual display devices, screens and computer interfaces are available, along with skilled operators. The MCEC features a digital audio system and extensive use of fiber optic cabling to distribute signals throughout the facility. The MCEC has a clear line of sight to all satellites and dedicated truck

parking spaces, complete with power and signal distribution. The preferred audio/visual provider is the exclusive provider for the use of the in-house sound systems. All other A/V companies must bring in a stand-alone speaker system.

## BOOTH PACKAGES

Services cannot be resold or bundled as a package without prior written approval.

## BUSINESS CENTER

The MCCA in-house vendor is the exclusive service provider of the Business Center. From simple documents to complex projects and on-going programs, the MCCA business center will provide document management solutions to meet your needs. The document solutions capabilities include: copying and digital printing, document production, supplies, computer services, electronic file submission, signage, custom printing services, document distribution, pack and ship options, express and ground service, fax service with delivery of incoming messages, and desktop/word processing.

## SATELLITE SERVICES

The MCEC has a clear line of sight to all satellites and convenient parking spots for uplink and downlink trucks. Power and signal distribution is available at all truck locations. Please contact Exhibitor Services for more details and pricing.

## Transportation

### PUBLIC TRANSPORTATION

We strongly encourage you to promote public transportation as an efficient option for your attendees and exhibitors. Public transportation in the Boston area is provided by the Massachusetts Bay Transportation Authority (MBTA or "The T"). A number of excellent public transportation options are available for service to and from the MCEC. South Station, the premier regional transportation center, is a ten-minute walk from the front door of the MCEC. Services available at South Station include the MBTA's Red and Silver lines, Amtrak regional service, bus service, and commuter rail.

### TAXI AND RIDESHARE INFORMATION

MCCA staff will coordinate with the individual taxicab companies and the Boston Hackney Division for the needs of each event. Assigned staff will manage taxi service logistics. Level One, North Entrance at 415 Summer Street is the

required location for taxicab drop-off and pick-up. This taxi stand location will be separate from the other transportation operations for the event. MCCA Transportation staff will monitor the volume of taxis, and will request more from the taxicab companies as needed throughout the event.

Rideshare vehicles (such as Uber & Lyft, etc.) are only permitted to pick up and drop off at designated locations. These locations are event-specific, and will appear in the app when you open it to request a vehicle. Signs will be posted throughout the MCEC to direct you to the proper pick-up location.

#### **PRIVATE CHARTER SERVICE**

Any exhibitor wishing to pick up or drop off a private charter shuttle on-site must request a staging area from the MCCA Transportation Department. All requests must be made in advance by emailing [MCCATransportationServices@signatureboston.com](mailto:MCCATransportationServices@signatureboston.com). Requests must include the name of the event, the date & time of the trip, name of the bus company, and number of vehicles being used.

Exhibitors may contract directly with the MCCA to provide charter services. Please email [MCCATransportationServices@signatureboston.com](mailto:MCCATransportationServices@signatureboston.com) to request a quote for services.

#### **PARKING**

The MCEC currently maintains 1,343 parking spaces in the South Parking Lot. There are also 200 parking spaces that are utilized for valet parking. Please keep in mind that there is no 24-hour parking or overnight parking at the MCEC. In-and-out privileges are only available to those who purchase Exhibitor Parking Passes (only offered for select events, please contact Exhibitor Services with any questions). Any vehicle left at the MCEC overnight is subject to tow at the owner's expense.

For larger events where the amount of parking available on-site is expected to be insufficient to meet the needs of a particular event, the MCCA Transportation Department will work with local parking lots and garages to create an overflow parking plan. Vehicles will be sent off-site, and attendees will be provided with either walking directions back to the MCEC or a shuttle depending on the distance of the parking lot from the MCEC.

Please note that during events where parking is expected to fill the MCCA will restrict parking on-site to single-spaced vehicles only. Exhibitors arriving with box trucks or vehicles with trailers in tow will be directed to park off-site, and will not be permitted into the South lot until the conclusion of the event.

#### **PARKING ON LOADING DOCK**

Exhibitor staff members parking on the loading dock and displaying their loading dock parking pass on the dashboard of the motor vehicle for the purpose of unloading cargo have a limit of 20 minutes in order to do so. Exhibitor staff remaining in the loading dock area beyond the 20-minute limit, and/or who do not properly display a valid loading dock parking pass, subject themselves to towing at the vehicle owner/operator's risk and expense.

#### **ADA PARKING**

There is an ADA area in the South Parking Lot, in the rear of the facility. Parking is available in these spaces for the same rate as standard self-parking. From there, there is a handicap-accessible sidewalk to Level Zero, where there is an entrance to the MCEC through the Southeast lobby.

# Levy Restaurants MCEC Authorization Request

## Sample Food and/or Beverage Distribution

Levy Restaurants has exclusive food and beverage distribution rights within the Thomas Michael Menino Convention and Exhibition Center (MCEC) and has the responsibility to the City of Boston to strictly regulate any food and beverage activity within the MCEC. Any vendor looking to sample product in their booth must reach out to their Catering Sales Manager with Levy to obtain the appropriate paperwork.

### **The Selling of Food and/or Beverage products by any other entity is strictly prohibited.**

Sponsoring Organizations of expositions and trade shows, and/or their exhibitors, may distribute SAMPLE SIZE food and/or beverage products ONLY upon written authorization and adherence to ALL of the conditions outlined below.

#### **GENERAL CONDITIONS - FOOD INDUSTRY RELATED SHOWS**

1. Items dispensed are limited to products Manufactured, Processed or Distributed by exhibiting companies.
2. All items are limited to SAMPLE SIZE and must be dispensed/distributed in accordance to Local and State Health Codes:
  - a. Non-Alcoholic Beverages limited to maximum of **4 oz.** Sample Size, served in biodegradable (or plastic) cups. No cans or bottles will be permitted.
  - b. Alcoholic beverage sampling is permitted only if you are the manufacturer or distributor of the beverage. Alcoholic beverages must be “sample” sizes (**2 oz. for beer/wine, .25 oz for liquor**) and can only be served by a licensed Levy Restaurants bartender.
  - c. Food items are limited to “bite size”, **not to exceed 2 oz. portions** or a 2 oz. prepackaged samples.
  - d. All food/beverage items brought in are required by the Boston Health Department to have a temporary Health Permit-, Food License/Registration. This includes prepackaged food samples, samples not intended for consumption on the show floor, and bottled water.

#### **YOU MUST MEET THE CONDITIONS LISTED TO SAMPLE.**

Any Food and Beverage brought on premises without the written authorization from Levy Restaurants, the MCEC and Show Management is strictly prohibited.

**UNUSED FOOD OR BEVERAGE PRODUCT** that requires pick-up or shipment after the show/event is the responsibility of the Company that is sampling the product.

**FOOD AND BEVERAGE RELATED SERVICES** including storage, delivery, or any other service required for Food and/or Beverage products brought from the outside are not the responsibility of and will NOT be provided by Levy Restaurants.

If these services are required the following charges will be assessed:

1. \$150.00 for a small visi cooler, per day
2. \$300.00 for a large double visi cooler, per day
3. \$25.00 per drop off and per pick-up for steward
4. \$150.00 per day minimum for dry or refrigerated storage, per pallet
5. \$10.00 per 5 pound bag of ice

*Both the refrigerator and cooler require stewarding labor to drop off and retrieve the equipment. A security deposit of \$250 per piece of equipment will also apply.*

**SHIPPING/RECEIVING** Please note that only product you expect to be prepared by, stored by and delivered by Levy Restaurants should be shipped to Levy Restaurants. Please see the Shipping Label, fill it out and ensure it is used properly to ensure proper receiving of your product. You must contact Levy Restaurants prior to shipping items – items not expected will not be received. For all Food and Beverage not purchased through Levy Restaurants, all standard fees mentioned above will be charged where applicable, including 22% Administrative Fee and Applicable Sales Tax.



# 2026 EXHIBITOR MENU

# SERVICE STANDARDS AND FAQ'S

## SAMPLING

Exhibitor/event participant must be the manufacturer or manufacturer's representative of the product to be sampled.

Sample sizes are as follows:

Alcoholic Beverages Must Be Obtained Through Levy Approved Distributors  
Contact your Catering Sales Manager

Food  
Not more than 2 ounces

Non-Alcoholic Beverages  
Not more than 4 ounces

If the exhibitor/event participant meets the above criteria, submit the Authorization Form for approval. Your request will be processed and written approval will be sent to you. Food and beverage marketing/sampling activities must be conducted within the confines of the exhibitor's booth space.

Approved sampling is subject to City Approval and Appropriate Temporary Health Permit Fees.

## ELECTRICAL NEEDS

All electrical needs for food and beverage items are included with the catering orders. Please contact your general contractor to confirm adequate power is available for the food and beverage items. Any menus/items that require additional power are marked with an **\*\*E**.

## SERVICE YIELDS

1 gallon equals 10-12 servings  
1 pound equals 10-12 servings

## CATERING CONTRACTS

A signed copy of the contract outlining all catering services must be returned to your Catering Sales Manager prior to the event before services will be confirmed or performed. The signed contract, terms, addendums, and specified function sheets constitute the entire agreement between the client and Levy Restaurants. For larger events, your Catering Sales Manager will outline the payment and contract process.

## LABOR CHARGE

Additional attendants or service staff may be requested over and above our normal staffing level for your event. The charge is \$43.75 per hour, per attendant, with a four-hour \$175 minimum. Charges for specialized services, such as carvers, chefs, and bartenders are noted in the menu.

## GUARANTEES

To provide the highest quality and service, a guaranteed number of attendees/quantities of food is required. Please contact your Catering Sales Manager for additional information. If the guarantee is not received by the date stated on the contract, Levy Restaurants will assume the number of persons/quantities specified on the original contracted event is the minimum guarantee. Attendance or consumption higher than the minimum guarantee will be charged as the actual attendance/consumption.

## BAR SERVICES

For all events with alcohol service, a certified Levy Restaurants bartender is required. Bartenders are charged at \$175 per bartender with a 4 hour minimum. Each additional hour or portion thereof will be \$43.75 per bartender. Alcohol cannot be brought into or removed from the premises.

Note:

ALL BARS MUST ACCOMPANY FOOD SERVICE

## DIETARY RESTRICTIONS

The following icons are used throughout this menu:



Vegetarian



Vegan



Avoid Gluten

Due to the open air nature of our kitchen we are unable to certify any items as being "Gluten Free" or free from all allergens (certain pre-packaged items excluded) as cross contamination is a possibility. Should you need a dietary accommodation, please consult with your Catering Sales Manager.

## LATE FEES

Changes to Menu and/or Significant Guest Count Increases are subject to late fees if the request is able to be accommodated:

- 14 to 20 days prior to event, subject to a 10% late fee plus food and beverage items
- Up to 72 hours prior to event, subject to a 15% late fee plus food and beverage items
- On-site, subject to a 20% late fee plus food and beverage items

DEADLINE 21 DAYS PRIOR TO EVENT  
DELIVERY FEES – SUBJECT TO \$25/DELIVERY

Prices are exclusive of either (a) a 17% gratuity, 5% taxable administrative fee and 7% applicable sales tax or (b) a 22% taxable administrative fee and 7% applicable sales tax or (c) a 7% Gratuity, 15% administrative fee and 7% sales tax as determined by our staffing guidelines. The gratuity is distributed to banquet employees.

The administrative fee does not represent a tip, gratuity or service charge for wait staff employees, service employees or bartenders. The administrative fee is retained by Levy. Before placing your order, please inform your server if a person in your party has a food allergy. Menu prices are subject to change.



# BREAKFAST

# NEW ENGLAND BREAKFAST EXPERIENCE

Sfogliattela, Cinnamon Twists and Maine Blueberry Muffins, Plain and Fruit Yogurts, Seasonal Whole Fruit, Orange and Cranberry Juice with Coffees and Teas

30.00 PER GUEST

## BREAKFAST SANDWICHES

Bacon, Egg, and Cheese on a Pretzel Roll

Canadian Bacon, Egg and Cheese  
on a English Muffin

Sausage, Egg and Cheese on French Toast

Spicy Sausage, Egg and Cheese Burrito

Vegan Egg and Broccoli on  
Multigrain Bread 

\*E 108.00 PER DOZEN

## FROM OUR BAKE SHOP

Freshly Baked Muffins 

Beantown Bagels 

Old World English Scones 

Breakfast Breads 

Fruit and Cheese Filled Pastries 

Mini Chocolate Croissants

52.00 PER DOZEN

## À LA CARTE

### ASSORTED INDIVIDUAL YOGURTS

72.00 PER DOZEN

### ASSORTED DECORATED YEAST DONUTS

72.00 PER DOZEN

### ASSORTED DECORATED MINI DONUTS

60.00 PER DOZEN

### MARKET WHOLE FRUIT (V) (VG)

40.00 PER DOZEN

### SEASONAL SLICED FRESH FRUIT PLATTER (V) (VG)

100.00 SERVES 10



# REFRESHMENTS



## NON ALCOHOLIC REFRESHMENTS

### REGULAR COFFEE

270.00 PER 3 GALLON  
450.00 PER 5 GALLON

### DECAFFEINATED COFFEE

270.00 PER 3 GALLON  
450.00 PER 5 GALLON

### ASSORTED HOT TEAS

270.00 PER 3 GALLON  
450.00 PER 5 GALLON

### WICKED GOOD HOT CHOCOLATE

Mini Marshmallows, Chocolate Shavings, and Whipped Cream  
270.00 PER 3 GALLON  
450.00 PER 5 GALLON

### AQUAFINA BOTTLED WATER

Case of 24  
126.00 PER CASE

### ASSORTED PEPSI PRODUCTS

Case of 24 – 12 oz. cans  
126.00 PER CASE

**COFFEE SOLD AND TO BE ORDERED IN  
3 OR 5 GALLON INCREMENTS**

### BUBLY SPARKLING WATER

Case of 24 – 12 oz. cans  
126.00 PER CASE

### INDIVIDUAL BOTTLED JUICE

Case of 24 – 15.2 oz. bottles  
132.00 PER CASE

### ALL NATURAL SPA WATER

Refreshing Still Water with Chef's Choice of Fruit

204.00 PER 3 GALLON

### UNSWEETENED ICED TEA

210.00 PER 3 GALLON

### LEMONADE

210.00 PER 3 GALLON

### NESPRESSO

44.00 PER 10 CAPSULES  
125.00 MACHINE RENTAL PER DAY

### KEURIG COFFEE MACHINE \*E

85.00 PER DAY

\*FOR GROUPS OF 25 AND UNDER

### K-CUPS (BOX OF 24)

Select from the following: Green Mountain House Blend, Decaf House Blend, French Vanilla, Hazelnut and Celestial Decaf Green Tea

60.00 PER CASE

ICE (PER 5LB BAG)

10.00 PER BAG

### WATER COOLER

45.00 PER 5 GALLON JUG  
80.00 EQUIPMENT RENTAL PER DAY

Machine rentals do not count towards F&B minimum.

1 DEDICATED ATTENDANT AT 175.00 FOR A MINIMUM OF 4 HOURS REQUIRED PER EACH 10 WATER COOLERS



## THE SWEET

### TRIPLE CHOCOLATE BROWNIES ⓧ

60.00 PER DOZEN

### CHOCOLATE COVERED STRAWBERRIES +

72.00 PER DOZEN

### CANDY BARS +

60.00 PER DOZEN

### LOGO COOKIES

Ask your catering sales manager  
for details and custom PRICING

### WHOOPIE PIES ⓧ

Assorted Seasonal Selections

60.00 PER DOZEN

### RICE KRISPIE TREATS

Classic, Hand-Dipped Chocolate,  
and Peanut Butter

60.00 PER DOZEN

### COOKIES BY THE DOZEN (SELECT THREE)

Cranberry White Chocolate

Chocolate Chunk

Tropical Pineapple Coconut Caramel

Cherry Cheesecake

Blueberry Dark Chocolate

Heath Bar Crunch

Graham Chocolate Marshmallow

Carrot Cake

### SMALL 1.5OZ COOKIES

48.00 PER DOZEN

### LARGE 3OZ COOKIES

60.00 PER DOZEN

### HERSHEY KISSES \*

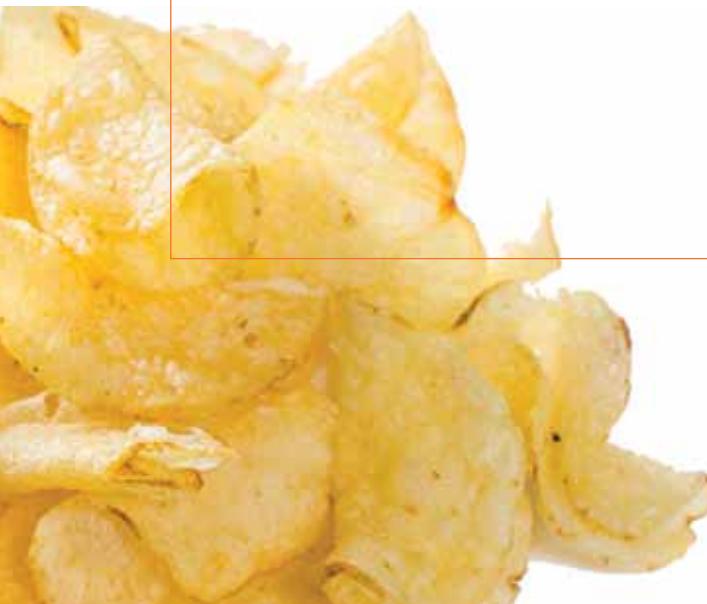
12.00 PER POUND

### BULK CANDY \*

Ask your catering sales manager  
for details and custom pricing

+3 DOZEN MINIMUM  
\*3 POUND MINIMUM





## THE SAVORY

### FRESH GARDEN VEGETABLES (V) (AG)

Raw Baby Vegetables with Vegan Green Goddess Dressing and Lemon Hummus

16.00 PER GUEST

### ASSORTED GRANOLA BARS (V)

40.00 PER DOZEN

### ASSORTED ENERGY BARS (V)

55.00 PER DOZEN

### ARTISANAL BAVARIAN PRETZEL \*E (V)

Traditional Salted Bavarian with Pimento Cheese and Brown Mustard

144.00 PER DOZEN

### POTATO CHIPS AND GOURMET DIPS (V) (AG)

Kettle-Style Potato Chips with Roasted Garlic Parmesan, French Onion and Blue Cheese Dips

250.00 SERVES 25

### ASSORTED INDIVIDUAL BAGS OF CHIPS (V) (AG)

Cape Cod Chips, Stacy's Pita Chips, Smartfood Popcorn and Pop Chips

42.00 PER DOZEN

### NEW ENGLAND CHEESE BOARD

An Artisanal Selection Of Cheese From Vermont, New Hampshire, and Massachusetts, served alongside Whipped Truffle Cheddar and New England Pimento Cheese Spreads, Mixed Olives, Fig Jam, and Baguette

18.00 PER GUEST

### HUMMUS TRIO (V) (AG)

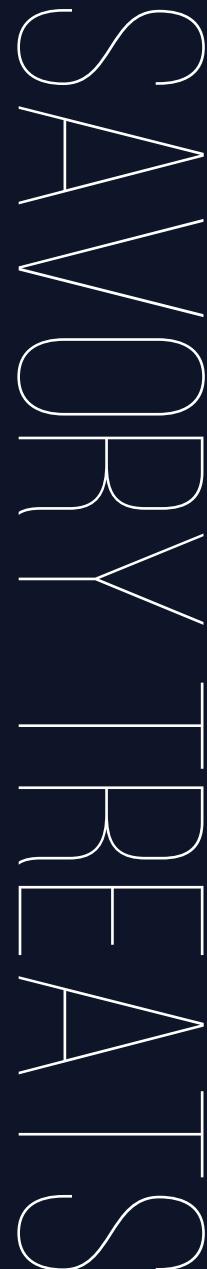
Traditional Chickpea, White Bean and Edamame Hummus, Served with Crispy Carrots, Celery, and Cucumbers

350.00 SERVES 25

### ENERGY MIX (V) (AG)

Pre-Packaged Assortment of Dried Papaya, Yogurt Coated Raisins, Roasted Almonds, Dried Cranberries, Chocolate Chunks, and Banana Chips

108.00 PER DOZEN



# LUNCHES TO GO



# PREMIUM LUNCHES TO GO

CHOOSE 2 TOTAL ENTREES AND 3 SIDES.  
ALL LUNCHES COME WITH THE SAME SIDES

## GOURMET ENTREE SANDWICHES

### ROAST SIRLOIN OF BEEF ON FOCACCIA

Tomatoes, Sweet Onion Jam, and Boursin Cheese

### CURRIED CHICKEN SALAD

Toasted Pepitas, Golden Raisins, Chives, and Local Honey on Multigrain Bread

### SMOKED TURKEY ON MULTIGRAIN

Arugula, Tomato, and Cranberry Aioli

### ROASTED VEGETABLE, ARUGULA, TOMATO

Garlic Hummus in Spinach Wrap 

### ITALIAN PINSA WITH CAPICOLA AND SALAMI

Giardineira and Arugula

### GARLIC CHICKEN WRAP

Romaine, Parmesan, and Creamy Garlic Dressing

### CAPRESE PINSA

With Fresh Mozzarella, Marinated Tomato, Arugula, Nut Free Basil Pesto

### CURRIED CAULIFLOWER CRANBERRY SALAD WRAP

Arugula, Cucumber, Tomato, and Butternut Hummus 

## INCLUDES:

AQUAFINA WATER

43.00 PER GUEST

MINIMUM OF 6 PER OPTION

## ENTREE SALADS

### ROASTED VEGETABLE QUINOA TABBOULEH

Lemon Parsley Dressing

### BABY KALE CAESAR SALAD

Roasted Red Pepper, Caesar Dressing, Tomato, and Shaved Parmesan

### MEDITERRANEAN TUNA SALAD

Acadian Greens, Roasted Onions, Olives, Peppers, Tomatoes, Green Beans, Feta

### CURRIED CHICKEN SALAD

Raisins and Roasted Pepitas on Baby Iceberg Cups 

### MARINATED TOFU AND RICE NOODLE SALAD

Carrots, Cucumbers, Scallions, Napa Cabbage and Sesame Chili Sauce  

## SIDES

Honey Glazed Roasted Carrots with Raisins and Goat Cheese  

Marinated Olives, Tomato, and Pearlini Mozzarella  

Pineapple Coleslaw  

Black Garlic Potato Salad  

Lavender Scented Fruit  

Whoopie Pie 

Chocolate Chip Cookie 

Blueberry Coconut Panna Cotta  

House-Made Pickled Cucumber Salad  

Zaatar Spiced Chickpea Salad  

Roasted Corn and Black Bean Salad  

Cucumber and Tomato Salad with Edamame and Feta 

Mango and Quinoa Salad with Cilantro Vinaigrette  

# SMALL BITES & RECEPTIONS



## NEW ENGLAND SPECIALTIES

Slow Cooked Boston Baked Beans with Caramelized Onions and Brown Bread (V)

6.50 EACH

Individual Yankee Pot Roast with Braised Beef Tips, Sweet Peas, Carrots, and Potatoes topped with Mini Buttermilk Herb Biscuit

6.50 EACH

Mini Lobster Rolls with Griddled Brioche

7.75 EACH

"Soup Sip" Clam Chowder

6.50 EACH

3-Way Boston Roast Beef Slider With Onions, Mayo, and Fried Onions

7.75 EACH

## HAND CRAFTED MINIS

Breaded Chicken Parmesan with Marinara and Fresh Mozzarella

6.75 EACH

Tavern Slider with Secret Sauce and American Cheese

6.75 EACH

New England Style Impossible Joe Slider with Onions and Vegan Cheese (V)

7.00 EACH

Buffalo Chicken Meatball Sub

6.25 EACH

Philly Cheesesteak Slider with Peppers and Onions

6.75 EACH

## EMPAÑADAS

Slow Braised Ground Beef, Manzanilla Olives, and Poblano Peppers

6.50 EACH

Simmered Ground Chicken, Poblano, and Chimichurri

6.50 EACH

Slow Cooked Black Beans, Tomato, and Onion (V)

6.50 EACH

## SHRIMP SHOOTERS

Mini Shrimp with Cocktail Sauce and Lemon 

6.75 EACH

Shrimp Ceviche 

6.75 EACH

Pesto Marinated Shrimp with Basil 

6.75 EACH

## RETRO & MODERN MINIS

Beef Wellington Bites with Horseradish Cream

6.50 EACH

Breaded Parmesan Stuffed Peppadew 

6.50 EACH

Vegetable Pakora 

6.50 EACH

Spinach Artichoke Cup 

6.50 EACH

Crab Rangoon

6.50 EACH

Mini Lamb Gyro

6.50 EACH

Artichoke Cheese Bite 

6.50 EACH

Mini Bacon Stuffed Potato 

6.50 EACH

Salmon Satay

6.50 EACH

Paella Croquette with Shrimp and Chorizo 

6.50 EACH

## ARANCINIS

Lobster Arancini, Sherry Cream, and Basil

6.50 EACH

Portabello Arancini, Garlic, Spinach, and Mozzarella 

6.50 EACH

Sausage Arancini, Peppers, and Onions

6.50 EACH

Vegan Arancini 

6.50 EACH

Butternut Arancini 

6.50 EACH

## VEGAN

Smashed Red Potato, Paprika Aioli, and Garlic Chia Caviar 

6.50 EACH

Old Bay Hearts of Palm with Vegan Lemon Aioli, and Parsley in Endive 

6.50 EACH

Vegan Samosa 

6.50 EACH

Vegan Caponata Star 

6.50 EACH



## MASHED POTATO BAR

Classic Whipped Potatoes with Shredded Cheddar, Scallions, Bacon, and Sour Cream

Cauliflower Mash with Caramelized Leeks, Brie, Wild Mushrooms, and Truffle Oil (V)

Root Vegetable Mash with Roast Garlic, Tahini and Parsley (V)

16.00 PER GUEST \*E

## MAC-N-CHEESE MADNESS

CHOOSE 3

BEGIN WITH THE STANDARD MACARONI PASTA AND CREAMY CHEESE, WITH THE OPTION TO ADD:

Caramelized Onions, Sliced Brats, and Whole Grain Mustard with Pretzel Topping

Buffalo Chicken, Cracker Crumbs, and Ranch Drizzle

Chorizo, Pico de Gallo, and Tortilla Crust

Caprese Shrimp, Tomato, Mozzarella, Focaccia Crumb, and Balsamic Drizzle

16.00 PER GUEST \*E

## GOURMET FOCACCIA

CHOOSE 3

Fennel Sausage with Wild Mushroom and Asiago Cheese

Eggplant, Cured Tomato, Ricotta, and Basil (V)

Sundried Tomato, Red Onions, Olives, and Feta (V)

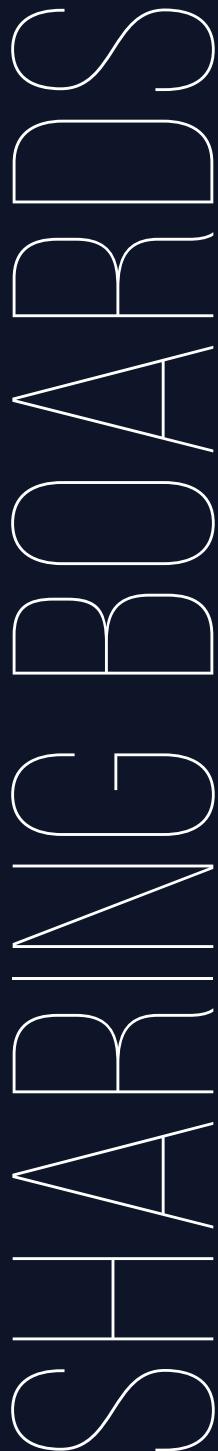
Chicken Bianco with Pesto Cream and Mozzarella

Roma Tomatoes with Basil and Fresh Mozzarella (V)

Pepperoni, Pineapple, Garlic

18.00 PER GUEST \*E





## CHARCUTERIE

- Shaved Beef Bresaola  
- New England Salami  
- Finnochiona  
- Capicolla  
- Whole Grain Mustard   
- Cornichon   
- Roast Garlic and Onion Jam   
- Baguette  

18.00 PER GUEST

## SEACUTERIE

- An Assortment Of Tinned Fish    and Native Clam Dip  
- Olives   
- Capers   
- Pickled Onions   
- Whipped Herb Cheese   
- Crackers   
- Marcona Almonds   

20.00 PER GUEST

## NEW ENGLAND CHEESE

- An Artisanal Selection of Cheese from Vermont, New Hampshire, and Massachusetts   
- Whipped Truffle Cheddar Spread   
- New England Pimento Cheese Spread   
- Mixed Olives   
- Fig Jam   
- Baguette   

18.00 PER GUEST

## MEZZE BOARD

- Eggplant and Smoked Squash Baba Ganoush   
- Garlic Hummus   
- Roasted Pepper Muhammara   
- Charred Scallion Tzatziki   
- Greek Olives   
- Roasted Vegetables   
- Mini Naan Bites   
- Papadam   

17.00 PER GUEST

## BRIE BOARD

- Warm Wheels Of Brie   
- Assortment of Sweet and Savory Toppings;
- Garlic-Fig-Onion   
- Mango-Red Pepper   
- Pineapple-Pasilla   
- Caramelized Onion
- Puff Pastry and Baguette   

18.00 PER GUEST

# TRAFFIC BUILDERS



## WALKING WAFFLE BITES

"Small Bites" waffles on a stick drizzled with white and dark chocolate, cinnamon and sugar, or "all natural", these conversation novelties will have attendees directing their colleagues to your booth in short order. \*E

### FLAVORS:

Red Velvet

Mocha

Cinnamon Roll

Assorted toppings included

APPROXIMATELY 240 SERVINGS

### CHEF ATTENDANT INCLUDED

1,320.00

\*\*Client understands that service will conclude when waffle bites run out or at the scheduled end time.

## CHOCOLATE CHIP COOKIE STOP

Cookie oven includes: one case of 240 cookies, napkins, plates, and serving platter. Additional cases of cookies are 480 each. \*E

### CHEF ATTENDANT INCLUDED

775.00

\*\*Client understands that service will conclude when cookies run out or at the scheduled end time.

## ICE CREAM BARS

Ice Cream Freezer includes: 10 dozen assorted ice cream bars and napkins. \*E

680.00

## BEN & JERRY'S

10 dozen assorted 4 oz. ice cream cups \*E

### FLAVORS:

Chocolate Chip Cookie Dough

Chocolate Fudge Brownie

Cherry Garcia

Strawberry Cheesecake

Americone Dream

REQUIRES SPACE FOR INCLUDED TABLE TOP FREEZER

890.00

## SELF USE AUTOMATIC BEAN-TO-CUP ESPRESSO MACHINE

If you have a smaller booth but you are still looking to treat your guests to an authentic fresh espresso experience, then we have the answer for you.

Our machines offer state-of-the-art technology, touch-screen menu, and customisable background lighting.

This bean to cup machine will produce high quality, espresso, cappuccino, latte, regular coffee, and has a good hot water supply for tea. Hot chocolate is also possible.

### POWER REQUIREMENTS:

Small appliances: 120-volt supply at 20 amps

\*300 SERVINGS PER DAY

\*On site training will be provided during installation

2,000.00 PER DAY

## BLOSSOMING TEA BAR

A visually elegant and deliciously beneficial alternative to coffee! Our Tea Service is stunning in every way.

Featuring 100% natural, hand-crafted teas watch as our 'Tea Spheres' steep and release their own unique flavours and transform into beautiful flowers right before your eyes.

Amazingly fragrant they are a joy to behold as the 'Tea Perfume' excites the senses. A wonderfully special and unique option our Tea Bar also comes with more traditional loose-leaf teas to tickle your tastebuds!

Your final menu is created from seasonal ingredients and market availability. A final menu of (10) tea flavors for your show will be curated with you in consultation.

### POWER REQUIREMENTS:

Hot Water Towers: (2) dedicated 230v, 3kW lines at 13Amp. (1) 120v line at 10Amp

\*500 DRINKS PER DAY (8OZ) and two Markey Baristas

\*Additional portions can be added up to (2) weeks ahead of the first show day with a minimum of 100 servings per day at 5.00 each. We cannot provide additional servings once the show has started.

3,600.00 PER DAY

## GELATO BAR

Smooth, traditional, creamy, and super tasty artisanal Italian gelato! Say no more....

A guest favorite and a perfect attraction to your booth, watch as traffic gathers on your stand for this nostalgic and soul enriching treat!

Two trained Baristas will scoop and serve an array of flavors. Our menu can also include intensely delicious dairy-free vegan sorbets too. Our flavours change often and are made using seasonal ingredients. A final menu of (6) Gelato flavours for your show will be curated with you in consultation.

Want to elevate your Gelato Bar? Why not add on our Ice Cream Sandwich option and replace your Gelato cups with two soft, fresh and utterly delicious cookies (various flavours will be supplied) then sandwich a fluffy scoop of gelato in between! What's not to love.

### POWER REQUIREMENTS:

Gelato cabinet: 24-hour, 3 kW, single phase, 10 Amp at 208 volts.

\*500 SERVINGS PER DAY (5OZ GELATO AND ICE CREAM SANDWICH)

\*Additional orders may be added up to (2) weeks ahead of the first show day with a minimum of 100 servings at 5.00 each. We cannot provide additional servings once the show has started.

3,600.00 PER DAY

5.00 PER ICE CREAM SANDWICH,  
MINIMUM ORDER OF 100 SANDWICHES



MARKEY SERVICES ARE NOT LIMITED TO THE ABOVE, ADDITIONAL SERVICES CAN BE CREATED TO SUIT YOUR NEEDS

MARKEY STATIONS DO NOT COUNT TOWARDS F&B MINIMUM

## COTTON CANDY

Here's our take on the fairground favorite!

Think pastels, pinks, blues and yellows, this fun charged service comes with two Baristas (and two machines) who will spin classic flavors and delight with this colourful and attractive crowd pleaser!

Spun fresh we will discuss with you what (2) flavors (per day) you'd like for your guests.

### POWER REQUIREMENTS:

Cotton Candy machines: Each machine will require a 110-volt, 1080-watt supply. Each machine comes with a 5-15P plug end

### \*500 SERVINGS PER DAY

\*Additional orders may be added up to (1) week ahead of the first show day with a minimum of 100 servings at 5.00 each.

3,600.00 PER DAY

## MAKE YOUR OWN DONUT BAR

Take a soft fluffy freshly made plain donut and slather it in a chocolate, caramel, nutella, or classic vanilla glaze, then top it off with a choice of fun and tasty toppings!

What's not to love?! Super yummy and visually enticing our two Baristas will glaze and smother the donuts in a wide range of classic topping delicacies.

All of our playful toppings change often and a final menu for your show will be curated with you in consultation.

### POWER REQUIREMENTS:

Small appliances: 110-volt supply is required

### \*500 SERVINGS PER DAY

\*Additional orders may be added up to (2) weeks ahead of the first show day with a minimum of 100 servings at 5.00 each. We cannot provide additional servings once the show has started.

3,600.00 PER DAY

## FROZEN YOGURT

Fresh, natural, creamy, tart, and of course addictively delicious!

Complete with state-of-the-art frozen yogurt machine technology and coming with a vast array of crowd-pleasing, healthy, and wholesome toppings to choose from, this colorful attraction will certainly have you noticed and remembered.

Why not change things up with Soft Serve Ice Cream instead of Fro-Yo? We can do that too!

All of our fun toppings (12) change regularly. And will be served by two of our expert Baristas. A final menu for your show will be curated with you in consultation.

### POWER REQUIREMENTS:

Frozen Yogurt machine: 3 kW, single phase, 8 Amp at 208 volts, NEMA6-15P power cord

### \*500 SERVINGS PER DAY (5oz)

\*Additional orders may be added up to (2) weeks ahead of the first show day with a minimum of 100 servings at 5.00 each. We cannot provide additional servings once the show has started.

3,600.00 PER DAY



MARKEY SERVICES ARE NOT LIMITED TO THE ABOVE, ADDITIONAL SERVICES CAN BE CREATED TO SUIT YOUR NEEDS

MARKEY STATIONS DO NOT COUNT TOWARDS F&B MINIMUM

## MOCHI ICE CREAM BAR

Irresistibly addictive, our little pillows of joy come in a large range of flavors for your mochi eating pleasure.

Soft, chewy, sweet and just yummy, this service comes with two Markey Baristas and six flavors daily. Vegan options available.

Fun, unique and a show floor hit!

### POWER REQUIREMENTS:

Freezers: two dedicated 120v, 10amp lines

### \*750 SERVINGS PER DAY

\*Additional orders may be added up to (2) weeks ahead of the first show day with a minimum of 100 servings at 5.00 each.

3,500.00 PER DAY

## BUBBLE TEA

Fun, colourful, refreshing, and super tasty our Markey Bubble Tea service features four popular flavor choices and an array of taste bud tantalising chewy fruit popping bobas.

Handmade to order by our two Bubbleologists our teas come with milk in flavors such as Matcha, Coconut, Chocolate, and Taro, and Fruit Teas such as Passionfruit, Pomegranate, Mango, and Strawberry.

Mix, match, and relax. We've got you!

### POWER REQUIREMENTS:

Small appliances: 2 dedicated 120v at 15amps

### \*500 SERVINGS PER DAY

\*Additional orders may be added up to (2) weeks ahead of the first show day with a minimum of 100 servings at 5.00 each. We cannot provide additional servings once the show has started.

3,600.00 PER DAY



MARKEY SERVICES ARE NOT LIMITED TO THE ABOVE, ADDITIONAL SERVICES CAN BE CREATED TO SUIT YOUR NEEDS

MARKEY STATIONS DO NOT COUNT TOWARDS F&B MINIMUM

## MAKE-YOUR-OWN ACAI BOWL BAR

Fresh, healthy, and super tasty, your guests will love you for it! Let our two Baristas look after your team and guests with a vibrant, on trend, healthy, colorful, vivid and super popular service that ticks all of the boxes.

Super high in antioxidants and feel-good energy, your guests can design their own superfood health bowl starting with a base of acai berries and a wide selection of dried fruits, nuts, seeds, granola, and nut butters.

### POWER REQUIREMENTS:

Acai machine: 3 kW, single phase, 8 Amp at 208 volts NEMA6-15P power cord

Refrigerated Fresh Fruit Display cabinet: 120v at 10 amps

### \*500 SERVINGS PER DAY

\*Additional orders may be added up to (2) weeks ahead of the first show day with a minimum of 100 servings at 5.00 each. We cannot provide additional servings once the show has started.

3,600.00 PER DAY

## BRANDING SOLUTIONS

We can assist in creating even more awareness with our range of branded cups, napkins and coffee stencils.

**HOT PAPER CUPS.** 8-ounce double walled hot paper cups for comfort and practicality. Our white cups can be printed in full color. 750.00 for 1,000 cups

Custom made napkins, 5" x 5", 3 ply, white. 700.00 for 1,000 napkins

**COFFEE STENCILS.** Let your brand travel throughout the venue with our custom-made coffee stencils, or sit back and watch as it hits the socials amongst attendees, colleagues, and your industry peers. 150.00 per stencil

\*A (6) week lead time is required for all branded items from the receipt of approved/final artwork.



MARKEY SERVICES ARE NOT LIMITED TO THE ABOVE, ADDITIONAL SERVICES CAN BE CREATED TO SUIT YOUR NEEDS

MARKEY STATIONS DO NOT COUNT TOWARDS F&B MINIMUM

## SUB ZERO NITROGEN ICE CREAM

### NITROGEN BLASTED ICE CREAM

As Seen on Shark Tank! Provide a unique experience to your guests like no other. Everyone will be swarming to your booth to see what is happening. In a blast of chilled fog, liquid ingredients transformed into fresh, ultra-smooth, deliciously creamy ice cream before your eyes in seconds! This is NOT fro-yo or soft serve nor is it pre-packaged.

Choose up to (3) flavors per day. Two trained Artisans will create and serve your customized selections. We also offer a dairy-free option!

NO POWER REQUIREMENTS (So no extra fee!) You decide where we set up for optimal visibility.

\*500 SERVINGS PER DAY (5 oz)

Select (3) flavors from our top (7) or inquire within to create a unique and amazing experience:

Black Raspberry, Chocolate, Coffee, Mint, Strawberry, Vanilla, or Dairy Free

Service includes:

(2) Artisans

(3) Flavors of choice/Change daily for a Multi-Day Event

(5) Mix-ins. Chocolate Chips, Gummy Bears, M&Ms, Oreos, Rainbow Sprinkles

(please inquire about other mix-ins) to fully customize your experience

Cups, Spoons, Napkins, Liquid Nitrogen

6' dressed table/we require a 7'x 3.5' area

\*Additional orders can be added up to (2) weeks ahead of the first show day with a minimum of 100 servings at 5.00 each or we can provide additional servings once the show has started.

3,575.00 PER DAY



TRAFFIC BUILDER STATIONS DO NOT COUNT TOWARDS F&B MINIMUM

## BARTESIAN

Bartesian is a premium, capsule based system that crafts bar quality cocktails at the touch of a button

Insert capsule, select spirit strength and serve cocktail in under 30 seconds

Use base spirits of your choosing to serve 50+ premium cocktails in seconds

### DIMENSIONS

1 cubic foot

Service Includes: Vodka, Rum, Tequila, Whiskey

Cocktail List:

Vodka - Cosmo, Ginger Peach Iced Tea

Tequila - Margarita, Spicy Margarita, Mango Margarita

Whiskey - Old Fashioned, Whiskey Smash

Rum - Pain Killer, Hurricane

1,525 includes service with 100 pods and machine.

REQUIRES 1 BARTENDER FEE OF 175 FOR MINIMUM OF 4 HOURS



\*Food is required with all bar services



# BEVERAGES

## HOSTED DELUXE BAR

### COCKTAILS

Featuring Tito's Vodka, Bombay Sapphire Gin, Hornitos Tequila, Bacardi Rum Superior, Maker's Mark Bourbon, Dewar's White Label Scotch Whisky, Jack Daniel's Whiskey and Sweet and Dry Vermouth.

13.50 PER DRINK

### WINE BY THE GLASS

Pinot Grigio

Sauvignon Blanc

Pinot Noir

Cabernet Sauvignon

10.50 PER GLASS

### BEER

#### PREMIUM BEER

9.50 EACH

#### DOMESTIC BEER

8.50 EACH

### SPIRIT FREE

#### ATHLETIC BREWING - RUN WILD IPA

9.50 EACH

#### ATHLETIC BREWING - FREE WAVE HAZY IPA

9.50 EACH

### NON-ALCOHOLIC

#### BOTTLED WATER

5.25 EACH

#### SOFT DRINKS

5.25 EACH

#### JUICES

5.50 EACH

\*Food is required with all bar services

\*Beverages are billed on consumption unless otherwise noted. BARTENDER FEE OF 175 FOR A MINIMUM OF 4 HOURS  
Cash bar options are available.

## WHITE WINE

### CHARDONNAY

Kendall-Jackson

75.00

### CHARDONNAY

Sonoma-Cutrer

75.00

### SAUVIGNON BLANC

Kim Crawford

60.00

### SAUVIGNON BLANC

Frei Brothers

60.00

### RIESLING

Chateau Ste. Michelle

60.00

### PINOT GRIGIO

J Vineyards

75.00

### PINOT GRIGIO

Santa Margherita

125.00

### PINOT GRIGIO

SiSi Fruili

65.00

## RED WINE

### PINOT NOIR

Meomi

60.00

### PINOT NOIR

Etude

64.00

### CABERNET SAUVIGNON

Simi

75.00

### CABERNET SAUVIGNON

Louis Martini

60.00

### MERLOT

Murphy Goode

60.00

### MALBEC

Gascon

60.00

### RED BLEND

Chaos Theory

165.00

### RED BLEND

Conundrum

90.00

## BUBBLY

### FERRARI BRUT

100.00

### NICOLAS FEUILLATTE BRUT

310.00

## ROSÉ

### FLEUR DE MER

85.00

### NICOLAS FEUILLATTE BRUT ROSE

310.00

### SPARKLING ROSÉ

Ferrari Brut Rose

100.00

# EXHIBITOR CATERING ORDER FORM

EXHIBITING COMPANY INFORMATION				
COMPANY NAME: <i>(Include Booth Name if Different)</i>				
AUTHORIZED SIGNORS NAME AND EMAIL ADDRESS:				
BILLING ADDRESS:				
CITY, STATE, ZIP CODE:			COUNTRY:	
MAIN TELEPHONE NUMBER:				
EMAIL ADDRESS:				

SITE INFORMATION				
EVENT NAME:				
BOOTH NUMBER:			BOOTH SIZE:	
COUNTER DETAILS:			CLIENT PROVIDED? YES/NO	COUNTER SIZE:
ON-SITE CONTACT NAME:				
ON-SITE CONTACT CELL NUMBER:				

DATE	DELIVERY TIME/ SERVICE END TIME	ITEM DESCRIPTION	QTY	PRICE

Mail, or Scan (Along With Any Floor Plans) To:  
EXHIBITOR CATERING MANAGER

Levy Restaurants | Thomas M. Menino Convention & Exhibition Center

MCECExhibitorOrders@levyrestaurants.com

Meeting room equipment can be ordered by contacting us for a quote at [meetingroomsolutions@freeman.com](mailto:meetingroomsolutions@freeman.com)



ANNUAL MEETING

BOSTON, MA • May 11-15, 2026

NAME OF SHOW: **ASGCT 2026 Annual Meeting/Thomas Michael Menino Convention & Exhibition Ctr/May 11-15, 2026**

COMPANY NAME: BOOTH #:

CONTACT NAME: PHONE #:

E-MAIL ADDRESS:

ADDRESS:

**Take advantage of the Discount Price by ordering by April, 13, 2026**

## AUDIO VISUAL

- To place your order, please fill out this form and send it to [av.poc@freeman.com](mailto:av.poc@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.....	\$935.00	\$1,309.00	\$ _____
_____	43" Flat Screen.....	\$1,130.00	\$1,582.00	\$ _____
_____	55" Flat Screen.....	\$1,895.00	\$2,653.00	\$ _____
_____	70" Flat Screen.....	\$2,690.00	\$3,766.00	\$ _____
_____	80" Flat Screen.....	\$3,615.00	\$5,061.00	\$ _____
_____	90" Flat Screen (includes hydraulic stand).....	\$4,775.00	\$6,685.00	\$ _____
• All screens are 1080p with dual post stand and external USB media player.				
_____	32" Flat Screen.....	\$1,100.00	\$1,540.00	\$ _____
_____	43" Flat Screen.....	\$1,290.00	\$1,806.00	\$ _____
_____	55" Flat Screen.....	\$2,050.00	\$2,870.00	\$ _____
_____	70" Flat Screen.....	\$2,855.00	\$3,997.00	\$ _____
_____	80" Flat Screen.....	\$3,495.00	\$4,893.00	\$ _____
_____	90" Flat Screen (includes hydraulic stand).....	\$4,930.00	\$6,902.00	\$ _____
• All screens are 1080p with dual post stand and laptop.				
_____	32" Flat Screen.....	\$1,365.00	\$1,911.00	\$ _____
_____	43" Flat Screen.....	\$1,560.00	\$2,184.00	\$ _____
_____	55" Flat Screen.....	\$2,325.00	\$3,255.00	\$ _____
_____	70" Flat Screen.....	\$3,120.00	\$4,368.00	\$ _____
_____	80" Flat Screen.....	\$3,950.00	\$5,530.00	\$ _____
_____	90" Flat Screen (includes hydraulic stand).....	\$5,215.00	\$7,301.00	\$ _____

### TOUCHSCREEN PACKAGES

Qty	Description	Discount Price	Standard Price	Total
• Touchscreens will require a PC/laptop to operate. Not compatible with Mac. Please call for larger sizes.				
• All packages include dual post stand and laptop.				
_____	32" Touchscreen.....	\$1,795.00	\$2,513.00	\$ _____
_____	46" Touchscreen.....	\$2,325.00	\$3,255.00	\$ _____
_____	55" Touchscreen.....	\$2,860.00	\$4,004.00	\$ _____
• All packages include dual post stand.				
_____	32" Touchscreen.....	\$1,365.00	\$1,911.00	\$ _____
_____	46" Touchscreen.....	\$1,895.00	\$2,653.00	\$ _____
_____	55" Touchscreen.....	\$2,420.00	\$3,388.00	\$ _____

NAME OF SHOW: **ASGCT 2026 Annual Meeting / May 11-15, 2026**

COMPANY NAME:

BOOTH #:

CONTACT NAME:

PHONE #:

E-MAIL ADDRESS:

ADDRESS:

**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)..... <input type="checkbox"/> Table Top <input type="checkbox"/> Wall Mounted	\$385.00	\$539.00	\$ _____
_____	32" Flat Screen - 1080p, with Internal Speakers..... <input type="checkbox"/> Table Top <input type="checkbox"/> Wall Mounted	\$635.00	\$889.00	\$ _____
_____	43" Flat Screen - 1080p, with Internal Speakers..... <input type="checkbox"/> Table Top <input type="checkbox"/> Wall Mounted	\$840.00	\$1,176.00	\$ _____
_____	55" Flat Screen - 1080p, with Internal Speakers..... <input type="checkbox"/> Table Top <input type="checkbox"/> Wall Mounted	\$1,595.00	\$2,233.00	\$ _____
_____	70" Flat Screen - 1080p, with Internal Speakers..... <input type="checkbox"/> Table Top <input type="checkbox"/> Wall Mounted	\$2,390.00	\$3,346.00	\$ _____
_____	80" Flat Screen - 1080p, with Internal Speakers..... <input type="checkbox"/> Table Top <input type="checkbox"/> Wall Mounted	\$3,020.00	\$4,228.00	\$ _____

**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 .....	\$1,065.00	\$1,491.00	\$ _____
_____	<input type="checkbox"/> Table Top <input type="checkbox"/> Wall Mounted			
_____	46" Touchscreen with Internal Speakers .....	\$1,595.00	\$2,233.00	\$ _____
_____	<input type="checkbox"/> Table Top <input type="checkbox"/> Wall Mounted			
_____	55" Touchscreen with Internal Speakers .....	\$2,130.00	\$2,982.00	\$ _____
_____	<input type="checkbox"/> Table Top <input type="checkbox"/> Wall Mounted			

**VIDEO PLAYERS**

Qty	Description	Discount Price	Standard Price	Total
_____	USB Media Player.....	\$165.00	\$231.00	\$ _____
_____	Blu-ray Player.....	\$210.00	\$294.00	\$ _____
HDCP Compliant, compatible with Blu-ray and DVD				

**COMPUTERS & ACCESSORIES**

Qty	Description	Discount Price	Standard Price	Total
_____	Desktop Computer with 24" Monitor..... includes wired keyboard and mouse	\$370.00	\$518.00	\$ _____
_____	Laptop Computer .....	\$440.00	\$616.00	\$ _____
_____	Wireless Keyboard with Mouse.....	\$140.00	\$196.00	\$ _____
_____	Apple 15" MacBook Pro .....	\$605.00	\$847.00	\$ _____
_____	Apple 21.5" iMac (includes wired keyboard and mouse) .....	\$400.00	\$560.00	\$ _____
_____	iPad Stands - White .....	\$210.00	\$294.00	\$ _____
_____	<input type="checkbox"/> Table Stand <input type="checkbox"/> Floor Stand			

NAME OF SHOW: **ASGCT 2026 Annual Meeting / May 11-15, 2026**

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	\$105.00	\$147.00	\$ _____
_____	Small High Performance PA System..... Includes wireless microphone, 2 speakers, 1 Mixer/Amp, computer interface box □ Handheld   □ Headset (for best sound quality, choose Headset)	\$795.00	\$1,113.00	\$ _____
_____	Small High Performance PA System..... Includes 2 wireless microphones, 2 speakers, 1 Mixer/Amp, computer interface box □ Handheld   □ Headset (for best sound quality, choose Headset)	\$1,065.00	\$1,491.00	\$ _____

**EXHIBIT LIGHTING PACKAGES**

Qty	Description	Discount Price	Standard Price	Total
• Exhibit lighting packages are ground supported install only. For additional mounting, lighting styles and custom color options, call for a quote.				
_____	Six (6) 12" LED Lighting Fixtures ..... □ Amber   □ Blue   □ Green   □ Red	\$1,000.00	\$1,400.00	\$ _____
_____	Twelve (12) 12" LED Lighting Fixtures..... □ Amber   □ Blue   □ Green   □ Red	\$1,995.00	\$2,793.00	\$ _____

**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.

TOTAL COST	
Total Cost = \$ _____	
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.	

# ASGCT 2026 Annual Meeting

May 11 - 15, 2026

Thomas Michael Menino Convention and Exhibition Center, Boston, MA

Choose the solution that will *instantly* capture contact & demographic data

See page 2 for our enhanced product descriptions.



ANNUAL MEETING  
BOSTON, MA • MAY 11-15, 2026



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 Lead Retrieval					
Lead Retrieval Options (Not Taxed)	on or before 3/3/26	From 3/4/26 to 4/14/26	after 4/14/26	number of units	TOTAL
<b>Mobile App Package</b> Includes 3 user activations	\$ 549	\$ 579	\$ 599		\$
<b>Mobile App Additional Users*</b> Add mobile app users to any lead retrieval mobile app package or scanner rental after initial purchase		\$ 149			\$
			Subtotal A		
Lead Retrieval Options					
<b>Handheld Scanner Rental</b>	\$ 549	\$ 579	\$ 599		\$
<b>Tablet Scanner Rental</b>	\$ 479	\$ 499	\$ 549		\$
<b>Bluetooth Printer</b> Pairs with one device only	\$ 100	\$ 125	\$ 150		\$
<b>API for 3rd Party Systems</b> Click <a href="#">here</a> for more information		\$ 950			\$
Add-On Options			number of units	TOTAL	
<b>Survey Support</b> Need help setting up your qualifying questions? Pricing includes setup of 5 questions with 2 edits		\$ 99			\$
<b>Delivery of Scanner to Booth</b> Post show pickup not available		\$ 200			\$
			Subtotal B with <b>6.25% tax applied**</b>		\$
Add Subtotals from A & B from fields above				\$ 9.99	
			<b>Processing Fee**</b>		\$
			<b>FINAL TOTAL</b>		\$

**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.

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

**For Assistance Contact:**

ExhibitorServices@maritz.com

877-623-3487

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

Maritz

ASG26

## 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/>



exhibitor.services@heritagesvs.com

1-800-360-4323

Fax 314-534-8050

**Order online at: [heritagesvs.com/ordering](http://heritagesvs.com/ordering)**

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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.