Dear Exhibitor:

Your company is exhibiting at the event below. Please direct this service manual to the person in charge of your exhibit.

OCTOBER 29 - 31, 2018
OMNI NASHVILLE HOTEL
NASHVILLE, TENNESSEE
Grand Booth Equipment
Each 8'x8' booth will be set with 8' high black back drape, 3' high black side dividers, one (1) 6' black skirted table, two (2) chairs, one (1) wastebasket and a 7” x 44” one-line identification sign. Premium and Bronze exhibitors will be in the Legends Ballroom.

Legends Booth Equipment
Each 8'x10' booth will be set with 8' high black back drape, 3' high black side dividers, one (1) 6' black skirted table, two (2) chairs, one (1) wastebasket and a 7” x 44” one-line identification sign. Silver through Platinum exhibitors will be in the Legends Ballroom.

Music Row Booth Equipment
Each table top will be set with one (1) 4’ long x 2’ wide x 42” high table, two (2) stools, and one (1) wastebasket. Exhibitors will be in Music Row, adjacent to the Legends Ballroom. Pop-up banners are OK.

NOTE: All exhibitors in the main ballroom may upgrade to a hard wall package at their own expense and/or order any additional accoutrements, or bring in their own custom back-walls, etc., space permitting and must be cleared with USENIX. Rental turnkey booth options have been included in this kit for your convenience. Music Row exhibits may not be upgraded.

Turn-Key Booth Upgrades
Please refer to pages 4-5 for full specifications and additional information about what is included with Turn-Key Booth upgrades. All booth upgrades are the sole responsibility to each exhibitor.

Exhibit Hall Carpet
The exhibit area is carpeted and booth spaces are required to have floor covering. If you would like to order custom carpet to go on top, it will be at your own cost. Please make arrangements to rent carpet through Heritage or to bring your own floor covering (carpet/tile squares). The aisles are carpeted Tuxedo (gray with black specks). To enhance the appearance of your booth, rental carpet is available through Heritage Trade Show Services. Please refer to the enclosed carpet brochure and furniture/carpet order form.

Discount Price Deadline Date
In order to receive advance order discount rates listed on the price sheet, we must receive your order and payment by Wednesday, October 10th, 2018.

Shipments to Advance Warehouse Deadline Date
Heritage will begin receiving freight at the advance warehouse on Friday, September 28th, 2018. To avoid late fees all shipments to the advanced warehouse must arrive no later than Friday, October 19th, 2018.

Show Schedule

Exhibitor Move-In
Sunday October 28th 4:00 p.m. - 8:00 p.m.
Monday October 29th 7:00 a.m. - 12:00 p.m.

Exhibit Hours
Monday October 29th 12:00 p.m. - 7:00 p.m.
Tuesday October 30th 8:00 a.m. - 2:00 p.m.

Exhibitor Move-Out
Tuesday October 30th 2:00 p.m. - 3:30 p.m.

- Empty crates and containers will begin being returned at 2:00 p.m., Tuesday, October 30th.
- All carriers must check-in no later than 3:00 p.m. on Tuesday, October 30th. Heritage will begin redirecting all outbound freight not claimed by appointed freight carriers to the preferred show carrier at 3:00 p.m.
- Please refer to the Outbound Shipments Form included in this packet for detailed information regarding outbound shipping procedures.

(Continued on next page)
General Information

Shipping Information

Warehouse Shipping Information:

Exhibitor Company Name and Booth Number
Heritage Trade Show Services
C/O UPS Freight
45 Teledyne Pl.
La Vergne, TN 37086
FOR: LISA18

Heritage will accept exhibit materials beginning Friday, September 28th, 2018 at the above address. Material arriving after Friday, October 19th, 2018 will be received at the warehouse with an additional after deadline charge.

NOTE: The Omni Nashville Hotel is a non-forklift facility. In order to best accommodate our customers, we will not be able to receive show site shipments. The dock door and access to the meeting space is limited to 90” tall x 64” wide. If a need arises we will make special accommodations.

Service Center Hours
The Service Center will be in operation during all hours of installation, show hours, and dismantling to assist Show Management and their exhibitors with any problems or last minute requests that may arise.

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

We Appreciate Your Business
TURN-KEY BOOTH PACKAGES

Turn-Key Booths are often the best solution for creating an easy, unique, and professional space. We offer a wide selection of booth designs in every sponsorship level, catering to our most requested booth alterations.

And of course, all booth designs are still highly customizable, both with graphic applications as well as the physical layout.

The following items are included in booth packages:

- (1) Waste basket per 100 sq ft
- (3) arm lights per 100 sq ft
- Full color logo printed on counter panel*
- Installation/Dismantle Labor
- Complimentary consultation for booth alterations

Additional items included in specific booth packages

The following items are not included in booth packages:

- Internet
- Electric
- Graphics ***
- A/V equipment
- Furnishings**

4 STEPS TO ORDER YOUR TURN-KEY BOOTH

1. Purchase your Turn-Key Booth package through our online ordering system by visiting: www.heritagesvs.com/ordering

2. A dedicated Heritage Design Consultant will reach out to coordinate graphic file submission and any booth alterations.

3. Your team submits forms and graphic files directly to your Design Consultant

4. Your Design Consultant sends graphic proofs of your space for final approval

Please Note:
Advanced Pricing ends 11:59 pm CST
Wednesday, October 10, 2018

Have questions? We’re here to help!

Email: Graphics@heritagesvs.com | Phone: 314-534-8500 | Fax: 314-534-8050

*Full color header graphic that is included in each space is a full color logo applied to a white background. For more information contact us at graphics@heritagesvs.com

**Some furnishings are included in booth packages. Please see the following pages for items included in the specific booth package.

***Graphics beyond the full color logo printed on header panel are an additioanl cost. Please consult the graphic pricing sheet, or contact your Heritage Design Consultant for pricing.
**TURN-KEY BOOTH PACKAGES**

**A 8' x 8'**
- Advanced Price: $1,875.00
- Standard Price: $2,343.75
- Booth Includes These Items:
  - (1) Waste basket
  - Installation/Dismantle Labor
  - Complimentary consultation for booth alterations
  - Full color logo counter panel included

**B 8' x 10'**
- Advanced Price: $2,096.75
- Standard Price: $2,775.75
- Booth Includes These Items:
  - (1) Waste basket
  - Installation/Dismantle Labor
  - Complimentary consultation for booth alterations
  - Full color logo counter panel included

**C 8' x 16'**
- Advanced Price: $3,650.75
- Standard Price: $4,562.50
- Booth Includes These Items:
  - (1) Waste basket
  - Installation/Dismantle Labor
  - Complimentary consultation for booth alterations
  - Full color logo counter panel included

**D 8' x 20'**
- Advanced Price: $4,235.00
- Standard Price: $5,293.75
- Booth Includes These Items:
  - (1) Waste basket
  - Installation/Dismantle Labor
  - Complimentary consultation for booth alterations
  - Full color logo counter panel included
NAME OF CONVENTION: LISA18
EXHIBITING COMPANY
ADDRESS
CONTACT EMAIL
PRINT NAME

<table>
<thead>
<tr>
<th>CREDIT CARD PAYMENT</th>
</tr>
</thead>
<tbody>
<tr>
<td>CARD HOLDER’S NAME (Please print)</td>
</tr>
<tr>
<td>CARD HOLDER’S SIGNATURE</td>
</tr>
<tr>
<td>CREDIT CARD BILLING ADDRESS</td>
</tr>
<tr>
<td>CITY</td>
</tr>
<tr>
<td>STATE</td>
</tr>
<tr>
<td>ZIP</td>
</tr>
<tr>
<td>CREDIT CARD NUMBER</td>
</tr>
<tr>
<td>V-CODE</td>
</tr>
<tr>
<td>EXP DATE</td>
</tr>
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</table>

Charge to:  

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

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

BANK WIRE TRANSFER: Enterprise Bank and Trust; St. Louis, MO 63104. ABA#081006162; ACCT#0040520 HERITAGE; Swift Code-Entrus44. Please reference name of show & booth number so we can properly credit your account. Customers are responsible for any bank processing fees. Please add $25.00 to your invoice total for each wire to cover inbound bank processing fees.

<table>
<thead>
<tr>
<th>ITEM</th>
<th>AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td>FURNITURE</td>
<td></td>
</tr>
<tr>
<td>CARPET</td>
<td></td>
</tr>
<tr>
<td>SPECIALTY FURNITURE</td>
<td></td>
</tr>
<tr>
<td>ACCESSORIES</td>
<td></td>
</tr>
<tr>
<td>RENTAL UNITS</td>
<td></td>
</tr>
<tr>
<td>ESTIMATED MATERIAL HANDLING/DRAYAGE (Credit Card Required)</td>
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</tr>
<tr>
<td>PRIORITY EMPTY CONTAINER RETURN/ACCESSIBLE STORAGE</td>
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</tr>
<tr>
<td>ESTIMATED LABOR (Credit Card Required)</td>
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</tr>
<tr>
<td>BOOTH CLEANING</td>
<td></td>
</tr>
<tr>
<td>SIGN SERVICE</td>
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</table>

TOTAL AMOUNT DUE $  

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

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

For questions or comments, your Exhibitor Services Representative is available by phone at 314-534-8500, by email at exhibitor.services@heritagesvs.com or in person on the show site at the Service Desk. Thank you for your business.
FURNITURE/CARPET
RENTAL ORDER FORM

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

<table>
<thead>
<tr>
<th>ITEM #</th>
<th>QTY DI</th>
<th>DISCOUNT RATES</th>
<th>STANDARD RATES</th>
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<td>72.10</td>
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<td>120.50</td>
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<td>115.20</td>
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<td>F75</td>
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<td>195.00</td>
<td>253.50</td>
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TABLE RISERS COVERED WHITE
(Riser Dimension: 10" Wide x 8" high)

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<thead>
<tr>
<th>ITEM #</th>
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SPECIAL DRAPE BACKGROUNDS

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<th>STANDARD RATES</th>
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<td>F290</td>
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<td>19.35</td>
<td>25.15</td>
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COLORS: ☐ RED ☐ BLUE ☐ TEAL ☐ BURGUNDY ☐ HUNTER GREEN
☐ PLUM ☐ GRAY ☐ BLACK ☐ WHITE ☐ GOLD ☐ EXPO GREEN
*Show colors will be given when color is not selected.

DRAPE DISPLAY TABLE

<table>
<thead>
<tr>
<th>ITEM #</th>
<th>QTY DI</th>
<th>DISCOUNT RATES</th>
<th>STANDARD RATES</th>
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<td></td>
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<tr>
<td>F130</td>
<td></td>
<td>182.95</td>
<td>237.80</td>
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<tr>
<td>F140</td>
<td></td>
<td>161.80</td>
<td>210.35</td>
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<tr>
<td>F150</td>
<td></td>
<td>188.50</td>
<td>244.65</td>
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<td>F160</td>
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<td>F170</td>
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<td>70.90</td>
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UNDRAPE DISPLAY TABLE

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<tbody>
<tr>
<td>F190</td>
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<td>83.55</td>
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<td>F200</td>
<td></td>
<td>102.00</td>
<td>132.60</td>
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<tr>
<td>F210</td>
<td></td>
<td>121.35</td>
<td>157.80</td>
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<tr>
<td>F220</td>
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<td>90.60</td>
<td>117.75</td>
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<tr>
<td>F230</td>
<td></td>
<td>107.30</td>
<td>139.50</td>
</tr>
<tr>
<td>F240</td>
<td></td>
<td>131.05</td>
<td>170.35</td>
</tr>
<tr>
<td>F250</td>
<td></td>
<td>181.15</td>
<td>235.50</td>
</tr>
<tr>
<td>F80</td>
<td>18&quot; High</td>
<td>181.15</td>
<td>235.50</td>
</tr>
<tr>
<td>F90</td>
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</tr>
<tr>
<td>F100</td>
<td>42&quot; High</td>
<td>181.15</td>
<td>235.50</td>
</tr>
</tbody>
</table>

9.25% Tax _____________
TOTAL ORDER ____________

NAME OF CONVENTION LISA18

EXHIBITING COMPANY __________________________________________ PHONE # ________________________ FAX # ________________________

ADDRESS __________________________________________ CITY ________________________ STATE __________ ZIP __________

EMAIL ORDER CONFIRMATION & INVOICE TO __________________________________________________________

CONTACT NAME __________________________________________ DATE ________________________

(Print & Sign)

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

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

**Pedestal Tables**
- F80 Pedestal Table 30" x 18" h
- F90 Pedestal Table 30" x 30" h
- F100 Pedestal Table 30" x 42" h

**Draped Display Tables**
- F110 4' x 2' x 30"  F140 4' x 2' x 42"
- F120 6' x 2' x 30"  F150 6' x 2' x 42"
- F130 8' x 2' x 30"  F160 8' x 2' x 42"

**Undraped Display Tables**
- F190 4' x 2' x 30"  F220 4' x 2' x 42"
- F200 6' x 2' x 30"  F230 6' x 2' x 42"
- F210 8' x 2' x 30"  F240 8' x 2' x 42"

Colors:
- Red
- Teal
- Burgundy
- Gray
- Plum
- White
- Hunter Green
- Expo Green
- Gold
- Blue
- Black
**CLASSIC EXPO CARPET - 16oz**

<table>
<thead>
<tr>
<th>Choose Color:</th>
<th>Qty.</th>
<th>Product</th>
<th>Advance</th>
<th>Standard</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Red</td>
<td></td>
<td>Cayenne</td>
<td>9' x 10'</td>
<td>$166.70</td>
<td>$216.75</td>
</tr>
<tr>
<td>Blue</td>
<td></td>
<td>Gray</td>
<td>9' x 20'</td>
<td>$327.30</td>
<td>$425.50</td>
</tr>
<tr>
<td>Hunter Green</td>
<td></td>
<td>Black</td>
<td>9' x 30'</td>
<td>$489.45</td>
<td>$636.60</td>
</tr>
<tr>
<td>Burgundy</td>
<td></td>
<td>Tuxedo</td>
<td>9' x 40'</td>
<td>$657.70</td>
<td>$855.00</td>
</tr>
<tr>
<td>Blue Jay</td>
<td></td>
<td></td>
<td>9' x Custom</td>
<td>$166.70</td>
<td>$216.75</td>
</tr>
</tbody>
</table>

*A 9.25% Sales Tax Will Be Added To All Carpet Orders*

**Area Carpet - 100 sq. ft. minimum required**

Booth size: _____ x _____ = _____ Sq. Ft.

<table>
<thead>
<tr>
<th>Sq. Ft.</th>
<th>Product</th>
<th>Advance</th>
<th>Standard</th>
<th>Total</th>
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</thead>
<tbody>
<tr>
<td>Area Carpet</td>
<td>$2.80</td>
<td>$3.65</td>
<td></td>
<td>$</td>
</tr>
</tbody>
</table>

**PRESTIGE CARPET - 28oz**

Choose Color:
- Charcoal
- Navy
- Hunter Green
- Red
- Black
- Tuxedo
- Cayenne

<table>
<thead>
<tr>
<th>Product</th>
<th>Booth Size</th>
<th>Sq. Ft.</th>
<th>Advance</th>
<th>Standard</th>
<th>Total</th>
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</thead>
<tbody>
<tr>
<td>Silver Cloud</td>
<td>X = X</td>
<td></td>
<td>$1.40</td>
<td>$1.80</td>
<td>$</td>
</tr>
<tr>
<td>Burgundy</td>
<td></td>
<td></td>
<td></td>
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</tr>
<tr>
<td>Beige</td>
<td></td>
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</tr>
<tr>
<td>Royal</td>
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<tr>
<td>Teal</td>
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</tr>
<tr>
<td>Blue Jay</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>White</td>
<td></td>
<td></td>
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</tbody>
</table>

Minimum of 100 sq. ft. required for all prestige carpet orders.

Booth size: _____ X _____ = _____ Sq. Ft.

<table>
<thead>
<tr>
<th>Sq. Ft.</th>
<th>Product</th>
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<th>Standard</th>
<th>Total</th>
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<tbody>
<tr>
<td>Prestige</td>
<td>$6.50</td>
<td>$8.45</td>
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<td>$</td>
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*A 9.25% Sales Tax Will Be Added To All Carpet Orders*

**PADDING & VISQUEEN**

<table>
<thead>
<tr>
<th>Product</th>
<th>Booth Size</th>
<th>Sq. Ft.</th>
<th>Advance</th>
<th>Standard</th>
<th>Total</th>
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</thead>
<tbody>
<tr>
<td>Carpet Padding/Per Sq. Ft.</td>
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<td>$1.40</td>
<td>$1.80</td>
<td>$</td>
</tr>
<tr>
<td>Visqueen Covering/Per Sq. Ft.</td>
<td>X = X</td>
<td></td>
<td>$0.85</td>
<td>$1.05</td>
<td>$</td>
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</tbody>
</table>

*A 9.25% Sales Tax Will Be Added To All Carpet Orders*

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Name of Convention: **USA18**

Exhibiting Company: ____________________________

Phone #: ____________________________ Fax #: ____________________________

Address: ____________________________

Email Order Confirmation & Invoice To: ____________________________

Contact Name: ____________________________ Date: ____________________________

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

### ACCESORIES

<table>
<thead>
<tr>
<th>ITEM #</th>
<th>QTY</th>
<th>DISCOUNT RATES</th>
<th>STANDARD RATES</th>
<th>AMOUNT</th>
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<td>A10</td>
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<td>24.30</td>
<td>32.95</td>
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<td>A20</td>
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<td>128.05</td>
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<td>A90</td>
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<td>135.10</td>
<td>175.60</td>
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<td>A100</td>
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<td>151.25</td>
<td>196.65</td>
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<td>A106</td>
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<td>80.00</td>
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<td>A107</td>
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<td>25.00</td>
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<td>A110</td>
<td></td>
<td>143.55</td>
<td>186.60</td>
<td></td>
</tr>
</tbody>
</table>

### DISPLAY CABINETS AND COUNTERS

- □ Black Fabric
- □ Gray Fabric
- □ White PVC

<table>
<thead>
<tr>
<th>ITEM #</th>
<th>QTY</th>
<th>DISCOUNT RATES</th>
<th>STANDARD RATES</th>
<th>AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td>MD20</td>
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<td>591.00</td>
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<tr>
<td>MD21</td>
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<td>MD22</td>
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<td></td>
</tr>
<tr>
<td>MD23</td>
<td></td>
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<td>.4345</td>
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</tr>
<tr>
<td>MD30</td>
<td></td>
<td>.78015</td>
<td>1014.15</td>
<td></td>
</tr>
</tbody>
</table>

**Looking for something else? Please contact us at Exhibitor.Services@HeritageSVS.com for assistance.**

**TOTAL ORDER**

**9.25% Tax**

## NAME OF CONVENTION  **LISA18**

## EXHIBITING COMPANY

## ADDRESS

## CITY

## STATE

## ZIP

## EMAIL ORDER CONFIRMATION & INVOICE TO

## CONTACT NAME

(Print & Sign)
Accessories

- A10 Wastebasket
- A20 Tripod Easel
- D250 Chrome Sign Holder
- A30 Chrome Stanchion
- A40 Velour Rope 6’ Black
- A50 Coat Tree
- A60 Chrome Bag Rack
- A70 Literature Rack
- A80 Garment Rack 5’
- A90 2 Way Straight Arm Rack
- A100 4 Way Slant Arm Rack
- A110 6’ Tensabarrier
- A106 Raffle Ticket Drum
- A107 Fishbowl
Display

D10 Pegboard Panels 4’x8’ Vertical
D50 Slatwall 1 Meter x 8’
D40 Gridwall 2’x8’
D31 Fabric Impact Panel 1 Meter x 8’
D11 Pegboard 6” Single Hook

D20 Vertical Tackboard
MD30 Display Cabinet 1 Meter

D12 Pegboard 8” Single Hook
D121 Slatwall 8” Bracket
D60 Gridwall 6” Single Hook
D70 Gridwall 8” Single Hook
D130 Shelf 1 meter wide x 12” deep
D220 Arm Light

D140 4’ Full View Showcase
D150 6’ Full View Showcase
D160 4’ Quarter View Showcase
D170 6’ Quarter View Showcase
D20 Vertical Tackboard

D120 Slatwall Waterwalls Hooks
MD30 Display Cabinet 1 Meter
MD20 Display Counter 1 Meter
MD21 Display Counter 2 Meter
MD22 Curved Counter 1 Meter
MD23 Radius Counter 1 Meter Dia.
**Deliveries to the Warehouse Must be Made Between the Hours of 10 AM - 4 PM, Monday Through Friday**

### Rates for Deliveries to Warehouse

<table>
<thead>
<tr>
<th>Description</th>
<th>Deadline Date: Friday, October 19th, 2018 To Avoid Late Fees</th>
</tr>
</thead>
<tbody>
<tr>
<td>I</td>
<td>Rate per 100 lbs.</td>
</tr>
<tr>
<td>II</td>
<td>M in Charge</td>
</tr>
<tr>
<td>III</td>
<td></td>
</tr>
<tr>
<td>IV</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Description</th>
<th>Rate per 100 lbs.</th>
<th>M in Charge</th>
</tr>
</thead>
<tbody>
<tr>
<td>I  Packaged Shipments to the Advance Warehouse</td>
<td>$ 94.25</td>
<td>$ 188.50</td>
</tr>
<tr>
<td>II Packaged Shipments via Van Line, Specialized Carrier, Federal Express, UPS or U.S. Mail to the Advance Warehouse</td>
<td>$ 113.10</td>
<td>$ 226.20</td>
</tr>
<tr>
<td>III Packaged Shipments to the Advance Warehouse after the deadline date</td>
<td>$ 117.81</td>
<td>$ 235.62</td>
</tr>
<tr>
<td>IV Packaged Shipments via Van Line, Specialized Carrier, Federal Express, UPS, or U.S. Mail to the Advance Warehouse after the deadline date</td>
<td>$ 136.66</td>
<td>$ 273.32</td>
</tr>
</tbody>
</table>

### B. Inbound Shipments

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

### C. Empty Container Labels

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

### D. Additional Available Services

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

<table>
<thead>
<tr>
<th>Description</th>
<th>Straight Time</th>
<th>Overtime</th>
</tr>
</thead>
<tbody>
<tr>
<td>Material Handler</td>
<td>$ 77.75 per hr.</td>
<td>$ 116.63 per hr. (One Hour Minimum)</td>
</tr>
<tr>
<td>Local Pickups &amp; Deliveries</td>
<td>$ 184.95 per hr.</td>
<td>$ 277.43 per hr. (One Hour Minimum)</td>
</tr>
</tbody>
</table>

### E. Special Services

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

### F. Outbound Shipments

Exhibitors are responsible for labeling their exhibit materials and providing outbound shipping information. To assist you with these arrangements, Heritage will have a Service Desk in the exhibit hall with labels, bills-of-lading and available shipping information. When materials are labeled, packed and ready to be shipped, completed bills-of-lading should be turned in at the Service Desk. Pick ups for local deliveries or small package shipments, i.e., UPS and Parcel Post should be dealt with in the same manner as all other outbound shipments. In order to expedite removal of materials, Heritage reserves the right to change designated carriers, if such carriers fail to pickup or refuse to accept shipments. Where no disposition is made, materials will be returned to the warehouse awaiting shipping instructions.
G. RETURNED SHIPMENTS TO HERITAGE WAREHOUSE
Where no disposition has been made for outbound shipments or later scheduled pickups are necessary; Heritage will return exhibit materials to the warehouse and load on outbound carriers at the rate of $30.00 per 100 lbs. or fraction thereof for each shipment returned. Minimum charge: $300.00.

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

AUTHORITY TO HANDLE
All terms and conditions herein stated are understood and accepted.
All orders must have a credit card authorization form on file.

**Priority Empty Container Return**

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

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

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

**ACCESSIBLE STORAGE**

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

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

**Labor Rates:**
Straight Time: (one hour minimum per man) ............................................ $77.75
8:00 a.m. - 4:30 p.m. Monday - Friday
Over Time: (one hour minimum per man) ................................................. $116.63

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

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

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

NAME OF CONVENTION LISA18
EXHIBITING COMPANY __________________________________________________________________________
PHONE # __________________ FAX # __________________________________________

ADDRESS ______________________________________________________________________________________
CITY ______________________ STATE ______ ZIP ______________

EMAIL ORDER CONFIRMATION & INVOICE TO ________________________________________________________________________________________________

CONTACT NAME __________________________________________________________________________________(
Print & Sign) ___________________________ DATE __________________________

Please Return This Form Promptly To The Address Above-Retain One Copy For Your File
NEED A RELIABLE CARRIER TO TRANSPORT YOUR FREIGHT?

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

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

Show Name

Booth Name

Booth Number(if known)

Pickup Information

Company Name

Address

Suite

City, ST Zip

Contact Name

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

Pickup Hours

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

Description of Pieces & Loading Area

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

__________________________________________________________________________________________________________________________________________

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

__________________________________________________________________________________________________________________________________________

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

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

Phone: 1-866-493-1675  Fax: 1-314-534-8050  Email: exhibitfreight@heslogistics.com
IMPORTANT INFORMATION REGARDING OUTBOUND SHIPMENTS

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

- **CONTACT YOUR CARRIER TO SCHEDULE PICK UP OF YOUR SHIPMENT.** You must call your carrier, unless you are using the show recommended carrier. Carriers, including FED EX and UPS, will not pick up your shipment unless you have made arrangements with them. In the event your selected carrier fails to show on final move-out day, your shipment will be rerouted to Heritage’s show carrier.

- **PACK AND LABEL YOUR MATERIALS.** Banding, shrink wrap and shipping labels are available at the Heritage Service Desk.

- **COMPLETE AND TURN IN A HERITAGE BILL OF LADING FOR EACH OUTBOUND SHIPMENT.** Bill of ladings may be obtained from the Heritage Service Desk. Complete a bill of lading for each shipment/destination. Turn in all completed bill of ladings to the Heritage Service Desk once your shipments are ready to be loaded out.

- For your convenience, show recommended carriers are available to handle outbound transportation.

  Thank you and we hope you have a great show!
UNION JURISDICTION RULES
NASHVILLE, TN

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

EXHIBIT INSTALLATION AND DISMANTLE
We have an agreement with the Local Stagehand Union to provide labor for display installation and dismantle. Full time employees of the exhibiting companies may set their own exhibits without the assistance of this union. Any labor services that may be required beyond what your regular full time employees can provide must be rendered by the Union or an Exhibitor Appointed Contractor. Labor can be ordered in advance by completing the Display Labor Form, or at show site from the Heritage Service Center.

MATERIAL HANDLING
Exhibitors and full time employees of exhibiting companies may hand carry their own materials into the exhibit facility. However, the use of flat trucks, pallet jacks or other mechanical equipment is not permitted. You may use dollies. Heritage has the responsibility of receiving and handling all exhibit materials and crates, with the exception of items exhibitors hand carry. Heritage will control access to the loading docks in order to provide safe and orderly move in/out. Unloading or reloading at the dock of any and all contracted carriers will be handled by Heritage. Vehicles must not be left unattended at the loading area. Any unattended vehicles will be towed at the owner’s expense. Fire Marshal regulations absolutely prohibit the storage of empty containers in the exhibit hall. Arrangements have been made with Heritage to store empty crates and containers. Please refer to the Material Handling section of this manual for information regarding the handling of empties, disposal of skids, etc.

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.

GRATUITIES
Tipping is prohibited. This includes practices such as giving money, merchandise, or other special consideration for services rendered. Please do not give breaks other than mid-morning and mid-afternoon, when the union has a scheduled 15 minute paid break. Meal breaks are one hour. Any attempt to solicit a gratuity by an employee should be reported to the Exhibit Manager or Heritage Supervisor.
EXHIBITOR APPOINTED CONTRACTOR

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

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

EXHIBITOR APPOINTED CONTRACTOR

_________________________________________________________
ADDRESS

_________________________________________________________

CONTACT PERSON ______________________________

PHONE _______________________________________

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

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

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

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

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: ___________________________

NAME OF CONVENTION LISA18

EXHIBITING COMPANY ___________________________ PHONE # ___________________________ FAX # ___________________________

ADDRESS __________________________________________ CITY __________________________ STATE ______ ZIP ___________________________

EMAIL ORDER CONFIRMATION & INVOICE TO __________________________________________

CONTACT NAME ___________________________ DATE ___________________________

Please Return This Form Promptly To the Address Above-Retain One Copy for Your Files
The enclosed credit card authorization form must be completed and returned when ordering Exhibit Labor. For your convenience, MasterCard, American Express, Visa and Discover will be accepted.

RATES:

**STRAIGHT TIME** (One hour minimum per man) .......................................................... $77.75 PER HOUR
8:00 A.M. to 4:30 P.M. Monday through Friday

**OVERTIME** (One hour minimum per man) .......................................................... $116.63 PER HOUR
After 4:30 P.M. to 8:00 A.M. Monday – Friday and all hours on Saturday and Sunday

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

**INSTALLATION**

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

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

☐ **FURNISH LABOR TO ERECT EXHIBIT UNDER EXHIBITOR’S SUPERVISION**
Have ______ (No.) of men available as close as possible to _______ (A.M.-P.M.) on _______ (Day)_______ (Date) to erect exhibit under exhibitor’s supervision. Exhibitor must check in at service desk to obtain labor.
No. of men _____ Estimated hrs each man _____ Total hrs ______ X rate ST/OT _________ = _________

**DISMANTLE**

☐ **DISMANTLE EXHIBIT UNDER HERITAGE SUPERVISION**
Heritage will supervise the dismantling of your exhibit, when crates are returned. Make sure complete outbound shipping information has been given to the freight service desk. A supervision charge of 30%, minimum charge $45.00, will be added to your labor invoice. **The next page must also be filled out if your exhibit will be disassembled by Heritage.**

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

☐ **FURNISH LABOR TO DISMANTLE EXHIBIT UNDER EXHIBITOR’S SUPERVISION**
Have ______ (No.) of men available as close as possible to _______ (A.M.-P.M.) on _______ (Day)_______ (Date) to dismantle exhibit under exhibitor’s supervision. Exhibitor must check in at service desk to obtain labor.
No. of men _____ Estimated hrs each man _____ Total hrs ______ X rate ST/OT _________ = _______

ESTIMATED TOTAL ______________________

NAME OF CONVENTION USA18
EXHIBITING COMPANY
ADDRESS
PHONE #
FAX #
CITY
STATE
ZIP
EMAIL ORDER CONFIRMATION & INVOICE TO
CONTACT NAME ____________________________ (Print & Sign) DATE __________________

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

**INBOUND SHIPPING INFORMATION**

Carrier __________________________________________ Carrier Phone Number __________________________________

Shipped to:  Warehouse ______  Show Site ______  From: City/State ______  Date ______

Total No. of:  Crates ______  Cartons ______  Fiber Cases ______  Other (Specify) __________________________________

**SET-UP INFORMATION**

Set up Plan/Photo:  Attached __________  To Be Sent With Exhibit __________  In Crate No. __________

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

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

Comments: __________________________________________

Graphics:  With Exhibit __________  Shipped Separately __________

Comments: __________________________________________

Special Tools/Hardware Required: __________________________________________

**OUTBOUND SHIPPING INFORMATION:**

Ship To: ____________________________________________________________________________

Method:  ☐ Common Carrier  ☐ Air Freight  ☐ Van Line  ☐ Other (Specify)

Carrier:(If Known) ___________________________________________________________________

Freight Charges:  ☐ Prepaid  ☐ Bill To: ____________________________________________________________________________  ☐ Collect  ____________________________________________________________________________

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

**SPECIAL INSTRUCTIONS/COMMENTS:**

____________________________________________________________________________________

____________________________________________________________________________________

____________________________________________________________________________________

____________________________________________________________________________________

____________________________________________________________________________________

____________________________________________________________________________________

____________________________________________________________________________________

____________________________________________________________________________________

**PLEASE PROVIDE AN EMERGENCY CONTACT:**

Name __________________________________________  Phone No. __________________________

____________________________________________________________________________________

____________________________________________________________________________________

____________________________________________________________________________________

____________________________________________________________________________________

____________________________________________________________________________________

____________________________________________________________________________________

____________________________________________________________________________________
Remit To:
HERITAGE
TRADE SHOW SERVICES
620 Shenandoah Avenue | St. Louis, MO 63104
Phone 314-534-8500 | Fax 314-534-8050
Exhibition.Services@heritagevsa.com

BOOTH CLEANING SERVICE
ORDER FORM

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

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

<table>
<thead>
<tr>
<th>SERVICE DESCRIPTION</th>
<th>RATES</th>
</tr>
</thead>
<tbody>
<tr>
<td>Carpet Cleaning</td>
<td></td>
</tr>
<tr>
<td>☐ Vacuuming before initial opening of Exhibit and daily thereafter, including emptying of waste baskets nightly</td>
<td>45¢ per sq. ft. per day</td>
</tr>
<tr>
<td>☐ Vacuuming ONCE before initial opening of Exhibit</td>
<td>45¢ per sq. ft.</td>
</tr>
<tr>
<td>Total sq ft ______ x rate per sq ft ______ = daily cost ______ x no. of days ______ = total $ ______</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>SERVICE DESCRIPTION</th>
<th>RATES</th>
</tr>
</thead>
<tbody>
<tr>
<td>Exhibit Cleaning</td>
<td></td>
</tr>
<tr>
<td>☐ Cleaning and dusting of display background and furnishings before initial opening of Exhibit and DAILY thereafter</td>
<td>55¢ per sq. ft. per day</td>
</tr>
<tr>
<td>☐ Cleaning and dusting of display background and furnishings ONCE before initial opening of exhibits</td>
<td>55¢ per sq. ft.</td>
</tr>
<tr>
<td>Total sq ft ______ x rate per sq ft ______ = daily cost ______ x no. of days ______ = total $ ______</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>SERVICE DESCRIPTION</th>
<th>RATES</th>
</tr>
</thead>
<tbody>
<tr>
<td>Porter Service</td>
<td></td>
</tr>
<tr>
<td>☐ Includes emptying of wastebaskets and policing of your exhibit at two-hour intervals during show hours (4 hour minimum per day)</td>
<td>$50.65 per hour</td>
</tr>
<tr>
<td>Total hours ______ x rate per hour $ ______ = daily cost ______ x no. of days ______ = total $ ________________</td>
<td></td>
</tr>
</tbody>
</table>

Requested time(s) for Porter Service:
____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________
Special Instructions: __________________________________________________________________________
______________________________________________________________________________________________________________

Total order amount $ ______

Name of Convention: LISA18
 Booth # _____________________________
Exhibiting Company _____________________________ Phone # _____________________________ Fax # _____________________________
Address _____________________________ City _____________________________ State _____________________________ Zip _____________________________
Email order confirmation & invoice to _____________________________
Contact name _____________________________ Date _____________________________

Please Return This Form Promptly To The Address Above-Retain One Copy For Your File
Discount prices only apply to orders received with full payment by the discount deadline date listed on the general information page. All charges for equipment and/or services are payable in advance or when placing order at show site. Orders will not be processed without payment. For your convenience, MasterCard, American Express, Visa and Discover will be accepted.

**STANDARD SIZE SIGNS**

<table>
<thead>
<tr>
<th>QTY</th>
<th>DISCOUNT PRICE</th>
<th>STANDARD PRICE</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>7&quot;X11&quot;</td>
<td>41.25</td>
<td>53.65</td>
<td>$______</td>
</tr>
<tr>
<td>7&quot;X44&quot;</td>
<td>48.75</td>
<td>63.40</td>
<td>$______</td>
</tr>
<tr>
<td>11&quot;X14&quot;</td>
<td>48.75</td>
<td>63.40</td>
<td>$______</td>
</tr>
<tr>
<td>14&quot;X22&quot;</td>
<td>56.25</td>
<td>73.15</td>
<td>$______</td>
</tr>
<tr>
<td>14&quot;X44&quot;</td>
<td>66.75</td>
<td>86.80</td>
<td>$______</td>
</tr>
<tr>
<td>22&quot;X28&quot;</td>
<td>66.75</td>
<td>86.80</td>
<td>$______</td>
</tr>
<tr>
<td>28&quot;X44&quot;</td>
<td>90.00</td>
<td>117.00</td>
<td>$______</td>
</tr>
<tr>
<td>40&quot;X60&quot;</td>
<td>139.50</td>
<td>181.35</td>
<td>$______</td>
</tr>
</tbody>
</table>

Easel

Back @ 7.50 | 9.75 | $______ |

Sentra __x__ @ 16.50 sq.ft. 24.75 sq. ft = $______

**DIGITAL GRAPHICS**

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

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

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

**INDICATE YOUR SIGN COPY HERE**

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

Vertical □ Horizontal □ Easel Back □

Color of Background _______________

Color of Lettering _______________

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

**SETUP/COMPUTER LABOR**

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

9.25% TAX ________

TOTAL ________

(PLEASE PRINT)

NAME OF CONVENTION LISA18 BOOTH # __________________________

EXHIBITING COMPANY __________________________ PHONE # __________________________ FAX # __________________________

ADDRESS __________________________ CITY __________________________ STATE __________________________ ZIP __________________________

EMAIL ORDER CONFIRMATION & INVOICE TO __________________________ __________________________

CONTACT NAME __________________________ DATE __________________________

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
Exhibit Hall Fire Regulations

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

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

1. All curtains, drapes and decorations must be constructed of flameproof material, or treated with an approved flameproofing solution. (Treatment shall be renewed as often as may be necessary to maintain the flameproofing effect.)

2. No combustible materials, merchandise or signs shall be attached to, hung from, or draped over flameproofed side and rear divider draperies of booths or attached to table skirting facing aisles, unless flameproofed.

3. All exits, hallways and aisles leading from buildings or tents are to be kept clear and unobstructed at all times.

4. No exit door shall be locked, bolted or otherwise fastened or obstructed at any time an exhibit building is open to the public. Moreover, it shall be unlawful to obstruct, or reduce in any manner, the clear width of any doorway, hallway, passageway or other means of egress. Additionally, all required exits shall be so located as to be discernible and accessible with unobstructed access thereto.

5. Access through turnstiles, gates, rails or similar devices shall not be permitted unless such a device is equipped to swing readily in the direction of exit travel under a total force of not more than 15 pounds and/or prior approval of the Fire Marshal.

6. All sawdust, shavings, hay and straw shall be flameproofed, stored and maintained in a manner approved by the Fire Marshal.

7. Automobiles, trucks, tractors, machinery and other motor vehicles utilizing flammable fuels, which are placed on display inside any building shall have no more than two (2) gallons of fuel in the tank; all fuel tanks shall be locked or effectively sealed and battery cables shall be disconnected from the ignition system. Ignition keys for vehicles on display shall be kept by a responsible person at the display location for removal of such vehicles from the building in the event of an emergency.

8. There shall not be any gasoline powered forklifts or carts allowed in a place of assembly. Exceptions: Propane or electric vehicles are allowed.

9. The use of liquefied petroleum gases inside buildings, tents or other areas is strictly prohibited, except for demonstration purposes when approved by the Fire Marshal. Maximum LPG allowed for exhibition purposes is a six (6) pound cylinder.

10. “No Smoking by Order of Fire Marshal” signs shall be posted and maintained in areas designated by the Fire Marshal.

11. Provide for daily removal and disposal of trash and rubbish from buildings and tents.

12. All electrical wiring shall be installed in a manner approved by the City Chief Electrical Inspector.

13. Provide and maintain approved fire extinguishing equipment in all areas as designated by the Fire Marshal.

14. All standpipe and hose cabinets shall be kept clear and unobstructed at all times.

15. All appliances fired by natural gas shall be approved by the City Chief Mechanical Inspector and Fire Marshal before being used.

16. The use of welding and cutting equipment for demonstration purposes must be by permit from the Fire Marshal.

17. Cylinders of compressed gases are prohibited unless approved by the Fire Marshal, and shall be secured in a vertical or horizontal positions depending on the tank use and design.

18. The operator or the person in charge of operation or use of any place of assembly or education shall check egress facilities before such building is occupied for any use. If such inspection reveals that any element of the required means of egress is obstructed, inaccessible, locked, fastened or otherwise unsuited for immediate use, admittance to the building shall not be permitted until necessary corrective action has been completed.

--over--
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 Marshall.

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 by 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.