

# Service Manual

## TRANSWORLD 2023

**FEBRUARY 2-5<sup>TH</sup>, 2023**

**AMERICA'S CENTER  
ST. LOUIS, MISSOURI**

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7-9	<input type="checkbox"/> MOP/C.C. Authorization, Order Summary and Booth Grid	N/A
10	<input type="checkbox"/> Terms and Conditions	N/A
11-14	<input type="checkbox"/> Exhibitor Appointed Contractors (EAC) Forms	Thursday, January 12 <sup>th</sup> , 2023
15	<input type="checkbox"/> Third Party Authorization	Thursday, January 12 <sup>th</sup> , 2023
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28	<input type="checkbox"/> Union Jurisdiction Rules	N/A
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59	<input type="checkbox"/> Graphic Requirements & Submission Instructions	N/A
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**AMERICA'S CENTER**  
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### Booth Equipment

Each 10'x10' booth will be set with 8' high black back drape, 3' high black side dividers, and a 7" x 44" one-line identification sign.

### Exhibit Hall Carpet

The exhibit area is not carpeted; however, aisle carpet for the Haunt show will be Tuxedo, aisle carpet for the Interactive Entertainment show will be Blue, and aisle carpet for the Christmas show will be Red. To enhance the appearance of your booth, rental carpet is available through Heritage. 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 Thursday, January 12<sup>th</sup>, 2023.

### Shipments to Advance Warehouse Deadline Date

Heritage will begin receiving freight at the advance warehouse on Tuesday, January 3<sup>rd</sup>, 2023. To avoid late fees, all shipments to the advanced warehouse must arrive no later than Monday, January 23<sup>rd</sup>, 2023. Shipments will be received Monday through Friday between the hours of 10:00 a.m. and 4:00 p.m.

### Show Schedule

**Target Move-In Schedule: See Colored Floor Plan for move-in times according to your booth location.**

#### Hall 1-4

Monday	January 30 <sup>th</sup>	12:00 PM - 3:00 PM	-	8:00 PM	Purple Coded Exhibitors	Vendors can move in starting at Noon. Floor will be marked, but furniture and carpet will not be completed until 6:00 PM
		3:00 PM - 8:00 PM		8:00 PM	Red Coded Exhibitors	

#### Hall 5

Monday	January 30 <sup>th</sup>	4:00 PM - 8:00 PM		8:00 PM	Yellow Coded Exhibitors	Vendors can move in starting at 4:00 PM. Floor will be marked, but furniture and carpet will not be completed until 6:00 PM
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#### Hall 1-5

Tuesday	January 31 <sup>st</sup>	8:00 AM - 8:00 PM		8:00 PM	
Wednesday	February 1 <sup>st</sup>	8:00 AM - 8:00 PM		8:00 PM	General Exhibitor Move-In

**\*\*Any move-in time outside of the above schedule requires advance approval from Heritage and HAA\*\***

### Exhibit Hours

Thursday	February 2 <sup>nd</sup>	10:00 AM - 5:00 PM
Friday	February 3 <sup>rd</sup>	10:00 AM - 5:00 PM
Saturday	February 4 <sup>th</sup>	10:00 AM - 5:00 PM
Sunday	February 5 <sup>th</sup>	10:00 AM - 2:00 PM

### Exhibitor Move-Out

Sunday	February 5 <sup>th</sup>	2:00 PM - 10:00 PM
Monday	February 6 <sup>th</sup>	8:00 AM - 3:00 PM

### Dismantle and Move-Out Information

- Heritage will begin returning empty crates and containers as soon as the aisle carpet is removed from the aisles. This will begin at 2:00 PM, on Sunday, February 5<sup>th</sup>.
- All carriers must check-in no later than 1:00 PM, on Monday, February 6<sup>th</sup>, 2023. All exhibit materials must be removed from the exhibit hall floor by 3:00 PM, on Monday, February 6<sup>th</sup>, 2023. Heritage will begin redirecting all outbound freight not claimed by appointed freight carriers to the preferred show carrier at 1:00 PM.
- Please refer to the Outbound Shipments Form included in this packet for detailed information regarding outbound shipping procedures.

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

**Warehouse Shipping Information:**

Exhibitor Company Name and Booth Number

HERITAGE

C/O YRC Freight

400 S. Barton St.

St. Louis, MO 63104

FOR: Transworld 2023

Heritage will accept exhibit materials beginning Tuesday, January 3<sup>rd</sup>, 2023 at the warehouse address. Material arriving after Monday, January 23<sup>rd</sup>, 2023 will be received at the warehouse with an additional after deadline charge.

**Show Site Shipping Address:**

Exhibitor Company Name and Booth Number

C/O HERITAGE

America's Center (9<sup>th</sup> St. Docks)

618 N. 9<sup>th</sup> St.

St. Louis, MO 63101

FOR: Transworld 2023

Crated, boxed, or skidded materials will be accepted at show site beginning at 10:00 AM, Monday, January 30<sup>th</sup>, 2023 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.

**Service Center Hours**

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

**We Appreciate Your Business!**

# Move in Target Floor Plan and Move out Information TransWorld 2023

Halls 1-4  
Monday, January 30, 2023  
Check-in Time

= 12:00 p.m. - 8:00 p.m.  
 = 3:00 p.m. - 8:00 p.m.

Hall 5  
Monday, January 30, 2023  
Check-in Time

= 4:00 p.m. - 8:00 p.m

## Event

**TRANSWORLD**  
February 2-5, 2023

## Facility

America's Center  
701 Convention Plaza  
St. Louis, MO 63101  
Hall: HALL 1-5

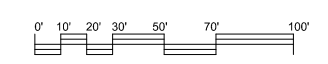
## Notes

Aisle Width 10' unless noted  
Ceiling Height 40'  
△ ○ +□ = Electrical Access  
● ■ = Column

\*FLOOR PLAN IS SUBJECT TO CHANGE AND FIRE MARSHALL APPROVAL

DISCLAIMER: EVERY EFFORT HAS BEEN MADE TO ENSURE THE ACCURACY OF ALL INFORMATION CONTAINED ON THIS DRAWING. HOWEVER NO WARRANTIES, EITHER EXPRESSED OR IMPLIED, ARE MADE WITH RESPECT TO THIS DRAWING. IF THE LOCATION OF BUILDING COLUMNS, UTILITIES OR OTHER ARCHITECTURAL COMPONENTS OF THE FACILITY IS A CONSIDERATION IN THE CONSTRUCTION OR USAGE OF AN EXHIBIT, IT IS THE SOLE RESPONSIBILITY OF THE EXHIBITOR TO VERIFY ALL DIMENSIONS AND LOCATIONS.

## Scale



## HERITAGE

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

Sales Exec: Jeanine Hackett

Job Number: 624539

Drawing Created: Jan 04, 2023 - 8:10am  
Toby.rose - D:\current show\2023 Shows\HAA STL 2  
23\FP\CAD\HAA2023\_21.dwg

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### IMPORTANT MOVE IN INFORMATION

- \*Check your assigned freight delivery on this target schedule for ..deliveries direct to showsite.
- \*Target time is per truck check in and does not necessarily represent the time your truck will be loaded.
- \*If you are scheduling labor, please make your arrangements at least 2 hours after your scheduled target time.
- \*Should you wish to change your target time please send a request to: exhibitor.services@heritagesvs.com
- \*Exhibitors may work past 6:00 p.m. in the exhibit hall.
- \*Freight must have proper paperwork upon check in.  
(certified heavy / light weight tickets)
- \*All POV's must check in with Heritage.

### MOVE OUT INFORMATION

- \*Move out will begin at 2:00 p.m  
Sunday, February 5th.
- \*Heritage will be returning empty crates as soon the aisle carpeting is removed from the exhibit hall floor.
- \*Please plan accordingly and order your move out labor at the heritage service desk.

exhibitor.services@heritagesvs.com

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Fax 314-534-8050

**Order online at: [heritagesvs.com/ordering](http://heritagesvs.com/ordering)****Discount Deadline:  
1/12/2023**

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**\*Exhibitors requesting a revised targeted move in date and time must complete and return this form by January 12<sup>th</sup>, 2023****\*All target change requests must be approved by Heritage****\*You will be notified by email of your revised move in date and time**

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ARE YOU SHIPPING TO:

WAREHOUSE

SHOW SITE

**Please indicate day requested for new target move-in:**\_\_\_\_\_ Monday, January 30<sup>th</sup>, 2023 12PM-8PM\_\_\_\_\_ Monday, January 30<sup>th</sup>, 2023 4PM-8PMBooths 200 sq. ft. or less may move-in Monday, January 30<sup>th</sup>, 2023 at 8AM without requesting a Target change**\*Overtime rates for Labor and Material Handling will apply as noted on the Material Handling form.**Please email this completed form to [exhibitor.services@heritagesvs.com](mailto:exhibitor.services@heritagesvs.com) by January 12<sup>th</sup>, 2023**For Office Use Only**

\_\_\_\_\_ Approved \_\_\_\_\_ Denied New Target Date and Time \_\_\_\_\_

Signed \_\_\_\_\_ Date \_\_\_\_\_

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

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Fax 314-534-8050

Must be completed and submitted with any HERITAGE order forms

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

 Name of Convention TRANSWORLD 2023 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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Fax 314-534-8050

**Order online at: [heritagesvs.com/ordering](http://heritagesvs.com/ordering)**
**Discount Deadline:  
1/12/2023**

## 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	Submit With First Order
<input type="checkbox"/> Third Party Authorization	NA
<input type="checkbox"/> EAC Requirements	NA
<input type="checkbox"/> Carpet	\$
<input type="checkbox"/> Furniture	\$
<input type="checkbox"/> Accessories	\$
<input type="checkbox"/> Exhibit Accessories	\$
<input type="checkbox"/> Exhibit Rental Displays	\$
<input type="checkbox"/> Material Handling	\$
<input type="checkbox"/> Accessible/Priority Storage Return	\$
<input type="checkbox"/> Animated Displays/Props	\$
<input type="checkbox"/> Installation & Dismantle Labor	\$
<input type="checkbox"/> HES Shipping	\$
<input type="checkbox"/> Hanging Sign Labor	\$
<input type="checkbox"/> Signs	\$
<input type="checkbox"/> Mobile Spotting	\$

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

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

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

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

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

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





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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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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 \_\_\_\_\_

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1/12/2023**

**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: \_\_\_\_\_

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**Order online at: [heritagesvs.com/ordering](http://heritagesvs.com/ordering)****Discount Deadline:  
1/12/2023****Exhibitor Appointed Contractor (EAC)  
Work Authorization Form**

Return completed EAC Requirement forms to Heritage via email to [exhibitorservices@heritagesvs.com](mailto:exhibitorservices@heritagesvs.com) no later than 30 days prior to the show start date. **Please forward a copy of the Certificate of Liability Insurance sample to your EAC.**

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

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

Electrical Booth Cleaning Plumbing Material Handling Telecommunications Hanging Signs Rigging

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

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

\*\*Note Other Products/Services Here:

**Please Type or Print****EAC Information:**

EAC Company Name: \_\_\_\_\_

Address: \_\_\_\_\_ City/State/Zip \_\_\_\_\_

EAC Company Phone: \_\_\_\_\_ Fax Number: \_\_\_\_\_

EAC Contact Name: \_\_\_\_\_ EAC Contact Cell: \_\_\_\_\_

EAC Contact Email: \_\_\_\_\_

Product/Service Description: \_\_\_\_\_

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

Exhibitor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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

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

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

# CERTIFICATE OF LIABILITY INSURANCE

# SAMPLE

DATE (MM/DD/YYYY)

00/00/0000

PRODUCER (000) 000-0000 FAX

 AGENTS NAME  
 AGENTS ADDRESS

**THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.**

INSURERS AFFORDING COVERAGE NAIC #

 INSURED  
 YOUR COMPANY NAME  
 YOUR COMPANY ADDRESS

INSURER A:

INSURER B:

INSURER C:

EAC FOR:

INSURER D:

INSURER E:

### COVERAGES

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

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

 DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES / EXCLUSIONS ADDED BY ENDORSEMENT / SPECIAL PROVISIONS  
**ADDITIONAL INSURED AS RESPECTS LIABILITY PER WRITTEN CONTRACT:**

### CERTIFICATE HOLDER

 HERITAGE  
 620 Shenandoah Ave.  
 St. Louis, MO 63104

### CANCELLATION

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

AUTHORIZED REPRESENTATIVE

exhibitor.services@heritagesvs.com

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1/12/2023****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 \_\_\_\_\_

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**Order online at: [heritagesvs.com/ordering](http://heritagesvs.com/ordering)**
**Discount Deadline: 1/12/2023**
**HERITAGE is offering Special "Hassle-Free" Booth Packages for Transworld 2023**

Prices only apply to orders received with full payment by the date listed above. Floor orders for Hassle-Free Booth Packages will not be accepted at show site.

All charges for equipment and/or services must be paid in advance. For your convenience, MasterCard, American Express, Discover and Visa 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.

**NO CANCELLATIONS OR EXCHANGES OF EQUIPMENT WILL BE ACCEPTED!**

Two optional exhibit booth packages are being offered as a special service for Transworld exhibitors. Each 10'x10' "Hassle-Free" booth will receive one (1) 8' long x 30" high black skirted display table, two (2) black samsonite folding chairs and one (1) wastebasket. Packages may also be ordered with or without booth carpet as indicated below. **\*\*ONLY ONE (1) PACKAGE PER 10'X10' BOOTH SPACE\*\* - NO SUBSTITUTIONS ALLOWED**

 **Package "A" (with booth carpet)**

- One (1) 8' black skirted table
- Two (2) side chairs
- One (1) wastebasket with liner
- One (1) 9' x 10' silver gray booth carpet

Quantity	Discount Rate	Total
_____ x	\$ 280.00	= _____

 **Package "B" (without booth carpet)**

- One (1) 8' black skirted table
- Two (2) side chairs
- One (1) wastebasket with liner

Quantity	Discount Rate	Total
_____ x	\$ 180.00	= _____

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 \_\_\_\_\_

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**Discount Deadline:**  
**1/12/2023**

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	Item	Quantity	Discount Rate	Standard Rate	Total
Classic Expo Carpet 16 oz	<b>C10</b> 10' x 10'	_____ x _____	\$220.50	\$286.65	= _____
	<b>C20</b> 10' x 20'	_____ x _____	\$432.85	\$562.71	= _____
	<b>C30</b> 10' x 30'	_____ x _____	\$647.30	\$841.49	= _____
	<b>C40</b> 10' x 40'	_____ x _____	\$869.80	\$1,130.74	= _____

**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
<b>C60</b> Area Carpet Classic _____ W x _____ L per sq. ft. 100 sq. ft. min.	_____ x _____	\$3.70	\$4.81	= _____

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

Red Blue Burgundy Hunter Green Plum Gray Black

Item	Total Sq. Ft.	Discount Rate	Standard Rate	Total
<b>C90</b> Area Carpet Prestige _____ W x _____ L per sq. ft. 100 sq. ft. min.	_____ x _____	\$6.50	\$8.45	= _____

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

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

Item	Total Sq. Ft.	Discount Rate	Standard Rate	Total
<b>C70</b> Carpet Padding _____ W x _____ L per sq. ft.	_____ x _____	\$1.80	\$2.34	= _____
<b>C80</b> Visqueen Covering _____ W x _____ L per sq. ft.	_____ x _____	\$1.10	\$1.43	= _____

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

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

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

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

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

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

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

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

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

# 16 oz. Classic Expo



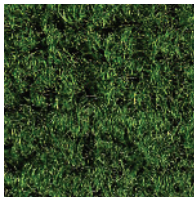
Red



Blue



Burgundy



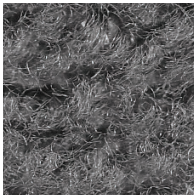
Hunter Green



Plum



Black



Gray

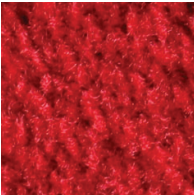
# 28 oz. Prestige Carpet



Navy



Hunter Green



Red



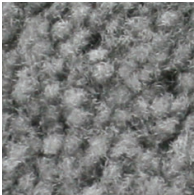
Black



White



Charcoal



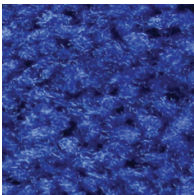
Silver Cloud



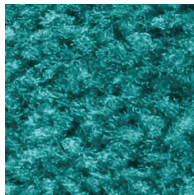
Burgundy



Beige



Royal



Teal

CARPET

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**Discount Deadline:**  
**1/12/2023**

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

	Item	Quantity	Discount Rate	Standard Rate	Total	
Furniture	F60 Plastic Side Chair (Gray)	_____ X	\$ 62.70	\$ 81.51	= _____	
	F50 Padded Sled Base Chair (Gray)	_____ X	\$ 81.85	\$ 106.41	= _____	
	F9 Padded Chair (Gray)	_____ X	\$ 81.85	\$ 106.41	= _____	
	F10 Padded Arm Chair (Gray)	_____ X	\$ 88.70	\$ 115.31	= _____	
	F20 Custom Padded Arm Chair (Gray)	_____ X	\$ 104.75	\$ 136.18	= _____	
	F30 Padded High Stool (Gray)	_____ X	\$ 100.20	\$ 130.26	= _____	
	F40 Custom Padded High Stool (Gray)	_____ X	\$ 131.55	\$ 171.02	= _____	
	F75 Executive Chair (Black)	_____ X	\$ 195.00	\$ 253.50	= _____	
Draped Display Tables	<b>Circle your color choice:</b>					
		Red Blue Teal Burgundy Hunter Green Plum Silver Black White Gold Expo Green				
	F110 4' Table – 30" High	_____ X	\$ 113.20	\$ 147.16	= _____	
	F120 6' Table – 30" High	_____ X	\$ 136.15	\$ 177.00	= _____	
	F130 8' Table – 30" High	_____ X	\$ 159.05	\$ 206.77	= _____	
	F140 4' Table – 42" Counter High	_____ X	\$ 140.70	\$ 182.91	= _____	
	F150 6' Table – 42" Counter High	_____ X	\$ 163.65	\$ 212.75	= _____	
	F160 8' Table – 42" Counter High	_____ X	\$ 186.60	\$ 242.58	= _____	
	F170 4th Side Table Drape - 30" High	_____ X	\$ 47.40	\$ 61.62	= _____	
F180 4th Side Table Drape - 40" High	_____ X	\$ 47.40	\$ 61.62	= _____		
Undraped Display Tables	F190 4' Table – 30" High	_____ X	\$ 72.65	\$ 94.45	= _____	
	F200 6' Table – 30" High	_____ X	\$ 88.70	\$ 115.31	= _____	
	F210 8' Table – 30" High	_____ X	\$ 105.55	\$ 137.22	= _____	
	F220 4' Table – 42" Counter High	_____ X	\$ 78.75	\$ 102.38	= _____	
	F230 6' Table – 42" Counter High	_____ X	\$ 93.30	\$ 121.29	= _____	
	F240 8' Table – 42" Counter High	_____ X	\$ 113.95	\$ 148.14	= _____	
	F80 30" Diameter Pedestal (Gray) 18" H	_____ X	\$ 157.55	\$ 204.82	= _____	
	F90 30" Diameter Pedestal (Gray) 30" H	_____ X	\$ 157.55	\$ 204.82	= _____	
	F100 30" Diameter Pedestal (Gray) 42" H	_____ X	\$ 157.55	\$ 204.82	= _____	
Table Risers Covered White	F250 4' Long Riser	_____ X	\$ 50.00	\$ 65.00	= _____	
	F260 6' Long Riser	_____ X	\$ 61.50	\$ 79.95	= _____	
	F270 8' Long Riser	_____ X	\$ 74.35	\$ 96.66	= _____	
Special Drape Products	<b>Circle your color choice:</b>					
		Red Blue Teal Burgundy Hunter Green Plum Silver Black White Gold Expo Green				
F280 Drape - 3' H	_____ X	\$ 14.82	\$ 19.26	= _____		
F290 Drape - 8' H	_____ X	\$ 15.30	\$ 19.89	= _____		

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.

# Chairs



**Plastic Side Chair**  
F60  
(Gray)



**Padded Sled Base Chair**  
F50  
(Gray)



**Padded Chair**  
F9  
(Gray)



**Padded Arm Chair**  
F10  
(Gray)



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



**Padded High Stool**  
F30  
(Gray)



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



**Executive Chair**  
F75  
(Black)

# Skirted Tables



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



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



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



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



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



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

## Table Skirt and Drape Color Options



Red



Teal



Hunter Green



Silver



White



Blue



Burgundy



Plum



Black



Gold



Expo Green

# Undraped Display Tables



**4' Display Table**  
F190  
30" High



**4' Display Table**  
F220  
42" Counter High



**6' Display Table**  
F200  
30" High



**6' Display Table**  
F230  
42" Counter High



**8' Display Table**  
F210  
30" High



**8' Display Table**  
F240  
42" Counter High



**30" Diameter Pedestal**  
F80  
18" H (Gray)



**30" Diameter Pedestal**  
F90  
30" H (Gray)



**30" Diameter Pedestal**  
F100  
42" H (Gray)

	Item	Quantity		Discount Rate	Standard Rate		Total
<b>Accessories</b>	<b>A10</b> Wastebasket		x	\$ 22.00	\$ 28.60	=	
	<b>A20</b> Tripod Easels		x	\$ 36.70	\$ 47.71	=	
	<b>A30</b> Chrome Stanchion		x	\$ 27.55	\$ 35.82	=	
	<b>A40</b> Velour Rope 6' Black		x	\$ 27.55	\$ 35.82	=	
	<b>A50</b> Coat Tree		x	\$ 79.85	\$ 103.81	=	
	<b>A60</b> Chrome Bag Rack		x	\$ 79.85	\$ 103.81	=	
	<b>A70</b> Literature Rack		x	\$ 156.00	\$ 202.80	=	
	<b>A80</b> Garment Rack 5'		x	\$ 85.65	\$ 111.35	=	
	<b>A90</b> 2 Way Straight Arm Rack		x	\$ 117.45	\$ 152.69	=	
	<b>A100</b> 4 Way Slant Arm Rack		x	\$ 131.55	\$ 171.02	=	
	<b>A106</b> Raffle Ticket Drum		x	\$ 80.00	\$ 104.00	=	
	<b>A107</b> Fishbowl		x	\$ 25.00	\$ 32.50	=	
	<b>A110</b> 6' Tensabarrier		x	\$ 124.80	\$ 162.24	=	
	<b>D130</b> 1M Straight Shelf		x	\$ 105.72	\$ 137.43	=	
	<b>D131</b> 1M Angle Shelf		x	\$ 105.72	\$ 137.43	=	
	<b>D210</b> Acrylic Holder*		x	\$ 22.95	\$ 29.84	=	
	<b>D220</b> Arm Light*		x	\$ 48.95	\$ 63.64	=	
	*For use with Heritage Rentals Only						
<b>D250</b> Chrome Sign Holder		x	\$ 135.35	\$ 175.96	=		

<b>Tackboard</b>	<b>D20</b> Tackboard Panels (4'x8') Vertical		x	\$ 165.20	\$ 214.76	=	
	<b>D30</b> Tackboard Panels (4'x8') Horizontal		x	\$ 165.20	\$ 214.76	=	
	<b>D31</b> Fabric Modular Panel 1 Meter x 8'		x	\$ 403.80	\$ 524.94	=	
<p><b>Circle your fabric modular only panel color choice:</b>                      Gray    Black    Blue</p>							

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

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

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

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

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

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

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

# ACCESSORIES



**Wastebasket**  
A10



**Tripod Easels**  
A20



**Chrome Sign Holder**  
D250



**Chrome Stanchion**  
A30



**Velour Rope 6' Black**  
A40



**Coat Tree**  
A50



**Chrome Bag Rack**  
A60



**Literature Rack**  
A70



**Garment Rack 5'**  
A80



**2 Way Straight Arm Rack**  
A90



**4 Way Slant Arm Rack**  
A100



**Raffle Ticket Drum**  
A106



**Fishbowl**  
A107



**6' Tensabarrier**  
A110

exhibitor.services@heritagesvs.com

1-800-360-4323

Fax 314-534-8050

**TRANSWORLD 2023**
**Order online at: [heritagesvs.com/ordering](http://heritagesvs.com/ordering)**
**Discount Deadline: 1/12/2023**

	Item	Quantity	Discount Rate	Standard Rate	Total
<b>Pegboard</b>	<b>D10</b> Pegboard Panels (4'x8')	_____ x	\$ 220.25	\$ 286.33	= _____
	<b>D09</b> Pegboard 4" Single Hook	_____ x	\$ 8.33	\$ 10.83	= _____
	<b>D11</b> Pegboard 6" Single Hook	_____ x	\$ 11.00	\$ 14.30	= _____
	<b>D12</b> Pegboard 8" Single Hook	_____ x	\$ 12.85	\$ 16.71	= _____
<b>Gondolas</b>	<b>D800</b> Single Sided 1M x 4' High	_____ x	\$ 666.71	\$ 866.72	= _____
	<b>D801</b> Double Sided 1M x 4' High	_____ x	\$ 933.39	\$ 1213.41	= _____
	<b>D802</b> Single Sided 1M x 8' High	_____ x	\$ 933.39	\$ 1213.41	= _____
	<b>D803</b> Double Sided 1M x 8' High	_____ x	\$ 1,333.41	\$ 1733.44	= _____
<b>Gridwall</b>	<b>D40</b> Gridwall 2'x8' Black *Legs & Connectors required below	_____ x	\$ 150.50	\$ 195.65	= _____
	<b>D80</b> 4" Gridwall Single Hook	_____ x	\$ 8.33	\$ 10.83	= _____
	<b>D60</b> 6" Gridwall Single Hook	_____ x	\$ 11.00	\$ 14.30	= _____
	<b>D70</b> 8" Gridwall Single Hook	_____ x	\$ 12.85	\$ 16.71	= _____
	<b>D81</b> Grid Legs (Black)* *Legs & Connectors required below	_____ x	\$ 35.96	\$ 46.75	= _____
	<b>D82</b> Grid Connectors*	_____ x	\$ 19.68	\$ 25.58	= _____
	<b>D83</b> 3-Ball Waterfall Arm	_____ x	\$ 30.48	\$ 39.62	= _____
	<b>D84</b> 5-Ball Waterfall Arm	_____ x	\$ 32.80	\$ 42.63	= _____
	<b>D85</b> 7-Ball Waterfall Arm	_____ x	\$ 35.73	\$ 46.45	= _____
<b>Slatwall</b>	<b>D50</b> Slatwall 1 Meter x 8'	_____ x	\$ 201.90	\$ 262.47	= _____
	<b>D120</b> Slatwall Waterfall Hooks	_____ x	\$ 33.05	\$ 42.97	= _____
	<b>D121</b> Slatwall 8" Bracket	_____ x	\$ 12.85	\$ 16.71	= _____

**Method of Payment & Credit Card Authorization  
Form REQUIRED to be submitted with this form.**
**SUBTOTAL \$ \_\_\_\_\_**
**TOTAL DUE \$ \_\_\_\_\_**

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

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

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

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

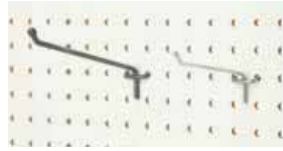
Please fax or email this form promptly to HERITAGE using the information at the top of the page - retain one copy for your files.



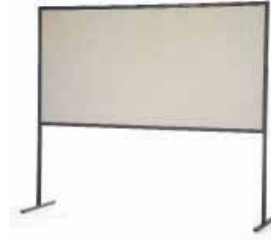
# DISPLAYS



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



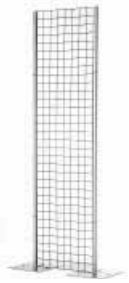
**Pegboard 6" Single  
Hook**  
D11



**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

exhibitor.services@heritagesvs.com

1-800-360-4323

Fax 314-534-8050

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

## TRANSWORLD 2023

### Discount Deadline: 1/12/2023

### 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	\$ 513.90	\$ 668.07	= _____
<b>C_084</b> 2 Meter Display Counter with Shelf 2M x 1/2M x 42" High with Sliding Door	_____ x	\$ 716.09	\$ 930.92	= _____
<b>C_152</b> 1 Meter Curved Counter with Shelf 1M x 1/2M x 42" High with Sliding Door	_____ x	\$ 565.29	\$ 734.88	= _____
<b>C_053</b> 1 Meter Radius Counter with Shelf 1M x 1/2M x 42" High with Sliding Door	_____ x	\$ 604.97	\$ 786.47	= _____
<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	\$ 513.90	\$ 668.07	= _____
<b>MD60</b> Counter Locks	_____ x	\$ 29.05	\$ 37.77	= _____

### Showcases

Item	Quantity	Discount Rate	Standard Rate	Total
<b>D140</b> 4' Full View Showcase	_____ x	\$ 486.40	\$ 632.32	= _____
<b>D150</b> 6' Full View Showcase	_____ x	\$ 523.10	\$ 680.03	= _____
<b>D160</b> 4' Quarter View Showcase	_____ x	\$ 412.95	\$ 536.84	= _____
<b>D170</b> 6' Quarter View Showcase	_____ x	\$ 464.95	\$ 604.44	= _____

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

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

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

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

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

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

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

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

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

# CABINETS AND COUNTERS



## Counter

C\_092

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



## Counter

C\_084

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



## Curved Counter

C\_152

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



## Radius Counter

C\_053

1M x 1/2M x 42"  
High



## Cabinet

C\_179

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

# Display Cases



D140/D150 (shown)

D140 - 4' Full View

Showcase

D150 - 6' Full View

Showcase



D160/D170 (shown)

D160 - 4' Quarter View

Showcase

D170 - 6' Quarter View

Showcase

exhibitor.services@heritagesvs.com

1-800-360-4323

Fax 314-534-8050

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

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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)**

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**IMPORTANT NOTICE REGARDING FREIGHT HANDLING AND WEIGHT VERIFICATION AT AMERICA'S CENTER**

The purpose of this notice is to apprise all exhibitors participating in the Transworld Trade Show 2023 of specific guidelines, rates and the rules and regulations concerning freight handling by HERITAGE America's Center.

- **JURISDICTION:** All inbound/outbound exhibitor freight, with the exception of P.O.V.'s meeting the guidelines of self-unloading as covered on the following page, must be handled by HERITAGE.
- **RATES & SERVICES:** The rates and description of services offered by HERITAGE are covered on the enclosed order forms.
  - Privately Owned Vehicle (P.O.V.) Self-Unloading Page 30
  - Shipping Instructions/Material Handling Information Pages 36-39
  - Animated Display/Prop Unloading Service Page 40
- **UNCRATED SURCHARGES:** Wherever possible, all inbound freight should be crated, boxed or skidded to allow efficient and expedient unloading. Any inbound freight unloaded from exhibitor trucks, trailers or flatbeds that is not crated, boxed or skidded requiring manpower to unload and reload by hand, is subject to higher rates as outlined under the "Shipments to Show Site/Loose or Uncrated Shipments".
- **WEIGHT VERIFICATION:** All shipments received, whether at our advance receiving warehouse or directly at show site **MUST** have documents or bills of lading verifying the piece count and weight of the shipment. Shipments received without this documentation will be rerouted to be weighed, delaying the unloading and delivery to the exhibitors designated booth area.
- **OVERTIME CHARGES:** The rates listed for freight/material handling are based on straight time move-in and move-out hours. All shipping containers, crates, pallets, etc., will be returned to the exhibitors at the close of the show on Sunday, February 5th beginning at 2:00 p.m. Any exhibitors requesting load out on Sunday, February 5th or who have designated their specified carriers for pick up on Sunday will be charged a 25% overtime surcharge to the published rates as defined on Page 50.
- **OUTBOUND SHIPPING:** All exhibitors are required to fill out a HERITAGE bill of lading for outbound shipments. If you wish to be loaded out on Sunday or have scheduled your designated carrier for pick-up on Sunday, we must be notified of this when you turn in your bill of lading at the HERITAGE Service Desk. Bill of lading and shipping labels may be obtained any time during the show at the HERITAGE Service Desk.

If you have any questions or special circumstances, please contact our Exhibitor Services Department at 314-534-8500.

exhibitor.services@heritagesvs.com

1-800-360-4323

Fax 314-534-8050

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

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### **Guidelines for Self-Unloading of Privately Owned Vehicles (P.O.V.) at America's Center For Transworld 2023**

Union Rules and Regulations allow for qualifying Exhibitors to unload their privately owned vehicles and deliver products and display goods to their designated booth area.

Exhibitors who wish to unload their own P.O.V.'s must adhere to the following guidelines:

- **Ground level unloading only/  
Freight docks may not be used**
- **Two-wheel handcarts are allowed**
- **Four-wheel dollies or carts,  
Pallet Jacks or motorized  
Equipment may not be used**
- **Hired or Contracted Labor is not allowed except  
for the Official Exposition Contractor**
- **No self-unloading of vehicles,  
trailers, etc. inside of the expo hall  
will be allowed.**

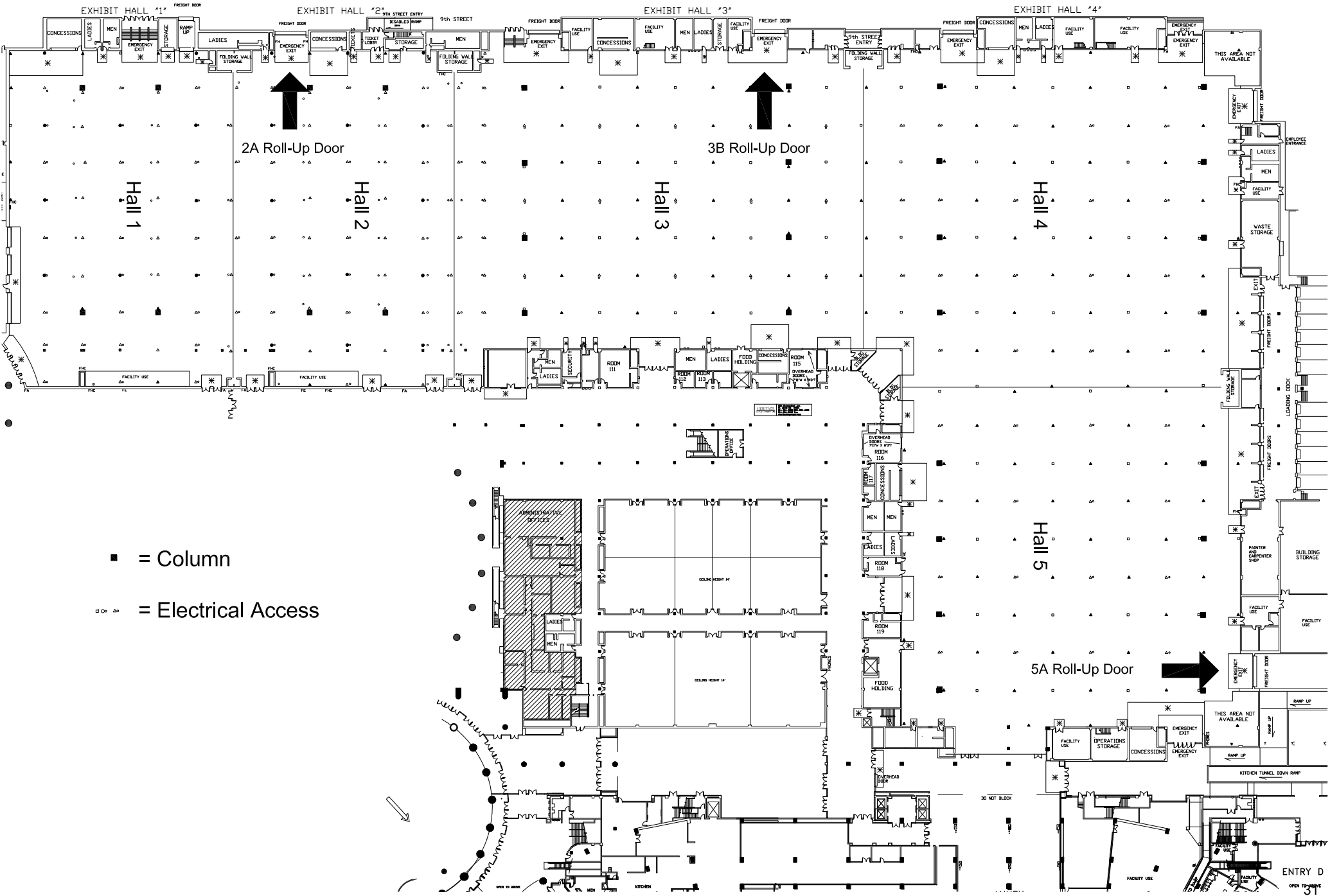
Exhibitors meeting the above criteria may unload at curbside along 9th Street or Cole Street and enter through either the 3-B or 5-A roll-up freight door.

Exhibitors that do not qualify for "Self Unloading" or wish to have HERITAGE unload their vehicles and deliver to designated booth areas must fill-out and return the enclosed Shipping Instructions/Material Handling Information Form or the Animated Displays / Props Form along with the enclosed Credit Card Authorization Form.

If you have any questions or we may be of further assistance, please contact our Exhibitor Services Department at 314-534-8500.

**WE APPRECIATE YOUR COOPERATION.**

# America's Center 9th Street and Cole St. Freight Doors



- = Column
- = Electrical Access

exhibitor.services@heritagesvs.com

1-800-360-4323

Fax 314-534-8050

**Discount Deadline:**  
**1/12/2023**
**Order online at: [heritagesvs.com/ordering](http://heritagesvs.com/ordering)**

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

**10' x 10'  
Display**
 **B001**  
 Advanced Price: \$3,986.25  
 Standard Price: \$5,182.13

 **B214**  
 Advanced Price: \$3,986.25  
 Standard Price: \$5,182.13

 **B362**  
 Advanced Price: \$3,722.80  
 Standard Price: \$4,839.64

 **B310**  
 Advanced Price: \$2,658.40  
 Standard Price: \$3,455.92

**10' x 20'  
Display**
 **B002**  
 Advanced Price: \$6,225.10  
 Standard Price: \$8,092.63

 **B368**  
 Advanced Price: \$8,648.30  
 Standard Price: \$11,242.79

 **B004**  
 Advanced Price: \$6,995.38  
 Standard Price: \$9,093.99

 **B361**  
 Advanced Price: \$7,168.20  
 Standard Price: \$9,318.66

**20' x 20'  
Display**
 **B333**  
 Advanced Price: \$11,256.18  
 Standard Price: \$14,633.03

 **B215**  
 Advanced Price: \$10,290.90  
 Standard Price: \$13,378.17

 **B437**  
 Advanced Price: \$11,944.77  
 Standard Price: \$15,528.20

 **B403**  
 Advanced Price: \$16,927.38  
 Standard Price: \$22,005.59

**Select Carpet**

(included in the rental)

**Circle your color choice:**

Red Blue Burgundy Hunter Green Blue Jay Gray Black Tuxedo Cayenne

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

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

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

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

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

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

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



# 10' x 10' Exhibit Rental Displays

Booth graphics are NOT included in each space. For more info, contact us at [graphics@heritagesvs.com](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 \$3,986.25**  
**Standard Price \$5,182.13**

**INCLUDED:** Three arm lights  
 10' x 10' carpet  
 Installation/Dismantle Labor  
 Complimentary consultation for booth alterations

B214



**Advanced Price \$3,986.25**  
**Standard Price \$5,182.13**

**INCLUDED:** Two arm lights  
 10' x 10' carpet  
 Installation/Dismantle Labor  
 Complimentary consultation for booth alterations

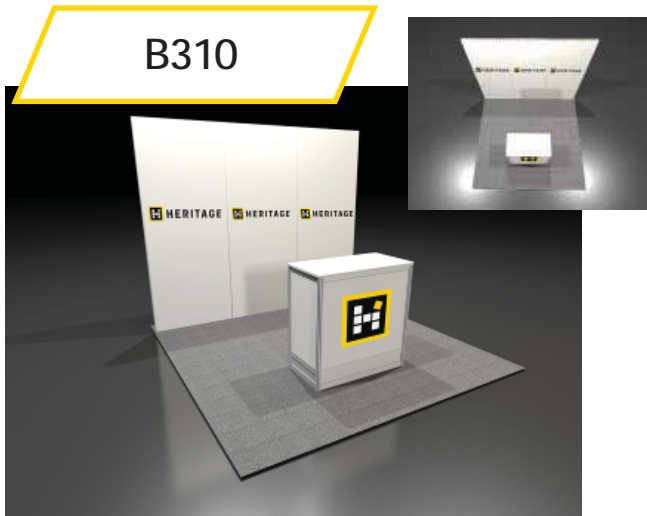
B362



**Advanced Price \$3,722.80**  
**Standard Price \$4,839.64**

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

B310



**Advanced Price \$2,658.40**  
**Standard Price \$3,455.92**

**INCLUDED** Three arm lights  
 10' x 10' carpet  
 Installation/Dismantle Labor  
 Complimentary consultation for booth alterations

# 10' 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.

B002



**Advanced Price \$6,225.10**  
**Standard Price \$8,092.63**

- INCLUDED:** Six arm lights  
 10' x 20' carpet  
 Installation/Dismantle Labor  
 Complimentary consultation for booth alterations

B368



**Advanced Price \$8,648.30**  
**Standard Price \$11,242.79**

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

B004



**Advanced Price \$6,995.38**  
**Standard Price \$9,093.99**

- INCLUDED** Six arm lights  
 10' x 20' carpet  
 Installation/Dismantle Labor  
 Complimentary consultation for booth alterations

B361



**Advanced Price \$7,168.20**  
**Standard Price \$9,318.66**

- INCLUDED** Four arm lights  
 10' x 20' carpet  
 Installation/Dismantle Labor  
 Complimentary consultation for booth alterations  
**Monitors sold separately**

# 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 \$11,256.18**  
**Standard Price \$14,633.03**

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

B215



**Advanced Price \$10,290.90**  
**Standard Price \$13,378.17**

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

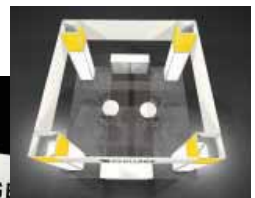
B437



**Advanced Price \$11,944.77**  
**Standard Price \$15,528.20**

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

B403



**Advanced Price \$16,927.38**  
**Standard Price \$22,005.59**

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

exhibitor.services@heritagesvs.com

1-800-360-4323

Fax 314-534-8050

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

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**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.

### **OVERTIME**

- Overtime charges are assessed when Heritage has been granted access to the facility during overtime, per the contractual agreement between show management and facility. This includes warehouse shipments.
- Late Driver Check-In: Drivers checking in after 1:30 pm are not guaranteed Straight Time rates.
- The overtime rate is applied to all shipments loaded or unloaded on Saturday, Sunday, holidays, and any time other than 8:00 am to 4:30 pm Monday through Friday.
- All weights are rounded off to the next cwt per Round Trip.
- The consignment or delivery of a shipment to Heritage by an exhibitor, or by a shipper on behalf of the exhibitor, shall be construed as an acceptance by such exhibitor (and/or shipper) of the terms and conditions set forth.
- If shipment is moved into or out of show site on overtime due to scheduling beyond Heritage's control.

### **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.

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## 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.**

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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 deliver areas.
- **What are mixed shipments?** Mixed shipments are defined as shipments of mixed crated and uncrated goods, where the percentage of uncrated is minimal and does not warrant the full uncrated rate for the shipment, but does require special handling.
- **What does it mean if I have No Documentation?** Shipments arrive from a small package carrier (including, among others, Federal Express [FedEx] and UPS) without an individual Bill of Lading, requiring additional time, labor and equipment to process.
- **What is Inbound?** Shipments being sent to a warehouse for advance receiving or to show site.
- **What is Outbound?** Shipments leaving show site and being sent to another destination.
- **What is Off Target?** Used when there is a specific date and time that an exhibitor must move in by and is missed.
- **What is a Marshalling Yard Fee?** A marshalling service has been established to ease congestion at the facility and better utilize dock space. All carriers and privately owned vehicles must check in at the marshalling location prior to unloading/loading.
- **What is Overnight Parking Fee?** There is a fee for parking at the marshalling yard. This is for exhibitors with company owned trailers and box trucks only. **Any vehicles left without a parking pass will be towed at owner's expense.**
- **What are Shipments Returned to Warehouse?** Shipments returned to the warehouse at close of show will be charged an additional fee of \$50.00 per CWT (2500lb. min.). Shipments not picked up from the warehouse within 72 hrs. will be charged for storage by Heritage.

exhibitor.services@heritagesvs.com

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### 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.

**STRAIGHT TIME:** 8:00 A.M. to 4:30 P.M. Monday through Friday

**OVERTIME:** 4:30 P.M. to 8:00 A.M. Monday through Friday, Saturday, Sunday, and Holidays

**Union Holidays:** New Year's Day, Martin Luther King Day, President's Day, Good Friday, Patriot's Day, Memorial Day, Independence Day, Labor Day, Columbus Day, Veteran's Day, Thanksgiving Day, Christmas Day  
NOTE: The advanced warehouse will only receive shipments between 10 AM and 4:30 PM, Monday through Friday

Rate Classifications	Description	Price per CWT	200 lb Minimum
	<b>Warehouse Shipment (200 lb Minimum)</b>		
	Crated or Skidded Shipment	<u>\$84.00</u>	<u>\$168.00</u>
	Special Handling Shipment	<u>\$100.80</u>	<u>\$201.60</u>
	<b>Show Site Shipment (200 lb Minimum)</b>		
	Crated or Skidded Shipment	<u>\$79.50</u>	<u>\$159.00</u>
	Special Handling Shipment	<u>\$95.40</u>	<u>\$190.80</u>
	Uncrated or Pad Wrapped Shipment	<u>\$111.30</u>	<u>\$222.60</u>
	<b>Small Package—Maximum Weight is 30 lbs per Shipment</b>	<u>\$50.00</u>	<u>\$50.00</u>

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

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

Additional Surcharges	Description	Price per CWT	200 lb Minimum
	<b>Shipment Delivered After Deadline Date (in addition to above rates)</b>		
	Warehouse Shipment Crated or Skidded, After Deadline <b>1/23/2023</b> .	<u>\$21.00</u>	<u>\$42.00</u>
	Warehouse Shipment Special Handling, After Deadline <b>1/23/2023</b> .	<u>\$25.20</u>	<u>\$50.40</u>
	<b>Overtime Charge—Warehouse Shipment (in addition to above rates)</b>		
	Crated or Skidded Shipment	<u>\$21.00</u>	<u>\$42.00</u>
	Special Handling Shipment	<u>\$25.20</u>	<u>\$50.40</u>
	<b>Overtime Charge—Show Site Shipment (in addition to above rates)</b>		
	Crated or Skidded Shipment	<u>\$19.88</u>	<u>\$39.76</u>
	Special Handling Shipment	<u>\$23.85</u>	<u>\$47.70</u>
	Uncrated or Pad Wrapped Shipment	<u>\$27.83</u>	<u>\$55.56</u>
	<b>Off-Target Charge (in addition to above rates)</b>	<u>25% additional</u>	

All rates quoted above are straight time rates. All freight received at the warehouse that must be moved into or out of the booth before 8:00 am or after 4:30 pm on weekdays will be charged overtime rates for each instance. Show site overtime hours are before 8:00 am and after 4:30 pm on weekdays. Any time on Saturday, Sunday or holidays will be charged overtime each way in addition to the above rates.

Description / Number of pieces	Weight	÷ 100 =	CWT	x	Price per CWT =	Estimated Total Cost (200 lb. min)
example: Special Handling	467	÷ 100 =	5		\$168.90	\$844.50
		÷ 100 =				
		÷ 100 =				
		÷ 100 =				
		÷ 100 =				
<b>TOTAL</b>						

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

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

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

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

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

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



exhibitor.services@heritagesvs.com

1-800-360-4323

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Order online at: heritagesvs.com/ordering

# ANIMATED DISPLAYS/PROPS UNLOADING SERVICE ORDER FORM

With Weight Tickets

Without Weight Tickets

## TRANSWORLD 2023

### ANIMATED DISPLAYS/PROPS

Heritage will unload uncrated animated props and animated displays at show site from exhibitor owned vehicles, deliver to designated booths and reload at the close of the show. These items must be designed in a way that will allow unloading and reloading to be performed by a forklift or pallet jack. **No crate, pallets or box storage will be provided.** The straight time rates for this service is as follows: (500 lb. min.)

501 - 2,000 lbs.	\$47.50 per cwt.	6,001 - 10,000 lbs.	\$42.50 per cwt.
2,001 - 4,000 lbs.	\$45.50 per cwt.	Over 10,000 lbs.	Call for quote
4,001 - 6,000 lbs.	\$44.50 per cwt.		

- Rate is determined on accumulated weight of total pieces for each shipment.

**Please Note: For crated or boxed display goods shipped to the advance warehouse or directly to show site and for uncrated display goods requiring special handling and all display goods shipped via common carrier, van lines, Fed Ex, etc., please refer to the enclosed Shipping Instructions/Material Handling Order Form for rates.**

**OVERTIME:** A 25% surcharge will be added to the above rates if unloading or reloading is performed on overtime. A 50% surcharge will be added if both unloading and reloading is performed on overtime. Overtime is anytime before 8:00 a.m. and after 4:30 p.m. on weekdays and all hours Saturdays, Sundays, and holidays.

All shipments must have a bill-of-lading or delivery receipt showing number of pieces, weight and description of merchandise. If shipments arrive without weight on bill-of-lading and weight is unobtainable, a mutual decision as to approximate weight will be determined and will be binding on both parties.

<b>ESTIMATED COSTS * (Round to next highest whole number)</b>			
Estimated Weight in lbs.	_____ /100 = _____ *	x Rate _____ =	_____ Total

### UNLOADING SERVICE WITHOUT CERTIFIED WEIGHT TICKETS for trucks 24' and lower

Truck sizes without a certified weight ticket will be charged the following weights to correspond with rates below:

\*Labor is optional if needed. It is not required. If you choose to utilize Heritage labor, please refer to the labor order form on page 51 to order this service. Please be conscious of the amount of time you are taking at the drive up ramp. Since this is operated on a first come, first serve basis, we ask that unload in a timely manner so other vendors are able to unload as well. Anything longer than 1 hour will be assess a labor charge\*

24ft Box Truck - 4,000 lbs	16ft Box Truck - 3,000 lbs	12ft Box Truck - 2,000 lbs	Cargo Van - 1,000 lbs
\$1,740.00 Round Trip	\$1,305.00 Round Trip	\$870.00 Round Trip	\$455.00 Round Trip

<b>ESTIMATED COSTS</b>	
Number of Vehicles _____ x Rate _____ =	_____ Total

### UNLOADING SERVICE WITH CERTIFIED WEIGHT TICKETS for trucks above 24'

Truck larger than 16' will need to check in at the Heritage Freight Desk with a Certified Weight Ticket. We recommend weighing your vehicle before loading to obtain a light weight ticket, and then again after your vehicle is full to obtain the heavy weight ticket. The weight of your shipment will be used to determine your material handling fees. There are several weigh stations across the United States. Please check your local directory for locations. **The closest weigh station to the America's Center is Love's Travel Stop, 6124 N. Broadway, St. Louis, MO 63147.** Please refer to the Material Handling Form for material handling rates.

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

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

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

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



exhibitor.services@heritagesvs.com

1-800-360-4323

Fax: 314-534-8050

**Discount Deadline:  
1/12/2023**

**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
<b>Priority Return</b>   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
<b>Accessible Storage</b>   FR101 Set-up Fee (There is a One-time Set-up Fee)	N/A	\$50.00	= _____
Storage Fee (Based Upon Squared Feet Required for Storage):			
FR025 Up to 25 square feet .....	_____	x \$75.00	= _____
FR2650 26 to 50 square feet .....	_____	x \$125.00	= _____
FR51100 51 to 100 square feet .....	_____	x \$175.00	= _____
FR101150 101 to 150 square feet .....	_____	x \$225.00	= _____
FR151200 151 to 200 square feet .....	_____	x \$275.00	= _____
<b>SUBTOTAL</b>			_____

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

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

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

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

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

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

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

Exhibiting Company \_\_\_\_\_ Booth# \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

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



## IMPORTANT NOTICE REGARDING DIRECT SHIPMENTS

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

NOTE: Direct shipments will only be received beginning at 10:00 a.m., Monday, January 30<sup>th</sup>, 2023. Any materials sent to the venue prior to this date may be returned to sender and/or may be turned over to Heritage and will be billed according to the Show's Shipping & Receiving Rates, and will be subject to venue assessed fees.

EXHIBITOR COMPANY NAME _____
BOOTH NUMBER _____
C/O HERITAGE AMERICA'S CENTER (9 <sup>TH</sup> ST. DOCKS) 618 N. 9 <sup>TH</sup> ST. ST. LOUIS, MO 63101
FOR: TRANSWORLD 2023

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**



## ***RELAX WITH OUR CAREFREE LOGISTICS!***

HES Logistics is the official show carrier. 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 all inbound HES Logistics customers*
- *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:** 1-866-493-1675

**Email:** [shipping@heritagesvs.com](mailto:shipping@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.



# 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 \_\_\_\_\_

<p><b>USE THE SHOW CARRIER (HES Logistics) FOR ROUNDTRIP SHIPPING!</b></p> <p><b>BENEFITS INCLUDED</b></p> <ul style="list-style-type: none"> <li>• Lowest Material Handling Rate Offered by Heritage</li> <li>• Complimentary Priority Empty Container Return</li> <li>• Complimentary Shrink Wrapping and / or Banding at the Show Site, if requested</li> <li>• No need to schedule a pickup for the return shipment</li> <li>• All-inclusive pricing with no additional fees for pickups and deliveries, including weekend and night service</li> <li>• One convenient invoice encompassing all Heritage Trade Show Services</li> <li>• Transportation experts are available before, during, and after the show</li> <li>• Reliable customer service seven days a week, offering complete shipment visibility and expert supervision</li> </ul>
---

### **Description of Pieces & Loading Area**

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

\_\_\_\_\_

\_\_\_\_\_

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

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

\_\_\_\_\_

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



# 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
- 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.



**Must arrive no later than  
MONDAY, JANUARY 23<sup>RD</sup>, 2023**

**Must arrive no later than  
MONDAY, JANUARY 23<sup>RD</sup>, 2023**

**ADVANCE SHIPMENT  
TO WAREHOUSE**

**ADVANCE SHIPMENT  
TO WAREHOUSE**

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

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

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

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

HERITAGE  
C/O YRC FREIGHT  
400 S. BARTON ST.  
ST. LOUIS, MO 63104

HERITAGE  
C/O YRC FREIGHT  
400 S. BARTON ST.  
ST. LOUIS, MO 63104

FOR: TRANSWORLD 2023

FOR: TRANSWORLD 2023



**Must arrive no later than  
MONDAY, JANUARY 23<sup>RD</sup>, 2023**

**Must arrive no later than  
MONDAY, JANUARY 23<sup>RD</sup>, 2023**

**ADVANCE SHIPMENT  
TO WAREHOUSE**

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TO WAREHOUSE**

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

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

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

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

HERITAGE  
C/O YRC FREIGHT  
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HERITAGE  
C/O YRC FREIGHT  
400 S. BARTON ST.  
ST. LOUIS, MO 63104

FOR: TRANSWORLD 2023

FOR: TRANSWORLD 2023



**DO NOT DELAY!**

**DO NOT DELAY!**

**DIRECT SHIPMENT  
TO SHOW SITE**

**DIRECT SHIPMENT  
TO SHOW SITE**

**MUST NOT ARRIVE BEFORE: MONDAY, JANUARY 30<sup>TH</sup>**

**MUST NOT ARRIVE BEFORE: MONDAY, JANUARY 30<sup>TH</sup>**

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

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

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

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

C/O HERITAGE  
AMERICA'S CENTER (9<sup>TH</sup> ST. DOCKS)  
618 N. 9<sup>TH</sup> ST.  
ST. LOUIS, MO 63101

C/O HERITAGE  
AMERICA'S CENTER (9<sup>TH</sup> ST. DOCKS)  
618 N. 9<sup>TH</sup> ST.  
ST. LOUIS, MO 63101

FOR: **TRANSWORLD 2023**

FOR: **TRANSWORLD 2023**



**DO NOT DELAY!**

**DO NOT DELAY!**

**DIRECT SHIPMENT  
TO SHOW SITE**

**DIRECT SHIPMENT  
TO SHOW SITE**

**MUST NOT ARRIVE BEFORE: MONDAY, JANUARY 30<sup>TH</sup>**

**MUST NOT ARRIVE BEFORE: MONDAY, JANUARY 30<sup>TH</sup>**

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

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

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

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

C/O HERITAGE  
AMERICA'S CENTER (9<sup>TH</sup> ST. DOCKS)  
618 N. 9<sup>TH</sup> ST.  
ST. LOUIS, MO 63101

C/O HERITAGE  
AMERICA'S CENTER (9<sup>TH</sup> ST. DOCKS)  
618 N. 9<sup>TH</sup> ST.  
ST. LOUIS, MO 63101

FOR: **TRANSWORLD 2023**

FOR: **TRANSWORLD 2023**



exhibitor.services@heritagesvs.com

1-800-360-4323

Fax 314-534-8050

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

---

**IMPORTANT INFORMATION REGARDING OUTBOUND SHIPMENTS**

To ensure that your outbound shipments from Transworld 2023 are handled according to your instructions, please be advised of the following:

- **CONTACT YOUR CARRIER TO SCHEDULE PICK UP OF YOUR SHIPMENT.**

Exhibitors must contact their preferred carrier and arrange pick up of outbound shipments, 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 the show carrier, HES Logistics, unless otherwise noted.

- **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.

**DO NOT REROUTE OUR SHIPMENT SHOULD OUR PREFERRED CARRIER NOT ARRIVE BY THE SCHEDULED MOVE OUT TIME.**

I / We Authorize HERITAGE to Return our Shipment to their freight warehouse for later pick-up by our preferred carrier. Rates for Return to Warehouse Shipments are covered on page 37 of the service kit

---

EXHIBITING COMPANY

---

BOOTH NUMBER

---

AUTHORIZED SIGNATURE

---

PRINT NAME

---

ON-SITE CONTACT

---

CELL NUMBER

Thank you and we hope you have a great show!



OVERTIME MOVE-OUT/SURCHARGE STATEMENT OF ACCOUNT

exhibitor.services@heritagesvs.com

1-800-360-4323

Fax 314-534-8050

Order online at: heritagesvs.com/ordering

TRANSWORLD 2023

Discount Deadline: 1/12/2023

A statement of account for all equipment and/or services provided by HERITAGE will be made available to each exhibitor on Saturday, February 4th. Any questions or discrepancies should be addressed at the Heritage Service Desk prior to the close of the show at 2:00 p.m. on Sunday, February 5th. No credits will be issued after the show.

If you require load out on Sunday, February 5th or have scheduled your designated carrier for pick up and load out on Sunday, February 5th, a 25% surcharge will be applied to your freight handling fees to cover overtime labor.

Please check the appropriate box below and return this form to HERITAGE.

I/we will require load out or have designated our carrier to pick up our shipment on Sunday, February 5th, 2023. (25% Surcharge Will Apply)

I/we will require load out or have designated our carrier to pick up our shipment on Monday, February 6th, 2023. (If you elect to move-out on Sunday, February 5th instead or your carrier arrives for pick up on Sunday, February 5th, a 25% surcharge will be added to your final invoice.)

ON-SITE CONTACT

CELL NUMBER

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)

**Discount Deadline:  
1/12/2023**

**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	\$89.85	\$116.81
<b>Overtime</b>	4:30 p.m. to 8:00 a.m. Monday through Friday, Saturday, Sunday, and Holidays	\$134.78	\$175.22

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

**Installation Labor**

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

Emergency Contact: \_\_\_\_\_ Phone Number: \_\_\_\_\_

- Supervision by Exhibitor Personnel

Supervisor will be: \_\_\_\_\_ Phone Number: \_\_\_\_\_

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

**Dismantle Labor**

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

Emergency Contact: \_\_\_\_\_ Phone Number: \_\_\_\_\_

- Supervision by Exhibitor Personnel

Supervisor will be: \_\_\_\_\_ Phone Number: \_\_\_\_\_

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

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

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

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

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

exhibitor.services@heritagesvs.com

1-800-360-4323

Fax 314-534-8050

**Order online at: [heritagesvs.com/ordering](http://heritagesvs.com/ordering)****Discount Deadline:  
1/12/2023****HERITAGE SUPERVISED LABOR****IN ORDER TO BETTER SERVE YOU**--PLEASE COMPLETE THE FOLLOWING INFORMATION IF YOUR DISPLAY IS TO BE SET-UP AND/OR DISMANTLED BY HERITAGE AND YOU WILL NOT BE PRESENT TO SUPERVISE THE INSTALLATION AND/OR DISMANTLE.**INBOUND SHIPPING INFORMATION AND SET-UP INFORMATION:**

Freight will be shipped to: Warehouse \_\_\_\_\_ Show Site \_\_\_\_\_ Date \_\_\_\_\_

Total No. of: Crates \_\_\_\_\_ Cartons \_\_\_\_\_ Fiber Cases \_\_\_\_\_

Other (Specify) \_\_\_\_\_

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

Carpet: With Exhibit \_\_\_\_\_ Rented From Heritage \_\_\_\_\_ Color \_\_\_\_\_ Size \_\_\_\_\_

Electrical Placement: Drawing Attached \_\_\_\_\_ Drawing With Exhibit \_\_\_\_\_ Electrical Under Carpet \_\_\_\_\_

Comments: \_\_\_\_\_

Graphics: With Exhibit \_\_\_\_\_ Shipped Separately \_\_\_\_\_

Comments: \_\_\_\_\_

Special Tools/Hardware Required: \_\_\_\_\_

**OUTBOUND SHIPPING INFORMATION**

Ship To: \_\_\_\_\_

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

## OTHER CARRIER

Other Common Carrier: \_\_\_\_\_

Other Air Freight: \_\_\_\_\_

Van Line: \_\_\_\_\_

**FREIGHT CHARGES** Prepaid Collect

Bill To: \_\_\_\_\_

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

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

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

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

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

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## **STRUCTURAL INTEGRITY INFORMATION**

### **THIS FORM MUST BE RETURNED FOR ALL SUSPENDED STRUCTURES**

\_\_\_\_\_ the contracted exhibitor at TRANSWORLD 2023 and (if applicable), the display house or EAC for the aforementioned exhibitor, do hereby certify and guarantee that the stress points for the hanging structure have been properly engineered and tested. We further certify that the structure can be hung safely and has been constructed to meet all applicable regulations and safety measures.

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

Exhibiting Company: \_\_\_\_\_ Booth #: \_\_\_\_\_

Authorized Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_ Date: \_\_\_\_\_

Email: \_\_\_\_\_

Display House/EAC (if applicable) \_\_\_\_\_

Authorized Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_ Date: \_\_\_\_\_

**HANGING SIGN LABOR AND EQUIPMENT**
**INSTRUCTIONS**

- All ceiling rigging must conform to Show Management rules and regulations and facility limitations.
- All overhead hanging signs or banners must be assembled, installed and removed by Heritage. Exhibitors, display company and/or I&D representatives may supervise, but will not be allowed to assemble or install and remove the hanging sign.
- Please complete the enclosed Labor Order Form to assemble your hanging sign.
- All overhead electrical hanging signs must be certified for structural integrity and safety in order to be approved by the building. Complete the enclosed Structural Integrity Form. Hanging signs greater than 250 lbs. must be certified for structural integrity and safety in order to be approved by the convention facility.
- Set up instructions must be provided for signs needing assembly.
- Hanging anchor points must be pre-fabricated and ready for use.
- Electrical signs must be in working order and in accordance with the National Electrical Code. ELECTRICAL SERVICE requirements must be ordered in advance on the enclosed ELECTRICAL SERVICE Order Form.
- All Electrical Sign or Signs with Motor and/or Truss will need to be hung by the building.
- If any hang point supports over 250 lbs., notify Heritage immediately for special authorization.
- Overhead hanging signs are to be sent in separate containers directly to advance warehouse using the enclosed Hanging Sign Labels. This container **MUST** arrive no later than 1/23/2023. If these procedures are not followed, Heritage cannot guarantee the hanging of your sign.

**Ship To:**

HERITAGE  
 C/O: YRC FREIGHT  
 400 S. BARTON ST.  
 ST. LOUIS, MO 63104  
 FOR: TRANSWORLD 2023

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

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

**Crew Size:** Three (3) Laborers

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

**Equipment With Crew**

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

		STRAIGHT TIME	OVERTIME
<b>Condor</b>			
Condor with Crew	L331	\$604.45	\$906.68
Show Site Pricing		<b>\$785.79</b>	<b>\$1,178.69</b>
<b>Assembly Crew/ Additional Labor</b>			
Display Assembly Labor (Per Person/Per Hour)	L332	\$89.85	\$134.78
Show Site Pricing		<b>\$116.81</b>	<b>\$175.22</b>

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

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

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

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

**Sign Description, Size, & Weight**

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

Type: Cloth Banner \_\_\_\_\_  
 Metal or Wood \_\_\_\_\_  
 Other \_\_\_\_\_

Shape: Square \_\_\_\_\_  
 Triangle \_\_\_\_\_  
 Rectangle \_\_\_\_\_  
 Other \_\_\_\_\_

Size: Height \_\_\_\_\_  
 Length \_\_\_\_\_  
 Width \_\_\_\_\_  
 Weight of Sign \_\_\_\_\_

Does your sign require:  
 Electricity? \_\_\_\_\_  
 Assembly? \_\_\_\_\_

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

**Placement Diagram**

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

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

**Installation Estimate**

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

**Dismantle Estimate**

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

<b>Estimated Sub-Total</b>	_____
<b>Tax</b>	<b>NA</b>
<b>Total</b>	_____

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

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

\_\_\_\_\_ No Supervision Required  
 \_\_\_\_\_ Heritage I&D  
 \_\_\_\_\_ Exhibitor Personnel  
 \_\_\_\_\_ Display House

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

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

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

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





**RUSH! – HANGING SIGN**

**RUSH! – HANGING SIGN**

**ADVANCE SHIPMENT  
TO WAREHOUSE**

**ADVANCE SHIPMENT  
TO WAREHOUSE**

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

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

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

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

HERITAGE  
C/O YRC FREIGHT  
400 S. BARTON ST.  
ST. LOUIS, MO 63104

HERITAGE  
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400 S. BARTON ST.  
ST. LOUIS, MO 63104

FOR: **TRANSWORLD 2023**

FOR: **TRANSWORLD 2023**



**RUSH! – HANGING SIGN**

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**ADVANCE SHIPMENT  
TO WAREHOUSE**

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

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

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

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FOR: **TRANSWORLD 2023**

FOR: **TRANSWORLD 2023**

exhibitor.services@heritagesvs.com

1-800-360-4323

Fax 314-534-8050

**Discount Deadline:**  
**1/12/2023**

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

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

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

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

	Item	Quantity	Discount Rate	Standard Rate	Total
Standard Size Signs	<b>G10</b> Standard Sign 7" x 11"	_____ x	\$ 42.50	\$ 55.25	= _____
	<b>G20</b> Standard Sign 7" x 44"	_____ x	\$ 49.50	\$ 64.35	= _____
	<b>G30</b> Standard Sign 11" x 14"	_____ x	\$ 52.25	\$ 67.93	= _____
	<b>G40</b> Standard Sign 14" x 22"	_____ x	\$ 63.75	\$ 82.88	= _____
	<b>G60</b> Standard Sign 22" x 28"	_____ x	\$ 86.25	\$ 112.13	= _____
	<b>G70</b> Standard Sign 28" x 44"	_____ x	\$ 144.50	\$ 187.85	= _____
	<b>G80</b> Standard Sign 40" x 60"	_____ x	\$ 192.75	\$ 250.58	= _____
	<b>G90</b> Easelback (up to 11" x 14" sign)	_____ x	\$ 26.50	\$ 34.45	= _____
	<b>G91</b> Mini Hoffa Sign 24" x 80" with base	_____ x	\$ 246.10	\$ 319.93	= _____
<b>G92</b> Meter Board Sign 38" x 80" with base	_____ x	\$ 368.15	\$ 478.60	= _____	

Custom Size Signs	Item	Total Sq. Ft.	Discount Rate	Standard Rate	Total
<b>G100</b>	Banner single sided - enter dimensions below _____ W x _____ L = total sq. ft. feet feet	_____ x min. order 9 sq. ft.	\$14.00	\$21.00	= _____
<b>G100</b>	Custom Sign - enter dimensions below _____ W x _____ L = total sq. ft. feet feet	_____ x min. order 9 sq. ft.	\$14.00	\$21.00	= _____
<b>Contact an exhibitor service team member for other custom graphic applications.</b>					
				<b>SUBTOTAL</b>	\$ _____
				<b>TAX 9.679%</b>	\$ _____
				<b>TOTAL DUE</b>	\$ _____

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

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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1-800-360-4323

Fax 314-534-8050

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

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

**For Print Ready  
Graphics**

**CMYK** color mode

**150 dpi at 100% scale**

No bleed/trim necessary

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.

Click **HERE** for a sample graphic summary to download.

**For Heritage  
Designed  
Graphics**

Please supply vector logos - **.AI, .EPS or .PDF**

High resolution photos - **10MB or higher recommended**

Preferred font choice and/or supply font file

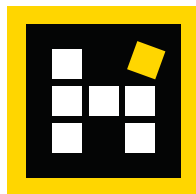
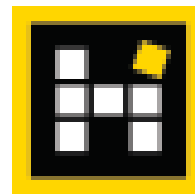
Any Pantone (PMS) color references i.e. your company's brand colors

**To Submit  
Artwork  
Files**

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

OR

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

**Acceptable  
Artwork****NOT Acceptable  
Artwork****Questions?**

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

exhibitor.services@heritagesvs.com

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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.