

Dear Exhibitor:

Your company is exhibiting at the event below.

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



NATIONAL CYBER SUMMIT 2018

JUNE 5 – 7, 2018

VON BRAUN CENTER
HUNTSVILLE, ALABAMA



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

General Information

Booth Equipment

Each 10'x10' and 10'x20' booth will be set with 8' high blue and white back drape, 3' high blue side dividers, one (1) 6' blue skirted table, two (2) chairs, one (1) wastebasket and a 7" x 44" one-line identification sign. Booths larger than a 10'x20' space will be provided with exhibit space and one (1) 7" x 44" one-line identification sign.

Internet: There is basic open wireless connectivity (not for streaming, downloads, or demos) in the Exhibit Hall and will be shared among all attendees and exhibitors.

Exhibit Hall Carpet

The exhibit area is not carpeted; however the aisles will be carpeted in Tuxedo (gray with black specks). All booths are required to have carpet or management approved flooring. To enhance the appearance of your booth, rental carpet is available through Heritage Trade Show Services. Please refer to the enclosed carpet brochure and furniture/carpets 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, May 17th, 2018.

Shipments to Advance Warehouse Deadline Date

Heritage will begin receiving freight at the advance warehouse on Friday, May 4th, 2018. To avoid late fees all shipments to the advanced warehouse must arrive no later than Tuesday, May 29th, 2018.

Show Schedule

Exhibitor Move-In

Tuesday June 5th 10:00 a.m. - 5:00 p.m.

Exhibit Hours

Tuesday	June 5 th	5:30 p.m. - 7:30 p.m.	Exhibit Hall Opening and Reception
Wednesday	June 6 th	7:00 a.m. - 4:45 p.m.	
Thursday	June 7 th	7:00 a.m. - 3:45 p.m.	

Exhibitor Move-Out

Thursday June 7th 3:45 p.m. - 8:00 p.m.

- Empty crates and containers will begin being returned at 3:45 p.m., Thursday, June 7th.
- All carriers must check-in no later than 6:00 p.m. on Thursday, June 7th. Heritage will begin redirecting all outbound freight not claimed by appointed freight carriers to the preferred show carrier at 6:00 p.m.
- Please refer to the Outbound Shipments Form included in this packet for detailed information regarding outbound shipping procedures.

General Information

Shipping Information

Warehouse Shipping Information:

Exhibitor Company Name and Booth Number
Heritage Trade Show Services
UPS Freight
174 Old Highway 24
Decatur, AL 35601
FOR: National Cyber Summit 2018

Heritage will accept exhibit materials beginning Friday, May 4th, 2018 at the above address. Material arriving after Tuesday, May 29th, 2018 will be received at the warehouse with an additional after deadline charge.

Show Site Shipping Address:

Exhibitor Company Name and Booth Number
C/O Heritage Trade Show Services
Von Braun Center
700 Monroe St. SW
Huntsville, AL 35801
FOR: National Cyber Summit 2018

Freight will be accepted at show site beginning Tuesday, June 5th, 2018. See the Material Handling Instructions within this kit for additional information.

Service Center Hours

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

Assistance

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

We Appreciate Your Business



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

METHOD OF PAYMENT & CREDIT CARD AUTHORIZATION

NAME OF CONVENTION	NATIONAL CYBER SUMMIT 2018		
EXHIBITING COMPANY	PHONE #	BOOTH #	
ADDRESS	CITY	STATE	ZIP
CONTACT EMAIL			
PRINT NAME	SIGNATURE		

CREDIT CARD PAYMENT

CARD HOLDER'S NAME (*Please print*) _____

CARD HOLDER'S SIGNATURE _____

CREDIT CARD BILLING ADDRESS _____

CITY _____ STATE _____ ZIP _____

CREDIT CARD NUMBER _____ V-CODE _____ / _____ / _____ EXP DATE _____ / _____

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.

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

BANK WIRE TRANSFER : Enterprise Bank and Trust; St. Louis, MO 63127. ABA#081006162; ACCT#0040520 HERITAGE; Swift Code-Entrus44. Please reference name of show & booth number so we can properly credit your account. Customers are responsible for any bank processing fees. Please add \$25.00 to your invoice total for each wire to cover inbound bank processing fees.

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

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

TOTAL AMOUNT DUE \$ _____

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

Remit To:



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

FURNITURE/CARPET RENTAL ORDER FORM

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

ITEM	QTY	DISCOUNT RATES	STANDARD RATES	AMOUNT
------	-----	-------------------	-------------------	--------

FURNITURE

F60	Plastic Side Chair (White).....	62.70	81.50	_____
F50	Padded Sled Base Chair (Gray).....	81.85	106.40	_____
F9	Padded Chair (Gray)	81.85	106.40	_____
F10	Padded Arm Chair (Gray)	88.70	115.35	_____
F20	Custom Padded Arm Chair.....	104.75	136.20	_____
F30	Padded High Stool (Gray).....	100.20	130.25	_____
F40	Custom Padded High Stool.....	131.55	171.00	_____
F75	Executive Chair	195.00	253.50	_____

TABLE RISERS COVERED WHITE

(Riser Dimension: 10" Wide x 8" high)

F260	6' Long riser.....	61.50	79.65	_____
F270	8' Long riser.....	74.35	76.65	_____

SPECIAL DRAPE BACKGROUNDS

F280	3' H. Background/per ft.	15.30	19.90	_____
F290	8' H. Background/per ft.	16.80	21.85	_____

COLORS: RED BLUE TEAL BURGUNDY HUNTER GREEN
 PLUM GRAY BLACK WHITE GOLD EXPO GREEN

*Show colors will be given when color is not selected.

ITEM	QTY	DISCOUNT RATES	STANDARD RATES	AMOUNT
------	-----	-------------------	-------------------	--------

DRAPE DISPLAY TABLE

F110	4' Table - 30" high.....	113.20	147.15	_____
F120	6' Table - 30" high.....	136.15	176.95	_____
F130	8' Table - 30" high.....	159.05	206.80	_____
F140	4' Table - 42" Counter high.....	140.70	182.95	_____
F150	6' Table - 42" Counter high.....	163.65	212.75	_____
F160	8' Table - 42" Counter high.....	186.60	242.60	_____
F170	4th side table drape	47.40	61.65	_____

COLORS: RED BLUE TEAL BURGUNDY HUNTER GREEN
 PLUM GRAY BLACK WHITE GOLD EXPO GREEN

UNDRAPE DISPLAY TABLE

F190	4' Table - 30" high.....	72.65	94.45	_____
F200	6' Table - 30" high.....	88.70	115.35	_____
F210	8' Table - 30" high.....	105.55	137.20	_____
F220	4' Table - 42" Counter high.....	78.75	102.40	_____
F230	6' Table - 42" Counter high.....	93.30	121.30	_____
F240	8' Table - 42" Counter high.....	113.95	148.15	_____
	30" Diameter Pedestal Table (Gray)	157.55	204.80	_____
F80	<input type="checkbox"/> 18" High	F90	<input type="checkbox"/> 30" High	F100 <input type="checkbox"/> 42" High

9% Tax _____

TOTAL ORDER _____

NAME OF CONVENTION NATIONAL CYBER SUMMIT 2018 BOOTH # _____

EXHIBITING COMPANY _____ PHONE # _____ FAX # _____

ADDRESS _____ CITY _____ STATE _____ ZIP _____

EMAIL ORDER CONFIRMATION & INVOICE TO _____

CONTACT NAME _____ DATE _____

(Print & Sign)

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

Chairs/Carpet

Chairs



F60



F50



F30



F9



F10



F20



F40



F75

Furniture

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

Display Tables



F80



F90



F100

Pedestal Tables

F80 Pedestal Table 30" x 18" h
F90 Pedestal Table 30" x 30" h
F100 Pedestal Table 30" x 42" h

Draped Display Tables

F110 4' x 2' x 30" F140 4' x 2' x 42"
F120 6' x 2' x 30" F150 6' x 2' x 42"
F130 8' x 2' x 30" F160 8' x 2' x 42"

Undraped Display Tables

F190 4' x 2' x 30" F220 4' x 2' x 42"
F200 6' x 2' x 30" F230 6' x 2' x 42"
F210 8' x 2' x 30" F240 8' x 2' x 42"



Red



Teal



Burgundy



Gray



Plum



White



Hunter Green



Expo Green



Gold



Blue



Black



F190
F220



F110
F140



F200
F230



F120
F150



F210
F240



F130
F160

Remit To:



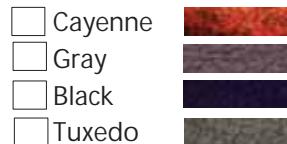
620 Shenandoah Avenue | St. Louis, MO 63104
Phone 314-534-8500 | Fax 314-534-8050
Exhibitor.Services@heritagesvs.com

CARPET RENTAL ORDER FORM

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

CLASSIC EXPO CARPET - 16oz

Choose Color:



Qty.	Product	Advance	Standard	Total
	9' x 10'	\$191.70	\$249.25	\$
	9' x 20'	\$376.40	\$489.35	\$
	9' x 30'	\$562.85	\$731.70	\$
	9' x 40'	\$756.35	\$983.25	\$
	9' x Custom	\$191.70	\$249.25	\$

A 9% Sales Tax Will Be Added To All Carpet Orders

Area Carpet - 100 sq. ft. minimum required

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

Sq. Ft.	Product	Advance	Standard	Total
	Area Carpet	\$3.25	\$4.20	\$

PRESTIGE CARPET - 28oz

Choose Color:



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

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

Sq. Ft.	Product	Advance	Standard	Total
	Prestige	\$6.50	\$8.45	\$

A 9% Sales Tax Will Be Added To All Carpet Orders

PADDING & VISQUEEN

Product	Booth Size	Sq. Ft.	Advance	Standard	Total
Carpet Padding/Per Sq. Ft.	X	=	X	\$1.60	\$2.05
Visqueen Covering/Per Sq. Ft.	X	=	X	\$0.95	\$1.25

A 9% Sales Tax Will Be Added To All Carpet Orders

Name of Convention **NATIONAL CYBER SUMMIT 2018** Booth _____

Exhibiting Company _____

Phone # _____ Fax # _____

Address _____

Email Order Confirmation & Invoice To _____

Contact Name _____ Date _____

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

Remit To:



620 Shenandoah Avenue | St. Louis, MO 63104

Phone 314-534-8500 | Fax 314.534.8050

Exhibitor.Services@HeritageSVS.com

ACCESSORIES/DISPLAY RENTAL ORDER FORM

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ITEM #	QTY	DISCOUNT RATES		STANDARD RATES	AMOUNT
		DISCOUNT RATES	STANDARD RATES		
ACCESSORIES					
A10	Wastebasket	22.00	28.65		
A20	Tripod Easels	36.70	47.70		
D250	Chrome Sign Holder	135.35	175.95		
A30	Chrome Stanchion	27.55	35.80		
A40	Velour Rope 6' Black	27.55	35.80		
A50	Coat Tree	79.85	103.80		
A60	Chrome Bag Rack	79.85	103.80		
A70	Literature Rack	156.00	202.80		
A80	Garment Rack 5'	85.65	111.35		
A90	2 Way Straight Arm Rack	117.45	152.70		
A100	4 Way Slant Arm Rack	131.55	171.00		
A106	Raffle Ticket Drum	80.00	104.00		
A107	Fishbowl	25.00	32.50		
A110	6' Tensabarrier	124.80	162.25		
DISPLAY CABINETS AND COUNTERS					
<input type="checkbox"/> Black Fabric <input type="checkbox"/> Gray Fabric <input type="checkbox"/> White PVC					
MD20	Counter 1M x 1/2M x 42" High, W/Shelf	513.90	668.10		
	<input type="checkbox"/> Counter Lock	29.50	37.80		
MD21	Counter 2M x 1/2M x 42" High, W/Shelf	718.85	934.55		
	<input type="checkbox"/> 2 Counter Locks	59.00	65.60		
MD22	Curved Counter 1M x 1/2M x 42" High W/Shelf	565.29	734.91		
	<input type="checkbox"/> Counter Lock	29.50	37.80		
MD23	Radius Counter 1M x 1/2M x 42" High	678.35	881.85		
MD30	Cabinet 1M x 1/2M x 42" (White Only/ Comes With Lock & Shelf)	616.68	801.68		
					9% Tax
TOTAL ORDER _____					

NAME OF CONVENTION NATIONAL CYBER SUMMIT 2018 BOOTH # _____

EXHIBITING COMPANY _____ PHONE # _____ FAX # _____

ADDRESS _____ CITY _____ STATE _____ ZIP _____

EMAIL ORDER CONFIRMATION & INVOICE TO _____

CONTACT NAME _____ DATE _____

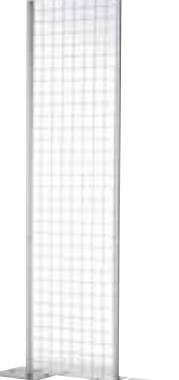
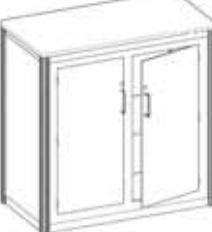
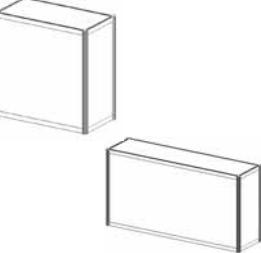
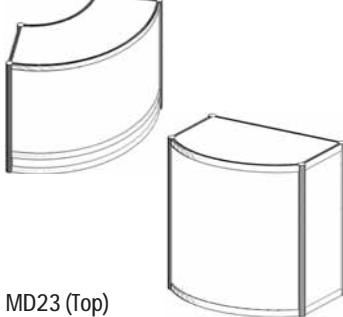
(Print & Sign)

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

Accessories

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

Display

 <p>D10</p>	 <p>D50</p>	 <p>D40</p>	 <p>D31</p>
 <p>D11 D12</p>	 <p>D121</p>	 <p>D60 D70</p>	 <p>D130</p>
 <p>D220</p>	 <p>D120</p>	 <p>D140 D150 (Shown)</p>	 <p>D160 D170 (Shown)</p>
 <p>D20 D30 (Shown)</p>	 <p>MD30</p>	 <p>MD20 (Top) MD21 (Bottom)</p>	 <p>MD23 (Top) MD22 (Bottom)</p>
<p>Display</p> <p>D10 Pegboard Panels 4'x8' Vertical D50 Slatwall 1 Meter x 8' D40 Gridwall 2'x8' D31 Fabric Impact Panel 1 Meter x 8' D11 Pegboard 6" Single Hook</p>	<p>D12 Pegboard 8" Single Hook D121 Slatwall 8" Bracket D60 Gridwall 6" Single Hook D70 Gridwall 8" Single Hook D130 Shelf 1 meter wide x 12" deep D220 Arm Light</p>	<p>D120 Slatwall Waterwalls Hooks D140 4' Full View Showcase D150 6' Full View Showcase D160 4' Quarter View Showcase D170 6' Quarter View Showcase D20 Vertical Tackboard</p>	<p>D30 Horizontal Tackboard MD30 Display Cabinet 1 Meter MD20 Display Counter 1 Meter MD21 Display Counter 2 Meter MD22 Curved Counter 1 Meter MD23 Radius Counter 1 Meter Dia.</p>

TRADE SHOW FURNISHINGS

Product Guide



Featuring:

- POWERED Collections
- Modular Seating
- Executive Seating
- Communal Tables
- Barstools



Power Up In Style.

Denotes Powered Products



ROMA

CHRPWR Chair, Powered
(white vinyl) 37" L 31" D 33" H



ROMA

SFAPWR Sofa, Powered
(white vinyl) 78" L 31" D 33" H



Powered Seating

Empower attendees at your next show with functional charging furniture from CORT and make searching for wall outlets history. From soft seating and tables to pedestals and lamps, our complete charging collection lets you Power Up the Possibilities. Charging adapters are available to rent for all powered products.



POWERED
DETAIL

Powered Seating



Please Note: Client is responsible for providing labor and an electrical power source to the furniture. One 110V power source is required for each charging panel. Two charging units can be daisy chained together. 10A max per charging panel.



POWERED DETAIL



A) NPLCHP
Naples Chair, Powered
(black vinyl)
36" L 30" D 33.25" H

B) NPLSOP
Naples Sofa, Powered
(black vinyl)
87" L 30" D 33.25" H

C) NPLLOP
Naples Loveseat,
Powered
(black vinyl)
62" L 30" D 33.25" H

Powered Tables



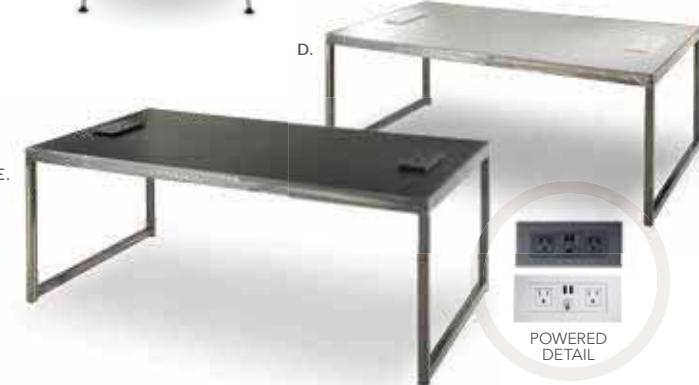
POWERED DETAIL



POWERED DETAIL



C.



POWERED DETAIL

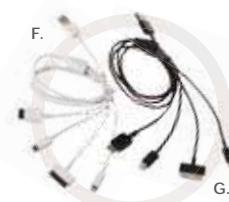
Ventura Powered Tables
A) VNTWHT Bar
(white top)
72.25" L 26.25" D 42" H

B) VNTBLK Bar
(black top)
72.25" L 26.25" D 42" H

G30 Powered Tables
(white top)
C) G30DWP Café
72" L 26" D 30" H

Sydney Powered
Cocktail Tables
D) C1WP
(white, brushed steel)
48" L 26" D 18" H

E) C1YP
(black, brushed steel)
48" L 26" D 18" H



F.
G.) ADAPT W (white)
G.) ADAPT B (black)

Charging adapters are available to rent for all powered products.

Powered Banquettes.

Denotes Powered Products



MODULAR SYSTEM

Create round banquettes or custom serpentine seating. The Power Banquette system has 3 AC and 2 USB plugs built into the center cone so your client will never be left powerless. Center power cone may also be rented as a free standing charging station.



BNQTL7 Center Cone
w/Electrical Charging Outlet
(white vinyl)
38"RND 51"H



BNQ417 Full Banquette
w/Electrical Charging Outlet
(white vinyl)
72"RND 51"H



BNQR17 Ottoman Ring
(4 ottoman seats)
(white vinyl)
72"RND 18"H



BNQ7 Quarter Curve Ottoman
(white vinyl)
53" L 22" D 18" H



WHT12 Half Bench Ottoman
(white vinyl)
39" L 22" D 18" H



Detail of Electrical
Charging Outlet

Powered Pedestals

Please Note: Client is responsible for providing labor and an electrical power source to the furniture. One 110V power source is required for each charging panel. Two charging units can be daisy chained together. 10A max per charging panel.

 Denotes AC and USB charging outlets



A. | B. 



C. | D. 

(The flip top electrical units rotate 180 degrees, allowing devices to be charged from inside the locked cabinet or on the surface)

Powered Locking Pedestal

A) PDL36W (white)

24" L 24" D 36" H

B) PDL42W (white)

24" L 24" D 42" H

C) PDL36B (black)

24" L 24" D 36" H

D) PDL42B (black)

24" L 24" D 42" H

Charging Adapters

E) ADAPT W (white)

F) ADAPT B (black)

Charging adapters are available to rent for all powered products.



E.



F.

Powered Tech Desk

 Denotes AC and USB charging outlets

A) TECH3B Tech Desk, Powered w/3 Drawer File Cabinet

(black metal, laminate)

60" L 30" D 30" H

B) TECH Tech Desk, Powered

(black metal, laminate)

60" L 30" D 30" H

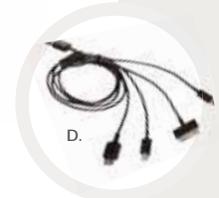
C) TECH3 3 Drawer File Cabinet on Castors

(black metal, laminate)

16" L 20" D 28" H

Charging Adapter
D) ADAPT B (black)

Charging adapters are available to rent for all powered products.



D.

Soft Seating

Create Engaging Booth Environments

HOPI
(gray linen)
HOPCH, Chair
21" L 25" D 34" H
HOPLV, Loveseat
48" L 25" D 34" H



REGIS
REGOTT End Table
(brushed metal)
16" L 15.5" D 16.5" H

PEDESTAL
PDL42W
Powered Locking
(white)
24" L 24" D 42" H

CAFÉ TABLE
30WHHC
Hydraulic Chrome Base
(laminate white top)
30" Round 29" H



MARCHE
MAR010 Swivel Ottoman
(blue fabric)
17" RND 18" H

Soft Seating Collections

Available in Power 

A.



B.



BAJA

A) BCHWHT Chair
(white vinyl)
36" L 30.5" D 28" H

B) BLVWHT Loveseat
(white vinyl)
61" L 30.5" D 28" H

A.



B.



FAIRFAX

A) FAIRSW Sofa
(white vinyl, brushed metal)
62" L 26" D 30" H

B) FAIRCW Chair
(white vinyl, brushed metal)
27" L 26" D 30" H



A.



B.



C.

NAPLES

A) NPLCHR Chair
(black vinyl)
36" L 30" D 33.25" H
NPLCHP (Powered)

B) NPLSOF Sofa
(black vinyl)
87" L 30" D 33.25" H
NPLSOP (Powered)

C) NPLLOV Loveseat
(black vinyl)
62" L 30" D 33.25" H
NPLLOP (Powered)

Munich Collection

Modular Seating to Design Custom Exhibits



MUNICH

MNCHSC Sectional 3pc.
(gray fabric)
93.5" L 27" D 28.5" H

SILVERADO

C1E Cocktail Table
(glass, chrome)
36" Round 17" H



MNCHCH Munich Armless Chair
(gray fabric)
22.5" L 27" D 28.5" H



MNCHCC Munich Corner Chair
(gray fabric)
26" L 27" D 28.5" H



MNCHLV Munich Armless Loveseat
(gray fabric)
45" L 27" D 28.5" H

Soft Seating Collections



A.



B.

ALLEGRO

A) CHR002 Chair
(blue fabric)
36" L 34.5" D 30" H
B) SFA002 Sofa
(blue fabric)
73" L 34.5" D 30" H



A.



B.



C.

TANGIERS

A) TANSOF Sofa
(beige textured)
78" L 37" D 36" H
B) TANCHR Chair
(beige textured)
34" L 37" D 36" H
C) TANLOV Loveseat
(beige textured)
57.5" L 37" D 37" H



A.



B.



C.

KEY LARGO

A) KEYCHR Chair
(black fabric)
35" L 35" D 34" H
B) KEYLOV Loveseat
(black fabric)
57" L 35" D 34" H
C) KEYSOF Sofa
(black fabric)
79" L 35" D 34" H



A.



B.

C.

SOUTH BEACH

A) SO1 Sofa
(platinum suede)
69" L 29" D 33" H
B) OTS Ottoman
(platinum suede)
25" L 31" D 18" H
C) SO2
Sofa Sectional 3pc.
(platinum suede)
152" L 40" D 33" H

Accent Chairs



SWANSON

SWAN Swivel Chair
(white vinyl)
28" L 25" D 30" H

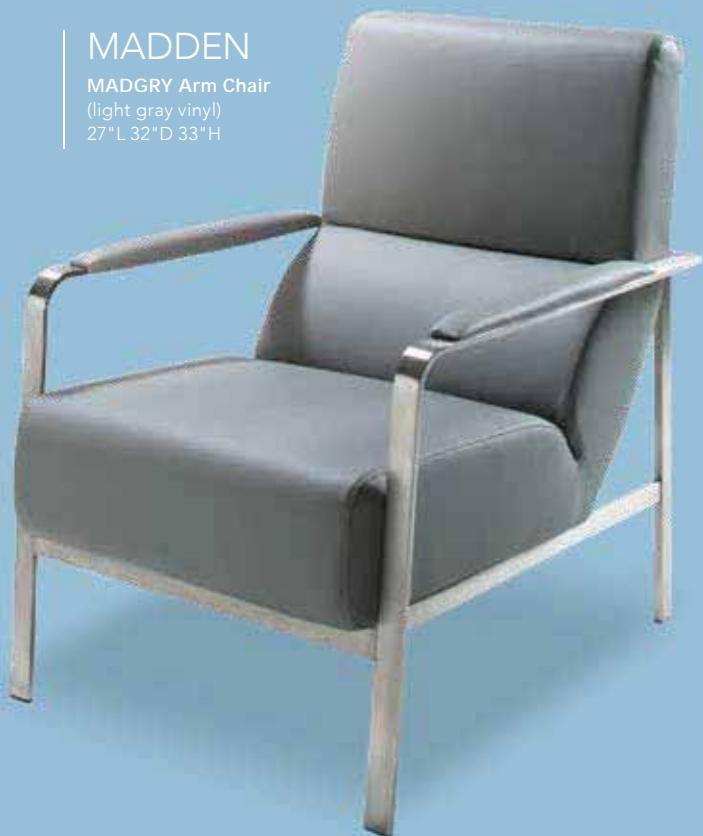
KEY WEST

OCB Chair
(black)
31" L 31" D 31" H



MADDEN

MADGRY Arm Chair
(light gray vinyl)
27" L 32" D 33" H



Accent Chairs



A.



B.



C.



D.



E.



F.

A) BCW
Madrid Chair
(white vinyl)
30" L 30" D 31" H

B) OCH
Madrid Chair
(black vinyl)
30" L 30" D 31" H

C) FAIRCW Chair
(white vinyl, brushed metal)
27" L 26" D 30" H

D) LABREA
La Brea Swivel Chair
(charcoal gray, fabric)
35" L 27" D 40" H

E) MNCHCH
Munich Armless Chair
(gray fabric)
22.5" L 27" D 28.5" H

F) HOPCH, Chair
(gray linen)
21" L 25" D 34" H

Meeting & Stage Chairs



A.



B.



C.

Meeting Chair
25.5" L 23.5" D 34" H
A) OCMESP (espresso vinyl)
B) OCMTAU (taupe fabric)
C) OCMWHT (white vinyl)

ZENITH

A) ZENCHR Chair
(white, chrome)
18.25" L 22" D 32" H

B) 30MAHC
Madison Hydraulic
Café Table
(chrome base, gray
acajou top)
30" RND 29" H



LAGUNA

C) LMCHR Chair
(maple, chrome)
18" L 19" D 34" H

D) 30WHHC
Round Café Table
(white laminate top,
chrome hydraulic base)
30" Round 29" H



MALBA

MALGRY Chair
(gray)
20" L 20" D 32" H



MALBA

MALGRN Chair
(green)
20" L 20" D 32" H

Group Seating

Styles & Shapes



A.



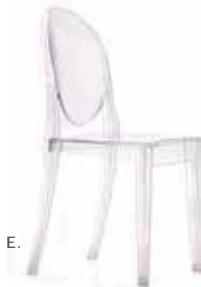
B.



C.



D.



E.



F.



G.



H.

Berlin Chair
18" L 22" D 32" H
A) CS8 (black, white)
B) CS9 (red, white)

C) CS4
Syntax Chair
(black, chrome)
23" L 19" D 32.25" H

D) XCHR
Christopher Chair
(white vinyl, chrome)
17" L 19" D 35" H
E) CH002
Wendy Chair
(clear acrylic)
15" L 20" D 36" H
F) SC10
Razor Armless Chair
(white)
15.38" L 15.5" D 30.5" H

G) SC3
Brewer Chair
(onyx, black)
20" L 20" D 32" H
H) XC6
Altura Guest Chair
(black crepe)
25" L 20" D 34" H



Mix & Match

Create the ultimate seating configuration. Choose from a variety of shapes and sizes to design the perfect look.

I) **RSTDIN Rustique Chair w/arms** (gunmetal) 20" L 18" D 31" H
J) **DUET Duet Chair** (black, chrome) 21" L 23" D 33" H



Ottomans

VIBE CUBE

18" L 18" D 18" H

- A) VIB09 (white vinyl)
- B) VIB10 (black vinyl)
- C) VIB11 (steel blue vinyl)
- D) VIB13 (purple vinyl)
- E) VIB12 (silver vinyl)
- F) VIB07 (beige vinyl)
- G) VIB04 (red vinyl)
- H) VIB06 (gold/bronze vinyl)
- I) VIB01 (green vinyl)
- J) VIB03 (pink vinyl)
- K) VIB05 (yellow vinyl)
- L) VIB02 (blue vinyl)
- M) VIB08 (orange vinyl)

Styles & Shapes



C.



A.



B.



D.



E.



F.



G.



H.



I.



J.



K.



L.



M.



N.



O.



P.



Q.

Beverly Bench

60" L 20" D 18" H

- A) BVLYWH (white vinyl)
- B) BVLYBK (black vinyl)
- C) BVLYGR (gray fabric)
- D) BVLYRD (red fabric)
- E) BVLYOB (ocean blue fabric)
- F) BVLYLN (linen fabric)
- G) BVLYBN (brown fabric)

H) WHT12 Half Bench

(white vinyl)

39" L 22" D 18" H

ENDLESS Square

34" L 34" D 15" H

- I) END02B (black)
- J) END02W (white)

ENDLESS Curved

60.5" L 37.5" D 15" H

- K) END01B (black)
- L) END01W (white)

M) BNQ7 Quarter Curve

(white vinyl)

53" L 22" D 18" H

N) BNQR17 Ring

(4 ottoman seats)

(white vinyl)

72" RND 18" H

O) SAL Sally Stool

(white)

12" Round 17" H

P) CUBL20 Edge

LED Cube

(white plastic)

20" L 20" D 20" H

A/C power only

Q) REGBEN

Regis Bench

(brushed metal)

47" L 15.5" D 16" H

Marche Swivel



F.



G.



H.



I.



J.

A.

B.

C.

D.

E.



A.



Marche Swivel Ottomans

17" RND 18" H

- A) MAR001 (white vinyl)

- B) MAR005 (red fabric)

- C) MAR009

(pear yellow fabric)

- D) MAR007 (plum fabric)

- E) MAR010 (blue fabric)

- F) MAR002 (gray fabric)

- G) MAR006

(rose quartz fabric)

- H) MAR003 (linen fabric)

- I) MAR004

(raspberry fabric)

- J) MAR008

(meadow green fabric)

Accent Tables

ALONDRA

Cocktail Table

47" L 24" D 16" H

- A) ALC100 (glass, chrome)
- B) ALC200 (wood, chrome)



C.



D.

ALONDRA

End Table

20" L 20" D 20" H

- C) ALE100 (glass, chrome)
- D) ALE200 (wood, chrome)

GEO

Cocktail Table

50" L 22" D 16" H

- A) C1C (glass, chrome)
- B) C1FWB (wood, black)

A.



B.



C.



D.



GEO

End Table

26" L 26" D 20" H

- C) E1C (glass, chrome)
- D) E1FWB (wood, black)

Styles & Shapes

Available in Power 



SYDNEY

(brushed steel)

Cocktail Tables

48" L 26" D 18" H

A) C1W (white)

C1WP (Powered)

B) C1Y (black)

C1YP (Powered)

End Tables

27" L 23" D 22" H

C) E1W (white)

D) E1Y (black)

REGIS

(brushed metal)

E) REGBEN Bench Table

47" L 15.5" D 16" H

F) REGOTT End Table

16" L 15.5" D 16.5" H

SILVERADO

(glass, chrome)

G) E1E End Table

24" Round 22" H

H) C1E Cocktail Table

36" Round 17" H

OLIVER

(walnut finish)

I) EOLI End Table

22" Round 22" H

J) COLI Cocktail Table

47" L 27" D 19" H

RUSTIC

(wood)

K) ETBL E-Table

21" L 15.5" D 27.5" H

L) TMBTBL Timber Table

16" Round 17" H

M) AURA

Aura Round Table

(white metal)

15" Round 22" H

N) CUBTBL Edge LED

Cube Table

(plexi top, white plastic)

20" L 20" D 20" H

A/C power only

Café Tables



A.

B.

A) 30MAHC Madison Hydraulic Café Table
(chrome base, gray acajou top)
30"RND 29"H

B) MALGRN Malba Chair
(green)
20" L 20" D 32" H



A.

C.

B.

30" Round Café Tables
Standard Black Base
30" Round 29"H

A) ZTH (liquid steel blue top)
B) ZTB (red top)

Hydraulic Chrome Base

30" Round 29"H
C) 30WHHC (white laminate top)
D) 30STHC (silver textured)

E) CS4 Syntax Chair
(black, chrome)
23" L 19" D 32.25" H



D.

E.

Customize And Create

Choose your base, black or chrome, then pick a color that suits your design.



Café Tables

Standard Black Base
30" Round 29"H
A) ZTG (silver textured)
B) ZTJ (graphite nebula)
C) ZTK (maple)
D) 30WH29 (white laminate)
E) ZTA (Madison/
gray acajou)

36" Round 29"H
F) ZTQ (white laminate)
G) ZTN (graphite nebula)
H) ZTP (maple)

Café Tables

Hydraulic Chrome Base
30" Round 29"H
I) 30SBHC (liquid steel blue)
J) 30GRHC (graphite nebula)
K) 30MTHC (maple)
L) 30BRH (red)

36" Round 29"H

M) 36WTHC (white laminate)
N) 36GRHC (graphite nebula)
O) 36MTHC (maple)

Mix & Match

Create the **ultimate look**. Choose from a wide variety of colorful Group Seating for the perfect style.

A) ZENCHR Zenith Chair (white, chrome) 18.25" L 22" D 32" H
B) DUET Duet Chair (black, chrome) 21" L 23" D 33" H



Bar Tables



A) 30WHHB
30" Round Bar Table
(white laminate top, chrome
hydraulic base)
30"RND 45"H

B) APS12
Apex Barstools
(blue ultra suede)
21" L 21" D 33" H

C) 30SBHB
30" Round Bar Table
(liquid steel blue top,
chrome hydraulic base)
30"RND 45"H

D) LMBAR
Laguna Barstool (maple,
chrome) 18" L 20" D 47" H

E) RSTSQT
Rustique Square Metal Bar Table
(gunmetal)
23.75" L 23.75" D 41.25" H

F) RSTSL
Rustique Barstool
(gunmetal)
13" L 13" D 30" H



Customize And Create

Choose your base, black or chrome, then pick a color that suits your design.



Bar Tables

Standard Black Base
30" Round 42"H
A) VTJ (graphite nebula)
B) VTK (maple)
C) VTG (silver textured)
D) VTB (red)
E) 30WH42 (white laminate)
F) VTH (liquid steel blue)
G) VTA (Madison/
gray acajou)

36" Round 42"H
H) VTW (white laminate)
I) VTN (graphite nebula)
J) VTP (maple)

Bar Tables

Hydraulic Chrome Base
30" Round 45"H
K) 30GRHB (graphite nebula)
L) 30MTHB (maple)
M) 30STHB (silver textured)
N) 30BRHB (red)

36" Round 45"H
O) 36WTHB (white laminate)
P) 36GRHB (graphite nebula)
Q) 36MTHB (maple)

Style & Design

Create the right look. Choose from a wide variety of Bar Table heights and colors for the perfect look.

R) 30MAHB 30" Round Bar Table w/Hydraulic Chrome Base
(Madison/gray acajou) 30" RND 45"H

S) ZENBAR Zenith Barstool (white, chrome) 19" L 20"D 44"H



Barstools



LIFT BARSTOOLS

15" Round 23-33.5"H
A) ROLLWH (white vinyl)
B) ROLLRD (red vinyl)
C) ROLLBL (black vinyl)
D) ROLLGY (gray vinyl)

Styles & Shapes



A.



B.



C.



D.



E.



F.



G.



H.



I.



J.



K.



L.



M.



N.



Mix & Match

Create the ultimate look. Choose from a wide variety of select Bar Seating for the perfect style.

O) ZENBAR Zenith Barstool (white, chrome) 19" L 20" D 44" H
 P) LMBAR Laguna Barstool (maple, chrome) 18" L 20" D 47" H

Apex Barstools

21" L 21" D 33" H
 A) APS08 (black vinyl)
 B) APS59 (red vinyl)
 C) APS75 (white vinyl)
 D) APS12 (blue ultra suede)

Zoey Barstools

15" L 16" D 30-34.75" H
 E) BS002 (white, chrome)
 F) BS003 (black, chrome)

Banana Barstools

21" L 22" D 41.75" H
 G) BSS (black, chrome)
 H) BST (white, chrome)

Oslo Barstools

17" L 20" D 45" H
 I) BSD (blue)
 J) BSC (white)

K) XBAR Christopher Barstool

(white vinyl, chrome)
 19" L 15" D 41" H

L) BS001 Shark Barstool

(white, chrome)
 22" L 19" D 34-44" H

M) BSR Syntax Barstool

(black, chrome)
 23" L 19" D 43.25" H

N) RSTSTL Rustique Barstool

(gunmetal)
 13" L 13" D 30" H

Conference Tables



PWRUSB

Powered Conference Table Module

(black) 5" L 2.25" D 2" H

Includes 2 AC and 2 USB outlets. Available for all conference tables except the Geo, Merlin, Atomic and Work Tables.



42" Round Conference Table
42" RND 29" H
A) CONF42 (white laminate)
B) CB1 (graphite nebula)
C) CB8 (Madison/gray acajou)



E.

D.



MADISON

(Madison/gray acajou)
D) MADC05 5' Table
60" L 48" D 29" H
E) MADC08 8' Table
96" L 60" D 29" H
F) MADC10 10' Table
120" L 48" D 29" H

Styles & Shapes

A.



C.



D.



E.



F.



G.



H.

I.



J.



K. | L.



M.



Atomic Round Tables

(glass, chrome)

A) 42ATO 42"RND 30"H

(not shown)

36ATO 36"RND 30"H

Geo Rounded Square Tables

42" L 42" D 29" H

C) CE1 (glass, chrome)

D) CF1 (glass, black)

Geo Rectangular Tables

60" L 36" D 29" H

E) CF2 (glass, black)

D) CE2 (glass, chrome)

G) MERLIN Merlin Multi Use Table

(gray laminate, black)

46" L 29" D 30" H

H) WD3 Work Table

(white laminate, white)

48" L 24" D 30" H

Conference Tables

(graphite nebula)

I) CB3 8'

96" L 48" D 29" H

J) CB2 6'

72" L 42" D 29" H

Conference Tables

(granite)

K) C508GR 8'

96" L 44" D 29" H

L) CT10GR 10'

120" L 46" D 29" H

M) CT06GR 6'

72" L 36" D 29" H

Mix & Match

N) PROEXB Pro Executive High Back Chair (black vinyl) 25" L 24" D 48" H Adjustable.

O) PROMID Pro Executive Mid Back Chair (white vinyl) 24" L 22" D 40" H Adjustable.



Executive Seating

A.



Pro Executive High Back Chair

25" L 24" D 48" H Adjustable.
A) PROEXE (white classic vinyl)
B) PROEXB (black vinyl)

B.



PROMDB Pro Executive
Mid Back Chair
(black vinyl)
24" L 22" D 40" H Adjustable



PROMID Pro Executive
Mid White Chair
(white vinyl)
24" L 22" D 40" H Adjustable



PROGB Pro Executive
Guest Chair
(black vinyl)
24" L 22" D 36" H



SY1 Altura Steno Chair
(black crepe)
25" L 26" D 21" H

Communal and Powered Tables

Ventura
BAR TABLES

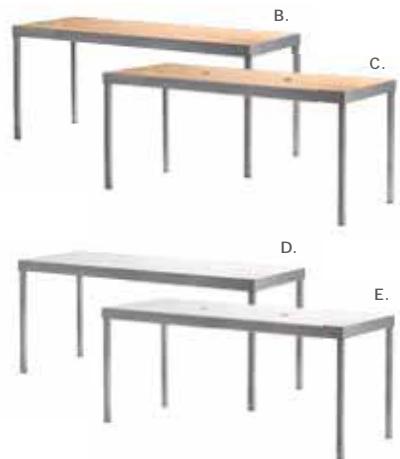
Choose from Powered, Solid or Grommet Hole Table Tops.



G30
CAFÉ TABLES

Table Top Options

Colors not available in all table options.
Please check options listed to the right.



Denotes AC and USB charging outlets



Charging adapters
are available to rent
for all Powered
Table Products.

Ventura Powered
Bar Tables



(silver frame)
72.25" L 26.25" D 42" H

A) VNTBLK (black top)
VNTWHT (white top)

Ventura Communal
Bar Tables



(silver frame)
72.25" L 26.25" D 42" H

Maple Top
B) VNTMNP (solid)
VNTBMW (grommets)

White Top
C) VNTBWW (grommets)
VNTWNP (solid)

Black Top
VNTBNP (solid)

G30 Powered Café
Tables



72" L 26" D 30" H

A) G30DWP
(silver frame, white top)

G30 Communal Café
Tables



(silver frame)

72" L 26" D 30"

Maple Top

B) G30DMS (solid)

C) G30DMW (grommets)

White Top

D) G30DWS (solid)

E) G30DWW (grommets)

Office Essentials

MADISON

A) JD8 Madison Executive Desk
(gray acajou) 60" L 30" D 29" H

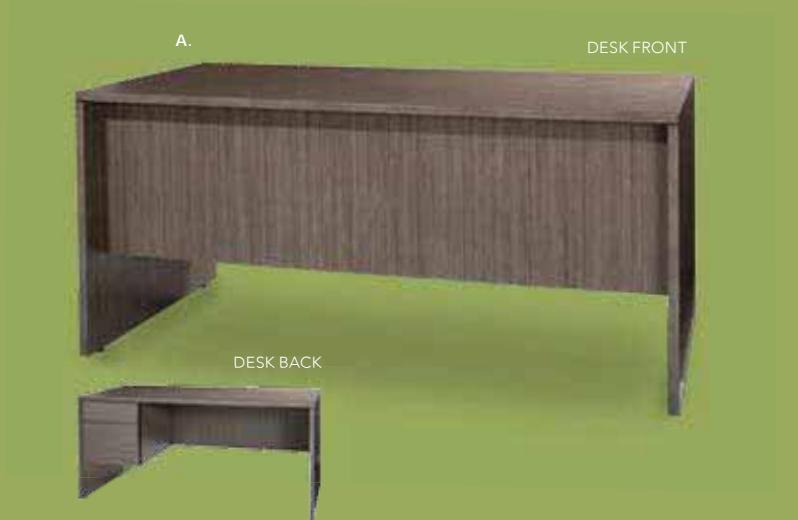
B) CR8 Madison Credenza
(gray acajou) 60" L 20" D 29" H

C) PROMDB Pro Executive
Mid Back Chair
(black vinyl)

24" L 22" D 40" H Adjustable

D) PROEXE Pro Executive
High Back Chair
(white classic vinyl)

25" L 24" D 48" H Adjustable



B.

CREDENZA FRONT



CREDENZA BACK



TECH COLLECTION

A. 



B. 



C.



Denotes AC and USB charging outlets



POWERED
DETAIL

A) TECH3B Tech Desk, Powered, w/3 Drawer File Cabinet

(black metal, laminate)
60" L 30" D 30" H

B) TECH Tech Desk, Powered

(black metal, laminate)
60" L 30" D 30" H

C) TECH3 3 Drawer File Cabinet

(black metal, laminate)
16" L 20" D 28" H

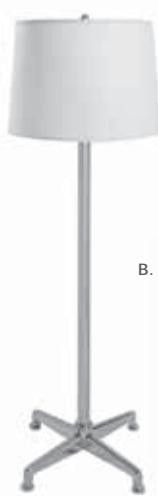
Charging Adapters
D) ADAPTb (black)



Charging adapters are available to rent for all powered products.

LIGHTING & PRODUCT DISPLAY

A.



B.



C.



D.



ACCENT LAMPS

MASON LAMPS
(brushed silver)

A) LA15 Floor Lamp

18" Round 55" H

B) LA14 Table Lamp

16" Round 26" H

SHELVING

C) PSHCCS
Posh Shelving
(Chrome, Acrylic)
36" L 18" D 72" H

D) BC8

Madison Bookcase
(gray acajou)
36" L 12" D 72" H

Show Essentials



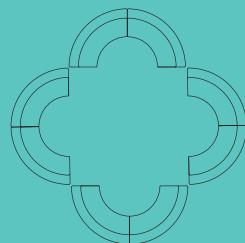
Suggested Uses of Martini Bar



MARTINI BAR

A) BRC Martini Bar Circle
Comprised of three BR1 Martini Bars
100" L 100" D 45" H

B) BR1 Martini Bar
(gray metal, frosted glass top)
67" L 22" D 45" H



LIGHTED PRODUCTS

LED light available in white, red, green, blue and rolling color.



A.



B.

A) CUBL20 Edge LED Cube Ottoman
(white plastic)
20" L 20" D 20" H
A/C power only

B) CUBTBL Edge LED Cube Table
(plexi top, white plastic)
20" L 20" D 20" H
A/C power only

MOBILE TABLET STANDS & ACCESSORIES



Denotes AC and USB charging outlets



Mobile Tablet Stands
Include 3 AC and 2 USB
Charging Outlets



TABLET STANDS

A) TBSTND (black)
14" L 13" D 44.5" H

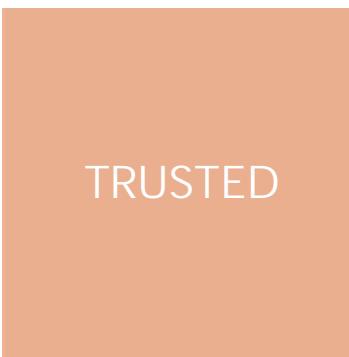
B) TBSTDW (white)
14" L 13" D 44.5" H

ACCESSORIES

C) TBBCHR
Brochure Holder
(black)
8.625" L 1.1" D 11.325" H

D) TBSHLF
Charging Shelf
(black)
14.85" L 7.17" D 1" H

E) TBPNTR
Wireless Printer Holder
(black)
3.3" L 1.9" D 5.28" H



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Contractor:	Heritage Trade Show Services			
Booth Number:		Show Date:		
Venue:				

ORDER INFORMATION				PRICING & PAYMENT INFORMATION			
Exhibiting Co:				Advance Price Deadline Date:			
Address:				Sales Tax Rate:			
City, State, Zip:				Order Total from Pages 1 and 2:		\$	
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Fax:							
Contact:							
Email:							
Authorized By:							

LATE ORDERS: Orders received within 7 days prior to show opening are subject to a 30% late order fee.

CANCELLATIONS: If cancelled within 14 days prior to move-in, a 50% charge will be applied. Cancellations made after move-in begins receive no refund.

CODE	QTY	ITEM	ADVANCE	STANDARD	TOTAL:	CODE	QTY	ITEM	ADVANCE	STANDARD	TOTAL:
30BRHB.		30" Round Bar Table - Red Top w/ Hydraulic Base	\$ 324.80	\$ 422.24		DUET.		Duet Stack Chair	\$ 77.00	\$ 100.10	
30BRHC.		30" Round Café Table - Brushed Red Top w/ Hydraulic Chrome Base	\$ 323.40	\$ 420.42		BS001.		Shark Barstool	\$ 344.40	\$ 447.72	
30GRHB.		30" Round Bar Table - Graphite Nebula Top w/ Hydraulic Base	\$ 324.80	\$ 422.24		BS002.		Zoey Barstool	\$ 316.40	\$ 411.32	
30GRHC.		30" Round Café Table - Graphite Nebula Top w/ Hydraulic Chrome Base	\$ 323.40	\$ 420.42		BS003.		Zoey Barstool (Black)	\$ 316.40	\$ 411.32	
30MAHB.		30" Round Bar Table - Madison Gray Acajou Top w/ Hydraulic Chrome Base	\$ 315.00	\$ 409.50		BSC.		White Oslo Barstool	\$ 284.20	\$ 369.46	
30MAHC.		30" Round Café Table, Madison Gray Acajou Top w/ Hydraulic Chrome Base	\$ 315.00	\$ 409.50		BSD.		Blue Oslo Barstool	\$ 284.20	\$ 369.46	
30MTHB.		30" Round Bar Table - Maple Top w/ Hydraulic Base	\$ 323.40	\$ 420.42		BSR.		Syntax Barstool, Black/Chrome	\$ 236.60	\$ 307.58	
30MTHC.		30" Round Café Table - Maple Top w/ Hydraulic Chrome Base	\$ 324.80	\$ 422.24		BSS.		Black Banana Barstool	\$ 267.40	\$ 347.62	
30SBHB.		30" Round Bar Table - Liquid Steel Blue Top w/ Hydraulic Base	\$ 359.80	\$ 467.74		BST.		White Banana Barstool	\$ 267.40	\$ 347.62	
30SBHC.		30" Round Café Table - Liquid Steel Blue Top w/ Hydraulic Chrome Base	\$ 324.80	\$ 422.24		BVLYBK		Beverly Bench Ottoman Black	\$ 409.05	\$ 531.77	
30STHB.		30" Round Bar Table - Silver Textured Top w/ Hydraulic Base	\$ 323.40	\$ 420.42		BVLYBN		Beverly Bench Ottoman Brown	\$ 409.05	\$ 531.77	
30STHC.		30" Round Café Table - Silver Textured Top w/ Hydraulic Chrome Base	\$ 352.80	\$ 458.64		BVLYGR		Beverly Bench Ottoman Gray	\$ 409.05	\$ 531.77	
30WH29.		30" Round Café Table w/ Standard Black Base	\$ 241.65	\$ 314.15		BVLYLN		Beverly Bench Ottoman Linen	\$ 409.05	\$ 531.77	
30WH42.		30" Round Bar Table w/ Standard Black Base	\$ 264.60	\$ 343.98		BVLYOB		Beverly Bench Ottoman Ocean Blue	\$ 409.05	\$ 531.77	
30WHHB.		30" Round Bar Table w/ Hydraulic Base	\$ 329.40	\$ 428.22		BVLYRD		Beverly Bench Ottoman Red	\$ 409.05	\$ 531.77	
30WHHC.		30" Round Café Table w/ Hydraulic Base	\$ 329.40	\$ 428.22		BVLYWH		Beverly Bench Ottoman White	\$ 409.05	\$ 531.77	
36ATO.		Atomic 36" Round Table	\$ 322.65	\$ 419.45		C1C.		Chrome Geo Cocktail Table with Glass	\$ 273.00	\$ 354.90	
36GRHB.		36" Round Bar Table - Graphite Nebula Top w/ Hydraulic Base	\$ 355.60	\$ 462.28		C1E.		Silverado Cocktail Table with Glass	\$ 303.80	\$ 394.94	
36GRHC.		36" Round Café Table - Graphite Nebula Top w/ Hydraulic Chrome Base	\$ 352.80	\$ 458.64		C1FWB.		Geo Cocktail Table, Wood/Black	\$ 308.00	\$ 400.40	
36MTHB.		36" Round Bar Table - Maple Top w/ Hydraulic Base	\$ 355.60	\$ 462.28		C1W.		White Sydney Cocktail Table	\$ 305.20	\$ 396.76	
36MTHC.		36" Round Café Table - Maple Top w/ Hydraulic Chrome Base	\$ 352.80	\$ 458.64		C1WP.		White Sydney Cocktail Table, Powered	\$ 386.40	\$ 502.32	
36WTHB.		36" Round Bar Table - White Laminate Top w/ Hydraulic Base	\$ 355.60	\$ 462.28		C1Y.		Black Sydney Cocktail Table	\$ 305.20	\$ 396.76	
36WTHC.		36" Round Café Table - White Laminate Top w/ Hydraulic Chrome Base	\$ 26.60	\$ 34.58		C1YP.		Black Sydney Cocktail Table, Powered	\$ 386.40	\$ 502.32	
42ATO.		Atomic 42" Round Table	\$ 322.65	\$ 419.45		C50BGR.		8' Table	\$ 586.60	\$ 762.58	
ADAPTB.		Charging Adapter (Black)	\$ 25.20	\$ 32.76		CB1.		42" Round Graphite Conference Table	\$ 415.80	\$ 540.54	
ADAPTW.		Charging Adapter (White)	\$ 351.40	\$ 456.82		CB2.		6' Graphite Conference Table	\$ 497.00	\$ 646.10	
ALC100.		Alondra Cocktail Table, Glass/Chrome	\$ 351.40	\$ 456.82		CB3.		8' Graphite Conference Table	\$ 586.60	\$ 762.58	
ALC200.		Alondra Cocktail Table, Wood/Chrome	\$ 253.40	\$ 329.42		CB8.		42" Round Conference Table, Madison Gray Acajou	\$ 180.04	\$ 234.05	
ALE100.		Alondra End Table, Glass/Chrome	\$ 253.40	\$ 329.42		CCE.		Ice Chair	\$ 238.00	\$ 309.40	
ALE200.		Alondra End Table, Wood/Chrome	\$ 240.80	\$ 313.04		CE1.		Square Round Chrome Geo Conference Table	\$ 344.40	\$ 447.72	
AP508.		Black Vinyl Apex Barstool	\$ 240.80	\$ 313.04		CE2.		Chrome Geo Conference Table	\$ 488.60	\$ 635.18	
AP559.		Red Vinyl Apex Barstool	\$ 240.80	\$ 313.04		CF1.		Square Round Black Geo Conference Table	\$ 344.40	\$ 447.72	
APS75.		White Vinyl Apex Barstool	\$ 240.80	\$ 313.04		CF2.		Black Geo Conference Table	\$ 488.60	\$ 635.18	
AURA.		Aura Round Table	\$ 156.80	\$ 203.84		CH002.		Wendy Chair	\$ 124.60	\$ 161.98	
BC8.		Madison Bookcase, Gray Acajou	\$ 460.60	\$ 598.78		CHR002.		Allegro Chair	\$ 530.60	\$ 689.78	
BCHWHT.		Baja Chair	\$ 569.70	\$ 740.61		CHRPOWER.		Roma Chair, Powered	\$ 681.80	\$ 886.34	
BCW.		White Madrid Chair	\$ 698.60	\$ 908.18		COLI.		Oliver Cocktail Table	\$ 259.00	\$ 336.70	
BLVWHT.		Baja Loveseat	\$ 834.30	\$ 1,084.59		CONF42.		42" Round Table	\$ 415.80	\$ 540.54	
BNO417.		Full Banquet, Powered, White Vinyl	\$ 2,412.20	\$ 3,135.86		CR8.		Madison Credenza, Gray Acajou	\$ 539.00	\$ 700.70	
BNQ7.		Quarter Curve Ottoman, White Vinyl	\$ 518.00	\$ 673.40		CS4.		Syntax Chair, Black/Chrome	\$ 217.00	\$ 282.10	
BNQR17.		Ottoman Ring, White Vinyl	\$ 1,855.00	\$ 2,411.50		CS8.		Black Berlin Stacking Chair	\$ 133.00	\$ 172.90	
BNQTL7.		Center Cone, Powered, White Vinyl	\$ 760.20	\$ 988.26		CS9.		Red Berlin Stacking Chair	\$ 133.00	\$ 172.90	
BR1.		Martini Bar	\$ 1,415.40	\$ 1,840.02		CT06GR.		6 Foot Rectangle Granite Conference Table	\$ 509.60	\$ 662.48	
BR2.		Martini Bar Circle	\$ 4,075.40	\$ 5,298.02		OTS.		South Beach Wedge Ottoman	\$ 343.00	\$ 445.90	
CT10GR.		10' Rectangle Granite Conference Table	\$ 880.60	\$ 1,144.78		PDL36B.		Powered Locking Pedestal, 36" (Black)	\$ 544.60	\$ 707.98	
CUBL20.		Edge LED Cube Ottoman	\$ 207.20	\$ 269.36		PDL36W.		Powered Locking Pedestal, 36" (White)	\$ 544.60	\$ 707.98	
CUBTBL.		Edge LED Cube Table	\$ 208.60	\$ 271.18		PDL42B.		Powered Locking Pedestal, 42" (Black)	\$ 648.20	\$ 842.66	

CODE	QTY	ITEM	ADVANCE	STANDARD	TOTAL:	CODE	QTY	ITEM	ADVANCE	STANDARD	TOTAL:
E1C.		Chrome Geo End Table with Glass	\$ 267.40	\$ 347.62		PSHCCS		Posh Shelving	\$ 522.45	\$ 679.19	
E1E.		Silverado End Table with Glass	\$ 278.60	\$ 362.18		PWRUSB.		Powered Conference Table Module	\$ 79.80	\$ 103.74	
E1FWB.		Geo End Table, Wood/Black	\$ 267.40	\$ 347.62		R1Q.		White Mini Refrigerator	\$ 330.40	\$ 429.52	
E1W.		White Sydney End Table	\$ 267.40	\$ 347.62		R1R.		White Standard Refrigerator	\$ 940.80	\$ 1,223.04	
E1Y.		Black Sydney End Table	\$ 267.40	\$ 347.62		REGBEN.		Regis Bench/Table	\$ 310.80	\$ 404.04	
END01B.		Black Endless Curved Ottoman	\$ 452.20	\$ 587.86		REGOTT.		Regis End Table	\$ 222.60	\$ 289.38	
END01W.		White Endless Curved Ottoman	\$ 452.20	\$ 587.86		ROLLBL.		Black Lift Barstool	\$ 231.00	\$ 300.30	
END02B.		Black Endless Square Ottoman	\$ 387.80	\$ 504.14		ROLLGY.		Gray Lift Barstool	\$ 231.00	\$ 300.30	
END02W.		White Endless Square Ottoman	\$ 387.80	\$ 504.14		ROLLRD.		Red Lift Barstool	\$ 231.00	\$ 300.30	
EOLI.		Oliver End Table	\$ 224.00	\$ 291.20		ROLLWH.		White Lift Barstool	\$ 231.00	\$ 300.30	
ETBL.		E Table	\$ 193.20	\$ 251.16		RSTDIN.		Rustique Chair w/ arms	\$ 158.20	\$ 205.66	
FAIRCW.		Fairfax Chair	\$ 371.00	\$ 482.30		RSTSQT		Rustique Square Metal Bar Table	\$ 278.10	\$ 361.53	
FAIRSW.		Fairfax Sofa	\$ 513.80	\$ 667.94		RSTSTL.		Rustique Barstool	\$ 144.20	\$ 187.46	
G30BMS.		G30 Communal Bar Table (Maple)	\$ 721.00	\$ 937.30		SAL.		Sally Stool/Ottoman	\$ 96.60	\$ 125.58	
G30BMW.		G30 Communal Bar Table w/ Grommet Holes	\$ 721.00	\$ 937.30		SC10.		Razor Armless Chair	\$ 91.00	\$ 118.30	
G30BWW.		G30 Communal Bar Table w/ Grommet Holes (White)	\$ 721.00	\$ 937.30		SC3.		Black Brewer Chair	\$ 183.40	\$ 238.42	
G30CMS.		G30 Communal Cocktail Table (Maple)	\$ 403.20	\$ 524.16		SFA002.		Allegro Sofa	\$ 757.40	\$ 984.62	
G30CMW.		G30 Communal Cocktail Table w/ Grommet Holes	\$ 403.20	\$ 524.16		SFAPWR.		Roma Sofa, Powered	\$ 1,093.40	\$ 1,421.42	
G30CWS.		G30 Communal Cocktail Table (White)	\$ 403.20	\$ 524.16		SO1.		South Beach Sofa	\$ 721.00	\$ 937.30	
G30CWW.		G30 Communal Cocktail Table w/ Grommet Holes (White)	\$ 403.20	\$ 524.16		SO2.		South Beach Sofa Set	\$ 1,722.00	\$ 2,238.60	
G30DMS.		G30 Communal Café Table (Maple)	\$ 576.80	\$ 749.84		SWAN.		Swanson Swivel Chair	\$ 389.20	\$ 505.96	
G30DMW.		G30 Communal Café Table w/ Grommet Holes	\$ 576.80	\$ 749.84		SY1.		Altura Steno Chair	\$ 217.00	\$ 282.10	
G30DWP.		G30 Powered Communal Café Table (White)	\$ 659.40	\$ 857.22		TANCHR.		Tangiers Chair	\$ 466.20	\$ 606.06	
G30DWS.		G30 Communal Café Table (White)	\$ 576.80	\$ 749.84		TANLOV.		Tangiers Loveseat	\$ 702.00	\$ 912.60	
G30DWW.		G30 Communal Café Table w/ Grommet Holes (White)	\$ 576.80	\$ 749.84		TANSOF.		Tangiers Sofa	\$ 725.20	\$ 942.76	
HC008.		Heathrow Corner Chair	\$ 600.60	\$ 780.76		TBBCHR.		Brochure Holder	\$ 68.60	\$ 89.18	
HCH08.		Heathrow Chair	\$ 553.00	\$ 718.90		TBPNTR.		Wireless Printer Holder	\$ 68.60	\$ 89.18	
HEA08.		Heathrow Sofa	\$ 725.20	\$ 942.76		TBSHLF.		Charging Shelf	\$ 68.60	\$ 89.18	
HOPCH.		Hopi Chair, Gray Linen	\$ 250.60	\$ 325.78		TBSTDW.		White Mobile Tablet Stand	\$ 147.00	\$ 191.10	
HOPLV.		Hopi Loveseat, Gray Linen	\$ 392.00	\$ 509.60		TBSTDN.		Black Mobile Tablet Stand	\$ 147.00	\$ 191.10	
HS008.		Heathrow Sectional	\$ 1,902.60	\$ 2,473.38		TECH.		Tech Desk, Powered	\$ 492.80	\$ 640.64	
JD8.		Madison Executive Desk, Gray Acajou	\$ 637.00	\$ 828.10		TECH3.		3 Drawer File Cabinet on Castors	\$ 156.80	\$ 203.84	
KEYCHR.		Key Largo Chair	\$ 336.00	\$ 436.80		TECH3B.		Tech Desk, Powered w/ 3 Drawer File Cabinet	\$ 603.40	\$ 784.42	
KEYLOV.		Key Largo Loveseat	\$ 394.80	\$ 513.24		TMBTBL.		Timber Table	\$ 186.20	\$ 242.06	
KEYSOF.		Key Largo Sofa	\$ 518.00	\$ 673.40		VIB01.		Vibe Cube Ottoman - Green	\$ 147.00	\$ 191.10	
LA14.		Mason Table Lamp	\$ 155.40	\$ 202.02		VIB02.		Vibe Cube Ottoman - Blue	\$ 147.00	\$ 191.10	
LA15.		Mason Floor Lamp	\$ 238.00	\$ 309.40		VIB03.		Vibe Cube Ottoman - Pink	\$ 147.00	\$ 191.10	
LABREA.		La Brea Swivel Chair	\$ 448.00	\$ 582.40		VIB04.		Vibe Cube Ottoman - Red	\$ 147.00	\$ 191.10	
LIQ003.		30" Round Bar Table - Liquid White Top w/ Standard Black Base	\$ 364.00	\$ 473.20		VIB05.		Vibe Cube Ottoman - Yellow	\$ 147.00	\$ 191.10	
LIQ004.		30" Round Café Table, Standard Black Base, Liquid White Top	\$ 387.80	\$ 504.14		VIB06.		Vibe Cube Ottoman - Gold	\$ 147.00	\$ 191.10	
LIQ009.		30" Round Café Table - Liquid White Top w/ Hydraulic Chrome Base	\$ 488.60	\$ 635.18		VIB07.		Vibe Cube Ottoman - Beige	\$ 147.00	\$ 191.10	
LMBAR.		Laguna Barstool, Maple/Chrome	\$ 196.00	\$ 254.80		VIB08.		Vibe Cube Ottoman - Orange	\$ 147.00	\$ 191.10	
LMCHR.		Laguna Chair, Maple/Chrome	\$ 155.40	\$ 202.02		VIB09.		Vibe Cube Ottoman - White	\$ 147.00	\$ 191.10	
MADC05.		5' Madison Table, Madison Gray Acajou	\$ 505.40	\$ 657.02		VIB10.		Vibe Cube Ottoman - Black	\$ 147.00	\$ 191.10	
MADC08.		8' Madison Table, Gray Acajou	\$ 1,009.40	\$ 1,312.22		VIB11.		Vibe Cube Ottoman - Steel Blue	\$ 147.00	\$ 191.10	
MADC10.		Madison 10' Table	\$ 1,009.40	\$ 1,312.22		VIB12.		Vibe Cube Ottoman - Silver	\$ 147.00	\$ 191.10	
MADGRY.		Madden Arm Chair	\$ 462.00	\$ 600.60		VIB13.		Vibe Cube Ottoman - Purple	\$ 147.00	\$ 191.10	
MALGRN.		Malba Chair, Green	\$ 119.00	\$ 154.70		VNTBLK.		Ventura Communal Bar Table, Powered	\$ 803.25	\$ 1,044.23	
MALGRY.		Malba Chair, Gray	\$ 119.00	\$ 154.70		VNTBMM.		Ventura Communal Bar Table w/ Grommet Holes	\$ 695.25	\$ 903.83	
MAR001.		Marche Swivel, White Vinyl	\$ 196.00	\$ 254.80		VNTBNP.		Ventura Communal Bar Table	\$ 695.25	\$ 903.83	
MAR002.		Marche Swivel, Gray Fabric	\$ 196.00	\$ 254.80		VNTBWW.		Ventura Communal Bar Table w/ Grommet Holes	\$ 695.25	\$ 903.83	
MAR003.		Marche Swivel, Linen Fabric	\$ 196.00	\$ 254.80		VNTMNP.		Ventura Communal Bar Table	\$ 695.25	\$ 903.83	
MAR004.		Marche Swivel, Raspberry Fabric	\$ 196.00	\$ 254.80		VNTWHT.		Ventura Communal Bar Table, Powered	\$ 803.25	\$ 1,044.23	
MAR005.		Marche Swivel, Red Fabric	\$ 196.00	\$ 254.80		VNTWNP.		Ventura Communal Bar Table	\$ 695.25	\$ 903.83	
MAR006.		Marche Swivel, Rose Quartz Fabric	\$ 196.00	\$ 254.80		VTA.		30" Round Bar Table - Madison Gray Acajou Top w/ Standard Black Base	\$ 259.00	\$ 336.70	
MAR007.		Marche Swivel, Plum Fabric	\$ 196.00	\$ 254.80		VTB.		30" Round Bar Table - Red Top w/ Black Base	\$ 266.00	\$ 345.80	
MAR008.		Marche Swivel, Meadow Green Fabric	\$ 196.00	\$ 254.80		VTG.		30" Round Bar Table - Silver Textured Top w/ Black Base	\$ 266.00	\$ 345.80	
MAR009.		Marche Swivel, Pear Yellow Fabric	\$ 196.00	\$ 254.80		VTH.		30" Round Bar Table - Steel Blue Top w/ Standard Black Base	\$ 267.40	\$ 347.62	
MAR010.		Marche Swivel, Blue Fabric	\$ 196.00	\$ 254.80		VTJ.		30" Round Bar Table - Nebula Top w/ Black Base	\$ 266.00	\$ 345.80	
MERLIN.		Merlin Multi Use Table	\$ 373.80	\$ 485.94		VTK.		30" Round Bar Table - Maple Top w/ Black Base	\$ 266.00	\$ 345.80	
MNCHCC.		Munich Corner Chair	\$ 572.40	\$ 744.12		VTN.		36" Round Bar Table - Graphite Nebula Top w/ Black Base	\$ 288.40	\$ 374.92	
MNCHCH.		Munich Armless Chair	\$ 472.50	\$ 614.25		VTTP.		36" Round Bar Table - Maple Top w/ Black Base	\$ 288.40	\$ 374.92	
MNCHLV.		Munich Armless Loveseat	\$ 839.70	\$ 1,091.61		VTW.		36" Round Bar Table - White Laminate Top w/ Black Base	\$ 288.40	\$ 374.92	
MNCHSC.		Munich Sectional, 3 Pcs.	\$ 1,884.60	\$ 2,449.98		WD3.		Work Table	\$ 358.40	\$ 465.92	
NPLCHP.		Naples Chair, Powered	\$ 681.80	\$ 886.34		WHT12.		Half Bench Ottoman, White Vinyl	\$ 394.63	\$ 513.01	
NPLCHR.		Naples Chair	\$ 631.40	\$ 820.82		XBAR.		Christopher Barstool	\$ 193.20	\$ 251.16	
NPLLOP.		Naples Loveseat, Powered	\$ 949.20	\$ 1,233.96		XC1.		Luxor Highback Executive Chair	\$ 435.40	\$ 566.02	
NPLLOV.		Naples Loveseat	\$ 757.40	\$ 984.62		XC2.		Luxor Midback Executive Chair	\$ 407.40	\$ 529.62	
NPLSOF.		Naples Sofa	\$ 905.80	\$ 1,177.54		XC3.		Luxor Guest Chair	\$ 365.40	\$ 475.02	
NPLSOP.		Naples Sofa, Powered	\$ 1,093.40	\$ 1,421.42		XC6.		Altura Guest Chair	\$ 334.60	\$ 434.98	
OCB.		Key West Chair	\$ 432.60	\$ 562.38		XCHR.		Christopher Chair	\$ 110.60	\$ 143.78	
OCH.		Black Madrid Chair	\$ 786.80	\$ 1,022.84		ZENBAR.		Zenith Barstool, White/Chrome	\$ 173.60	\$ 225.68	
OCMESP.		Meeting Chair (Espresso)	\$ 299.60	\$ 389.48		ZENCHR.		Zenith Chair, White/Chrome	\$ 175.00	\$ 227.50	
OCMTAU.		Meeting Chair (Taupe)	\$ 295.40	\$ 384.02		ZTA.		30" Round Café Table, Standard Black Base, Madison Gray Acajou Top	\$ 243.60	\$ 316.68	
OCMWHT.		Meeting Chair (White)	\$ 271.60	\$ 353.08		ZTB.		30" Round Café Table - Red Top w/ Black Base	\$ 243.60	\$ 316.68	
PDL42W.		Powered Locking Pedestal, 42" (White)	\$ 648.20	\$ 842.66		ZTG.		30" Round Café Table - White Laminate Top w/ Black Base	\$ 243.60	\$ 316.68	
PROEXB.		Pro Executive High Back Chair (Black)	\$ 390.60	\$ 507.78		ZTH.		30" Round Café Table, Standard Black Base, Liquid Steel Blue Top	\$ 243.60	\$ 316.68	
PROEXE.		Pro Executive High Back Chair (White)	\$ 390.60	\$ 507.78		ZTJ.		30" Round Café Table - Nebula Top w/ Black Base	\$ 243.60	\$ 316.68	
PROGB.		Madison 10' Table	\$ 273.00	\$ 354.90		ZTK.		30" Round Café Table - Maple Top w/ Black Base	\$ 243.60	\$ 316.68	
PROMDB.		Pro Executive Mid Back Chair (Black)	\$ 254.80	\$ 331.24		ZTN.		36" Round Café Table - Nebula Top w/ Black Base	\$ 261.80	\$ 340.34	
PROMID.		Pro Executive Mid Back Chair (White)	\$ 254.80	\$ 331.24		ZTP.		36" Round Café Table - Maple Top w/ Black Base	\$ 261.80	\$ 340.34	
						ZTQ.		36" Round Café Table - White Laminate Top w/ Black Base	\$ 261.80	\$ 340.34	

Total:

Remit To:



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

MODULAR RENTAL DISPLAY ORDER FORM

Cancellation: No refunds if cancelled after the deadline.

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

Choose Your Exhibit – Check One

MD01 DISPLAY ONE: 10' STANDARD DISPLAY

Package Includes:

Installation and dismantling labor
1 Header
One 10' x 10' Standard Carpet
One 1 meter counter
Three Arm Lights

ADVANCED RATE	STANDARD RATE
\$1,996.90	\$2,595.95



MD03 DISPLAY THREE: 20' DELUXE DISPLAY

Package Includes:

Installation and dismantling labor
One 10' x 20' Standard Carpet
2 Headers
One 1.5 meter counter
Four shelves
5 Halogen Lights

ADVANCED RATE	STANDARD RATE
\$4,919.90	\$6,395.90



MD05 DISPLAY FIVE: 20 X 20 ISLAND DISPLAY

Package Includes:

Installation and dismantling labor
One 20' x 20' Standard carpet
2 Headers
4 Counters

ADVANCED RATE	STANDARD RATE
\$8,826.90	\$11,474.95

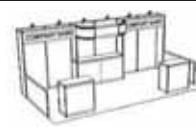


MD02 DISPLAY TWO: 20' STANDARD DISPLAY

Package Includes:

Installation and dismantling labor
One 10' x 20' Standard carpet
2 Headers
One 2 meter counter
Two 1 meter counters
6 Halogen Lights

ADVANCED RATE	STANDARD RATE
\$4,572.60	\$5,944.40

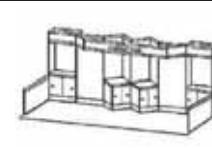


MD04 DISPLAY FOUR: 20' DELUXE DISPLAY

Package Includes:

Installation and dismantling labor
One 10' x 20' Standard carpet
1 Header
4 Counters
5 Halogen Lights

ADVANCED RATE	STANDARD RATE
\$5,354.00	\$6,960.20



MD06 DISPLAY SIX: 20 X 20 ISLAND DISPLAY

Installation and dismantling labor
One 20' x 20' Standard carpet
4 Headers
4 Counters

ADVANCED RATE	STANDARD RATE
\$9,550.40	\$12,415.55



Circle your carpet color:

Black Blue Burgundy Gray Red

Choose Your Panels Standard and Optional Panel Choices

White Hardwall
 Black/Gray Velcro – Circle: Black or Gray
 Opt. Color Hardwall (per panel) - Specify

Advanced Rates: Included	Advanced Rates: Included
\$70.00 ea.	\$91.00 ea.

Indicate Your Header Sign Copy

Your company name will be printed in block lettering on the White Header sign.

Check which color lettering you would like Black Blue Red

Please indicate here if you would like us to assist you with logo identification or other customized graphics.

• Remember to order the following items, they are NOT included in booth package; • Furniture • Electrical Service • Custom Logo • Floral • Cleaning Service

Yes, I have completed and enclosed the Payment Form Sub. Total _____

9% Tax _____

TOTAL ORDER _____

NAME OF CONVENTION NATIONAL CYBER SUMMIT 2018 BOOTH # _____

EXHIBITING COMPANY _____ PHONE # _____ FAX # _____

ADDRESS _____ CITY _____ STATE _____ ZIP _____

EMAIL ORDER CONFIRMATION & INVOICE TO _____

CONTACT NAME _____ DATE _____

(Print & Sign)

Modular Displays



MDO1 Modular Hardwall Display Package 1



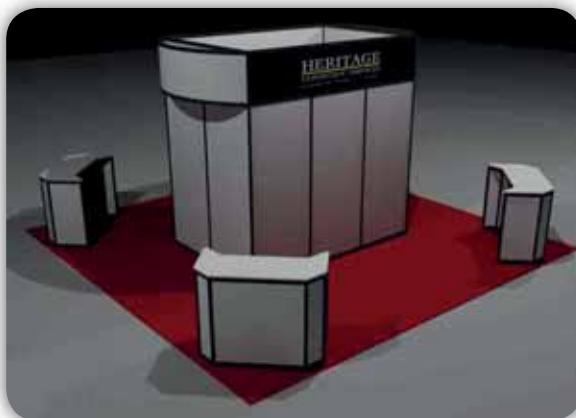
MDO2 Modular Hardwall Display Package 2



MDO3 Modular Hardwall Display Package 3



MDO4 Modular Hardwall Display Package 4



MDO5 Modular Hardwall Display Package 5



MDO6 Modular Hardwall Display Package 6

Remit To:



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

MATERIAL HANDLING INFORMATION

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

A. MATERIAL HANDLING FOR DELIVERIES TO WAREHOUSE

Heritage Trade Show Services will start receiving crated, boxed or skidded materials 30 days prior to show move-in. Shipments will be received Monday through Friday between the hours of 10:00 a.m. and 4:00 p.m. For uncrated and loose shipments, please refer to shipments to show site below. Shipments must be sent with freight charges prepaid. **Collect shipments will not be accepted.** A 200 lb. minimum will apply for each shipment received. Rates below include receipt of your freight; delivery to the booth; storage and return of empty crates; and reloading.

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

EXHIBITOR COMPANY NAME
HERITAGE TRADE SHOW SERVICES
UPS FREIGHT
174 OLD HIGHWAY 24
DECATUR, AL 35601
FOR: NATIONAL CYBER SUMMIT 2018

BOOTH NO. _____

TOTAL PIECES _____

APPROX. WT. _____

****DELIVERIES TO THE WAREHOUSE *MUST* BE MADE BETWEEN THE HOURS OF 10 AM – 4 PM, MONDAY THROUGH FRIDAY****

RATES FOR DELIVERIES TO WAREHOUSE

Deadline Date: Tuesday, May 29th, 2018 To Avoid Late Fees

	Description	Rate per 100 lbs.	Min Charge
I	Packaged Shipments to the Advance Warehouse	\$ 94.25	\$ 188.50
II	Packaged Shipments via Van Line, Specialized Carrier, Federal Express, UPS or U.S. Mail to the Advance Warehouse	\$ 113.10	\$ 226.20
III	Packaged Shipments to the Advance Warehouse after the deadline date	\$ 117.81	\$ 235.62
IV	Packaged Shipments via Van Line, Specialized Carrier, Federal Express, UPS, or U.S. Mail to the Advance Warehouse after the deadline date	\$ 136.66	\$ 273.32

B. MATERIAL HANDLING FOR DELIVERIES TO SHOWSITE

Heritage Trade Show Services will receive and unload shipments at show site only during scheduled exhibitor move-in times. Do not ship to show site at any other times, as the facility has no provisions to accept advance shipments. Shipments must be sent with freight charges prepaid. **Collect shipments will not be accepted.** A 200 lb. minimum will apply for each shipment received. Rates below include receipt of your freight; delivery to the booth; storage and return of empty crates; and reloading.

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

EXHIBITOR COMPANY NAME
C/O HERITAGE TRADE SHOW SERVICES
VON BRAUN CENTER
700 MONROE ST. SW
HUNTSVILLE, AL 35801
FOR: NATIONAL CYBER SUMMIT 2018

BOOTH NO. _____

TOTAL PIECES _____

APPROX. WT. _____

RATES FOR DELIVERIES TO SHOWSITE

	Description	Rate per 100 lbs.	Min Charge
VI	Packaged Shipments to the Show site	\$ 95.00	\$ 190.00
VII	Packaged Shipments via Van Line, Specialized Carrier, Federal Express, UPS or U.S. Mail to the Show site	\$ 114.00	\$ 228.00
VIII	Loose or Uncrated Shipments or Shipments requiring Special Handling to the Show site (Rate will not be split for mixed shipments. The uncrated rate will apply)	\$ 133.00	\$ 266.00

The per cwt. (100 lb.) rates listed above are based on inbound weight only, rounded up to the next 100 lbs.. Services include receiving, unloading, delivery to booth, storage and return of empty containers, moving materials to the dock and reloading on designated outbound carrier.

ESTIMATED COSTS. * (Round to next highest whole number)

Estimated Weight in lbs. _____ ÷ 100 = _____ * x Rate _____ = _____ Total

CONTINUED ON NEXT PAGE

C. INBOUND SHIPMENTS

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

D. EMPTY CONTAINER LABELS

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

E. ADDITIONAL AVAILABLE SERVICES

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

	STRAIGHT TIME	OVERTIME
Forklift with Operator (Up to 4,000 lb. Capacity)	\$ 195.00 per hr.	\$ 295.00 per hr. (One Hour Minimum)
Material Handler	\$ 89.85 per hr.	\$ 134.78 per hr. (One Hour Minimum)
Local Pickups & Deliveries	\$ 213.75 per hr.	\$ 320.63 per hr. (One Hour Minimum)

F. SPECIAL SERVICES

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

G. OUTBOUND SHIPMENTS

Exhibitors are responsible for labeling their exhibit materials and providing outbound shipping information. To assist you with these arrangements, Heritage will have a Service Desk in the exhibit hall with labels, bills-of-lading and available shipping information. When materials are labeled, packed and ready to be shipped, completed bills-of-lading should be turned in at the Service Desk. Pick ups for local deliveries or small package shipments, i.e., UPS and Parcel Post should be dealt with in the same manner as all other outbound shipments. In order to expedite removal of materials, Heritage reserves the right to change designated carriers, if such carriers fail to pickup or refuse to accept shipments. Where no disposition is made, materials will be returned to the warehouse awaiting shipping instructions.

H. RETURNED SHIPMENTS TO HERITAGE WAREHOUSE

Where no disposition has been made for outbound shipments or later scheduled pickups are necessary; Heritage will return exhibit materials to the warehouse and load on outbound carriers at the rate of \$30.00 per 100 lbs. or fraction thereof for each shipment returned. Minimum charge: \$300.00.

I. LIMITS OF LIABILITY AND RESPONSIBILITY

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

AUTHORITY TO HANDLE

All terms and conditions herein stated are understood and accepted.

NAME OF CONVENTION NATIONAL CYBER SUMMIT 2018 BOOTH # _____

EXHIBITING COMPANY _____ PHONE # _____ FAX # _____

ADDRESS _____ CITY _____ STATE _____ ZIP _____

EMAIL ORDER CONFIRMATION & INVOICE TO _____

CONTACT NAME _____ DATE _____

(Print & Sign)



620 Shenandoah Avenue | St. Louis, MO 63104
Phone 314-534-8500 | Fax 314.534.8050

Vehicle Spotting Form

All orders MUST have a credit card authorization form on file.

VEHICLE SPOTTING FEE

Direct Deliveries Only

Heritage Trade Show Services will provide labor to direct mobile motorized vehicles and transports to and from booth areas. Exhibitors must check in at the Heritage Service Desk.

Advance Rate

\$95.00 per piece / per trip

Floor Rate

\$125.00 per piece / per trip

Total # of pieces _____

Estimated Time of Arrival _____

To receive the above service, the following must be completed and forwarded to Heritage Trade Show Services along with the Credit Card Authorization/ Payment Policies Form.

Arrival Date: _____ Time: _____

Dimension of Largest Piece: L _____ x W _____ x H _____

NAME OF CONVENTION NATIONAL CYBER SUMMIT 2018 BOOTH # _____

EXHIBITING COMPANY _____ PHONE # _____ FAX # _____

ADDRESS _____ CITY _____ STATE _____ ZIP _____

EMAIL ORDER CONFIRMATION & INVOICE TO _____

CONTACT NAME _____ DATE _____
(Print & Sign)

Remit To:



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

PRIORITY RETURN/ ACCESSIBLE STORAGE FORM

All orders must have a credit card authorization form on file.

Priority Empty Container Return

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

Priority Empty Container Return.....\$100.00 per container

Estimated Number of Pieces.....

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

ACCESSIBLE STORAGE

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

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

Labor Rates:

Straight Time: (one hour minimum per man).....\$89.85

8:00 a.m. - 4:30 p.m. Monday - Friday

Over Time: (one hour minimum per man).....\$134.78

YES, I wish to reserve space for accessible storage, I plan on storing _____ pallets/boxes/crates/cases

(# of pieces)

(circle one)

Deliveries

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

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

NAME OF CONVENTION NATIONAL CYBER SUMMIT 2018 BOOTH # _____

EXHIBITIING COMPANY _____ PHONE # _____ FAX # _____

ADDRESS _____ CITY _____ STATE _____ ZIP _____

EMAIL ORDER CONFIRMATION & INVOICE TO _____

CONTACT NAME _____ DATE _____

(Print & Sign)

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

HERITAGE
Trade Show Services

DO NOT DELAY!

**ADVANCE SHIPMENT
TO WAREHOUSE**

TO: _____

EXHIBITOR NAME

BOOTH NUMBER: _____

HERITAGE TRADE SHOW SERVICES
UPS FREIGHT
174 OLD HIGHWAY 24
DECATUR, AL 35601

FOR: NATIONAL CYBER SUMMIT 2018

HERITAGE
Trade Show Services

DO NOT DELAY!

**ADVANCE SHIPMENT
TO WAREHOUSE**

TO: _____

EXHIBITOR NAME

BOOTH NUMBER: _____

HERITAGE TRADE SHOW SERVICES
UPS FREIGHT
174 OLD HIGHWAY 24
DECATUR, AL 35601

FOR: NATIONAL CYBER SUMMIT 2018

HERITAGE
Trade Show Services

DO NOT DELAY!

**ADVANCE SHIPMENT
TO WAREHOUSE**

TO: _____

EXHIBITOR NAME

BOOTH NUMBER: _____

HERITAGE TRADE SHOW SERVICES
UPS FREIGHT
174 OLD HIGHWAY 24
DECATUR, AL 35601

FOR: NATIONAL CYBER SUMMIT 2018

HERITAGE
Trade Show Services

DO NOT DELAY!

**ADVANCE SHIPMENT
TO WAREHOUSE**

TO: _____

EXHIBITOR NAME

BOOTH NUMBER: _____

HERITAGE TRADE SHOW SERVICES
UPS FREIGHT
174 OLD HIGHWAY 24
DECATUR, AL 35601

FOR: NATIONAL CYBER SUMMIT 2018



IMPORTANT NOTICE REGARDING DIRECT SHIPMENTS

Please be aware that the Von Braun 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., Tuesday, June 5th, 2018. Any materials sent to the venue prior to this date may be returned to sender and/or may be turned over to Heritage Trade Show Services and will be billed according to the Show's Shipping & Receiving Rates, and will be subject to venue assessed fees.

EXHIBITOR COMPANY NAME _____

BOOTH NUMBER _____

C/O HERITAGE TRADE SHOW SERVICES
VON BRAUN CENTER
700 MONROE ST.
HUNTSVILLE, AL 35801

FOR: NATIONAL CYBER SUMMIT 2018

All shipments should be accompanied with a Bill of Lading or Packing List indicating the total weight of shipment and piece count.

See the enclosed Shipping Information/Material Handling Order Form for detailed service descriptions, rates and limits of liability.

**WE APPRECIATE YOUR COOPERATION.
HERITAGE TRADE SHOW SERVICES**

HERITAGE

Trade Show Services

DO NOT DELAY
DIRECT SHIPMENT TO
SHOW SITE

MUST NOT ARRIVE BEFORE
TUESDAY, JUNE 5TH, 2018

TO: _____

EXHIBITOR NAME

BOOTH NUMBER: _____

C/O HERITAGE TRADE SHOW SERVICES
VON BRAUN CENTER
700 MONROE ST. SW
HUNTSVILLE, AL 35801

FOR: NATIONAL CYBER SUMMIT 2018

HERITAGE

Trade Show Services

DO NOT DELAY
DIRECT SHIPMENT TO
SHOW SITE

MUST NOT ARRIVE BEFORE
TUESDAY, JUNE 5TH, 2018

TO: _____

EXHIBITOR NAME

BOOTH NUMBER: _____

C/O HERITAGE TRADE SHOW SERVICES
VON BRAUN CENTER
700 MONROE ST. SW
HUNTSVILLE, AL 35801

FOR: NATIONAL CYBER SUMMIT 2018

HERITAGE

Trade Show Services

DO NOT DELAY
DIRECT SHIPMENT TO
SHOW SITE

MUST NOT ARRIVE BEFORE
TUESDAY, JUNE 5TH, 2018

TO: _____

EXHIBITOR NAME

BOOTH NUMBER: _____

C/O HERITAGE TRADE SHOW SERVICES
VON BRAUN CENTER
700 MONROE ST. SW
HUNTSVILLE, AL 35801

FOR: NATIONAL CYBER SUMMIT 2018

HERITAGE

Trade Show Services

DO NOT DELAY
DIRECT SHIPMENT TO
SHOW SITE

MUST NOT ARRIVE BEFORE
TUESDAY, JUNE 5TH, 2018

TO: _____

EXHIBITOR NAME

BOOTH NUMBER: _____

C/O HERITAGE TRADE SHOW SERVICES
VON BRAUN CENTER
700 MONROE ST. SW
HUNTSVILLE, AL 35801

FOR: NATIONAL CYBER SUMMIT 2018



NEED A RELIABLE CARRIER TO TRANSPORT YOUR FREIGHT?

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

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

Show Name_____

Booth Name_____

Booth Number (if known)_____

Pickup Information

Company Name_____

Address_____

Suite_____

City, ST Zip_____

Contact Name_____

Contact Number_____

(for the driver to call, if needed)

Pickup Hours_____

Pickup Date_____

(call HES Logistics to discuss, if needed)

Description of Pieces & Loading Area

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

Is there a loading dock at the pickup address? _____ If not, please describe pickup area and / or additional

instructions for the driver: _____

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

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

Phone: 1-866-493-1675 Fax: 1-314-534-8050 Email: exhibitfreight@heslogistics.com

**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



IMPORTANT INFORMATION REGARDING OUTBOUND SHIPMENTS

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

- **CONTACT YOUR CARRIER TO SCHEDULE PICK UP OF YOUR SHIPMENT.** You must call your carrier, unless you are using the show recommended carrier. Carriers, including FED EX and UPS, will not pick up your shipment unless you have made arrangements with them. In the event your selected carrier fails to show on final move-out day, your shipment will be rerouted to Heritage's show carrier.
- **PACK AND LABEL YOUR MATERIALS.** Banding, shrink wrap and shipping labels are available at the Heritage Service Desk.
- **COMPLETE AND TURN IN A HERITAGE BILL OF LADING FOR EACH OUTBOUND SHIPMENT.** Bill of ladings may be obtained from the Heritage Service Desk. Complete a bill of lading for each shipment/destination. Turn in all completed bill of ladings to the Heritage Service Desk once your shipments are ready to be loaded out.
- For your convenience, show recommended carriers are available to handle outbound transportation.

Thank you and we hope you have a great show!



UNION JURISDICTION RULES

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

DECORATOR & CARPENTER JURISDICTION

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

TEAMSTER JURISDICTION

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

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.

NOTE:

- 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. 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.

Remit To:



620 Shenandoah Avenue | St. Louis, MO 63104
Phone 314-534-8500 | Fax 314-534-8950
Exhibitor.Services@heritagesvs.com

EXHIBITOR APPOINTED CONTRACTOR THIRD PARTY AUTHORIZATION

EXHIBITOR APPOINTED CONTRACTOR

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

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

EXHIBITOR APPOINTED CONTRACTOR

ADDRESS

CONTACT PERSON

PHONE

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

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

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

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

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

Exhibitor Signature: _____

Print Name: _____

Date: _____

(Please Print)

NAME OF CONVENTION **NATIONAL CYBER SUMMIT 2018**

BOOTH # _____

EXHIBITING COMPANY _____ PHONE # _____ FAX # _____

ADDRESS _____ CITY _____ STATE _____ ZIP _____

EMAIL ORDER CONFIRMATION & INVOICE TO _____

CONTACT NAME _____ DATE _____

(Print & Sign)

Remit To:



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

EXHIBIT LABOR ORDER FORM

DISPLAY LABOR FOR INSTALLATION & DISMANTLE OF EXHIBITS

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

RATES:

STRAIGHT TIME (One hour minimum per man) **\$89.85 PER HOUR**

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

OVERTIME (One hour minimum per man) **\$134.78 PER HOUR**

After 4:30 P.M. to 8:00 A.M. Monday – Friday and all hours on Saturday and Sunday

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

INSTALLATION

ERECT EXHIBIT UNDER HERITAGE SUPERVISION

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

No of men _____ Estimated hours each man _____ Total hrs _____ X rate ST/OT _____ + 30% _____ = _____

Please complete the reverse side of this form

FURNISH LABOR TO ERECT EXHIBIT UNDER EXHIBITOR'S SUPERVISION

Have _____ (No.) of men available as close as possible to _____ (A.M.-P.M.) on _____ (Day) _____ (Date) to erect exhibit under exhibitor's supervision. Exhibitor must check in at service desk to obtain labor.

No. of men _____ Estimated hrs each man _____ Total hrs _____ X rate ST/OT _____ = _____

DISMANTLE

DISMANTLE EXHIBIT UNDER HERITAGE SUPERVISION

Heritage will supervise the dismantling of your exhibit, when crates are returned. Make sure complete outbound shipping

information has been given to the freight service desk. A supervision charge of 30%, minimum charge \$45.00, will be added to your labor invoice. **The next page must also be filled out if your exhibit will be disassembled by Heritage.**

No of men _____ Estimated hours each man _____ Total hrs _____ X rate ST/OT _____ + 30% _____ = _____

Please complete the reverse side of this form

FURNISH LABOR TO DISMANTLE EXHIBIT UNDER EXHIBITOR'S SUPERVISION

Have _____ (No.) of men available as close as possible to _____ (A.M.-P.M.) on _____ (Day) _____ (Date) to dismantle exhibit under exhibitor's supervision. Exhibitor must check in at service desk to obtain labor.

No. of men _____ Estimated hrs each man _____ Total hrs _____ X rate ST/OT _____ = _____

ESTIMATED TOTAL _____

NAME OF CONVENTION NATIONAL CYBER SUMMIT 2018 BOOTH # _____

EXHIBITING COMPANY _____ PHONE # _____ FAX # _____

ADDRESS _____ CITY _____ STATE _____ ZIP _____

EMAIL ORDER CONFIRMATION & INVOICE TO _____

CONTACT NAME _____ DATE _____

(Print & Sign)

(CONTINUED ON NEXT PAGE)

COMPANY NAME _____
BOOTH # _____

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

INBOUND SHIPPING INFORMATION

Carrier _____ Carrier Phone Number _____

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

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

SET-UP INFORMATION

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

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

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

Comments: _____

Graphics: With Exhibit _____ Shipped Separately _____

Comments: _____

Special Tools/Hardware Required: _____

OUTBOUND SHIPPING INFORMATION:

Ship To: _____

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

Carrier:(If Known) _____

Freight Charges: Prepaid Bill To: _____

Collect _____

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

SPECIAL INSTRUCTIONS/COMMENTS:

PLEASE PROVIDE AN EMERGENCY CONTACT:

Name _____ Phone No. _____

Remit To:



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

BOOTH CLEANING SERVICE ORDER FORM

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

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

CARPET CLEANING

Vacuuming before initial opening of Exhibit and daily thereafter, including emptying of waste baskets nightly

Vacuuming ONCE before initial opening of Exhibit

RATES

45¢ per sq. ft.
per day

45¢ per sq. ft.

TOTAL SQ FT _____ X RATE PER SQ FT _____ = DAILY COST _____ X NO. OF DAYS _____ = TOTAL \$ _____

EXHIBIT CLEANING

Cleaning and dusting of display background and furnishings before initial opening of Exhibit and DAILY thereafter

Cleaning and dusting of display background and furnishings ONCE before initial opening of exhibits

55¢ per sq. ft.
per day

55¢ per sq. ft.

TOTAL SQ FT _____ X RATE PER SQ FT _____ = DAILY COST _____ X NO. OF DAYS _____ = TOTAL \$ _____

PORTER SERVICE

Includes emptying of wastebaskets and policing of your exhibit at two-hour intervals during show hours (4 hour minimum per day)

\$50.65 per hour

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

REQUESTED TIME(S) FOR PORTER SERVICE: _____

Special Instructions: _____

TOTAL ORDER AMOUNT \$ _____

NAME OF CONVENTION NATIONAL CYBER SUMMIT 2018 BOOTH # _____

EXHIBITING COMPANY _____ PHONE # _____ FAX # _____

ADDRESS _____ CITY _____ STATE _____ ZIP _____

EMAIL ORDER CONFIRMATION & INVOICE TO _____

CONTACT NAME _____ DATE _____

(Print & Sign)

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

Remit To:



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

SIGN SERVICE ORDER FORM

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

STANDARD SIZE SIGNS

QTY	DISCOUNT PRICE	STANDARD PRICE	TOTAL
7"X11"	____@	41.25	53.65 = \$_____
7"X44"	____@	48.75	63.40 = \$_____
11"X14"	____@	48.75	63.40 = \$_____
14"X22"	____@	56.25	73.15 = \$_____
14"X44"	____@	66.75	86.80 = \$_____
22"X28"	____@	66.75	86.80 = \$_____
28"X44"	____@	90.00	117.00 = \$_____
40"X60"	____@	139.50	181.35 = \$_____
Easel			
Back	____@	7.50	9.75 = \$_____
Sentra	____@	16.50 sq.ft.	24.75 sq. ft. = \$_____

DIGITAL GRAPHICS

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

_____ L X _____ W = sq. ft.
sq. ft. _____ x \$12.75 = \$ _____

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

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

INDICATE YOUR SIGN COPY HERE

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

Vertical Horizontal Easel Back
Color of Background _____
Color of Lettering _____

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

SETUP/COMPUTER LABOR

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

9% TAX _____
TOTAL _____

(PLEASE PRINT)

NAME OF CONVENTION NATIONAL CYBER SUMMIT 2018 BOOTH # _____

EXHIBITING COMPANY _____ PHONE # _____ FAX # _____

ADDRESS _____ CITY _____ STATE _____ ZIP _____

EMAIL ORDER CONFIRMATION & INVOICE TO _____

CONTACT NAME _____ DATE _____

(Print & Sign)

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



HUNTSVILLE, ALABAMA



Exhibitor Guide

www.vonbrauncenter.com



700 Monroe Street
Huntsville, AL 35801
Attn: Decorating Department
(256) 551-2237 FAX (256) 551-2221
decorating@vonbrauncenter.com

Booth Name: _____

Booth Number: _____

EXPO QUICK FACTS

Show Name: **2018 National Cyber Summit**

Show Dates: **June 5-7, 2018**

Show Location: **Von Braun Center- South Hall**

Deadline Date to Receive Discounted Rates: One week prior to move in, May 29th

Booth Equipment:

Heritage Trade Show Services will be handling all booth furnishings. Please contact Heritage with questions regarding those items. 314-534-8500 exhibitor.services@heritagesvs.com

Assistance:

We want you to have a successful show. If we can be of assistance, please call our Exhibitor Service Department at 256-551-2237.

TO RECEIVE DISCOUNT PRICES orders must be accompanied by credit card authorization or a check made payable to the Von Braun Center and received by the VBC **no less than 7 days prior to the event move in day**.

Please check the following pages regarding electrical services, phone services and internet services provided by the Von Braun Center. Items ordered are at the expense of the Exhibitor at the rates shown on the following page. **ALL PRICES ARE BASED ON THE RENTAL OF EQUIPMENT FOR THE DURATION OF THE SHOW, UNLESS OTHERWISE INDICATED.**

THE VON BRAUN CENTER DOES NOT INVOICE.

When orders are not received at least 7 days in advance with payment, charges are due at the FLOOR ORDER PRICES. All items must be paid in full before any deliveries are made to the booth.

CANCELLATION POLICY: Items canceled after move-in begins will be charged at 50% of original price except draped tables, which are totally non-refundable.

700 Monroe Street
Huntsville, AL 35801
Attn: Decorating Department
(256) 551-2237 FAX (256) 551-2221
decorating@vonbrauncenter.com

Booth Name: _____

Booth Number: _____

CREDIT CARD AUTHORIZATION FORM

(Required for all services)

Dear Exhibitor:

If you wish to charge the amount of your advance order to your credit card account, please complete the information requested below and return this form with your order.

AMERICAN EXPRESS

VISA

MASTER CARD

DISCOVER

Please Print

ACCOUNT NUMBER:	
EXPIRATION DATE:	CID #:
CARD HOLDER NAME:	
CREDIT CARD BILLING ADDRESS:	
EXHIBITOR:	
TELEPHONE NUMBER:	BOOTH NO:
SIGNATURE:	

If you would like confirmation of your order please provide an email address:

700 Monroe Street
 Huntsville, AL 35801
 Attn: Decorating Department
 (256) 551-2237 FAX (256) 551-2221
decorating@vonbrauncenter.com

Booth Name: _____

Booth Number: _____

EXHIBITOR TELEPHONE SERVICE

The VBC provides all telephone service. No other organizations are authorized to provide phone services in the VBC without approval by VBC Decorating Department (256) 551-2237.

All phone lines have voice & data capability and will accommodate analog modems with up to 9600-baud rate.

Item	Quantity	Advance Cost	Floor Cost	Total
Telephone Line- Local Calls	X	\$150.00 each	\$175.00 each	
Telephone Line- Long Distance	X	\$185.00 each	\$205.00 each	
Telephone Instruments	X	\$35.00 each	\$40.00 each	
TOTAL:				

CABLE

Item	Quantity	Advance Cost	Floor Cost	Total
Cable Line dropped to booth	X	\$105.00	\$155.00	
Satellite Dish Hook Up	X	\$150.00	Must be pre-order	
TOTAL:				

* If you want to have Satellite Dish Hook up, you must call the decorating department before ordering.* **you will not be able to order Satellite Dish Hook Up on the show floor**

HIGH SPEED INTERNET ACCESS

WiFi is available in South, East, and North Hall. You do not have to pre-order WiFi, it is available when you connect to VBC-WIFI. Call the decorating department with any questions (256)551-2237.

Description		Quantity	Total
RJ45 Drop From Router	\$420.00	X	
Additional IP Address From RJ45 Drop	\$120.00	X	
Hub/Switch Rental	\$100.00	X	
**WiFi Available	\$21.00 per day/ per device	X	Preorder not required

Please contact us regarding internet if the following questions apply:

1. Do you need an Internet Drop or Hard Line?
2. Do you plan to use a wireless router or wireless access point?
3. What is the LAN IP Address Range on the device?

*The device will not be allowed on the network until this has been identified and the Von Braun Center has approved the device.

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 Huntsville, AL 35801
 Attn: Decorating Department
 (256) 551-2237 FAX (256) 551-2221
decorating@vonbrauncenter.com

Booth Name: _____

Booth Number: _____

UTILITY SERVICE ORDER FORM

ELECTRICAL

The rates listed below are for one (1) quadbox only. Rates are applicable for both single phase and three-phase power. The charge for service includes electrical current, installation in the most convenient location unless designated below and removal at the close of the show. **Special service or wiring of or into equipment will be charged at prevailing rates for labor and materials.** VBC will not be responsible for power failures or voltage fluctuations. **WE CANNOT GUARANTEE SERVICE PRIOR TO SHOW OPENING ON LATE REQUESTS.**

Sharing with neighbor booths is not allowed. You must purchase electricity in order to use it.

	Advance Price	Floor Price	Quantity Ordered	Amount
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110 Voltage

20 amp or 0-2400 watts	\$85.00	\$110.00	X	
30 amp or up to 3600 watts	100.00	130.00	X	

208 Voltage

0-30 amps	\$110.00	\$135.00	X	
31-60 amps	135.00	160.00	X	
61-100 amps *	185.00	240.00	X	
100 - 200 amps *	235.00	N/A	X	
Over 200 amps *	N/A	N/A	X	

Circle one: single / three phase

480 Voltage

0-30 amps	\$135.00	\$160.00	X	
31-60 amps	185.00	230.00	X	
61-100 amps *	260.00	375.00	X	
100 - 200 amps *	335.00	N/A	X	
Over 200 amps *	N/A	N/A		

Circle one: single / three phase

By special arrangement prior to move-in, call 256 551-2237

PAYMENT POLICY

700 Monroe Street
 Huntsville, AL 35801
 Attn: Decorating Department
 (256) 551-2237 FAX (256) 551-2221
decorating@vonbrauncenter.com

Booth Name: _____

Booth Number: _____

*To receive discount prices, orders must be accompanied by credit card authorization form or check made payable to the Von Braun Center and received no less than **7 days** prior to the event move in day. When requirements are not received at least 5 days in advance with payment, charges are due at floor order prices. Payment for all services and materials is due before services will be performed or materials supplies. Visa/Mastercard & American Express services are available for exhibitor convenience.*

BOOTH # _____

BOOTH EXPENSE SUMMARY

ITEM	TOTAL
Phone/High Speed Internet	
Utilities (Electrical/Water/Air)	
Audio/Visual Services	
Labor	
Other (Miscellaneous)	
Grand Total: (No Invoicing)	

METHOD OF PAYMENT:

CHECK # _____

CREDIT CARD: [] AMERICAN EXPRESS [] VISA [] MasterCard [] Discover

Rental Rates

AUDIOVISUAL

EQUIPMENT

RENTAL RATES

LCD PROJECTORS

LCD Projector (1.5K)	\$155 each/day
LCD Projector (2.5K)	\$210 each/day
LCD Projector (5.2K)	\$525 each/day
LCD Projector (7K)	\$840 each/day
LCD Projector (10K)	\$1,050 each/day
LCD Projector (15K)	\$1,575 each/day
Projection Lens - Special Long Throw and Front Projection Lens	\$105 each/day

MONITORS & DISPLAYS

LCD Data Monitor - 15"	\$75 each/day
LCD Data Monitor - 17"	\$100 each/day
LCD Data Monitor - 26"	\$250 each/day
Flat Screen Data Monitor - 17"	\$100 each/day
LCD Flatscreen - 32"	\$150 each/day
LCD Flatscreen - 47"	\$275 each/day
LCD Flatscreen - 60"	\$300 each/day
Plasma Display Unit - 37"	\$400 each/day
Plasma Display Unit - 50"	\$500 each/day
Plasma Display Unit - 61"	\$1,000 each/day

SCREENS & DRESSKITS

Screen - Tripod	\$26 each/day
Screen - Fastfold 6x8	\$52 each/day
Dresskit - Fastfold 6x8	\$52 each/day
Screen - Fastfold 7.5x10	\$78 each/day
Dresskit - Fastfold 7.5x10	\$78 each/day
Screen - Fastfold 9x12	\$105 each/day
Dresskit - Fastfold 9x12	\$105 each/day
Screen - 10.5x14	\$155 each/day
Dresskit - 10.5x14	\$155 each/day

Larger Screen Sizes Available Upon Request

VIDEO PROJECTION PACKAGES

Package 1 - Single Screen Package	\$1,420 each/day
(1) LCD Projector (5.2K); (1) Screen 10.5x14; (1) Dresskit 10.5x14; (1) Scan Converter	
Package 2 - Dual Screen Package	\$2,260 each/day
(2) LCD Projector (5.2K); (2) Screen 10.5x14; (2) Dresskit 10.5x14; (2) Scan Converter	

SOUND SYSTEMS

Playhouse

Facility Rental includes 2 mics, 1 monitor, mixer and sound system

Included

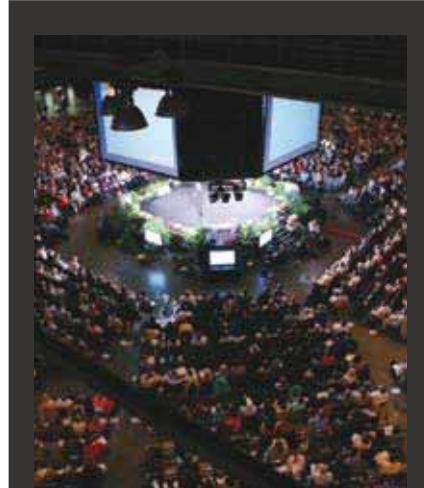
Concert Hall

Basic PA, 1 microphone and monitor	\$200/day
Tracks, CD Player, 2 mics, 2 monitors	\$400/day
Show patch feeding house system	\$400/day
Full System, 2 CD Players, 4 mics, 6 monitors	\$800/day

Arena

Basic PA, 1 microphone, monitor, mixer	\$200/day
Tracks, CD Player, 2 mics, 2 monitors, mixer	\$400/day
Show patch feeding house system	\$400/day
Full System, 2 CD Players, 4 mics, 6 monitors	\$1,200/day

CONTINUED ON OTHER SIDE



CONTINUED FROM OTHER SIDE

EQUIPMENT		RENTAL RATES
Small Portable Sound System 1 microphone, CD player, 1 speaker		\$130/day
Large Portable Sound System 2 Microphones, CD player, 2 speakers, 2 subs, monitor, mixer		\$375/day
Components		
Patch outside vendor to house		\$100 each/day
Small Mixer		\$80 each/day
Monitor System		\$125 each/day
Wired Microphone		\$16 each/day
Wireless Microphone		\$80 each/day
Any Mic Rental Includes House System		
Intercom belt pack and headset		\$15 each/day
Sound Interface (DI Box)		\$10 each/day
LIGHTING		per fixture
Theatrical Focal or Wash		\$15 each/day
LED Accent or Wash		\$30 each/day
Followspots		
Arena - 2KW Xenon		\$125 each/day
Concert Hall - 2KW Xenon		\$125 each/day
North Hall - 400W HTI		\$100 each/day
MISCELLANEOUS		
Black Curtains		\$5 ft/event
White Taffeta Drape		\$9 per foot/event
Color Taffeta Drape		\$11 per foot/event
Mirror Ball		\$40 each/day
A/V Cart - 42"		\$15 each/day
A/C Cart - 54"		\$18 each/day
ARENA LED SYSTEM		
HD Main Screen, Ribbon and Concourse		\$800 each day
Scoreboard <i>included with Sporting Events</i>		(plus operator labor)
Graphic Integration Setup		\$200/event
Pro Graphic Services		\$75/hour
GOBOS		
Custom Metal Gobo		\$100/each
Gobo Duplicate (metal)		\$25/each
Custom Glass Gobo		Rates available upon request
LABOR		
Production Technician		\$27.50/hour (4 hour minimum applies)
Video Technician		\$367/day
Stage, Sound or Lighting Technician (Concert & Theatrical Production Only)		\$27.50/hour
Arena Video Operator		\$30/hour
Spotlight Operator		\$85/show

LEAD RETRIEVAL

Don't Miss a Single Lead



Simple and Powerful

Choose to download the app or rent a device. The system allows for taking notes, photos, qualifiers and photos for each lead.

Pricing

Choose to download the app on your own smartphone or tablet or choose to rent it from eventPower.

Download on your own smartphone or tablet

- First app download: \$95.00
- Each additional app download: \$95.00

Rental of hardware and software solution

- Rent device(s) from eventPower: \$195.00 each

Ordering is Simple

Step 1: Order online - <https://tools.eventpower.com/lru/reserve/18NCS>

Step 2: Download the “eP scanner” app by eventPower, LLC from the Apple App Store or Google Play

Step 3: Enter activation code provided in your online ordering email confirmation

Step 4: Start collecting leads



Help

Pre-Conference Help: Questions regarding the app, please email lead_retrieval@eventPower.com

Onsite Help: Device pick-up and onsite assistance is available in the conference registration area.

Exhibit Hall Fire Regulations

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

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

1. All curtains, drapes and decorations must be constructed of flameproof material, or treated with an approved flameproofing solution. (Treatment shall be renewed as often as may be necessary to maintain the flameproofing effect.)
2. No combustible materials, merchandise or signs shall be attached to, hung from, or draped over flameproofed side and rear divider draperies of booths or attached to table skirting facing aisles, unless flameproofed.
3. All exits, hallways and aisles leading from buildings or tents are to be kept clear and unobstructed at all times.
4. No exit door shall be locked, bolted or otherwise fastened or obstructed at any time an exhibit building is open to the public. Moreover, it shall be unlawful to obstruct, or reduce in any manner, the clear width of any doorway, hallway, passageway or other means of egress. Additionally, all required exits shall be so located as to be discernible and accessible with unobstructed access thereto.
5. Access through turnstiles, gates, rails or similar devices shall not be permitted unless such a device is equipped to swing readily in the direction of exit travel under a total force of not more than 15 pounds and/or prior approval of the Fire Marshal.
6. All sawdust, shavings, hay and straw shall be flameproofed, stored and maintained in a manner approved by the Fire Marshal.
7. Automobiles, trucks, tractors, machinery and other motor vehicles utilizing flammable fuels, which are placed on display inside any building shall have no more than two (2) gallons of fuel in the tank; all fuel tanks shall be locked or effectively sealed and battery cables shall be disconnected from the ignition system. Ignition keys for vehicles on display shall be kept by a responsible person at the display location for removal of such vehicles from the building in the event of an emergency.
8. There shall not be any gasoline powered forklifts or carts allowed in a place of assembly. Exceptions: Propane or electric vehicles are allowed.
9. The use of liquefied petroleum gases inside buildings, tents or other areas is strictly prohibited, except for demonstration purposes when approved by the Fire Marshal. Maximum LPG allowed for exhibition purposes is a six (6) pound cylinder.
10. "No Smoking by Order of Fire Marshal" signs shall be posted and maintained in areas designated by the Fire Marshal.
11. Provide for daily removal and disposal of trash and rubbish from buildings and tents.
12. All electrical wiring shall be installed in a manner approved by the City Chief Electrical Inspector.
13. Provide and maintain approved fire extinguishing equipment in all areas as designated by the Fire Marshal.
14. All standpipe and hose cabinets shall be kept clear and unobstructed at all times.
15. All appliances fired by natural gas shall be approved by the City Chief Mechanical Inspector and Fire Marshal before being used.
16. The use of welding and cutting equipment for demonstration purposes must be by permit from the Fire Marshal.
17. Cylinders of compressed gases are prohibited unless approved by the Fire Marshal, and shall be secured in a vertical or horizontal positions depending on the tank use and design.
18. The operator or the person in charge of operation or use of any place of assembly or education shall check egress facilities before such building is occupied for any use. If such inspection reveals that any element of the required means of egress is obstructed, inaccessible, locked, fastened or otherwise unsuited for immediate use, admittance to the building shall not be permitted until necessary corrective action has been completed.

<p>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.</p> <p>20. No curtains, drapes or decorations shall be hung in such a manner as to cover any exit signs.</p> <p>21. No vehicles shall be parked in fire lanes outside of buildings.</p> <p>22. No flammable liquids shall be used or admitted inside of buildings except by approval of the Fire Marshal.</p> <p>23. Artificial lighting such as lanterns and candles are prohibited.</p> <p>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.</p> <p>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.</p> <p>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.</p> <p>All cooking appliances shall be listed by a National Testing Agency: i.e. Underwriters Laboratory or Factory Mutual.</p> <p>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.</p> <p>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.</p> <p>28. All aisles shall be maintained at a minimum of ten (10) feet clearance.</p>	<p>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.</p> <p>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.</p>
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