Dear Exhibitor:
Your company is exhibiting at the event below.
Please direct this service manual to the person in charge of your exhibit.
Booth Equipment
Each 10’x10’ booth will be set with 8’ high black back drape, 3’ high black side dividers and a 7” x 44” one-line identification sign.

Exhibit Hall Carpet
The exhibit area is NOT carpeted; however the aisles are carpeted in tuxedo (gray carpet with black specks). To enhance the appearance of your booth, rental carpet is available through Heritage Trade Show Services. Please refer to the enclosed carpet brochure and furniture/carpet order form.

Discount Price Deadline Date
In order to receive advance order discount rates listed on the price sheet, we must receive your order and payment by Friday, October 28th, 2016.

Shipments to Advance Warehouse Deadline Date
Heritage will begin receiving freight at the advance warehouse on Monday, October 17th, 2016. To avoid late fees all shipments to the advanced warehouse must arrive no later than Thursday, November 10th, 2016.

Show Schedule

Exhibitor Move-In
Thursday November 17th  7:30 a.m. - 6:00 p.m.
Friday    November 18th  8:00 a.m. - 11:00 a.m.

Exhibit Hours
Friday    November 18th  12:00 p.m. - 6:00 p.m.
Saturday  November 19th  9:00 a.m. - 5:00 p.m.
Sunday    November 20th  9:00 a.m. - 1:00 p.m.

Exhibitor Move-Out
Sunday    November 20th  1:00 p.m. - 5:00 p.m.
Monday    November 21st  8:00 a.m. - 5:00 p.m.

• Empty crates and containers will begin being returned at 1:00 p.m., Sunday, November 20th.
• All carriers must check-in no later than 12:00 p.m. on Monday, November 21st. Heritage will begin redirecting all outbound freight not claimed by appointed freight carriers to the preferred show carrier at 12:00 p.m.
• Please refer to the Outbound Shipments Form included in this packet for detailed information regarding outbound shipping procedures.

(Continued on next page)
Shipping Information

Warehouse Shipping Information:

    Exhibitor Company Name and Booth Number
    Heritage Trade Show Services
    UPS Freight C/O J&S Cartage
    3770 Zip Industrial Blvd., Ste. B
    Atlanta, GA 30354

FOR: NCTE 2016

Heritage will accept exhibit materials beginning Monday, October 17th, 2016 at the above address. Material arriving after Thursday, November 10th, 2016 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
    Georgia World Congress Center
    285 Andrew Young International Blvd., NW
    Atlanta, GA 30313-1591

FOR: NCTE 2016

Freight will be accepted at show site on Thursday, November 17th & Friday, November 18th, 2016. 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
Remit To:

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

CREDIT CARD AUTHORIZATION
RECAP OF SERVICES FORM

One copy of this form with your check or credit card information must be forwarded to Heritage at the above address. 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, Heritage will use the authorization to charge your credit card for any charges which Heritage may be obligated to pay on behalf of exhibitor, including without limitation, any shipping charges from HES Logistics Inc., if incurred.

If you wish to charge the amount of your advance order to your credit card account, please complete the following:

Card Holder's Name (Please print): ________________________________
Cardholder's Signature:__________________________________________
Credit Card Billing Address:_______________________________________
City:_________________________ State:________________ Zip:_____________

Credit Card Number:_____________________________________
V- Code __/__/ __ Expiration Date __/__/ 
(3 – 4 Digit # On Back of Card or Front of AMEX)
Charge to: _____ American Express _____ MasterCard _____ Visa _____ Discover

If for any reason the submitted credit card or check is declined or returned, a $25.00 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.

FURNITURE/CARPET ................................................................. $ _________________
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 $ _________________

NAME OF CONVENTION  NCTE 2016  BOOTH # _________________
EXHIBITING COMPANY................................................................ PHONE # ___________________ FAX # ___________________
ADDRESS........................................................................................... CITY _________________ STATE _________________ ZIP _________________
EMAIL ORDER CONFIRMATION & INVOICE TO ________________________________
CONTACT NAME (Print & Sign) ________________________________ DATE ____________________

Please Return This Form Promptly To the Address Above-Retain One Copy for Your Files
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** 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

**Furniture**

**Carpet**

- Black
- Red
- Burgundy
- Gray
- Blue
- Plum
- Hunter Green

**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

**Furniture**
Display Tables

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

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

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

Colors:
- Red
- Teal
- Burgundy
- Gray
- Plum
- White
- Hunter Green
- Expo Green
- Gold
- Blue
- Black
### ACCESSORIES

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### DISPLAY

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

**8% Tax**

**TOTAL ORDER**

### REMIT TO:

HERITAGE TRADE SHOW SERVICES
620 Shenandoah Avenue | St. Louis, MO 63104
Phone 314-534-8500 | Fax 314.534.8050
exhibitorservices@heritagesvs.com

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/Email orders will only be accepted with enclosed credit card authorization form. 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 deadline are subject to availability.

Please Return This Form Promptly To the Address Above - Retain One Copy for Your Files.
Accessories:
A10 Wastebasket
A20 Tripod Easel
D250 Chrome Sign Holder
A30 Chrome Stanchion
A40 Velour Rope 6’ Black
A50 Coat Tree
A60 Chrome Bag Rack

A70 Literature Rack
A80 Garment Rack 5’
A90 2 Way Straight Arm Rack
A100 4 Way Slant Arm Rack
A110 6’ Tensabarrier
A106 Raffle Ticket Drum
A107 Fishbowl
Display

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

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

NAPLES | 🌡️
NPLCHP | Naples Chair, Powered
Black Vinyl, 36”L 30”D 28”H
Includes 1 black Charging Adapter

NPLNOP | Naples Loveseat, Powered
Black Vinyl, 62”L 30”D 28”H
Includes 2 black Charging Adapters

NPLSOP | Naples Sofa, Powered
Black Vinyl, 87”L 30”D 28”H
Includes 2 black Charging Adapters

ROMA | 🌡️
CHRMR | Roma Chair, Powered
White Vinyl, 37”L 31”D 33”H
Includes 1 white Charging Adapter

SFAPWR | Roma Sofa, Powered
White Vinyl, 78”L 31”D 33”H
Includes 2 white Charging Adapters

G30 TABLES | 🌡️
G30BWP | G30 Bar Table, Powered
White Top, 72”L 26”D 42”H

G30DWP | G30 Café Table, Powered
White Top, 72”L 26”D 30”H

G30CWP | G30 Cocktail Table, Powered
White Top, 72”L 26”D 18”H

All G30 Tables include 2 white Charging Adapters

SYDNEY TABLES | 🌡️
C1YP | Sydney Cocktail Table, Powered
Black, Brushed Steel, 48”L 26”D 18”H
Includes 2 black Charging Adapters

C1WP | Sydney Cocktail Table, Powered
White, Brushed Steel, 48”L 26”D 18”H
Includes 2 white Charging Adapters

CHARGING ADAPTERS
ADAPTB | Charging Adapter, Black 33”L
ADAPTW | Charging Adapter, White 33”L

Denotes AC and USB charging outlets
PREMIER COLLECTIONS
SEE INDIVIDUAL CATEGORIES FOR DETAILED PRODUCT INFORMATION

ROMA
Also available with powered arms. See page 1 for details.

NAPLES
Also available with powered arms. See page 1 for details.

ALLEGRO

SOUTH BEACH

Suggested Uses of South Beach
**Suggested Uses of Heathrow**

- **KEY LARGO**
  - KEYCHR
  - KEYLOV
  - KEYSOF

- **TANGIERS**
  - TANCHR
  - TANSOF

- **FAIRFAX**
  - FAIRCW
  - FAIRSW

- **HEATHROW**
  - H5008
  - HC008
  - HCH08
  - HEA08
SOFAS & SECTIONALS

FAIRSW | Fairfax Sofa
White Vinyl, Brushed Metal
62"L 27"D 30"H

HEA08 | Heathrow Sofa
Black Vinyl
48"L 24"D 28"H

SFA002 | Allegro Sofa
Blue Fabric
73"L 34.5"D 30"H

SO1 | South Beach Sofa
Platinum Suede
69"L 29"D 33"H

NPLSOF | Naples Sofa
Black Vinyl
87"L 30"D 28"H

TANSOF | Tangiers Sofa
Beige Textured
78"L 37"D 36"H

KEYSOF | Key Largo Sofa
Black Fabric
79"L 35"D 34"H

SFA003 | Roma Sofa
White Vinyl
78"L 31"D 33"H

H5008 | Heathrow 3 pc. Sectional
Black Vinyl
72"L 48"D 28"H

SO2 | South Beach 3 pc. Sectional
Platinum Suede
152"L 40"D 33"H

HEA08
SFA002
SO1
NPLSOF
TANSOF
KEYSOF
SFA003

LOVESEATS

KEYLOV | Key Largo Loveseat
Black Fabric
57"L 35"D 34"H

NPLLOV | Naples Loveseat
Black Vinyl
62"L 30"D 28"H

KEYLOV
NPLLOV

Also available with powered arms. See page 1 for details.
CLUB CHAIRS

- **FAIRCW | Fairfax Chair**
  - White Vinyl, Brushed Metal
  - 30"L 27"D 30"H

- **CHR003 | Roma Chair**
  - White Vinyl
  - 37"L 31"D 33"H

- **CHR002 | Allegro Chair**
  - Blue Fabric
  - 36"L 34.5"D 30"H

- **NPLCHR | Naples Chair**
  - Black Vinyl
  - 36"L 30"D 28"H

- **KEYCHR | Key Largo Chair**
  - Black Fabric
  - 35"L 35"D 34"H

- **TANCHR | Tangiers Chair**
  - Beige Textured
  - 34"L 37"D 36"H

- **OCH | Madrid Chair**
  - Black Vinyl
  - 24"L 24"D 28"H

ACCENT CHAIRS

- **MADGRY | Madden Arm Chair**
  - Light Gray, Vinyl
  - 27"L 32"D 33"H

- **SWAN | Swanson Swivel Chair**
  - White Vinyl
  - 28"L 25"D 18"H

- **LABREA | La Brea Swivel Chair**
  - Charcoal Gray, Fabric
  - 35"L 27"D 40"H

- **CCE | Ice Chair**
  - Transparent, Chrome
  - 17.25"L 20"D 32"H

MEETING CHAIRS

- **OCMESP | Meeting Chair**
  - Espresso Vinyl
  - 25.5"L 23.5"D 34"H

- **OCMTAU | Meeting Chair**
  - Taupe Fabric
  - 25.5"L 23.5"D 34"H

- **OCMWHT | Meeting Chair**
  - White Vinyl
  - 25.5"L 23.5"D 34"H

Also available with powered arms. See page 1 for details.
OTTOMANS

BNO08 | Bench Ottoman
Black Vinyl
60"L 20"D 18"H

BN075 | Bench Ottoman
White Vinyl
60"L 20"D 18"H

OTS | South Beach Wedge Ottoman
Platinum Suede
25"L 31"D 18"H

SAL | Sally Stool
White
12" Round 17"H

END01B | Endless Curved Ottoman
Black
60.5"L 37.5"D 15"H

END01W | Endless Curved Ottoman
White
60.5"L 37.5"D 15"H

END02B | Endless Square Ottoman
Black
34"L 34"D 15"H

END02W | Endless Square Ottoman
White
34"L 34"D 15"H

CUBL20 | Edge LED Cube Ottoman
White Plastic
20"L 20"D 20"H
A/C power only

OSC | Milano Cube
White Vinyl
17"L 17"D 18"H

VIB05 | Vibe Cube Ottomans
Yellow Vinyl
18"L 18"D 18"H

VIB06 | Vibe Cube Ottomans
Gold/Bronze Vinyl
18"L 18"D 18"H

VIB07 | Vibe Cube Ottomans
Beige Vinyl
18"L 18"D 18"H

VIB08 | Vibe Cube Ottomans
Orange Vinyl
18"L 18"D 18"H

VIB01 | Vibe Cube Ottomans
Green Vinyl
18"L 18"D 18"H

VIB02 | Vibe Cube Ottomans
Blue Vinyl
18"L 18"D 18"H

VIB03 | Vibe Cube Ottomans
Pink Vinyl
18"L 18"D 18"H

VIB04 | Vibe Cube Ottomans
Red Vinyl
18"L 18"D 18"H
GROUP SEATING

RSTDN | Rustique Chair with arms
Gunmetal
20”L 18”D 31”H

DUET | Duet Chair
Black, Chrome
21”L 23”D 33”H

CS8 | Berlin Chair
Black, White
18”L 22”D 32”H

CS9 | Berlin Chair
Red, White
18”L 22”D 32”H

XCHR | Christopher Chair
White Vinyl, Chrome
17”L 19”D 35”H

SC1 | New York Chair
Black, Maple
18”L 17”D 34”H

CH002 | Wendy Chair
Clear Acrylic
15”L 20”D 36”H

SC10 | Razor Armless Chair
White
15.38”L 15.5”D 30.5”H

SCF | Fusion Chair
Clear, White
19”L 21”D 32”H

SCC | Fusion Chair
Clear, White
19”L 21”D 32”H

SCE | Fusion Chair
Clear, White
19”L 21”D 32”H

SCD | Fusion Chair
Green, White
19”L 21”D 32”H

SC4 | Jetson Chair
Black
19”L 21”D 32”H

SC3 | Brewer Chair
Onyx, Black
20”L 20”D 32”H

XC3 | Luxor Guest Chair
Black Vinyl
27”L 28”D 40”H

XC6 | Altura Guest Chair
Black Crepe
25”L 20”D 34”H

CO4 | Iso Mesh Chair
Black
26”L 24”D 38”H
COCKTAIL TABLES

CO| Oliver Cocktail Table
Walnut Finish
47"L 27"D 19"H
C1E| Silverado Cocktail Table
Glass, Chrome
36" Round 17"H
REGBEN| Regis Bench/Table
Brushed Metal
47"L 15.5"D 16"H
C1K| Inspiration Cocktail Table
Glass, Brushed Steel
48"L 28"D 18"H

C1F| Geo Cocktail Table
Glass, Black
50"L 22"D 16.5"H
C1C| Geo Cocktail Table
Glass, Chrome
50"L 22"D 16.5"H
C1W| Sydney Cocktail Table
White, Brushed Steel
48"L 26"D 18"H
C1Y| Sydney Cocktail Table
Black, Brushed Steel
48"L 26"D 18"H

SIDES AND END TABLES

TMBTBL| Timber Table
Wood
16" Round 17"H
NEMSAC| Mosaic Tables, Set of 3
12"L 14"D 16"H
16.5"L 15"D 18"H
20.5"L 16"D 20"H
REGOTT| Regis End Table
Brushed Metal
16"L 15.5"D 16.5"H
E1K| Inspiration End Table
Glass, Brushed Steel
24"L 28"D 22"H

CDYTBE1Y| Candy Table
White/Black Top
18"L 18"D 18"H
Also available with powered tops. See page 1 for details.
CONFERENCE TABLES

CC5 | 42" Round Table
Mahogany
42" Round 29"H

CONF42 | 42" Round Table
White Laminate
42" Round 29"H

CB1 | 42" Round Table
Graphite Nebula
42" Round 29"H

CE1 | Geo Table, Rounded Square
Glass, Chrome
42"L 42"D 29"H

CF1 | Geo Table, Rounded Square
Glass, Black
42"L 42"D 29"H

CE2 | Geo Table, Rectangular
Glass, Chrome
60"L 36"D 29"H

CF2 | Geo Table, Rectangular
Glass, Black
60"L 36"D 29"H

CG1 | Manhattan Table
Glass, Black
42" Round 29"H

OCT6W | Nova Oval Table
White, Silver Powder Coated Legs
71"L 36"D 29"H

CB2 | 6’ Conference Table
Graphite Nebula
72"L 42"D 29"H

CB3 | 8’ Conference Table
Graphite Nebula
96"L 48"D 29"H

CC6 | 6’ Table
Mahogany
72"L 36"D 29.5"H

CT06GR | 6’ Table
Granite
72"L 36"D 29"H

CC7 | 8’ Table
Mahogany
96"L 48"D 29.5"H

CC8 | 10’ Table
Mahogany
120"L 48"D 29.5"H

C508GR | 8' Table
Granite
96’L 44”D 29”H

CT10GR | 10’ Table
Granite
120”L 46”D 29”H

MERLIN | Merlin Multi Use Table
Gray Laminate, Black
46”L 29”D 30”H

WD3 | Work Table
White Laminate, White
48”L 24”D 30”H

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 Manhattan, Geo, Merlin and Work Tables.
EXECUTIVE CHAIRS

PROEXE | Pro Executive High Back Chair
White Classic Vinyl
25”L 24”D 48”H Adjustable

PROEXB | Pro Executive High Back Chair
Black Vinyl
25”L 24”D 48”H Adjustable

PROGB | Pro Executive Guest Chair
Black Vinyl
24”L 22”D 36”H

G30 COMMUNAL TABLES

G30 POWERED TABLES
G30BWP | Bar Table
72”L 26”D 42”H
G30DWP | Café Table
72”L 26”D 30”H
G30CWP | Cocktail Table
72”L 26”D 18”H

Bar Table
G30BMS | Solid Top
G30BMW | Grommet Holes
Maple Top
72”L 26”D 42”H

Café Table
G30DMS | Solid Top
G30DMW | Grommet Holes
Maple Top
72”L 26”D 30”H

Cocktail Table
G30CMS | Solid Top
G30CMW | Grommet Holes
Maple Top
72”L 26”D 18”H

Denotes AC and USB charging outlets

PROMID | Pro Executive Mid Back Chair
White Classic Vinyl
24”L 22”D 40”H Adjustable

XC2 | Luxor Mid Back Executive Chair
Black Vinyl
27”L 28”D 41”H Adjustable

XC1 | Luxor High Back Executive Chair
Black Vinyl
27”L 28”D 47”H Adjustable

XC5 | Altura Mid Back Executive Chair
Black Crepe
25”L 25”D 37”H Adjustable

XC4 | Altura High Back Executive Chair
Black Crepe
25”L 25”D 43”H Adjustable

G30 COMMUNAL TABLES

G30BMS | Solid Top
G30BMW | Grommet Holes
Maple Top
72”L 26”D 42”H

Café Table
G30DMS | Solid Top
G30DMW | Grommet Holes
Maple Top
72”L 26”D 30”H

Cocktail Table
G30CMS | Solid Top
G30CMW | Grommet Holes
Maple Top
72”L 26”D 18”H

Denotes AC and USB charging outlets

(ADAPTW) G30 Powered Tables come with 2 white Charging Adapters

MAPLE
WHITE

TABLE TOP OPTIONS

(G30 Powered Tables only available in white)

G30BWP
G30DWP
G30CWP
BARSTOOLS

Apex Barstools
21"L 21"D 33"H
APS08 | Black Vinyl
APS59 | Red Vinyl
APS75 | White Vinyl
APS12 | Blue Ultra Suede

XBAR | Christopher Barstool
19"L 15"D 41"H

RSTSTL | Rustique Barstool
Gunmetal
13"L 13"D 30"H

ROLLGY | Lift Barstool
Gray Vinyl
15" Round 23–33.5"H

ROLLRD | Lift Barstool
Red Vinyl
15" Round 23–33.5"H

ROLLWH | Lift Barstool
White Vinyl
15" Round 23–33.5"H

BS001 | Shark Barstool
White, Chrome
22"L 19"D 34–44"H

BS002 | Zoey Barstool
White, Chrome
15"L 16"D 26–30.5"H

BS003 | Zoey Barstool
Black, Chrome
15"L 16"D 26–30.5"H

BS004 | Zoey Barstool
Black, Chrome
15"L 16"D 26–30.5"H

BS005 | Zoey Barstool
Black, Chrome
15"L 16"D 26–30.5"H

BSN | Jetson Barstool
Black
18"L 19"D 29"H

BCE | Ice Barstool
Transparent, Chrome
16"L 14"D 33"H

BS | Banana Barstool
Black, Chrome
21"L 22"D 30"H

BST | Banana Barstool
White, Chrome
21"L 22"D 30"H

BSD | Oslo Barstool
Blue
17"L 20"D 30"H

BSC | Oslo Barstool
White
17"L 20"D 30"H

BSL | Gin Barstool
Maple, Chrome
16"L 16"D 29"H
## BAR TABLES

### TABLE TOP OPTIONS

- **Maple**
- **Graphite Nebula**
- **Brushed Red**
- **Liquid Steel Blue**
- **Silver Textured**
- **White Laminate**
- **Mahogany**
- **Orange**

### BAR TABLES

**Standard Black Base**
- **30” Round 42”H**
  - **VTJ** | Graphite Nebula Top
  - **VTK** | Maple Top
  - **VTJ** | Mahogany Top
  - **VTB** | Brushed Red Top
  - **VTC** | Brushed Blue Top

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<tr>
<th>Table</th>
<th>Base</th>
<th>Top</th>
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<tbody>
<tr>
<td>30GRHB</td>
<td>Hydraulic Chrome Base</td>
<td>Graphite Nebula Top</td>
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<tr>
<td>30MTHB</td>
<td></td>
<td>Maple Top</td>
</tr>
<tr>
<td>30STHB</td>
<td></td>
<td>Silver Textured Top</td>
</tr>
<tr>
<td>30BBHB</td>
<td></td>
<td>Brushed Red Top</td>
</tr>
<tr>
<td>30ORHB</td>
<td></td>
<td>Brushed Blue Top</td>
</tr>
<tr>
<td>30SBHB</td>
<td></td>
<td>Liquid Steel Blue Top</td>
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</table>

**Hydraulic Chrome Base**
- **36” Round 45”H**
  - **36GRHB** | Graphite Nebula Top
  - **36MTHB** | Maple Top
  - **36WTHB** | White Laminate Top
CAFÉ TABLES

Standard Black Base
30" Round 29"H
ZTJ | Graphite Nebula Top
ZTB | Brushed Red Top
ZTK | Maple Top
30MHSC | Mahogany Top
ZTG | Silver Textured Top
ZTC | Brushed Blue Top

Standard Black Base
36" Round 29"H
ZTN | Graphite Nebula Top
ZTQ | White Laminate Top
ZTP | Maple Top

Hydraulic Chrome Base
30" Round 29"H
30MTHC | Maple Top
30GRHC | Graphite Nebula Top
30MHHC | Mahogany Top
30STHC | Silver Textured Top
30BRHC | Brushed Red Top
30BBHC | Brushed Blue Top
30ORHC | Orange Top
30SBHC | Liquid Steel Blue Top

Hydraulic Chrome Base
36" Round 29"H
36MTHC | Maple Top
36GRHC | Graphite Nebula Top
36WTHC | White Laminate Top
WORK/MULTI USE TABLES

MERLIN | Merlin Multi Use Table
Gray Laminate, Black
46"L 29"D 30"H

WD3 | Work Table
White Laminate, White
48"L 24"D 30"H

PEDESTALS & PRODUCT DISPLAYS

Powered Locking Pedestals come with one black or white charging adapter

36"– PDL36B
42"– PDL42B

36"– PDL36W
42"– PDL42W

(Power outlets rotate 180 degrees, allowing devices to be charged from inside the locked cabinet or on the surface)

UTILITY CHAIRS

SY1 | Altura Steno Chair
Black Crepe
25"L 26"D 21"H

DF1 | Altura Drafting Stool
Black Crepe
25"L 26"D 34"H
**DESKS & CREDENZAS**

- **Tech3B** | Tech Desk, Powered w/3 Drawer File Cabinet
  - Black Metal, Laminate
  - 60"L 30"D 30"H

- **Tech** | Tech Desk, Powered
  - Black Metal, Laminate
  - 60"L 30"D 30"H

- **Tech3** | 3 Drawer File Cabinet on Castors
  - Black Metal, Laminate
  - 16"L 20"D 28"H

**POWER DETAIL**

- AdapB

  Denotes AC and USB charging outlets

  Powered Tech Desk includes one black charging adapter

---

**FILES & FRIDGES**

- **JD6** | Executive Desk
  - Mahogany
  - 60"L 30"D 29"H

- **Tech3B**

- **CR6** | Credenza
  - Mahogany
  - 72"L 24"D 29"

**FILES & FRIDGES**

- **VF4** | Vertical File, 4 Drawer
  - Light Gray
  - 27"L 19"D 52"H

- **VF2** | Vertical File, 2 Drawer
  - Light Gray
  - 27"L 19"D 28"H

- **L26** | Lateral File
  - Mahogany
  - 36"L 20"D 29"H

**FRIDGES**

- **R1R** | Refrigerator, Large
  - White
  - 14.0 cubic feet
  - 28"L 28"D 64"H

- **R1Q** | Refrigerator, Small
  - White
  - 4.0 cubic feet
  - 20"L 22"D 33"H
BARS

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

BR1 | Martini Bar
Gray Metal, Frosted Glass
Top
67"L 22"D 45"H

Suggested Uses of Martini Bar
MOBILE TABLET STANDS

- **TBBCHR** | Brochure Holder
  - Black
  - 8.625"L 1.1"D 11.325"H

- **TBSHFL** | Charging Shelf
  - Black
  - 14.85"L 7.17"D 1"H

- **TBPNTR** | Wireless Printer Holder
  - Black
  - 3.3"L 1.9"D 5.28"H

LAMPS

- **LA15** | Mason Floor Lamp
  - Brushed Silver
  - 18" Round 55"H

- **LA14** | Mason Table Lamp
  - Brushed Silver
  - 16" Round 26"H

LIGHTED PRODUCTS

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

MOBILE TABLET STAND ACCESSORIES

- **TBBCHR** | Brochure Holder
  - Black
  - 8.625"L 1.1"D 11.325"H

- **TBSHFL** | Charging Shelf
  - Black
  - 14.85"L 7.17"D 1"H

- **TBPNTR** | Wireless Printer Holder
  - Black
  - 3.3"L 1.9"D 5.28"H

MOBILE TABLET STANDS

- **TBSTND** | Mobile Tablet Stand
  - Black
  - 14"L 13"D 44.5"H

-LIGHTED PRODUCTS

- **CUBL20** | Edge LED Cube Ottoman
  - White Plastic
  - 20"L 20"D 20"H
  - A/C power only

- **CUBTBL** | Edge LED Cube Table
  - Plexi Top, White Plastic
  - 20"L 20"D 20"H
  - A/C power only
**ORDER INFORMATION**

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<thead>
<tr>
<th>Code</th>
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**SOFAS & SECTIONALS**

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**LOVESEATS**

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**ACCENT CHAIRS**

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<td>Ice Chair</td>
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**PRICING & PAYMENT INFORMATION**

- **Advance Price Deadline Date:** FRIDAY, OCTOBER 28, 2016
- **Sales Tax Rate:** 6.00%
- **Order Total:** $ Please email or fax both pages to:
  - Heritage Trade Show Services
  - 620 Shenandoah Ave.
  - St. Louis, MO 63104
  - Email: Exhibitor.Services@HeritageSVS.com
  - Phone: 314-534-8500
  - Fax: 314-534-8050

**PLEASE INCLUDE THE HERITAGE METHOD OF PAYMENT FORM WHEN YOU SUBMIT YOUR ORDER FORMS.**
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**TRAINING & CONFERENCE TABLES**

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<td>Graphite Nebula</td>
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<td>$647.75</td>
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<td>Glass, Chrome</td>
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<td>$617.00</td>
</tr>
<tr>
<td>CF1</td>
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<tr>
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**EXECUTIVE CHAIRS**

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**DESKS & CREDENZAS**

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**FILES**

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<td>L26</td>
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<td>Vertical File, 4 Drawer</td>
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**BARS**

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<tbody>
<tr>
<td>BR1</td>
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<td>Martini Bar</td>
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<td>Martini Bar Circle</td>
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**LAMPS**

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<tr>
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<td>Mason Floor Lamp</td>
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**UTILITY CHAIRS**

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<td>CODE</td>
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<tr>
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<td>Shark Barstool</td>
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<td>$435.00</td>
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<td>$398.60</td>
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<td>Clear Acrylic</td>
<td>$124.60</td>
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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

☐ 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

☐ 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

☐ 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

☐ MD05 DISPLAY FIVE: 20 X 20 ISLAND DISPLAY
Package Includes:
Installation and dismantling labor
One 20’ x 20’ Standard carpet
2 Headers
4 Counters

☐ MD06 DISPLAY SIX: 20 X 20 ISLAND DISPLAY
Package Includes:
Installation and dismantling labor
One 20’ x 20’ Standard carpet
4 Headers
4 Counters

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 $70.00 ea.
- Included $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__________

8% Tax__________

TOTAL ORDER__________
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
**HERITAGE TRADE SHOW SERVICES**

620 Shenandoah Avenue  |  St. Louis, MO 63104
Phone 314-534-8500  |  Fax 314-534-8505
Exhibitor.Services@heritagesvs.com

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**SHIPPING INSTRUCTIONS**

**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.*

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**A. SHIPMENTS TO WAREHOUSE**

Heritage Trade Show Services will start receiving freight at the advance warehouse on Monday, October 17, 2016. 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 C/O J&S CARTAGE LLC

3770 ZIP INDUSTRIAL BLVD, STE. B

ATLANTA, GA 30354

FOR: NCTE 2016

**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 SHIPMENTS TO WAREHOUSE**

<table>
<thead>
<tr>
<th>Description</th>
<th>Deadline Date: Thursday, November 10, 2016 To Avoid Late Fees</th>
<th>Rate per 100 lbs.</th>
<th>Min Charge</th>
</tr>
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<tbody>
<tr>
<td>I</td>
<td>Packaged Shipments to the Advance Warehouse</td>
<td>$ 106.00</td>
<td>$ 212.00</td>
</tr>
<tr>
<td>II</td>
<td>Packaged Shipments via Van Line, Specialized Carrier, Federal Express, UPS or U.S. Mail to the Advance Warehouse</td>
<td>$ 127.20</td>
<td>$ 254.40</td>
</tr>
<tr>
<td>III</td>
<td>Packaged Shipments to the Advance Warehouse after the deadline date</td>
<td>$ 132.50</td>
<td>$ 265.00</td>
</tr>
<tr>
<td>IV</td>
<td>Packaged Shipments via Van Line, Specialized Carrier, Federal Express, UPS, or U.S. Mail to the Advance Warehouse after the deadline date</td>
<td>$ 153.70</td>
<td>$ 307.40</td>
</tr>
</tbody>
</table>

**B. SHIPMENTS TO SHOW SITE**

Heritage Trade Show Services will receive and unload shipments at show site on Thursday, November 17 & Friday, November 18, 2016. 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

GEORGIA WORLD CONGRESS CENTER

285 ANDREW YOUNG INTL. BLVD. N.W.

ATLANTA, GA 30313-1591

FOR: NCTE 2016

**BOOTH NO. _________________________________**

**TOTAL PIECES _________________________________**

**APPROX. WT. _________________________________**

**RATES FOR SHIPMENTS TO SHOWSITE**

<table>
<thead>
<tr>
<th>Description</th>
<th>Rate per 100 lbs.</th>
<th>Min Charge</th>
</tr>
</thead>
<tbody>
<tr>
<td>VI</td>
<td>Packaged Shipments to the Show site</td>
<td>$ 104.75</td>
</tr>
<tr>
<td>VII</td>
<td>Packaged Shipments via Van Line, Specialized Carrier, Federal Express, UPS or U.S. Mail to the Show site</td>
<td>$ 125.70</td>
</tr>
<tr>
<td>VIII</td>
<td>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)</td>
<td>$ 146.65</td>
</tr>
</tbody>
</table>

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)*

\[
\text{Estimated Weight in lbs.} \quad \div 100 = \quad * \quad \times \quad \text{Rate} \quad = \quad \text{Total}
\]

CONTINUED ON NEXT PAGE
C. INBOUND SHIPMENTS
All shipments must have a bill-of-lading or delivery receipt showing number of pieces, true weight, 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:

<table>
<thead>
<tr>
<th>Service</th>
<th>STRAIGHT TIME</th>
<th>OVERTIME</th>
</tr>
</thead>
<tbody>
<tr>
<td>Forklift with Operator (Up to 4,000 lb. Capacity)</td>
<td>$195.00 per hr.</td>
<td>$295.00 per hr. (One Hour Minimum)</td>
</tr>
<tr>
<td>Material Handler</td>
<td>$83.60 per hr.</td>
<td>$125.40 per hr. (One Hour Minimum)</td>
</tr>
<tr>
<td>Local Pickups &amp; Deliveries</td>
<td>$198.85 per hr.</td>
<td>$298.28 per hr. (One Hour Minimum)</td>
</tr>
</tbody>
</table>

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 NCTE 2016

EXHIBITING COMPANY

ADDRESS

CITY

STATE ZIP

EMAIL ORDER CONFIRMATION & INVOICE TO

CONTACT NAME

DATE

Please Return This Form Promptly To Heritage Trade Show Services-Retain One Copy For Your File.
Remit To:

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).............................$83.60
8:00 a.m. - 4:30 p.m. Monday - Friday
Over Time: (one hour minimum per man).................................$125.40

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  NCTE 2016
EXHIBITING COMPANY
ADDRESS
EMAIL ORDER CONFIRMATION & INVOICE TO
CONTACT NAME
PHONE #
FAX #
CITY
STATE
ZIP
DATE

Please Return This Form Promptly To The Address Above-Retain One Copy For Your File
DO NOT DELAY!

ADVANCE SHIPMENT TO WAREHOUSE

TO: ______________________________
EXHIBITOR NAME

BOOTH NUMBER: __________________

HERITAGE TRADE SHOW SERVICES
UPS FREIGHT C/O J&S CARTAGE LLC
3770 ZIP INDUSTRIAL BLVD., STE B
ATLANTA, GA 30354
FOR: NCTE 2016
IMPORTANT NOTICE
REGARDING DIRECT SHIPMENTS

Please be aware that the Georgia World Congress Center does NOT receive exhibitor freight, literature or supplies through the center package room. The venue’s package room is too small to handle Exhibit Materials and the center’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 8:00 a.m., Thursday, November 17th, 2016. 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
GEORGIA WORLD CONGRESS CENTER
285 ANDREW YOUNG INTL. BLVD. N.W.
ATLANTA, GA 30313-1591

FOR: NCTE 2016

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
TO: _______________________________________
EXHIBITOR NAME

BOOTH NUMBER: ____________________________

C/O HERITAGE TRADE SHOW SERVICES
GEORGIA WORLD CONGRESS CENTER
ANDREW YOUNG INTL. BLVD. N.W.
ATLANTA, GA 30313-1591

FOR: NCTE 2016
HES Logistics is a convenient one stop shipping resource for all your exposition transportation needs...

**Inbound Shipment Solutions**

- Our trade show specialists will work with you to provide the right solution for moving your exhibit to and from the event, including continuous monitoring of shipment progress.

- Utilization of our advance warehouse facilities ensures a streamlined shipping process as well as priority delivery and tracking to the show floor.

- Shipping costs are quoted in advance. Due to our shipping volume, HES Logistics is able to offer competitive pricing, regardless of the size of your shipment.

**Outbound Shipment Solutions**

- All HES Logistics freight is given “Priority Empty” service. At the service desk you will be provided your priority empty return labels and your freight will be delivered first once the show breaks.

- HES Logistics on-site representatives will assist you in selecting the right shipment option for your freight and packages after the show.

- Coordinated pickups and on-site personnel at the show allow you to expedite the dismantle process and allow you to get off the show floor sooner.

- Single source invoicing will include all show charges to avoid unnecessary paperwork and streamline your payment process.

**Competitive round trip/one way pricing. “Priority Empty” return treatment of exhibit empties. LTL, air & expedited services.**

- Continuous tracking & monitoring of inbound and outbound shipment progress.

- Single source invoicing.

- Call 1-866-493-1675
SHOW NAME: ____________________________

SHOW LOCATION: ______________________

PLEASE ARRANGE TRANSPORTATION FOR MY EXHIBIT MATERIALS □

PICK UP INFORMATION

COMPANY NAME __________________________ BOOTH NUMBER ________

STREET ADDRESS __________________________ SUITE/FL. NO. ________

CITY __________________________ STATE ________ ZIP ________

PICK UP DATE ____________ OFFICE HOURS ______________________

DOCK ACCESS □ YES □ NO

RESIDENTIAL □ YES □ NO

NO. OF PIECES DESCRIPTION DIMENSIONS GROSS WEIGHT

_________ ___________ ___________ ___________

_________ ___________ ___________ ___________

_________ ___________ ___________ ___________

_________ ___________ ___________ ___________

FOR DIMENSIONS PLEASE PROVIDE L x W x H

INSURANCE (Optional): □ YES □ NO Declared Value: ______________________

CONTACT INFORMATION

CONTACT NAME ____________________________

TELEPHONE ____________________________ FAX __________________________

EMAIL ADDRESS __________________________

PLEASE FAX OR EMAIL TO:

PHONE: 1-708-361-3722 exhibitfreight@heslogistics.com Fax: 1-708-361-3866
**STRAIGHT BILL OF LADING - SHORT FORM - ORIGINAL - Not Negotiable**

RECEIVED, subject to the classifications and tariffs in effect on the date of the issue of this Bill of Lading.

The property described below, in apparent good order, except as noted (contents and condition of contents of package unknown), is conveyed to the carrier as indicated below, which said carrier shall deliver to the person or corporation described below, at the time and place of delivery to be agreed upon by the parties hereto.

Ship From

<table>
<thead>
<tr>
<th>COMPANY NAME</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

Facility / City / State

Ship To

<table>
<thead>
<tr>
<th>CO. NAME</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

Street

City / State / Zip

Attention / Telephone

Indicate desired method of shipment:

- Common Carrier
- Air Freight
- Van Lines
- Company Truck
- Overnite Carrier
- Customer Pick up

<table>
<thead>
<tr>
<th>Number</th>
<th>Pieces</th>
<th>KIND OF PACKAGE, DESCRIPTION OF ARTICLES, SPECIAL MARKS, AND EXCEPTIONS</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>10</td>
<td>Crates Exhibition Paraphernalia (Item 154630-NMFC)</td>
</tr>
<tr>
<td>2</td>
<td>5</td>
<td>Cartons / Cardboard Boxes</td>
</tr>
<tr>
<td>3</td>
<td>2</td>
<td>Cases / Trunks</td>
</tr>
<tr>
<td>4</td>
<td>1</td>
<td>Skids</td>
</tr>
<tr>
<td>5</td>
<td>1</td>
<td>Carpets</td>
</tr>
</tbody>
</table>

TOTAL PIECES

TOTAL WEIGHT

**FREIGHT CHARGES ARE TO BE "MARK ONE"**

PREPAID COLLECT

CARRIER REQUESTED

HES Logistics

CARRIER USED

HES Logistics

Desired Arrival Date

**SEND FREIGHT CHARGES TO:**

<table>
<thead>
<tr>
<th>Company Name</th>
<th>HES Logistics, Inc.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Street</td>
<td>620 Shenandoah Ave.</td>
</tr>
<tr>
<td>City, State</td>
<td>St. Louis, MO 63104</td>
</tr>
<tr>
<td>Attn:</td>
<td>Telephone 1-866-493-1675</td>
</tr>
</tbody>
</table>

INSTRUCTIONS

RETURN COMPLETE BILL OF LADING TO SERVICE DESK.

HERITAGE EXPOSITION SERVICE IS NOT RESPONSIBLE FOR SHIPMENTS LEFT IN BOOTH BY EXHIBITOR. WE WILL COUNT AND SHIP PIECES AS WE FIND SHIPMENT WHEN WE REMOVE FROM EXHIBIT HALL. EXHIBITORS MUST INSURE THEMSELVES AGAINST LOSS OR THEFT.

Day: _______ Date: _______ Time: _______

**SIGNATURE OF SHIPPER**

**SIGNATURE OF CARRIER OR AGENT**

**ORIGINAL**
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.
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.

<table>
<thead>
<tr>
<th>EXHIBITOR APPOINTED CONTRACTOR</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>ADDRESS</strong></td>
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<table>
<thead>
<tr>
<th>CONTACT PERSON</th>
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<tr>
<th>PHONE</th>
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</table>

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

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

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

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

---

THIRD PARTY AUTHORIZATION

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

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

<table>
<thead>
<tr>
<th>THIRD PARTY AGENT:</th>
</tr>
</thead>
<tbody>
<tr>
<td>CREDIT CARD ACCOUNT NO.</td>
</tr>
<tr>
<td>EXPIRATION DATE</td>
</tr>
<tr>
<td>VERIFICATION CODE</td>
</tr>
<tr>
<td>PERSONAL CREDIT CARD</td>
</tr>
<tr>
<td>COMPANY CREDIT CARD</td>
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<table>
<thead>
<tr>
<th>CARDHOLDER’S NAME</th>
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<table>
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<tr>
<th>AUTHORIZED SIGNATURE</th>
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<tr>
<th>PRINT NAME</th>
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<tr>
<th>COMPANY NAME</th>
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<th>ADDRESS</th>
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<th>CITY/STATE/ZIP</th>
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<th>PHONE</th>
<th>FAX</th>
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</tbody>
</table>

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

**Exhibitor Signature:** __________________________  **Print Name:** __________________________  **Date:** __________________________

---

**NAME OF CONVENTION:** NCTE 2016  **BOOTH #** __________________________

**EXHIBITING COMPANY** __________________________

**PHONE #** __________________________  **FAX #** __________________________

**ADDRESS** __________________________  **CITY** __________________________  **STATE** __________________________  **ZIP** __________________________

**BY** __________________________  **EMAIL** __________________________

**NAME** __________________________  **DATE** __________________________

---

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

**RATES:**

- **STRAIGHT TIME** (One hour minimum per man) ................................................................. $83.60 PER HOUR
  8:00 A.M. to 4:30 P.M. Monday through Friday

- **OVERTIME** (One hour minimum per man) ................................................................. $125.40 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: NCTE 2016

EXHIBITING COMPANY ___________________________________________ PHONE # __________________ FAX # __________________

ADDRESS ___________________________________________ CITY __________________ STATE ____ ZIP __________

EMAIL ORDER CONFIRMATION & INVOICE TO ________________________________________________

CONTACT NAME ___________________________________________ DATE __________________

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

**INBOUND SHIPPING INFORMATION**

Carrier________________________________________________________ Carrier Phone Number __________________________________________________________

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

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

**SET-UP INFORMATION**

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

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

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

Comments:_______________________________________________________________________________________________

Graphics: With Exhibit _______________ Shipped Separately _______________

Comments:_______________________________________________________________________________________________

Special Tools/Hardware Required:__________________________________________________________________________

**OUTBOUND SHIPPING INFORMATION:**

Ship To:_______________________________________________________________________________________________

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

Carrier:(If Known) _____________________________________________________________________________________

Freight Charges: ☐ Prepaid ☐ Bill To: ______________________________________________________________________

☐ Collect _______________________________________________________________________________________________

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

**SPECIAL INSTRUCTIONS/COMMENTS:**

_______________________________________________________________________________________________

_______________________________________________________________________________________________

_______________________________________________________________________________________________

_______________________________________________________________________________________________

_______________________________________________________________________________________________

**PLEASE PROVIDE AN EMERGENCY CONTACT:**

Name________________________________________________________ Phone No.__________________________
Discount prices only apply to orders received with full payment by the discount deadline date listed on the general information page. All charges for equipment and/or services are payable in advance or when placing order at show site. Orders will not be processed without payment. For your convenience, MasterCard, American Express, Visa and Discover will be accepted.

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

<table>
<thead>
<tr>
<th>Service Description</th>
<th>Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Vacuuming before initial opening of Exhibit and daily thereafter, including emptying of waste baskets nightly</td>
<td>40¢ per sq. ft. per day</td>
</tr>
<tr>
<td>Vacuuming ONCE before initial opening of Exhibit</td>
<td>40¢ per sq. ft.</td>
</tr>
</tbody>
</table>

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

EXHIBIT CLEANING

<table>
<thead>
<tr>
<th>Service Description</th>
<th>Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cleaning and dusting of display background and furnishings before initial opening of Exhibit and DAILY thereafter</td>
<td>45¢ per sq. ft. per day</td>
</tr>
<tr>
<td>Cleaning and dusting of display background and furnishings ONCE before initial opening of exhibits</td>
<td>45¢ per sq. ft.</td>
</tr>
</tbody>
</table>

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

PORTER SERVICE

<table>
<thead>
<tr>
<th>Service Description</th>
<th>Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Includes emptying of wastebaskets and policing of your exhibit at two-hour intervals during show hours (4 hour minimum per day)</td>
<td>$47.15 per hour</td>
</tr>
</tbody>
</table>

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

REQUESTED TIME(S) FOR PORTER SERVICE: __________________________________________________________

_________________________________________________________________________________________

Special Instructions: ______________________________________________________________________

_________________________________________________________________________________________

TOTAL ORDER AMOUNT $ __________
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.

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

Easel
Back _______ @ 7.50 = $7.50

Sentra ___x___ @ 16.50 sq.ft. 24.75 sq. ft = $40.93

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.

\[ \text{sq. ft. } \times 12.75 = \text{ total price} \]

- $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 proportionally 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**

<table>
<thead>
<tr>
<th>Straight Time</th>
<th>Overtime</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>$88.00</td>
<td>$156.00</td>
<td>$250.00</td>
</tr>
<tr>
<td>Double Time</td>
<td>$176.00</td>
<td>$492.00</td>
</tr>
</tbody>
</table>

8% Tax ______

**PLEASE PRINT**

NAME OF CONVENTION: NCTE 2016

EXHIBITING COMPANY __________________________ PHONE # __________________

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.
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.

PLANT RENTALS

<table>
<thead>
<tr>
<th>QUANTITY</th>
<th>DESCRIPTION</th>
<th>TYPE PREFERRED</th>
<th>DISCOUNT RATE</th>
<th>STANDARD RATE</th>
<th>AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td>2’ – 3’</td>
<td>GREEN PLANTS</td>
<td></td>
<td>54.00</td>
<td>70.20</td>
<td></td>
</tr>
<tr>
<td>4’ – 5’</td>
<td>GREEN PLANTS</td>
<td></td>
<td>84.00</td>
<td>109.20</td>
<td></td>
</tr>
<tr>
<td>6’ – 7’</td>
<td>GREEN PLANTS</td>
<td></td>
<td>130.00</td>
<td>170.05</td>
<td></td>
</tr>
<tr>
<td>8’ – 9’</td>
<td>GREEN PLANTS</td>
<td></td>
<td>185.00</td>
<td>240.50</td>
<td></td>
</tr>
<tr>
<td></td>
<td>HANGING PLANTS</td>
<td></td>
<td>58.00</td>
<td>114.20</td>
<td></td>
</tr>
<tr>
<td></td>
<td>HANGING FERNS</td>
<td></td>
<td>48.00</td>
<td>62.40</td>
<td></td>
</tr>
</tbody>
</table>

PLANTS AND FLORAL FOR PURCHASE

<table>
<thead>
<tr>
<th></th>
<th>DISCOUNT RATE</th>
<th>STANDARD RATE</th>
<th>AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td>*FLOWERING MUM PLANT</td>
<td>45.00</td>
<td>58.50</td>
<td></td>
</tr>
<tr>
<td>CUT FLORAL ARRANGEMENT – SMALL</td>
<td>78.00</td>
<td>101.40</td>
<td></td>
</tr>
<tr>
<td>CUT FLORAL ARRANGEMENT – LARGE</td>
<td>128.00</td>
<td>166.40</td>
<td></td>
</tr>
<tr>
<td>FLORAL BOUTONNIERE</td>
<td>35.30</td>
<td>45.85</td>
<td></td>
</tr>
<tr>
<td>FLORAL CORSAGE</td>
<td>35.30</td>
<td>45.85</td>
<td></td>
</tr>
</tbody>
</table>

All prices include delivery, maintenance, and pick up. Rental plants not in booth at close of show will be charged at twice the rental price.

For special arrangements call 314/534-8500

*COLOR DESIRED: ☐ YELLOW ☐ WHITE ☐ PURPLE ☐ RUST

NAME OF CONVENTION  NCTE 2016

EXHIBITING COMPANY __________________________ PHONE # __________________________ FAX # __________________________

ADDRESS __________________________ CITY __________________________ STATE __________ ZIP __________

EMAIL ORDER CONFIRMATION & INVOICE TO ________________________________________________________________

CONTACT NAME _______________________________________________ DATE __________________________

Please Return This Form Promptly To the Address Above-Retain One Copy for Your Files
**Discounted rates available 21 calendar days prior to the FIRST DAY OF SHOW OPENING when ordering online:**  www.gwcc.com

<table>
<thead>
<tr>
<th>Booth No.</th>
<th>Company Name</th>
<th>Contact Name</th>
<th>Signature</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Telephone No. (__)</th>
<th>Fax No. (__)</th>
<th>Email:</th>
<th>Address</th>
<th>City</th>
<th>State</th>
<th>Zip Code</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Georgia World Congress Center**  
285 Andrew Young International Blvd  
Atlanta, GA 30313  
Engineering Dept: 404-223-4800 Fax: 404-223-4813

**National Council of Teachers of English**  
Event dates: November 18-20, 2016  
Standard Rates will be applied to all orders received via fax, mail, or emails to engorders@gwcc.com

---

**Booth Information**

**Booth No.** _______________  
**Company Name** ______________________________________________________

**Telephone No.** (____)_______________________  
**Fax No.** (____) ___________________

**Email:** _____________________________________________

**Address** _______________________________  
**City** ________________________  
**State** _________________   
**Zip Code** _______________

---

**Contact Information**

**Contact Name** __________________________________________________  
**Signature** ________________________________________

---

### ELECTRICAL

<table>
<thead>
<tr>
<th>Voltage Phase</th>
<th>Standard Rate</th>
<th>Qty</th>
<th>Overhead add 50%</th>
<th>24 Hour Service add 50%</th>
<th>Total</th>
</tr>
</thead>
</table>
| 120 Volt 1 Phase (single outlet)  
5 AMPS | $165 |  |  |  |  |
| 10 AMPS | $219 |  |  |  |  |
| 15 AMPS | $250 |  |  |  |  |
| 20 AMPS | $289 |  |  |  |  |

**208 Volt 1 Phase (single outlet)  
24 Hour Service add 50%**

<table>
<thead>
<tr>
<th>Voltage Phase</th>
<th>Standard Rate</th>
<th>Qty</th>
<th>Overhead add 50%</th>
<th>24 Hour Service add 50%</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>20 AMPS</td>
<td>$331</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>30 AMPS</td>
<td>$430</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>40 AMPS</td>
<td>$529</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>50 AMPS</td>
<td>$661</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>60 AMPS</td>
<td>$827</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>80 AMPS</td>
<td>$1,026</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>100 AMPS</td>
<td>$1,290</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>150 AMPS</td>
<td>$1,985</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>200 AMPS</td>
<td>$2,646</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**208 Volt 3 Phase (No Receptacle; Direct tie-in)**

<table>
<thead>
<tr>
<th>Voltage Phase</th>
<th>Standard Rate</th>
<th>Qty</th>
<th>Overhead add 50%</th>
<th>24 Hour Service add 50%</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>20 AMPs</td>
<td>$562</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>30 AMPs</td>
<td>$761</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>40 AMPs</td>
<td>$959</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>50 AMPs</td>
<td>$1,091</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>60 AMPs</td>
<td>$1,324</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>80 AMPs</td>
<td>$1,787</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>100 AMPs</td>
<td>$2,184</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>150 AMPs</td>
<td>$3,440</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>200 AMPs</td>
<td>$4,224</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>300 AMPs</td>
<td>$6,076</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>400 AMPs</td>
<td>$7,441</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**480 Volt 3 Phase (No Receptacle; Direct tie-in)**

<table>
<thead>
<tr>
<th>Voltage Phase</th>
<th>Standard Rate</th>
<th>Qty</th>
<th>Overhead add 50%</th>
<th>24 Hour Service add 50%</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>20 AMPs</td>
<td>$1,126</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>30 AMPs</td>
<td>$1,588</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>40 AMPs</td>
<td>$1,985</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>50 AMPs</td>
<td>$2,316</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>60 AMPs</td>
<td>$2,672</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>80 AMPs</td>
<td>$3,970</td>
<td></td>
<td></td>
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<td></td>
</tr>
<tr>
<td>100 AMPs</td>
<td>$4,410</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>150 AMPs</td>
<td>$6,212</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>200 AMPs</td>
<td>$8,599</td>
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<tr>
<td>300 AMPs</td>
<td>$13,230</td>
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<tr>
<td>400 AMPs</td>
<td>$17,861</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

---

### SPECIAL SERVICES

<table>
<thead>
<tr>
<th>Item Name</th>
<th>Description</th>
<th>Rate</th>
<th>Qty</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Stanchion</td>
<td>2 flood lights attached to a pole with weighted base</td>
<td>$114 ea</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Stem Lights</td>
<td>Light attached to flexible neck (c-clamp)</td>
<td>$72 ea</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Par 64</td>
<td>1000 watt can light installed in the ceiling</td>
<td>$316 ea</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Single Extension Cord</td>
<td>25-50 ft single receptacle extension cord</td>
<td>$19 ea</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Quad Extension</td>
<td>4 Outlet receptacle box</td>
<td>$24 ea</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Multi-outlet</td>
<td>Receptacle adapter</td>
<td>$10 ea</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Distribution Panel</td>
<td>100A-200A Panel</td>
<td>$250 ea</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Transformers</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Call for Quote**

**24 Hour Service add 50%**

**50%**

**Overhead add 50%**

**Total**

**ELECTRICAL LABOR**

Sunday-Saturday (including holidays)

<table>
<thead>
<tr>
<th>Qty. of Hours</th>
<th>Hourly Rate</th>
<th>Total Labor</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>$75.00</td>
</tr>
</tbody>
</table>

**NOTES:**

* All 208v service or higher require a minimum of 1hr of labor.  
A minimum of 1hr labor will be applied for all services routed beyond the back of the booth.  
*Please see pg. 2 for “Important Conditions & Regulations”.  

**TOTAL for THIS ORDER=**

---

**POWER WILL BE PLACED IN THE REAR OF THE BOOTH, UNLESS OTHERWISE DESIGNATED.**

* Power for Larger Scaled booths will not be installed without a booth diagram SUBMIT DIAGRAM INCLUDING BOOTH ORIENTATION

---

**For Congress Center Use Only**

| Adjusted Total | $ |  |
| Paid in Advance | $ |  |
| Paid on Show Site | $ |  |
| Balance/Credit | $ |  |

(Payment Received by)

---

**Notes or Special Instructions:**

---

**Payments made via Wire Transfers:**

Name: Wells Fargo Bank  
360 Interstate North Parkway  
Suite 500  
Atlanta, GA 30339  
Routing Number: 121000248  
Acct #: 2000070123287  
Chips ID 0407  
Swift ID PNBPUS33  
Type of Account: Checking

---

**Payments made via Check:**

Payable to: GWCCA  
285 Andrew Young  
IntL Blvd. NW  
Atlanta, GA 30313  
Please reference event name and booth number.
SPECIAL REQUIREMENTS
POWER REQUIREMENTS ABOVE 400-AMPS, SPECIAL VOLTAGE AND TRANSFORMERS ARE AVAILABLE – PRICES UPON REQUEST

IMPORTANT CONDITIONS AND REGULATIONS

1. This Electrical Services Order Form must be used to order all Electrical Services. TO QUALIFY FOR DISCOUNTED RATES – Orders must be submitted at least twenty-one (21) calendar days prior to the scheduled show opening date.

2. Notification of cancellations must be received in writing a minimum of fourteen (14) calendar days prior to the scheduled show opening date.

3. PAYMENT IN FULL is due at time services are ordered.

4. Credit will not be given for electrical service installed but not used.

5. Any complaint or claim must be brought to the Service Desk prior to the close of the Event. The Exhibitor shall maintain such insurance as necessary to protect against loss or damage to any equipment or other property. The Exhibitor agrees to bear the risk of inadequacy or failure of any insurance or any insurer insuring the Exhibitor or the Event Licensee or their respective equipment or other property.

6. All equipment and other property furnished by the Georgia World Congress Center Authority under this Electrical Services Order Form shall remain the property of the Authority and may be removed only by house technicians following conclusion of the Event.

7. Unless otherwise authorized in writing by the Georgia World Congress Center Authority, only Georgia World Congress Center electricians are authorized to cut floor coverings to permit installation of services.

8. All equipment to be connected by Georgia World Congress Center must comply with NEC, federal, state, and local codes, and the directives of the Georgia World Congress Center Authority’s Engineering Department.

9. Prices are based upon rates at the time of the order and are subject to change without notice.

10. Moreover, engineers and technicians employed by or under contract with the Exhibitors or Event Licensees must obtain advance written authorization from the Georgia World Congress Center Authority prior to assembling, diagnosing, wiring or servicing any electrical equipment.

11. Exhibitors and Event Licensees are required to ensure that outlets, columns and permanent building outlets are not obstructed at any time.

12. All electrical cords and appurtenances must be supplied by the Georgia World Congress Center Engineering Department.

13. Rates quoted cover routing of service to the rear of the booth in the most convenient manner. Special routing, connection of equipment and all other work will be charged on a time and material basis in addition to service rate.

14. All equipment shall be properly tagged and wired by the Exhibitor with complete information as to type of current, voltage, phase, cycle, horsepower, and such other information as the Georgia World Congress Center Engineering Department reasonably may require.

15. Electrical power for lights and displays may be turned on daily approximately one hour prior to Event opening time and off at approximately Event closing time. Twenty-four (24) hour power may be requested for services that require continuing electrical service after-hours (e.g., refrigerators, programmable machinery, etc.). Provided, however, the Exhibitor and the Event Licensee both acknowledge that electrical power is generated and delivered by a public utility and, that being the case, the Georgia World Congress Center Authority cannot guarantee that electrical power will be available continuously or without interruption. The Exhibitor and the Event Licensee acknowledge and accept the risk that such electrical power interruptions may occur from time to time.

16. Notwithstanding any of the provision of this order form, in any event neither the Authority nor the Exhibitor shall be liable for any consequential damages, and the Authority’s liability shall not exceed the fees paid to and received by the Authority in respect of this order form.

17. This Electrical Services Order Form, as executed and approved, shall constitute the entire agreement between the Authority and the Exhibitor, and no change in or modification of this Electrical Services Order Form shall be binding upon the Authority unless the change or modification is in writing, and is consented to and approved by the Authority.
**COMPRESSED AIR-WATER-DRAIN-NATURAL GAS SERVICE ORDER FORM**

**Georgia World Congress Center**
285 Andrew Young International Blvd
Atlanta, GA 30313
Engineering Department: 404-223-4800

**National Council of Teachers of English**
Event Dates: November 18-20, 2016
*Standard Rates will be applied to all faxed, emailed or mailed orders*

Discounted rates available 21 calendar days prior to the FIRST DAY OF SHOW OPENING. When ordering online: www.gwcc.com

<table>
<thead>
<tr>
<th>Booth No.</th>
<th>Company Name</th>
<th>Telephone No.</th>
<th>Fax No.</th>
<th>E-MAIL:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>(___)</td>
<td>(___)</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Address</td>
<td>City</td>
<td>State</td>
<td>Zip Code</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Contact Name</td>
<td>Signature</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Service</th>
<th>Standard Rate</th>
<th>QTY</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>1/4&quot; = 13 CFM</td>
<td>$330</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3/8&quot; = 29 CFM</td>
<td>$330</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1/2&quot; = 54 CFM</td>
<td>$594</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3/4&quot; = 80 CFM</td>
<td>$594</td>
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<table>
<thead>
<tr>
<th>Service</th>
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<th>Total</th>
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</thead>
<tbody>
<tr>
<td>Cold</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3/8&quot; 8 GPM</td>
<td>$132</td>
<td>$204</td>
<td></td>
</tr>
<tr>
<td>1/2&quot; 20 GPM</td>
<td>$198</td>
<td>$306</td>
<td></td>
</tr>
<tr>
<td>3/4&quot; 26 GPM</td>
<td>$264</td>
<td>$409</td>
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</tr>
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</table>

<table>
<thead>
<tr>
<th>Service</th>
<th>Standard Rate</th>
<th>Qty</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>150 Gallon Unit</td>
<td>$232</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Additional Units of 130 Gallon</td>
<td>$166</td>
<td></td>
<td></td>
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</tbody>
</table>

<table>
<thead>
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<th>Service</th>
<th>Standard Rate</th>
<th>Qty</th>
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</tr>
</thead>
<tbody>
<tr>
<td>1/2&quot; 50,000 BTU</td>
<td>$528</td>
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</tr>
<tr>
<td>Additional Units of 45,000 BTU</td>
<td>$422</td>
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<td></td>
</tr>
<tr>
<td>3/4&quot; 105,000 BTU</td>
<td>$950</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1&quot; 195,000 BTU</td>
<td>$1,794</td>
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<td></td>
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</tbody>
</table>

### Natural Gas

<table>
<thead>
<tr>
<th>Service</th>
<th>Standard Rate</th>
<th>Qty</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pricing and Materials</td>
<td>$60</td>
<td></td>
<td></td>
</tr>
<tr>
<td>PVC Piping</td>
<td>$409</td>
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<td></td>
</tr>
</tbody>
</table>

### Special Services

**PRESSURE REGULATOR**
**PVC PIPING**
**WATER HEATER**

**NOTES:**
*GWCC does not guarantee minimum/maximum pressure.

*Please see pg. 2 for "Important Conditions & Regulations".*

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**POWER WILL BE PLACED IN THE REAR OF THE BOOTH, UNLESS OTHERWISE DESIGNATED.**

**SUBMIT DIAGRAM FORM INCLUDING BOOTH ORIENTATION**

---

**LABOR (Labor is charged at a 1hr minimum per service)**

Sunday-Saturday (including holidays)

<table>
<thead>
<tr>
<th>Labor per hour</th>
<th>Qty</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>$75</td>
</tr>
</tbody>
</table>

**TOTAL for THIS ORDER =**

---

For Congress Center Use Only

Adjusted Total:

Paid in Advance:

Paid on Show Site:

Balance/Credit:
1. TO QUALIFY FOR DISCOUNTED RATES-Orders with payment must be received 21 calendar days prior to the FIRST OPEN SHOW DATE.

2. Notification of cancellations must be received in writing a minimum of fourteen (14) calendar days prior to scheduled show opening date.

3. PAYMENT IN FULL is due at time services are ordered

4. Credit will not be given for plumbing service installed and not used.

5. Any complaint or claim must be brought to the Service Desk prior to the end of the event. The exhibitor shall maintain insurance as necessary to protect against loss or damage to Georgia World Congress Center license agreement.

6. All material and equipment furnished by Georgia World Congress Center for this service order shall remain the property of the Congress Center and shall be removed ONLY by house technicians at the close of show.

7. Unless otherwise directed, Georgia World Congress Center plumbers are authorized to cut floor coverings to permit installation of services.

8. All equipment to be connected by Georgia World Congress Center must comply with NEC, federal, state and local codes.

9. Prices are based upon current wage rates and are subject to change without notice.

10. Under no circumstances shall anyone other than a "house plumber" make plumbing connections. However, company engineers and technicians who are required to assemble, allowed to execute work subject to approval of Georgia World Congress Center Engineering Department.

11. Wall outlets, columns and permanent building outlets are not to be obstructed at any time.

12. Georgia World Congress Center recommends that exhibitors provide a filter-separator for all equipment requiring air connections. Congress Center will not be responsible for moisture or...

13. If air, water, and natural gas pressure are critical, Georgia World Congress Center recommends that exhibitors arrange to have a pressure regulator valve installed. No guarantee can be made of minimum and maximum pressure.

14. All equipment using water must have the inlet and outlet properly tagged.

15. The service fee will be based on the combined rated capacity of connected equipment.

Questions regarding service should be directed to:

Georgia World Congress Center
Engineering Department
285 Andrew Young International Boulevard, NW
Atlanta, GA 30313-1591 USA
Telephone: 404-223-4800
Fax: 404-223-4813
email: engorders@gwcc.com
CABLE SERVICE ORDER FORM

Georgia World Congress Center
285 Andrew Young International Blvd.
Atlanta, GA 30313

Booth No. ___________________ Company Name ______________________________________________________
Telephone No. (___)____________________    Fax No. (___) ___________________________
E-MAIL:__________________________________________
Address _______________________________________________________
City ____________________  State ______________  Zip Code _______________
Contact Name __________________________________________________ Signature ________________________________________

**Additional on-site labor charges may apply.

NOTES:
*Please see pg.2 for "Important Conditions & Regulations".

POWER WILL BE PLACED IN THE REAR OF THE BOOTH, UNLESS OTHERWISE DESIGNATED.
SUBMIT DIAGRAM FORM INCLUDING BOOTH ORIENTATION

Basic Service Rates and Conditions

Basic cable television service with signal provided by Comcast is offered by the Georgia World Congress Center. This service provides the latest news, weather, financial information and in-season sports spectaculars.

Electrical service must be ordered separately to power all television sets.

Cable Services

<table>
<thead>
<tr>
<th>Service</th>
<th>Number of Services</th>
<th>Floor Rate</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cable TV</td>
<td></td>
<td>$330</td>
<td></td>
</tr>
<tr>
<td>Closed Circuit Channels</td>
<td></td>
<td>$480</td>
<td></td>
</tr>
<tr>
<td>Closed Circuit Channels with TV and Cart</td>
<td></td>
<td>$720</td>
<td></td>
</tr>
</tbody>
</table>

LABOR

Sunday-Saturday (including holidays)

<table>
<thead>
<tr>
<th>Qty. of Hours</th>
<th>Hourly Rate</th>
<th>Total Labor</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>$75</td>
<td></td>
</tr>
</tbody>
</table>

TOTAL CHARGES:

For Congress Center Use Only

| Adjusted Total: | $          |
| Paid in Advance: | $          |
| Paid on Show Site: | $          |
| Balance/Credit: | $          |

Payment Received by
1. **TO QUALIFY FOR DISCOUNTED RATES-**Orders with payment must be received 21 calendar days prior to the FIRST OPEN SHOW DATE.

2. Notification of cancellations must be received in writing a minimum of fourteen (14) calendar days prior to.

3. **PAYMENT IN FULL** is due at time services are ordered.

4. Credit will not be given for electrical service installed and not used.

5. Any complaint or claim must be brought to the Service Desk prior to the end of the event. The exhibitor shall maintain insurance as necessary to protect against loss or damage to equipment and property in accordance with Georgia World Congress Center license agreement.

6. All material and equipment furnished by Georgia World Congress Center for this service order shall remain the property of the Congress Center and shall be removed ONLY by house technicians at the close of show.

7. Unless otherwise directed, Georgia World Congress Center electricians are authorized to cut floor coverings to permit installation of services.

8. All equipment to be connected by Georgia World Congress Center must comply with NEC, federal, state and local codes.

9. Prices are based upon current wage rates and are subject to change without notice.

10. **Under no circumstances shall anyone other than a "house electrician" make electrical connections.** However; company engineers and technicians who are required to assemble, diagnose, wire and service equipment may be allowed to execute work subject to approval of Georgia World Congress Center Engineering Department.

11. Wall outlets, columns and permanent building outlets are **not** to be obstructed at any time.

12. **All electrical cords and appurtenances must be supplied by the Georgia World Congress Center Engineering Department.**

13. Signal is provided by Comcast.

14. Electrical Services at the prevailing Rates must be ordered separately.

**Questions regarding service should be directed to:**

Georgia World Congress Center  
Engineering Department  
285 Andrew Young International Boulevard, NW  
Atlanta, GA 30313-1591 USA  
Telephone: 404.223.4800  
Fax: 404.223.4813
PAYMENT AUTHORIZATION FORM

Georgia World Congress Center
285 Andrew Young International Blvd.
Atlanta, GA 30313
Engineering Department
Telephone: (404) 223-4800 Fax: (404) 223-4813

National Association of Teachers of English

Standard Rates will be applied to all orders received via fax, mail, or email engorders@gwcc.com

Please complete the information requested below and return this form with your orders. You may choose to pay by check (payable to the Georgia World Congress Center), credit card, or bank wire transfer. We require your credit card authorization to be on file before we process your order(s) for service. We reserve the right to use this authorization to charge your credit card account for any unpaid balance due or for any additional amounts incurred as a result of show site orders placed by your representative.

WIRE TRANSFER

In order to accurately process the transfer of funds from your account, please complete the following information and fax it along with a copy of the wire receipt to the fax number printed on the header of this page.

NOTE: A service charge may be added for processing U.S./International wire transfers by your banking institution

The following information must be included on the bank copy of the wire transfer confirmation:

✓ Name of Event You Are Attending
✓ Exhibiting Company Name
✓ Booth Number

Banking Institution Information:

Name as it appears on card:

Authorized Signature:

Please view the routing and account numbers at the bottom of the service order form (Page 1).

CREDIT CARD INFORMATION

Type of Card: ☐ AmEx ☐ M/C ☐ VISA ☐ Discover Card ☐ Diners Club

Credit Card #: ___________________________ EXPIRATION DATE: __________/________

Billing Address: ____________________________________________________________

City, ST, Zip: ____________________________

Name as it appears on card: __________________________________________________

Authorized Signature: ______________________________________________________

EXHIBITING COMPANY INFORMATION

Please complete the following information:

COMPANY NAME: ____________________________ BOOTH NUMBER: __________

COMPANY ADDRESS: ____________________________ ( ) __________

CITY/STATE/ZIP: ____________________________ ( ) __________

CONTACT NAME: ____________________________ EMAIL: ___________________
10 x 10 Booth Layout

Back of Booth: ______________________

Front of Booth: ______________________

Indicate Adjacent Booth or Aisle Number: ______________________

Indicate Adjacent Booth or Aisle Number: ______________________

Show Name: ______________________

Booth #: __________ Company ______________________

Contact Name: ______________________ Phone # __________________
Our dedicated and experienced staff is eager to assist you in every way to guarantee the success of your event. Please visit the GWCC exhibitor services page at http://www.gwcc.com and click on the green Exhibitors tab for useful tools to assist you in planning your upcoming event with us.

The menu on the left provides links for facility information including Levy Restaurants catering menus and ordering form, CCLD Networks IT Services pricing, FedEx Office information, plus more. Additionally, you’ll find detailed building policies & procedures, sponsorship opportunities and information about the City of Atlanta on this same menu.
Ready to order your utility services?

Take advantage of discounted rates and order your services online at least 21 days prior to the events first move-in day. Just click on the Order Service Online link at the center of the exhibitors service page and locate the show your are exhibiting at. Next, we’ll guide you through a two-step process to set up an account. Once you have created your account, you can order services from the following list:

- Electrical Services
- Plumbing Services
- Cable TV Services
- Engineering Labor
- Internet & Telecommunications

Upload your booth diagram with utility service locations clearly labeled. Next, follow the prompts for completing payment through our secure system. You will receive an email confirmation for all orders placed. Use your log-in e-mail address and password to place additional orders as necessary.

Questions?

Please contact the GWCC Engineering Services Department at 404.223.4800 Monday - Friday, 8:30am - 5:00pm.
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 necessary to maintain the flameproofing effect.)

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

--over--
19. There shall not be any obstructions blocking exit doors from the outside of any building such as autos parked in doorways or barricades across sidewalks.

20. No curtains, drapes or decorations shall be hung in such a manner as to cover any exit signs.

21. No vehicles shall be parked in fire lanes outside of buildings.

22. No flammable liquids shall be used or admitted inside of buildings except by approval of the Fire Marshal.

23. Artificial lighting such as lanterns and candles are prohibited.

24. The use of all gas-fired heating units, either portable or stationary, shall meet the approval of the City Chief Mechanical Inspector and the Fire Marshal. The use of the so-called “salamander” stove is strictly prohibited.

25. All cooking appliances shall be equipped with ventilating hoods and equipment as deemed necessary by the Fire Marshal, but in any instance such equipment shall be installed in accordance with provision of the City Building and Fire Codes.

   However, countertop fryers not exceeding 15 lbs. of oil may be used without the necessary ventilating hood and surface protection requirements. Additionally, the exhibitor shall be allowed no more than one (1) fryer per booth and shall provide two (2) ten (10) pound B.C. extinguishers, positioned on both sides of said fryers.

   All cooking appliances shall be listed by a National Testing Agency: i.e. Underwriters Laboratory or Factory Mutual.

26. Booth and seating plans must be approved by the Fire Marshal. Submit plans to the Fire Marshal no later than 15 days before set-up date.

27. There shall not be any ticket booths, tables or any other display setup in the lobby without the prior approval of the Fire Marshal.

28. All aisles shall be maintained at a minimum of ten (10) feet clearance.

29. All covered structures in excess of ninety (90) square feet in area shall be protected by an automatic fire detection system approved by the Fire Marshal.

30. All floor plans submitted shall be totally representative of the halls, rooms and/or areas in which the events are held in, such as the location of manual pull stations, fire hose standpipe closets, exits, aisles and man doors in air walls, etc.