2022 EXHIBITOR MANUAL



MARCH 3-6 • America's Center • St. Louis, MO • STLHomeShow.com

44th Annual **Builders St. Louis** Home & Garden Show

Dear Home Show Exhibitor,

Thank you for exhibiting at the 2022 Builders St. Louis Home & Garden Show, presented by LP[®] SmartSide[®]. Planning ahead is the key to your success in the Show. This manual was designed to answer your questions and provide important Show information.

The Home Show team is looking forward to working with you. We want you to have a successful Show. If you have questions, please don't hesitate to contact us!

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MARCH 3-6 America's Center STLHomeShow.com

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Show Manager RidgleyT@hbastl.com 314-817-5624

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Show Marketing ViehmannE@hbastl.com 314-817-5620

Renee x118



Sales & Operations MincherR@hbastl.com 314-817-5618

GENERAL INFORMATION

CONVENTION CENTER ADDRESS

America's Center Convention Complex 701 Convention Plaza St. Louis, MO 63101

SHOW HOURS & COLORS

Thursday, March 3	10 am - 8 pm
Friday, March 4	10 am - 8 pm
Saturday, March 5	10 am - 8 pm
Sunday, March 6	10 am - 5 pm

Kitchen & Bath - red drape Lawn & Garden - lime green drape Interior Design - silver drape Pool & Spa - blue and white drape New Construction Zone - black drape Balance of Show - black and white drape

HBA HOME SHOW OFFICE

Room 116, located at the front of Aisle 3400 and accessible from the Show floor and the Washington Avenue lobby.

DECORATOR & BUILDING SERVICES

The Show Decorator, Heritage Trade Show Services, can be contacted prior to the show at 314-534-8500. For questions about electrical, plumbing or gas please contact Tammy at 314-817-5624.

SHOW VISITOR ADMISSION PRICES

REGULAR TICKET PRICES:

Adults	\$10
Children 6-12	\$4
Children 5 and under	Free

DISCOUNTS:

 Senior citizen discount - half price admission on Thursday only. 62 years and older with valid ID. No coupon necessary.
 S After 5 nm

\$5 After 5 pm

SALES TAX

9.679%

FIRST AID

Some first aid products are available in the Home Show Office, Room 116. The First Aid Station, with an EMT (located in the lobby) will be open during Show hours.

EXHIBIT SALES FOR HBA 2022 HOME SHOWS

Exhibit space for the Builders St. Charles Home Show, presented by LP[®] SmartSide[®], April 1-3, 2022 and the Builders Home & Remodeling Show, presented by LP[®] SmartSide[®], September 23-25, 2022, both at the St. Charles Convention Center, will be available at the Home Show Office, Room 116.

EXHIBITOR DEADLINES

January 14	Advanced Rate for Electrical, Plumbing, Gas, Floral, etc. Orders			
January 14	Final Booth Payment - HBA			
January 21	Food Sampling Form - America's Ctr. Catering			
January 21	Directory Listing and Advertising - HBA			
January 21	News Release Information - HBA			
February 9	Decorator Order - Heritage Trade Show Svcs.			
February 11	Advanced Rate for Phone, Internet Orders			
February 20	Exhibitor Pass/VIP Ticket Advance Order - HBA			
NOTE: Missing these deadlines can cost you money!				

EXHIBITOR FOOD OPTIONS

Various types of concessions and catering options are available. America's Center will offer discount coupons to exhibitors for concessions. Catering options can be found on pages 36-37.

HOTEL ACCOMMODATIONS

The Drury Inn & Suites St. Louis Convention Center, located at 711 N. Broadway, is offering a discounted rate of \$134 per night, plus tax on a limited number of rooms (parking is included). **Deadline to reserve rooms is Wednesday, January 26, 2022.** Call 1-800-325-0720 and use group number **2440944** or book online <u>here</u>.

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EXHIBITOR PARKING

Parking

\$8 exhibitor parking will be available on Saturday, March 5 and Sunday, March 6 at the 7th and Locust Garage. Exhibitors are required to purchase parking in advance to get this great rate. Email confirmation must be printed and given to parking attendant upon exiting the lot each day. Click here to order discounted parking. Toggle calendar to March 2022 to select date(s). "Discount Code" is HGShowVendor2022.

Valet Parking - \$20 for the day - Located at Main Entrance on Washington Ave.

Discounted Parking

RV PARKING

If you have an RV and need a place to stay, St. Louis RV Park has full service, showers, dumping station and 24-hour security. The park is located at 900 N. Jefferson. Call 314-241-3330.



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SHOW PROMOTIONS / PASSES & TICKETS

Take advantage of these great opportunities to maximize your booth investment and increase visibility with consumers!

HOME SHOW DIRECTORY OPPORTUNITIES

The printed Show Directory is distributed at Show entrances. A recent survey indicated that **64%** of attendees left with a directory to use as a buying guide and **81%** will make a purchase for their home within one year.

Each exhibitor will receive one FREE listing in the directory Product/Service section, if form is submitted by January 21.



Enlarge or **bold** your listing or add

your website for just \$30 each. Additional category listings can also be purchased for \$35 each. **Each exhibitor will receive a** free website listing with link on <u>www.STLHomeShow.com</u> if website is listed on form submitted by January 21. (This website will NOT be printed in the Show Directory.)

Advertise in the directory. Stand out from other exhibitors and keep your name and product/service in front of consumers.

Complete the Directory Listing Form in the Exhibitor Portal at STLHomeShow.com by January 21. If you have questions contact Renee at 314-817-5618 or MincherR@hbastl.com.

SEND INFORMATION FOR MEDIA INQUIRIES

Help us help you! The media is always looking for newsworthy information and interesting products/services that they can feature on their shows. FREE publicity is priceless!

Do you have a brand new product? A new twist on an old product? We can help you spread the word! Contact the manufacturer of your product for a press release. Or write an article about how your product/service fulfills a need consumers have, including product benefits and how your product stands out from others. Submit your information with high resolution photos and you could receive FREE publicity. Information can be submitted at STLHomeShow.com in the Exhibitor Portal and must be submitted by January 21. For more information about advertising and promotion, contact Ellen at 314-817-5620 or ViehmannE@hbastl.com.

EXHIBITOR PASSES

Exhibitor Passes are to be used by people working your booth. **Do not provide them to friends, customers, family members or children.** An Exhibitor Pass can be used once each day and will be punched each day by the ushers. If you need to exit and return to the Show, you must have your hand stamped before you leave. A different person can use the pass each Show day. **If you need to order more passes, go to the Exhibitor Portal at STLHomeShow.com.**

EXHIBITOR PASS DISTRIBUTION - NEW PROCEDURE:

For 2022, exhibitor passes will be mailed. Exhibitors may still leave exhibitor passes in Will Call at the Home Show Office, Room 116 and have your employees pick them up individually. If you want to use Will Call, bring your exhibitor passes to the Home Show office at America's Center during move-in or on show days. Employees picking up individual passes at Will Call will be required to show ID.

Exhibitor Passes are required starting at 8 am on opening day and throughout the Show. Exhibitor passes are the ONLY tickets that allow entry prior to the Show opening to the public at 10 am. If you lose/forget your pass, you must buy a one-day pass for \$4 or a full-Show pass for \$8 (employee ID or business card must be presented to buy a one-day pass). One-Day Exhibitor Passes ordered in advance will be held in the Home Show Office and distributed one at a time to employees presenting proper ID.

VIP TICKETS & INDUSTRY DAY PASSES

VIP Tickets are for use by customers and family. They admit one person any Show day and provide a special invitation from you. They can be purchased in blocks of 10 for \$50. To order VIP Tickets, visit the Exhibitor Portal at STLHomeShow.com.

Industry Day Passes are for distribution to customers and industry members and will be mailed with your counter-signed application and final invoice. They are available in limited quantities. They are good only for opening day, Thursday, March 3. Under no circumstances should Industry Day Passes be distributed at the Convention Center.

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LOGOS / COUPONS / SOCIAL MEDIA

Spread the word about your participation in the Show! Include the Show logo in your advertising, promotional materials and social media.

HOME SHOW LOGOS

Promote your participation in the Home & Garden Show by using the Show logo in your print and electronic advertising, on coupons and in all of your other promotional materials. To receive high-resolution logos, email Ellen at ViehmannE@hbastl.com or you can download them at STLHomeShow.com in the Press Room accessible from the Show Visitors section of the website.

RECEIVE 10 FREE VIP TICKETS when you use the Show logo in your advertising!

Insert the Home & Garden Show information in your print ads, TV commercials, newsletters or direct mail prior to the Home Show (including Show logo and dates) and we will thank you with a 10-pack of VIP Tickets. Submit your ad to us at the HBA prior to the Show or in the Home Show Office during the Show to receive your free tickets. **NOTE: Limit two 10-packs with two different ads in different publications/stations.** Feature the Home Show in your social media campaign, with a minimum of 6 posts, and receive a 10-pack of VIP Tickets.

See us at the 44th Annual Builders St. Louis **Figure 6 Garden Store** Presented by **Presented by March 3-6 at America's Center**

HOME SHOW COUPON/INVITATION

Invite your customers to come see you at the Home & Garden Show. The HBA makes it easy! We create an electronic invitation, **with a coupon**, that you can email to your database or include in social media posts. Look for this invitation - it will be emailed to all exhibitors 30 days prior to the Show.



SOCIAL MEDIA

Share, tweet, like, follow, mention and comment about the Show, your Show booth # and your Show specials on all your social platforms. Be sure to tag, mention and share the St. Louis & St. Charles Home Shows pages and posts in your social media posts and use #STLHomeShow. Everybody wins when we get "social" together!

Facebook ... www.facebook.com/stlhomeshow Twitter ... www.twitter.com/STLHomeShow Instagram ... www.instagram.com/stlhomeshow LinkedIn ... www.linkedin.com/company/ st-louis-&-st-charles-home-shows

Sample posts and tweets:

- Come see us at the St. Louis Home & Garden Show, presented by LP[®] SmartSide[®], March 3-6 at America's Center. We are in booth xxx. #STLHomeShow
- Looking to improve your home? Visit us at the St. Louis Home & Garden Show, presented by LP[®] SmartSide[®], in booth xxx to take advantage of our show specials. #STLHomeShow
- Don't miss Missouri's largest home product market place, the St. Louis Home & Garden Show, presented by LP[®] SmartSide[®]! Visit us in booth xxx. #STLHomeShow

MOVE-IN & MOVE-OUT INFORMATION

MOVE-IN TIMES & PROCEDURES

Drive-in times are scheduled based on booth size and circumstances and are reserved for large booths that require extensive set-up. If you would like to schedule a drivein time for Monday, February 28, contact us between December 1, 2021 and January 31, 2022. You must call us to request a drivein time and availability is on a first-come, first-served basis. All exhibits must be set up prior to 5 pm on Wednesday, March 2.

MONDAY, FEBRUARY 28 (DRIVE-IN ONLY WITH SCHEDULED TIME)

Drive-in 8 am - 5 pm with scheduled time only.

To schedule a drive-in time, you MUST contact us beginning December 1 and speak to:

Doors 3A, 3B - Renee, 314-817-5618/MincherR@hbastl.com **Doors 4A, 4B, 5** - Tammy, 314-817-5624/RidgleyT@hbastl.com

NOTE: ONLY TWO TRUCKS PER COMPANY ARE ALLOWED TO DRIVE INTO THE EXHIBIT HALL AT ANY ONE TIME.

All vehicles must be unloaded and removed from the building immediately. Overhead doors lower and lock daily at 5 pm. You may work until 10 pm, but you will not be able to re-enter the building if you leave after 5 pm.

TUESDAY, MARCH 1 & WEDNESDAY, MARCH 2 (NO DRIVE-IN)

Move-In Doors 3A, 3B, 4B and 5

Move-in 8 am - 5 pm on a first-come, first-served basis.

Move In Door 4A: SELF UNLOADING P.O.V. (Privately Owned Vehicles) ONLY (located off 9th Street) 8 am - 5 pm unload curbside on a first-come, first-served basis. See Guidelines on page 8.

Exhibitors at doors 3A, 3B, 4B or 5 may unload vehicle at assigned door onto a provided cart or pallet. Once vehicle is unloaded, it must be removed from the overhead door. A teamster will take the cart to your booth while you are parking.* No dollies/carts may be used by exhibitors, unless you are utilizing the **SELF UNLOADING DOOR 4A**. Teamsters and carts will be available free of charge for move-in and move-out.*

If you have a crated display or your freight is coming on a common carrier, you must contact Heritage at 314-534-8500 to arrange for drayage and rates on pages 64-75 will apply.

THURSDAY, MARCH 3 (NO MOVE-IN OR DRIVE-IN)

SHOW OPENS TO THE PUBLIC AT 10 AM. Exhibitors may enter the Show starting at 8 am through public entrances ONLY WITH EXHIBITOR PASS.

MOVE-OUT TIMES & PROCEDURES

SUNDAY, MARCH 6 - 5:30-9 pm MONDAY, MARCH 7 - 8 am - 3 pm All exhibits must be removed before 3 pm on Monday,

March 7. Move-out is handled on a first-come, first-served and location basis. Note: Exhibitors are allowed to drive on the Show floor to load up for move-out where possible.

- Teamsters and carts will be available free of charge.* If you have a crated display or your freight is coming on a common carrier you must contact Heritage at 314-534-8500 to arrange for drayage and rates on pages 64-75 will apply.
- Tear-down prior to the Show closing is prohibited. This is a huge liability and makes the Show and everyone in it look bad! Those companies found in violation by Show Management Will be notified via letter and will receive a \$400 invoice as a fine that must be paid before being allowed to exhibit in another one of our Shows.

The following are prohibited during Show hours: dismantling of displays (including but not limited to walls, pop-ups, tables, removal of banners, etc.), carts/dollies on the Show floor and the use of tools (powered and powerless) for the purposes of dismantling displays.

- You must have move-out permits to carry out material. Move-out permits will be mailed with your VIP tickets. Additional permits can be picked up at the Home Show Office, Room 116.
- For security reasons, have exhibit personnel at your booth Sunday evening and Monday. The loss of display materials occurs mainly during move-out. Guards will handle security throughout the show, but it is impossible to completely control such a large number of exhibitors without your cooperation.

TRASH/WASTE: America's Center staff will **ONLY** pick up cardboard, paper and shrink-wrap from your booth. Exhibitors are responsible for removing and disposing of all other materials off site and will be charged if building materials are left at the Show.

* TEAMSTER LABOR AND ASSISTANCE: The Show will provide complimentary teamster labor and fork lift service for non-crated/palleted materials that do not come on over-the-road trucks. Neither the Show nor the Show Decorator assume liability for any property that is damaged through using this service. If you want the Show Decorator to assume this liability to move your materials, you must order drayage and pay the 100lb weight. For freight details see pages 64-75.

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MOVE-IN & MOVE-OUT INFORMATION SELF-UNLOADING DOOR GUIDELINES

GUIDELINES FOR SELF-UNLOADING OF PRIVATELY OWNED VEHICLES (P.O.V.)

Door 4A on Tuesday, March 1 and Wednesday, March 2 ONLY

Union Rules and Regulations allow for qualifying exhibitors to unload their privately owned vehicles curbside (**you are not allowed to pull into building**) and deliver products and display goods to their designated booth area.

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

- Ground level unloading only
- Freight docks may not be used
- Four-wheel dollies or carts, pallet jacks or motorized equipment may not be used
- No self-unloading of vehicles, trailer, etc. inside of the exhibit hall will be allowed
- Two-wheel handcarts are allowed
- Hired or contracted labor is not allowed except for the Official Exposition Contractor

Exhibitors meeting these criteria may unload curbside along 9th Street and enter through overhead door 4A ONLY. Exhibitors that do not qualify for "Self-Unloading" will need to use their assigned door to use the Show-provided labor and assistance.

*If you have a crated display or your freight is coming on a common carrier, you must contact Heritage at 314-534-8500 to arrange for drayage and rates on pages 64-75 will apply.









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EXHIBIT CONSTRUCTION

Standard exhibit configuration is 10' square and multiples thereof. Exhibits may not exceed 8'3" in height including signage. When you purchase a 10'x10' exhibit there is no additional space – exhibits should be constructed at 9'6"x9'6" to accommodate pipe and drape and ensure that you fit within your area and between your neighbors comfortably. 10' square pop-up tents will only be allowed in 10'x20' or larger exhibits, must be centered and cannot have names or logos on the back or sides. No signage may appear as if it is representing a neighboring company. Display fixtures over 4' high must be confined to that area of the booth that is at least 5' from the aisle line. **NOTE: Island displays do not have an 8'3" height limitation.** (Read further in Exhibitor Do's and Don'ts for island signage limitations.)

STANDARD 10'X10' EXHIBIT GUIDELINES



A peninsula booth is an exhibit that is 20'x20' or larger with an aisle on three sides. All display fixtures over 4' in height and placed within 5 linear feet of a neighboring exhibit must be confined to the area within 5' of the center line to avoid blocking the sightline from the aisle. See picture below. **INTENT** - Exhibitors adjoining peninsula exhibits are entitled to the same reasonable sightline from the aisle as they would expect if they were adjacent to another 10'x10' booth. If you have any questions regarding exhibit design or configurations, please call Tammy at 314-817-5624.



CUTTING OF STONE MATERIAL

Dry cutting of any stone material is prohibited inside the Convention Center. Only wet cuts may be made inside. All other cutting **MUST** be done outside the building. It is the exhibitor's responsibility to remove all by-products, sludge, particles and scrap from the building.

EXHIBIT FLOOR COVERING

All exhibits **MUST** have floor covering of some kind - carpet, patio block, wood, vinyl, tile, etc. You may supply your own or order it from the Show Decorator (order form on pages 49-50).

CARPET TAPE

The use of double-sided tape on the convention floor is banned. Please use tape that can be removed completely without sticky residue. Tape which is not removed by you will be removed at your expense. Carpet tape is available from the show decorator at their service desk.

EXHIBIT ELECTRICITY

All Convention Center electrical work must be installed by Edlen Electric. Wiring installed prior to display delivery must be installed by a licensed electrician of your choice. (Electrical service order form, pages 13-18.) **NOTE**: If you are using water in an electrical device (i.e., spa, pond) you **MUST** have a G.F.I. in your electric circuit. Bring your own G.F.I. cord to save money.

SIGNAGE

Signage must have the appearance of being professionally produced. Signage height is limited to 8'3" for inline booths smaller than 20'x20'. Any signage above the 8' drape must be single-sided and finished on the back. Booths 20'x20' or larger or perimeter booths do not have a height limit but may not block neighboring exhibits' sightlines. Island displays do not have a height limitation. NOTE: Feather flags and balloons are considered signage and these rules apply. Any signage/displays found in violation will be removed and stored by the Show Decorator. Exhibitor must pick up items no later than show move-out hours or items will be forfeited.

Signage may be hung over 20'x20' or larger booths ONLY. They are limited in length to half the length of the booth and no more than 3' in height. The banner top can be no more than 15' from the floor. Banners must be hung by the Show Decorator (order form on pages 78-81). Any variations from the above guidelines must be approved by Show Management prior to the Show.

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EXHIBITOR DO'S & DON'TS

USE OF NON-INFLAMMABLE MATERIALS

Materials used in the exhibit hall **MUST** be non-inflammable to conform with St. Louis Fire Department Fire Regulations. Cloth decorations must be able to pass a Fire Department flame test. Materials not conforming will be removed immediately at the exhibitor's expense.

OPEN FLAME PERMIT APPLICATION

Call Tammy for more information at 314-817-5624.

TELEPHONE SERVICE

If you need telephone service, please contact Tammy at 314-817-5624. See order form on pages 27-31.

STAFFING EXHIBITS

Exhibits must be staffed during **ALL** show hours. Breaking down booths before 5 pm on Sunday is strictly prohibited. **NOTE: Exhibitors must stay within their booths. Working aisles is strictly prohibited. If you are working the aisles and are asked to stop more than twice by Show Management, you will not be allowed to exhibit in future shows.**

MERCHANDISE DELIVERY ON SHOW DAYS

Merchandise deliveries can be made on Friday, Saturday and Sunday from 8-9:45 am at **Overhead Door 5**. Pull up to the door, sound your horn, and a guard will open the door. No vehicles are allowed in the hall. Have the necessary manpower ready to unload your vehicle. A teamster and cart will be available **free of charge** to assist in moving materials to your booth. The door will be locked at 9:45 am Friday, Saturday and Sunday.

NOTE: NO DELIVERIES WILL BE ALLOWED ON OPENING DAY THURSDAY, MARCH 3 AND DELIVERIES WILL NOT BE ALLOWED AFTER 9:45 ON FRIDAY, SATURDAY OR SUNDAY!

BAN ON HELIUM FILLED BALLOONS

A Convention Center policy prohibits the use of helium filled balloons as giveaways.

PRIZE DRAWINGS

Show related prize drawings must be company owned or purchased merchandise. VACATION PACKAGES GIVEN AWAY MAY NOT REQUIRE RECIPIENTS TO PAY A FEE. Non-company owned merchandise cannot be given away with a nonexhibiting firm being the recipient of registration forms or mailing lists derived from the Show.

BOOTH MUSIC OR VIDEOS

By law, exhibitors that use copy-written music must have the composer's or publisher's permission or be covered by a blanket license which can be purchased for the Show from ASCAP and/or BMI.

FLOWERS & PLANTS

Exhibitors are encouraged to have plants in their booths. They may be purchased from a vendor of your choice or see order form on page 26.

FOOD SAMPLING

If you are distributing food samples to attendees, you must complete the food sampling form and return it to America's Center Catering. Failure to do so could result in your exhibit being shut down by the Health Department. See information and form on pages 32-35. There is no fee.

CATERING NEEDS

Call Jenn Morrison, America's Center Catering at 314-342-5243 or see options and order form on pages 36-37.

BUSINESS CENTER

For your business needs, the Convention Center can make copies or send faxes for a charge. For this service, inquire in the Home Show Office, Room 116. There is a FedEx Kinko's located at 800 Washington Ave., at the corner of 8th and Washington.

NO SMOKING POLICY

The city of St. Louis has a non-smoking ordinance in the Convention Center. **To smoke you must exit the building.**

HANGING FLAT SCREEN TVs

IMPORTANT COST-SAVING SUGGESTION: This work has been claimed by the Electricians and now requires labor to install and remove. You will be charged a fee by Edlen to hang/mount TVs in your exhibit. To avoid these charges, we recommend setting TVs on shelves or flat surfaces so mounting is not required. If you have questions, contact Tammy at 314-817-5624.

PLEASE NOTE:

Electrical, gas and water are purchased through the HBA and should be ordered through the Exhibitor Portal on STLHomeShow.com. See forms on pages 12-25 for information and instructions.

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HERITAGE"

exhibitor.services@heritagesvs.com 1-800-360-4323 Fax 314-534-8050

Order online at: heritagesvs.com/ordering

HASSLE FREE BOOTH PACKAGE **RENTAL ORDER FORM**

2022 SPRING HOME & GARDEN SHOW

Discount Deadline: 2/9/2022

Prices only apply to orders received with full payment at the above address 14 days prior to first day of set up. Floor orders for Discounted Booth Packages will not be accepted at show site.

All charges for equipment and/or services must be paid in advance. For your convenience, MasterCard, American Express, Discover and Visa will be accepted. Fax orders will be accepted with enclosed credit card authorization form only. Charges for rental items listed below are for the duration of the show, and include delivery and removal.

NO CANCELLATIONS OR EXCHANGES OF EQUIPMENT WILL BE ACCEPTED!

Each 10'x10' "Hassle Free" booth will receive one (1) 8' long x 30" high silver gray skirted display table, one (1) 9'x10' black carpet, two (2) black samsonite folding chairs and one (1) wastebasket at a cost of \$277.73 per package, (regularly \$305.00). (Each additional 10' of black carpeting add \$ 144.95, i.e., 10'x20' booth with one "Hassle Free" package and 10' additional feet of carpet is \$422.68 total.)

> _____ @ \$ 277.73 each Quantity of "Hassle-Free" packages

[@] \$ 144.95 each Additional 10' sections of carpet

To order this "Hassle-Free" booth package, please return this form with the Credit Card Authorization form

For additional rental items and Added Savings please refer to the enclosed Furniture and Accessories forms.

		Method of Payment & Credit Card Authorization Form REQUIRED to be submitted with this form.	TOTAL DUE <u>\$</u>
Please see the Terms and Conditi explanation of our policy on cano			
Exhibiting Company			
Contact Name		Booth#	
Phone #	Email		

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

ORDER INSTRUCTIONS

Advance Payment Deadline Date: 01/14/2022



EXHIBITOR:		BTH #			
EVENT:	Builders Home & Garden Show	2022			
FACILITY:	AMERICA'S CENTER				
DATES:	March 3-6, 2022	EVENT #031004SL			

Return this form to Tammy Ridgley. HBA will invoice you for services ordered. Fax: (314) 432-7185 / RidgleyT@hbastl.com

COMPLETE THE STEPS BELOW TO PLACE UTILITY ORDERS

Step 1 Complete the Method of Payment

This form must be completed and returned with the order forms below.

Step 2 Complete Utility Order Forms as Required

- A. Electrical Order
- B. Plumbing Order
- C. Lighting Order
- D. Booth Cleaning
- E. Floral

Step 3 Review Electrical Labor Instructions

This form will help you determine if you require electrical labor in your booth.

- A. What electrical work in your booth space needs to be performed by Edlen Electricians.
- B. How power is delivered to your booth in the facility (from the floor or ceiling).
- C. What other forms are required in order to schedule and pre-pay your estimated labor cost.

Step 4 Complete Additional Labor forms as Required

Forms include the following:

A. Electrical Distribution

This form is used for the distribution of power on the floor in your booth space. The form should be completed by <u>all island</u> booths. Inline and peninsula booths need to provide this information only if power is required at any location other than the rear of the booth space.

B. Plumbing Distribution

This form is used for the distribution of air/water & drain services in your booth space. The form should be completed by <u>all island</u> booths. Inline and peninsula booths need to provide this information only if plumbing is required at any location other than the rear of the booth space.

Step 5 Complete the Electrical & Plumbing Layout Forms (if applicable)

All island booths must return an electrical layout and plumbing layout (if applicable) indicating a main distribution point as well as any other locations requiring power or plumbing services. Inline and peninsula booths need to return an electrical layout only if power is needed at any other location than the rear of the booth.







E	M Advance Payment Deadline Date: 01/14/2022				
EXHIBITOR:		BTH #			
EVENT:	Builders Home & Garden Show 2022				
FACILITY:	AMERICA'S CENTER				
DATES:	March 3-6, 2022 EVENT #031004SL				

Return this form to Tammy Ridgley. HBA will invoice you for services ordered. Fax: (314) 432-7185 / RidgleyT@hbastl.com

ORDER INSTRUCTIONS

INLINE AND PENINSULA DELIVERY

The cost of 120-Volt outlets includes delivery to one location at the rear of inline or peninsula booths. If you require the outlet(s) to be distributed to any other location(s), material and labor charges apply. There is a minimum charge of (1) hour for installation and (1/2) hour for removal. Complete and return the Electrical Distribution Form along with a floor plan layout of your booth space indicating outlet location(s).

ISLAND BOOTH DELIVERY ONE LOCATION

Island booths that only need power delivered to one location include a (1) hour labor charge for installation & removal. Return a floor plan layout of your booth space indicating the outlet location with measurements and orientation.

ISLAND BOOTH DELIVERY MULTIPLE LOCATIONS

Island booths that require power to be delivered to multiple locations within their booth space incur a minimum (1) hour labor charge for installation. The removal of this work will be charged a minimum (1/2) hour or (1/2) the total time of installation. Material charges will apply. Return a floor plan layout of your booth space indicating a main distribution point and all outlet locations with measurements and orientation. If a main distribution point is not provided, Edlen will deliver to the most convenient location.

208/480V POWER DELIVERY AND CONNECTIONS

Edlen electricians must make all high voltage connections and disconnections on a time and material basis. Complete the Electrical Booth Work Form to schedule your estimated connection time and labor. Return form with your order.

24 HOUR SERVICES

Electricity will be turned on within 30 minutes of show opening and off within 30 minutes of show closing, show days only. If you require power at any other time order 24 hour power at double the outlet rate.

CANCELLATIONS

Credits will not be issued for services delivered and not used. See #13, 19 & 20 on back of form for additional details.

TERMS & CONDITIONS

I agree in placing this order that I have accepted Edlen's payment policy and the terms and conditions of the contract.

ELECTRICAL OUTLETS	Approximatery	120V/200V A.C.	ou cycle - Pli	ces are for En	
120 VOLT	QTY Show Hours Only	QTY 24hrs/day Double rate	ADVANCE PAYMENT PRICE	REGULAR PAYMENT PRICE	TOTAL COST
500 WATTS (5 AMPS)			80.00	118.00	
1000 WATTS (10 AMPS)			112.00	168.00	
1500 WATTS (15 AMPS)			137.00	210.00	
2000 WATTS (20 AMPS)			168.00	251.00	
208 VOLT SINGLE PHASE		·			
20 AMPS			258.00	387.00	
30 AMPS			322.00	494.00	
60 AMPS			492.00	765.00	
208 VOLT THREE PHASE					
20 AMPS			322.00	488.00	
30 AMPS			467.00	702.00	
60 AMPS			721.00	1080.00	
100 AMPS			1153.00	1730.00	
200 AMPS			1461.00	2146.00	
400 AMPS			2458.00	3688.00	
TRANSFORMER(S) Boost 2	208 Volt to 230 \	/olt			
Transformer (20 amp minim	um charge)	Total Amp	s:	_ x 5.00 =	
Please call for infor	mation on any	services you	require that a	re not listed	here.
480V CONNECTIONS Ap	proximately 48	30V A.C. 60 Cy	cle - Prices	are for Entire	e Event
480 VOLT THREE PHASE					
20 AMPS			586.00	878.00	
30 AMPS			702.00	1051.00	
60 AMPS			917.00	1376.00	
100 AMPS			1212.00	1819.00	

120V RENTAL MATERIAL (Must Pick up Items at Onsite Exhibitor Service Center)

15' EXTENSION CORD	27.00
POWER STRIP	 27.00

9 & 20	TRANSFER TOTAL TO BOX #2 ON METHOD OF PAYMENT FORM	TOTAL
l have	PRINT NAME:	
nd the	EMAIL:	PHONE:

TERMS & CONDITIONS

- 1. Order with payment & floor plan (for island booths or any booth requiring distribution of electrical services) must be received no later than the deadline date on the order form for advance payment rates to apply. Orders received without payment and required floor plan will not be guaranteed advance rates. Orders received after the deadline date will be charged at the regular rate. A purchase order or photocopy of a check are not considered valid forms of payment for securing advanced rate.
- 2. To receive advance rates a complete order inclusive of a scaled electrical layout must be received before the advance payment deadline date. The scaled layout must match the order and include power locations and orientation. Any changes or additional services received after the deadline date will be charged the regular payment price.
- 3. In the event order totals are calculated incorrectly, Edlen reserves the right to make the necessary corrections and charge the corrected amount. Exhibitors will be notified by email of any such corrections.
- 4. Outlet rates listed include bringing services to one location at the rear of inline and peninsula booths.
- 5. Outlet rates listed *do not* include the connection of any equipment, special wiring, or distribution of the outlets, to other than the standard locations within the booth space. Distribution to all other locations *regardless of booth type* require labor and is performed on a time and material basis. Exhibitors are invited to contact the local Edlen office to discuss any additional costs that may be incurred.
- A separate outlet must be ordered for each location where an electrical service is required. 5 amps or 500 watts is the minimum amount of power that can be ordered for any one location. Power must be ordered according to peak amperage ratings.
- 7. Island Booths Booths that require power to be delivered to multiple locations within their booth space incur a minimum (1) hour labor charge for installation. The removal of this work will be charged a minimum (1/2) hour or (1/2) the total time of installation. Material charges will apply. Return a floor plan layout of your booth space indicating a main distribution point and all outlet locations with measurements and orientation. If a main distribution point is not provided, Edlen will deliver to the most convenient location.
- 8. There is a total (1) hour or (1/2) hour installation and (1/2) hour removal charge for Island Booths that require delivery to one location.
- 9. Labor rates are based on current wage scales and are subject to change in the event of a wage increase after rates have been published. A minimum charge of (1) hour labor will apply for all installation work. The removal of this work will be charged a minimum of 1/2 hour or 1/2 the total time of installation, plus material.
- 10. Edlen Supervision—A supervisory charge of 10% of the prevailing labor rate will apply to all labor that exceeds one hour.
- 11. For a dedicated outlet, order a 20 amp outlet.
- 12. No inverters, self contained power supplies or devices that convert battery power to 120 volt power allowed.
- 13. In the event 1000 watt overhead quartz lights cannot be mounted to existing catwalks in the convention hall, lift and labor charges will apply. Contact our local office to discuss any additional charges.
- 14. Edlen employees are authorized to cut floor coverings when essential for installation of services unless otherwise directed.
- 15. Edlen is the exclusive provider of all material and equipment used in the distribution of temporary electrical services throughout the exhibit hall including the exhibitor booth space. This material is provided on a rental basis ONLY and remains the property of Edlen. It shall be removed only by Edlen employees.
- 16. Any extension cords or power strips ordered on the front of this form should be picked up at the Exhibitor Service Center. Credit will not be not issued for unused items.
- 17. Standard wall and other permanent building utility outlets or sockets are not part of a booth space and may not be used by exhibitors unless electrical services have been ordered through Edlen.
- 18. All equipment regardless of source of power, must comply with federal, state and local codes. Edlen reserves the right to inspect all electrical devices and connections to ensure compliance with all codes, for which labor charges can be incurred. Edlen is required to refuse connections where the Exhibitor wiring or equipment is not in accordance with electrical codes.
- 19. All electrical equipment must be properly tagged and wired with complete information as to the type of current, voltage, phase, cycle, horsepower, etc., required for operation.
- 20. All Exhibitors' cords must be a minimum of 14 gauge, 3 wire and grounded. Two (2) wire extension cords are not allowed. All exposed, non-current carrying metal parts of fixed equipment which are liable to be energized, shall be grounded.
- 21. Payment in full must be rendered during the event. Exhibitors ARE NOT billed for services provided. Services may be interrupted if payment is not received.
- 22. Credit will not be given for services installed and not used. All orders are subject to a 25% cancellation fee if cancelled in writing and received by Edlen (21) calendar days or less prior to the first contracted event move in date. Except sales tax, Edlen will not refund overpayment in amounts less than \$50.00 unless specifically requested in writing.
- 23. If the event is cancelled within 90 days prior to the first contracted event move-in day all orders are subject to a 25% cancellation fee. No refunds will be issued for events cancelled on or after the first contracted event move-in day.
- 24. Claims will not be considered or adjustments made unless filed in writing by Exhibitor prior to the close of the event.
- 25. Exhibitor holds Edlen harmless for any and all losses of power beyond Edlen's control, including, but not limited to, losses due to utility company failure, permanent power distribution failure, power failure caused by vandalism, faulty Exhibitor equipment or overloads caused by Exhibitor.
- 26. It is agreed that in the event it becomes necessary to turn this matter over to an attorney for collection, or to file a lien, or foreclosure, or otherwise, Exhibitor will pay Edlen its attorney fees or applicable agency fees.
- 27. A service charge of 1.5% per month on any unpaid balances will be assessed starting 10 days after date of invoice. A \$25.00 service charge will be assessed for all returned checks and credit cards. Exhibitor agrees to reimburse Edlen for all applicable rental taxes.
- 28. Exhibitor hereby agrees to all terms and conditions outlined on all order forms and the Edlen General Data Protection Regulation (GDPR) privacy policy which can be re-

COMMONLY ASKED QUESTIONS - WHERE WILL MY OUTLET BE LOCATED?

Outlets are located as depicted below for inline & peninsula booths. All other locations require labor on a time & material basis. Exhibitors with hard wall booths must make arrangements with Edlen to bring power inside the booth on a time and material basis.



FOR OTHER COMMONLY ASKED QUESTIONS VISIT OUR WEBSITE @ <u>WWW.EDLEN.COM</u> OR CALL THE NUMBER ON THE ELECTRICAL ORDER FORM

ELECTRICAL LABOR INSTRUCTIONS

Advance Payment Deadline Date: 01/14/2022

44th Annual Builders St. Louis	HEA HOME BUILDERS ASSOCIATION ST. LOUIS FACILITY:	EXHIBITOR:	BTH #	
Home &		EVENT:	Builders Home & Garden Show 2022	
		FACILITY:	AMERICA'S CENTER	
LP SmartSide		March 3-6, 2022	EVENT #031004SL	

Return this form to Tammy Ridgley. HBA will invoice you for services ordered. Fax: (314) 432-7185 / RidgleyT@hbastl.com

LABOR ORDERING INSTRUCTIONS

Step 1 Review Jurisdiction Information Below

The work outlined under Electrical Jurisdiction below must be performed by Edlen Electricians and cannot be performed by any other union or I&D House. Determine the type of work required in your booth space and complete the corresponding labor forms. The Power Delivery section indicates if power typically comes from the ceiling or the floor which may impact your booth layout.

Step 2 Complete the Appropriate Forms

There are 2 different forms utilized to schedule labor in your booth space. This allows exhibitors to pre-pay the estimated labor cost. This is only an estimate. Final labor and/or lift cost may be greater or less depending on time required and minimum labor charges.

A. Electrical Distribution

This form is used for the distribution of power on the floor in your booth space. This form should be completed for <u>all island</u> booths. Inline and peninsula booths need to provide this information only if power is required at any other location than the rear of the booth space.

Step 3 Return the following forms to Edlen

Electrical Order, Method of Payment, applicable Labor Forms and Electrical Layout.

ELECTRICAL JURISDICTION

WORK REQUIRING EDLEN ELECTRICIANS

- 1. Delivery of main power line to Island Booths only
- 2. Electrical distribution under carpet or overhead
- 3. Connection of all high voltage services
- 4. Hardwiring of any electrical apparatus

- 5. Installation of lighting hung from ceiling
- 6. Assembly & installation of lighting hung from ground supported truss
- 7. Installation of lighting & monitors
- 8. Installation & disconnect of powers packs/inverters

POWER DELIVERY

Power is typically delivered from the floor in this facility and is brought to one main distribution point. From this point it is distributed to all other locations in the booth space. Depending on the total power requirements an electrical panel may be placed at the main distribution point. Electrical panels utilize a minimum of 1'x1'6" floor space. Please call if you have any concerns.

ELECTRICAL DISTRIBUTION

th Annual Builders St. Louis

Advance Payment Deadline Date: 01/14/2022

-	Рюшисец Бу.				
flome & Garden Sliger	HOME BUILDERS ASSOCIATION ST. LOUIS	EXHIBITOR:		BTH #	
Presented by		EVENT:	Builders Home & Garden Show 2022		
Return this form to Ta		FACILITY:	AMERICA'S CENTER		
HBA will invoice you for services ordered. Fax: (314) 432-7185 / RidgleyT@hbastl.com		DATES:	March 3-6, 2022	EVENT #031004SL	

ELECTRICAL DISTRIBUTION UNDER CARPET

Decision and Decis

ALL Island booths MUST provide the information below. Inline and peninsula booths need to provide this information ONLY if power is required at any location other than the rear of the booth space. This information allows Edlen the opportunity to expedite move-in by having your power distribution complete prior to your scheduled move-in time. Complete all of the fields below including the "Labor Estimate" Section. Edlen will make every attempt to complete the work prior to your arrival, but it can not be guaranteed.

- 1. Provide an Electrical Layout Form:
 - A. The electrical layout must indicate each power outlet and its location with exact measurements.
 - B. The electrical layout must reflect booth orientation. Use surrounding booth or aisle numbers.
 - C. Identify a main distribution point. Power is delivered to that point and then distributed to other locations. Inline or peninsula booths do not need to provide a main distribution point. Power will be located at the rear of the booth.
 - D. If power is only required in one location in Island booths, indicate that location with measurements on your electrical layout.
- 2. What date will you begin building your booth?
 - Time: A. Date:
- 3. Will you be utilizing any specialty floor covering other than carpet, such as vinyl or wood?
 - A. Describe flooring:
 - B. Estimated date and time flooring installation will begin. Date: Time:
- 4. Show site supervisor:

Name	_ Cell #
Email	_ Company

5. The exhibitor acknowledges there is a minimum 1 hour labor charge for the distribution of services and 1/2 hour for the removal of services. Island booths that only require power delivered to one location incur a 1 hour installation and removal charge.

6. In the event a lift is required to deliver power from the ceiling, or if the exhibitor requests power be delivered from above when it's available on the floor, lift charges will apply for installation and removal. There is a minimum 1 hour installation and 1 hour removal cost for both lift and labor. For safety reasons lifts require a 2 man crew.

LABOR RAT	ES AND HOURS	DISTRIBUTION I	ABOR ESTI	MATE
Labor Minimums	Enter a minimum of 1 hour for installation and 1/2 hour for removal. For installation labor greater than 1 hour, dismantle is 1/2 the total installation time.	MAN HRS ST OT	RATE \$85.00 \$127.50	TOTAL
Straight Time	Monday - Friday, 8:00 AM - 4:30 PM, except Holidays.	DT BOOTH LABOR	\$170.00 ESTIMATE	
Overtime	Monday - Friday 4:30 PM - 8:00 AM, Saturday.	MAN HRS	RATE \$85.00	TOTAL
Double Time	Saturday after eight hours of OT, all day Sunday & Holidays		\$127.50 _ \$170.00 _	
TRANSFER E	STIMATED TOTAL TO BOX #3 ON METHOD		TED TOTAL	
AUTHORIZA	TION	<u>.</u>		
PRINT NAME:		DATE:		

ELECTRICAL BOOTH WORK

Advance Payment Deadline Date: 01/14/2022

44th Annual Builders St. Louis		EXHIBITOR:		BTH #
Home &		EVENT:	Builders Home & Garden Show 2022	
		FACILITY:	AMERICA'S CENTER	
		DATES:	March 3-6, 2022	EVENT #031004SL

Return this form to Tammy Ridgley. HBA will invoice you for services ordered. Fax: (314) 432-7185 / RidgleyT@hbastl.com

BOOTH LABOR REQUIREMENTS

The date and times completed below assist Edlen in scheduling electrical manpower. These times and number of men are not guaranteed. Otherwise, all requests are performed on a first come first serve basis. A representative must come to Edlen's service desk prior to each individual labor request time in order to confirm the booth is ready for labor. If labor is dispatched at the requested time and no "exhibitor supervision" is available, a minimum 1/2 hour labor charge per electrician applies.

Hardwiring of any Device or Apparatus (Any electrical device that does not come with a plug attached)

Day	Date	Time	# Elec	Hrs. Each	Total	
Connectio	on of High Voltage Service	s (208V - 480V)				
Day	Date	Time	# Elec	Hrs. Each	Total	
Installatio	on of Booth Lighting and/or	· Monitors				
Day	Date	Time	# Elec	Hrs. Each	Total	

OVERHEAD LIGHTING / OVERHEAD SIGNS / LIGHTING REQUIREMENTS

Assembly & Installation of Lighting Hung from Ceiling or in Booth (Complete Lighting Order Form)

LIFT RENTAL

In the event a lift is required lift charges will apply for installation and removal. There is a minimum 1 hour installation and 1 hour removal cost for both lift and labor. For safety reasons lifts require a 2 man crew.

LABOR RAT	LABOR RATES AND HOURS		BOOTH L	ABOR	ESTIMATE	
			MAN HRS	;	RATE	TOTAL
Labor Minimums	Enter a minimum of 1 hour for installation and 1/2 hour for removal. For installation labor greater than			ST	\$85.00	
	1 hour, dismantle is 1/2 the total installation time.			OT	\$127.50	
Straight Time				DT	\$170.00	
Holidays.		L		ITAL ES	TIMATE	
Overtime	Monday - Friday 4:30 PM - 8:00 AM, Saturday.		MAN HRS	5	RATE	TOTAL
Double Time	Saturday after eight hours of OT, all day Sunday &			ST	\$85.00	
	Holidays			ОТ	\$127.50	
				DT	\$170.00	
TRANSFER ESTIMATED TOTAL TO BOX #3 ON THE METHOD OF PAYMENT FORM			E	STIMATI	ED TOTAL	
AUTHORIZA	AUTHORIZATION					
PRINT NAME:				DATE:		





Advance Payment Deadline Date: 01/14/2022

EXHIBITOR:	BTH #			
EVENT:	Builders Home & Garden Show 2022			
FACILITY:	AMERICA'S CENTER			
DATES:	March 3-6, 2022	EVENT #031004SL		

Return this form to Tammy Ridgley. HBA will invoice you for services ordered. Fax: (314) 432-7185 / RidgleyT@hbastl.com

Adjacent Booth or Aisle #

POWER ORIGINATES FROM THE FLOOR IN THIS VENUE

Power is delivered from a floor port to a "main distribution point" in island booths and then distributed from that point. Indicate this location and all other outlet locations using the legend & grid below. Inline and peninsula booths need to provide this information only if power is needed at any other location than the rear of the booth. (See T&C page 4 for examples):

INDICATE BOOTH TYPE	INDICATE SCALE & TOTAL SQ FT	OUTLET LEGEND
Island	Example: 1 Square = 1 Foot	X = Main Distribution Point ▲ = 5amp/500 watt
Inline	Square = Ft	◆ = 10amp/1000 watt ★ = 15amp/1500 watt
Peninsula	Total Square Footage =	● = 20amp/2000 watt



Adjacent Booth or Aisle #

Adjacent Booth or Aisle

#

LIGHTING ORDER





	TRANSFER TOTAL TO BOX #4 ON METHOD	TOTAL			
Send floor plan indicating light	OF PAYMENT FORM				
locations for overhead lights and pole lights	PRINT NAME:				
	EMAIL:	PHONE:			

BC

2

BOOTH CLEANING OF	RDER		Ac	dvance Payment D	eadline	Date: 01	/14/202
44th Annual Builders St. Louis Produce	ed By:	EXHIBITOR:			BTH #		
Home &		EVENT:	Builders Ho	me & Garden Shov	v 2022		
Garden Show HOME BUI		FACILITY:	AMERICA'S	CENTER			
Presented by		DATES:	March 3-6, 2022		EVEN	EVENT #031004SL	
ExpertFinish there a stored	lalev. HBA	will invoice vou fo	for services ordered. Fax: (314) 432-7185 / RidgleyT@hbastl.com				
ORDER INSTRUCTIONS		-		e foot with 100' mini			
	Total		what days you would I		Advance	Regular	TOTAL
SCHEDULING SERVICES Please note which days you will require	Sq. Ft.		acuum scheduling bloc		Price	Price	COST
cleaning services. If no information is provided, services will begin on first day of		Vacuum Booth -	1 Day		.28	.34	
show opening and continue until the		Vacuum Booth -	2 Days		.52	.65	
number of days ordered are utilized.		Vacuum Booth -	3 Days		.78	.97	
VACUUM SCHEDULING		Vacuum Booth -	4 Days		1.04	1.30	
Dates Requested	SHAM		rand por squa	re foot with 100' mir	aimum co	(set)	
1st Day			inged per squa				τοται
2nd Day	Total Sq. Ft.			Date Service Requested	Advance Price	Regular Price	TOTAL COST
3rd Day		Shampoo Carpe	et - One Time Only	Date:	.36	.44	
4th Day	MOPP	ING (Charged	per square for	ot with 100' minimun	n cost)		
MOPPING SCHEDULING	Total	(Please schedule what days you would like the service Advance Regular TOTA					
Dates Requested	Sq. Ft.	provided in the Mo	opping scheduling blo	ck on the left)	Price	Price	COST
1st Day		Mop Booth - 1 C 			.36	.44	
and Day		Mop Booth - 2 D			.72	.90	
· · · · · · · · · · · · · · · · · · ·		Mop Booth - 3 D			1.08	1.35	
3rd Day		Mop Booth - 4 D	lays		1.44	1.80	
4th Day	PORT	ER SERVICES	(Charged per	dav)			
PORTER SERVICE SCHEDULING	# of	(Please schedule v	what days you would I	like the service	Advance	Regular	TOTAL
Dates Requested	Days			· ·	Price	Price	COST
1st Day		Up to 1500 squa			44.00	55.00	
2nd Day		1501 - 3000 squ			66.00	83.00	
3rd Day		3001 and over -	call for a quote				
4th Day	SPEC			MENTS			
PORTER SERVICE RATES				s or instructions that you may			
Rates include emptying waste baskets and policing of your exhibit area at two hour intervals during show hours.	indicate th	nat you would like the	America's Center to	provide more information and p	pricing on clea	nıng your disp	olay.

TRASH REMOVAL

Small office style trash cans placed at the edge of an exhibit booth at the end of the day will be emptied by the facility at no cost prior to the start of the event each day. Large trash cans that need to be emptied where they are located within the booth space need to order Porter Service.

AUTHORIZATION

PRINT NAME:

EMAIL:

PHONE:

TOTAL

TRANSFER ESTIMATED TOTAL TO BOX #5 ON THE METHOD OF

PAYMENT FORM

BOOTH CLEANING TERMS & CONDITIONS

- 1. Cleaning your exhibit area is not included in space rental.
- 2. Cleaning service can be ordered on site at the regular rate.
- 3. Our exclusive cleaning contract will not permit other service contractors to provide this service.
- 4. If you have any questions or need assistance with any orders items not listed, please call and ask for your Event Services Manager Representative.
- 5. Full payment is due in advance or at show site before any service is provided. Purchase orders are not considered payment.
- 6. It is your responsibility to advise our service center representative of any problem with any of your orders, and to check your invoice for accuracy prior to the close of the exhibition.
- 7. We require 100% prepayment of advanced orders, any orders or services placed at show site must be paid at show site. Payment must be in U.S. Funds and drawn on a U.S. Bank.
- 8. Should there be any unpaid balance after the close of the show, terms will be net, due and payable upon receipt of invoice. Effective 30 days after invoice date, any unpaid balance will bear a finance charge at the lesser on the maximum rate allowed by applicable law, or 1.5% per month, which is an annual percentage rate of 18%, and future orders will be on a prepayment basis only. If any finance charge hereunder exceeds the maximum rate allowed by applicable law, the finance charge shall automatically be reduced to the maximum rate allowed, and any excess finance charge received shall be either applied to reduce the principle unpaid balance or refunded to the payer.
- 9. This payment terms and conditions agreement shall be governed by and construed with the laws of the State of Missouri.
- Exhibitor hereby agrees to all terms and conditions outlined on all order forms and the Edlen General Data Protection Regulation (GDPR) privacy policy which can be reviewed by visiting: <u>https://ordering.edlen.com/LegalNotices/Terms-Edlen-GDPR.pdf</u>

PLUMBING ORDER





Е Μ Advance Payment Deadline Date: 01/14/2022 **EXHIBITOR:** BTH # EVENT: Builders Home & Garden Show 2022 FACILITY: AMERICA'S CENTER DATES:

Return this form to Tammy Ridgley. HBA will invoice you for services ordered. Fax: (314) 432-7185 / RidgleyT@hbastl.com

IMPORTANT NOTES ADDITIONAL CONNECTIONS COMPRESSED AIR: 90-100 LBS. PSI If you have more than one machine or multiple connections on a machine, you must order an additional connection for each machine or connection within 20 feet of the outlet ordered. Otherwise you must order another outlet. С AIR LINE RESPONSIBILITIES Ν Edlen is not responsible for moisture. oil, or water in air lines, loss of flow, or increase in pressure in line to equipment. Exhibitor should supply their own filters, driers, or other

equipment as needed. No compressors are permitted other than those supplied by Edlen unless they are a fixed part of your machine.

WATER PRESSURE

Pressure may vary. No guarantee can be made to minimum or maximum pressures. If pressure is critical, the Exhibitor should arrange to have a pressure regulator valve or pump installed. Edlen is not responsible for sediment color or taste of water

LABOR NOTES

OUTLET DELIVERY

There is a minimum labor charge of 1 hour to deliver and 1/2 hour to remove each air, water, and drain outlet. Outlets are delivered to the rear of inline and peninsula booths, and to one location in island booths. If a lift is required to drop the outlets from the ceiling, a 1 hour lift charge for installation and 1 hour for removal will apply.

OUTLET DISTRIBUTION

Once outlets have been delivered, the ramping and/or distribution of services on the floor will be done on a time and material basis. A minimum 1 hour labor charge for installation and 1/2 hour for removal will apply.

OUTLET CONNECTIONS

Connection to exhibitor equipment is included in the cost of the service. Special equipment requiring company engineering or technicians fo assembly, servicing, preparatory wor and operation may be execute without Edlen plumbers.

TERMS & CONDITIONS

I agree in placing this order that have accepted Edlen's paymer policy and the terms and conditions of contract

UTILITY SERVICES

EVENT #031004SL March 3-6, 2022 ADVANCE REGULAR TOTAL

	Air Outlet (call for a quote for 24-hour Air)	457.00	685.50	
	Additional Connections within 20' of Outlet	318.00	478.00	
	Size of connection required:			
FM R	EQUIREMENTS			
lust o	order CFM with air services. Refer to # 9 on Plue	mbing Terms, Cond	litions & Rec	ulations

CFM (There is a 5 CFM minimum charge per outlet/connection) Total CFM = Total CFM x ADVANCE Rate 7.00 Total CFM x REGULAR Rate 10.50 = WATER LINES (Edlen is not responsible for sediment or the color or taste of water.) Water Outlet 422.00 633.00 Additional Connections within 20' of Outlet 318.00 478.00 # of connections required: Size of connection required: PSI required: GPM required: DRAIN LINES (If waste water contains hazardous materials, chemicals, or metals, Edlen cannot drain it.) **Drain Outlet** 422.00 633.00 Additional Connections within 20' of Outlet 318.00 478.00 Number of connections required: Size of connection required:

FILL & DRAIN LABOR (Edlen is not responsible for sediment or the color of water)

`				
	1 – 50 Gallons	183.00	270.00	
	51 – 200 Gallons	183.00	270.00	
	201 – 500 Gallons	270.00	400.00	
	Each additional 100 Gallons up to 1,000 Gallons	29.00	44.00	

LABOR

Labor is required for all air, water, & drain lines, as well as distribution of services in your booth space or overhead. Complete the Plumbing Distribution form and include it with your order.

GAS & MISCELLANEOUS REQUIREMENTS (Call for a Quote)

y k d	TRANSFER TOTAL TO BOX #6 ON METHOD OF PAYMENT FORM	TOTAL
l	PRINT NAME:	
of	EMAIL:	PHONE:

PLUMBING DISTRIBUTION



44th Annual Builders St. Louis	Produced By:
Home &	
Garden Shiw	HBA
Presented by	ASSOCIATION ST. LOUIS
LP SmartSide	

EXHIBITOR:		BTH #			
EVENT:	Builders Home & Garden Show 2022				
FACILITY:	AMERICA'S CENTER				
DATES:	March 3-6, 2022	EVENT	#031004SL		

Return this form to Tammy Ridgley. HBA will invoice you for services ordered. Fax: (314) 432-7185 / RidgleyT@hbastl.com

PLUMBING JURISDICTION

The work described below falls within the jurisdiction of Edlen Plumbers and cannot be performed by any other union, I&D house or exhibitor. Contact our office for clarification regarding scope of work.

• Delivery of Air, Water and Fill & Drain lines

- Installation of lines delivered from overhead
- Distribution of Air, Water & Drain lines under carpet

1. REVIEW EACH SECTION AND COMPLETE LABOR ESTIMATE

A. Outlet Delivery & Removal

There is a minimum 1 hour labor charge for the delivery and 1/2 hour for the removal of each air, water and drain service. If a lift is required to drop services from overhead, a minimum 1 hour for installation and 1 hour for removal will apply.

B. Outlet Distribution Throughout Booth Space

Air, Water and Drain lines are brought to one location at the rear of inline, peninsula and island booths. If you require the distribution of services to any other location within the booth space, there is a minimum 1 hour labor charge for distribution and 1/2 hour for removal, or 1/2 the total time of installation, whichever is greater.

C. Outlet Connections

Connection to exhibitor equipment is included in the cost of the service.

2. DISTRIBUTION OF SERVICES IN BOOTH SPACE

- A. Island Booths need to provide the following information:
 - 1. The plumbing layout must indicate each outlet and its location with exact measurements.
 - 2. Each location should indicate the type of service. All air locations must include CFM requirements.
 - 3. The plumbing layout must reflect booth orientation. Use surrounding booth or aisle numbers.
 - 4. Identify a main distribution point. Services are delivered to that point and then distributed to other locations.
- B. Inline or Peninsula booths must provide the same information with the exception of the main distribution point. The main distribution point will be located at the rear of the booth space.

C.	Date you will begin building your booth:	Estimated time:	
D.	Will you be utilizing any specialty floor covering other than carpet, such as vinyl or wood?		
	1. Describe flooring:		
E.	What time do you estimate needing the physical connection to your equipment? Date:		_Time:

F.	Show site supervisor:	Company:
	Cell #:	Email:

G. This information allows Edlen the opportunity to expedite move-in by having your plumbing distribution complete prior to your scheduled move-in time. Complete the "Labor Estimate" Section below. Edlen will make every attempt to complete the work prior to your arrival.

PLUMBING LABOR ESTIMATE				WORK RATE SCHEDULE		
MAN HRS RATE TOTAL			TOTAL	ST	Monday - Friday, 8:00 AM - 4:30 PM, except Holidays.	
	ST	\$85.00		ОТ	Monday - Friday 4:30 PM - 8:00 AM, Saturday	
	ОТ	\$127.50		DT	Saturday after eight hours of OT, all day Sunday & Holidays	
	DT	\$170.00		AUTH	IORIZATION	
ESTIMATED TOTAL				PRINT	NAME:	
TRANSFER ESTIMATED TOTAL TO BOX #3 ON THE METHOD OF PAYMENT FORM				DATE		
					PLUMBINGLABOR.V1.SL.08.19 PG 12	

Advance Payment Deadline Date: 01/14/2022



Adjacent Booth or Aisle #

EXHIBITOR:		BTH #			
EVENT:	Builders Home & Garden Show 2022				
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PLUMBING SERVICES ORIGINATE FROM THE FLOOR IN THIS VENUE

Air, water & drain services are delivered from a floor port to a "main distribution point" in island booths and then distributed from that point. Indicate this location and all other outlet locations using the legend & grid below. Inline and peninsula booths need to provide this information only if these services are needed at any other location than the rear of the booth. (See T&C page 4 for examples):

INDICATE BOOTH TYPE	INDICATE SCALE & TOTAL SQ FT	OUTLET LEGEND
Island	Example: 1 Square = 1 Foot	X = Main Distribution Point
Inline	Square = Ft	W = Water A = Air
Peninsula	Total Square Footage =	D = Drain AC = Addt'l connection

Adjacent Booth or Aisle



Adjacent Booth or Aisle # _____

PLUMBING TERMS, CONDITIONS & REGULATIONS

- 1. A complete order with payment and floor plan inclusive of a scaled layout (for island booths or any booth requiring distribution of plumbing services) must be received no later than the deadline date for advance payment rates to apply. Orders received without payment and required floor plan are not guaranteed advance rates. Orders received after the deadline date will be charged at the regular rate. A purchase order or photocopy of a check are not considered valid forms of payment for securing advanced rate.
- 2. To receive advance rates a complete order inclusive of a scaled plumbing layout must be received before the advance payment deadline date. The scaled layout must match the order and include plumbing locations and orientation. Any changes or additional services received after the deadline date will be charged the regular payment price.
- 3. In the event that totals are calculated incorrectly, Edlen reserves the right to make the necessary corrections. Exhibitors will be notified by email of any corrections made. This includes adding the required minimum CFM charges when applicable and labor charges.
- 4. All outlets will be installed on the floor at the back wall of inline and peninsula booths. All services ordered for island booths will be dropped to one location in the booth. Edlen will make every attempt to deliver these services to a location convenient to the exhibitor.
- 5. Distribution of services throughout the booth space, whether under the carpet, above the carpet or overhead is done on a time and material basis. Lift charges may also apply for overhead distribution.
- 6. Additional footage charges apply when an Exhibitor requires services that are further than 90 feet away from closest outlet and when dropped from overhead when services originate on the floor or columns.
- 7. Labor charges apply when an exhibitor requires services to be dropped from overhead when services originate on the floor or columns.
- 8. The CFM requirements (Cubic Feet per Minute) determine the volume of air required to properly operate exhibitors equipment. CFM is a labor charge for sizing and installation of the service infrastructure.
- 9. In some instances a pump is required to drain services out of an exhibitor's booth. When this occurs, time & material charges apply. Exhibitors are encouraged to contact Edlen to discuss any potential additional costs.
- 10. Connection to exhibitor equipment is included in the cost of the service. Special equipment requiring company engineering or technicians for assembly, servicing, preparatory work and operation may be executed without Edlen plumbers.
- 11. Service outlet size is determined by the volume required. Air line size is dictated by the CFM requirements and air line terminations vary.
- 12. Compressed Air is supplied during show hours only. If compressed air is required for non-show hours call for a quote.
- 13. Wall, column and permanent building utility outlets are not part of booth space and are not to be used by exhibitors.
- 14. Unless otherwise directed, Edlen personnel are authorized to cut floor coverings to permit installing service(s) ordered.
- 15. Pressure for Water Services may vary. No guarantee can be made of minimum or maximum pressure. If pressure is critical, the exhibitor should arrange to have a pressure regulator valve installed.
- 16. Natural Gas "when available" is not regulated by Edlen and is at the facility pressure. Call for price quote when available.
- 17. Gas & Cylinders "when available" 1025 1030 BTU per cubic foot at 7' water column pressure. Credit will not be provided on unused cylinders.
- 18. All equipment using water must have inlet and outlet properly tagged.
- 19. All equipment must comply with state and local codes.
- 20. Edlen will not be responsible for moisture or water in air lines. Exhibitors should supply their own filter or other equipment to handle moisture or water.
- 21. For gas cylinders or any other special requirements call for a quote. Delivery charges will apply to any specialty equipment delivered and removed from the exhibitor booths.
- 22. Edlen must have 30 days notice in order to supply special regulators, strainers, traps, etc.
- 23. Credit will not be given for services installed and not used. All orders are subject to a 25% cancellation fee if cancelled in writing and received by Edlen (21) calendar days or less prior to the first contracted event move in date. Except sales tax, Edlen will not refund overpayment in amounts less than \$50.00 unless specifically requested in writing.
- 24. If the event is cancelled within 90 days prior to the first contracted event move-in day all orders are subject to a 25% cancellation fee. No refunds will be issued for events cancelled on or after the first contracted event move-in day.
- 25. Claims will not be considered or adjustments made unless filed in writing prior to close of the event; no exceptions.
- 26. Credit will not be given for outlets installed or connections made and not used.
- 27. Payment in full for all plumbing services provided must be made in full prior to close of the event.
- 28. It is agreed that in the event it becomes necessary to turn this matter over to an attorney for collection, or to file a lien, or foreclosure, or otherwise, exhibitor will pay Edlen its attorney fees or applicable agency fees.
- 29. A service charge of \$25.00 will be assessed for all returned checks or declined credit cards.
- 30. A service charge of 1.5% per month on any unpaid balances will be made starting 10 days after date of invoice.
- 31. Exhibitor hereby agrees to all terms and conditions outlined on all order forms and the Edlen General Data Protection Regulation (GDPR) privacy policy which can be reviewed by visiting: <u>https://ordering.edlen.com/LegalNotices/Terms-Edlen-GDPR.pdf</u>

POWER TO OPERATE ANY PLUMBING APPARATUS IS NOT INCLUDED. ALL ELECTRICAL REQUIREMENTS MUST BE ORDERED ON THE ELECTRICAL FORM.

For further information visit our website @ <u>www.edlen.com</u> or call the number on the Plumbing Order form

FLORAL ORDER FORM

Advance Payment Deadline Date: 01/14/2022

Produced By:	EXHIBITOR:	BTH #				
	EVENT:	Builders Home & Garden Show 2022				
	FACILITY:	AMERICA'S CENTER				
	DATES:	March 3-6, 2022	EVENT #031004SL			

Return this form to Tammy Ridgley. HBA will invoice you for services ordered. Fax: (314) 432-7185 / RidgleyT@hbastl.com

GREEN PLANTS

ORDER INSTRUCTIONS

44th Annual Builders St. Louis Home &

LP SmartSide

Garden SI

this order form.

in the rental price.

9.68%.

Walter Knoll Florist.

ADVANCE PAYMENT PRICE Advance Regular TOTAL (Please circle type of plant when ordering) QTY Price COST Price For advance payment price to apply we 3' GREEN PLANTS Circle one: Palm Tree Bushy 40.61 54.83 must receive your order with payment prior to the deadline date posted on the top of 4' GREEN PLANTS Circle one: Palm Tree Bushy 51.59 69.64 5' GREEN PLANTS Circle one: Palm Tree Bushy 62.56 84.47 FLORAL DELIVERY 6' GREEN PLANTS Circle one: Palm Tree Bushy 73.54 99.29 All floral pricing includes delivery and pickup from the booth or designated 7' GREEN PLANTS Circle one: Palm Tree Bushy 84.51 114 09 Circle one: Palm Tree Bushy 8' GREEN PLANTS location within the America's Center. 138.30 179.37 10' GREEN PLANTS Circle one: Palm Tree Bushy 142.70 192.65 **RENTAL RETURNS** 12' GREEN PLANTS Circle one: Palm Tree Bushv 160.25 216.35 Rental items that are not in the booth at the 15' GREEN PLANTS Circle one: Palm Tree Bushy 215.14 290 44 close of the show will be charged a minimum of 2X the rental price again. LARGE FERN / VINING 32.93 44.47 CASCADING 1' WIDE X 10" TALL 27.44 36.98 STRING LIGHT RENTAL UPRIGHT SMALL 18" WIDE X 1' TALL 27.44 36.98 If you order string lights, you must also FLOWERING PLANTS (Select color when ordering) order electric for them separately on the electrical order form. Power is not included FLOWERING MUM PLANT (Yellow / White / Lavender /Asst) 37.83 48.38 BROMELIAD (Red / Lavender / Orange / Pink) 38.42 51.87 **CONTAINER UPGRADES** AXALEA (Red / Orange / White) 43.90 59.27 KALANCHOE (Red / Orange / Yellow/Pink) Container upgrades are available in Gold 38.42 51.87 and Silver for an additional fee. These **FLORALS & MISCELLANIOUS** containers must be pre-ordered. Delivery can not be guaranteed for on-site orders. FRESH CUT ARRANGEMENT - SMALL 65.86 88.92 FRESH CUT ARRANGEMENT - MEDIUM 93.30 125.96 FRESH CUT ARRANGEMENT - LARGE 164.65 222.28 The rental rate of all items on this form includes sales tax added at a rate of **BLOOMING BASKET - SMALL** 65.86 88.92 **BLOOMING BASKET - MEDIUM** 93.30 125.96 **BLOOMING BASKET - LARGE** 164.65 222.28 FLORAL BOUTONNIERE (Specify color pallet: All floral services will be delivered by 13.18 17.79 FLORAL CORSAGE (Specify color pallet: 32.93 44.47 **MINI LIGHTS** 16.47 20 45 6" BUBBLE BOWL 32.93 44.47 noll 10" BUBBLE BOWL 54.88 73.97 CONTAINERS Select color: Gold/Silver/Black 27.44 27.44 SALES TAX DUE UNLESS EXEMPTION **CERTIFICATE ACCOMPANIES ORDER** TRANSFER TOTAL TO BOX #7 ON TOTAL **TERMS & CONDITIONS** METHOD OF PAYMENT FORM I agree in placing this order that I have PRINT NAME: accepted Edlen's payment policy and the terms and conditions of contract.

EMAIL:

SALES TAX

FLORIST

FLORAL.V1.SL.08.19 PG 15

PHONE:



Smart City Wireless Services America's Center Convention Complex





Connect to the network name (i.e., Exhibitor Internet or Instant Internet) by following your computer's procedure for choosing available wireless networks.



OPEN BROWSER

Open your browser (Internet Explorer, Firefox, Safari, or other browser). You should see a page resembling the graphic shown below. If you do not see the graphic shown, please refresh your browser.



BUY NOW

If this is your initial purchase, enter your username (email address) and password, then click BUY NOW. Follow prompts to complete your purchase or log-in. Refer to service options and limitations shown to the right.



LOGIN

If you have already created an account and are returning for additional sessions, click LOGIN.



Wireless Options

Depending on where you are in the facility, you will see one or both of the following SSIDs (network names). Although you may see both Exhibitor and Instant Internet, they are not actually supported in all areas. These networks are supported only in the areas designated below. Choose the option which best suits your location and requirements.

Exhibitor Internet	Instant Internet
Available in exhibit halls	Available in common areas and meeting rooms
*Connectivity speeds up to 1.54Mbps up/down	*Connectivity speeds up to 768k up/down
5 GHz wireless frequency only	1 day for \$12.95
1 day for \$79.99	Complimentary Internet
3 day for \$227.97 5% discount	Available in common areas
5 day for \$359.95 10% discount	*Connectivity speeds up to 512k up/down

* *Each purchase is limited to one device. One account cannot be shared among multiple devices simultaneously.*

Questions

For questions regarding wireless services of any of the other wired internet and telephone services we provide, please call Smart City at 888-446-6911 or visit us online at www.smartcitynetworks.com

*INCENTIVE RATE APPLIES TO ORDERS RECEIVED WITH PAYMENT 14 DAYS PRIOR TO 1 ST DAY OF SHOW MOVE-IN



INTERNET SERVICE CONTRACT AMERICA'S CENTER CONVENTION COMPLEX



Exhibitor Company Name: Booth/Room#: Show Name: 2020 Smart City Networks. All Rights Reserved Builders St. Louis Home & Garden Show Show Start Date: Show End Date: Billing Company Name: March 3, 2022 March 6, 2022 INCENTIVE ORDER DEADLINE: Billing Company Address: February 11, 2022 On-site Contact Name: On-site Cell Number: City, State, Zip: Country: Cell Number: Contact Name: Phone Number: Contact Email: **INCENTIVE*** BASE BASIC INTERNET, NOT FOR STREAMING **ON-SITE** TOTAL QTY Includes: 1 Private IP Address, Routers PROHIBITED and will not work 1.5 Mbps Burstable To 3 Mbps (DHCP), Intended for light Internet usage \$1,140 \$895 \$1,368 \$220 Additional Device(s), Per Device Up to 4 [6 or more available online] \$185 \$255 Effective September 30, **INCENTIVE*** BASE TOTAL **DEDICATED INTERNET, FOR STREAMING, GAMING & WEBCAST** QTY **ON-SITE** Includes: 5 Public IP Addresses, Routers SUPPORTED **Dedicated 3 Mbps** \$3,495 \$4,370 \$5,244 **Dedicated 6 Mbps** \$5,900 \$7.375 \$8.850 Dedicated 10 Mbps \$7,850 \$9,810 \$11,772 2020 - December 31 \$11,700 \$17,556 Dedicated 15 Mbps \$14,630 Dedicated 20 Mbps \$15,500 \$19,380 \$23,256 Upgrade to 29 Public Static IP Addresses \$995 \$1,194 \$1,433 Higher bandwidth services available for uhd streaming BASE TOTAL **INTERNET EQUIPMENT & LABOR** QTY **INCENTIVE* ON-SITE** Switch Rental – up to 24 ports \$225 \$270 \$185 , 2021 - V09212020 \$62 Patch Cable (up to 100') - Cat5e \$50 \$74 Labor / Floor Work – four lines per hour \$125 \$125 \$125 Distance Fee for each Internet line delivered outside the facility \$500 \$500 \$500 WIRELESS INTERNET, Full products catalog available online SPECIAL QUOTE, Attachment A or Statement of Work (if applicable) **SUBTOTAL** Upon execution of this document the Customer hereby authorizes Smart City Networks to provide services as requested herein, is authorized to request such services and **ESTIMATED 10% TAX/FEES** acknowledges full and complete understanding of the Terms and Conditions.

ACCEPTANCE OF TERMS AND CONDITIONS AND AUTHORIZATION OF ORDER

Printed Name:	Signature:	Date:
(X)	(X)	//

PAYMENT IN FULL IS REQUIRED PRIOR TO THE EVENT

When your order is processed, you will receive an email with a link to Smart City Networks payment portal where you can pay via credit card.

Make checks payable to Send completed form(s) with payment to: 5795 W. Badura Avenue, Suite 110

SMART CITY NETWORKS Las Vegas, NV 89118

GRAND TOTAL



Customer Number: 2021-027-896



*INCENTIVE RATE APPLIES TO ORDERS RECEIVED WITH PAYMENT 14 DAYS PRIOR TO 1 ST DAY OF SHOW MOVE-IN



TELEPHONE SERVICE CONTRACT



AMERICA'S CENTER CONVENTION COMPLEX

Exhibitor Company Name:		Booth/Room#:	n#: Show Name:					
			Builders St. Louis Home & Garden Show			W		
Billing Company Name:		1	Show Start Date: Show End Date:					
			Mai	rch 3,	2022 M		March 6, 20)22
Billing Company Address:			INCE	NTIVE C	RDER DEADLINE:	1		
			Feb	ruary	11, 2022			
City, State, Zip:		Country:	On-site Co	ntact No	ame:	On-si	te Cell Number:	
Contact Name:	Phone Number	I	Contact Err	nail:		Cell N	Number:	
VOICE SERVICES,	PBX Service – Domesti	c Long Distance Incl	uded	QTY	INCENTIVE*	BASE	ON-SITE	TOTAL
Single Line 🛛 Instrume	ent 🛛 Non Dial 9	International Long	Distance		\$275	\$345	\$414	
Multi Line Phone with (1) main number and (1) rollover line					\$415	\$520	\$624	
Muiti Line Phone with (i) main number and (I) rollover line			\$415	\$520	<u>۵024</u>	
Speaker Phone Line wit	th Polycom Instrument				\$465	\$575	\$690	
Distance Fee for each 1	elephone line deliver	ed outside the facili	ity		\$100	\$100	\$100	
		6 <i></i> .						
SPECIAL QUOTE, A	ttachment A or Staten	nent of Work (it app	olicable)					
LL at fals				~			SUBTOTAL	
Upon execution of this		,		,				
Networks to provide s					ESTIMA	ATED 10%	TAX/FEES	
such services and ac	knowledges tull and	complete unders	tanding of	the				
Terms and Conditions.					GRAND TOTAL			

ACCEPTANCE OF TERMS AND CONDITIONS AND AUTHORIZATION OF ORDER

	Printed Name:	Signature:	Date:
(X)	(X)		//
	PAYMENT IN FULL IS RE	QUIRED PRIOR TO THE EVENT	
	When your order is processed, you will receive an	Make checks payable to	SMART CITY NETWORKS
	email with a link to Smart City Networks payment portal	Send completed form(s) with payment to:	5795 W. Badura Avenue, Suite 110

where you can pay via credit card.

Las Vegas, NV 89118



Customer Number: 2021-027-896



WIRELESS PERFORMANCE AGREEMENT

Company Name:

Center: America's Center Convention Complex

Show: Builders St. Louis Home & Garden Show

Customer / Ref #: 2021-027-896

OVERVIEW

Smart City is the exclusive provider for wired and wireless services for the Facility and has in operation a comprehensive wireless 802.11 network. The actual maximum bandwidth available depends on how many users are accessing the network simultaneously at any given time dependent upon the type of service purchased. Router, Streaming Applications, VoIP, DHCP, NAT or Proxy Servers are not allowed with this connection. Smart City can engineer custom dedicated network(s) to achieve your company objectives. Please contact us at (888) 446-6911 to discuss your network design.

CUSTOM WIRELESS NETWORKS

If you require wireless 5 GHz access for application demonstrations, Smart City is able to build a custom 5 GHz wireless network in your booth. Please call Smart City at (888) 446-6911 for a custom wireless quote.

INTERNAL NETWORKS

Smart City is the exclusive provider of all voice, wired and wireless data services. Wireless Devices not authorized by Smart City are strictly prohibited. Smart City requires all Customers showcasing their wireless products to contact Smart City 21 days prior to the show move-in so that we may engineer a cohesive network operating without interference (all approvals will incur a Wireless Engineering Management Fee). Please provide Smart City with the make and model of your wireless router for network approval (wireless access points without adjustable power outputs cannot be authorized under any circumstances). Wireless devices need to be programmed on-site following Smart City guidelines.

CUSTOMER ACCEPTANCE

Wireless service is inherently vulnerable to interference from other devices that transmit similar radio frequency signals or that operate within the same frequency spectrum. Smart City does NOT recommend wireless service for mission critical services such as presentations or product demonstrations that can accept a wired connection. Per our Terms and Conditions listed on Smart City's Customer Contract, misuse of any wireless service may result in service interruption to yourself or other Customers and can lead to disconnection of the Customer's equipment. No service refunds will be given.

ALL WIRELESS ACCESS POINTS NOT AUTHORIZED BY SMART CITY ARE PROHIBITED.

I hereby attest that I understand the limitations and vulnerabilities of the wireless service provided by Smart City. I also understand that if I use this service for any reason including, but not limited to, demonstrating, showcasing or presenting my product(s), Smart City will not be responsible for possible interference that I may experience. Upon receipt of the completed Smart City Contract, Smart City Services will be activated / available for your use.

Printed Name:	Signature:	Date:
	°	
Title:	Email:	Phone #:



"COMMUNICATIONS" FLOORPLAN WORKSHEE

BOOTH SIZE ____ft x ___ft

Company Name:

Show: Builders St. Louis Home & Garden Show

Center: America's Center Convention Complex Custom



Customer / Ref #: 2021-027-896



Voice and Data communications cabling. Smart City is the exclusive installer of Voice and Data communications cabling. Smart City provides cabling to booths, within booths (under carpet and flooring) and from booth-to-booth. Fiber Optic, twisted pair (Category 3, 5 and 6) and all other data and telecommunication cable fall under Smart City's area of expertise.

IMPORTANT! Prior to installation of service, a complete Floorplan is required. Please utilize this grid should you not have your own Floorplan to send us. You may use a different Floorplan for each service group (Telephone, Internet, etc.) or combine all services on one Floorplan. For a Floorplan to be considered complete it must include all the information listed below (Main Distribution Location "MDL", designated location of items within the booth, surrounding booths, scale-length and width).

Booth Orientation: For Smart City to accurately install services a minimum of one surrounding Booth or Aisle # is required, two or more is best.

SCALE: 1 BOX IS = TO

SPECIFY YOUR DESIRED LOCATION OF SERVICES

X = MAIN DISTRIBUTION LOCATION (MDL)

The originating line(s) for service, whether overhead, a floor pocket or a column, will be delivered to a **"MDL"** before booth distribution. Example: Storage area, back of booth, etc. Unless specified, the default for the "MDL" will be the back of the booth or where Smart City deems the most convenient. All distribution of services to their final destination within the booth will originate from the Main Distribution Location "MDL". A per line move fee will apply to relocate services within your booth after they have been engineered and/or installed.

T = TELEPHONE/FAX
I = INTERNET SERVICE
H = HUBS
PC = PATCH CABLES
C = COMPUTERS

Location of primary **Internet Service "I"**, **Hubs "H"**, **Patch Cables "PC" and / or Computers "C"**. For Smart City to perform your floor work, you will need to indicate the location of each item you want cabled. Make sure to order your floor work, hubs, and patch cables early and in advance of the show moving in.



Booth or Aisle# in **FRONT**_____



You may reach us with questions at: Call (888) 446-6911 • Email: <u>customerservice@smartcitynetworks.com</u> Order online at: <u>https://orders.smartcitynetworks.com</u> Or fax order to (702) 943-6001 ffective September 30, 2020 – December 31, 2021-V09212020



EXHIBITOR 3 DACKET



HOME & GARDEN SHOW

MARCH 3-6, 2022

Please return required materials to: Jenn Morrison, Sr. Catering Sales Manager jmorrison@levyrestaurants.com 314-342-5243

All documents due no later than February 3, 2022



Levy Restaurants has the exclusive rights to sell food and beverage in and around the America's Center Complex and Dome. All food items must be provided by Levy Restaurants. Menu selections, room requirements and all other arrangements must be received by Levy Restaurants, in writing, 30 days prior to the function date. No food or beverage items may by brought onto the premises unless written permission is requested by the customer and written permission is granted as stipulated under contract terms and conditions. No food items may be removed from any function

SAMPLING

There is no charge for sampling of food or non-alcoholic beverage provided:

(1) The exhibitor is the manufacturer or distributor of the product(s) and the sole purpose of the exhibit is to market the product to the show attendees and not for the purpose of retail sales of the product(s) for profit.

(2) The product is offered in single bite portions no larger than 2 inch by 2 inch dimensions or no larger than 4 ounce liquid portions. No liquid product may be handed out in their original packaging at any time.

(3) The product is properly dispensed in full compliancy with all applicable federal, state and local health and sanitation regulations. Local Health Department permits are not required but the completed Exhibitor Sampling Form for Levy Restaurants will still be required.

All alcoholic products to be sampled must be approved prior to show. All alcoholic products must be delivered to the America's Center dock (off of Cole Street) from an approved distributor, and delivery times are to be coordinated between the exhibitor and Levy. All invoices must be invoiced to Levy Restaurants and paid in full to Levy Restaurants by the exhibitor 2 weeks prior to the event. The distributor will then be reimbursed according to Missouri State liquor laws within 30 days of the invoice. With prior approval from Levy, sponsored or donated alcohol is permitted, and Levy should receive a S0 invoice with receipt of payment 2 weeks prior to the event. A Certificate of Insurance must be provided and an Alcohol Release and Indemnity Contract signed, and they must be exact. This is law and we can't allow any exceptions.

Alcohol sampling requires service from union bartenders through Levy Restaurants. Bartender fees of \$150.00+ per 4 hours with a 4 hour minimum will be applied. Donated product will require a corkage fee, assessed by your Catering Sales Manager.

SELLING

Requests for the right to sell food must be submitted prior to an event by both the sponsoring event management and the requesting vendor. Upon approval, there will be a charge per location per day which must be paid in advance to Levy Restaurants. This fee is non-negotiable and non-refundable. Outside food and beverage is not permitted in the America's Center/The Dome and MUST be approved before the show.

All approved vendors selling products must submit pricing and specifications to Levy Restaurants 30 days in advance. All approved vendors are responsible for all booth rental fees, tables, electrical, plumbing, drayage, and all other America's Center Services. Vendors must also have \$1,000,000.00 Liability Insurance naming Levy Restaurants as additional insured, and are responsible for all local and state laws. A Certificate of Insurance must be provided. NO EXCEPTIONS.

STORAGE/HANDLING

Refrigerated, frozen, and dry storage is available at a rate of S50.00+ per pallet. There is a onetime handling fee of S50.00+ and a S25.00+ charge per delivery. Use of the kitchen facility is available for a fee with prior approval of the Executive Chef. Storage may not always be available; it is the responsibility of the exhibitor/vendor to supply adequate storage in this case. Levy Restaurants is not responsible for any loss of product.

______SIGNATURE: _

If sampling, selling, or utilizing storage please sign to acknowledge Levy Catering policies

COMPANY:

____ NAME (PLEASE PRINT):__

DATE:



All products prepared and/or sampled must be approved by America's Center Catering and are subject to the Terms and Conditions and applicable service charges. Food sampling is permitted only by the manufacturing company or the distributor of the product.

Any food that is fully or partially baked, grilled, fried, heated or otherwise prepared in the booth for attendee sampling must be listed on the BoothForm. Temperature sensitive foods such as milk or egg products (dips, ice cream, mayonnaise, etc.), cold cuts, fish, or any other product that requires a regulated temperature should also be listed on this Booth Form.

The exhibitor is the manufacturer or distributor of the product(s) and the sole purpose of the exhibit is to market the product to the show attendees and not for the purpose of retail sales of the product(s) for profit.

The product is offered in single bite portions no larger than 2 inch by 2 inch dimensions or no larger than 4 ounce liquid portions. No liquid product may be handed out in their original packaging at any time and product must be non-alcoholic unless permits have been provided and approved by Levy.

The product is properly dispensed in full compliancy with all applicable federal, state and local health and sanitation regulations. Local Health Department permits are not required but the completed Exhibitor Sampling Form for Levy Restaurants will still be required.

All food must be prepared on-site or at an approved food establishment, which obtains its products from an approved source.

Food temperatures must be 140 degrees or above (hot), 45 degrees or below (cold).

Metal-stemmed thermometers must be provided at booth to monitor product temperature.

Each booth must have adequate refrigeration (mechanical or dry ice).

Ice must come from a licensed commercial source (not made at home).

Wet ice can be used for canned or bottled soda in cold storage.

Wet ice used for drinks must be kept in separate containers with an ice scoop provided.

Ice cream dipping- see Event manager for special instructions.

Food containers (transportation and storage)must be hard, food grade plastic or stainless steel and easy to clean (no Styrofoam). Single service items such, as cups, plates, spoons, forks, etc., shall be used in dispensing of food and be provided by the exhibitor. Tongs, plastic gloves or other appropriate utensils are required in the handling of food products and provided by the exhibitor. Eating or smoking in the booth is prohibited.

Proper hand wash facilities must be provided at booth(sanitary towelettes are acceptable).

Persons with any type of infection are prohibited from handling food and from working in a food preparation area.

Sufficient clothing must be worn while working in booth (no tank tops or similar attire).

At least a five (5) gallon container of water with approved sanitizing such as 1 tsp. Bleach for each 2 gallons of water must be available to clean and sanitize utensils or pans that may have been dropped or need cleaning

If sampling, please sign to acknowledge Health Department policies COMPANY: ______ NAME (PLEASE PRINT):_____ DATE: ______ SIGNATURE: ______

	SAMP	LING	FORM	
	Jenn Morrison	rn required , Sr. Catering onelevyrestau 314-342-524		
SHOW: Home &	Garden Show	DATES:	March 3-6, 2	022
COMPANY:			BOOTH # :	
COMPANY ADDRESS:				
CONTACT NAME:	PHONE #			
CONTACT EMAIL:				
Please list food ite	ms to be displayed c method of hold		2	of preparation, an

ITEM	PREP LOCATION	STORAGE LOCATION

If sampling, please sign before submitting form COMPANY: ______ NAME (PLEASE PRINT):_____

DATE: _____

CONVENTION



Absolutely <u>no outside food or beverage</u> is permitted to be brought into the America's Center and Dome by exhibitors

-All food and beverages must be ordered through Levy Catering, the exclusive caterer at the America's Center

-All food and beverage selections must be placed <u>30 Days</u> prior to the event. Orders that are submitted less than 30 Days in advance will be subject to a 10% increase.

-Payment in-full will occur prior to the event and the designated card will be charged for anything added by the exhibitor during the event. A detailed invoice will be provided, and a secure link will be emailed directly to process order payment.

-Please note that all food and beverage items are subject to a 22% taxable service charge plus applicable 11.179% sales tax.

-Please allow for a minimum of 45 minutes to one hour for all replenishment requests during the show.

-All exhibitor orders less than \$150, exclusive, will be subject to a \$50 delivery fee.

-A bartender is required to service all alcohol orders at a rate of \$150 plus tax per four hours. Any additional request service attendants are a rate of \$150 plus tax per four hours.

-Exhibitors will be responsible for supplying any tables needed for food service, trash removal from booth, as well as electrical requirements for catering equipment. Levy is not responsible for any of these items inside the booth, and will not place food and beverage without the required items at time of function start.

-Orders are only accepted via email.

-In order to ensure PCI-DSS compliance, we cannot accept credit card details through email for payment or refund processing. Please do not email your credit card information.

If ordering booth catering, please sign to acknowledge Levy policies _____ NAME (PLEASE PRINT):______

SIGNATURE:

DATE:

COMPANY: ___
BOOTH	ORDE		ORM		
SHOW: Home & Garden Show	DATES:	Mo	ırch 3-6, 202	2	
COMPANY:			BOOTH #:		
COMPANY ADDRESS:			_		
CONTACT NAME:	P	IONE #	_		
CONTACT EMAIL:					
BEVERAGES	PRICE	QTY	DATE(S)	TIME(S)	START & END
Fresh Brewed Regular Coffee (per gallon)					
Fresh Brewed Decaf Coffee (per gallon)					
Hot Water with Assorted Teas (per gallon)					
Assorted Soft Drinks (each)					
Bottled Water (each)					
Bag of Ice – 20 lb. Bag (each)					
Wine – Red, White, or Sparkling (each)**					
Domestic Beer (each)**					
Import Beer (each)**				Ĭ	

Import Beer (each)**				
**Requires a bartender to serve				
SNACKS	PRICE	QTY	DATE(S)	TIME(S) START & END
Assorted Muffins (per dozen)				
Assorted Granola Bars (per dozen)				
Fresh Whole Fruit (per dozen)				
Individually Packaged Snack Pretzels (per dozen)				
Individually Packaged Chips (per dozen)				
Individually Packaged Snack Mix (per dozen)				
Assorted Cookies (per dozen)				
Brownies (per dozen)				
Gooey Butter Bars (per dozen)				

Please return required materials, no later than February 3, 2022, to: Jenn Morrison, Sr. Catering Sales Manager jmorrison@levyrestaurants.com





Exhibit Hall Fire Regulations

The information contained in this brief outline does not by any means cover completely the ordinances and regulations contained in the "City of St. Louis Fire Prevention Code."

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

- 1. All curtains, drapes and decorations must be constructed of flameproof material, or treated with an approved flameproofing solution. (Treatment shall be renewed as often as may be necessary to maintain the flameproofing effect.)
- 2. No combustible materials, merchandise or signs shall be attached to, hung from, or draped over flameproofed side and rear divider draperies of booths or attached to table skirting facing aisles, unless flameproofed.
- 3. All exits, hallways and aisles leading from buildings or tents are to be kept clear and unobstructed at all times.
- 4. No exit door shall be locked, bolted or otherwise fastened or obstructed at any time an exhibit building is open to the public. Moreover, it shall be unlawful to obstruct, or reduce in any manner, the clear width of any doorway, hallway, passageway or other means of egress. Additionally, all required exits shall be so located as to be discernible and accessible with unobstructed access thereto.
- 5. Access through turnstiles, gates, rails or similar devices shall not be permitted unless such a device is equipped to swing readily in the direction of exit travel under a total force of not more than 15 pounds and/or prior approval of the Fire Marshal.
- 6. All sawdust, shavings, hay and straw shall be flameproofed, stored and maintained in a manner approved by the Fire Marshal.
- 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 6 (six) pound cylinder.
- 10. "No Smoking by Order of Fire Marshal" signs shall be posted and maintained in areas designated by the Fire Marshal.
- 11. Provide for daily removal and disposal of trash and rubbish from buildings and tents.
- 12. All electrical wiring shall be installed in a manner approved by the City Chief Electrical Inspector.
- 13. Provide and maintain approved fire extinguishing equipment in all areas as designated by the Fire Marshal.
- 14. All standpipe and hose cabinets shall be kept clear and unobstructed at all times.
- 15. All appliances fired by natural gas shall be approved by the City Chief Mechanical Inspector and Fire Marshal before being used.
- 16. The use of welding and cutting equipment for demonstration purposes must be by permit from the Fire Marshal.
- 17. Cylinders of compressed gases are prohibited unless approved by the Fire Marshal, and shall be secured in a vertical or horizontal position depending on the tank use and design.
- 18. The operator or the person in charge of operation or use of any place of assembly or education shall check

egress facilities before such building is occupied for any use. If such inspection reveals that any element of the required means of egress is obstructed, inaccessible, locked, fastened or otherwise unsuited for immediate use, admittance to the building shall not be permitted until necessary corrective action has been completed.

- 19. There shall not be any obstructions blocking exit doors from the outside of any building, such as autos parked in doorways or barricades across sidewalks.
- 20. No curtains, drapes or decorations shall be hung in such a manner as to cover any exit signs.
- 21. No vehicles shall be parked in fire lanes outside of buildings.
- 22. No flammable liquids shall be used or admitted inside of buildings except by approval of the Fire Marshal.
- 23. Artificial lighting such as lanterns and candles are prohibited.
- 24. The use of all gas-fired heating units, either portable or stationary, shall meet the approval of the City Chief Mechanical Inspector and the Fire Marshal. The use of the so-called "salamander" stove is strictly prohibited.
- 25. All cooking appliances shall be equipped with ventilating hoods and equipment as deemed necessary by the Fire Marshal, but in any instance such equipment shall be installed in accordance with provision of the City Building and Fire Codes.

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

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

- 26. Booth and seating plans must be approved by the Fire Marshal. Submit plans to 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. Ferrara Theatre seating capacity shall be limited to the fixed seating of 1,411 with absolutely no standing allowed!
- 30. 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.
- 31. 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.
- 32. Should there be any questions regarding plans and/or code requirements, contact the St. Louis Fire Inspector, 1421 N. Jefferson, St. Louis, MO 63106, Telephone: (314) 289-1900; Fax: (314) 289-1985.

HOME SHOW PAYMENTS

HOME BUILDERS ASSOCIATION OF ST. LOUIS & EASTERN MO CREDIT CARD AUTHORIZATION FORM

You can also pay online at www.STLHomeShow.com in the Exhibitor Portal. If you are unable to pay online, please PRINT and complete this form.							
Show Name:	St. Louis Builders Home & Garden Show						
Name on Card:	Card:						
Company Name:							
If different than name on who is authorizing this the second second second second second second second second s	,						
Day Phone # :	()	-	Ext:				
Billing Address for Cre Street Address:	edit Card (this is w	nere the billing state	ment is received):				
City, State & Zip:							
Type of Card:	Mastercard	Visa	American Express	Discover			
Credit Card Number:		<u> </u>		_			
Expiration Date:		(month/year)					
CSC Code:		(3 or 4 digit # on ba	ack of credit card - AMEX on front o	f card above cc#)			
Amount to charge:							
Payment Type:	Utilities / Directo	ry / Passes	(Please provide detail in Comm	ent section below)			
Comments or Special Requests:							

Please note: A credit card receipt is <u>always</u> mailed to the credit card holder's billing address.

Signature (Required - will NOT be processed without signature)

The Home Builders Association of St. Louis & Eastern Missouri federal I.D. is 43-0199685. If you require a W-9 form please visit our website at www.stlhba.com and look under the "ABOUT US" menu.

HERITAGE^{**}

METHOD OF PAYMENT & CREDIT CARD AUTHORIZATION FORM

exhibitor.services@heritagesvs.com 1-800-360-4323 Fax 314-534-8050

Must be completed and submitted with any HERITAGE order forms

Order online at: heritagesvs.com/ordering	
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Name of Convention 2022 SPRING HOME & GARDEN SHOW	Booth#
Exhibiting Company	
Phone # Fa	ax #
Address	
City	State ZIP
Contact Email	
Print Name	Signature
Credit Carc	l Payment
Cardholder's Name (Please print)	
Credit Card Billing Address	
City	State ZIP
Credit Card #	V-Code EXP
Charge to:	□ Visa □ Discover
If for any reason the submitted credit card or check is declined or returned, a \$50.00 process card for payment of any additional charges incurred at show site. We will automatically pro-	
CARD HOLDER'S SIGNATURE	
By signing the above, I acknowledge and under bound by all terms and conditions in this service	rstand that all services rendered will be billed to this credit card. I agree to be ce manual.
Company Check	Bank Wire Transfer
Make Check Payable to: HERITAGE 620 Shenandoah Ave St. Louis, MO 63104 Attn: Exhibitor Services Please include a copy of this order form with your check.	Enterprise Bank and Trust St. Louis, MO 63127Please reference name of show & booth number to credit your account. Customers are responsible for any bank processing fees. Please add \$25.00 to your invoice total for each wire to cover inbound bank processing fees.

Please note: In some instances equipment or services may be handled by other contractors.

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



ORDER SUMMARY FORM 2022 SPRING HOME & GARDEN SHOW

exhibitor.services@heritagesvs.com 1-800-360-4323 Fax 314-534-8050 **Order online at: heritagesvs.com/ordering**

Discount Deadline: 2/9/2022

Order Services Early and SAVE!

Complete and submit necessary order forms listed below before the deadline date to take advantage of Advance Pricing.

Heritage Order Forms	Order Total
Method of Payment & Credit Card Authorization	Submit With First Order
Third Party Authorization	NA
EAC Requirements	NA
Hassle Free Booth Package	\$
Carpet	\$
Furniture	\$
Accessories	\$
Exhibit Accessories	\$
Exhibit Rental Displays	\$
Material Handling	\$
Accessible/Priority Storage Return	\$
Forklift Equipment and Labor	\$
Installation & Dismantle Labor	\$
HES Shipping	\$
Hanging Sign Labor	\$
Signs	\$

TOTAL AMOUNT DUE

\$

Please see the Terms and Conditions page for full explanation of our policy on cancellations and changes.						
Exhibiting Company	Exhibiting Company					
Contact Name		Booth #				
Phone #	Email					

HERITAGE

TERMS AND CONDITIONS 2022 SPRING HOME & GARDEN SHOW

exhibitor.services@heritagesvs.com 1-800-360-4323

Fax 314-534-8050

Order online at: heritagesvs.com/ordering

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

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

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

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

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

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

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

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

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

7. LIMITATION OF LIABILITY & INDEMNITY. HTG shall not be liable to any extent whatsoever for any actual or potential loss of profits or revenues, or for any collateral costs or consequential

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

or indirectly of the EXHIBITOR at the show

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

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

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

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

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

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

13. CREDIT CARD: HTG is pleased to accept orders for services, with payment being made by a credit card. By paying for these services in advance, and adhering to the deadline date, you have taken advantage of the discount offered. However, if a payment is subsequently made by check with the intention of reversing the initial credit card payment, there will be a fee assessed for each subsequent transaction following the initial transaction. The fee to reverse the credit card payment and replace it with a check or an alternate credit card is as follows: If the credit card charge is \$1.00 to \$50.00 the fee is \$25.00, \$50.01.00 to \$1,000.00 the fee is \$30.00, \$10,01.00 to \$20,000 on the fee is \$450.00. Amounts over \$20,000 on the fee is \$450.00. Amounts over \$20,000 on the fee is \$450.00. The amount oved.

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

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

16. HTG Reserves the right to adjust the price charged for any item in the event of a sudden and unexpected price increase. By way of example without limiting the foregoing, in the

event fuel prices escalate in a rapid manner, the price of any individual item may be adjusted to reflect the impact of higher fuel prices. Additionally, HTG reserves the right to pass through to Exhibitor any incremental charges or fees levied by the facility, suppliers or other third parties.

HERITAGE"

EAC REQUIREMENTS 2022 SPRING HOME & GARDEN SHOW

exhibitor.services@heritagesvs.com 1-800-360-4323

Fax 314-534-8050

Discount Deadline: 2/9/2022

Order online at: heritagesvs.com/ordering

Exhibiting Company		Boo	th Number	
EAC Information:				
Company Name:				
Billing Address:				
City:	State:	_ Zip:	Country:	
Contact Name:	ontact Name: Email Address:			
Telephone Number:	Telephone Number: Fax Number:			

Please read, complete, and submit this authorization form with required documentation for each contractor (see below) to HERITAGE if hiring a service contractor(s) other than the official contractor selected by show management. Note: For services such as electrical, plumbing, telephone, cleaning and material handling, no contractor other than the official contractor will be approved. This regulation is enforced as equipment and facilities are the sole responsibility of the respective owner. The exhibitor shall control only the material and equipment that he/she owns and that is to be used in the exhibit space.

Official Service Contractors are appointed to perform and provide necessary services and equipment. The Official Service Contractor will provide all usual trade show services, including labor. Supervision, however, may be provided by the exhibitor. The exhibitor may appoint either the official contractor for supervision or a qualified non-official contractor.

Official Show Contractors:

- Ensure orderly and efficient installation and removal of exhibits.
- Assure the distribution of labor to all exhibitors according to need.
- Provide sufficient labor to satisfy the requirements of exhibitors and for the show itself.
- See that the proper type and limit of insurance are in force.
- Avoid any conflict with local union regulations and requirements.

Should an exhibitor wish to employ the services of a contractor other than the Official Show Contractor, the following conditions must be met:

The exhibitor must inform Heritage of the name and address of the contractor and the work to be performed by completing the
Authorization below. The Authorization must be received by Heritage no later than 30 days prior to the show. If notification is not received
30 days prior to the show, Heritage labor must be used for all work and the exhibitor appointed contractor will be permitted to supervise
only.

The contractor hired by the exhibitor must

- Provide no later than 30 days prior to the show a Certificate of Insurance with at least the following limits:
 - Commercial Liability not less than \$1,000,000 each occurrence/\$2,000,000 general aggregate, Workers Compensation Insurance, including Employer's Liability coverage, in a minimum amount not less than \$1,000,000; Auto Liability not less than\$1,000,000 each occurrence, naming HERITAGE (the General Contractor), Show Management, Facility, and Organizer as additional insured, except for Workers Compensation.
 - o Agree to abide by all rules and regulations of the show and union rules and regulations.

This form must be accompanied by the insurance certificate. Please obtain this certificate from your insurance carrier and send with this form. **INCOMPLETE OR UNSIGNED FORMS WILL NOT BE ACCEPTED.**

Signature of Exhibitor:	_ Date:
Service to be Performed:	
Authorizer acknowledges reading and accepting all Terms and Conditions and agrees that Authorizer and Exhibit described therein.	ing Company will be fully governed by the provisions
Exhibiting Company	
Contact Name	Booth #

Phone # _____ Email _____

HERITAGE[™] EX⊦

EXHIBITOR APPOINTED CONTRACTORS (EAC) 2022 SPRING HOME & GARDEN SHOW

exhibitor.services@heritagesvs.com

1-800-360-4323

Fax 314-534-8050

Order online at: heritagesvs.com/ordering

Discount Deadline: 2/9/2022

Certificate of Insurance: Each EAC shall provide Heritage with a valid Certificate of Insurance and a copy of the additional insured endorsements required on the primary and excess/umbrella general liability policies. The insurance form must list as Additional Insureds and/or Covered Locations:

HERITAGE ORGANIZER FACILITY Exhibitor(s) Represented (all Exhibitors represented by the contractor must be named as additional insured) SHOW Move-In date(s) through Move-Out date(s) (See General Information Page)

The insurance form must list as the Certificate Holder:

HERITAGE 620 Shenandoah Ave. St. Louis, MO 63104

Minimum Coverage Requirements for Primary & Excess/Umbrella Commercial General Liability: Each EAC shall maintain insurance coverage of the types and in the minimum amounts as follows:

Limits: Primary: Each Occurrence \$1,000,000; Products - COMP/OP AGG \$2,000,000; Personal & Adv Injury \$1,000,000; General Aggregate \$2,000,000 Excess/Umbrella: Each occurrence \$1,000,000; Aggregate \$1,000,000 Coverage for contractual liability and products liability

The following entities shall be named as Additional Insureds for all ongoing operations:

HERITAGE ORGANIZER FACILITY

Exhibitor(s) Represented (all Exhibitors represented by the contractor must be named as Additional Insured) SHOW Move-In date(s) through Move-Out date(s) (See Quick Facts pages)

Insurer shall waive any right of subrogation against **ORGANIZER** and HERITAGE, their officers, directors, agents or employees. Coverage cannot be cancelled or reduced without at least 30 days prior written notice to **ORGANIZER** and HERITAGE.

Workers' Compensation Insurance: Each EAC shall maintain Workers' Compensation and Occupational Disease Insurance in full compliance with all federal and state laws, covering all of the EAC's employees engaged in the performance of any work for the Exhibitor. Coverage for Workers' Compensation and Employers' Liability shall be insured for the following limit:

Each Accident \$1,000,000

Disease - Each Employee \$1,000,000

Disease - Policy Limit \$1,000,000

WCI Insurer shall waive any right of subrogation against ORGANIZER and HERITAGE, their officers, directors, agents or employees. Coverage cannot be cancelled or reduced without at least 30 days prior written notice to ORGANIZER and HERITAGE.

Automobile Liability: Automobile liability must be covered whether the EAC has a vehicle on-site or not. Each EAC shall maintain insurance coverage in the minimum amounts as follows: Combined Single Limit \$1,000,000

EAC acknowledges reading and accepting this Agreement and agrees that it will be fully governed by the provisions described herein.

Name of EAC: _____

_____ Booth Number: _____

By (print name): _____

Signature:

_____ Date: _____

HERITAGE[™]

EXHIBITOR APPOINTED CONTRACTORS (EAC) 2022 SPRING HOME & GARDEN SHOW

exhibitor.services@heritagesvs.com 1-800-360-4323 Fax 314-534-8050 **Order online at: heritagesvs.com/ordering**

Discount Deadline: 2/9/2022

Exhibitor Appointed Contractor (EAC) Work Authorization Form

Return completed EAC Requirement forms to Heritage via email to exhibitorservices@heritagesvs.com by theby the Discount Deadline. Please forward a copy of the Certificate of Liability Insurance sample to your EAC.

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

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

	Electrical Booth Cleaning Plumbing	Material Handling Telecommunications Hanging Signs Rigging
Services:	Installation & Dismantle Photography	Installation & Dismantle – Supervision Only Security
	Personnel/Models	Other (please specify):
Products:	Flooring/Carpet Rental Furniture/Signs/Accessories Floral	Audio/Visual – Rental/Production/Lighting Computer Rental Other (please specify):

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

**Note Other Products/Services Here:

Please Type or Print

EAC Information:

EAC Company Name:			
Address:			
EAC Company Phone:		Fax Number:	
EAC Contact Name:EAC Contact Cell:			
EAC Contact Email:			
Product/Service Description:			
**ALL EAC COMPANY INFORMATION MUST B	E COMPLETED		
Exhibitor Signature:			Date:
Exhibiting Company			
Contact Name			
Phone #	Email		

055						MPLE	DATE ((MM/DD/YYYY
		ICATE OF LIABILIT						/00/0000
PRODUCER (000) 000-0000 FAX AGENTS NAME AGENTS ADDRESS			CONFER NOT AM BELOW.	THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. INSURERS AFFORDING COVERAGE NAIC #				
INSURE	ED			INSURE	R A:			
		Y NAME Y ADDRESS		INSURE	R B:			
TOOR				INSURE	R C:			
EAC FO	R:			INSURE	R D:			
				INSURE	R E:			
QUIREN ANCE A	DLICIES O MENT, TE AFFORDEI	F INSURANCE LISTED BELOW HAVE BEE RM OR CONDITION OF ANY CONTRACT (D BY THE POLICIES DESCRIBED HEREIN N REDUCED BY PAID CLAIMS.	OR OTHER DOCUME	NT WITH RESPECT TO THE TERMS, EXCLUS	O WHICH THIS CERTIF	ICATE MAY BE ISSUED	OR MAY PEF	TAIN, THE INSUR-
INSL LTR	ADD'L INSRD	TYPES OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YY)	POLICY EXPIRATION DATE (MM/DD/YY)		LIMIT S	
		TYPES OF INSURANCE	POLICY #	EFF DATE	EXP DATE	EACH OCCURRENCE		\$1,000,000
		COMMERCIAL GENERAL LIABILITY				DAMAGE TO RENTED PREMISES (EA \$500,000 OCCURRENCE)		\$500,000
						MED EXP (Any one person)		\$5,000
						PERSONAL & ADV INJU GENERAL AGGREGATE	JRY	\$1,000,000
						PRODUCTS-COMP-OP	AGG	\$2,000,000
		GEN'L AGGREGATE LIMIT APLIES PER:						
		AUTOMOBILE LIABILITY ANY AUTO ALL OWNED AUTOS SCHEDULED AUTOS HIRED AUTOS NON-OWNED AUTOS	POLICY #	EFF DATE	EXP DATE	COMBINED SINGLE LII (ea accident) BODILY INJURY (per person) BODILY INJURY (per accident) PROPERTY DAMAGE (per accident)	ИІТ	\$1,000,000 \$ \$ \$
		GARAGE LIABILITY ANY AUTO	POLICY #	EFF DATE	EXP DATE	AUTO ONLY-EA ACCIDE OTHER THAN EA AC AUTO ONLY: ACC		\$ \$ \$
		EXCESS/UMBRELLA LIABILITY OCCUR CLAIMS MADE DEDUCTABLE RETENTION \$10,000	POLICY #	EFF DATE	EXP DATE	EACH OCCURRENCE AGGREGATE	\$1,000,00 \$1,000,00	
		WORKERS COMPENSATION AND EMPLOYERS LIABILITY	POLICY #	EFF DATE	EXP DATE	WC STATUTO- RY LIMITS	OTH- ER	\$
		ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED?				E.L. EACH ACCIDENT		\$1,000,000
		If yes, describe under SPECIAL PROVISIONS below				E.L. DISEASE-EA EMPI		\$1,000,000
						L.L. DISERSE- PULICY		φ1,000,000
		F OPERATIONS / LOCATIONS / VEHICLE			ient / Special Provi	SIONS		
ADDITI	IONAL IN	SURED AS RESPECTS LIABILITY PER W	VRITTEN CONTRACT	:				
CERTIFI	ICATE HO	LDER		CANCELL	ATION			

620 Shenandoah Ave. St. Louis, MO 63104	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING INSURER WILL ENDEAVOR TO MAIL 30 DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FALURE SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING INSURER WILL ENDEAVOR TO MAIL 30 DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO MAIL SUCH NOTICE SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE INSURER, ITS AGENTS OR REPRESENTATIVES.
	AUTHORIZED REPRESENTATIVE

🖪 HERITAGE"

THIRD PARTY AUTHORIZATION **2022 SPRING HOME & GARDEN SHOW**

exhibitor.services@heritagesvs.com 1-800-360-4323 Fax 314-534-8050 Order online at: heritagesvs.com/ordering

Discount Deadline: 2/9/2022

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:

last day of the show, charges will revert to the exhibitin	ng company. The items checked i	below are to be involced to the third party.
ALL SERVICES		
BOOTH CLEANING		
I & D LABOR		
MATERIAL HANDLING/IN & OUT		
RENTAL FURNITURE & CARPET		
SIGNS		
OTHER (Please specify)		
THIRD PARTY AGENT:		
CREDIT CARD NUMBER		
EXPIRATION DATE/ VERIFICATION CODE/	//	
VISA AMERICAN EXPRESS MASTERCARD		
CARDHOLDER'S NAME		
AUTHORIZED SIGNATURE		
PRINT NAME		
COMPANY NAME		
ADDRESS		
CITY/STATE/ZIP		
PHONE		
EMAIL		
We have read, understand and agree to all terms as described above and have	e advised our show site representative accordin	alv
Exhibitor Signature:		
		Date
(Please Print)		
Exhibiting Company		
Contact Name		Booth#
Phone # Email		

HERITAGE"

CARPET RENTAL ORDER FORM 2022 SPRING HOME & GARDEN SHOW

exhibitor.services@heritagesvs.com 1-800-360-4323 Fax 314-534-8050

Order online at: heritagesvs.com/ordering

Discount Deadline: 2/9/2022

Classic Expo Carpet 16 oz	ItemQuantityDiscount RateStandard RateTotalC10 $10' \times 10'$ x $\$144.95$ $\$188.44$ =C20 $10' \times 20'$ x $\$284.60$ $\$369.98$ =C30 $10' \times 30'$ x $\$425.60$ $\$553.28$ =C40 $10' \times 40'$ x $\$571.90$ $\$743.47$ =For booths larger than 40' or configured as islands or peninsulas, use the area carpet option below. Due to dye lot differences and unsightly seams, please do NOT order multiple Pre-Cut pieces for a single booth.
	ItemTotal Sq. Ft.Discount RateStandard RateTotalC60Area Carpet ClassicW xL per sq. ft. $x \pm 2.45$ $\pm 3.19 ==$
	Circle your color choice for CLASSIC EXPO carpet: Red Blue Burgundy Hunter Green Plum Gray Black
Prestige Carpet 28 oz	Item Total Sq. Ft. Discount Rate Standard Rate Total C90 Area Carpet PrestigeW xL per sq. ftX \$\$6.50 \$8.45 =
Padding and Visqueen	Item Total Sq. Ft. Discount Rate Standard Rate Total C70 Carpet PaddingW x L per sq. ftX \$1.20 \$1.56 = C80 Visqueen CoveringW x L per sq. ftX \$0.70 \$0.91 = Electrical or Utilities Under Carpet? *If yes, please order labor and also provide completed Booth Grid form earlier in the exhibitor kit. SUBTOTAL \$
Please see the Terms a explanation of our polic	Method of Payment & Credit Card Authorization Form REQUIRED to be submitted with this form. TOTAL DUE
Exhibiting Company	/
Contact Name	Booth#
Phone #	Email

16 oz. Classic Expo



28 oz. Prestige Carpet





Burgundy

n er

Blue Jay



White

Beige

Charcoal

Royal

HERITAGE"

Helping to Bring People Together

Teal

HERITAGE"

FURNITURE RENTAL ORDER FORM 2022 SPRING HOME & GARDEN SHOW

exhibitor.services@heritagesvs.com 1-800-360-4323 Fax 314-534-8050

Order online at: heritagesvs.com/ordering

Discount Deadline: 2/9/2022

		Item	Quantity		Discount Rate	Standard Rate	Tota
Furnitur		Plastic Side Chair (Gray)		Х	\$ 54.55	\$ 70.92 =	
	F50	Padded Sled Base Chair (Gray)		Х	\$ 71.15	\$ 92.50 =	
	F9	Padded Chair (Gray)		Х	\$ 71.15	\$ 92.50 =	
	F10	Padded Arm Chair (Gray)		Х	\$ 77.15	\$ 100.30 =	
	F20	Custom Padded Arm Chair (Gray)		Х	\$ 91.10	<u>\$ 118.43</u> =	
	F30	Padded High Stool (Gray)		Х	\$ 87.10	<u>\$ 113.23</u> =	
	F40	Custom Padded High Stool (Gray)		Х	\$ 114.40	<u>\$ 148.72</u> =	
	F75	Executive Chair (Black)		Х	\$ 195.00	<u>\$ 253.50</u> =	
Drape	3		cle your color				
Displa		• •	Green Plum	Silv		Gold Expo Green	
Table	5 F110	4' Table – 30" High		Х	\$ 98.40	\$ 127.92 =	
	F120	6' Table – 30" High		Х	\$ 118.35	\$ 153.86 =	
	F130	8' Table – 30" High		Х	\$ 138.30	\$ 179.79 =	
	F140	4' Table – 42" Counter High		Х	\$ 122.35	\$ 159.06 =	
	F150	6' Table – 42" Counter High		Х	\$ 142.30	\$ 184.99 =	
	F160	8' Table – 42" Counter High		Х	\$ 162.25	\$ 210.93 =	
	F170	4th Side Table Drape - 30" High		Х	\$ 41.25	\$ 53.63 =	
	F180	4th Side Table Drape - 40" High		х	\$ 41.25	\$ 53.63 =	
Undrape	F190	4' Table – 30" High		Х	\$ 63.20	\$ 82.16 =	
Displa		6' Table – 30" High		х	\$ 77.15	\$ 100.30 =	
Table		8' Table – 30" High		х	\$ 91.75	\$ 119.28 =	
	F220	4' Table – 42" Counter High		х	\$ 68.50	\$ 89.05 =	
	F230	6' Table – 42" Counter High		х	\$ 81.15	\$ 105.50 =	
	F240	8' Table – 42" Counter High		х	\$ 99.10	\$ 128.83 =	
	F80	30" Diameter Pedestal (Gray) 18" H		х	\$ 137.00	\$ 178.10 =	
	F90	30" Diameter Pedestal (Gray) 30" H		х	\$ 137.00	\$ 178.10 =	
	F100	30" Diameter Pedestal (Gray) 42" H		Х	\$ 137.00	\$ 178.10 =	
Table Riser	5 F250	4' Long Riser		Х	\$ 43.50	\$ 56.55 =	
Covered Whit		6' Long Riser		х	\$ 53.45	\$ 69.49 =	
	F270	8' Long Riser		Х	\$ 64.65	\$ 84.05 =	
Crassial Dram							
Special Drap Product		Cir Red Blue Teal Burgundy Hunter (cle your color Green Plum			Gold Expo Green	
FIUUUCI	F280	Drape - 3' H		х	\$ 13.30	\$ 17.29 =	
	F290	Drape - 8' H		х	\$ 13.78	\$ 17.92 =	
ease see the Terms and Co our policy on cancellation					ard Authorizatio ted with this for	m.	
hibiting Company						TOTAL DUE	\$
					Booth#		
ono #		Email					

Chairs



Plastic Side Chair F60 (Gray)



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



Padded Chair

F9

(Gray)



Padded Arm Chair F10 (Gray)



Custom Padded Arm Chair F20 (Gray)



Padded High Stool (Gray)

Custom Padded High Stool F40 (Gray)

Executive Chair

F75 (Black)



6' Display Table F150 42" High



Skirted Tables

4' Display Table F110 30" High



F30

4' Display Table F140 42" Counter High



8' Display Table F130 30" High

HERITAGE^{*}



6' Display Table F120 30" Counter High



8' Display Table F160 42" Counter High

Table Skirt and Drape Color Options



Undraped Display Tables





4' Display Table F190 30" High

4' Display Table F220 42" Counter High



6' Display Table F200 30" High



6' Display Table F230 42" Counter High





8' Display Table F210 30" High

8' Display Table F240 42" Counter High

X





30" Diameter Pedestal F80 18" H (Gray)

30" Diameter Pedestal F90 30" H (Gray)

30" Diameter Pedestal F100 42" H (Gray)

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ACCESSORIES RENTAL ORDER FORM

2022 SPRING HOME & GARDEN SHOW

Discount Deadline: 2/9/2022

Wastebasket Tripod Easels Chrome Stanchion Velour Rope 6' Black Coat Tree Chrome Bag Rack Literature Rack	x - x - x - x - x - x - x - x - x - x -	 \$ 19.15 \$ 31.90 \$ 23.95 \$ 23.95 \$ 69.45 	\$ 24.90 = \$ 41.47 = \$ 31.14 = \$ 31.14 = \$ 90.29 =
Chrome Stanchion Velour Rope 6' Black Coat Tree Chrome Bag Rack	xx	\$ 23.95\$ 23.95	\$ 31.14 = \$ 31.14 =
Velour Rope 6′ Black Coat Tree Chrome Bag Rack	x x	\$ 23.95	\$ 31.14 =
Coat Tree Chrome Bag Rack	x		
Chrome Bag Rack		\$ 69.45	\$ 90.29 =
5			· · · · · · · · ·
Literature Rack		\$ 69.45	\$ 90.29 =
	x =	\$ 135.65	\$ 176.35 =
Garment Rack 5'	x	\$ 74.50	\$ 96.85 =
2 Way Straight Arm Rack	x	\$ 102.15	\$ 132.80 =
0 4 Way Slant Arm Rack	x	\$ 114.40	\$ 148.72 =
6 Raffle Ticket Drum	x	\$ 55.00	\$ 71.50 =
7 Fishbowl	x	\$ 20.00	\$ 26.00 =
0 6' Tensabarrier	x	\$ 108.55	\$ 141.12 =
0 1M Straight Shelf	x	\$ 98.34	\$ 127.84 =
1 1M Angle Shelf	x	\$ 98.34	\$ 127.84 =
0 Acrylic Holder*	x	\$ 19.95	\$ 25.94 =
5	x	\$ 42.55	\$ 55.32 =
c	X	\$ 117.70	\$ 153.01 =
Tackboard Panels (4'x8') Vertical	х	\$ 143.65	\$ 186.75 =
			\$ 186.75 =
Circle your fabric modular only panel color choice: Gray Black Blue	^ _	<u> </u>	<u>\$ 456.43</u> =
-			□ SUBTOTAL \$
	 4 Way Slant Arm Rack Raffle Ticket Drum Fishbowl 6' Tensabarrier 1M Straight Shelf 1M Angle Shelf Acrylic Holder* Arm Light* *For use with Heritage Rentals Only Chrome Sign Holder Tackboard Panels (4'x8') Vertical Tackboard Panels (4'x8') Horizontal Fabric Modular Panel 1 Meter x 8' Circle your fabric modular only panel color choice: Gray Black Blue 	0 4 Way Slant Arm Rack x 6 Raffle Ticket Drum x 7 Fishbowl x 0 6' Tensabarrier x 0 6' Tensabarrier x 0 1M Straight Shelf x 1 1M Angle Shelf x 0 Acrylic Holder* x 0 Acrylic Holder* x 0 Arm Light* x *For use with Heritage Rentals Only x x 0 Chrome Sign Holder x 0 Tackboard Panels (4'x8') Vertical x 7 Tackboard Panels (4'x8') Horizontal x 7 Fabric Modular Panel 1 Meter x 8' x 7 Gray Black Blue	04 Way Slant Arm Rackx\$ 114.406Raffle Ticket Drumx\$ 55.007Fishbowlx\$ 20.0006' Tensabarrierx\$ 108.5501M Straight Shelfx\$ 98.3411M Angle Shelfx\$ 98.340Acrylic Holder*x\$ 19.950Arm Light*x\$ 42.55*For use with Heritage Rentals Onlyx\$ 117.700Tackboard Panels (4'x8') Verticalx\$ 143.657Tackboard Panels (4'x8') Horizontalx\$ 351.100Circle your fabric modular only panel color choice:x\$ 351.10

ACCESSORIES



EXHIBIT ACCESSORIES

Ħ HERITAGE"

HERITAGE"

EXHIBIT ACCESSORIES - GONDOLAS & PANELS RENTAL ORDER FORM

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2022 SPRING HOME & GARDEN SHOW

Discount Deadline: 2/9/2022

		Item	Quantity		Discount Rate	Standard Rate	Total
Dogboord	D10	Pegboard Panels (4'x8')		х	\$ 191.50	\$ 248.95 =	
Pegboard	D09	Pegboard 4" Single Hook		х	\$ 7.75	\$ 10.08 =	
	D11	Pegboard 6" Single Hook		х	\$ 9.60	\$ 12.48 =	
	D12	Pegboard 8" Single Hook		Х	\$ 11.15	\$ 14.50 =	
Gondolas	D800	Single Sided 1M x 4' High		х	\$ 620.19	\$ 806.25 =	
00100103	D801	Double Sided 1M x 4' High		Х	\$ 868.27	\$1128.75 =	
	D802	Single Sided 1M x 8' High		Х	\$ 868.27	\$1128.75 =	
	D803	Double Sided 1M x 8' High		х	\$ 1240.38	\$1612.50 =	
Gridwall	D40	Gridwall 2'x8' Black		х	\$ 130.85	\$ 170.11 =	
Chawan		*Legs & Connectors required	below				
	D80	4" Gridwall Single Hook		Х	\$ 7.75	\$ 10.08 =	
	D60	6" Gridwall Single Hook		Х	\$ 9.60	\$ 12.48 =	
	D70	8" Gridwall Single Hook		Х	\$ 11.15	\$ 14.50 =	
	D81	Grid Legs (Black)*		Х	\$ 33.45	\$ 43.49 =	
		*Legs & Connectors required	below				
	D82	Grid Connectors*		Х	\$ 18.30	\$ 23.80 =	
	D83	3-Ball Waterfall Arm		Х	\$ 28.35	\$ 36.86 =	
	D84	5-Ball Waterfall Arm		Х	\$ 30.51	\$ 39.66 =	
	D85	7-Ball Waterfall Arm		х	\$ 33.23	\$ 43.21 =	
Slatwall	D50	Slatwall 1 Meter x 8'		х	\$ 175.55	\$ 228.22 =	
	D120	Slatwall Waterfall Hooks		Х	\$ 28.75	\$ 37.38 =	
	D121	Slatwall 8" Bracket		Х	\$ 11.15	\$ 14.50 =	
			d of Payment & Crea EQUIRED to be sub				
Please see the Terms and (explanation of our policy of	Conditions on cancella	page for full ions and changes.					
Exhibiting Company_							
Contact Name					Booth#		
Phone #		Email					

DISPLAYS



Pegboard Panels (4'x8') D10



Pegboard 6" Single

Hook

D11



Tackboard Panels (4'x8') D30



Fabric Impact Panel 1 Meter x 8' D31



D40

Gridwall 6" Single

Hook

D60



Slatwall 1 Meter x 8' D50



Slatwall Waterwalls Hooks D120



Slatwall 8" Bracket D121



Shelf 1 meter wide D130

Ħ HERITAGE"



Acrylic Holder D210



Arm Light D220



HERITAGE

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EXHIBIT ACCESSORIES - COUNTERS & SHOWCASES RENTAL ORDER FORM

exhibitor.services@heritagesvs.com 1-800-360-4323 Fax 314-534-8050

2022 SPRING HOME & GARDEN SHOW

Discount Deadline: 2/9/2022

Exhibit	Circle	your panel choice:	White PVC	Black P	VC *Prin	nted Graphic	Black Fabric	Gray Fabric
Cabinets &	*lf yes o	on Printed Graphic choice	above, pleas	e order o	raphics on			
Counters	the Sig	n Service form and submi	t per the form	n's instru	ctions.			
All metal is silver		Item			Quantity	Discount Rate	Standard Rate	Total
	MD20	1 Meter Display Counte 1M x 1/2M x 42″ High v		oor		x <u>\$ 446.90</u>	\$ 580.97	=
	MD21	2 Meter Display Counte 2M x 1/2M x 42″ High v		oor		x <u>\$ 666.13</u>	\$ 865.97	. =
	MD22	1 Meter Curved Counter 1M x 1/2M x 42″ High v		oor		x <u>\$ 491.59</u>	\$ 639.07	=
	MD23	1 Meter Radius Counter 1M x 1/2M x 42″ High v		oor		x <u>\$ 562.77</u>	\$ 731.60	=
	MD30	1 Meter Display Cabine 1M x 1/2M x 42″ High with 2 Swing Doors and		5		x <u>\$ 446.90</u>	\$ 580.97	=
	MD60	Counter Locks				x <u>\$ 25.25</u>	\$ 32.83	=
Showcases		Item			Quantity	Discount Rate	Standard Rate	Total
		/cases come with lights, s Customer Service at exhi					dd graphics, ple	ase
	D140	4' Full View Showcase				x <u>\$422.95</u>	\$ 549.84	=
	D150	6' Full View Showcase				x \$454.85	\$ 591.31	=
	D160 D170	4' Quarter View Showca 6' Quarter View Showca				x \$359.10 x \$404.30	\$ 466.83 \$ 525.59	=
			Method of	Paymen	t & Credit C	ard Authorizat		otal <u>\$</u>
Please see the Terms and our policy on cancellation		age for full explanation of es.	1			tted with this fo	orm.	_DUE <u>\$</u>
Exhibiting Compa	ny							
Contact Name						Booth#		
		Email						

CABINETS AND COUNTERS









Counter MD20 1M x 1/2M x 42" High, W/Shelf

Counter MD21 2M x 1/2M x 42" High, W/Shelf

Curved Counter MD22 1M x 1/2M x 42" High W/Shelf

Radius Counter MD23 1M x 1/2M x 42" High



Cabinet MD30 1M x 1/2M x 42" (White Only/ Comes With Lock & Shelf)

Display Cases



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

D160/D170 (shown) D160 - 4' Quarter View Showcase D170 -6' Quarter View Showcase

HERITAGE"

HERITAGE[™]

EXHIBIT RENTAL DISPLAY ORDER FORM 2022 SPRING HOME & GARDEN SHOW

exhibitor.services@heritagesvs.com 1-800-360-4323 Fax 314-534-8050 **Order online at: heritagesvs.com/ordering**

Discount Deadline: 2/9/2022

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



10' x 10' Exhibit Rental Displays

Full color graphic that is included in each space is a full color logo applied to a white or translucent background. For more info, contact us at graphics@heritagesvs.com. Some furnishings are included in booth packages. Please note, what may and may not be included for each package. Graphics beyond the full color graphic(s) included are an additional cost. Please consult the sign service sheet, or contact your Heritage Design Consultant for pricing.



Advanced Price \$2,989.69 Standard Price \$3,886.59

 INCLUDED:
 Three arm lights 10' x 10' carpet

 Full color graphic printed on header panel Installation/Dismantle Labor Complimentary consultation for booth alterations



Advanced Price \$2,989.69 Standard Price \$3,886.59

INCLUDED:	Two arm lights 10' x 10' carpet
	Full color graphic printed on header panel Installation/Dismantle Labor Complimentary consultation for booth alterations



Advanced Price \$2,792.10 Standard Price \$3,629.73

 INCLUDED
 Two arm lights

 10' x 10' carpet

 Full color graphic printed on header panel

 Installation/Dismantle Labor

 Complimentary consultation for booth alterations

 Monitor display sold separately

HERITAGE"



Advanced Price \$1,457.46 Standard Price \$1,894.70

INCLUDED	Three arm lights 10' x 10' carpet
	Full color graphic printed on counter kick panel Installation/Dismantle Labor Complimentary consultation for booth alterations

STIBIHX

10' x 20' Exhibit Rental Displays

Full color graphic that is included in each space is a full color logo applied to a white or translucent background. For more info, contact us at graphics@heritagesvs.com. Some furnishings are included in booth packages. Please note, what may and may not be included for each package. Graphics beyond the full color graphic(s) included are an additional cost. Please consult the sign service sheet, or contact your Heritage Design Consultant for pricing.



Advanced Price \$4,668.83 Standard Price \$6,069.47

INCLUDED: Six arm lights 10' x 20' carpet Full color graphic printed on 2 header panels Installation/Dismantle Labor Complimentary consultation for booth alterations



Advanced Price \$6,486.23 Standard Price \$8,432.09

INCLUDED: Six arm lights 10' x 20' carpe Full color grap Installation/D

10' x 20' carpet Full color graphic printed on counter kick panel Installation/Dismantle Labor Complimentary consultation for booth alterations Monitor and furnishings sold separately



Advanced Price \$5,246.54 Standard Price \$6,820.50

INCLUDED Six arm lights 10' x 20' carpet One full color graphic printed on center header panel Installation/Dismantle Labor Complimentary consultation for booth alterations



Advanced Price \$5,376.15 Standard Price \$6,989.00

INCLUDED

Four arm lights 10' x 20' carpet Full color graphic printed on header panel Installation/Dismantle Labor Complimentary consultation for booth alterations **Monitors sold separately**

HERITAGE[®]

20' x 20' Exhibit Rental Displays

Full color graphic that is included in each space is a full color logo applied to a white or translucent background. For more info, contact us at graphics@heritagesvs.com. Some furnishings are included in booth packages. Please note, what may and may not be included for each package. Graphics beyond the full color graphic(s) included are an additional cost. Please consult the sign service sheet, or contact your Heritage Design Consultant for pricing.



Advanced Price \$8,442.14 Standard Price \$10,974.78

 INCLUDED:
 Eight arm lights 20' x 20' carpet

 Full color graphic printed on 2 curved & 2 straight header panels at no charge Installation/Dismantle Labor Complimentary consultation for booth alterations



Advanced Price \$7,718.18 Standard Price \$10,033.63

INCLUDED:	Eight arm lights 20' x 20' carpet
	Full color graphic printed on 4 exterior top header single-sided panels Installation/Dismantle Labor Complimentary consultation for booth alterations



Advanced Price \$8,958.58 Standard Price \$11,646.15

 INCLUDED
 Eight arm lights 20' x 20' carpet

 Full color graphic printed on 4 single-sided header panels Installation/Dismantle Labor Complimentary consultation for booth alterations Monitor and furnishings sold separately

HERITAGE"



Advanced Price \$12,695.54 Standard Price \$16,504.20

INCLUDED

Four corner columns and two counters back-lit 20' x 20' carpet Full color graphics printed on 4 single-sided header

panels Installation/Dismantle Labor Complimentary consultation for booth alterations **Furnishings sold separately**

EXHIBITS

HERITAGE^{**}

MATERIAL HANDLING INFORMATION 2022 SPRING HOME & GARDEN SHOW

exhibitor.services@heritagesvs.com 1-800-360-4323 Fax 314-534-8050

Order online at: heritagesvs.com/ordering

WHAT IS MATERIAL HANDLING? Material handling is the process of receiving your materials, either at the warehouse in advance of the show or at show site during move-in; delivering them to your booth; removing empty containers for storage during the show; returning the empty containers to your booth after the show; delivering your materials back to the dock; and loading for outbound shipping. Charges are determined by weight and ease of handling.

EMPTY REMOVAL INSTRUCTIONS

All exhibitors must have all crates tagged for empty storage by 1 hour prior to end of exhibitor move-in. NOTE: Exhibitors will be subject to a surcharge of up to 20% of the total freight invoice if crates are not tagged for removal by set deadline.

Any shipment not handled by Heritage, but for which Heritage is required to handle storage of the empty shipping containers, a charge of \$50.00 per crate, case, box, or carton will be assessed.

CERTIFIED WEIGHT TICKETS

In the event that no weight tickets or inaccurate weight tickets are indicated on the delivery documents presented, Heritage shall estimate the weight or re-weigh, and charges shall be based upon the estimates. The estimated weight shall be final and binding if actual scale weight figures are not submitted prior to the close of the show. All shipments received at the warehouse and show site are subject to re-weigh.

OVERTIME

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

INSURANCE

It is understood that Heritage is not an insurer. Insurance, if any, should be obtained by the exhibitor. It is suggested that exhibitors arrange All Risk coverage. This can be done by endorsements to existing policies. Exhibitor's materials should be insured from the time they leave their firm until they are returned after the close of the show.

INBOUND SHIPMENT(S)

Consistent with trade show practices, there may be a lapse of time between the delivery of shipment(s) to the booth and the arrival of the exhibitor or his/her representative. During this time, the materials will be left unattended. Heritage will not be responsible or liable for any loss, damage, theft, or disappearance of exhibitor's material after it has been delivered to the exhibitor's booth.

OUTBOUND SHIPMENT(S)

Heritage will not be responsible or liable for any loss, damage, theft, or disappearance of exhibitor's material between the time it is packed and when it is picked up and loaded. If found liable for any loss, Heritage's sole and exclusive MAXIMUM liability for loss or damage to EXHIBITOR'S materials and EXHIBITOR'S sole and exclusive remedy is limited to \$.30 (USD) per pound per article with a maximum liability of \$50.00 (USD) per item, or \$1,000 (USD per shipment), whichever is less.

HERITAGE[™]

MATERIAL HANDLING INFORMATION 2022 SPRING HOME & GARDEN SHOW

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LIABILITY

- Shipments delivered or consigned direct to the dock or warehouse address are subject to the following: Heritage shall not be liable for loss, damage or delay due to fire, acts of God, strikes or causes beyond its control. Furthermore, Heritage maximum liability is limited to \$0.30 per pound per article, with a maximum of \$50.00 per item or \$1,000.00 per shipment, while these goods and materials are in the warehouse or in vehicles during delivery to or from the convention facility.
- Heritage shall not be responsible for damage to uncrated materials, improperly packed materials or concealed damage.
- Heritage shall not be responsible for loss, theft, or disappearance of materials after same has been delivered to the exhibitor's booth.
- Collect shipments will not be accepted. Send freight prepaid.
- Direct carrier shipments must have certified weight tickets. If correct weights are NOT provided, receiver's estimates will prevail. Mixed shipments arriving on van lines must have certified weight tickets separating weights of crated items from loose and uncrated items. Weights not broken out will be charged at "loose and uncrated" rates.
- NO LIABILITY IS ASSUMED for shipments without receipts, freight bills, or specific counts such as UPS or van lines.
- Empty container labels will be available at Heritage Service Desk. Affixing the labels is the sole responsibility of the exhibitor or his representatives. All previous labels should be removed or obliterated. Heritage assumes no responsibility for:
 - Error to above procedures.
 - Removal of containers with old empty labels and Heritage labels.
 - Improper information on empty labels.
 - Material stored in containers with empty labels.
- To expedite removal of materials, Heritage shall have authority to change designated carriers.
- Heritage has Right of Preference into and out of show-site building to prevent tie-ups and provide an orderly operation for the show.
- Exhibitors have the responsibility of arranging for outgoing shipments.
- Make sure materials are properly crated and labeled before turning in Bills-of-Lading to freight desk. This prevents shipping out empty crates.
- Acceptance of Bills-of-Lading by Heritage freight desk does not represent acceptance of counts on the bill. All outgoing freight will be counted by designated carrier at the booth, notifying Heritage of any adjustments. Heritage is not responsible for security of exhibitor freight that is left unattended in the booth while waiting for the designated carrier.
- Heritage shall not be liable to any extent whatsoever for any actual, potential, or assumed loss of profits or revenues, or for any collateral costs, which may result from any loss or damage to an exhibitor's materials which may make it impossible or impractical to exhibit same.
- Claims for loss or damage must be submitted to Heritage prior to the close of the Show. No suit or action shall be brought against Heritage more than one (1) year after the accrual of the cause of action.
- Any claims regarding material handling services will be adjudicated on its own merits and shall not impact payment for any other services due.

ALL CHARGES ARE THE RESPONSIBILITY OF THE EXHIBITING COMPANY FROM WHOM MATERIALS HAVE BEEN RECEIVED AND HANDLED.

HERITAGE RESERVES THE RIGHT TO SHIP MATERIALS WITH OFFICIAL SHOW CARRIER IF EXHIBITOR CARRIER DOES NOT CHECK IN BY THE APPOINTED DATE AND TIME.

HERITAGE^{**}

MATERIAL HANDLING DEFINITIONS 2022 SPRING HOME & GARDEN SHOW

exhibitor.services@heritagesvs.com 1-800-360-4323 Fax 314-534-8050

Order online at: heritagesvs.com/ordering

- Crated: Material that is skidded or is in any type of shipping container that can be unloaded at the dock with **no** special handling required.
- Special Handling: Applies to shipments that are loaded by cubic space and/or packed in such a manner as to require additional labor/handling, such as ground unloading, constricted space unloading, designated piece unloading, or stacked shipments. Also included are mixed shipments and shipments without individual bills of lading. Shipments loaded in this manner require additional time, labor, or equipment, to unload, sort and deliver. Federal Express (FedEx), UPS, USPS and DHL are included in this category due to their delivery procedures.
- What about carpet/pad only shipments? Shipments that consist of carpet and/or carpet padding only require additional handling because of additional labor and equipment to unload.
- What is a Small Package? (25lbs. maximum per package) Letters or small packages received at show-site during show hours only.
- What is a Cartage Company? Freight forwarders, as well as, other carriers, will often outsource the delivery of their freight to third party cartage companies. Cartage companies provide local pick-up and delivery services to and from the event venue, as well as, other locations. In most cases, cartage companies will consolidate shipments from multiple carriers onto a single truck. Due to their loading/unloading procedures, these shipments may fall into the additional handling category.
- What is Ground Loading/Unloading? Vehicles that are not dock height, preventing the use of loading docks, such as U-hauls, flat bed trailers, double drop trailers, company vehicles with trailers that are not dock level, etc.
- What is Constricted Space Loading/Unloading? Trailer loaded "high and tight" shipments that are not easily accessible. Freight is loaded to full capacity of trailer top to bottom, side to side. One example of this is freight that is loaded down one side of a trailer that must be bypassed to reach targeted freight.
- What is Designated Piece Loading/Unloading? Drivers that require the loading crew to bring multiple pieces of the freight to the rear of the trailer to select the next piece, having to remove freight from the trailer then reload to fit or the trailer must be loaded in a sequence to ensure all items fit.
- What is Alternate Delivery Location? Shipments that are delivered by a carrier that requires pieces to be delivered to different areas/levels in the same building, or to other venues (such as a hotel near an event venue).
- What are Stacked Shipments? Shipments loaded in such a manner requiring multiple items to be removed to ground level for delivery to booth. Stacked or "cubed out" shipments, loose items placed on top of crates and/or pallets constitute special handling.
- What are Multiple Shipments? Multiple shipments on a truck do not automatically indicate special handling, unless the shipments are mixed on the truck, failing to maintain shipment integrity and/or have multiple deliver areas.
- What are mixed shipments? Mixed shipments are defined as shipments of mixed crated and uncrated goods, where the percentage of uncrated is minimal and does not warrant the full uncrated rate for the shipment, but does require special handling.
- What does it mean if I have No Documentation? Shipments arrive from a small package carrier (including, among others, Federal Express [FedEx] and UPS) without an individual Bill of Lading, requiring additional time, labor and equipment to process.
- What is Inbound? Shipments being sent to a warehouse for advance receiving or to show site.
- What is Outbound? Shipments leaving show site and being sent to another destination.
- What is Off Target? Used when there is a specific date and time that an exhibitor must move in by and is missed.
- What is a Marshalling Yard Fee? A marshalling service has been established to ease congestion at the facility and better utilize dock space. All carriers and privately owned vehicles must check in at the marshalling location prior to unloading/loading.
- What is Overnight Parking Fee? There is a fee for parking at the marshalling yard. This is for exhibitors with company owned trailers and box trucks only. Any vehicles left without a parking pass will be towed at owner's expense.
- What are Shipments Returned to Warehouse? Shipments returned to the warehouse at close of show will be charged an additional fee of \$50.00 per CWT (2500lb. min.). Shipments not picked up from the warehouse within 72 hrs. will be charged for storage by Heritage.

HERITAGE"

MATERIAL HANDLING SERVICES 2022 SPRING HOME & GARDEN SHOW

exhibitor.services@heritagesvs.com

1-800-360-4323

Fax 314-534-8050

Order online at: heritagesvs.com/ordering

MATERIAL HANDLING SERVICES

CRATED: Material that is skidded or is in any type of shipping container that can be unloaded at the dock with no additional handling required. **SPECIAL HANDLING:** Material delivered by a carrier in such a manner that it requires additional handling, such as ground unloading, stacked or constricted space unloading, designated piece unloading, shipment integrity, alternate delivery location, loads mixed with pad wrapped material, carpet and/or pad only shipments, no documentation and shipments that require additional time, equipment or labor to unload. Federal Express, UPS & DHL are included in this category due to their delivery procedures.

UNCRATED: Material that is shipped loose or pad-wrapped, and/or unskidded machinery without proper lifting points.

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

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

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

	Descripti	on					Price per CWT	200 lb Minimum	
Rate Classifications	Crated or	nent (200 lb Minim Skidded Shipment andling Shipment	<u>\$50.25</u> \$60.30	<u>\$100.50</u> \$120.60					
	Crated or Special Ha	Site Shipment (200 lb Minimum) Crated or Skidded Shipment Special Handling Shipment Uncrated or Pad Wrapped Shipment						\$100.50 \$120.60 \$140.70	
	Small Package—N	/laximum Weight is	30 lbs	per Ship	ment		\$50.00	\$50.00	
	delivered by the same carr					0		the same day, from the same shipper a	nd
Additional Surcharges	Warehous	ed After Deadline I e Shipment Crated or e Shipment Special F	Skidde	d, After De	eadline	2/23/22.	<u>\$12.56</u> \$15.08	<u>\$25.12</u> \$30.16	
	will be charged overtime ra		site overtim					8:00 am or after 4:30 pm on weekdays ne on Saturday, Sunday or holidays will	be
	· · · ·	–Warehouse Shipn		additior	n to ab	ove rates)			
		Skidded Shipment				,	\$12.56	\$25.12	
	Special Ha	andling Shipment					\$15.08	\$30.16	
	Crated or Special Ha	-Show Site Shipmo Skidded Shipment andling Shipment or Pad Wrapped Ship	•	addition	to abo	ove rates)	\$12.56 \$15.08 \$17.59	\$25.12 \$30.16 \$35.18	
	Off-Target Charge	(in addition to abo	ove rate	s)			25% a	additional	
	Г	Description	Weight	÷ 100 =	CWT x	Price per CWT =	Estimated Total Cost (200 lb. min)		
		example: Special Handling	467	÷ 100 =	5	\$168.90	\$844.50		
				÷ 100 = ÷ 100 =					
				÷ 100 =					
	L			÷ 100 =		TOTAL			
Certified weight tio material and mach	ckets and proper docur inery/equipment not a ents not crated or skidd	accompanied by separa	ed on all te certifie	loads cont d weight t	taining ickets v	s and changes machinery/equ vill be charged	upment. Any shipmer at the prevailing exhi	its containing a mixture of exhib bit material rates. All machinery I and charged at the appropriate	1/

Contact Name		Booth#
Phone #	Email	

🗄 HERITAGE"

FORKLIFT/RIGGING LABOR **2022 SPRING HOME & GARDEN SHOW**

Discount Deadline:

2/9/2022

exhibitor.services@heritagesvs.com

1-800-360-4323

Fax 314-534-8050

Order online at: heritagesvs.com/ordering

Straight Time: Monday-Friday, 8:00 a.m. – 4:30 p.m.

Overtime: Monday-Friday, 4:30 p.m. - 8:00 a.m., All day Saturday, Sunday, and Holidays

• Show site rates will apply to all labor orders placed at show site.

• Supervisor must check in at Service Desk to pick up labor.

• Start time guaranteed only at start of working day.

• One hour minimum - labor thereafter is charged in half (1/2) hour increments.

• When scheduling dismantle labor, be sure to allow sufficient time for empty containers to be returned to your booth. • Union Holidays: New Year's Day, Martin Luther King Day, President's Day, Good Friday, Patriot's Day, Memorial Day, Independence Day, Labor Day, Columbus Day, Veterans Day, Thanksgiving Day, Christmas Day.

	ľ	tem							Adva	nce Ra	ate	Shov	v Site Rate		
Forklift	L301 Forklift w/ Operator – up to 5,000 lbs – ST									\$138.50			\$180.06		
Labor	Forklift w/ Operator – up to 5,000 lbs – OT								\$2	\$207.75			\$270.07		
Labor	L302 Forklift w/ Operator – up to 10,000 lbs – ST							\$231.50			\$300.95				
	□ Forklift w/ Operator – up to 10,000 lbs – OT L303 □ Forklift w/ Operator – 4-Stage – ST								\$347.25			\$451.42			
								\$231.50			\$300.95				
		Forklift w/ Operator – 4-Stage – OT							\$347.25			\$451.42			
Rigging	LR100		ger – ST ger – OT							60.04			\$78.05 ;117.07		
Labor									Ψ	70.00		4	,117.07		
Equipment	L304	E Fork	lift Cage						\$	66.68		:	\$86.68		
Equipment	L305	L305 🔲 Forklift Boom							\$	\$66.68			\$86.68		
	L306 Pallet Jack								\$66.68			\$86.68			
			Che	eck here i	f you r	need a Scissorli	ft foi	r booth wor	k						
Special	L307 Straight Time Pallet Jack with Operator								\$1	\$112.86			\$146.72		
Services	Overtime Pallet Jack with Operator								\$1	\$169.29		\$220.07			
	L308 Scissor Lift with Operator – ST								\$225.17			\$292.72			
		Scissor Lift with Operator – OT								\$337.76			\$439.08		
	L230								\$46.18			\$60.04			
	L240 Shrinkwrap Pallet			let					\$39.57		·	\$51.44			
	Desc	ription	Date	Start T	īme	# of People/ Equipment		Approx Hours Per	Total I	Hours	Hourly F	Rate	Estimated Total Cost		
Installation							_×_		=		x	=			
				·			_×_		=		×	=			
	Describe	work to be o	lone:								SUBT	OTAL			
Dismantle							_×_		=		x	=			
							×		=		x	=			
	Describe	work to be o	lone:								SUBT	OTAL			
						od of Payment & REQUIRED to be									
Please see the Terms and C Exhibiting Company		0					s an	d changes.		-	ΤΟΤΑ	L DUE			
Contact Name									E	Bootha	#				
Phone #			Email _												



IMPORTANT NOTICE REGARDING DIRECT SHIPMENTS

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

NOTE: Direct shipments will only be received beginning at 8:00 a.m., Monday, February 28, 2022. Any materials sent to the venue prior to this date may be returned to sender and/or may be turned over to Heritage and will be billed according to the Show's Shipping & Receiving Rates, and will be subject to venue assessed fees.

EXHIBITOR COMPANY NAME	
BOOTH NUMBER	
C/O HERITAGE AMERICA'S CENTER (COLE ST. DOCKS) 800 COLE ST. ST. LOUIS, MO 63101	
FOR: 2022 SPRING HOME & GARDEN SHOW	

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

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

WE APPRECIATE YOUR COOPERATION. HERITAGE EXPOSITION SERVICES



RELAX WITH OUR CAREFREE LOGISTICS!

HES Logistics is the official show carrier. Our dedicated team of Logistics Specialists will provide you with personalized and efficient shipping solutions to make sure your freight arrives on time. We make shipping easy and convenient!

INBOUND & OUTBOUND LOGISTICS

- Small Package
- Standard Ground
- Next Day, 2nd Day, and 3rd Day Service Levels
- Air Ride
- Flat Bed
- Dedicated Truckload

HES VALUE-ADDED SERVICES

- Priority empty return for all inbound HES Logistics customers
- Transparent quotes with no hidden charges such as reweigh or trade show fees.
- HES Logistics available 7 days a week
- Late to Warehouse and Late to Show Site Fee waived
- Outbound shrink-wrap at no charge

Have a Logistics Question?

Contact our Logistics team:

Phone: 1-866-493-1675 Email: shipping@heritagesvs.com



HERITAGE^{**}

exhibitor.services@heritagesvs.com 1-800-360-4323 Fax 314-534-8050 **Order online at: heritagesvs.com/ordering**

SHIPPING VERSUS MATERIAL HANDLING

WHAT IS SHIPPING?

Shipping is the process of a carrier picking up your items from your office or place of origin and transporting it to the dock of either advance warehouse or facility dock of your event. It is separate from Material Handling. Exhibitors may use any carrier they want, including HES Logistics.



WHAT IS MATERIAL HANDLING?

Material Handling is the process of receiving your shipment from your carrier and managing it through the event cycle. It is a standard tradeshow practice and it is a chargeable fee typically based on the weight of your shipment. Don't forget to add Material Handling to your budget!



Material Handling Process:

- Unloading the trade show freight from your carrier once it arrives at the receiving dock.
- Transporting your shipment to your booth space.
- Removing empty shipping containers (boxes, crates, and pallets) from your booth.
- Temporarily storing your empty shipping containers during the show.
- Returning empty shipping containers to your booth once the event is over.
- Transferring the freight back to the loading dock.
- Loading the items into your carrier's delivery vehicle for return shipping

ONE EASY WAY TO KEEP YOUR CHARGES LOWER?

Consolidate, Consolidate, Consolidate!

Skid items as much as possible so that they are sure to arrive together. Each shipment that arrives at a separate time is assessed the minimum charge. Whether you ship to the advance warehouse or show site, it is in your best interest to consolidate as much as possible.



OUTBOUND (RETURN) SHIPPING NEED A RELIABLE CARRIER TO TRANSPORT YOUR OUTBOUND (RETURN) FREIGHT?

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

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

Show Name	USE THE SHOW CARRIER (HES Logistics) FOR ROUNDTRIP SHIPPING!					
Booth Name	BENEFITS INCLUDED					
Booth Numbers (if known)	Lowest Material Handling Rate Offered by Heritage					
Return Delivery Information	Complimentary Priority Empty Container Return					
Company Name	 Complimentary Shrink Wrapping and / or Banding at the Show Site, if requested 					
Address	No need to schedule a pickup for the return shipment					
Suite						
City, State, Zip	 All-inclusive pricing with no additional fees for pickups and deliveries, including weekend and night service One convenient invoice encompassing all Heritage Trade 					
Contact Name						
Contact Number	Show Services					
(for the driver to call if needed)	Transportation experts are available before, during,					
Delivery Hours	and after the show					
Standard Ground Shipping (Estimated 2-7 business days)	Reliable customer service seven days a week, offering					
Deliver by Date	complete shipment visibility and expert supervision					
Must Deliver on Specific Date						
Description of Pieces & Loading Area (quantity / type / approx. lbs & dims L"xW"xH") Example: 2 Cases 150 lbs eac	h 54″x36″x12″ / 1 crate 600 lbs 96″x48″x40″					

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

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

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


INBOUND SHIPPING NEED A RELIABLE CARRIER TO TRANSPORT YOUR INBOUND FREIGHT?

Email, fax, or call in the information needed below to have your freight shipped to the advance warehouse or showsite, and invoiced along with any other orders placed with the show decorator, Heritage Trade Show Services. NOTE: If the inbound or outbound shipment requires air or expedited service, please inform HES Logistics as soon as possible. HES Logistics can accommodate any type of shipping need, but specializes in LTL ground freight totaling 100 lbs or greater.

USE THE SHOW CARRIER (HES Logistics) FOR ROUNDTRIP SHIPPING!
BENEFITS INCLUDED
Lowest Material Handling Rate Offered by Heritage
Complimentary Priority Empty Container Return
 Complimentary Shrink Wrapping and / or Banding at the Show Site, if requested
No need to schedule a pickup for the return shipment
All-inclusive pricing with no additional fees for pickups and deliveries, including weekend and night service
One convenient invoice encompassing all Heritage Trade
Show Services
Transportation experts are available before, during,
and after the show
Reliable customer service seven days a week, offering complete shipment visibility and expert supervision

Description of Pieces & Loading Area

(quantity / type / approx. lbs & dims L"xW"xH") Example: 2 Cases 150 lbs each 54"x36"x12" /

1 crate 600 lbs 96"x48"x40"

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

If not, please describe pickup area and / or additional instructions for the driver:

Check this box if you request the show carrier to deliver the same pieces back to the original pickup address, via standard ground (not time critical) shipping

Check this box if you request the show carrier to ship a different piece count, to ship to a different address, or is time sensitive whatsoever. -- Please fill out the next page if you choose this option.



Must arrive no later than WEDNESDAY, FEBRUARY 23RD, 2022

Must arrive no later than WEDNESDAY, FEBRUARY 23RD, 2022

ADVANCE SHIPMENT TO WAREHOUSE

TO: _____

EXHIBITOR NAME

BOOTH NUMBER: _____

HERITAGE

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

FOR: 2022 SPRING HOME & GARDEN SHOW

ADVANCE SHIPMENT TO WAREHOUSE

TO: _____

EXHIBITOR NAME

BOOTH NUMBER: _____

HERITAGE

C/O YRC 400 S. BARTON ST.

ST. LOUIS, MO 63104

FOR: 2022 SPRING HOME & GARDEN SHOW

HERITAGE"

Must arrive no later than WEDNESDAY, FEBRUARY 23RD, 2022

ADVANCE SHIPMENT TO WAREHOUSE

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HERITAGE

C/O YRC

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

FOR: 2022 SPRING HOME & GARDEN SHOW

Must arrive no later than WEDNESDAY, FEBRUARY 23RD, 2022

ADVANCE SHIPMENT TO WAREHOUSE

TO: _____

EXHIBITOR NAME

BOOTH NUMBER: _____

HERITAGE

C/O YRC

400 S. BARTON ST.

ST. LOUIS, MO 63104

FOR: 2022 SPRING HOME & GARDEN SHOW



DO NOT DELAY!

DIRECT SHIPMENT TO SHOW SITE

MUST NOT ARRIVE BEFORE: FEBRUARY 28, 2022

TO: _____

EXHIBITOR NAME

BOOTH NUMBER: _____

C/O HERITAGE AMERICA'S CENTER (COLE ST. DOCKS) 800 COLE ST. ST. LOUIS, MO 63101

FOR: 2022 SPRING HOME & GARDEN SHOW

DO NOT DELAY!

DIRECT SHIPMENT TO SHOW SITE

MUST NOT ARRIVE BEFORE: FEBRUARY 28, 2022

то: _____

EXHIBITOR NAME

BOOTH NUMBER: _____

- C/O HERITAGE AMERICA'S CENTER (COLE ST. DOCKS) 800 COLE ST. ST. LOUIS, MO 63101
- FOR: 2022 SPRING HOME & GARDEN SHOW

HERITAGE[™]

DO NOT DELAY!

DIRECT SHIPMENT TO SHOW SITE

MUST NOT ARRIVE BEFORE: FEBRUARY 28, 2022

TO: _____

EXHIBITOR NAME

BOOTH NUMBER: _____

- C/O HERITAGE AMERICA'S CENTER (COLE ST. DOCKS) 800 COLE ST. ST. LOUIS, MO 63101
- FOR: 2022 SPRING HOME & GARDEN SHOW

HERITAGE[™]

DO NOT DELAY! DIRECT SHIPMENT

MUST NOT ARRIVE BEFORE: FEBRUARY 28, 2022

TO SHOW SITE

TO: _____

EXHIBITOR NAME

BOOTH NUMBER: _____

- C/O HERITAGE AMERICA'S CENTER (COLE ST. DOCKS) 800 COLE ST. ST. LOUIS, MO 63101
- FOR: 2022 SPRING HOME & GARDEN SHOW



EXHIBIT LABOR 2022 SPRING HOME & GARDEN SHOW

exhibitor.services@heritagesvs.com

1-800-360-4323

Fax 314-534-8050

Order online at: heritagesvs.com/ordering

EXHIBIT LABOR (One Hour Minimum per Worker)

		Advance Price Per Hour	Standard Price per Hour
Straight Time	8:00 a.m. to 4:30 p.m. Monday through Friday	\$89.85	\$116.81
Overtime	4:30 p.m. to 8:00 a.m. Monday through Friday, Saturday, Sunday, and Holidays	\$134.78	\$175.22

• Show Site prices will apply to all labor orders placed at show site.

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

Installation Labor

Supervision by Heritage I & D Please complete the information on the next page.

- · Installation of your exhibit will be completed at our discretion prior to show opening
- The charge for this service is 30% of the total installation labor bill, with a minimum of \$45.00.

Phone Number: _____ Emergency Contact:

Supervision by Exhibitor Personnel

Supervisor will be: _

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

Dismantle Labor

Supervision by Heritage I & D Please complete the information on the next page.

Installation of your exhibit will be completed at our discretion prior to show opening

• The charge for this service is 30% of the total installation labor bill, with a minimum of \$45.00.

Emergency Contact:

Supervision by Exhibitor Personnel

Supervisor will be: _

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

Exhibiting Company

Contact Name_____

Phone # _____ Email _____

Booth#

Phone Number:

_Phone Number: ___

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

Discount Deadline: 2/9/2022



EXHIBIT LABOR - HERITAGE SUPERVISED 2022 SPRING HOME & GARDEN SHOW

exhibitor.services@heritagesvs.com 1-800-360-4323

Fax 314-534-8050

Order online at: heritagesvs.com/ordering

Discount Deadline: 2/9/2022

HERITAGE SUPERVISED LABOR

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

INBOUND SHIPPING INFORMATION AND SET-UP INFORMATION: Freight will be shipped to: Warehouse _____ Show Site _____ Date ____ Total No. of: Crates_____Cartons_____Fiber Cases_____ Other (Specify) Setup Plan/Photo: Attached______To Be Sent With Exhibit_____In Crate No._____ Carpet: With Exhibit ______ Rented From Heritage _____ Color _____ Size _____ Electrical Placement: Drawing Attached ______Drawing With Exhibit _____Electrical Under Carpet _____ Comments: Graphics: With Exhibit_____Shipped Separately_____ Comments: Special Tools/Hardware Required: **OUTBOUND SHIPPING INFORMATION** Ship To:_____ METHOD OF SHIPMENT ☐ HERITAGE EXHIBIT TRANSPORTATION Common Carrier □ Air Frieght □ Next Day □ Second Day □ Deferred □ Expedited OTHER CARRIER Other Common Carrier: Other Air Freight:_____ Van Line: FREIGHT CHARGES □ Prepaid Collect Bill To:

In the event your selected carrier fails to show on the final move-out day, please select one of the following options:

Reroute via Heritage's Choice

Delivery back to warehouse at the Exhibitor's expense.

PLEASE NOTE: Heritage will not be responsible for product or literature that is not properly packed and labeled by exhibitor personnel.

 Exhibiting Company_____
 Contact Name______
 Booth# ______

 Phone # ______
 Email ______

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



exhibitor.services@heritagesvs.com 1-800-360-4323 Fax 314-534-8050 **Order online at: heritagesvs.com/ordering**

STRUCTURAL INTEGRITY FORM FOR HANGING STRUCTURES

STRUCTURAL INTEGRITY INFORMATION THIS FORM MUST BE RETURNED FOR ALL SUSPENDED STRUCTURES

_______the contracted exhibitor at 2022 Spring Home & Garden Show and (if applicable), the display house or EAC for the aforementioned exhibitor, do hereby certify and guarantee that the stress points for the hanging structure have been properly engineered and tested. We further certify that the structure can be hung safely and has been constructed to meet all applicable regulations and safety measures.

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

Exhibiting Company:	Booth #:
Authorized Signature:	
Printed Name:	Date:
Email:	
Display House/EAC (if applicable)	
Authorized Signature:	
Printed Name:	Date:

🖬 HERITAGE"

HANGING SIGN LABOR 2022 SPRING HOME & GARDEN SHOW

Discount Deadline:

2/9/2022

exhibitor.services@heritagesvs.com

1-800-360-4323

Fax 314-534-8050

Order online at: heritagesvs.com/ordering

HANGING SIGN LABOR AND EQUIPMENT

INSTRUCTIONS

- All ceiling rigging must conform to Show Management rules and regulations and facility limitations.
- All overhead hanging signs or banners must be assembled, installed and removed by Heritage. Exhibitors, display company and/or I&D representatives may supervise, but will not be allowed to assemble or install and remove the hanging sign.
- Please complete the enclosed Labor Order Form to assemble your hanging sign.
- All overhead electrical hanging signs must be certified for structural integrity and safety in order to be approved by the building. Complete the enclosed Structural Integrity Form. Hanging signs greater than 250 lbs. must be certified for structural integrity and safety in order to be approved by the convention facility.
- Set up instructions must be provided for signs needing assembly.
- Hanging anchor points must be pre-fabricated and ready for use.
- Electrical signs must be in working order and in accordance with the National Electrical Code. ELECTRICAL SERVICE requirements must be ordered in advance on the enclosed ELECTRICAL SERVICE Order Form.
- All Electrical Sign or Signs with Motor and/or Truss will need to be hung by the building.
- If any hang point supports over 250 lbs., notify Heritage immediately for special authorization.
- Overhead hanging signs are to be sent in separate containers directly to advance warehouse using the enclosed Hanging Sign Labels. This container MUST arrive no later than 2/23/22. If these procedures are not followed, Heritage cannot guarantee the hanging of your sign.

Ship To:

C/O:	Heritage Trade Show Services YRC
	400 S. Barton St.
	St. Louis, MO 63104
FOR:	2022 Spring Home & Garden Show

EQUIPMENT AND LABOR RATES TO HANG SIGNS

Straight Time: 8:00 a.m. - 4:30 p.m., Monday through Friday

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

Crew Size: Three (3) Laborers

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

Equipment With Crew

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

	S	TRAIGHT TIME	OVERTIME
Condor			
Condor with Crew	L331	\$901.58	\$1,352.38
Show Site Pricing		\$1,172.05	\$1,758.08
Assembly Crew/ Additional Labor			
Display Assembly Labor	L332	\$89.85	\$134.78
(Per Person/Per Hour)			
Show Site Pricing		\$106.81	\$160.22

Exhibiting Company		I		
Contact Name			Booth#	
Phone #	Email			

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

HERITAGE"

exhibitor.services@heritagesvs.com

1-800-360-4323

Fax 314-534-8050

HANGING SIGN LABOR 2022 SPRING HOME & GARDEN SHOW

Discount Deadline: 2/9/2022

Order onl	ine at: heritagesvs.com/ordering		21 11 2022		
Sign Des	cription, Size, & Weight	Installation Estimate			
	ther than banners, include blueprint or drawing ed information so hanging anchor points may be Cloth Banner Metal or Wood Other		Estimated Sub-Total		
Shape:	Square Triangle Rectangle Other	Dismantle Estimate	=		
Size:	Height Length Width Weight of Sign	Ectimated Sub Total			
Does your s	sign require: Electricity? Assembly?	Estimated Sub-Total _ Tax Total _	NA		
ls your sign	designed to rotate? Yes No (Check next to answer)				
Please subr	nt Diagram mit the booth grid form with this hanging sign labor ate how far in from each boundary you would like laced.	Supervision for assembly and disassembly can be provided by Heritage at an addition company representative, display house, contractor.	nal cost, or by your		
	structure and relation to the support beams may ir sign to be moved from your specified location.	Please indicate method of supervision gassembly and disassembly:			
Exhibiting (Company	1			
Contact Nar	me	Booth#			

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

LABELS ONLY TO BE USED FOR HANGING SIGNS

HERITAGE"

RUSH! – HANGING SIGN

RUSH! – HANGING SIGN

🖪 HERITAGE"

ADVANCE SHIPMENT TO WAREHOUSE

TO: _____

EXHIBITOR NAME

BOOTH NUMBER: _____

HERITAGE

C/O YRC 400 S. BARTON ST.

ST. LOUIS, MO 63104

FOR: 2022 SPRING HOME & GARDEN SHOW

ADVANCE SHIPMENT TO WAREHOUSE

TO: _____

EXHIBITOR NAME

BOOTH NUMBER: _____

HERITAGE

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

FOR: 2022 SPRING HOME & GARDEN SHOW

HERITAGE"

RUSH! – HANGING SIGN

ADVANCE SHIPMENT TO WAREHOUSE

то: _____

EXHIBITOR NAME

BOOTH NUMBER: _____

HERITAGE

C/O YRC

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

FOR: 2022 SPRING HOME & GARDEN SHOW

RUSH! – HANGING SIGN

ADVANCE SHIPMENT TO WAREHOUSE

TO: _____

EXHIBITOR NAME

BOOTH NUMBER: _____

HERITAGE

C/O YRC

400 S. BARTON ST.

ST. LOUIS, MO 63104

FOR: 2022 SPRING HOME & GARDEN SHOW

🖬 HERITAGE"

SIGN SERVICE ORDER FORM 2022 SPRING HOME & GARDEN SHOW

exhibitor.services@heritagesvs.com 1-800-360-4323 Fax 314-534-8050

Order online at: heritagesvs.com/ordering

Discount Deadline: 2/9/2022

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

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

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

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

Custom Size Signs		Ite	em		Total Sq. Ft.	Discount Rate	Standard Rate	Total
5	G100	Banner single sided	- ente	er dimensions below				
		W x	feet	L = total sq. ft.	min. order 9 sq. ft.	x <u>\$14.00</u>	\$21.00 =	
	G100	Custom Sign - enter o	dime	nsions below				
				L = total sq. ft.		x <u>\$14.00</u>	\$21.00 =	
		^{feet} t an exhibitor service t graphic applications.		member for other	min. order 9 sq. ft.		SUBTOTAL	\$
•				Method of Payment & Ci			TAX 9.679%	
Please see the Terms explanation of our po		ons page for full ellations and changes.		Form REQUIRED to be s	submitted wit	h this form.	TOTAL DUE	\$
Exhibiting Compa	ny							
					B	ooth#		
Phone #		Email _						

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



Visit **WePrintSwift.com** to place your order! Use code **DRHBA** to get <u>10% Off</u>!



1248 RESEARCH BLVD, ST LOUIS, MO 63132 | SWIFTPRINT.COM

BANNERS

Customize With: Text | Background Color | Background Image | Logo Image

9' x 3' Full Color

8 ' x 2 ' Full Color

SPC BUILDERS

John Smith

314 991 4300

Hemmed Vinyl With Grommets

SPC BUILDERS John Smith 314 991 4300

Hemmed Vinyl With Grommets

174.00 /ea 1 ea of 1 version **116.00 /ea** 1 ea of 2 versions

164.00 /ea 1 ea of 1 version **104.00 /ea** 1 ea of 2 versions

RETRACTABLE BANNERS & STANDS

HBA

Customize With: Text | Background Color | Background Image | Logo Image

Mosquito Base Option 233.00 /ea Soft Zippered Carry Case 1 ea of 1 version 163.00 /ea HBA 1 ea of 2 versions 31.5 ' x 78.5' 349.00 /ea **Cascade Base Option** 1 ea of 1 version Soft Zippered Carry Case 310.00 /ea 1 ea of 2 versions 36'x90' SPC BUILDERS

DESIGN SERVICES

Contact design@swiftprint.com for personalized timelines and pricing.



Visit **WePrintSwift.com** to place your order! Use code **DRHBA** to get <u>10% Off</u>!



1248 RESEARCH BLVD, ST LOUIS, MO 63132 | SWIFTPRINT.COM

FACE MASKS

Customize With: Text | Background Image | Logo Image

Pleated Cloth Mask

One Size Fits Most Adults



orders over 50 pieces



TABLE THROWS

Customize With: Text | Background Color | Background Image | Logo Image

Premium Dye Sub 3 Options



227.00 /ea 6' - 72" × 30" × 30" 256.00 /ea 8' - 96" × 30" × 30" 348.00 /ea 8' Converts to 6'

SPACE SIGNAGE

Customize With: Text | Background Color | Background Image | Logo Image

18" x 48" Full Color 3 Mil Sintra, Holes Drilled For Hanging



SPC BUILDERS

314 991 4300

190.00 /ea 1 ea of 1 version **103.00 /ea** 1 ea of 2 versions



Drury Inn & Suites St. Louis Convention Center 711 N. BROADWAY ST. LOUIS, MO 63101 Telephone: (314) 231-8100 www.druryhotels.com

Thank you for choosing **Drury Inn & Suites St. Louis Convention Center** to be a part of your next great event! We are looking forward to seeing you soon and we are ready to uphold our reputation for great service & value. Rooms have been held for your group and to make reservations, please click on the link below. **Discounted rate: \$134 a night +tax (includes parking).**

St. Louis Home and Garden Show

CLEAN + SAFE

We want guests to feel safe from check-in to check-out and everywhere in between. We are proud to partner with Ecolab Inc. – a global leader in hygiene and infection prevention solutions for the hospitality industry. In this collaborative effort, we will use Ecolab products as part of enhanced cleaning and disinfecting procedures to help ensure a clean, safe stay.

Drury Hotels commits to continually evaluate processes and implement timely changes to comply with CDC cleaning and disinfecting guidelines.

At Drury Hotels, we know you have enough to worry about when traveling. In addition to the great rate, our generous amenities will brighten your group's day and make your journey easier.

- Free Hot Breakfast Start every day with make-your-own Belgian waffles, scrambled eggs, sausage, fresh fruit, oatmeal, biscuits and gravy, KELSO+BROS® coffee and more. Free hot breakfast is served daily from 6–9 a.m. on weekdays and 7–10 a.m. on weekends.
- Free 5:30 Kickback®* Join us from 5:30–7 p.m. every evening to enjoy free hot food and cold beverages at our 5:30 Kickback®. We feature a rotating menu of hot food, beer, wine, mixed drinks and soft drinks.
- **Free Wi-Fi Throughout the Hotel** Get the score, check your social networks or email family members from anywhere in the hotel for free!
- **On-Site Facilities** Take advantage of the business center, fitness center or pool while you're away from home. Print your boarding pass, finish a presentation or check e-mail in our business centers.

*Availability of the above-listed amenities is subject to local, state, and federal restrictions and mandates as they relate to COVID-19 or the novel Coronavirus. To receive an updated list of what is currently available at the Hotel, please contact the Hotel directly. *Service of alcohol is subject to state and local law. Alcoholic beverages are not complimentary and require a nominal charge at the following hotels due to state and local laws: Drury Inn Bowling Green, Drury Suites Paducah, Drury Inn Paducah, and Drury Inn & Suites Louisville.

Please make your reservations by **Wednesday, January 26, 2022** to receive your group rate. Reservations made after this date will be subject to prevailing rate and availability. Reservations may also be made by calling **1-800-325-0720** - refer to your group number **2440944**.