

2021 EXHIBITOR MANUAL

41st Annual Builders

Home & Remodeling Show SM

Presented by



Produced by



Exhibitor manual
is subject to
updates or
changes without
notification.

Dear Home Show Exhibitor,

Thank you for exhibiting at the 2021 Builders Home & Remodeling Show, presented by LP SmartSide Trim & Siding. 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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GENERAL INFORMATION

CONVENTION CENTER ADDRESS

St. Charles Convention Center

1 Convention Center Plaza
St. Charles, MO 63303

SHOW HOURS & COLORS

Friday, September 24	10 am - 7 pm
Saturday, September 25	10 am - 7 pm
Sunday, September 26	10 am - 5 pm

Yellow and white drape, gray carpet, yellow skirted tables.

HBA HOME SHOW OFFICE

Located just inside the Exhibitor Entrance on the south side of the building.

EXHIBITOR LOUNGE

Board Room 2307 - Upper Level.

SALES TAX

7.96%

EXHIBITOR FOOD SERVICE

Unless special-ordered from Food Service, food options include a concession stand inside the main exhibit hall on the Lower Level, the Compass Cafe located across from the escalator in the Lower Level lobby area and a portable concession stand located on the Upper Level.

EXHIBITOR PASS INFORMATION

No exhibitor passes for entry to the Show will be necessary due to the free admission policy for the general public. Exhibitors may enter through any of the regular public entry areas or through the Home Show Office located on the south side of the Convention Center.

Note: On Show days prior to the Show opening to the public at 10 am, exhibitors can get into the building at 8 am. The only entrance open is the Exhibitor Entrance on the south side of the building next to the Home Show Office.

EXHIBITOR DEADLINES

July 30	Final Booth Payment - HBA
July 30	Electrical Order for Advance Price - HBA
July 30	Water & Booth Cleaning Orders for Advance Price - HBA
August 27	Directory Listing Form - HBA
August 27	News Release Information (Media) - HBA
August 27	Advertising Deadline for Show Directory - HBA
September 3	Decorator Order - Heritage Display Group

NOTE: Missing these deadlines can cost you money!

HOTEL ACCOMMODATIONS

Local convenient hotels include the Embassy Suites Hotel that is connected to the Convention Center and the Fairfield Inn located a half block from the Convention Center. No special rates are available for either hotel, so rates will be the prevailing rates at the time of booking. Call 636-946-5544 for reservations at the Embassy Suites or 636-946-1900 for reservations at the Fairfield Inn.

PROMOTIONS / LOGOS / SOCIAL MEDIA

Opportunities to increase visibility with consumers!

HOME SHOW DIRECTORY OPPORTUNITIES

Each exhibitor will receive one **FREE** listing in the directory Product/Service section **if form is completed in the Exhibitor Portal by August 27.**

The printed Directory is distributed at Show entrances. A recent survey indicated that **79%** of attendees left with a directory to use as a buying guide and **82%** will make a purchase for their home within one year. **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 STLHomeShow.com if website is listed on form. (Website will NOT be printed in the Show Directory.)** If you have questions contact Renee at 314-817-5618 or MincherR@hbastl.com.

Advertise in the directory. Stand out from other exhibitors and keep your name and product/service in front of consumers. A limited amount of advertising space is available on a first-come, first-served basis. Pricing: \$475 for ½ page color, \$425 for ½ page black & white, \$275 for ¼ page color and \$225 for ¼ page black & white. Deadline for advertising space is August 27.

BECOME A FEATURED EXHIBITOR

Exhibitors can purchase an upgraded digital listing for \$50. This listing offers the ability to share brochures, photos, videos and additional company information which will appear on the Featured Exhibitors page and the Show Map on our website.

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! Your information may be included in the Show Directory if there is room and supplied to the media, upon inquiry.

Do you have a new product? A new twist on an old product? Contact the manufacturer for a press release. Or write an article about how your product/service fulfills a need consumers have, including product benefits and how it 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. Deadline is August 27. For more information about advertising and promotion, contact Ellen at 314-817-5620 or ViehmannE@hbastl.com.

Spread the word about your participation in the Show!

HOME SHOW LOGOS & INVITATION

Include the Show logo in your advertising and social media. To receive 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. Invite your customers to come see you at the Home & Remodeling Show. The HBA makes it easy! We create an electronic invitation that you can email to your database or include in social media posts. Look for this invitation - it will be emailed to exhibitors 30 days prior to the Show.

See us at the
41st Annual Builders
Home & Remodeling Show
Presented by
LP SmartSide
ExpertFinish TRIM & SIDING
September 24-26
St. Charles Convention Center

Hundreds of Local Home Improvement Pros in One Place! See, learn about and buy the latest home products and get expert advice.

Produced by: Home Builders Association of St. Louis and Missouri

Home & Remodeling Show
Presented by SmartSide

September 25-27, 2020
St. Charles Convention Center

Show Hours: Friday & Saturday: 10 am - 7 pm
Sunday: 10 am - 5 pm

Tickets & Parking: FREE Admission & FREE Parking

SAFETY: One-way traffic, Face coverings REQUIRED, Continuous facility cleaning, Hand sanitizer & water stations

Home Idea Stage: Jeff Holper, The Mole Hunter, helps people win the battle of man vs. mole.

Parties & Buy Foods & Beverages: Great for party menus and gifts!

SPAs and Swim Spas BLOWOUT SALE: Sign up for a wide variety of models!

Home Projects from Dreams... to Done!: Home Projects from Dreams... to Done!

Foodrive for foodbank: \$1000 how hopping free!

FAMILY FUN: FREE pumpkin painting for kids! World Famous Frites Drop.

STLHomeShow.com

SOCIAL MEDIA

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

Facebook with us ... www.facebook.com/stlhomeshow
Tweet with us ... www.twitter.com/STLHomeShow
Join us on Instagram ... www.instagram.com/stlhomeshow
Connect with us on LinkedIn ... www.linkedin.com/company/st-louis-&-st-charles-home-shows

Sample posts and tweets:

- Don't miss the Builders Home & Remodeling Show, presented by LP SmartSide Trim & Siding, the area's largest fall home event, September 24-26 at the St. Charles Convention Center. #STLHomeShow
- Come see us at the Builders Home & Remodeling Show, presented by LP SmartSide Trim & Siding, this weekend. We are in booth xxx and admission is free! #STLHomeShow
- Looking to do some home improvements? Visit us at the Builders Home & Remodeling Show, presented by LP SmartSide Trim & Siding, September 24-26 in booth xxx to take advantage of our show specials. #STLHomeShow

MOVE-IN & MOVE-OUT INFORMATION

MOVE-IN TIMES & PROCEDURES

To assist exhibit move-in, we schedule exhibitor set-up times based on booth size and circumstances. Please follow this schedule and procedure.

MOVE-IN THURSDAY, SEPTEMBER 23

Move-In - 7 am - 6 pm

ALL booths in ALL halls that are 10'x20' or larger MUST call and schedule a move-in time! Call beginning Wednesday, August 25 to reserve your move-in time with Renee at 314-817-5618 or MincherR@hbastl.com. Times will be assigned based on location in the exhibit hall and the order in which calls are received.

Booths 100-319 - Move-In South Overhead Door
Booths 400-999 - Move-In Loading Docks A, B & C
Booths 1000-1999 - Move-In South Overhead Door
Booths 2000-2500 (Upper Level) - Move-In Loading Docks D, E & F

Note: NO DRIVING ONTO THE SHOW FLOOR IS ALLOWED. BRING YOUR OWN DOLLIES AND CARTS. You will move your own exhibit to your booth.

Crated and palletted exhibits will unload with teamsters and forklifts at the loading dock. Please indicate that you need a forklift when reserving your move-in time.

Note: Forklifts CAN NOT operate on the Upper Level or in Aisle 1000 in the front lobby on the Lower Level due to carpet.

Note: If you have a trailer display or vehicle that will be used as part of your display, you MUST notify Renee at the HBA at 314-817-5618 and schedule an early move-in time.

MOVE-OUT TIMES & PROCEDURES

Sunday, September 26 5:30-9 pm (**No forklifts available**)
Monday, September 27 8-11 am Upper Level
Monday, September 27 8 am - 2 pm Lower Level

- **Breaking down or moving out booths before the close of the Show on Sunday is strictly prohibited. There will be a \$200 fine for anyone that starts breaking down early. Exhibitors who do so will not be allowed in future HBA shows.**
- All move-out is first-come, first-served.
- Use the same door for move-out that you used for move-in.
- Bring your own dollies and two wheelers to move your exhibit to your vehicles. Have necessary labor with you.
- Crated and palletted exhibits on the Lower Level will be loaded with forklifts provided by the HBA.
No teamster labor is provided on Sunday evening.

Note: NO DRIVING ONTO THE SHOW FLOOR IS ALLOWED.

- IMPORTANT -

ALL EXHIBITS MUST BE OUT OF THE UPPER LEVEL BY 11 AM ON MONDAY, SEPTEMBER 27

ALL EXHIBITS MUST BE OUT OF THE LOWER LEVEL BY 2 PM ON MONDAY, SEPTEMBER 27

TEAMSTER LABOR & ASSISTANCE: The Show will provide complimentary teamster labor and fork lift service for non-crated/palletted 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 details, see pages 23-24.

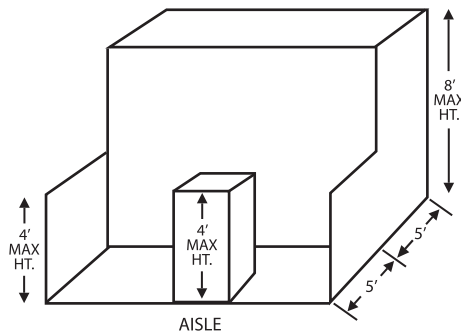
Union Labor will be provided at the prevailing rates to exhibitors upon their order, for the erection, dismantling and any servicing required for their displays. Straight time will be charged between the hours of 8 am and 4:30 p.m, Monday through Friday. Overtime will be charged at all other times.

EXHIBITOR DO'S & DON'TS

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.

PENINSULA BOOTH

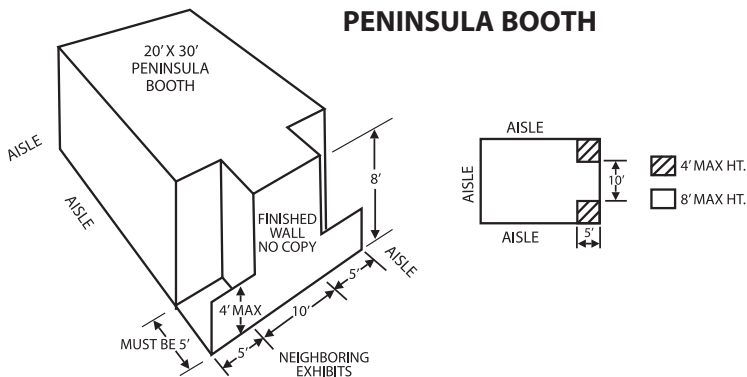


EXHIBIT FLOOR COVERINGS & TABLES

Your booth includes: tuxedo carpet, unless you told us on your application that you are providing your own flooring, and a yellow skirted table, if requested on your application. If you need additional tables, booth display backdrop or other decorator items, use the form in the last section of this manual or call Heritage at 314-534-8500.

EXHIBIT ELECTRICITY

All Convention Center electricity must be ordered from the HBA using the order form in the last section of this manual if this was not completed on the Exhibit Space Application. Electricity must be ordered by July 30 to receive the Advance Price. The price increases approximately 25% after this date.

To avoid additional expenses, bring your own power strips and extension cords to get power to where you need it. Contact Tammy Ridgley at 314-817-5624,

RidgleyT@hbastl.com if you have questions. **NOTES: If you're 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. If you have an item that requires 24 hour electric service, you must order 24 hour electric service.**

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 above 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.

Only island displays with four sides open may request permission to hang a banner over their island. If the location of the requested banner does not block aisle drops or other show signage and has the necessary ceiling support, permission may be granted by Show Management.

USE OF NON-INFLAMMABLE MATERIALS

Materials used in the exhibit hall **MUST** be non-inflammable to conform with St. Charles 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.

EXHIBITOR DO'S & DON'TS

FIRE-RETARDANT REQUIREMENTS

If you are using a tent, it must be fire-retardant. All exhibits over 100 square feet with a solid roof must have a fire extinguisher in the exhibit. They must be designed porous to allow for the effective operation of building fire sprinklers. Major exhibit materials such as booth draping and table skirting must be treated with a flame retardant.

TELEPHONE SERVICE

If you need telephone service in your booth, use the order form in the last section of this manual.

STAFFING EXHIBITS

Exhibits must be staffed during **ALL** show hours. Breaking down or moving out booths before the close of the show on Sunday is strictly prohibited. **There will be a \$200 fine for anyone that starts breaking down early. Exhibitors who do so will not be allowed in future HBA shows.**

NOTE: Exhibitors must stay within their booths. Working aisles is strictly prohibited. If you are working 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 for restocking can be made Friday, Saturday and Sunday from 8-9:30 am at Loading Docks A, B & C on the Lower Level ONLY. The freight elevator next to Docks A, B & C can be used to take merchandise upstairs. Pull up to the door, sound your horn, and a security guard will open the door. No labor will be provided. Have your own dollies and two wheelers available. Be prepared to move your own merchandise to your booth.

CRATE & BOX STORAGE

The St. Charles Convention Center does not have crate/box storage areas inside the building. Exhibitors should be prepared to remove all boxes and crates from the Convention Center prior to the Show opening on Friday. After the Show closes on Sunday, crates and boxes can be returned to the Convention Center for repacking and move-out. Contact Tammy at 314-817-5624 if you have special needs or questions.

NO SMOKING POLICY

St. Charles Convention Center has a non-smoking policy in the building. **To smoke you must exit the building.**

PAINTING OF EXHIBITS

No painting of exhibits, signage, etc. inside or on Convention Center property is allowed by the St. Charles Convention Center. Touch-up of exhibits is allowed as long as the floor and surrounding area is protected. Exhibitor will be charged for damages from spilled paint or overspray.

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 or other merchandise provided by an outside, non-exhibiting company may NOT be used as giveaways.

BOOTH MUSIC OR VIDEOS

By law, exhibitors that use copyrighted 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.

FOOD SAMPLING

Food and beverage samples can not be larger than 2 oz. and must be a product sold or manufactured by the exhibitor. Securing all necessary permits is the responsibility of the exhibitor. Exhibitors must follow all St. Charles Health Department guidelines. All food items sold must operate through Convention Center Food Service. A Health Department application and fee must be sent to the Health Department prior to the Show. If you need an application call Tammy at the HBA at 314-817-5624 or refer to page 32 for a link to the application form. Call the Health Department at 636-949-7900 x4204 with questions.



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

METHOD OF PAYMENT & CREDIT CARD AUTHORIZATION

NAME OF CONVENTION **2021 BUILDERS HOME AND REMODELING SHOW** BOOTH # _____

EXHIBITING COMPANY _____ PHONE # _____ FAX # _____

ADDRESS _____ CITY _____ STATE _____ ZIP _____

CONTACT EMAIL _____

PRINT NAME _____ SIGNATURE _____

CREDIT CARD PAYMENT

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

CARD HOLDER'S SIGNATURE _____

CREDIT CARD BILLING ADDRESS _____

CITY _____ STATE _____ ZIP _____

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

Charge to: _____ American Express _____ MasterCard _____ Visa _____ Discover

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

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

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

FURNITURE/CARPET.....	\$ _____
ACCESSORIES	\$ _____
RENTAL UNITS	\$ _____
ESTIMATED MATERIAL HANDLING/DRAYAGE (Credit Card Required).....	\$ _____
PRIORITY EMPTY CONTAINER RETURN/ACCESSIBLE STORAGE	\$ _____
ESTIMATED LABOR (Credit Card Required)	\$ _____
SIGNS	\$ _____

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

TOTAL AMOUNT DUE \$ _____

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

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

Remit To:



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

FURNITURE/CARPET RENTAL ORDER FORM

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

Table with columns: ITEM #, QTY, DISCOUNT RATES, STANDARD RATES, AMOUNT. Includes Furniture items like Plastic Side Chair, Padded Sled Base Chair, etc.

CARPET

Table with columns: ITEM #, QTY, DISCOUNT RATES, STANDARD RATES, AMOUNT. Includes Carpet items like 9' X 10', 9' X 20', etc.

AREA CARPET (Indicate Dimensions for Special Size Carpet)

Table with columns: ITEM #, QTY, DISCOUNT RATES, STANDARD RATES, AMOUNT. Includes Area Carpet item.

COLORS: [] RED [] BLUE [] HUNTER GREEN [] BURGUNDY [] PLUM [] GRAY [] BLACK

Area carpet is required for all booths larger than 30', or for booths configured as islands or peninsula areas.

PADDING AND VISQUEEN (90 sq. ft. min.)

Table with columns: ITEM #, QTY, DISCOUNT RATES, STANDARD RATES, AMOUNT. Includes Padding and Visqueen items.

Table with columns: ITEM #, QTY, DISCOUNT RATES, STANDARD RATES, AMOUNT. Includes Draped Display Table items like 4' Table - 30" high, 6' Table - 30" high, etc.

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

UNDRAPED DISPLAY TABLE

Table with columns: ITEM #, QTY, DISCOUNT RATES, STANDARD RATES, AMOUNT. Includes Undraped Display Table items like 4' Table - 30" high, 6' Table - 30" high, etc.

TABLE RISERS COVERED WHITE

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

Table with columns: ITEM #, QTY, DISCOUNT RATES, STANDARD RATES, AMOUNT. Includes Table Risers items.

SPECIAL DRAPE BACKGROUNDS

Table with columns: ITEM #, QTY, DISCOUNT RATES, STANDARD RATES, AMOUNT. Includes Special Drape Backgrounds items.

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

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

TOTAL ORDER _____

NAME OF CONVENTION 2021 BUILDERS HOME AND REMODELING SHOW BOOTH # _____

EXHIBITING COMPANY _____ PHONE # _____ FAX # _____

ADDRESS _____ CITY _____ STATE _____ ZIP _____

EMAIL ORDER CONFIRMATION & INVOICE TO _____

CONTACT NAME _____ DATE _____

(Print & Sign)

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

Chairs/Carpet

Chairs



Furniture

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

Carpet



Black



Red



Burgundy



Gray



Blue



Plum



Hunter Green

Display Tables

Pedestal Tables

F80 Pedestal Table 30" x 18" h

F90 Pedestal Table 30" x 30" h

F100 Pedestal Table 30" x 42" h

Draped Display Tables

F110 4' x 2' x 30" F140 4' x 2' x 42"

F120 6' x 2' x 30" F150 6' x 2' x 42"

F130 8' x 2' x 30" F160 8' x 2' x 42"

Undraped Display Tables

F190 4' x 2' x 30" F220 4' x 2' x 42"

F200 6' x 2' x 30" F230 6' x 2' x 42"

F210 8' x 2' x 30" F240 8' x 2' x 42"



F80



F90



F100



F190
F220



F110
F140



Red



Teal



Burgundy



Gray



Plum



White



Hunter
Green



Expo
Green



Gold



Blue



Black



F200
F230



F120
F150



F210
F240



F130
F160

Remit To:



620 Shenandoah Avenue | St. Louis, MO 63104

Phone 314-534-8500 | Fax 314.534.8050

Exhibitor.Services@HeritageSVS.com

**ACCESSORIES/DISPLAY
RENTAL ORDER FORM**

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ITEM #	QTY	DISCOUNT RATES	STANDARD RATES	AMOUNT	ITEM #	QTY	DISCOUNT RATES	STANDARD RATES	AMOUNT	
ACCESSORIES					DISPLAY					
A10	_____	Wastebasket	17.48	22.73	D10	_____	Pegboard Panels (4'x8')	174.88	227.33	
A20	_____	Tripod Easels	29.14	37.91	D11	_____	Pegboard 6" Single Hook	8.77	11.40	
D250	_____	Chrome Sign Holder	107.48	139.70	D12	_____	Pegboard 8" Single Hook	10.19	13.28	
A30	_____	Chrome Stanchion	21.84	28.88	D20	_____	Tackboard Panels (4'x8')	131.15	170.52	
A40	_____	Velour Rope 6' Black	21.84	28.88	<input type="checkbox"/> Horiz. <input type="checkbox"/> Vert.					
A50	_____	Coat Tree	63.37	82.43	D31	_____	Fabric Impact Panel 1 Meter x 8'	320.57	416.73	
A60	_____	Chrome Bag Rack	63.37	82.43	D40	_____	Gridwall 2'x8' Black	119.49	155.35	
A70	_____	Literature Rack	123.85	161.02	D60	_____	Gridwall 6" Single Hook	8.77	11.40	
A80	_____	Garment Rack 5'	67.99	88.41	D70	_____	Gridwall 8" Single Hook	10.19	13.28	
A90	_____	2 Way Straight Arm Rack	93.24	121.22	D50	_____	Slatwall 1 Meter x 8'	160.28	208.37	
A100	_____	4 Way Slant Arm Rack	104.74	135.77	D120	_____	Slatwall Waterwalls Hooks	26.25	34.13	
A106	_____	Raffle Ticket Drum	57.75	75.08	D121	_____	Slatwall 8" Bracket	10.19	13.28	
A107	_____	Fishbowl	21.00	27.30	D130	_____	Shelf 1 meter wide	43.73	56.86	
A110	_____	6' Tensabarrier	99.07	128.84	D210	_____	Acrylic Holder	18.22	23.68	
DISPLAY CABINETS AND COUNTERS										
<input type="checkbox"/> Black Fabric <input type="checkbox"/> Gray Fabric <input type="checkbox"/> White PVC										
MD20	_____	Counter 1M x 1/2M x 42" High, W/Shelf	408.30	530.41	D220	_____	Arm Light	38.85	50.50	
			<input type="checkbox"/> Counter Lock	23.05	29.98	D140	_____	4' Full View Showcase	386.19	502.10
MD21	_____	Counter 2M x 1/2M x 42" High, W/Shelf	570.73	741.98	D150	_____	6' Full View Showcase	415.33	539.91	
			<input type="checkbox"/> 2 Counter Locks	46.10	59.96	D170	_____	6' Quarter View Showcase	369.18	498.76
MD22	_____	Curved Counter 1M x 1/2M x 42" High W/Shelf	448.83	583.45						
			<input type="checkbox"/> Counter Lock	23.05	29.98					
MD23	_____	Radius Counter 1M x 1/2M x 42" High	538.60	700.19						
MD30	_____	Cabinet 1M x 1/2M x 42" (White Only/ Comes With Lock & Shelf)	489.64	632.80						
					TOTAL ORDER _____					

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

NAME OF CONVENTION 2021 BUILDERS HOME AND REMODELING SHOW BOOTH # _____

EXHIBITING COMPANY _____ PHONE # _____ FAX # _____

ADDRESS _____ CITY _____ STATE _____ ZIP _____

EMAIL ORDER CONFIRMATION & INVOICE TO _____

CONTACT NAME _____ DATE _____

(Print & Sign)

Accessories



A10



D250



A30



A40



A20



A70



A80



A60



A100



A90



A110



A106





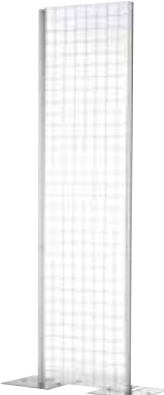









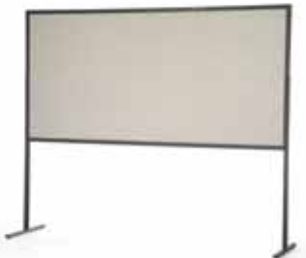



A107

Accessories:

A10 Wastebasket
 A20 Tripod Easel
 D250 Chrome Sign Holder
 A30 Chrome Stanchion
 A40 Velour Rope 6' Black
 A50 Coat Tree
 A60 Chrome Bag Rack

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

Display

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

Remit To:



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

MODULAR RENTAL DISPLAY ORDER FORM

Cancellation: No refunds if cancelled after the deadline.

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

Choose Your Exhibit – Check One

<input type="checkbox"/> MD01 DISPLAY ONE: 10' STANDARD DISPLAY Package Includes: Installation and dismantling labor 1 Header One 10' x 10' Standard Carpet One 1 meter counter Three Arm Lights	<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <th style="text-align: center;">ADVANCED RATE</th> <th style="text-align: center;">STANDARD RATE</th> </tr> <tr> <td style="text-align: center;">\$1,875.41</td> <td style="text-align: center;">\$2,413.48</td> </tr> </table>	ADVANCED RATE	STANDARD RATE	\$1,875.41	\$2,413.48		<input type="checkbox"/> MD02 DISPLAY TWO: 20' STANDARD DISPLAY Package Includes: Installation and dismantling labor One 10' x 20' Standard carpet 2 Headers One 2 meter counter Two 1 meter counters 6 Halogen Lights	<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <th style="text-align: center;">ADVANCED RATE</th> <th style="text-align: center;">STANDARD RATE</th> </tr> <tr> <td style="text-align: center;">\$4,251.19</td> <td style="text-align: center;">\$5,526.57</td> </tr> </table>	ADVANCED RATE	STANDARD RATE	\$4,251.19	\$5,526.57					
ADVANCED RATE	STANDARD RATE																
\$1,875.41	\$2,413.48																
ADVANCED RATE	STANDARD RATE																
\$4,251.19	\$5,526.57																
<input type="checkbox"/> MD03 DISPLAY THREE: 20' DELUXE DISPLAY Package Includes: Installation and dismantling labor One 10' x 20' Standard Carpet 2 Headers One 1.5 meter counter Four shelves 5 Halogen Lights	<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <th style="text-align: center;">ADVANCED RATE</th> <th style="text-align: center;">STANDARD RATE</th> </tr> <tr> <td style="text-align: center;">\$4,574.06</td> <td style="text-align: center;">\$5,946.31</td> </tr> </table>	ADVANCED RATE	STANDARD RATE	\$4,574.06	\$5,946.31		<input type="checkbox"/> MD04 DISPLAY FOUR: 20' DELUXE DISPLAY Package Includes: Installation and dismantling labor One 10' x 20' Standard carpet 1 Header 4 Counters 5 Halogen Lights	<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <th style="text-align: center;">ADVANCED RATE</th> <th style="text-align: center;">STANDARD RATE</th> </tr> <tr> <td style="text-align: center;">\$4,977.68</td> <td style="text-align: center;">\$6,470.94</td> </tr> </table>	ADVANCED RATE	STANDARD RATE	\$4,977.68	\$6,470.94					
ADVANCED RATE	STANDARD RATE																
\$4,574.06	\$5,946.31																
ADVANCED RATE	STANDARD RATE																
\$4,977.68	\$6,470.94																
<input type="checkbox"/> MD05 DISPLAY FIVE: 20 X 20 ISLAND DISPLAY Package Includes: Installation and dismantling labor One 20' x 20' Standard carpet 2 Headers 4 Counters	<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <th style="text-align: center;">ADVANCED RATE</th> <th style="text-align: center;">STANDARD RATE</th> </tr> <tr> <td style="text-align: center;">\$8,206.38</td> <td style="text-align: center;">\$10,668.32</td> </tr> </table>	ADVANCED RATE	STANDARD RATE	\$8,206.38	\$10,668.32		<input type="checkbox"/> MD06 DISPLAY SIX: 20 X 20 ISLAND DISPLAY Package Includes: Installation and dismantling labor One 20' x 20' Standard carpet 4 Headers 4 Counters	<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <th style="text-align: center;">ADVANCED RATE</th> <th style="text-align: center;">STANDARD RATE</th> </tr> <tr> <td style="text-align: center;">\$8,879.60</td> <td style="text-align: center;">\$11,542.81</td> </tr> </table>	ADVANCED RATE	STANDARD RATE	\$8,879.60	\$11,542.81					
ADVANCED RATE	STANDARD RATE																
\$8,206.38	\$10,668.32																
ADVANCED RATE	STANDARD RATE																
\$8,879.60	\$11,542.81																
<p>Circle your carpet color:</p> <p>Black Blue Burgundy Gray Red</p>		<p>Choose Your Panels Standard and Optional Panel Choices</p> <table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td style="width:70%;"><input type="checkbox"/> White Hardwall</td> <td style="width:15%; text-align: center;">Advanced Rates:</td> <td style="width:15%; text-align: center;">Advanced Rates:</td> </tr> <tr> <td><input type="checkbox"/> Blue/Gray Velcro – Circle: Blue or Gray</td> <td style="text-align: center;">Included</td> <td style="text-align: center;">Included</td> </tr> <tr> <td><input type="checkbox"/> Opt. Color Hardwall (per panel) - Specify</td> <td style="text-align: center;">Included</td> <td style="text-align: center;">Included</td> </tr> <tr> <td></td> <td style="text-align: center;">\$73.50 ea.</td> <td style="text-align: center;">\$95.55 ea.</td> </tr> </table>				<input type="checkbox"/> White Hardwall	Advanced Rates:	Advanced Rates:	<input type="checkbox"/> Blue/Gray Velcro – Circle: Blue or Gray	Included	Included	<input type="checkbox"/> Opt. Color Hardwall (per panel) - Specify	Included	Included		\$73.50 ea.	\$95.55 ea.
<input type="checkbox"/> White Hardwall	Advanced Rates:	Advanced Rates:															
<input type="checkbox"/> Blue/Gray Velcro – Circle: Blue or Gray	Included	Included															
<input type="checkbox"/> Opt. Color Hardwall (per panel) - Specify	Included	Included															
	\$73.50 ea.	\$95.55 ea.															

Indicate Your Header Sign Copy

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

Check which color lettering you would like Black Blue Red

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

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

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

TOTAL ORDER _____

NAME OF CONVENTION 2021 BUILDERS HOME AND REMODELING SHOW BOOTH # _____

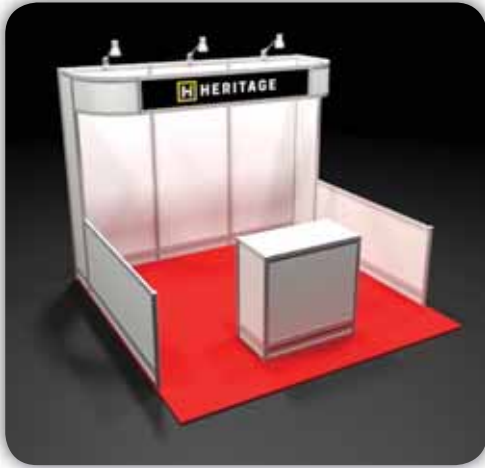
EXHIBITIING COMPANY _____ PHONE # _____ FAX # _____

ADDRESS _____ CITY _____ STATE _____ ZIP _____

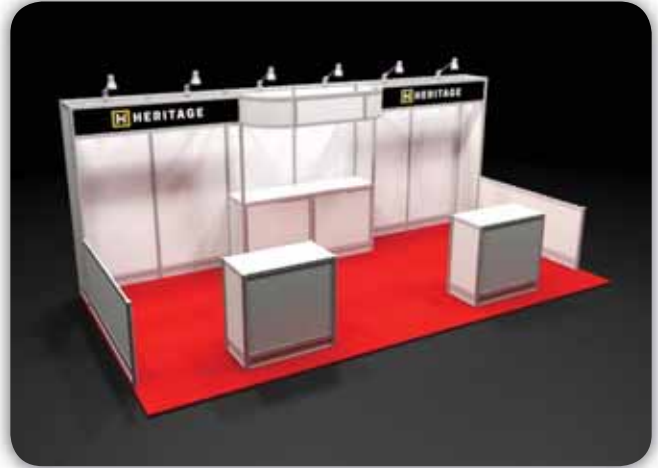
EMAIL ORDER CONFIRMATION & INVOICE TO _____

CONTACT NAME _____ DATE _____

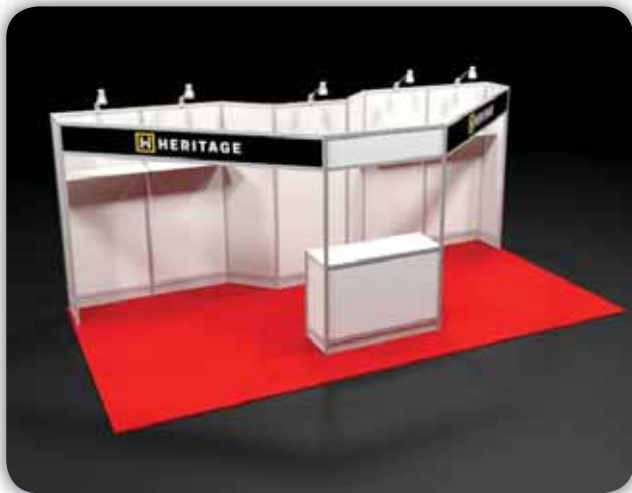
Modular Displays



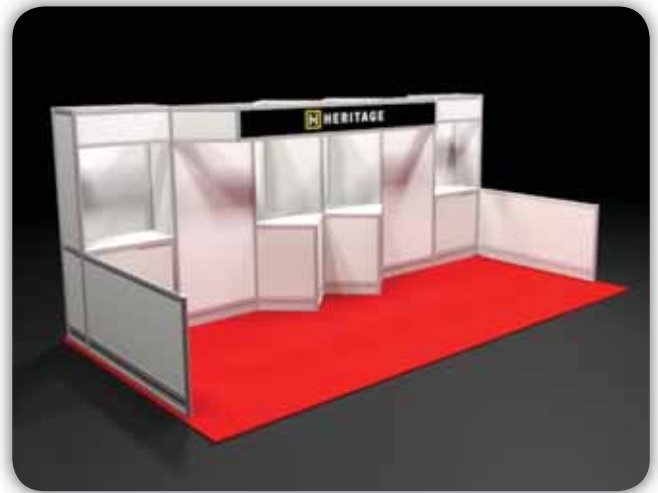
MDO1 Modular Hardwall Display Package 1



MDO2 Modular Hardwall Display Package 2



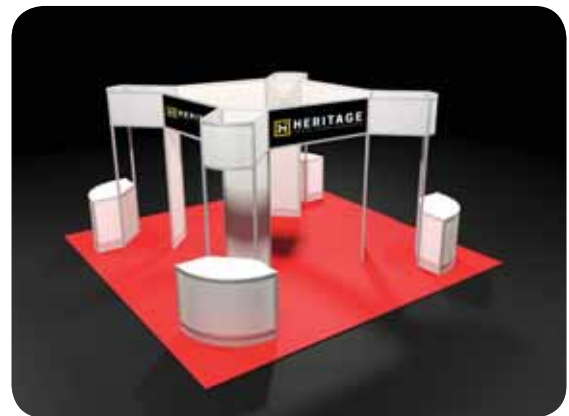
MDO3 Modular Hardwall Display Package 3



MDO4 Modular Hardwall Display Package 4



MDO5 Modular Hardwall Display Package 5



MDO6 Modular Hardwall Display Package 6

Remit To:



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

**IMPORTANT FREIGHT INFORMATION
 AND RATE SCHEDULE**

The HBA provides manpower with material handling equipment (i.e. dollies and pushcarts) to assist exhibitors during move-in with the unloading and delivery of products and materials to their respective booths on a complimentary basis.

This complimentary service DOES NOT include the handling of crated exhibits and displays or for equipment requiring the use of forklifts. For information and rates on these services, see below.

CRATED, BOXED & CONTAINERIZED DISPLAY OR EXHIBIT MATERIALS:

Crated displays and exhibit materials shipped in advance to the Heritage warehouse or directly to exhibit site during set up hours by common carriers, van lines, company trucks, air freight companies or special delivery services will be received by Heritage and delivered to respective booths at the convention site. Empty containers will be removed from the booth, placed in storage and returned to the booth at the close of the show. Materials will be removed from the booth to the dock and reloaded on designated vehicles. Rates for this service are based on a per 100 lb. basis or fraction thereof (200 lb. minimum charge) for each shipment received, as follows:

<u>IN & OUT</u>	<u>IN & OUT</u>	<u>IN & OUT</u>
STRAIGHT TIME	STRAIGHT TIME/OVERTIME	OVERTIME
\$44.10 per CWT	\$54.60 per CWT	\$65.10 per CWT

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

ADVANCE SHIPPING ADDRESS	TO: (Name of Exhibitor & Booth Number) FOR: 2021 Builders Home and Remodeling Show Heritage Trade Show Services c/o: YRC 400 Barton St. St. Louis, MO 63104	TO: (Name of Exhibitor & Booth Number) FOR: 2021 Builders Home and Remodeling Show c/o: Heritage Trade Show Services St. Charles Convention Center 1 Convention Center Plaza St. Charles, MO 63303	DIRECT SHIPPING ADDRESS
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FORKLIFT SERVICES:

Heavy equipment, machinery, or palletized goods, delivered directly to the exhibit site during set up hours, which require the use of a forklift for unloading and delivery to the exhibitors booth will be charged to the exhibitor at the following hourly rates:

Forklift with operator	(1 hr. minimum)	<u>STRAIGHT TIME</u>	<u>OVERTIME</u>	<u>DOUBLETIME</u>
(maximum 4,000 lbs.)		\$131.25 hr.	\$163.80 hr.	\$204.75 hr.
Material Handler	(1 hr. minimum)	\$84.00 hr.	\$126.00 hr.	\$161.70 hr.

Straight time is Monday through Friday, 8:00 a.m. to 4:30 p.m. After 4:30 p.m. Monday through Friday and all day Saturday is at overtime rates. Sunday and holidays are at double time rates.

Forklift required at _____ (A.M.-P.M.) on _____ (Day) _____ (Date) to unload material.

Forklift required at _____ (A.M.-P.M.) on _____ (Day) _____ (Date) to reload material.

Exhibitor must check in at service desk to obtain forklift.

(1hour minimum in/out) Est. hrs each way _____ Total hrs _____ X rate ST/OT/DT _____ = _____

NAME OF CONVENTION **2021 BUILDERS HOME AND REMODELING SHOW** BOOTH # _____

EXHIBITING COMPANY _____ PHONE # _____ FAX # _____

ADDRESS _____ CITY _____ STATE _____ ZIP _____

EMAIL ORDER CONFIRMATION & INVOICE TO _____

CONTACT NAME _____ DATE _____

INBOUND SHIPMENTS

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

EMPTY CONTAINER LABELS

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

ADDITIONAL AVAILABLE SERVICES

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

	STRAIGHT TIME	OVERTIME	DOUBLETIME
Forklift with Operator (Up to 4,000 lb. Capacity)	\$131.25 per hr.	\$163.80 per hr.	\$204.75 per hr. (One Hour Minimum)
Material Handler	\$84.00 per hr.	\$126.00 per hr.	\$161.70 per hr. (One Hour Minimum)
Local Pickups & Deliveries	\$113.40 per hr.	\$152.25 per hr.	\$186.90 per hr. (One Hour Minimum)

BANDING

Metal banding will be available for securing outbound shipments at a rate of .55 per foot, plus labor (One Hour Minimum).

OUTBOUND SHIPMENTS

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

RETURNED SHIPMENTS TO HERITAGE WAREHOUSE

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

LIMITS OF LIABILITY AND RESPONSIBILITY

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

HERITAGE

Trade Show Services

DO NOT DELAY!

ADVANCE SHIPMENT
TO WAREHOUSE

TO: _____

EXHIBITOR NAME

BOOTH NUMBER: _____

HERITAGE TRADE SHOW SERVICES
C/O YRC
400 BARTON ST.
ST. LOUIS, MO 63104

FOR: 2021 BUILDERS HOME AND REMODELING SHOW

HERITAGE

Trade Show Services

DO NOT DELAY!

ADVANCE SHIPMENT
TO WAREHOUSE

TO: _____

EXHIBITOR NAME

BOOTH NUMBER: _____

HERITAGE TRADE SHOW SERVICES
C/O YRC
400 BARTON ST.
ST. LOUIS, MO 63104

FOR: 2021 BUILDERS HOME AND REMODELING SHOW

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FOR: 2021 BUILDERS HOME AND REMODELING SHOW

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HERITAGE TRADE SHOW SERVICES
C/O YRC
400 BARTON ST.
ST. LOUIS, MO 63104

FOR: 2021 BUILDERS HOME AND REMODELING SHOW



IMPORTANT NOTICE REGARDING DIRECT SHIPMENTS

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

NOTE: Direct shipments will only be received beginning at 8:00 a.m., Thursday, September 23rd, 2021. Any materials sent to the venue prior to this date may be returned to sender and/or may be turned over to Heritage Trade Show Services and will be billed according to the Show's Shipping & Receiving Rates, and will be subject to venue assessed fees.

<p>EXHIBITOR COMPANY NAME _____</p> <p>BOOTH NUMBER _____</p> <p>C/O HERITAGE TRADE SHOW SERVICES ST. CHARLES CONVENTION CENTER 1 CONVENTION CENTER PLAZA ST. CHARLES, MO 63303</p> <p>FOR: 2021 BUILDERS HOME AND REMODELING SHOW</p>
--

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

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

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

HERITAGE

Trade Show Services

DO NOT DELAY

DIRECT SHIPMENT TO
SHOW SITE

**MUST NOT ARRIVE BEFORE
THURSDAY, SEPTEMBER 23RD, 2021**

TO: _____
EXHIBITOR NAME

BOOTH NUMBER: _____

C/O HERITAGE TRADE SHOW SERVICES
ST. CHARLES CONVENTION CENTER
1 CONVENTION CENTER PLAZA
ST. CHARLES, MO 63303

FOR: 2021 BUILDERS HOME AND REMODELING SHOW

HERITAGE

Trade Show Services

DO NOT DELAY

DIRECT SHIPMENT TO
SHOW SITE

**MUST NOT ARRIVE BEFORE
THURSDAY, SEPTEMBER 23RD, 2021**

TO: _____
EXHIBITOR NAME

BOOTH NUMBER: _____

C/O HERITAGE TRADE SHOW SERVICES
ST. CHARLES CONVENTION CENTER
1 CONVENTION CENTER PLAZA
ST. CHARLES, MO 63303

FOR: 2021 BUILDERS HOME AND REMODELING SHOW

HERITAGE

Trade Show Services

DO NOT DELAY

DIRECT SHIPMENT TO
SHOW SITE

**MUST NOT ARRIVE BEFORE
THURSDAY, SEPTEMBER 23RD, 2021**

TO: _____
EXHIBITOR NAME

BOOTH NUMBER: _____

C/O HERITAGE TRADE SHOW SERVICES
ST. CHARLES CONVENTION CENTER
1 CONVENTION CENTER PLAZA
ST. CHARLES, MO 63303

FOR: 2021 BUILDERS HOME AND REMODELING SHOW

HERITAGE

Trade Show Services

DO NOT DELAY

DIRECT SHIPMENT TO
SHOW SITE

**MUST NOT ARRIVE BEFORE
THURSDAY, SEPTEMBER 23RD, 2021**

TO: _____
EXHIBITOR NAME

BOOTH NUMBER: _____

C/O HERITAGE TRADE SHOW SERVICES
ST. CHARLES CONVENTION CENTER
1 CONVENTION CENTER PLAZA
ST. CHARLES, MO 63303

FOR: 2021 BUILDERS HOME AND REMODELING SHOW

Remit To:



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

EXHIBITOR APPOINTED CONTRACTOR
THIRD PARTY AUTHORIZATION

EXHIBITOR APPOINTED CONTRACTOR

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

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

EXHIBITOR APPOINTED CONTRACTOR

ADDRESS

CONTACT PERSON _____

PHONE _____

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

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

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

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

THIRD PARTY AUTHORIZATION

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

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

THIRD PARTY AGENT:

CREDIT CARD ACCOUNT NO. _____

EXPIRATION DATE ___/___/___ VERIFICATION CODE ___/___/___/___

PERSONAL CREDIT CARD COMPANY CREDIT CARD

CARDHOLDER'S NAME _____

AUTHORIZED SIGNATURE _____

PRINT NAME _____

COMPANY NAME _____

ADDRESS _____

CITY/STATE/ZIP _____

PHONE _____ FAX _____

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

Exhibitor Signature: _____ Print Name: _____ Date: _____

(Please Print)

NAME OF CONVENTION 2021 BUILDERS HOME AND REMODELING SHOW BOOTH # _____

EXHIBITING COMPANY _____

PHONE # _____ FAX # _____

ADDRESS _____ CITY _____ STATE _____ ZIP _____

BY _____ EMAIL _____

NAME _____ DATE _____

(Signature)

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

Remit To:



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

EXHIBIT LABOR ORDER FORM

DISPLAY LABOR FOR INSTALLATION & DISMANTLE OF EXHIBITS

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

RATES: Table with columns for DISCOUNTED and STANDARD rates. Rows include STRAIGHT TIME (8:00 A.M. to 4:30 P.M. Monday through Friday) and OVERTIME (After 4:30 P.M. to 8:00 A.M. Monday through Friday and all hours on Saturday and Sunday).

Starting time can be guaranteed only in those instances where men are requested for the start of the working day, which is 8:00 a.m. The minimum charge for one hour per man will apply and time will commence in accordance with exhibitor's request.

INSTALLATION

ERECT EXHIBIT UNDER HERITAGE SUPERVISION

Heritage will supervise the installation of your exhibit, however, specific instruction, blueprints, etc., should be provided to facilitate an economical, correct installation. A supervision charge of 30%, minimum charge \$45.00, will be added to your labor invoice.

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

FURNISH LABOR TO ERECT EXHIBIT UNDER EXHIBITOR'S SUPERVISION

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

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

DISMANTLE

DISMANTLE EXHIBIT UNDER HERITAGE SUPERVISION

Heritage will supervise the dismantling of your exhibit, when crates are returned. Make sure complete outbound shipping information has been given to the freight service desk. A supervision charge of 30%, minimum charge \$45.00, will be added to your labor invoice.

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

FURNISH LABOR TO DISMANTLE EXHIBIT UNDER EXHIBITOR'S SUPERVISION

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

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

ESTIMATED TOTAL

NAME OF CONVENTION 2021 BUILDERS HOME AND REMODELING SHOW BOOTH #

EXHIBITING COMPANY PHONE # FAX #

ADDRESS CITY STATE ZIP

EMAIL ORDER CONFIRMATION & INVOICE TO

CONTACT NAME DATE

(Print & Sign)

COMPANY NAME _____
BOOTH # _____

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

INBOUND SHIPPING INFORMATION

Carrier _____ Carrier Phone Number _____
Shipped to: Warehouse _____ Show Site _____ From: City/State _____ Date _____
Total No. of: Crates _____ Cartons _____ Fiber Cases _____ Other (Specify) _____

SET-UP INFORMATION

Set up Plan/Photo: Attached _____ To Be Sent With Exhibit _____ In Crate No. _____
Carpet: With Exhibit _____ Rented From Heritage _____ Color _____ Size _____
Electrical Placement: Drawing Attached _____ Drawing With Exhibit _____ Electrical Under Carpet _____
Comments: _____
Graphics: With Exhibit _____ Shipped Separately _____
Comments: _____
Special Tools/Hardware Required: _____

OUTBOUND SHIPPING INFORMATION:

Ship To: _____

Contact Name _____ Phone _____

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

Carrier: (If Known) _____

Freight Charges: Prepaid Bill To: _____
 Collect _____

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

SPECIAL INSTRUCTIONS/COMMENTS:

PLEASE PROVIDE AN EMERGENCY CONTACT:

Name _____ Phone No. _____

Remit To:



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

SIGN SERVICE ORDER FORM

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

STANDARD SIZE SIGNS

QTY	DISCOUNT PRICE	STANDARD PRICE	TOTAL
7"X11" ____@	42.50	63.75 = \$ ____	
7"X44" ____@	49.50	74.25 = \$ ____	
11"X14" ____@	52.25	78.50 = \$ ____	
14"X22" ____@	63.75	95.50 = \$ ____	
14"X44" ____@	86.25	129.00 = \$ ____	
22"X28" ____@	86.25	129.00 = \$ ____	
28"X44" ____@	144.50	216.75 = \$ ____	
40"X60" ____@	192.75	289.00 = \$ ____	
Easel			
Back ____@	26.50	40.00 = \$ ____	
Sentra ____X____@	14.00 sq.ft.	21.00 sq.ft = \$ ____	

DIGITAL GRAPHICS

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

_____ L X _____ W = sq. ft.
sq. ft. _____ x \$15.00 = \$ _____

- \$15.00 per sq. ft. (standard price \$21.00)
- Minimum order 9 sq. ft. (1296 sq. in.)
- Double sq. ft. for double-sided graphics
- Round sq. ft. to next whole increment
- File conversion, retouching, cloning or color correcting may incur additional labor charges

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

INDICATE YOUR SIGN COPY HERE

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

Vertical Horizontal Easel Back

Color of Background _____

Color of Lettering _____

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

SETUP/COMPUTER LABOR

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

9.679% TAX _____
TOTAL _____

(PLEASE PRINT)

NAME OF CONVENTION 2021 BUILDERS HOME AND REMODELING SHOW BOOTH # _____

EXHIBITING COMPANY _____ PHONE # _____ FAX # _____

ADDRESS _____ CITY _____ STATE _____ ZIP _____

EMAIL ORDER CONFIRMATION & INVOICE TO _____

CONTACT NAME _____ DATE _____

(Print & Sign)

Exhibit Hall Fire Regulations

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

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

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

--over--

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

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

All cooking appliances shall be listed by a National Testing Agency: i.e. Underwriters Laboratory or Factory Mutual.
26. Booth and seating plans must be approved by the Fire Marshal. Submit plans to the Fire Marshal no later than 15 days before set-up date.
27. There shall not be any ticket booths, tables or any other display setup in the lobby without the prior approval of the Fire Marshal.
28. All aisles shall be maintained at a minimum of ten (10) feet clearance.
29. All covered structures in excess of ninety (90) square feet in area shall be protected by an automatic fire detection system approved by the Fire Marshal.
30. All floor plans submitted shall be totally representative of the halls, rooms and/or areas in which the events are held in, such as the location of manual pull stations, fire hose standpipe closets, exits, aisles and man doors in air walls, etc.



Home Builders Association
 10104 Old Olive Street Road • St. Louis, MO 63141
 Tammy Ridgley, Show Manager • (314) 817-5624 • RidgleyT@hbastl.com

To receive the Advance Price, your order form and payment must be received by August 6, 2021.
 See Exhibitor Manual available at www.STLHomeShow.com for a complete list of services (gas, water and all other order forms and rules). Prices include service for all show days, service fees and applicable taxes.

EXHIBITOR SERVICES ORDER FORM

Event: **2021 Builders Home & Remodeling Show** Company Name: _____
 Event Dates: **September 24-26, 2021** Mailing Address: _____
 Exhibit Location/Booth: _____ City: _____ State: _____ Zip: _____
 Ordered By: _____ Phone: _____ Fax: _____
 On-Site Contact: _____ Email: _____

Equipment	Adv. Pricing 8-6-21	Reg. Pricing	Quantity	24 Hour Adv. Pricing 8-6-21	24 Hour Reg. Pricing	Quantity
120 V ELECTRIC						
120 V-Single Phase 10 AMPS (960 Watts)	\$82	\$105	_____	\$123	\$150	_____
120 V-Single Phase 20 AMPS (1920 Watts)	\$110	\$135	_____	\$165	\$203	_____
Power Strip		\$28	_____			

208 V ELECTRIC						
208 V-Single Phase 30 AMPS	\$197	\$272	_____	\$310	\$443	_____
208 V-Three Phase 30 AMPS	\$225	\$294	_____	\$352	\$479	_____
208 V-Single Phase 100 AMPS	\$468	\$608	_____	\$709	\$990	_____
208 V-Three Phase 200 AMPS	\$690	\$825	_____	\$1,062	\$1,343	_____
ELECTRICIAN: 2 HOUR MINIMUM FEE PER CONNECTION REQUIRED	\$89/HR.	\$101/HR.	_____			
NEMA PLUG # IF AVAILABLE # _____						

TELECOM						
Wireless Internet (per device)	\$85	\$100	_____			
Wired Internet (per device)	\$167	\$250	_____			
IT Technician (2 HOUR MINIMUM FEE)		\$71	_____			

TERMS AND CONDITIONS

Power will be turned on (1) hour prior to each day's event opening and turned off (30) minutes after closing. Please order 24 hour power if you will be in need of additional service.

Cancellation policy: No refunds or credits will be given after August 6, 2021.

All terms, conditions and rates on this form are subject to change at any time without notice.

PAYMENT INFORMATION

Please make check payable to HBA and mail to address at top of form or complete credit card information below.

Card # _____ Exp. Date _____ / _____ CSC Code _____

Billing Address For Card (where statement is mailed) _____

Billing Address Same As Contact Information Above Amount To Charge \$ _____

Name On Card _____ Signature _____

CLEANING & WATER SERVICES

Event: 2021 BUILDERS HOME & REMODELING SHOW	Company Name:
Event Dates: SEPTEMBER 24-26, 2021	Mailing Address:
Exhibit Location/Booth:	City: State: Zip:
Ordered By:	Phone: Fax:
On-Site Contact:	E-mail:

**ADVANCED PRICING IS VALID WITH FULL PAYMENT RECEIVED
 14 CALENDAR DAYS PRIOR TO EVENT MOVE IN**

√	OPTION	Cleaning Services*	14 DAY ADVANCED PRICING		REGULAR PRICING		
	1	Initial vacuum before first show / event day only	\$0.25	per sq ft	\$0.30	per sq ft	Single Service
	2	Daily vacuum of booth for all show / event days (Includes #1 above)	\$0.20	per sq ft	\$0.25	per sq ft	Per Day
	3	Daily vacuum and Cleaning Service Includes #1 & #2 above PLUS periodic carpet sweeping of booth and wastebasket pick-up	\$0.50	per sq ft	\$0.60	per sq ft	Per Day
	4	Pallet Removal from Booth Space. (DISPOSAL ONLY, NOT STORAGE)	\$50 x _____ (# of Pallets)				Per Pallet

* Rates do not apply to food shows

Note: Amount must be based on a minimum of 100 sq ft. per single booth

Please compute cost below:

Booth Size X = Total Sq. Ft. (Min 100 Sq. Ft.)

 Length Width

 X X = \$

Total Sq. Ft. Rate per # of days Total

(Min 100 Sq. Ft.) Sq. Ft.

WATER	QTY	14 DAY ADVANCED PRICE	REGULAR PRICE	TOTAL
Water Connection: One Time Fill, & Drain (11-1,000 Gallons)		\$ 150	\$ 185	
Water Connection: One Time Fill, & Drain (1,000 + Gallons)		\$ 250	\$ 300	

PAYMENT INFORMATION

Credit Card Type:	Credit Card Number:	
Expiration Date:	Security Code: <small>(Last 3 digits on back of card or 4 digits on front of Amex.)</small>	
Name on card (Please Print)		
Signature	Date	
Billing Address:		
City: State: Zip:	Please make checks payable to: St. Charles Convention Center	
CANCELLATION POLICY If cancellation occurs more than 6 days prior to the first scheduled move-in day: 90% REFUND. If cancellation occurs 6 days or less prior to the first scheduled move-in day: 75% REFUND. If cancellation occurs after the start of the first scheduled move-in day: NO REFUND.		All terms, conditions, and rates on this form are subject to change at any time without notice.
Total Sales \$ _____ x 7.96% Sales Tax _____		
SUBTOTAL \$ _____ x 1% Tourism Tax (of subtotal) _____		
GRAND TOTAL		\$ _____



MISSOURI DEPARTMENT OF REVENUE
TAXATION DIVISION

You must contact the Missouri Department of Revenue within ten days after the close of the event, in one of the following ways:

If you had sales to report you must complete this form and submit it to the address on the form.

If you made no sales you can complete and submit the form by contacting the Department by e-mail or fax number provided below.

FORM 2360 (REV. 10-2012)	FOR USE ONLY
	NAME OF EVENT Home & Remodeling Show
	DATE September 24-26, 2021
	CITY LOCATION / CODE ST CHARLES
	COUNTY LOCATION / CODE 64082 / 183

IF YOU HAVE A VALID MISSOURI RETAIL SALES LICENSE: DO NOT submit payment with this form. You **MUST** report these sales on a regular sales tax return. Enter your sales tax number here: _____. If you do not currently have a location for _____ (city), _____ (county), a location will be opened so you may remit the sales tax for this event. Please complete the information below in Columns 1 through 4, and include this information for each event on your sales tax return.

- Please check this box if you just took orders and did not make on the spot sales and a location will not be added to your account. Please mail this report to our office or e-mail the information to: stltax@dor.mo.gov
- If you are 65 or older and claiming the handicraft exemption, please check this box and attach a completed Form 2478, which can be found on our web site at www.dor.mo.gov/business/register/forms/. Please mail Forms 2478 and 2360 to our office.
- If you are a service or display only, please check this box and mail this form to our office or e-mail the information to: stltax@dor.mo.gov

IF YOU DO NOT HAVE A VALID MISSOURI RETAIL SALES LICENSE: At the end of the event, list the total amount of your sales in column 2. Compute the tax due by multiplying column 2 by the appropriate tax rate for this location. Enter amount of tax in column 4. This report along with your remittance must be returned to the address below by 10/14/21 to avoid late charges.

Please send a check or money order only. DO NOT SEND CASH.

COLUMN 1 DATE(S) OF THE EVENT	COLUMN 2 GROSS RECEIPTS	COLUMN 3 TAX RATE	COLUMN 4 TAX DUE
	\$	7.96 %	\$

USE THESE COLUMNS IF YOU HAVE QUALIFYING FOOD SALES. Section 144.014, RSMo, provides a reduced tax rate for certain food sales. The reduction applies to all types of food items that may be purchased with food stamps. This includes food or food products for home consumption, seeds and plants for use in gardens to produce food for personal consumption and food items refrigerated or at room temperature.

COLUMN 1 DATE(S) OF THE EVENT	COLUMN 2 GROSS RECEIPTS	COLUMN 3 TAX RATE	COLUMN 4 TAX DUE
	\$	%	\$

THIS REPORT IS SUBJECT TO ALL PROVISIONS SET FORTH BY THE MISSOURI DEPARTMENT OF REVENUE SALES TAX RULES AND REGULATIONS.

BUSINESS NAME	Please mail this form and your remittance to: ATTN BETTY BRADSHAW MISSOURI DEPARTMENT OF REVENUE ST LOUIS TAX ASSISTANCE OFFICE 3256 LACLEDE STATION RD STE 101 ST LOUIS MO 63143-3753 (314) 877-0177 FAX 314 877-0198
TAXPAYER NAME	
ADDRESS	
CITY, STATE, ZIP CODE	

If you pay by check, you authorize the Department of Revenue to process the check electronically.
Any check returned unpaid may be presented again electronically.

Under penalties of perjury, I declare that I have examined this report, including accompanying schedules and statements, and to the best of my knowledge and belief it is true, correct and complete.

SIGNATURE	DATE (MM/DD/YYYY)
_____	___/___/____

Dear Food & Beverage Exhibitor,

Congratulations on your decision to be an exhibitor at the St. Charles Convention Center! Please review the following procedures for the distribution of food and beverage products at our facility.

Food & Beverage Sales: The St. Charles Convention Center is the exclusive food and beverage provider for the facility. All sales of food and beverage items from exhibitors or vendors that are designed for on-site consumption must be pre-arranged with the facility and are subject to a concessionaire fee that will be assessed by the Director of Food and Beverage and approved by the General Manager. This arrangement must be made through the food and beverage Department at (636) 669-3005 and finalized via a written agreement of terms. Sale of alcoholic beverages for on-site consumption is not allowed by third-party vendors.

For exhibitors selling food items in pre-packaged vessels designed to be consumed off premises, exhibitor fees may be waived. To obtain a waiver of fees, items must be packaged in sealed containers, be of sufficient quantity to imply use for home consumption, and submitted for approval by the St. Charles Convention Center.

Food & Beverage Sampling: Sampling of food & beverage items is allowed in portions no greater than 2 oz. in size and should be distributed by the exposition-sponsoring organization or exhibitors. The samples must be manufactured, processed, or distributed by the exhibiting firm. Sampling of alcoholic beverages requires special arrangements and authorization from the facility and is limited to 1 oz. portions.

Health Permits: The St. Charles Health Department has very specific guidelines in regards to sampling food and/or beverage items. A Temporary Food Establishment Permit may be required for unsealed food or beverage items that are intended for on-site sale or sampling. If you are planning to distribute any unsealed items, whether it is sample size or greater or sell food products, please refer to the attached guidelines and contact the St. Charles Health Department at (636) 949-7400 with any questions. If a permit is required, an application must be completed online or at the Health Department if the applicant does not have computer access. The permit (if applicable) must be obtained prior to event move-in. A sample application and guidelines are attached.

Additional Covid Precautions:

- Guest should remain 6 feet apart from each other (face covering worn if not able to keep this distance)
- A barrier should be used to separate guest from sampling staff – Plexiglas can be used for this – similar to grill and café
- All samples need to be in closed container. If using a 2oz soufflé cup per our normal policy they just need to put a lid on top
- No food items or utensils for eating the samples can be self-serve, each utensil or sample needs to be handed out to the guest
- If food is being pre-pared in the booth then same guidelines we use in the kitchen need to apply
 - Proper hand washing and face coverings worn at all times

We look forward to a successful event. If you have any questions or need additional assistance, please contact Jay, Katz, Director of Food and Beverage, at (636) 669-3005 or at jkatz@scmocc.com.

St. Charles County
Department of Public Health
Division of Environmental Health and Protection

Temporary Food Facility (TFF) License Application Instructions

To apply for the Temporary Food Facility (TFF) License, visit our website at <http://www.sccmo.org/760> and click **License Applications**, or go to our on-line portal directly at <https://www2.citizenserve.com/stcharles>.

- **LOGIN** (upper right-hand corner)
 - If you have an account, login on the left using your existing username and password
 - If new to the portal, click **REGISTER NOW**→
 - Select **Online Registration** from the **Registration Type** drop-down menu.
- Under **LICENSING** click **APPLY FOR A LICENSE**→
- Select **Public Health License** from the **License Type** drop-down menu.
- Select **Food Facility (Temporary)** from the **Sub Type** drop-down menu.
- Complete blank fields, including business name and address
- It is recommended that you save often and reopen the application in your cart (upper right-hand corner).
- For **Application Type**, you must choose either Standard or Expedited (see fees below).
- Complete **all** designated fields, including uploading required documents.
- Watch Food Safety Video.
- Click **Submit**.
- You will automatically be directed to the payment screen.
- Submit online payment, or you may close it if you prefer to pay by check.

Note: the Temporary Food Facility Fee is due at the time of Application submission. We accept the following credit cards: Discover, Diners Club International, MasterCard and Visa. A service fee of 3.34% will apply if you choose to pay by credit card. You may also submit a check payment to our office: **St. Charles Public Health, 1650 Boone's Lick Road, St. Charles, MO 63301**.

The Temporary Food Facility Fees are as follows:

- **\$100.00** for a TFF operating 1-3 consecutive days.
- **\$120.00** for a TFF operating 4-14 consecutive days.
- **Additional \$20.00** for an Expedited License (upon request / **mandatory if event will occur within 2 days of online application**).
- **EXEMPT** for religious, education, not-for-profit, fraternal, or civic organizations (**must attach a copy of Missouri Department of Revenue Tax Exemption Letter with the online application**).

**** If you have trouble with the online application, please contact our office at 636-949-1800. ****

Sampling Guidelines

Sampling: A food product promotion, where only a sample of a food is offered free of charge to demonstrate its characteristics. A sample cannot be a whole meal, an individual hot dish or a potentially hazardous food item. If you are sampling potentially hazardous food (PHF), you must get a permit. PHF food includes, but is not limited to, items that require refrigeration.

No permit for sampling is required if the following conditions are met:

1. A maximum of only two (2) types of products are being sampled at a time;
2. Food products are **NON-POTENTIALLY HAZARDOUS ONLY**; and
3. All department **SANITATION REQUIREMENTS** are being followed.

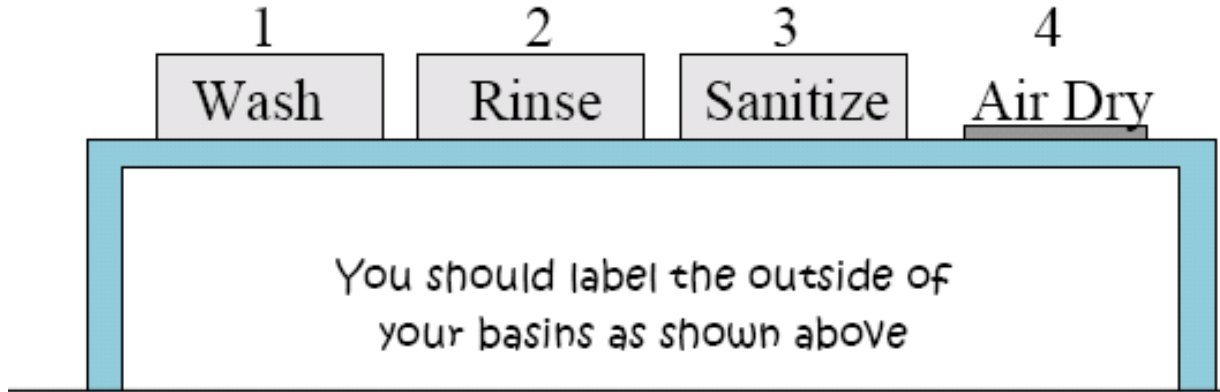
SANITATION REQUIREMENTS:

- All food being sampled must be from an approved source.
- All samples (including the original container they originated from) may only be used for a length of six (6) hours. All unused samples (including the original container they originated from) must be disposed of after six (6) hours.
- All fruit and vegetables must be washed. Washing is to remove dirt, soil, and any other contaminants. An antiseptic vegetable wash product is strongly recommended.
- A three compartment washing station is required.
- Hand washing station is required.
- A 5-7 gallon capacity hand washing station. A hand washing station consists of:
 - Container with a hands free dispensing valve
 - 5 gallon catch basin
 - Potable water, preferably at 100 degrees Fahrenheit
 - Liquid hand washing soap in pump or squeeze bottle
 - Paper towel supply for the entire day.
- Obtain containers with sneeze and handling protection.
- Use disposable gloves when cutting or handling products. Do not reuse gloves after touching contaminated surfaces, or money.
- Use tooth picks, wax paper, paper sampling cups, or disposable utensils to distribute samples. The idea is to prevent customers' hands or fingers from touching the samples or contaminating the food.
- Use only sanitized knives and cutting boards for cutting samples.
- Waste basket shall be lined. Know where "greywater" dumping facilities are located.
- Processed foods sampled must be manufactured in a licensed food processing facility or a licensed food establishment. Copies of retail food establishment permits or food manufacturing licenses at which the food was prepared should be available during an inspection by department. Receipts showing date of purchase may be required during inspection.

Contact the Food Protection Program if you have any questions before sampling food products.

You can reach a St. Charles County health inspector at 636-949-1800.

Dish washing station must be set up as follows:



A temporary dish washing station must be provided. All dishes and utensils must be washed, rinsed, sanitized, and air-dried before use and at least every 4 hours. Dish washing must be done using a three-compartment basin setup. We suggest that you use 3 plastic basins, large enough to immerse your largest dish/utensil. **You may not wash dishes at your hand wash station or hand wash at the dish wash station.**



A temporary hand washing station must consist of, at least, running water, soap, paper towels, a discard bucket and trash can. If a sink is not available, a large thermos or container in which water is held for dispensing for hand washing can be used. The container must have a spout that allows the water to remain running without holding or pushing the dispensing mechanism. A container needs to be placed under the water container to catch the wastewater. As a food vendor you must provide this set up in your stand.



Required items for proper sampling:

- Disposal single use utensils
- Covered sampling container
- Tongs
- Knife
- Cutting board
- Waste basket with liner
- Disposable Gloves



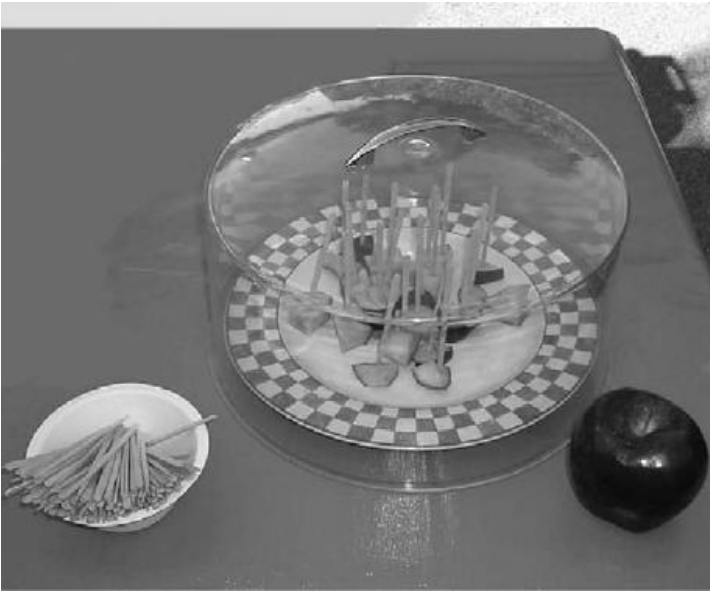
Examples of St. Charles County Health Department Approved Sampling Methods

Provide containers with hinged covers to prevent food contamination.

Cake cover acts as a sneeze protector.

Use Tongs to give out samples.

This method provides the best way to keep the food samples from being contaminated. Vendor is in complete control of the sampling process. This method is highly recommended.

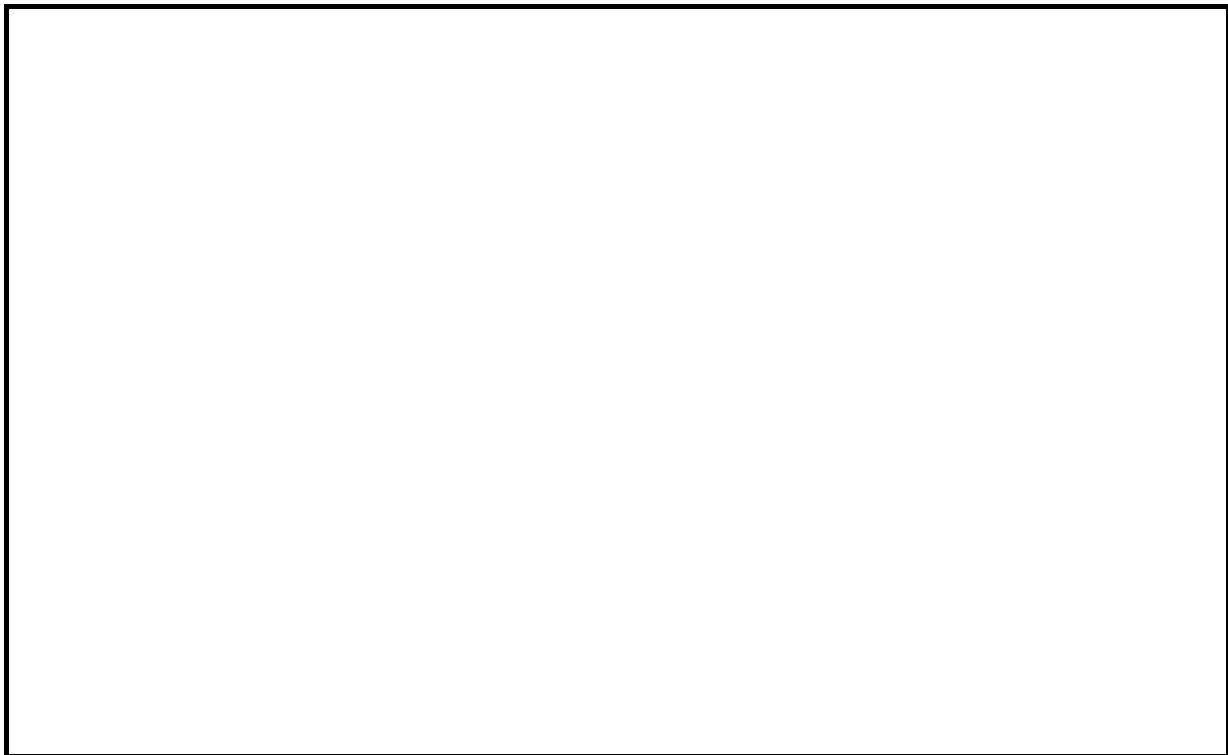
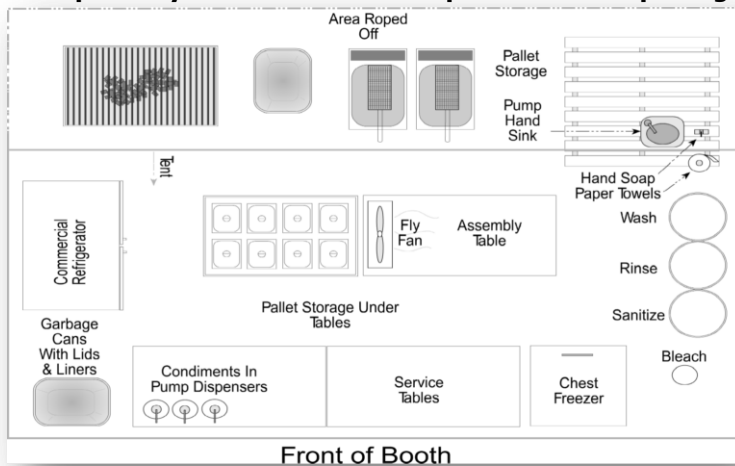


Here is another example of how to protect your samples. Notice the samples have tooth picks already so customer does not have to touch the sample.



If you are sampling nuts of any kind, you must use a nut-shaker similar to the ones pictured.

Sketch a floor plan of your booth in the box provided. Example is given below.



Front of Booth

Checklist

Booth sketch should include:

- * Handwashing
 - Liquid Soap & Paper towels
- * Coolers/Freezers
- * Food Preparation Tables
- * Tent Canopy Covering Food Booth
- * Dishwashing
 - Wash - Rinse - Sanitize (50-100 ppm Chlorine/Bleach)
- * Dry Storage Area
- * Grill/Cooking Location
- * Trash Cans with Lids
- * Customer Service Window/Table