

2022 EXHIBITOR MANUAL



17th Annual Builders
St. Charles



Presented by



Produced by



Exhibitor manual is
subject to updates
or changes without
notification.

APRIL 1-3 • St. Charles Convention Center • STLHomeShow.com

Dear Home Show Exhibitor,

Thank you for exhibiting at the 2022 Builders St. Charles Home 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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GENERAL INFORMATION

CONVENTION CENTER ADDRESS

St. Charles Convention Center

1 Convention Center Plaza
St. Charles, MO 63303

SHOW HOURS & COLORS

Friday, April 1	10 am - 7 pm
Saturday, April 2	10 am - 7 pm
Sunday, April 3	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

February 18	Final Booth Payment - HBA
February 18	Electrical Order for Advance Price - HBA
February 18	Water & Booth Cleaning Orders for Advance Price - HBA
March 4	Directory Listing Form - HBA
March 4	News Release Information (Media) - HBA
March 4	Advertising Deadline for Show Directory - HBA
March 15	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 March 4.**

The printed Directory is distributed at Show entrances. A recent survey indicated that **80%** of attendees left with a directory to use as a buying guide and **79%** 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 March 4.

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 March 4. 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
17th Annual Builders
St. Charles
Home Show
Presented by
LP SmartSide®
ExpertFinish TRIM & SIDING
April 1-3
St. Charles Convention Center

2021's Only Spring Home Event!
17th Annual Builders St. Charles Home Show
April 9-11, 2021
St. Charles Convention Center
Show Hours: Friday & Saturday: 10 am - 7 pm, Sunday: 10 am - 5 pm
Tickets & Parking: FREE Admission & FREE Parking
See, Learn About and Buy the Latest Home Products and Services and Get Advice From Hundreds of Home Improvement Experts
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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 ... 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:

- Don't miss us at the St. Charles Home Show, presented by LP® SmartSide®, April 1-3 in booth xxx at the St. Charles Convention Center. #STLHomeShow
- Come see us at the Builders St. Charles Home Show, presented by LP® SmartSide®, this weekend. We are in booth xxx and admission is free! #STLHomeShow
- Looking to improve your home? Visit us at the Builders St. Charles Home Show, presented by LP® SmartSide®, 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, MARCH 31

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, March 16 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, April 3	5:30-9 pm (No forklifts available)
Monday, April 4	8-11 am Upper Level
Monday, April 4	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 \$400 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, APRIL 4

ALL EXHIBITS MUST BE OUT OF THE LOWER LEVEL BY 2 PM ON MONDAY, APRIL 4

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 9-16.

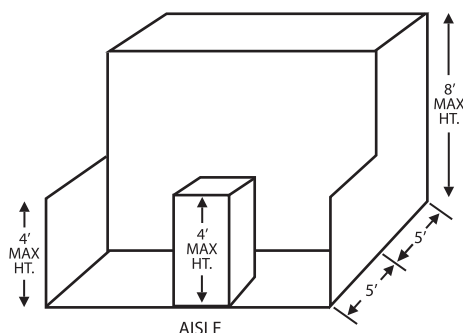
Union Labor will be provided at the prevailing rates to exhibitors upon their order, for the erection, dismantling and any servicing required for their displays. Straight time will be charged between the hours of 8 am and 4:30 p.m, Monday through Friday. Overtime will be charged at all other times.

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

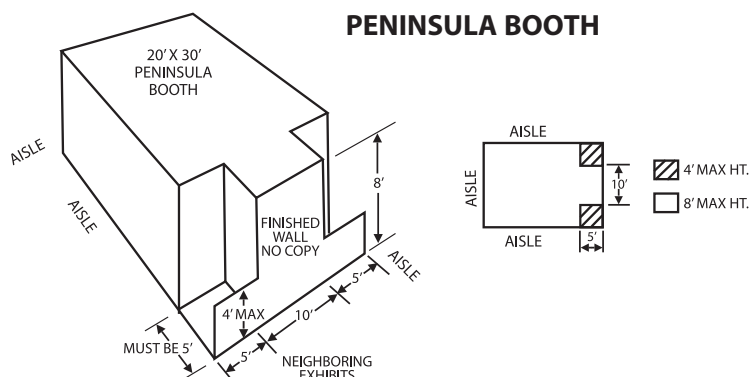


EXHIBIT FLOOR COVERINGS & TABLES

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, 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 February 18 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 \$400 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 22 for a link to the application form. Call the Health Department at 636-949-7900 x4204 with questions.



exhibitor.services@heritagesvs.com

1-800-360-4323

Fax 314-534-8050

HERITAGE, SHOW DECORATOR - FORMS AVAILABLE UPON REQUEST

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 or services, call Heritage at 314-534-8500 to request forms:

- Carpet Order Form
- Furniture / Tables Order Form
- Accessories Order Form
- Displays Order Form
- Labor
- Sign & Banner Hanging
- Sign Service Order
- Credit Card Authorization
- Services Order Summary
- Terms & Conditions
- Exhibitor Appointed Contractors
- Certificate of Liability
- Third Party Authorization

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.

exhibitor.services@heritagesvs.com

1-800-360-4323

Fax 314-534-8050

Order online at: heritagesvs.com/ordering

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.

- **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.

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

	Description	Price per CWT	200 lb Minimum
Rate Classifications	Warehouse Shipment (200 lb Minimum)		
	Crated or Skidded Shipment	\$50.25	\$100.50
	Special Handling Shipment	\$60.30	\$120.60
	Show Site Shipment (200 lb Minimum)		
	Crated or Skidded Shipment	\$50.25	\$100.50
	Special Handling Shipment	\$60.30	\$120.60
	Uncrated or Pad Wrapped Shipment	\$70.35	\$140.70
	Small Package—Maximum Weight is 30 lbs per Shipment	\$50.00	\$50.00
	*A small package shipment is a shipment totaling any number of pieces with a combined weight not to exceed 30 lbs that is received on the same day, from the same shipper and delivered by the same carrier.		
	**Warehouse Shipments will be received Monday through Friday between the hours of 10:00a.m. and 4:00 p.m.		
Additional Surcharges	Shipment Delivered After Deadline Date (in addition to above rates)		
	Warehouse Shipment Crated or Skidded, After Deadline 3/24/22.	\$12.56	\$25.12
	Warehouse Shipment Special Handling, After Deadline 3/24/22.	\$15.08	\$30.16
	All rates quoted above are straight time rates. All freight received at the warehouse that must be moved into or out of the booth before 8:00 am or after 4:30 pm on weekdays will be charged overtime rates for each instance. Show site overtime hours are before 8:00 am and after 4:30 pm on weekdays. Any time on Saturday, Sunday or holidays will be charged overtime each way in addition to the above rates.		
	Overtime Charge—Warehouse Shipment (in addition to above rates)		
	Crated or Skidded Shipment	\$12.56	\$25.12
	Special Handling Shipment	\$15.08	\$30.16
	Overtime Charge—Show Site Shipment (in addition to above rates)		
	Crated or Skidded Shipment	\$12.56	\$25.12
	Special Handling Shipment	\$15.08	\$30.16
	Uncrated or Pad Wrapped Shipment	\$17.59	\$35.18
	Off-Target Charge (in addition to above rates)	25% additional	

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 =				
		÷ 100 =				
TOTAL						

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

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

Exhibiting Company _____

Contact Name _____ Booth# _____

Phone # _____ Email _____

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

exhibitor.services@heritagesvs.com

1-800-360-4323

Fax 314-534-8050

Order online at: heritagesvs.com/ordering

Discount Deadline:
3/15/2022

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.
- Start time guaranteed only at start of working day.
- 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.
- Supervisor must check in at Service Desk to pick up labor.
- One hour minimum - labor thereafter is charged in half (1/2) hour increments.

	Item	Advance Rate	Show Site Rate
Forklift Labor	L301 <input type="checkbox"/> Forklift w/ Operator – up to 5,000 lbs – ST	\$138.50	\$180.06
	<input type="checkbox"/> Forklift w/ Operator – up to 5,000 lbs – OT	\$207.75	\$270.07
	L302 <input type="checkbox"/> Forklift w/ Operator – up to 10,000 lbs – ST	\$231.50	\$300.95
	<input type="checkbox"/> Forklift w/ Operator – up to 10,000 lbs – OT	\$347.25	\$451.42
	L303 <input type="checkbox"/> Forklift w/ Operator – 4-Stage – ST	\$231.50	\$300.95
	<input type="checkbox"/> Forklift w/ Operator – 4-Stage – OT	\$347.25	\$451.42
Rigging Labor	LR100 <input type="checkbox"/> Rigger – ST	\$60.04	\$78.05
	<input type="checkbox"/> Rigger – OT	\$90.06	\$117.07
Equipment	L304 <input type="checkbox"/> Forklift Cage	\$66.68	\$86.68
	L305 <input type="checkbox"/> Forklift Boom	\$66.68	\$86.68
	L306 <input type="checkbox"/> Pallet Jack	\$66.68	\$86.68
	<input type="checkbox"/> Check here if you need a Scissorlift for booth work		
Special Services	L307 <input type="checkbox"/> Straight Time Pallet Jack with Operator	\$112.86	\$146.72
	<input type="checkbox"/> Overtime Pallet Jack with Operator	\$169.29	\$220.07
	L308 <input type="checkbox"/> Scissor Lift with Operator – ST	\$225.17	\$292.72
	<input type="checkbox"/> Scissor Lift with Operator – OT	\$337.76	\$439.08
	L230 <input type="checkbox"/> Metal Banding – \$0.50 In. ft.	\$46.18	\$60.04
	L240 <input type="checkbox"/> Shrinkwrap Pallet	\$39.57	\$51.44

	Description	Date	Start Time	# of People/ Equipment	Approx Hours Per	Total Hours	Hourly Rate	Estimated Total Cost
Installation				x	=	x	=	
				x	=	x	=	
	Describe work to be done: _____							SUBTOTAL _____
Dismantle				x	=	x	=	
				x	=	x	=	
	Describe work to be done: _____							SUBTOTAL _____

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

FORKLIFT I/D _____
SPECIAL SERVICES _____

TOTAL DUE _____

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

Exhibiting Company _____

Contact Name _____ Booth# _____

Phone # _____ Email _____

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



HERITAGE

IMPORTANT NOTICE REGARDING DIRECT SHIPMENTS

Please be aware that the St. Charles Convention 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., Friday, April 1st, 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
ST. CHARLES CONVENTION CENTER
1 CONVENTION CENTER PLAZA
ST. CHARLES, MO 63303

FOR: 2022 ST. CHARLES HOME 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**



HERITAGE™

**Must arrive no later than
THURSDAY, MARCH 24TH, 2022**

**ADVANCE SHIPMENT
TO WAREHOUSE**

TO: _____

EXHIBITOR NAME

BOOTH NUMBER: _____

HERITAGE

C/O YRC

400 S. BARTON ST.

ST. LOUIS, MO 63104

FOR: 2022 ST. CHARLES HOME SHOW



HERITAGE™

**Must arrive no later than
THURSDAY, MARCH 24TH, 2022**

**ADVANCE SHIPMENT
TO WAREHOUSE**

TO: _____

EXHIBITOR NAME

BOOTH NUMBER: _____

HERITAGE

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400 S. BARTON ST.

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HERITAGE™

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HERITAGE™

**Must arrive no later than
THURSDAY, MARCH 24TH, 2022**

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TO WAREHOUSE**

TO: _____

EXHIBITOR NAME

BOOTH NUMBER: _____

HERITAGE

C/O YRC

400 S. BARTON ST.

ST. LOUIS, MO 63104

FOR: 2022 ST. CHARLES HOME SHOW



DO NOT DELAY!

**DIRECT SHIPMENT
TO SHOW SITE**

MUST NOT ARRIVE BEFORE: MARCH 31, 2022

TO: _____
EXHIBITOR NAME

BOOTH NUMBER: _____

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

FOR: **2022 ST. CHARLES HOME SHOW**

DO NOT DELAY!

**DIRECT SHIPMENT
TO SHOW SITE**

MUST NOT ARRIVE BEFORE: MARCH 31, 2022

TO: _____
EXHIBITOR NAME

BOOTH NUMBER: _____

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

FOR: **2022 ST. CHARLES HOME SHOW**



DO NOT DELAY!

**DIRECT SHIPMENT
TO SHOW SITE**

MUST NOT ARRIVE BEFORE: MARCH 31, 2022

TO: _____
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BOOTH NUMBER: _____

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ST. CHARLES CONVENTION CENTER
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FOR: **2022 ST. CHARLES HOME SHOW**

DO NOT DELAY!

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MUST NOT ARRIVE BEFORE: MARCH 31, 2022

TO: _____
EXHIBITOR NAME

BOOTH NUMBER: _____

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

FOR: **2022 ST. CHARLES HOME SHOW**

exhibitor.services@heritagesvs.com

1-800-360-4323

Fax 314-534-8050

Order online at: heritagesvs.com/ordering

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

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

1. All curtains, drapes and decorations must be constructed of flameproof material, or treated with an approved flameproofing solution. (Treatment shall be renewed as often as may be necessary to maintain the flameproofing effect.)
2. No combustible materials, merchandise or signs shall be attached to, hung from, or draped over flameproofed side and rear divider draperies of booths or attached to table skirting facing aisles, unless flameproofed.
3. All exits, hallways and aisles leading from buildings or tents are to be kept clear and unobstructed at all times.
4. No exit door shall be locked, bolted or otherwise fastened or obstructed at any time an exhibit building is open to the public. Moreover, it shall be unlawful to obstruct, or reduce in any manner, the clear width of any doorway, hallway, passageway or other means of egress. Additionally, all required exits shall be so located as to be discernible and accessible with unobstructed access thereto.
5. Access through turnstiles, gates, rails or similar devices shall not be permitted unless such a device is equipped to swing readily in the direction of exit travel under a total force of not more than 15 pounds and/or prior approval of the Fire Marshal.
6. All sawdust, shavings, hay and straw shall be flameproofed, stored and maintained in a manner approved by the Fire Marshal.
7. Automobiles, trucks, tractors, machinery and other motor vehicles utilizing flammable fuels, which are placed on display inside any building shall have no more than two (2) gallons of fuel in the tank; all fuel tanks shall be locked or effectively sealed and battery cables shall be disconnected from the ignition system. Ignition keys for vehicles on display shall be kept by a responsible person at the display location for removal of such vehicles from the building in the event of an emergency.
8. There shall not be any gasoline powered forklifts or carts allowed in a place of assembly. Exceptions: Propane or electric vehicles are allowed.
9. The use of liquefied petroleum gases inside buildings, tents or other areas is strictly prohibited, except for demonstration purposes when approved by the Fire Marshal. Maximum LPG allowed for exhibition purposes is a six (6) pound cylinder.
10. "No Smoking by Order of Fire Marshal" signs shall be posted and maintained in areas designated by the Fire Marshal.
11. Provide for daily removal and disposal of trash and rubbish from buildings and tents.
12. All electrical wiring shall be installed in a manner approved by the City Chief Electrical Inspector.
13. Provide and maintain approved fire extinguishing equipment in all areas as designated by the Fire Marshal.
14. All standpipe and hose cabinets shall be kept clear and unobstructed at all times.
15. All appliances fired by natural gas shall be approved by the City Chief Mechanical Inspector and Fire Marshal before being used.
16. The use of welding and cutting equipment for demonstration purposes must be by permit from the Fire Marshal.
17. Cylinders of compressed gases are prohibited unless approved by the Fire Marshal, and shall be secured in a vertical or horizontal position depending on the tank use and design.
18. The operator or the person in charge of operation or use of any place of assembly or education shall check egress facilities before such building is occupied for any use. If such inspection reveals that any element of the required means of egress is obstructed, inaccessible, locked, fastened or otherwise unsuited for immediate use, admittance to the building shall not be permitted until necessary corrective action has been completed.
19. There shall not be any obstructions blocking exit doors from the outside of any building such as autos parked in doorways or barricades across sidewalks.
20. No curtains, drapes or decorations shall be hung in such a manner as to cover any exit signs.
21. No vehicles shall be parked in fire lanes outside of buildings.
22. No flammable liquids shall be used or admitted inside of buildings except by approval of the Fire Marshal.
23. Artificial lighting such as lanterns and candles are prohibited.
24. The use of all gas-fired heating units, either portable or stationary, shall meet the approval of the City Chief Mechanical Inspector and the Fire Marshal. The use of the so-called "salamander" stove is strictly prohibited.
25. All cooking appliances shall be equipped with ventilating hoods and equipment as deemed necessary by the Fire Marshal, but in any instance such equipment shall be installed in accordance with provision of the City Building and Fire Codes. However, countertop fryers not exceeding 15 lbs. of oil may be used without the necessary ventilating hood and surface protection requirements. Additionally, the exhibitor shall be allowed no more than one (1) fryer per booth and shall provide two (2) ten (10) pound B.C. extinguishers, positioned on both sides of said fryers. All cooking appliances shall be listed by a National Testing Agency: i.e. Underwriters Laboratory or Factory Mutual.
26. Booth and seating plans must be approved by the Fire Marshal. Submit plans to the Fire Marshal no later than 15 days before set-up date.
27. There shall not be any ticket booths, tables or any other display setup in the lobby without the prior approval of the Fire Marshal.
28. All aisles shall be maintained at a minimum of ten (10) feet clearance.
29. All covered structures in excess of ninety (90) square feet in area shall be protected by an automatic fire detection system approved by the Fire Marshal.
30. All floor plans submitted shall be totally representative of the halls, rooms and/or areas in which the events are held in, such as the location of manual pull stations, fire hose standpipe closets, exits, aisles and man doors in air walls, etc.

To receive the Advance Price, your order form and payment must be received by February 18, 2022.
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: 2022 St. Charles Home Show

Company Name: _____

Event Dates: April 1-3, 2022

Mailing Address: _____

Exhibit Location/Booth: _____ City: _____ State: _____ Zip: _____

Ordered By: _____ Phone: _____ Fax: _____

On-Site Contact: _____ Email: _____

Equipment	Adv. Pricing 2-18-22	Reg. Pricing	Quantity	24 Hour Adv. Pricing 2-18-22	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 February 18, 2022.

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 _____

EXHIBITOR SERVICE ORDER FORM
HOME BUILDERS ASSOCIATION
10104 OLD OLIVE STREET ROAD, ST. LOUIS, MO 63141
(314) 817-5624
RIDGLEYT@HBASTL.COM

CLEANING & WATER SERVICES

Event: 2022 ST. CHARLES HOME SHOW	Company Name:
Event Dates: APRIL 1-3, 2022	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 Length X Width = Total Sq. Ft. (Min 100 Sq. Ft.)

x x = \$

Total Sq. Ft. Rate per # of days Total

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

WATER	QTY	14 DAY ADVANCE 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: (Last 3 digits on back of card or 4 digits on front of Amex.)	
Name on card (Please Print)		
Signature	Date	
Billing Address:		
City: State: Zip:	Please make checks payable to: St. Charles Convention Center	
<div style="font-size: small;"> 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. </div>		<div style="font-size: small;"> All terms, conditions, and rates on this form are subject to change at any time without notice. </div>
<div style="display: flex; justify-content: space-between;"> <div> Total Sales x 7.96% Sales Tax SUBTOTAL x 1% Tourism Tax (of subtotal) GRAND TOTAL </div> <div style="text-align: right;"> <div style="border: 1px solid black; width: 100px; height: 30px; margin-bottom: 5px;"></div> <div style="border: 1px solid black; width: 100px; height: 30px; margin-bottom: 5px;"></div> <div style="border: 1px solid black; width: 100px; height: 30px; margin-bottom: 5px;"></div> <div style="border: 1px solid black; width: 100px; height: 30px;"></div> </div> </div>		



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

St. Charles Home Show

DATE

April 1-3, 2022

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 04/21/22 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	
TAXPAYER NAME	
ADDRESS	
CITY, STATE, ZIP CODE	PHONE ()

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

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.

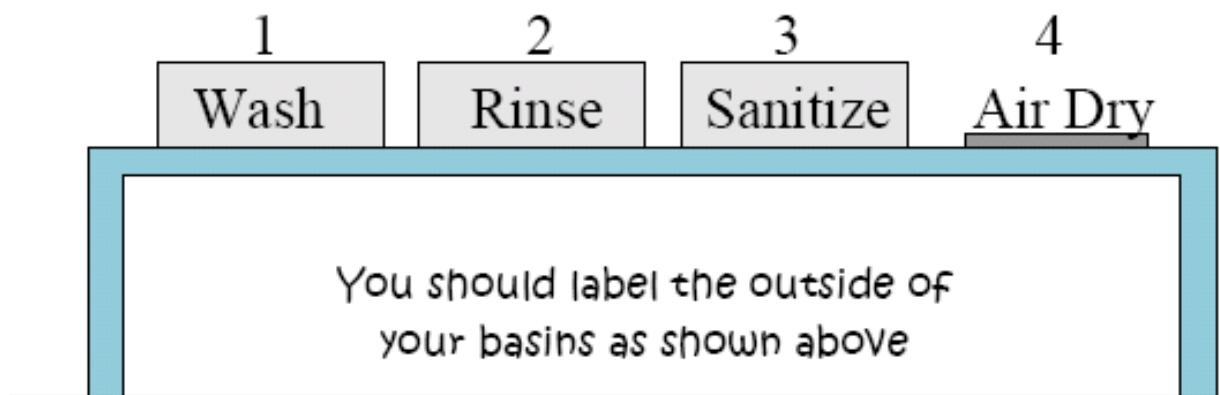
SANITATION REQUIREMENTS:

- 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



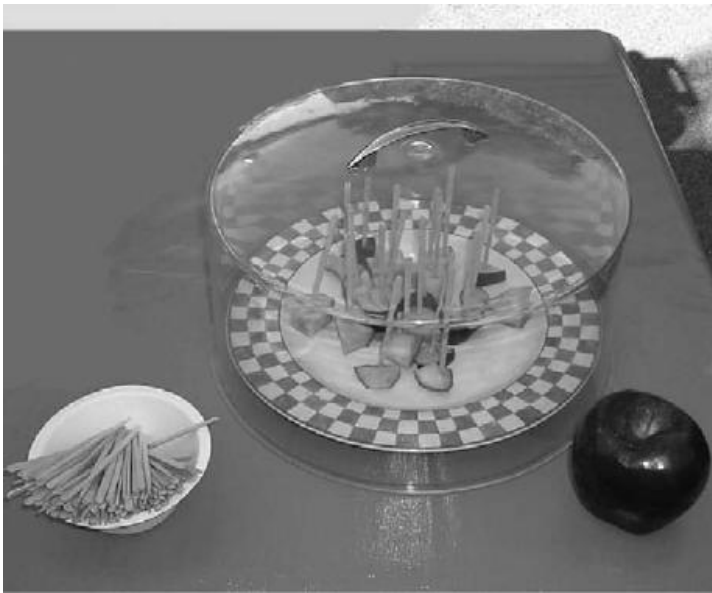
Examples of St. Charles County Health Department Approved Sampling Methods

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.

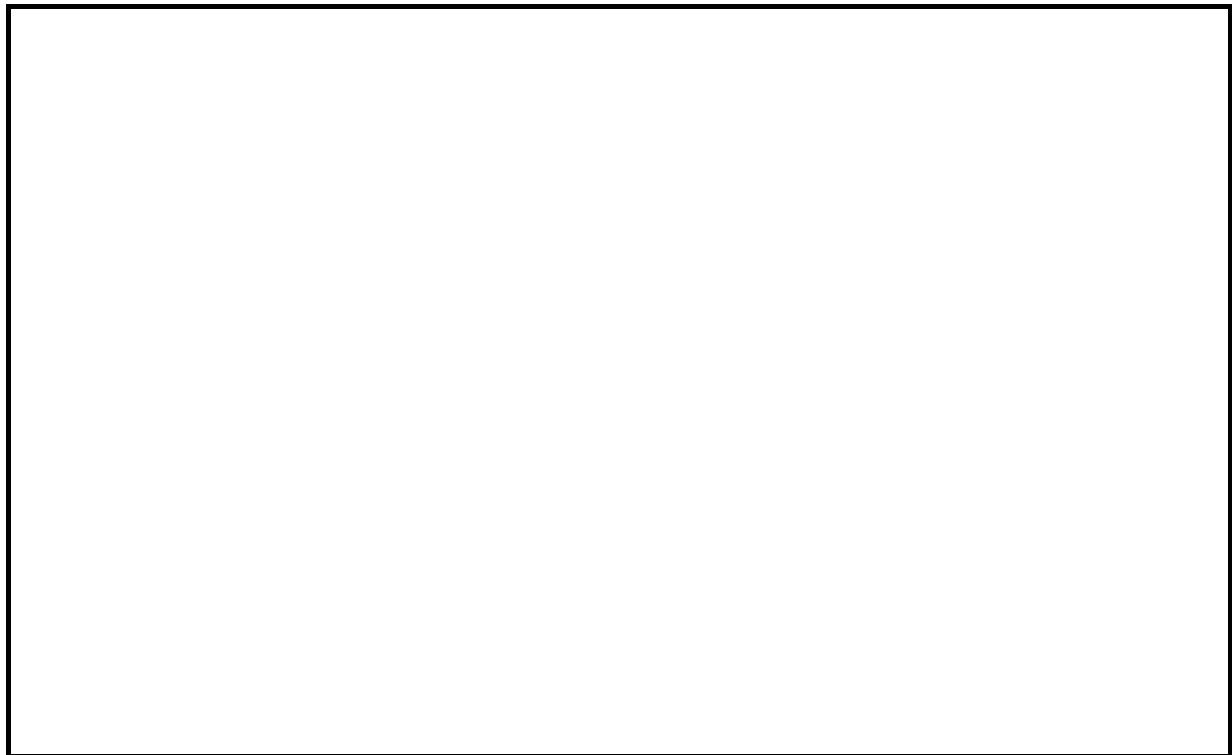
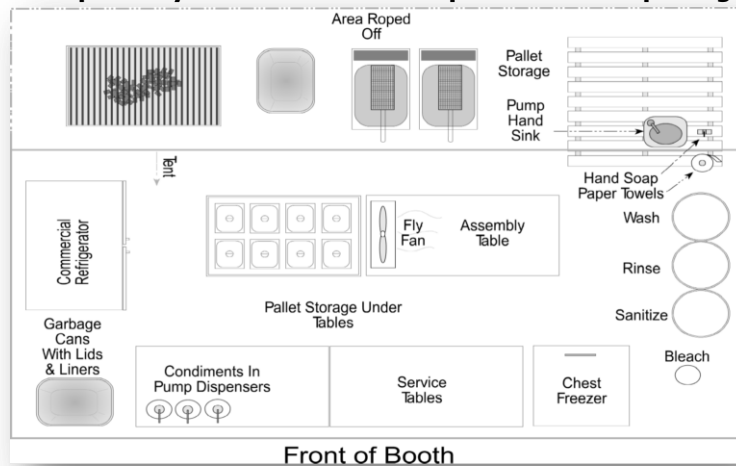


Here is another example of how to protect your samples. Notice the samples have tooth picks already so customer does not have to touch the sample.



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