

Dear Exhibitor:

Your company is exhibiting at the event below.

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



AFCEA MID-AMERICA CYBERSPACE SYMPOSIUM 2018

JUNE 26 – 27, 2018

THE REGENCY CONFERENCE CENTER
O'FALLON, ILLINOIS



AFCEA Mid-America Cyberspace Symposium 2018

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General Information

Booth Equipment

Each tabletop booth will be set with 8' high blue and white back drape, 3' high blue side dividers, one (1) 6' blue skirted table, two (2) chairs, one (1) wastebasket and a 7" x 44" one-line identification sign.

Note: Basic open wireless connectivity (not for streaming, downloads, or demos) will be provided in the Exposition Hall and shared among all attendees. If you have specific electrical, internet, or AV requirements, please contact Angela Dorris at adorris@hmahotels.com and complete the order form on page 29 of this kit. For any AV requests please reach out to Caleb Lienard with AGP at 618-409-8780 or caleb@agpav.com. The order forms for AV are pages 30-31 of this kit.

Exhibit Hall Carpet

The exhibit area is carpeted in a multi-colored pattern. To enhance the appearance of your booth, rental carpet is available through Heritage Trade Show Services. Please refer to the enclosed carpet brochure and furniture/carpet order form.

Discount Price Deadline Date

In order to receive advance order discount rates listed on the price sheet, we must receive your order and payment by Wednesday, June 6th, 2018.

Shipments to Advance Warehouse Deadline Date

Heritage will begin receiving freight at the advance warehouse on Friday, May 25th, 2018. To avoid late fees all shipments to the advanced warehouse must arrive no later than Monday, June 18th, 2018.

Note: The advanced warehouse will be closed and no shipments will be received on Monday, May 28th, 2018.

Show Schedule

Exhibitor Move-In

Monday	June 25 th	1200	-	1700
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Exhibit Hours

Tuesday	June 26 th	0700	-	1615
Wednesday	June 27 th	0700	-	1600

Exhibitor Move-Out

Wednesday	June 27 th	1600	-	2000
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Note: General Session will last until 1700, so if you plan to break down at 1600, we will need you to be cognizant of the noise level.

Early teardown is strongly discouraged. Exhibitors who tear down early without prior permission from eventPower may be charged a \$1,000 fine.

- Empty crates and containers will begin being returned at 1600, Wednesday, June 27th.
- All carriers must check-in no later than 1800 on Wednesday, June 27th. Heritage will begin redirecting all outbound freight not claimed by appointed freight carriers to the preferred show carrier at 1800.
- Please refer to the Outbound Shipments Form included in this packet for detailed information regarding outbound shipping procedures.

General Information

Shipping Information

Warehouse Shipping Information:

Exhibitor Company Name and Booth Number
Heritage Trade Show Services
2322 South 7th St.
St. Louis, MO 63104

FOR: CyberSpace 2018

Heritage will accept exhibit materials beginning Friday, May 25th, 2018 at the above address. Material arriving after Monday, June 18th, 2018 will be received at the warehouse with an additional after deadline charge.

Note: The advanced warehouse will be closed and no shipments will be received on Monday, May 28th, 2018.

Show Site Shipping Address:

Exhibitor Company Name and Booth Number
C/O Heritage Trade Show Services
The Regency Conference Center
400 Regency Park
O'Fallon, IL 62269

FOR: CyberSpace 2018

Freight will be accepted at show site beginning Monday, June 25th, 2018. See the Material Handling Instructions within this kit for additional information.

Service Center Hours

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

Assistance

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

We Appreciate Your Business



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

METHOD OF PAYMENT & CREDIT CARD AUTHORIZATION

NAME OF CONVENTION **CYBERSPACE 2018** 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)	\$ _____
BOOTH CLEANING.....	\$ _____
SIGN SERVICE	\$ _____

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

TOTAL AMOUNT DUE \$ _____

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

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.

ITEM #	QTY	DISCOUNT RATES	STANDARD RATES	AMOUNT
FURNITURE				
F60	_____	Plastic Side Chair (White).....	62.70	81.50 _____
F50	_____	Padded Sled Base Chair (Gray).....	81.85	106.40 _____
F9	_____	Padded Chair (Gray)	81.85	106.40 _____
F10	_____	Padded Arm Chair (Gray)	88.70	115.35 _____
F20	_____	Custom Padded Arm Chair	104.75	136.20 _____
F30	_____	Padded High Stool (Gray).....	100.20	130.25 _____
F40	_____	Custom Padded High Stool.....	131.55	171.00 _____
LC01	_____	Black/Espresso Couch.....	495.00	643.50 _____
LC02	_____	Black/Espresso Chair	310.00	406.00 _____
F245	_____	Coffee Table	195.00	253.50 _____
F75	_____	Executive Chair	195.00	253.50 _____

ITEM #	QTY	DISCOUNT RATES	STANDARD RATES	AMOUNT
CARPET				
C10	_____	9' X 10'	191.70	249.25 _____
C20	_____	9' X 20'	376.40	489.35 _____
C30	_____	9' X 30'	562.85	731.70 _____
C40	_____	9' X 40'	756.35	983.25 _____
C50	_____	9' X _____ Per 10' increment	191.70	249.25 _____

AREA CARPET (Indicate Dimensions for Special Size Carpet)

C60 _____, _____' X _____' per sq. ft. (100 sq. ft. min.) 3.25 4.20 _____

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.)

C70 _____' X _____' Carpet padding/per sq. ft..... 1.60 2.05 _____
 C80 _____' X _____' Visqueen covering/per sq. ft.....95 1.25 _____

ITEM #	QTY	DISCOUNT RATES	STANDARD RATES	AMOUNT
DRAPED DISPLAY TABLE				
F110	_____	4' Table - 30" high	113.20	147.15 _____
F120	_____	6' Table - 30" high	136.15	176.95 _____
F130	_____	8' Table - 30" high	159.05	206.80 _____
F140	_____	4' Table - 42" Counter high.....	140.70	182.95 _____
F150	_____	6' Table - 42" Counter high.....	163.65	212.75 _____
F160	_____	8' Table - 42" Counter high.....	186.60	242.60 _____
F170	_____	4th side table drape	47.40	61.65 _____

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

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

ITEM #	QTY	DISCOUNT RATES	STANDARD RATES	AMOUNT
TABLE RISERS COVERED WHITE (Riser Dimension: 10" Wide x 8" high)				
F260	_____	6' Long riser	61.50	79.65 _____
F270	_____	8' Long riser	74.35	96.65 _____

ITEM #	QTY	DISCOUNT RATES	STANDARD RATES	AMOUNT
SPECIAL DRAPE BACKGROUNDS				
F280	_____	3' H. Background/per ft.....	15.30	19.90 _____
F290	_____	8' H. Background/per ft.....	16.80	21.85 _____

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

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

7.85% Tax _____

TOTAL ORDER _____

NAME OF CONVENTION CYBERSPACE 2018 BOOTH # _____

EXHIBITING COMPANY _____ PHONE # _____ FAX # _____

ADDRESS _____ CITY _____ STATE _____ ZIP _____

EMAIL ORDER CONFIRMATION & INVOICE TO _____

CONTACT NAME _____ DATE _____

(Print & Sign)

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

Furniture/Carpet

Furniture



F60



F50



F9



F10



F30



F20



F40



F75



LC02

*Chair is 33" wide x 33" tall x 33" deep



F245



LC01

*Couch is 7' wide x 3' tall x 40" deep

Furniture

- F60 Plastic Side Chair, White
- F50 Padded Sled Base Chair, Gray
- F9 Padded Chair, Gray
- F10 Padded Arm Chair, Gray
- F30 Padded High Stool, Gray
- F20 Padded Arm Chair, Custom
- F40 Padded High Stool, Custom
- F75 Executive Chair
- LC02 Black/Expresso Chair
- F245 Coffee Table
- LC01 Black/Expresso Couch

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	22.00	28.65	D10	_____	Pegboard Panels (4'x8')	220.00	286.30
A20	_____	Tripod Easels	36.70	47.70	D11	_____	Pegboard 6" Single Hook	11.00	14.30
D250	_____	Chrome Sign Holder	135.35	175.95	D12	_____	Pegboard 8" Single Hook	12.85	16.70
A30	_____	Chrome Stanchion	27.55	35.80	D20	_____	Tackboard Panels (4'x8')	165.20	214.75
A40	_____	Velour Rope 6' Black	27.55	35.80	<input type="checkbox"/> Horiz. <input type="checkbox"/> Vert.				
A50	_____	Coat Tree	79.85	103.80	D31	_____	Fabric Impact Panel 1 Meter x 8'	403.80	524.94
A60	_____	Chrome Bag Rack	79.85	103.80	D40	_____	Gridwall 2'x8' Black	150.50	195.65
A70	_____	Literature Rack	156.00	202.80	D60	_____	Gridwall 6" Single Hook	11.60	14.30
A80	_____	Garment Rack 5'	85.65	111.35	D70	_____	Gridwall 8" Single Hook	12.85	16.70
A90	_____	2 Way Straight Arm Rack	117.45	152.70	D50	_____	Slatwall 1 Meter x 8'	201.90	262.45
A100	_____	4 Way Slant Arm Rack	131.55	171.00	D120	_____	Slatwall Waterwalls Hooks	33.05	42.95
A106	_____	Raffle Ticket Drum	80.00	104.00	D121	_____	Slatwall 8" Bracket	12.85	16.70
A107	_____	Fishbowl	25.00	32.50	D130	_____	Shelf 1 meter wide	55.05	71.60
A110	_____	6' Tensabarrier	124.80	162.25	D210	_____	Acrylic Holder	22.95	29.85
DISPLAY CABINETS AND COUNTERS					D220	_____	Arm Light	48.95	63.65
<input type="checkbox"/> Black Fabric <input type="checkbox"/> Gray Fabric <input type="checkbox"/> White PVC					D140	_____	4' Full View Showcase	486.40	632.30
MD20	_____	Counter 1M x 1/2M x 42" High, W/Shelf	513.90	668.10	D150	_____	6' Full View Showcase	523.10	680.00
<input type="checkbox"/> Counter Lock					D160	_____	4' Quarter View Showcase	412.95	536.85
MD21	_____	Counter 2M x 1/2M x 42" High, W/Shelf	718.85	934.55	D170	_____	6' Quarter View Showcase	464.95	604.45
<input type="checkbox"/> 2 Counter Locks									
MD22	_____	Curved Counter 1M x 1/2M x 42" High W/Shelf	565.29	734.91					
<input type="checkbox"/> Counter Lock									
MD23	_____	Radius Counter 1M x 1/2M x 42" High	678.35	881.85					
MD30	_____	Cabinet 1M x 1/2M x 42" (White Only/ Comes With Lock & Shelf)	616.68	801.68					

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

7.85% Tax _____

TOTAL ORDER _____

NAME OF CONVENTION CYBERSPACE 2018 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



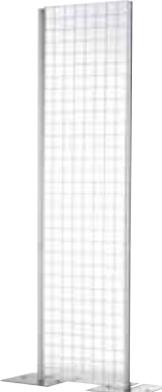
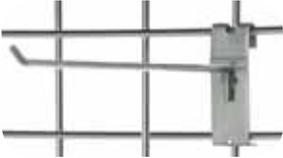
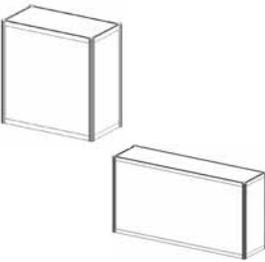
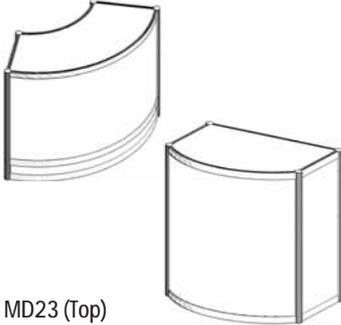
A107

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 (Top) MD21 (Bottom)</p>	 <p>MD23 (Top) MD22 (Bottom)</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 MD23 Radius Counter 1 Meter Dia.</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;">\$1,996.90</td> <td style="text-align: center;">\$2,595.95</td> </tr> </table>	ADVANCED RATE	STANDARD RATE	\$1,996.90	\$2,595.95		<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;">\$4,572.60</td> <td style="text-align: center;">\$5,944.40</td> </tr> </table>	ADVANCED RATE	STANDARD RATE	\$4,572.60	\$5,944.40	
ADVANCED RATE	STANDARD RATE												
\$1,996.90	\$2,595.95												
ADVANCED RATE	STANDARD RATE												
\$4,572.60	\$5,944.40												
<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;">\$4,919.90</td> <td style="text-align: center;">\$6,395.90</td> </tr> </table>	ADVANCED RATE	STANDARD RATE	\$4,919.90	\$6,395.90		<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;">\$5,354.00</td> <td style="text-align: center;">\$6,960.20</td> </tr> </table>	ADVANCED RATE	STANDARD RATE	\$5,354.00	\$6,960.20	
ADVANCED RATE	STANDARD RATE												
\$4,919.90	\$6,395.90												
ADVANCED RATE	STANDARD RATE												
\$5,354.00	\$6,960.20												
<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;">\$8,826.90</td> <td style="text-align: center;">\$11,474.95</td> </tr> </table>	ADVANCED RATE	STANDARD RATE	\$8,826.90	\$11,474.95		<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;">\$9,550.40</td> <td style="text-align: center;">\$12,415.55</td> </tr> </table>	ADVANCED RATE	STANDARD RATE	\$9,550.40	\$12,415.55	
ADVANCED RATE	STANDARD RATE												
\$8,826.90	\$11,474.95												
ADVANCED RATE	STANDARD RATE												
\$9,550.40	\$12,415.55												
<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%; padding: 5px;"> <input type="checkbox"/> White Hardwall <input type="checkbox"/> Black/Gray Velcro – Circle: Black or Gray <input type="checkbox"/> Opt. Color Hardwall (per panel) - Specify </td> <td style="width:15%; text-align: center; padding: 5px;"> Advanced Rates: Included Included \$70.00 ea. </td> <td style="width:15%; text-align: center; padding: 5px;"> Advanced Rates: Included Included \$91.00 ea. </td> </tr> </table>				<input type="checkbox"/> White Hardwall <input type="checkbox"/> Black/Gray Velcro – Circle: Black or Gray <input type="checkbox"/> Opt. Color Hardwall (per panel) - Specify	Advanced Rates: Included Included \$70.00 ea.	Advanced Rates: Included Included \$91.00 ea.					
<input type="checkbox"/> White Hardwall <input type="checkbox"/> Black/Gray Velcro – Circle: Black or Gray <input type="checkbox"/> Opt. Color Hardwall (per panel) - Specify	Advanced Rates: Included Included \$70.00 ea.	Advanced Rates: Included Included \$91.00 ea.											

Indicate Your Header Sign Copy

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

Check which color lettering you would like Black Blue Red

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

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

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

7.85% Tax _____

TOTAL ORDER _____

NAME OF CONVENTION **CYBERSPACE 2018** BOOTH # _____

EXHIBITING COMPANY _____ PHONE # _____ FAX # _____

ADDRESS _____ CITY _____ STATE _____ ZIP _____

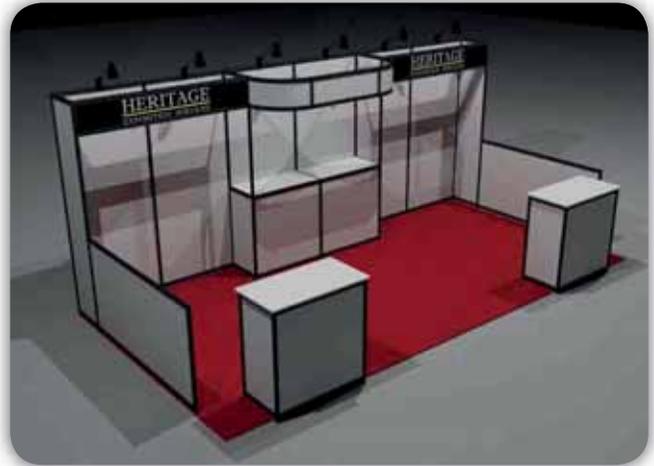
EMAIL ORDER CONFIRMATION & INVOICE TO _____

CONTACT NAME _____ DATE _____

Modular Displays



MD01 Modular Hardwall Display Package 1



MD02 Modular Hardwall Display Package 2



MD03 Modular Hardwall Display Package 3



MD04 Modular Hardwall Display Package 4



MD05 Modular Hardwall Display Package 5



MD06 Modular Hardwall Display Package 6

Remit To:



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

MATERIAL HANDLING INFORMATION

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

A. MATERIAL HANDLING FOR DELIVERIES TO WAREHOUSE

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

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

EXHIBITOR COMPANY NAME
HERITAGE TRADE SHOW SERVICES
2322 SOUTH 7TH STREET
ST. LOUIS, MO 63104
FOR: CYBERSPACE 2018

BOOTH NO.
TOTAL PIECES
APPROX. WT.

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

RATES FOR DELIVERIES TO WAREHOUSE

Deadline Date: Monday, June 25th, 2018 To Avoid Late Fees

Table with 4 columns: Description, Rate per 100 lbs., Min Charge, and Item ID (I-IV). Rows describe packaged shipments to the advance warehouse under various conditions.

B. MATERIAL HANDLING FOR DELIVERIES TO SHOWSITE

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

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

EXHIBITOR COMPANY NAME
C/O HERITAGE TRADE SHOW SERVICES
THE REGENCY CONFERENCE
400 REGENCY PARK
O'FALLON, IL 62269
FOR: CYBERSPACE 2018

BOOTH NO.
TOTAL PIECES
APPROX. WT.

RATES FOR DELIVERIES TO SHOWSITE

Table with 4 columns: Description, Rate per 100 lbs., Min Charge, and Item ID (VI-VIII). Rows describe packaged and loose shipments to the show site.

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

ESTIMATED COSTS. * (Round to next highest whole number)
Estimated Weight in lbs. + 100 = * x Rate = Total

CONTINUED ON NEXT PAGE

C. INBOUND SHIPMENTS

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

D. EMPTY CONTAINER LABELS

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

E. ADDITIONAL AVAILABLE SERVICES

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

	STRAIGHT TIME	OVERTIME
Material Handler	\$ 89.85 per hr.	\$ 134.78 per hr. (One Hour Minimum)
Local Pickups & Deliveries	\$ 213.75 per hr.	\$ 320.63 per hr. (One Hour Minimum)

F. SPECIAL SERVICES

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

G. OUTBOUND SHIPMENTS

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

H. RETURNED SHIPMENTS TO HERITAGE WAREHOUSE

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

I. LIMITS OF LIABILITY AND RESPONSIBILITY

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

AUTHORITY TO HANDLE

All terms and conditions herein stated are understood and accepted.

NAME OF CONVENTION **CYBERSPACE 2018** BOOTH # _____

EXHIBITING COMPANY _____ PHONE # _____ FAX # _____

ADDRESS _____ CITY _____ STATE _____ ZIP _____

EMAIL ORDER CONFIRMATION & INVOICE TO _____

CONTACT NAME _____ DATE _____

(Print & Sign)

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

Remit To:



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

**PRIORITY RETURN/
ACCESSIBLE STORAGE FORM**

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

Priority Empty Container Return

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

Priority Empty Container Return.....\$100.00 per container
Estimated Number of Pieces.....

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

ACCESSIBLE STORAGE

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

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

Labor Rates:

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

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

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

YES, I wish to reserve space for accessible storage, I plan on storing _____pallets/boxes/crates/cases
(# of pieces) (circle one)

Deliveries

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

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

NAME OF CONVENTION CYBERSPACE 2018 BOOTH # _____

EXHIBITIING COMPANY _____ PHONE # _____ FAX # _____

ADDRESS _____ CITY _____ STATE _____ ZIP _____

EMAIL ORDER CONFIRMATION & INVOICE TO _____

CONTACT NAME _____ DATE _____

HERITAGE

Trade Show Services

DO NOT DELAY

ADVANCE SHIPMENT
TO WAREHOUSE

TO AVOID LATE FEES, SHIPMENTS MUST
ARRIVE BEFORE MONDAY, JUNE 18TH, 2018

TO: _____

EXHIBITOR NAME

BOOTH NUMBER: _____

HERITAGE TRADE SHOW SERVICES
2322 SOUTH 7th ST.
ST. LOUIS, MO 63104

FOR: CYBERSPACE 2018

HERITAGE

Trade Show Services

DO NOT DELAY

ADVANCE SHIPMENT
TO WAREHOUSE

TO AVOID LATE FEES, SHIPMENTS MUST
ARRIVE BEFORE MONDAY, JUNE 18TH, 2018

TO: _____

EXHIBITOR NAME

BOOTH NUMBER: _____

HERITAGE TRADE SHOW SERVICES
2322 SOUTH 7th ST.
ST. LOUIS, MO 63104

FOR: CYBERSPACE 2018

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Trade Show Services

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TO WAREHOUSE

TO AVOID LATE FEES, SHIPMENTS MUST
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HERITAGE TRADE SHOW SERVICES
2322 SOUTH 7th ST.
ST. LOUIS, MO 63104

FOR: CYBERSPACE 2018

HERITAGE

Trade Show Services

DO NOT DELAY

ADVANCE SHIPMENT
TO WAREHOUSE

TO AVOID LATE FEES, SHIPMENTS MUST
ARRIVE BEFORE MONDAY, JUNE 18TH, 2018

TO: _____

EXHIBITOR NAME

BOOTH NUMBER: _____

HERITAGE TRADE SHOW SERVICES
2322 SOUTH 7th ST.
ST. LOUIS, MO 63104

FOR: CYBERSPACE 2018



IMPORTANT NOTICE REGARDING DIRECT SHIPMENTS

Please be aware that the Regency Conference Center does NOT receive exhibitor freight, literature or supplies through the venue package room. The center's 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 1200, Monday, June 25th, 2018. Any materials sent to the center prior to this date may be returned to sender and/or may be turned over to Heritage Trade Show Services and will be billed according to the Show's Shipping & Receiving Rates, and will be subject to venue assessed fees.

EXHIBITOR COMPANY NAME _____
BOOTH NUMBER _____
C/O HERITAGE TRADE SHOW SERVICES THE REGENCY CONFERENCE CENTER 400 REGENCY PARK O'FALLON, IL 62269
FOR: CYBERSPACE 2018

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

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

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

HERITAGE

Trade Show Services

DO NOT DELAY

DIRECT SHIPMENT TO
SHOW SITE

MUST NOT ARRIVE BEFORE
MONDAY, JUNE 25TH, 2018

TO: _____

EXHIBITOR NAME

BOOTH NUMBER: _____

C/O HERITAGE TRADE SHOW SERVICES
THE REGENCY CONFERENCE CENTER
400 REGENCY PARK
O' FALLON, IL 62269
FOR: CYBERSPACE 2018

HERITAGE

Trade Show Services

DO NOT DELAY

DIRECT SHIPMENT TO
SHOW SITE

MUST NOT ARRIVE BEFORE
MONDAY, JUNE 25TH, 2018

TO: _____

EXHIBITOR NAME

BOOTH NUMBER: _____

C/O HERITAGE TRADE SHOW SERVICES
THE REGENCY CONFERENCE CENTER
400 REGENCY PARK
O' FALLON, IL 62269
FOR: CYBERSPACE 2018

HERITAGE

Trade Show Services

DO NOT DELAY

DIRECT SHIPMENT TO
SHOW SITE

MUST NOT ARRIVE BEFORE
MONDAY, JUNE 25TH, 2018

TO: _____

EXHIBITOR NAME

BOOTH NUMBER: _____

C/O HERITAGE TRADE SHOW SERVICES
THE REGENCY CONFERENCE CENTER
400 REGENCY PARK
O' FALLON, IL 62269
FOR: CYBERSPACE 2018

HERITAGE

Trade Show Services

DO NOT DELAY

DIRECT SHIPMENT TO
SHOW SITE

MUST NOT ARRIVE BEFORE
MONDAY, JUNE 25TH, 2018

TO: _____

EXHIBITOR NAME

BOOTH NUMBER: _____

C/O HERITAGE TRADE SHOW SERVICES
THE REGENCY CONFERENCE CENTER
400 REGENCY PARK
O' FALLON, IL 62269
FOR: CYBERSPACE 2018



NEED A RELIABLE CARRIER TO TRANSPORT YOUR FREIGHT?

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

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

Show Name _____

Booth Name _____

Booth Number (if known) _____

Pickup Information

Company Name _____

Address _____

Suite _____

City, ST Zip _____

Contact Name _____

Contact Number _____

(for the driver to call, if needed)

Pickup Hours _____

Pickup Date _____

(call HES Logistics to discuss, if needed)

Description of Pieces & Loading Area

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

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

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

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

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

***USE THE SHOW CARRIER
(HES Logistics)
FOR ROUNDTRIP SHIPPING!***

BENEFITS INCLUDED

- *Lowest Material Handling Rate Offered by Heritage*
- *Complimentary Priority Empty Container Return*
- *Complimentary Shrink Wrapping and / or Banding at the Show Site, if requested*
- *No need to schedule a pickup for the return shipment*

IMPORTANT INFORMATION REGARDING OUTBOUND SHIPMENTS

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

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

Thank you and we hope you have a great show!



UNION JURISDICTION RULES

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

DECORATOR & CARPENTER JURISDICTION

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

TEAMSTER JURISDICTION

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

SAFETY

Standing on chairs, table or other rental equipment is prohibited. This equipment is not engineered to support your weight. Heritage cannot be responsible for injuries or falls caused by the improper use of this equipment. If assistance is required in assembling your booth, please order labor in the Display Labor section of the Heritage order form and the necessary ladders and/or tools will be provided.

NOTE:

- If you encounter any difficulty with any laborer, or if you are not satisfied with the work performed, please bring this to the attention of the Show Manager at Heritage. Please refrain from voicing complaints directly to craft personnel.
- The person in charge of your exhibit should carefully inspect and sign all work order forms. If there are any questions about any bills, bring the bill to the appropriate Service Desk and discuss it with the person in charge.

Remit To:



620 Shenandoah Avenue | St. Louis, MO 63104
Phone 314-534-8500 | Fax 314-534-8050
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 **CYBERSPACE 2018** BOOTH # _____

EXHIBITING COMPANY _____ PHONE # _____ FAX # _____

ADDRESS _____ CITY _____ STATE _____ ZIP _____

EMAIL ORDER CONFIRMATION & INVOICE TO _____

CONTACT NAME _____ DATE _____

(Print & Sign)

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

STRAIGHT TIME (One hour minimum per man)..... **\$89.85 PER HOUR**
8:00 A.M. to 4:30 P.M. Monday through Friday
OVERTIME (One hour minimum per man) **\$134.78 PER HOUR**
After 4:30 P.M. to 8:00 A.M. Monday – Friday and all hours on Saturday and Sunday

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

INSTALLATION

ERECT EXHIBIT UNDER HERITAGE SUPERVISION

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

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

FURNISH LABOR TO ERECT EXHIBIT UNDER EXHIBITOR'S SUPERVISION

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

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

DISMANTLE

DISMANTLE EXHIBIT UNDER HERITAGE SUPERVISION

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

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

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

FURNISH LABOR TO DISMANTLE EXHIBIT UNDER EXHIBITOR'S SUPERVISION

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

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

ESTIMATED TOTAL _____

NAME OF CONVENTION CYBERSPACE 2018 BOOTH # _____

EXHIBITING COMPANY _____ PHONE # _____ FAX # _____

ADDRESS _____ CITY _____ STATE _____ ZIP _____

EMAIL ORDER CONFIRMATION & INVOICE TO _____

CONTACT NAME _____ DATE _____

(Print & Sign)

(CONTINUED ON NEXT PAGE)

COMPANY NAME _____
BOOTH # _____

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

INBOUND SHIPPING INFORMATION

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

SET-UP INFORMATION

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

OUTBOUND SHIPPING INFORMATION:

Ship To: _____

Method: Common Carrier Air Freight Van Line Other (Specify)
Carrier:(If Known) _____
Freight Charges: Prepaid Bill To: _____
 Collect _____

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

SPECIAL INSTRUCTIONS/COMMENTS:

PLEASE PROVIDE AN EMERGENCY CONTACT:

Name _____ Phone No. _____

Remit To:



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

BOOTH CLEANING SERVICE ORDER FORM

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

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

CARPET CLEANING

RATES

Vacuuming before initial opening of Exhibit and daily thereafter, including emptying of waste baskets nightly 45¢ per sq. ft. per day

Vacuuming ONCE before initial opening of Exhibit 45¢ per sq. ft.

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

EXHIBIT CLEANING

Cleaning and dusting of display background and furnishings before initial opening of Exhibit and DAILY thereafter 55¢ per sq. ft. per day

Cleaning and dusting of display background and furnishings ONCE before initial opening of exhibits 55¢ per sq. ft.

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

PORTER SERVICE

Includes emptying of wastebaskets and policing of your exhibit at \$50.65 per hour
two-hour intervals during show hours (4 hour minimum per day)

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

REQUESTED TIME(S) FOR PORTER SERVICE: _____

Special Instructions : _____

TOTAL ORDER AMOUNT \$ _____

NAME OF CONVENTION CYBERSPACE 2018 BOOTH # _____

EXHIBITING COMPANY _____ PHONE # _____ FAX # _____

ADDRESS _____ CITY _____ STATE _____ ZIP _____

EMAIL ORDER CONFIRMATION & INVOICE TO _____

CONTACT NAME _____ DATE _____

(Print & Sign)

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

Remit To:



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SIGN SERVICE ORDER FORM

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STANDARD SIZE SIGNS

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

DIGITAL GRAPHICS

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

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

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

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

INDICATE YOUR SIGN COPY HERE

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

Vertical Horizontal Easel Back

Color of Background _____

Color of Lettering _____

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

SETUP/COMPUTER LABOR

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

7.85% TAX _____
TOTAL _____

(PLEASE PRINT)

NAME OF CONVENTION CYBERSPACE 2018 BOOTH # _____

EXHIBITING COMPANY _____ PHONE # _____ FAX # _____

ADDRESS _____ CITY _____ STATE _____ ZIP _____

EMAIL ORDER CONFIRMATION & INVOICE TO _____

CONTACT NAME _____ DATE _____

(Print & Sign)

Maximize your exhibiting ROI with eventPower's lead retrieval app

LEAD RETRIEVAL APP ORDERING INFORMATION

Order Link

Use this online form link to complete your order. <https://tools.eventpower.com/lru/reserve/18TN-MA>

Pricing

1st App Download: \$100

Each Additional App Download: \$50

Rent Device from eventPower: \$195/device

App Features



Download the App on your own iOS or Android device. No need to rent a device and wait in line to pick-up or drop-off.



Use the camera on your device to scan the QR code on attendee's badge. You can also view, edit, and add a photo of your leads right on the device.



Email your leads instantly to your colleagues for immediate download to Excel format.



Record audio message to attach to the captured leads.

Contact Information

For pricing and/or technical questions, please email lead_retrieval@eventpower.com



Vendor Power Request Form

Exhibitor: _____

Booth Number: _____

Name of Event: AFCEA- June 25-27, 2018

Power: \$15.00 ++ per day

Wired Internet: \$25.00++ per day

Payment Method

<input type="checkbox"/> Amex	<input type="checkbox"/> Discover	<input type="checkbox"/> Visa	<input type="checkbox"/> MasterCard	<input type="checkbox"/> Diners Club
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Cardholder Name: _____

Credit Card Number: _____

Expiration date: _____ Security Code On Back of Card: _____

Billing Address: _____

City: _____ State: _____ Zip: _____

E-Mail Address: _____ Phone Number: _____

By signing below, you authorize the hotel to charge your credit card immediately for the amount indicated above up to the "Maximum Amount" indicated above. You further acknowledge that if "all charges" had been selected, then all guest/group related charges (less deposit) will be charged to the above card number at the time of checkout or event conclusion.

Cardholder Signature: _____

Note: Once payment is processed, a receipt will be emailed to you for your records. Power cords are the property of The Regency Conference Center and are not to be removed from the premises. A fee of \$35.00 will be charged for missing power cords.

Please fax completed form to: 618-624-6699

Should you have any questions, please contact Angela Dorris at (618) 726-0202.

AUDIO VISUAL PRICING



Packages

Presenter's Package <i>(Client to Provide Projector)</i> Skirted 6', 8', or 9' Tripod Screen* A/V Cart with Power Strip & Extension Cord	\$95
LCD Projector Package LCD Projector Skirted 6', 8', or 9' Tripod Screen* A/V Cart with Power Strip & Extension Cord	\$295
Presenter's Fastfold Package <i>(Client to Provide Projector)</i> 9x12 Fast Fold Screen with dress kit A/V Cart with Power Strip & Extension Cord	\$245
LCD Fastfold Package LCD Projector 9x12 Fast Fold Screen with dress kit A/V Cart with Power Strip & Extension Cord	\$475
Sound System Package (2) Speakers (2) Wireless Microphones (1) Audio Mixer	\$395
Stage & Podium Light Package (1) Tree** (2) Lights, (1) Dimmer & Controller	\$195

**Screen sizes upon the discretion of our
A/V Technician.*

***A tree is the stand used to suspend the lights,
and the dimmer and controller enhance lighting effects.*

*All equipment is provided by American General Productions and all rental fees are "per day" rental fees.
A twenty-two percent service charge and applicable state sales tax will be added to all A/V arrangements.*

AUDIO VISUAL A LA CARTE PRICING

Projection Equipment

Break out room projector	\$280
Ballroom Projector	\$395

Audio Visual Accessories

Skirted A/V Cart	\$15
Laser Pointer/wireless mouse	\$25
White Board 3x6	\$85
Flip Chart with Pad and Markers	\$40
Skirted Tripod Screen (6', 8', or 9')	\$55
Fast Fold Screen with Dress Kit (9'x12') Pipe and Drape (Per 10' Section)	\$250
Extension Cord	\$10.00/ft
Power Strip	\$15
LED Up-Light	\$18/light

Phone/Internet Equipment

Audio Telco Unit	\$100
Phone Line (Local)	\$65
Phone Line (Local & Long Distance)	\$125
Wi-Fi	Free*
Wired Internet / per computer	\$50

Sound Reinforcement

Table Top Lectern	\$30
Wired Handheld Microphone	\$35
Wireless Handheld or Lavalier Microphone	\$135**
House Audio Patch (Per Room)	\$50

*Multiple devices for groups are subjected to per day fee.

** Two or more microphones require a mixer at \$40.

Labor

A/V Tech (4 Hour Minimum)	\$45 per Hour
Computer Support	\$75 per Hour
Set-up of Client Equipment	\$75 per Hour



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A twenty-two percent service charge and applicable state sales tax will be added to all A/V arrangements.

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.

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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.