

Dear Exhibitor:

Your company is exhibiting at the event below.

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



WASHINGTON, D.C. | JUNE 1-3, 2020

2020 SELECTUSA INVESTMENT SUMMIT

JUNE 1 – 3, 2020

WASHINGTON HILTON
WASHINGTON, DC



HERITAGE
TRADE SHOW SERVICES

Thank you for your participation in the SelectUSA Investment Summit on June 1-3, 2020 at the Washington Hilton in Washington D.C.

The following exhibitor kit contains valuable and time-sensitive information and instructions necessary to plan a cost efficient and productive exhibit. Please note, all forms must be returned directly to the supplier as indicated on the form itself, and should be reviewed thoroughly for discount rates to receive the best price on services.

For your perusal, the exhibitor kit also includes a quick reference list of important deadlines as indicated on page 3 and 4.

Please see the Washington Hilton section of the exhibitor kit for more information on how to order food and beverages inside your exhibit space (page 82). Exhibitors are **not** allowed to bring any outside food and beverage except for 3 oz sample size giveaways. Please work directly with the Hilton Catering Contact on any requests.

Hilton Catering Contact:

Frances Guihurt

Email: frances.guihurt@hilton.com

Phone: (202) 797-5772

Note: To order internet and electric, you will need to use the Hilton's system, Boomer. Please find the link to the Boomer site on page 82.

If you have any questions, please do not hesitate to reach out to your SelectUSA Investment Summit Exhibitor Services Representative or Heritage Trade Show Services:

<p><i>SelectUSA Investment Summit Exhibitor Services Representatives:</i></p> <p>Megan Corn Email: mcorn@eventPower.com Phone: (703) 740-1949</p> <p>Heather Schulman Email: hschulman@eventPower.com Phone: (703) 740-1944</p>	<p>Heritage Trade Show Services (800) 360-4323 exhibitor.services@heritagesvs.com</p>
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Exhibitor Deadlines - Checklist

This list is a general guide for exhibitors to use during planning. It is essential that exhibitors read the exhibitor kit and the instructions on vendor forms. Please note, the Exhibitor Portal that is referenced below is the personalized link that was sent out via email by eventPower when an exhibitor contract was initially signed. If you need eventPower to re-send this link, please email mcorn@eventPower.com or hschulman@eventPower.com.

Task	Official Contractor	Deadline
Advance Warehouse Shipments: First day materials accepted	Heritage	May 1, 2020
Update eventPower Exhibitor Portal with company overview and points of contact	Link available in Exhibitor Portal	April 17, 2020
Discount price deadline date for all Heritage services	Heritage	May 12, 2020
Deadline for advance pricing for AV	CMI	May 15, 2020
Register booth personnel for passes	Link available in Exhibitor Portal	As soon as possible
Make hotel reservations via show website	Link available in Exhibitor Portal - make hotel reservations when you register your exhibit staff	As soon as possible
Order Electrical Service at the Advanced Rate	Hilton	May 21, 2020
Order Internet at the Advanced Rate	Hilton	May 21, 2020
Order Rigging for Booth	Hilton	May 21, 2020
Order Booth Catering, Labor or Food Preparation Services	Hilton	May 21, 2020
Discount price deadline for Booth Cleaning Service	Heritage	May 12, 2020

	Advance Warehouse Shipments: Last day materials accepted <i>*without an additional after-deadline charge</i>	Heritage	May 22, 2020
	Double check pre-show invoices and orders with all vendors to ensure accuracy	All	May 12, 2020
	Show Site Shipments: First day items will be received and unloaded	Due to dock restrictions at the Washington Hilton all exhibitor shipments must be received at the advanced warehouse.	
	Order additional booth furnishings	Heritage	June 1, 2020
	Show Site Shipments: Last day items will be received	Due to dock restrictions at the Washington Hilton all exhibitor shipments must be received at the advanced warehouse.	

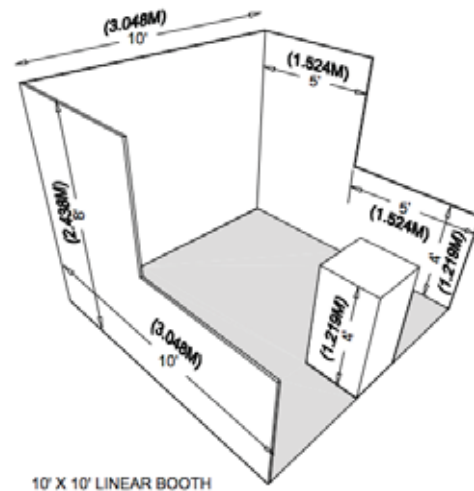
Booth Display Rules & Regulations

The SelectUSA Investment Summit uses the IAEE Guidelines for Display Rules and Regulations which are widely used in the exhibit industry. However, please keep in mind the facility has height restrictions, so the maximum height is affected.

Linear Booth

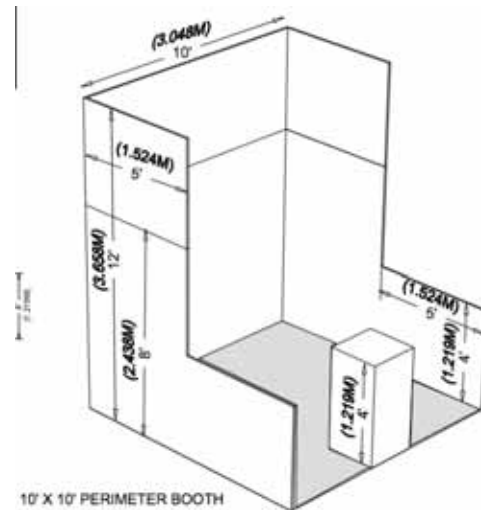
Linear Booths, also called “in-line” booths, are generally arranged in a straight line and have neighboring exhibitors on their immediate right and left, leaving only one side exposed to the aisle. The dimensions are 10 feet wide by 8 feet deep. They have a back-wall height limitation of eight feet (8'). Hanging signs are not allowed. A Corner Booth is a linear booth at the end of a series of in-line booths with exposure to intersecting aisles on two sides. Hanging signs are not allowed. In most cases, show management will ask Heritage to remove the side rail on the outside corner.

Use of Space: Regardless of the number of linear booths utilized (i.e. 8'x20'; 8'x30'; 8'x40') display materials should be arranged in such a manner so as not to obstruct sight lines of neighboring exhibitors. The maximum height of eight feet (8') is allowed only in the rear half of the booth space, with a four-foot (4') height restriction imposed on all materials in the remaining space forward to the aisle.



Perimeter Booth

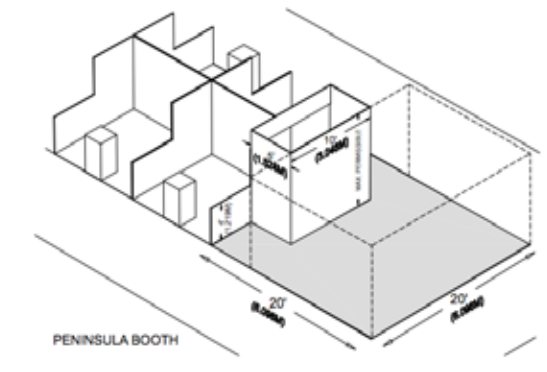
A Perimeter Booth is simply a Linear Booth that backs to a wall of the exhibit facility rather than to another exhibit. All guidelines for Linear Booths apply to Perimeter Booths. Hanging signs are not allowed.



Peninsula Booth

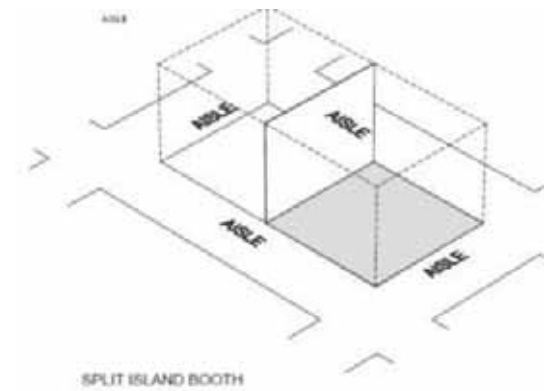
A Peninsula Booth is exposed to aisles on three (3) sides and composed of a minimum of four (4) booths. There are two types of Peninsula Booths: a) one which backs up to Linear Booths, and b) one which backs up to another Peninsula booth and is referred to as a "Split Island Booth."

Dimensions: A Peninsula Booth is usually 16x20' or larger. When a Peninsula Booth backs up to two Linear Booths, the back wall is restricted to four feet (4') high and within five feet (5') of each aisle, permitting adequate line of sight for the adjoining Linear Booths.



Split Island Booth

A Split Island Booth is a Peninsula Booth that shares a common back wall with another Peninsula Booth. The entire cubic content of this booth may be used, up to the maximum allowable height, without any back-wall line of sight restrictions. The entire cubic content of the space may be used up to the maximum allowable height.

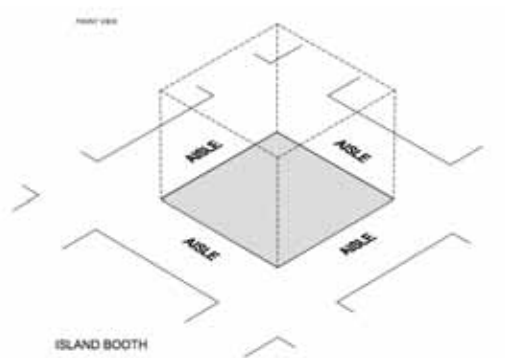


End-Cap Booth

An End-Cap configuration is essentially an in-line (linear) booth placed in the position of a Peninsula or Split Island. End-Cap booths are generally 8 feet deep by 20 feet wide. The maximum back wall height allowed is eight feet and the maximum back-wall width allowed is 10 feet (10') at the center of the back-wall with a maximum five feet (5') height on the two side aisles. Within five feet of the two side aisles, the maximum height for any display materials is four feet (4').

Island Booth

An Island Booth is any size booth exposed to aisles on all sides. The dimensions of an Island Booth are typically 16' x 20' or larger, although it may be configured differently. The entire cubic content of the space may be used up to the maximum allowable height. Hanging signs and some display components may be permitted depending on location.



Canopies & Ceilings

Canopies, including ceilings, umbrellas and canopy frames, can be either decorative or functional (such as to shade computer monitors from ambient light or to allow for hanging products). Canopies for Linear or Perimeter Booths should comply with Line-of-Sight requirements. The bottom of the canopy should not be lower than 7ft (2.13m) from the floor within 5ft (1.52m) of any aisle. Canopy supports should be no wider than three inches 3in (.08m). This applies to any booth configuration that has a sight line restriction, such as a Linear Booth.

Show Management Guidelines

AMERICANS WITH DISABILITIES

All exhibiting companies are required to be in compliance with the Americans with Disabilities Act (ADA), and are encouraged to be sensitive, and as reasonably accommodating as possible, to attendees with disabilities. Information regarding ADA compliance is available from the U.S. Department of Justice ADA Information Line, (800) 514-0301, and from the ADA Web site at www.usdoj.gov/crt/ada/adahom1.htm.

BADGE ACCESS/AGE RESTRICTIONS

All exhibitors must have their badges before they will be allowed onto the show floor. No one under the age of 18 will be allowed on the show floor during exhibitor move-in and move-out hours. All attendees must have an official show badge to be on the floor.

BOOTH ACTIVITIES

All booth activities must be within the exhibit booth so as not to interfere with traffic flow or neighboring exhibits. Distribution of literature or other giveaways must be kept within the confines of the exhibitor's own booth.

Roaming characters are not allowed to walk the show floor. They must stay within the exhibitor's booth space.

A floor manager will be located on the show floor throughout the event. If you need assistance, please visit their desk onsite.

BOOTH DISMANTLING

Exhibitors are not permitted to dismantle exhibits or do any packing prior to 2:00 p.m. on Wednesday, June 3, 2020. This policy will be strictly enforced and exhibitors who tear down early may be charged a \$1,000 fine.

CLEANING & TRASH REMOVAL

Exhibitors are responsible for cleaning their own booths (including trash removal and vacuuming) or ordering service through Heritage.

NOISE GUIDELINES

Sound is permitted up to a maximum of 85 decibels. If this level is exceeded, Show Management may require the exhibitor to reduce the sound to a reasonable level that does not disturb any other group.

PERSONNEL

Booths must be staffed during Exhibition Hall hours.

PHOTOGRAPHY/VIDEOGRAPHY

Exhibitors are permitted to photograph and/or video their own booth. No other photography or videography is permitted. Exhibitors who do not want the press to photograph or video their booth should inform Show Management in the Show Office onsite.

INTERNATIONAL SHIPPING

Please be advised that under no circumstances will eventPower or Heritage provide a Federal Tax Identification number for international shipments entering the United States. It is the responsibility of the exhibitor to engage the services of a freight forwarding company/customs broker that can help facilitate the proper clearance of their exhibit material. This includes shipments entering the United States over the borders using the exhibitor's company owned or privately-owned vehicles.

For questions and assistance, please see the contact Heritage exhibitor services.

INSURANCE

Exhibitors shall, at their sole cost and expense, procure and maintain through the term of this contract, the following insurance: Comprehensive General Liability insurance with limits not less than \$1,000,000 including Contractual Liability and Products Liability coverage and Workman's Compensation in full compliance with all laws covering the exhibitor's employees. Proof of such insurance shall be provided to eventPower or its agent or representative upon request. Please email Certificate of insurance (COI) to scomer@eventPower.com.

FOOD & BEVERAGE SERVED BY EXHIBITORS AND SPONSORS

The following rules apply to exhibitors and sponsors who wish to serve food and beverage in the Exhibition Hall or within a meeting space.

Rules regarding alcohol:

- All alcohol must be purchased through the hotel. If a specific item cannot be acquired, the Hilton will work closely with distributors and companies to find something as close as possible.
- Alcohol is not permitted to be brought in through outside vendors according to Federal Law.

Rules about bringing food and non-alcoholic beverage into the hotel:

- Local foods, over 3-ounces per person, must be purchased through the hotel.
- Exhibitors may bring in sample sizes of 3-ounces or less, not including alcohol
- If an item is not provided in sample sizes, vendors can cut down the items into 3-ounce (maximum) pieces.

For a menu of available food and beverage, please contact the hotel:

Hilton Catering Contact:

Frances Guihurt

Email: frances.guihurt@hilton.com

Phone: (202) 797-5772

2020 SelectUSA Investment Summit Exhibitor Kit FAQs

1. What are the show hours/when do I need to staff my booth?
 - a. Please refer to page 14 of the exhibitor kit for show hours.
 - b. Please note that early teardown is not permitted without prior permission from eventPower. Exhibitors who tear down early may be charged a \$1,000 fine.
 - c. All Summit attendees will have access to the Tuesday evening reception located in the Exhibition Hall.
2. What booth equipment comes with my contract?
 - a. Each 8'x10' booth will be set with 8' high blue & white back drape, 3' high blue side dividers, and a 7" x 44" one-line identification sign. Exhibitors must order any other furnishings with Heritage Trade Show Services using the forms in the exhibitor kit.
3. What is the discount deadline date for ordering through Heritage?
 - a. May 12, 2020
4. What is the advanced warehouse deadline date?
 - a. May 22, 2020
 - b. Please refer to pages 14-15 in the exhibitor kit.
5. When will the warehouse begin accepting freight?
 - a. May 1, 2020
 - b. Please refer to pages 14-15 in the exhibitor kit.
6. Can I ship directly to the Washington Hilton?
 - a. DO NOT ship directly to the hotel.
 - b. Heritage will not receive and unload shipments at the show site. Please refer to page 15 in the exhibitor kit for more information.
 - c. Shipments sent directly to the hotel will be returned to the sender at the cost of the sender.
7. Will Wi-Fi be provided? What is the cost for internet?
 - a. Basic open wireless connectivity (not for streaming, downloads, or demos) will be provided in the Exhibition Hall and shared among all attendees.
 - b. Please refer to page 82 of the exhibitor kit for pricing with the Hilton for your own high-speed Internet access.
 - i. DEADLINE: May 21, 2020
8. Are badge swaps allowed between registrants?
 - a. Exhibitor badges CANNOT be shared among registrants, even those in the same exhibiting group. Each attendee must be registered for the Summit no matter how many days they are attending.
9. How do I register additional booth personnel?
 - a. Full conference passes may be purchased on the Summit website: www.selectusasummit.us. There is also a registration link within the Exhibitor Portal.
10. How long does the approval process take for my registration?
 - a. The approval process can take anywhere from 15-20 business days.

11. Exhibiting companies that will have staff helping with move-in/move-out that are not registered for the Summit must get a wristband with security to access the Exhibition Hall during move-in and move-out hours.
 - a. Columbia Ballroom
Sunday, May 31, 2020: 10:00 a.m. - 8:00 p.m. EDT
Monday, June 1, 2020: 7:00 a.m. - 12:00 p.m. EDT
 - b. International Terrace
Sunday, May 31, 2020: 1:00 p.m. - 8:00 p.m. EDT
Monday, June 1, 2020: 7:00 a.m. - 12:00 p.m. EDT
12. Will there be food/drinks offered at reception?
 - a. Yes food and non-alcoholic beverages are available during receptions, but exhibitors and sponsors can help drive traffic to their booth by ordering supplemental items.
13. Will electric/internet/AV be offered in every booth?
 - a. Electric and internet will need to be purchased with the Hilton directly, by using the Boomer site on page 82 by May 21, 2020.
 - b. AV requests will need to be ordered by May 15, 2020.
 - i. AV POC: Tina Lamphier at tlamphier@cmiav.com
 - c. If you have an issue onsite during exhibitor move in with electric/internet/AV please reach out to the corresponding group. Heritage does not handle electric/internet/AV.
 - d. Be sure to print off any receipts for your electric/internet/AV orders, so you do not have any issues onsite.
14. Rules about bringing alcohol into the hotel:
 - a. All alcohol must be purchased through the hotel. If a specific item cannot be acquired, the Hilton will work closely with distributors and companies to find something as close as possible. Alcohol is not permitted to be brought in through outside vendors according to Federal Law.
15. Rules about bringing food and beverages into the hotel:
 - a. Local foods, over 3-ounces per person, must be purchased through the hotel.
 - b. Exhibitors may bring in sample sizes, not including alcohol, of 3-ounces or less.
 - c. If an item is not provided in sample sizes, vendors can cut down the items into 3-ounce pieces.
16. Menu of available food and beverage items, as well as hotel contact information is available on page 82.
 - a. *Hilton Catering Contact:*
Frances Guihurt
Email: frances.guihurt@hilton.com
Phone: (202) 797-5772
17. Are exhibitors allowed to order different color carpet for their booth? If so, what is the cost?
 - a. The exhibit area carpet comes in a multi-colored pattern, but different color carpets are available for purchase through Heritage using the forms in the exhibitor kit.

18. How do you make a hotel reservation?
 - a. Rooms are booked within the SelectUSA Summit Registration system after an applicant has been approved. The Summit acceptance email will provide instructions about the hotel booking process.

19. How can I get my hotel reservation confirmation emailed to me?
 - a. For questions about hotel bookings, please e-mail Customer Service at SelectUSA@experient-inc.com or call Customer Service toll free at (800) 424-5249 (United States) or (847) 996-5829 (International). Please do not call the hotels directly.

20. How do I know what type of booth display I have (inline, split island booth or peninsula)?
 - a. Please refer to pages 5-7 of the exhibitor kit.

21. Are there a certain number of hotel rooms allotted to each exhibiting company?
 - a. No

22. How many exhibitor passes come with my booth?
 - a. Exhibitors receive two Exhibition Hall only passes for booth personnel per booth (no matter the size of the booth).

23. Can I upgrade my Exhibition Hall only pass?
 - a. Upgrades from allotted Exhibition Hall only passes to full access passes are not available. However, additional full access passes are available at:
 - i. \$925 (early bird rate) until Friday, February 14, 2020
 - ii. \$975 (regular rate) begins on Saturday, February 15, 2020.

General Information

Booth Equipment

Each 8'x10' booth will be set with 8' high blue and white back drape, 3' high blue side dividers, and a 7" x 44" one-line identification sign.

Ceiling Height

The ceiling height in the Columbia Ballroom varies from 10'-5" to 15'. If your display exceeds 10'-5" in height, please contact Heritage to determine the height of your display area.

Note: The load-in elevator is 9'-10" x 7'-5" with a ceiling height of 8' and a maximum load of 6,000 lbs.

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 Tuesday, May 12, 2020.

Shipments to Advance Warehouse Deadline Date

Heritage will begin receiving freight at the advance warehouse on Friday, May 1, 2020. To avoid late fees all shipments to the advanced warehouse must arrive no later than Friday, May 22, 2020.

Show Schedule *(Hours subject to change-Times listed in EDT)*

Exhibitor Move-In – COLUMBIA BALLROOM

Sunday	May 31 st	10:00 a.m.	-	8:00 p.m.
Monday	June 1 st	7:00 a.m.	-	12:00 p.m.

Exhibitor Move-In – INTERNATIONAL TERRACE

Sunday	May 31 st	1:00 p.m.	-	8:00 p.m.
Monday	June 1 st	7:00 a.m.	-	12:00 p.m.

Exhibit Hours

Monday	June 1 st	12:30 p.m.	-	5:00 p.m.
Tuesday	June 2 nd	6:45 a.m.	-	7:30 p.m.
Wednesday	June 3 rd	7:00 a.m.	-	2:00 p.m.

Exhibitor Move-Out

Wednesday	June 3 rd	2:00 p.m.	-	10:00 p.m.
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Note: Early teardown is not permitted without prior permission from eventPower. Exhibitors who tear down early may be charged a \$1,000 fine

- Empty crates and containers will begin being returned at 2:00 p.m., Wednesday, June 3rd.
- No outside carrier pickups are allowed at the DC Hilton (the showsite for Select USA 2020). As such, please refer to specific OUTBOUND SHIPPING instructions below.

General Information

Shipping Information

Warehouse Shipping Information:

Exhibitor Company Name and Booth Number
Heritage Trade Show Services
C/O UPS Freight
2400 Beaver Rd.
Landover, MD 20785

FOR: 2020 SelectUSA Investment Summit

Heritage will accept exhibit materials beginning Friday, May 1, 2020 at the above address. Material arriving after Friday, May 22, 2020 will be received at the warehouse with an additional after deadline charge.

****Due to the hotel loading dock restrictions, show site shipments are NOT allowed for this event. All exhibitor shipments should be shipped to the advanced warehouse as listed above and further in this manual.****

Outbound Shipping

Due to the dock limitations at the Hilton, NO CARRIERS ARE ALLOWED TO PICK UP AT SHOW SITE. For exhibitors not utilizing the show carrier, HES Logistics, carriers must pick up all outbound shipments on the day following move out, Thursday June 4th between 1 p.m. and 4 p.m., at the Heritage warehouse located at:

2009 Beaver Road Suite F, Landover, MD 20785

Pick up Hours

Thursday June 4th 1 p.m. – 4 p.m.

Shipments not picked up by 4 p.m. will be re-routed via HES Logistics.

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 2020 SelectUSA Investment Summit 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	\$ _____
SPECIALTY FURNITURE	\$ _____
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 deadline are subject to availability.

ITEM #	QTY	DISCOUNT RATES	STANDARD RATES	AMOUNT
FURNITURE				
F60	_____	Plastic Side Chair (Gray).....	114.42	148.75 _____
F50	_____	Padded Sled Base Chair (Gray).....	149.34	194.14 _____
F9	_____	Padded Chair (Gray)	149.34	194.14 _____
F10	_____	Padded Arm Chair (Gray)	161.88	210.44 _____
F20	_____	Custom Padded Arm Chair.....	191.22	248.59 _____
F30	_____	Padded High Stool (Gray).....	182.82	237.67 _____
F40	_____	Custom Padded High Stool.....	240.06	312.08 _____
F75	_____	Executive Chair	234.00	304.20 _____

TABLE RISERS COVERED WHITE

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

F260	_____	6' Long riser.....	112.20	145.86 _____
F270	_____	8' Long riser.....	135.66	176.36 _____

SPECIAL DRAPE BACKGROUNDS

F280	_____	3' H. Background/per ft.	27.90	36.27 _____
F290	_____	8' H. Background/per ft.	30.72	39.94 _____

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

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

ITEM #	QTY	DISCOUNT RATES	STANDARD RATES	AMOUNT
DRAPED DISPLAY TABLE				
F110	_____	4' Table - 30" high	206.58	268.55 _____
F120	_____	6' Table - 30" high	248.46	323.00 _____
F130	_____	8' Table - 30" high	290.28	377.36 _____
F140	_____	4' Table - 42" Counter high.....	256.80	333.84 _____
F150	_____	6' Table - 42" Counter high.....	298.68	388.28 _____
F160	_____	8' Table - 42" Counter high.....	340.56	442.73 _____
F170	_____	4th side table drape	86.52	112.48 _____

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

UNDRAPED DISPLAY TABLE

F190	_____	4' Table - 30" high	132.60	172.38 _____
F200	_____	6' Table - 30" high	161.88	210.44 _____
F210	_____	8' Table - 30" high	192.60	250.38 _____
F220	_____	4' Table - 42" Counter high.....	143.76	186.89 _____
F230	_____	6' Table - 42" Counter high.....	170.28	221.36 _____
F240	_____	8' Table - 42" Counter high.....	207.96	270.35 _____
	_____	30" Diameter Pedestal Table (Gray)	287.52	373.78 _____
	_____	F80 <input type="checkbox"/> 18" High F90 <input type="checkbox"/> 30" High F100 <input type="checkbox"/> 42" High		

6% Tax _____

TOTAL ORDER _____

NAME OF CONVENTION 2020 SelectUSA Investment Summit BOOTH # _____

EXHIBITING COMPANY _____ PHONE # _____ FAX # _____

ADDRESS _____ CITY _____ STATE _____ ZIP _____

EMAIL ORDER CONFIRMATION & INVOICE TO _____

CONTACT NAME _____ DATE _____

(Print & Sign)

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

Chairs

Chairs

Furniture

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



F60



F50



F9



F10



F30



F20



F40



F75

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



F200
F230



F120
F150



F210
F240



F130
F160



Red



Teal



Burgundy



Gray



Plum



White



Hunter
Green



Expo
Green



Gold



Blue



Black

Remit To:



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

CARPET RENTAL ORDER FORM

Discount prices on apply to orders with full payment by the discount date listed on the general info 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.

CLASSIC EXPO CARPET - 16oz

Choose Color:

- | | | | |
|---------------------------------------|--|----------------------------------|--|
| <input type="checkbox"/> Red | | <input type="checkbox"/> Cayenne | |
| <input type="checkbox"/> Blue | | <input type="checkbox"/> Gray | |
| <input type="checkbox"/> Hunter Green | | <input type="checkbox"/> Black | |
| <input type="checkbox"/> Burgundy | | <input type="checkbox"/> Tuxedo | |
| <input type="checkbox"/> Blue Jay | | | |

Qty.	Product	Advance	Standard	Total
	9' x 10'	\$304.26	\$395.54	\$
	9' x 20'	\$597.36	\$776.57	\$
	9' x 30'	\$893.28	\$1,161.26	\$
	9' x 40'	\$1,200.30	\$1,560.39	\$
	9' x Custom	\$304.26	\$395.54	\$

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

Area Carpet - 100 sq. ft. minimum required
 Booth size: _____ x _____ = _____ Sq.Ft.

A 6% Sales Tax Will Be Added To All Carpet Orders

Sq. Ft.	Product	Advance	Standard	Total
	Area Carpet	\$5.16	\$6.71	\$

PRESTIGE CARPET - 28oz

Choose Color:

- | | | | |
|---------------------------------------|--|---------------------------------------|--|
| <input type="checkbox"/> Charcoal | | <input type="checkbox"/> Silver Cloud | |
| <input type="checkbox"/> Navy | | <input type="checkbox"/> Burgundy | |
| <input type="checkbox"/> Hunter Green | | <input type="checkbox"/> Beige | |
| <input type="checkbox"/> Red | | <input type="checkbox"/> Royal | |
| <input type="checkbox"/> Black | | <input type="checkbox"/> Teal | |
| <input type="checkbox"/> Tuxedo | | <input type="checkbox"/> Blue Jay | |
| <input type="checkbox"/> Cayenne | | <input type="checkbox"/> White | |

Minimum of 100 sq. ft. required for all prestige carpet orders.

Booth size: _____ X _____ = _____ Sq. Ft.

Sq. Ft.	Product	Advance	Standard	Total
	Prestige	\$8.45	\$11.00	\$

A 6% Sales Tax Will Be Added To All Carpet Orders

PADDING & VISQUEEN

Product	Booth Size	Sq. Ft.	Advance	Standard	Total	
Carpet Padding/Per Sq. Ft.	<input type="checkbox"/> X <input type="checkbox"/>	=	X	\$2.52	\$3.28	\$
Visqueen Covering/Per Sq. Ft.	<input type="checkbox"/> X <input type="checkbox"/>	=	X	\$1.50	\$1.95	\$

A 6% Sales Tax Will Be Added To All Carpet Orders

Name of Convention 2020 SelectUSA Investment Summit Booth _____

Exhibiting Company _____

Phone # _____ Fax # _____

Address _____

Email Order Confirmation & Invoice To _____

Contact Name _____ Date _____

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

**ACCESSORIES/DISPLAY
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 / Email orders will only be accepted with enclosed credit card authorization form. Charges for rental items listed below are for the duration of the show, and include delivery and removal. Cancellation of equipment delivered will be subject to a 100% cancellation charge for labor involved. Orders received after deadline are subject to availability.

ITEM #	QTY	DISCOUNT RATES	STANDARD RATES	AMOUNT	ITEM #	QTY	DISCOUNT RATES	STANDARD RATES	AMOUNT
ACCESSORIES					DISPLAY				
A10	_____	Wastebasket	40.20	52.26	D10	_____	Pegboard Panels (4'x8')	401.94	522.52
A20	_____	Tripod Easels	67.02	87.13	D11	_____	Pegboard 6" Single Hook	17.16	22.31
D250	_____	Chrome Sign Holder	247.02	321.13	D12	_____	Pegboard 8" Single Hook	20.04	26.05
A30	_____	Chrome Stanchion	50.22	65.29	D20	_____	Tackboard Panels (4'x8')	301.50	391.95
A40	_____	Velour Rope 6' Black	50.22	65.29	<input type="checkbox"/> Horiz. <input type="checkbox"/> Vert.				
A50	_____	Coat Tree	145.74	189.46	D31	_____	Fabric Impact Panel 1 Meter x 8'	736.92	958.00
A60	_____	Chrome Bag Rack	145.74	189.46	D40	_____	Gridwall 2'x8' Black	274.68	57.08
A70	_____	Literature Rack	284.70	370.11	D60	_____	Gridwall 6" Single Hook	17.16	22.31
A80	_____	Garment Rack 5'	156.30	203.19	D70	_____	Gridwall 8" Single Hook	20.04	26.05
A90	_____	2 Way Straight Arm Rack	214.38	278.69	D50	_____	Slatwall 1 Meter x 8'	368.46	479.00
A100	_____	4 Way Slant Arm Rack	240.06	312.08	D120	_____	Slatwall Waterwalls Hooks	60.30	78.39
A106	_____	Raffle Ticket Drum	96.00	124.80	D121	_____	Slatwall 8" Bracket	20.04	26.05
A107	_____	Fishbowl	30.00	39.00	D130	_____	Shelf 1 meter wide	100.50	130.65
A110	_____	6' Tensabarrier	227.76	296.09	D210	_____	Acrylic Holder	41.88	54.44
DISPLAY CABINETS AND COUNTERS					6% Tax _____				
<input type="checkbox"/> Black Fabric <input type="checkbox"/> Gray Fabric <input type="checkbox"/> White PVC					TOTAL ORDER _____				
MD20	_____	Counter 1M x 1/2M x 42" High, W/Shelf	937.92	1,219.30	Looking for something else? Please contact us at Exhibitor.Services@HeritageSVS.com for assistance.				
		<input type="checkbox"/> Counter Lock	53.04	68.95					
MD21	_____	Counter 2M x 1/2M x 42" High, W/Shelf	1,311.96	1,705.55					
		<input type="checkbox"/> 2 Counter Locks	106.08	137.90					
MD22	_____	Curved Counter 1M x 1/2M x 42" High W/Shelf	1,031.71	1,341.23					
		<input type="checkbox"/> Counter Lock	53.04	68.95					
MD23	_____	Radius Counter 1M x 1/2M x 42" High	1,238.05	1,609.47					
MD30	_____	Cabinet 1M x 1/2M x 42"	1,125.50	1,463.15					
(White Only/ Comes With Lock & Shelf)									

NAME OF CONVENTION 2020 SelectUSA Investment Summit BOOTH # _____

EXHIBITING COMPANY _____ PHONE # _____ FAX # _____

ADDRESS _____ CITY _____ STATE _____ ZIP _____

EMAIL ORDER CONFIRMATION & INVOICE TO _____

CONTACT NAME _____ DATE _____

(Print & Sign)

Accessories

 <p>A10</p>	 <p>D250</p>	 <p>A30</p>	 <p>A40</p>
 <p>A20</p>	 <p>A70</p>	 <p>A80</p>	 <p>A60</p>
 <p>A100</p>	 <p>A90</p>	 <p>A110</p>	 <p>A106</p>
 <p>A107</p>	<p>Accessories:</p> <ul style="list-style-type: none"> 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>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 D170 6' Quarter View Showcase D20 Vertical Tackboard D30 Horizontal Tackboard</p>	<p>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>



2019
**TRADE SHOW
FURNISHINGS**
.....
KIT CATALOG



HERITAGE
TRADE SHOW SERVICES



BLANC



Blanc Sofa
Bright White Leather
75"W x 35"D x 35"H



Blanc Loveseat
Bright White Leather
54"W x 35"D x 35"H



Blanc Chair
Bright White Leather
33"W x 35"D x 35"H



Blanc Bench Ottoman
Bright White Leather
48"W x 24"D x 18"H



Blanc Cube Ottoman
Bright White Leather
17"Square x 17"H

WHISPER



Whisper Sofa
White Leather
87"W x 37"D x 35"H



Whisper Loveseat
White Leather
61"W x 37"D x 35"H



Whisper Chair
White Leather
35"W x 37"D x 35"H

WHISPER



Whisper Bench Ottoman

White Leather
60"W x 24"D x 17"H



Whisper Square Ottoman

White Leather
40"Square x 17"H



Whisper Round Ottoman

White Leather
46"Round x 17"H

FUNCTION

Modular Seating Collection



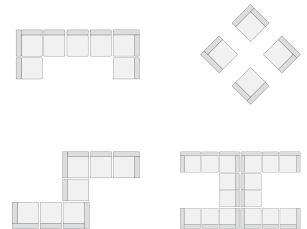
Function Armless Chair

White Leather
28"Square x 29"H



Function Corner

White Leather
28"Square x 29"H



CONTINENTAL

Modular Seating Collection



Continental Curved Loveseat

White Leather
82"W x 34"D x 31"H



Continental Reverse Curved Loveseat

White Leather
72"W x 34"D x 31"H



Continental Wedge Ottoman

White Leather
30"W x 34"D x 19"H

CONTINENTAL

Modular Seating Collection



Continental Curved Bench

White Leather
70"W x 26"D x 19"H



Continental Half Moon Ottoman

White Leather
33"W x 19"D x 19"H

SOPHISTICATION

Modular Seating Collection



Sophistication Sofa

White Leather
72"W x 31"D x 48"H



Sophistication Loveseat

White Leather
48"W x 31"D x 48"H



Sophistication Chair

White Leather
24"W x 31"D x 48"H



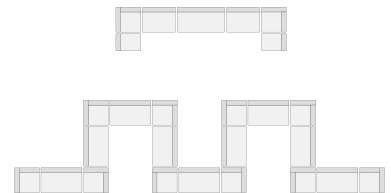
Sophistication Corner

White Leather
31"Square x 48"H



Sophistication Ottoman

White Leather
31"Square x 19"H



BOCA

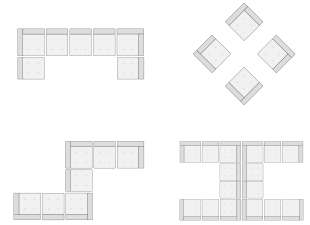
Modular Seating Collection



Boca Corner
Black Leather
22"W x 27"D x 30"H



Boca Armless
Black Leather
27"Square x 30"H



METRO



Metro Sofa
Black Leather
85"W x 35"D x 35"H



Metro Loveseat
Black Leather
60"W x 35"D x 35"H



Metro Chair
Black Leather
35"Square x 35"H



Metro Square Ottoman
Black Leather
40"Square x 17"H



Metro Bench Ottoman
Black Leather
60"W x 24"D x 17"H

SUAVE MIDNIGHT



Suave Midnight Sofa

Midnight Suede
77"W x 36"D x 33"H



Suave Midnight Loveseat

Midnight Suede
54"W x 36"D x 33"H



Suave Midnight Chair

Midnight Suede
32"W x 36"D x 33"H

GRAMMERCY

Modular Seating Collection



Grammercy Sofa

Charcoal Leather
82"W x 36"D x 36"H



Grammercy Loveseat

Charcoal Leather
57"W x 36"D x 36"H



Grammercy Chair

Charcoal Leather
28"W x 36"D x 36"H



Grammercy Corner

Charcoal Leather
36"Square x 36"H



Grammercy Round Ottoman

Charcoal Leather
46"Round x 17"H



Grammercy Square Ottoman

Charcoal Leather
40"Square x 17"H
Also Available in Bench Ottoman
60"W x 24"D x 17"H

PARMA



Parma Sofa
Brown Leather
79"W x 37"D x 36"H



Parma Loveseat
Brown Leather
56"W x 37"D x 36"H



Parma Chair
Brown Leather
33"W x 37"D x 36"H



Parma Bench Ottoman
Brown Leather
60"W x 24"D x 17"H

MONTANA MOCHA



Montana Mocha Sofa
Mocha Tan Fabric
79"W x 35"D x 34"H



Montana Mocha Loveseat
Mocha Tan Fabric
57"W x 35"D x 34"H



Montana Mocha Chair
Mocha Tan Fabric
35"Square x 34"H

MADISON



Madison Sofa

Tan Fabric
86"W x 34"D x 34"H



Madison Chair

Tan Fabric
33"W x 34"D x 34"H



Madison Sky Bench

Teal Fabric
48"W x 24"D x 17"H



Madison Ottoman - Willow

Green Fabric
24"Square x 17"H



Madison Ottoman - Sand Dollar

Tan Fabric
24"Square x 17"H



Madison Ottoman - Apricot

Orange Fabric
24"Square x 17"H



Madison Ottoman - Sunflower

Yellow Fabric
24"Square x 17"H

CHANDLER



Chandler Sofa

Red Leather
76"W x 37"D x 35"H



Chandler Loveseat

Red Leather
53"W x 37"D x 35"H



Chandler Chair

Red Leather
31"W x 37"D x 35"H



Chandler Bench Ottoman

Red Leather
60"W x 24"D x 17"H

EVOKE



Evoke Sofa

Coffee Resin Frame with Tan Cushions
81"W x 35"D x 27"H



Evoke Chair

Coffee Resin Frame with Tan Cushions
33"W x 35"D x 27"H



Evoke Cocktail Table

Coffee Resin Frame
48"W x 24"D x 18"H

EVOKE



Evoke End Table

Coffee Resin Frame
24"W x 28"D x 25"H



Evoke Cube Table

Coffee Resin Frame
18"Square x 18"H

NIKO



Niko Sofa

Grey Microfiber
81"W x 30"D x 38"H



Niko Loveseat

Grey Microfiber
58"W x 30"D x 38"H



Niko Chair

Grey Microfiber
31"W x 30"D x 38"H

STAGE CHAIRS



Midnight Stage Chair

Midnight Microfiber
25"W x 26"D x 37"H



Chamois Stage Chair

Beige Microfiber
25"W x 26"D x 37"H



Buckskin Stage Chair

Tan Microfiber
25"W x 26"D x 37"H

STAGE CHAIRS



Empire Chair

- Black Leather
 - White Leather
- 28"W x 32"D x 32"H



Tulip Chair

- Black Fabric/Tilt Back/Caster Feet
27"W x 26"D x 35"H



Monarch Chair

- Bright White Leather
28"Square x 30"H

OTTOMANS & BENCHES



Curved Bench

- Continental White Leather
70"W x 26"D x 19"H



Square Ottoman

- Metro Black Leather
 - Whisper White Leather
 - Grammercy Charcoal Leather
- 40"Square x 17"H



Bench Ottoman

- Metro Black Leather
 - Whisper White Leather
 - Chandler Red Leather
 - Grammercy Charcoal Leather
 - Parma Brown Leather
- 60"W x 24"D x 17"H



Essentials Storage Ottoman

- White Leather with Locking Mechanism
48"W x 24"D x 20"H
Lock Not Included



Round Ottoman

- Grammercy Charcoal Leather
 - Whisper White Leather
- 46"Round x 17"H



1/4 Round Ottoman

- Grammercy Charcoal Leather
 - Whisper White Leather
- 34"W x 19"D x 17"H

OTTOMANS & BENCHES



Madison Sky Bench
Teal Fabric
48"W x 24"D x 17"H



Madison Ottomans
Left to Right: Willow, Sand Dollar, Apricot, Sunflower
24"Square x 17"H

BANQUETTES



Essentials Banquette
White Leather
60"Round x 48"H (2 Pieces)



Whisper Banquette
White Leather
59"Round x 38"H (2 Pieces)



Grammercy Banquette
Charcoal Leather
59"Round x 38"H (2 Pieces)

TURNING BEDS



Essentials Turning Bed
White Leather
96"W x 48"D x 36"H

CUBE OTTOMANS



Cube Ottomans

From left to right: Blanc Bright White Leather (17" Square x 17"H), Whisper White Leather, Metro Black Leather, Red Vinyl, Green Vinyl, Blue Vinyl, Purple Vinyl
18" Square x 18"H

CHARGED! CHARGED



Essentials Turning Bed - Charged

White Leather
96"W x 48"D x 25"H

**White slip cover available for black charging unit.
Maximum of 1 bed per power source.



Boca Corner - Charged

Bright White Leather
27" Square x 30"H

**Maximum of 4 daisy linked together per power source.*



Boca Chair - Charged

Bright White Leather
22"W x 27"D x 30"H

**Maximum of 4 daisy linked together per power source.*



Aspen Bar Table - Charged

White / Brushed Steel
72"W x 26"D x 42"H

**Maximum of 1 table per power source.*



Aspen Cocktail Table - Charged

White / Brushed Steel
48"W x 24"D x 18"H

**Maximum of 1 table per power source.*



White Conference Table - Charged

White
96"W x 43"D x 30"H

**Maximum of 1 table per power source.*

CHARGED!



Patrice Table Chair - Charged

Bright White Leather
28"W x 31"D x 31"H

**Maximum of 6 daisy linked together per power source.*



Lincoln Bench - Charged

Bright White Leather
59"W x 39"D x 17"H

**Maximum of 3 daisy linked together per power source.*

OCCASIONAL TABLES



Tribeca Tables

End Table Wood/Black
24"W x 28"D x 22"H
Console Table Wood/Black
48"W x 18"D x 30"H
Cocktail Table Wood/Black
48"W x 28"D x 19"H



Harmony Tables

End Table Wood/Esspresso
24"Round x 22"H
Console Table Wood/Esspresso
52"W x 18"D x 30"H
Cocktail Table Wood/Esspresso
51"W x 28"D x 18"H



Novel Tables

End Table Satin Steel
15"Square x 16"H
Cocktail Table Satin Steel
46"W x 15"D x 16"H



Aria Tables Red

End Table Red/Brushed Steel
24"W x 20"D x 22"H
Cocktail Table Red/Brushed Steel
44"W x 20"D x 18"H



Aria Tables Green

End Table Green/Brushed Steel
24"W x 20"D x 22"H
Cocktail Table Green/Brushed Steel
44"W x 20"D x 18"H



Aria Tables Blue

End Table Blue/Brushed Steel
24"W x 20"D x 22"H
Cocktail Table Blue/Brushed Steel
44"W x 20"D x 18"H

OCCASIONAL TABLES



Aria Tables Purple

End Table Purple/Brushed Steel
24"W x 20"D x 22"H
Cocktail Table Purple/Brushed Steel
44"W x 20"D x 18"H



Aria Tables White

End Table White/Brushed Steel
24"W x 20"D x 22"H
Console Table White/Brushed Steel
44"W x 20"D x 30"H
Cocktail Table White/Brushed Steel
44"W x 20"D x 18"H



Aria Tables Charcoal

End Table Storm Grey/Brushed Steel
24"W x 20"H x 22"H
Console Table Storm Grey/Brushed Steel
44"W x 20"D x 30"H
Cocktail Table Storm Grey/Brushed Steel
44"W x 20"D x 18"H



Fuze Tables

End Table Chrome/Zebra wood Laminate
24"Square x 23"H
Console Table Chrome/Zebra wood Laminate
60"W x 16"D x 34"H
Cocktail Table Chrome/Zebra wood Laminate
40"Square x 16"H



London Tables

End Table Chrome/Marble
24"Square x 23"H
Console Table Chrome/Marble
60"W x 16"D x 34"H
Cocktail Table Chrome/Marble
40"Square x 16"H



Brooklyn Tables

End Table Square - Chrome
22"Square x 20"H
End Table Round - Chrome
20"Round x 20"H
Cocktail Table Rectangle - Chrome
42"W x 24"D x 16"H
Cocktail Table Round - Chrome
30"Round x 16"H



Vivid Tables

End Table - Smoked Powder Coat Finish
26"Square x 21"H
Console Table - Smoked Powder Coat Finish
50"W x 24"D x 30"H
Cocktail Table - Smoked Powder Coat Finish
50"W x 24"D x 16"H



Club Tables

End Table
44"W x 22"D x 18"H
Cocktail Table
22"Square x 18"H
(Includes built in Wireless LED Lighting)



Rose Table

17"Round x 17"H

OCCASIONAL TABLES



Zanzibar Table

17"Square



Cube End Tables

■ Black 24"
□ White 24"
24"Square x 21"H



Cube Cocktail Tables

■ Black 24"
□ White 24"
24"Square x 16"H



Phoebe Tables

From left to right: Yellow, Lime Green, Rose, Gold, Teal
17"Round x 22"H



Hylton Tablet Table

White/Brushed Steel
18"W x 12"D x 28"H

BARS & BAR BACKS



VIP Glow Bar 6'

Frosted Plexi with Built-in Wireless LED Kit
72"W x 24"D x 42"H (Bar)
13"D x 18"H (Shelf)
*Includes remote control



VIP Glow Bar 4'

Frosted Plexi with Built-in Wireless LED Kit
48"W x 24"D x 42"H (Bar)
13"D x 18"H (Shelf)
*Includes remote control



Bar

■ Black with 2 shelves in back
□ White with 2 shelves in back
48"W x 16"D x 42"H



Blox Bar Back

Walnut/Brushed Metal
30"W x 16"D x 86"H
Please Inquire About Shelf Dimensions



Piazza Bar Back

■ Black
□ White
44"W x 12"D x 79"H
13"W x 14"H (Inside Shelf)

BAR STOOLS



Vienna Stool

- Gray Acrylic
 - Orange Acrylic
 - Teal Acrylic
- 17"Square x 39"H



Cris Cross Bar Stool

- Espresso Leather
 - White Leather
- 15"W x 19"D x 41"H



Escape Stool

- Natural Maple
- 16"Square x 41"H



Silk Back Bar Stool

- Black
- White
- Blue
- Green
- Purple
- Red

17"W x 18"D x 42"H



Euro Bar Stool

- Black
- 22"W x 24"D x 42"H



Hourglass Bar Stool

- Black
 - White
- 18"W x 20"D x 43"H



Equino Stool

- Black
 - White
- 15"W x 13"D x 35"H

BAR STOOLS



Clara Stool
White
17"W x 21"D x 41"H



Marcus Bar Stool
Steel
17"Square (at footbase) x 29"H



Regal Stool
Brown Leather
19"W x 24"D x 45"H



Caprice Stool
Black Fabric
25"W x 26"D x 44"H



Sonic Stool
Black
22"W x 23"D x 42"H



Nexus Stool
White
19"W x 20"D x 44"H

CAFE CHAIRS



Vienna Chair
 ■ Gray Acrylic
 ■ Orange Acrylic
 ■ Teal Acrylic
 21"Square x 32"H



Silk Back Chair
 ■ Black ■ Green
 ■ White ■ Purple
 ■ Blue ■ Red
 17"W x 18"D x 34"H

CAFE CHAIRS



Clara Chair
White
18"W x 21"D x 34"H



Leslie Chair
White
17"W x 21"D x 31"H



Criss Cross Chair
 Espresso Leather
 White Leather
 17"W x 21"D x 35"H



Elio Chair
Steel
17"Square x 33"H



Caprice Chair
Black
25"W x 24"D x 32"H



Comet Chair
Black
23"W x 22"D x 32"H (With Arms)
19"W x 22"D x 32"H (Without Arms)



Regal Dining Chair
Brown Leather
19"W x 23"D x 38"H



Sonic Chair
Black
20"W x 21"D x 32"H



Nexus Chair
White
19"W x 22"D x 32"H

CAFE CHAIRS



Escape Chair
Natural Maple
17"W x 16"D x 32"H

BAR TABLES



Euro Bar Table
Black/Black 30"
30"Round x 42"H
Black/Black 36"
36"Round x 42"H



Silk Bar Table
Black/Chrome 30"
30"Round x 42"H
Black/Chrome 36"
36"Round x 42"H



City Bar Table
Maple/Black 30"
30"Round x 42"H
Maple/Black 36"
36"Round x 42"H



Park Ave Bar Table
Maple/Chrome 30"
30"Round x 42"H
Maple/Chrome 36"
36"Round x 42"H



Summit Bar Table
White/Black 30"
30"Round x 42"H
White/Black 36"
36"Round x 42"H



Blanco Round Bar Table
White/Chrome 30"
30"Round x 42"H
White/Chrome 36"
36"Round x 42"H

BAR TABLES



Fuze Bar Table
Zebrawood Laminate/Chrome
36"Square x 42"H



Blanco Square Bar Table
White/Chrome
24"Square x 42"H



Blanco Rectangle Bar Table
White/Chrome
72"W x 24"D x 42"H



Spectrum Bar Table Red
Red/Chrome
24"Square x 42"H



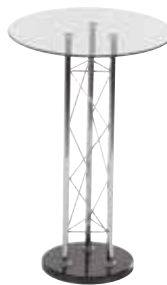
Spectrum Bar Table Blue
Blue/Chrome
24"Square x 42"H



Spectrum Bar Table Purple
Purple/Chrome
24"Square x 42"H



Spectrum Bar Table Green
Green/Chrome
24"Square x 42"H



Chardonnay Bar Table
Clear Glass/Chrome
31"Round x 42"H



Zinc Bar Table
Chrome
24"Round x 42"H

BAR TABLES



Aspen Bar Table
White/Brushed Steel
72"W x 26"D x 42"H

CAFÉ TABLES



Euro Café Table
Black/Black 30"
30"Round x 30"H
Black/Black 36"
36"Round x 30"H



Silk Café Table
Black/Chrome 30"
30"Round x 30"H
Black/Chrome 36"
36"Round x 30"H



Park Ave Café Table
Maple/Chrome 30"
30"Round x 30"H
Maple/Chrome 36"
36"Round x 30"H



City Café Table
Maple/Black 30"
30"Round x 30"H
Maple/Black 36"
36"Round x 30"H



Summit Café Table
White/Black 30"
30"Round x 30"H
White/Black 36"
36"Round x 30"H



Blanco Café Table
White/Chrome 30"
30"Round x 30"H
White/Chrome 36"
36"Round x 30"H

CAFÉ TABLES



Fuze Café Table
Zebrawood Laminate/Chrome
36" Square x 30"H



Blanco Square Café Table
White/Chrome Rectangle
24" Square x 30"H



Blanco Rectangle Café Table
White/Chrome Rectangle
72"W x 24"D x 30"H



Spectrum Café Table Red
Red/Chrome
24" Square x 30"H



Spectrum Café Table Blue
Blue/Chrome
24" Square x 30"H



Spectrum Café Table Purple
Purple/Chrome
24" Square x 30"H



Spectrum Café Table Green
Green/Chrome
24" Square x 30"H



Aspen Dining Table
White/Brushed Steel
72"W x 30"D x 30"H



Brio Dining Table
Reclaimed Grey Stone Finish/Brushed Bronze
96"W x 48"D x 30"H

OFFICE SEATING



Tamiri High Back Chair

Black Leather
25"W x 27"D x 45"H



Tamiri Mid Back Chair

Black Leather
25"W x 27"D x 39"H



Tamiri Guest Chair

Black Leather
25"W x 27"D x 37"H



Accord Chair

■ Black
□ White
25"Square x 44"H



Goal Task Chair

Black
25"W x 24"D x 39"H



Goal Task Chair Armless

Black
21"W x 24"D x 39"H

OFFICE SEATING



Enterprise High Back Conference Chair

Black Fabric
25"W x 27"D x 45"H



Enterprise Mid Back Conference Chair

Black Fabric
24"W x 26"D x 39"H



Enterprise Guest Chair

Black Fabric
25"W x 27"D x 37"H



Goal Drafting Stool

Black
25"W x 24"D x 48"H



Goal Drafting Stool Armless

Black
21"W x 24"D x 48"H

CONFERENCE TABLES



Conference Table Round

■ Black
■ Mahogany
42"Round x 29"H



Conference Table Rectangle

■ Black 6' ■ Black 8'
■ Mahogany 6' ■ Mahogany 8'
□ White 6' □ White 8'
72"W x 36"D x 30"H 96"W x 48"D x 30"H

OFFICE FURNITURE



Computer Kiosk

Black
 White
 24" Square x 42"H



Computer Counter

Graphite
 48"W x 24"D x 42"H



Computer Desk

Graphite
 48"W x 24"D x 29"H



5 Shelf Bookcase

Black
 Mahogany
 36"W x 12"D x 72"H



Black Credenza

Black
 60"W x 20"D x 29"H



Black Double Pedestal Desk

Black
 60"W x 30"D x 29"H



Genoa Storage Credenza

Mahogany 2 Filing Cabinets
 2-Drawers-Inside Shelves
 66"W x 20"D x 29"H



Genoa Kneespace Credenza

Mahogany 2 Filing Cabinets/2-Drawers
 66"W x 20"D x 29"H



Genoa Executive Desk

Mahogany Double Pedestal-Locking Drawers
 72"W x 36"D x 29"H

OFFICE FURNITURE



Vivid Café Table Square

Clear Glass/Smoked Powder Coat Finish
42"Square x 30"H



Vivid Café Table Rectangle

Clear Glass/Smoked Powder Coat Finish
60"W x 36"D x 30"H



Brooklyn Rectangle Dining Table

Clear Glass/Chrome
60"W x 36"D x 30"H



Brooklyn Round Dining Table

Clear Glass/Chrome
42"Round x 30"H



Aspen Dining Table

White/Brushed Steel
72"W x 30"D x 30"H



Brio Dining Table

Reclaimed Grey Stone Finish/Brushed Bronze
96"W x 48"D x 30"H

METAL FILE & STORAGE CABINETS



2-Drawer File

Black Letter
15"W x 25"D x 29"H
Black Legal
18"W x 25"D x 29"H



4-Drawer File

Black Letter
15"W x 25"D x 52"H
Black Legal
18"W x 25"D x 52"H



2-Drawer Lateral File

Black (Pictured)
36"W x 18"D x 27"H
Black (Not Pictured)
36"W x 20"D x 29"H



4-Drawer Lateral File

Black
36"W x 18"D x 54"H



Storage Cabinet

Black
36"W x 18"D x 72"H

PEDESTALS



Display Pedestals 42"

- Black
14"Square x 42"H
- Black
24"Square x 42"H
- Black
18"Square x 42"H
- White
14"Square x 42"H



Display Pedestals 36"

- Black
14"Square x 36"H
- Black
24"Square x 36"H
- White
14"Square x 36"H
- White
24"Square x 36"H



Display Pedestals 30"

- Black
14"Square x 30"H
- Black
24"Square x 30"H
- Black
18"Square x 30"H
- White
14"Square x 30"H



Locking Pedestal

- Black
 - White
- 24"Square x 42"H



Fuze Pedestal

- Zebra wood Laminate/Chrome
16"Square x 44"H



London Pedestal

- Marble/Chrome
16"Square x 44"H

MISCELLANEOUS ITEMS



Stanchion
Chrome
41"H
Stanchion Rope
Red Velour
6'L



Nero Literature Rack
Black
15"W x 12"D x 54"H



Argento Literature Rack
Aluminum
15"W x 12"D x 54"H



Alto Literature Rack
Black/Metal
11"W x 10"D x 57"H



Compact Refrigerator
White 4 Cu Ft
21"W x 22"D x 32"H



iPad® Stand
 Black
 Silver
 14"W x 42"H
 (Fits 2nd, 3rd, or 4th iPad® generations. Can be positioned in portrait or landscape views.)

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LIGHTING



Brushed Steel Lamps

Table Lamp White/Steel
26"H

Floor Lamp White/Steel
66"H



Brushed Nickel Lamps

Table Lamp White/Nickel
29"H

Floor Lamp White/Nickel
60"H



Rubbed Bronze Lamps

Table Lamp White/Bronze
28"H

Floor Lamp White/Bronze
60"H



Brushed Steel Lamps

Table Lamp Red/Steel
26"H

Floor Lamp Red/Steel
66"H



Neutrino Floor Lamp

Steel
67"H

DESIGN YOUR BOOTH SPACE **YOUR WAY**



10x20 Booth Footprint

Boca Chair - Charged • Brooklyn Round Cocktail Table • Phoebe Table - Lime Green
Aspen Bar Table - Charged • Silk Back Stool - Green



10x10 Booth Footprint

Madison Chair • Madison Bench - Apricot
Phoebe Table - Hazelnut • Blox Bar Back



10x10 Booth Footprint

Patrice Tablet Chair - Charged • Brooklyn Round End Table
Equino Stool - Black • Chardonnay Bar Table



20x20 Booth Footprint

Grammercy Loveseats • Grammercy Corner • Brooklyn Round Cocktail Table • Monarch Chairs • Brooklyn Round End Table
Piazza Bar Back - Espresso • Silk Back Stools - Black • Aspen Bar Tables - Charged • 6' VIP Bar



Specialty Furnishings Order Form



Please email or fax all pages to:
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 620 Shenandoah Ave.
 St. Louis, MO 63104
Email: Exhibitor.Services@HeritageSVS.com
Phone: 314-534-8500
Fax: 314-534-8050

Show Name:	
Contractor:	
Booth Number:	
Venue:	
Show Date:	

ORDER INFORMATION		PRICING & PAYMENT INFORMATION	
Exhibiting Co:		Advance Price Deadline Date:	
Address:		Sales Tax Rate:	
City, State, Zip:		Order Total:	\$
Phone:		PLEASE INCLUDE THE HERITAGE METHOD OF PAYMENT FORM WHEN YOU SUBMIT YOUR ORDER FORMS.	
Fax:			
Contact:			
Email:			
Authorized By:			

LATE ORDERS: Orders received within 7 days prior to show opening are subject to a 30% late order fee.

CANCELLATIONS: If cancelled within 14 days prior to move-in, a 50% charge will be applied. Cancellations made after move-in begins receive no refund.

Item Number		Dimensions	Advanced Price	Standard Price	Qty.	Total
Blanc (Pg. 3)						
18228-0847	Blanc Sofa	75"W x 35"D x 35"H	\$942.48	\$1,225.22		\$ -
18167-0614	Blanc Loveseat	54"W x 35"D x 35"H	\$898.30	\$1,167.79		\$ -
18284-0834	Blanc Chair	33"W x 35"D x 35"H	\$751.04	\$976.35		\$ -
18024-0072	Blanc Bench Ottoman	48"W x 24"D x 18"H	\$449.15	\$583.90		\$ -
18184-0274	Blanc Cube	17"Square	\$154.63	\$201.01		\$ -
Whisper (Pg. 3 & 4)						
18228-0607	Whisper White Leather Sofa	87"W x 37"D x 35"H	\$898.30	\$1,167.79		\$ -
18167-0471	Whisper White Leather Loveseat	61"W x 37"D x 35"H	\$861.49	\$1,119.93		\$ -
18284-0487	Whisper White Leather Chair	35"W x 37"D x 35"H	\$714.22	\$928.49		\$ -
18024-0003	Whisper White Leather Bench Ottoman	60"W x 24"D x 17"H	\$397.61	\$516.89		\$ -
18184-0034	Whisper White Leather Square Ottoman	40"Square x 17"H	\$397.61	\$516.89		\$ -
18184-0038	Whisper White Leather Round Ottoman	46"Round x 17"H	\$397.61	\$516.89		\$ -
Function (Pg. 4)						
18284-0554	Function White Leather Armless Chair	28"Square x 29"H	\$478.60	\$622.18		\$ -
18066-0016	Function White Leather Corner	28"Square x 29"H	\$515.42	\$670.04		\$ -
Continental (Pg. 4 & 5)						
18303-0001	Continental White Leather Curved Loveseat	82"W x 34"D x 31"H	\$927.75	\$1,206.08		\$ -
18304-0001	Continental White Leather Reverse Loveseat	72"W x 34"D x 31"H	\$898.30	\$1,167.79		\$ -
18296-0005	Continental White Leather Wedge Ottoman	30"W x 34"D x 19"H	\$397.61	\$516.89		\$ -
18184-0131	Continental White Leather Curved Bench	70"W x 26"D x 19"H	\$471.24	\$612.61		\$ -
18184-0132	Continental White Leather Half Moon Ottoman	33"W x 19"D x 19"H	\$397.61	\$516.89		\$ -
Sophistication (Pg. 5)						
18228-0674	Sophistication White Leather Sofa	72"W x 31"D x 48"H	\$927.75	\$1,206.08		\$ -
18167-0466	Sophistication White Leather Loveseat	48"W x 31"D x 48"H	\$625.87	\$813.63		\$ -
18284-0563	Sophistication White Leather Chair	27"W x 31"D x 48"H	\$471.24	\$612.61		\$ -
18066-0017	Sophistication White Leather Corner	31"Square x 48"H	\$471.24	\$612.61		\$ -
18184-0130	Sophistication White Leather Ottoman	31"Square x 19"H	\$353.43	\$459.46		\$ -
Boca (Pg. 6)						
18066-0026	Boca Black Leather Corner	27"W x 27"D x 30"H	\$515.42	\$670.04		\$ -
18284-0786	Boca Black Leather Armless	22"W x 27"D x 30"H	\$478.60	\$622.18		\$ -
Metro (Pg. 6)						
18228-0602	Metro Black Leather Sofa	85"W x 35"D x 35"H	\$773.13	\$1,005.07		\$ -
18167-0467	Metro Black Leather Loveseat	60"W x 35"D x 35"H	\$743.68	\$966.78		\$ -
18284-0482	Metro Black Leather Chair	35"Square x 35"H	\$581.69	\$756.19		\$ -
18184-0179	Metro Black Leather Square Ottoman	40"Square x 17"H	\$397.61	\$516.89		\$ -
18024-0008	Metro Black Leather Bench Ottoman	60"W x 24"D x 17"H	\$397.61	\$516.89		\$ -
Suave Midnight (Pg. 7)						
18228-0085	Suave Midnight Sofa	77"W x 36"D x 33"H	\$677.41	\$880.63		\$ -
18167-0069	Suave Midnight Loveseat	54"W x 36"D x 33"H	\$589.05	\$765.77		\$ -
18284-0151	Suave Midnight Chair	32"W x 36"D x 33"H	\$441.79	\$574.32		\$ -
Grammercy (Pg. 7)						
18228-0605	Grammercy Charcoal Leather Sofa	82"W x 36"D x 36"H	\$861.49	\$1,119.93		\$ -
18167-0469	Grammercy Charcoal Leather Loveseat	57"W x 36"D x 36"H	\$751.04	\$976.35		\$ -
18284-0485	Grammercy Charcoal Leather Chair	28"W x 36"D x 36"H	\$478.60	\$622.18		\$ -
18066-0015	Grammercy Charcoal Leather Corner	36"Square x 36"H	\$552.23	\$717.90		\$ -

Item Number		Dimensions	Advanced Price	Standard Price	Qty.	Total
18184-0036	Grammercy Charcoal Leather Round Ottoman	46"Round x 17"H	\$397.61	\$516.89		\$ -
18184-0033	Grammercy Charcoal Leather Square Ottoman	40"Square x 17"H	\$397.61	\$516.89		\$ -
Parma (Pg. 8)						
18228-0789	Parma Brown Leather Sofa	79"W x 37"D x 36"H	\$773.13	\$1,005.07		\$ -
18167-0577	Parma Brown Leather Loveseat	56"W x 37"D x 36"H	\$743.68	\$966.78		\$ -
18284-0710	Parma Brown Leather Chair	33"W x 37"D x 36"H	\$581.69	\$756.19		\$ -
18024-0061	Parma Brown Leather Bench Ottoman	60"W x 24"D x 17"H	\$397.61	\$516.89		\$ -
Montana Mocha (Pg. 8)						
18228-0784	Montana Mocha Sofa	79"W x 35"D x 34"H	\$728.95	\$947.63		\$ -
18167-0573	Montana Mocha Loveseat	57"W x 35"D x 34"H	\$640.59	\$832.77		\$ -
18284-0704	Montana Mocha Chair	35"Square x 34"H	\$493.33	\$641.33		\$ -
Madison (Pg. 9)						
18228-0823	Madison Sofa	86"W x 34"D x 34"H	\$898.30	\$1,167.79		\$ -
18284-0794	Madison Chair	33"Wx 34"D x 34"H	\$522.78	\$679.62		\$ -
18184-0256	Madison Sky Bench	4"W x 24"D x 17"H	\$368.16	\$478.60		\$ -
18184-0252	Madison Ottoman - Willow	24"Square x 17"H	\$235.62	\$306.31		\$ -
18184-0253	Madison Ottoman - Sand Dollar	24"Square x 17"H	\$235.62	\$306.31		\$ -
18184-0254	Madison Ottoman - Apricot	24"Square x 17"H	\$235.62	\$306.31		\$ -
18184-0255	Madison Ottoman - Sunflower	24"Square x 17"H	\$235.62	\$306.31		\$ -
Chandler (Pg. 10)						
18228-0795	Chandler Red Leather Sofa	76"W x 37"D x 35"H	\$773.13	\$1,005.07		\$ -
18167-0581	Chandler Red Leather Loveseat	53"W x 37"D x 35"H	\$743.68	\$966.78		\$ -
18284-0717	Chandler Red Leather Chair	31"W x 37"D x 35"H	\$581.69	\$756.19		\$ -
18024-0062	Chandler Red Leather Bench Ottoman	60"W x 24"D x 17"H	\$397.61	\$516.89		\$ -
Evoke (Pg. 10 & 11)						
13229-0007	Evoke Sofa	81"W x 35"D x 27"H	\$1,170.74	\$1,521.96		\$ -
13041-0015	Evoke Chair	33"W x 35"D x 27"H	\$625.87	\$813.63		\$ -
13054-0011	Evoke Cocktail Table	48"W x 24"D x 18"H	\$397.61	\$516.89		\$ -
13110-0009	Evoke End Table	24"W x 28"D x 25"H	\$353.43	\$459.46		\$ -
13110-0008	Evoke Cube	18"Square	\$250.35	\$325.45		\$ -
Niko (Pg. 11)						
18228-0858	Niko Sofa	81"W x 30"D x 38"H	\$957.21	\$1,244.37		\$ -
18167-0622	Niko Loveseat	58"W x 30"D x 38"H	\$876.21	\$1,139.08		\$ -
18284-0856	Niko Chair	31"W x 30"D x 38"H	\$728.95	\$947.63		\$ -
Stage Chairs (Pg. 11 & 12)						
18284-0478	Midnight Stage Chair	25"W x 26"D x 37"H	\$287.16	\$373.31		\$ -
18284-0477	Chamois Stage Chair	25"W x 26"D x 37"H	\$287.16	\$373.31		\$ -
18284-0476	Buckskin Stage Chair	25"W x 26"D x 37"H	\$287.16	\$373.31		\$ -
18284-0621	Empire Chair Black Leather	28"W x 32"D x 32"H	\$515.42	\$670.04		\$ -
18284-0564	Empire Chair White Leather	28"W x 32"D x 32"H	\$515.42	\$670.04		\$ -
05035-0028	Tulip Black Fabric Chair	26"W x 27"D x 35"H	\$309.25	\$402.03		\$ -
18284-0785	Monarch Chair - Bright White	28"Square x 30"H	\$589.05	\$765.77		\$ -
Ottomans & Benches (Pg. 12 & 13)						
18184-0131	Continental White Leather Curved Bench	70"W x 26"D x 19"H	\$471.24	\$612.61		\$ -
18184-0179	Metro Black Leather Square Ottoman	40"Square x 17"H	\$397.61	\$516.89		\$ -
18184-0034	Whisper White Leather Square Ottoman	40"Square x 17"H	\$397.61	\$516.89		\$ -
18184-0033	Grammercy Charcoal Leather Square Ottoman	40"Square x 17"H	\$397.61	\$516.89		\$ -
18024-0008	Metro Black Leather Bench Ottoman	60"W x 24"D x 17"H	\$397.61	\$516.89		\$ -
18024-0003	Whisper White Leather Bench Ottoman	60"W x 24"D x 17"H	\$397.61	\$516.89		\$ -
18024-0062	Chandler Red Leather Bench Ottoman	60"W x 24"D x 17"H	\$397.61	\$516.89		\$ -
18024-0002	Grammercy Charcoal Leather Bench Ottoman	60"W x 24"D x 17"H	\$397.61	\$516.89		\$ -
18024-0061	Parma Brown Leather Bench Ottoman	60"W x 24"D x 17"H	\$397.61	\$516.89		\$ -
18184-0192	Essentials White Leather Storage Ottoman	48"W x 24"D x 20"H	\$552.23	\$717.90		\$ -
18184-0036	Grammercy Charcoal Leather Round Ottoman	46"Round x 17"H	\$397.61	\$516.89		\$ -
18184-0038	Whisper White Leather Round Ottoman	46"Round x 17"H	\$397.61	\$516.89		\$ -
18184-0028	Grammercy Charcoal 1/4 Round Ottoman	34"W x 19"D x 17"H	\$242.98	\$315.88		\$ -
18184-0030	Whisper White 1/4 Round Ottoman	34"W x 19"D x 17"H	\$242.98	\$315.88		\$ -
18184-0256	Madison Sky Bench	4"W x 24"D x 17"H	\$368.16	\$478.60		\$ -
18184-0252	Madison Ottoman - Willow	24"Square x 17"H	\$235.62	\$306.31		\$ -
18184-0253	Madison Ottoman - Sand Dollar	24"Square x 17"H	\$235.62	\$306.31		\$ -
18184-0254	Madison Ottoman - Apricot	24"Square x 17"H	\$235.62	\$306.31		\$ -
18184-0255	Madison Ottoman - Sunflower	24"Square x 17"H	\$235.62	\$306.31		\$ -
Banquettes & Turning Beds (Pg. 13)						
18011-0011	Essentials White Banquette (2 pcs)	60"Round x 48"H	\$1,170.74	\$1,521.96		\$ -
18011-0001	Whisper White Tufted Leather Banquette (2 pcs)	59"Round x 38"H	\$1,170.74	\$1,521.96		\$ -

Item Number		Dimensions	Advanced Price	Standard Price	Qty.	Total
18011-0002	Grammercy Charcoal Leather Banquette (2 pcs)	59"Round x 38"H	\$1,170.74	\$1,521.96		\$ -
02082-0033	Essentials White Leather Turning Bed	96"W x 48"D x 34"H	\$1,406.36	\$1,828.26		\$ -
Cube Ottomans (Pg. 14)						
18184-0274	Blanc Cube	17"Square	\$154.63	\$201.01		\$ -
18184-0129	Cube Ottoman - White	18"Square	\$154.63	\$201.01		\$ -
18184-0128	Cube Ottoman - Black	18"Square	\$154.63	\$201.01		\$ -
18200-0001	Cube Ottoman - Red	18"Square	\$154.63	\$201.01		\$ -
18200-0002	Cube Ottoman - Green	18"Square	\$154.63	\$201.01		\$ -
18200-0003	Cube Ottoman - Blue	18"Square	\$154.63	\$201.01		\$ -
18200-0004	Cube Ottoman - Purple	18"Square	\$154.63	\$201.01		\$ -
Charged (Pg. 14 & 15)						
22100-0001	Essentials Turning Bed w/Charging Station Insert	96"W x 48"D x 19"H	\$1,560.98	\$2,029.28		\$ -
22051-0001	Boca Bright White Corner - Charged	27"W x 27"D x 30"H	\$589.05	\$765.77		\$ -
22050-0001	Boca Bright White Armless - Charged	22"W x 27"D x 30"H	\$544.87	\$708.33		\$ -
22001-0001	Aspen Bar Table - Charged	72"W x 26"D x 42"H	\$913.03	\$1,186.94		\$ -
22002-0002	Aspen Cocktail Table - Charged	48"W x 24"D x 18"H	\$515.42	\$670.04		\$ -
22200-0001	White Conference Table - Charged	96"W x 43"D x 30"H	\$1,229.64	\$1,598.53		\$ -
18284-0812	Patrice Tablet Chair	28"W x 30.5"D x 31"H	\$566.96	\$737.05		\$ -
22052-0001	Lincoln Bench - Charged	59"W x 39"D x 17"H	\$861.49	\$1,119.93		\$ -
Occasional Tables (Pg. 15, 16, & 17)						
12107-0008	Tribeca End Table	24"W x 28"D x 22"H	\$279.80	\$363.74		\$ -
12230-0005	Tribeca Console Table	48"W x 18"D x 30"H	\$309.25	\$402.03		\$ -
12055-0008	Tribeca Cocktail Table	48"W x 28"D x 19"H	\$294.53	\$382.88		\$ -
12107-0281	Harmony End Table	24"Round x 22"H	\$279.80	\$363.74		\$ -
12230-0080	Harmony Console Table	52"W x 18"D x 30"H	\$309.25	\$402.03		\$ -
12055-0272	Harmony Cocktail Table	51"W x 28"D x 18"H	\$294.53	\$382.88		\$ -
18024-0010	Novel End Table	15"Square x 16"H	\$353.43	\$459.46		\$ -
18024-0011	Novel Cocktail Table	46"W x 15"D x 16"H	\$397.61	\$516.89		\$ -
99-12304-05	Aria Red End Table	24"W x 20"D x 22"H	\$279.80	\$363.74		\$ -
99-12050-05	Aria Red Cocktail Table	44"W x 20"D x 18"H	\$294.53	\$382.88		\$ -
99-12304-03	Aria Green End Table	24"W x 20"D x 22"H	\$279.80	\$363.74		\$ -
99-12050-03	Aria Green Cocktail Table	44"W x 20"D x 18"H	\$294.53	\$382.88		\$ -
99-12304-06	Aria Blue End Table	24"W x 20"D x 22"H	\$279.80	\$363.74		\$ -
99-12050-06	Aria Blue Cocktail Table	44"W x 20"D x 18"H	\$294.53	\$382.88		\$ -
99-12304-04	Aria Purple End Table	24"W x 20"D x 22"H	\$279.80	\$363.74		\$ -
99-12050-04	Aria Purple Cocktail Table	44"W x 20"D x 18"H	\$294.53	\$382.88		\$ -
99-12304-01	Aria White End Table	24"W x 20"D x 22"H	\$279.80	\$363.74		\$ -
99-12305-01	Aria White Console Table	44"W x 20"D x 30"H	\$309.25	\$402.03		\$ -
99-12050-01	Aria White Cocktail Table	44"W x 20"D x 18"H	\$294.53	\$382.88		\$ -
99-12304-02	Aria Charcoal End Table	24"W x 20"D x 22"H	\$279.80	\$363.74		\$ -
99-12305-02	Aria Charcoal Console Table	44"W x 20"D x 30"H	\$309.25	\$402.03		\$ -
99-12050-02	Aria Charcoal Cocktail Table	44"W x 20"D x 18"H	\$294.53	\$382.88		\$ -
12107-0512	Fuze End Table	24"Square x 23"H	\$301.89	\$392.45		\$ -
12055-0453	Fuze Cocktail Table	40"Square x 16"H	\$338.70	\$440.31		\$ -
12230-0116	Fuze Console Table	60"W x 16"D x 34"H	\$368.16	\$478.60		\$ -
12107-0493	London End Table	24"Square x 23"H	\$301.89	\$392.45		\$ -
12230-0110	London Console Table	60"W x 16"D x 34"H	\$368.16	\$478.60		\$ -
12055-0428	London Cocktail Table	40"Square x 16"H	\$338.70	\$440.31		\$ -
12107-0494	Brooklyn II Square End Table	22"W X 22"D X 20"H	\$257.71	\$335.02		\$ -
12107-0495	Brooklyn II Round End Table	20"Round X 20"H	\$257.71	\$335.02		\$ -
12055-0429	Brooklyn II Rect Cocktail Table	42"W X 24"D X 16"H	\$287.16	\$373.31		\$ -
12055-0430	Brooklyn II Round Cocktail Table	30"Round X 16"H	\$287.16	\$373.31		\$ -
12107-0282	Vivid End Table	26"Square x 21"H	\$279.80	\$363.74		\$ -
12230-0081	Vivid Console Table	50"W x 24"D x 30"H	\$309.25	\$402.03		\$ -
12055-0273	Vivid Cocktail Table	50"W x 24"D x 16"H	\$294.53	\$382.88		\$ -
12107-0331	Club End Table w/ Built-in LED Lighting	22"Square x 18"H	\$353.43	\$459.46		\$ -
12055-0318	Club Cocktail Table w/ Built-in LED Lighting	44"W x 22"D x 18"H	\$397.61	\$516.89		\$ -
12003-0038	Rose Table	17"Round x 17"H	\$309.25	\$402.03		\$ -
12003-0039	Zanzibar Table	17"Square	\$309.25	\$402.03		\$ -
12107-0296	Cube, Black 24" End Table	24"Square x 21"H	\$287.16	\$373.31		\$ -
12107-0297	Cube, White 24" End Table	24"Square x 21"H	\$287.16	\$373.31		\$ -
12055-0285	Cube, Black 24" Cocktail Table	24"Square x 16"H	\$279.80	\$363.74		\$ -
12055-0286	Cube, White 24" Cocktail Table	24"Square x 16"H	\$279.80	\$363.74		\$ -
12003-0056	Phoebe Table - Yellow	17"Round x 22"H	\$184.08	\$239.30		\$ -
12003-0052	Phoebe Table - Lime Green	17"Round x 22"H	\$184.08	\$239.30		\$ -

Item Number		Dimensions	Advanced Price	Standard Price	Qty.	Total
12003-0053	Phoebe Table - Rose	17"Round x 22"H	\$184.08	\$239.30		\$ -
12003-0051	Phoebe Table - Gold	17"Round x 22"H	\$184.08	\$239.30		\$ -
12003-0074	Phoebe Table - Teal	17"Round x 22"H	\$184.08	\$239.30		\$ -
12107-0467	Hylton Tablet Table	18"W x 12"D x 28"H	\$250.35	\$325.45		\$ -
Bars & Bar Backs (Pg. 18)						
05012-0026	VIP Frosted Plexi Glow Bar 6'	72"W x 24"D x 42"H	\$1,023.47	\$1,330.52		\$ -
05012-0024	VIP Frosted Plexi Glow Bar 4'	48"W x 24"D x 42"H	\$861.49	\$1,119.93		\$ -
05012-0053	Black Bar - 2 Shelf	48"W x 16"D x 42"H	\$471.24	\$612.61		\$ -
05012-0054	White Bar - 2 Shelf	48"W x 16"D x 42"H	\$471.24	\$612.61		\$ -
12112-0010	Blox Bar Back	30"W x 16"D x 86"H	\$589.05	\$765.77		\$ -
05001-0017	Piazza Bar Back - Black	44"W x 12"D x 80"H	\$552.23	\$717.90		\$ -
05001-0018	Piazza Bar Back - White	44"W x 12"D x 80"H	\$552.23	\$717.90		\$ -
Bar Stools (Pg. 19 & 20)						
05237-0264	Vienna Stool - Gray	17"Square x 39"H	\$294.53	\$382.88		\$ -
05237-0263	Vienna Stool - Orange	17"Square x 39"H	\$294.53	\$382.88		\$ -
05237-0262	Vienna Stool - Teal	17"Square x 39"H	\$294.53	\$382.88		\$ -
05237-0038	Criss Cross Bar Stool - Espresso	15"W x 19"D x 41"H	\$265.07	\$344.59		\$ -
05237-0039	Criss Cross Bar Stool - White	15"W x 19"D x 41"H	\$265.07	\$344.59		\$ -
05237-0036	Escape Bar Stool - Natural Maple	16"Square x 41"H	\$220.89	\$287.16		\$ -
99-05237-01	Silk Back Bar Stool - Black	17"W x 18"D x 42"H	\$250.35	\$325.45		\$ -
99-05237-02	Silk Back Bar Stool - White	17"W x 18"D x 42"H	\$250.35	\$325.45		\$ -
99-05237-06	Silk Back Bar Stool - Blue	17"W x 18"D x 42"H	\$250.35	\$325.45		\$ -
99-05237-03	Silk Back Bar Stool - Green	17"W x 18"D x 42"H	\$250.35	\$325.45		\$ -
99-05237-04	Silk Back Bar Stool - Purple	17"W x 18"D x 42"H	\$250.35	\$325.45		\$ -
99-05237-05	Silk Back Bar Stool - Red	17"W x 18"D x 42"H	\$250.35	\$325.45		\$ -
05237-0221	Euro Bar Stool - Black	22"W x 24"D x 42"H	\$250.35	\$325.45		\$ -
05237-0270	Hourglass Bar Stool - Black	18"W x 20"D x 43"H	\$272.44	\$354.17		\$ -
05237-0271	Hourglass Bar Stool - White	18"W x 20"D x 43"H	\$272.44	\$354.17		\$ -
05237-0160	Equino Bar Stool - Black	15"W x 13"D x 35"H	\$272.44	\$354.17		\$ -
05237-0041	Equino Bar Stool - White	15"W x 13"D x 35"H	\$272.44	\$354.17		\$ -
05237-0298	Clara Stool	17"W x 21"D x 41"H	\$265.07	\$344.59		\$ -
05237-0215	Marcus Bar Stool - Gunmetal	18"Square x 29"H	\$198.80	\$258.45		\$ -
05237-0156	Regal Stool - Brown Leather	19"W x 24"D x 45"H	\$272.44	\$354.17		\$ -
05237-0169	Caprice Bar Stool - Black	25"W x 26"D x 44"H	\$272.44	\$354.17		\$ -
05237-0042	Sonic Bar Stool - Black	22"W x 23"D x 42"H	\$220.89	\$287.16		\$ -
05237-0300	Nexus Stool	19"W x 20"D x 44"H	\$228.26	\$296.73		\$ -
Café Chairs (Pg. 20, 21 & 22)						
05035-0032	Vienna Chair - Gray	21"Square x 32"H	\$184.08	\$239.30		\$ -
05035-0031	Vienna Chair - Orange	21"Square x 32"H	\$184.08	\$239.30		\$ -
05035-0030	Vienna Chair - Teal	21"Square x 32"H	\$184.08	\$239.30		\$ -
99-05035-10	Silk Back Armless Chair - Black	17"W x 18"D x 34"H	\$154.63	\$201.01		\$ -
99-05035-11	Silk Back Armless Chair - White	17"W x 18"D x 34"H	\$154.63	\$201.01		\$ -
99-05035-15	Silk Back Armless Chair - Blue	17"W x 18"D x 34"H	\$154.63	\$201.01		\$ -
99-05035-12	Silk Back Armless Chair - Green	17"W x 18"D x 34"H	\$154.63	\$201.01		\$ -
99-05035-13	Silk Back Armless Chair - Purple	17"W x 18"D x 34"H	\$154.63	\$201.01		\$ -
99-05035-14	Silk Back Armless Chair - Red	17"W x 18"D x 34"H	\$154.63	\$201.01		\$ -
05035-0048	Clara Chair	18"W x 21"D x 35"H	\$176.72	\$229.73		\$ -
05035-0008	Leslie Chair - White	17"W x 21"D x 31"H	\$139.90	\$181.87		\$ -
05035-0010	Criss Cross Chair - Espresso	17"W x 21"D x 35"H	\$176.72	\$229.73		\$ -
05035-0011	Criss Cross Chair - White	17"W x 21"D x 35"H	\$176.72	\$229.73		\$ -
05035-0023	Elio Chair	17"Square x 33"H	\$154.63	\$201.01		\$ -
14233-0025	Caprice Chair - Black	25"W x 24"D x 32"H	\$154.63	\$201.01		\$ -
14233-0005	Comet Stack Arm Chair - Black	23"W x 22"D x 32"H	\$213.53	\$277.59		\$ -
14233-0006	Comet Stack Armless Chair - Black	19"W x 22"D x 32"H	\$198.80	\$258.45		\$ -
05221-0039	Regal Dining Chair - Brown	19"W x 23"D x 38"H	\$220.89	\$287.16		\$ -
14233-0016	Sonic Chair - Black	20"W x 21"D x 32"H	\$154.63	\$201.01		\$ -
05035-0050	Nexus Chair	19"W x 22"D x 32"H	\$184.08	\$239.30		\$ -
05035-0009	Escape Chair - Natural Maple	17"W x 16"D x 32"H	\$154.63	\$201.01		\$ -
Bar Tables (Pg. 22, 23, & 24)						
99-05245-01	Euro Bar Table Black/Black 30" Round	30"Round x 42"H	\$279.80	\$363.74		\$ -
99-05245-02	Euro Bar Table Black/Black 36" Round	36"Round x 42"H	\$287.16	\$373.31		\$ -
99-05245-04	Silk Bar Table Black/Chrome 30" Round	30"Round x 42"H	\$279.80	\$363.74		\$ -
99-05245-05	Silk Bar Table Black/Chrome 36" Round	36"Round x 42"H	\$287.16	\$373.31		\$ -
99-05245-14	City Bar Table Maple/Black 30" Round	30"Round x 42"H	\$279.80	\$363.74		\$ -
99-05245-15	City Bar Table Maple/Black 36" Round	36"Round x 42"H	\$287.16	\$373.31		\$ -

Item Number		Dimensions	Advanced Price	Standard Price	Qty.	Total
99-05245-07	Park Ave Bar Table Maple/Chrome 30" Round	30"Round x 42"H	\$279.80	\$363.74		\$ -
99-05245-08	Park Ave Bar Table Maple/Chrome 36" Round	36"Round x 42"H	\$287.16	\$373.31		\$ -
99-05245-16	Summit Bar Table White/Black 30" Round	30"Round x 42"H	\$279.80	\$363.74		\$ -
99-05245-17	Summit Bar Table White/Black 36" Round	36"Round x 42"H	\$287.16	\$373.31		\$ -
99-05245-10	Blanco Bar Table White/Chrome 30" Round	30"Round x 42"H	\$279.80	\$363.74		\$ -
99-05245-11	Blanco Bar Table White/Chrome 36" Round	36"Round x 42"H	\$287.16	\$373.31		\$ -
99-05245-22	Fuze Bar Table	36"Square x 42"H	\$309.25	\$402.03		\$ -
99-05245-12	Blanco Bar Table - White/Chrome 24"Square	24"Square x 42"H	\$279.80	\$363.74		\$ -
99-05245-13	Blanco Rectangle Bar Table - White/Chrome	72"W x 24"D x 42"H	\$434.42	\$564.75		\$ -
99-05245-20	Spectrum Bar Table Red	24"Square x 42"H	\$301.89	\$392.45		\$ -
99-05245-21	Spectrum Bar Table Blue	24"Square x 42"H	\$301.89	\$392.45		\$ -
99-05245-18	Spectrum Bar Table Purple	24"Square x 42"H	\$301.89	\$392.45		\$ -
99-05245-19	Spectrum Bar Table Green	24"Square x 42"H	\$301.89	\$392.45		\$ -
05012-0002	Chardonnay Glass & Chrome Bar Table	31"Round x 42"H	\$397.61	\$516.89		\$ -
05202-0049	Zinc Bar Table	24"Round x 42"H	\$419.70	\$545.61		\$ -
05204-0001	Aspen Bar Table	72"W x 26"D x 42"H	\$780.49	\$1,014.64		\$ -
Café Tables (Pg. 24 & 25)						
99-05036-01	Euro Café Table Black/Black 30" Round	30"Round x 30"H	\$279.80	\$363.74		\$ -
99-05036-02	Euro Café Table Black/Black 36" Round	36"Round x 30"H	\$287.16	\$373.31		\$ -
99-05036-04	Silk Café Table Black/Chrome 30" Round	30"Round x 30"H	\$279.80	\$363.74		\$ -
99-05036-05	Silk Café Table Black/Chrome 36" Round	36"Round x 30"H	\$287.16	\$373.31		\$ -
99-05036-07	Park Ave Café Table Maple/Chrome 30" Round	30"Round x 30"H	\$279.80	\$363.74		\$ -
99-05036-08	Park Ave Café Table Maple/Chrome 36" Round	36"Round x 30"H	\$287.16	\$373.31		\$ -
99-05036-14	City Café Table Maple/Black 30" Round	30"Round x 30"H	\$279.80	\$363.74		\$ -
99-05036-15	City Café Table Maple/Black 36" Round	36"Round x 30"H	\$287.16	\$373.31		\$ -
99-05036-16	Summit Café Table White/Black 30" Round	30"Round x 30"H	\$279.80	\$363.74		\$ -
99-05036-17	Summit Café Table White/Black 36" Round	36"Round x 30"H	\$287.16	\$373.31		\$ -
99-05036-10	Blanco Café Table White/Chrome 30" Round	30"Round x 30"H	\$279.80	\$363.74		\$ -
99-05036-11	Blanco Café Table White/Chrome 36" Round	36"Round x 30"H	\$287.16	\$373.31		\$ -
99-05036-22	Fuze Café Table	36"Square x 30	\$309.25	\$402.03		\$ -
99-05036-12	Blanco Café Table White/Chrome 24"Square	24"Square x 30"H	\$279.80	\$363.74		\$ -
99-05036-13	Blanco Café Table White/Chrome Rectangle	72"W x 24"D x 30"H	\$434.42	\$564.75		\$ -
99-05036-20	Spectrum Café Table Red	24"Square x 29"H	\$301.89	\$392.45		\$ -
99-05036-21	Spectrum Café Table Blue	24"Square x 29"H	\$301.89	\$392.45		\$ -
99-05036-18	Spectrum Café Table Purple	24"Square x 29"H	\$301.89	\$392.45		\$ -
99-05036-19	Spectrum Café Table Green	24"Square x 29"H	\$301.89	\$392.45		\$ -
05090-0001	Aspen Dining Table	72"W x 30"D x 30"H	\$670.04	\$871.06		\$ -
05088-0505	Brio Dining Table	96"W x 48"D x 30"H	\$898.30	\$1,167.79		\$ -
Office Seating (Pg. 26 & 27)						
14136-0002	Tamiri Black Leather High Back Chair	25"W x 27"D x 45"H	\$353.43	\$459.46		\$ -
14176-0007	Tamiri Black Leather Mid Back Chair	27"Square x 39"H	\$309.25	\$402.03		\$ -
14128-0002	Tamiri Black Leather Guest Chair	25"W x 26"D x 37"H	\$287.16	\$373.31		\$ -
14136-0081	Accord Black Leather High Back	25"Square x 44"H	\$441.79	\$574.32		\$ -
14136-0010	Accord White Leather High Back	25"Square x 44"H	\$441.79	\$574.32		\$ -
14250-0013	Goal Black Task Chair With Arms	25"Square x 39"H	\$235.62	\$306.31		\$ -
14250-0014	Goal Black Task Chair Armless	21"W x 25"D x 39"H	\$213.53	\$277.59		\$ -
14136-0080	Enterprise High Back Black Fabric Conference Chair	25"W x 27"D x 45"H	\$309.25	\$402.03		\$ -
14176-0046	Enterprise Mid Back Black Fabric Conference Chair	24"W x 26"D x 39"H	\$287.16	\$373.31		\$ -
14128-0096	Enterprise Guest Black Fabric Conference Chair	25"W x 27"D x 37"H	\$265.07	\$344.59		\$ -
14307-0003	Goal Black Drafting Stool - Arms	25"W x 24"D x 48"H	\$250.35	\$325.45		\$ -
14307-0004	Goal Black Drafting Stool - Armless	21"W x 24"D x 48"H	\$235.62	\$306.31		\$ -
Conference Tables (Pg. 27)						
14062-0105	42" Round Conference Table - Black	42" Round x 29"H	\$390.25	\$507.32		\$ -
14062-0106	42" Round Conference Table - Mahogany	42" Round x 29"H	\$390.25	\$507.32		\$ -
14062-0224	Conference Rectangle Table 6' - Black	72"W x 36"D x 30"H	\$662.68	\$861.49		\$ -
14062-0220	Conference Rectangle Table 6' - Mahogany	72"W x 36"D x 30"H	\$662.68	\$861.49		\$ -
14062-0281	Conference Rectangle Table 6' - White	72"W x 36"D x 30"H	\$699.50	\$909.35		\$ -
14062-0225	Conference Rectangle Table 8' - Black	96"W x 48"D x 30"H	\$714.22	\$928.49		\$ -
14062-0226	Conference Rectangle Table 8' - Mahogany	96"W x 48"D x 30"H	\$714.22	\$928.49		\$ -
14062-0282	Conference Rectangle Table 8' - White	96"W x 48"D x 30"H	\$751.04	\$976.35		\$ -
Office Furniture (Pg. 28 & 29)						
14309-0001	Computer Kiosk - Black	24"Square x 42"H	\$574.32	\$746.62		\$ -
14179-0005	Computer Kiosk - White	24"Square x 42"H	\$574.32	\$746.62		\$ -
14061-0002	Computer Counter	48"W x 24"D x 42"H	\$287.16	\$373.31		\$ -
14076-0014	Computer Desk	48"W x 24"D x 29"H	\$272.44	\$354.17		\$ -

Item Number		Dimensions	Advanced Price	Standard Price	Qty.	Total
14029-0098	5 Shelf Bookcase - Black	36"W x 12"D x 72"H	\$552.23	\$717.90		\$ -
14029-0091	5 Shelf Bookcase - Mahogany	36"W x 12"D x 72"H	\$552.23	\$717.90		\$ -
14072-0108	Black Credenza	60"W x 20"D x 29"H	\$515.42	\$670.04		\$ -
14083-0105	Black Double Pedestal Desk	60"W x 30"D x 29"H	\$589.05	\$765.77		\$ -
14072-0038	Genoa Storage Credenza - Mahogany - 2 Drawer	66"W x 20"D x 29"H	\$515.42	\$670.04		\$ -
14072-0039	Genoa Kneespace Storage Credenza - Mahogany	66"W x 20"D x 29"H	\$478.60	\$622.18		\$ -
14083-0117	Genoa Exec. Desk - Mahogany - Double Pedestal	72"W x 36"D x 29"H	\$611.14	\$794.48		\$ -
05088-0365	Vivid Café - Square Table Glass	42"Square x 30"H	\$478.60	\$622.18		\$ -
05088-0364	Vivid Café - Rectangle Table Glass	60"W x 36"D x 30"H	\$552.23	\$717.90		\$ -
05088-0498	Brooklyn II Rect Dining Table	60"W x 36"D x 30"H	\$574.32	\$746.62		\$ -
05088-0499	Brooklyn II Round Dining Table	42" Round x 30"H	\$449.15	\$583.90		\$ -
05090-0001	Aspen Dining Table	72"W x 30"D x 30"H	\$670.04	\$871.06		\$ -
05088-0505	Brio Dining Table	96"W x 48"D x 30"H	\$898.30	\$1,167.79		\$ -
Metal File & Storage Cabinets (Pg. 30)						
14148-0001	2 Drawer Vertical File - Letter Size Black	15"W x 25"D x 29"H	\$191.44	\$248.87		\$ -
14147-0001	2 Drawer Vertical File - Legal Size Black	18"W x 25"D x 29"H	\$250.35	\$325.45		\$ -
14148-0002	4 Drawer Vertical File - Letter Size Black	15"W x 25"D x 52"H	\$257.71	\$335.02		\$ -
14147-0002	4 Drawer Vertical File - Legal Size Black	18"W x 25"D x 52"H	\$287.16	\$373.31		\$ -
14143-0006	2 Drawer Lateral File - Black	36"W x 18"D x 27"H	\$257.71	\$335.02		\$ -
14143-0144	2 Drawer Lateral File - Black	36"W x 20"D x 29"H	\$301.89	\$392.45		\$ -
14143-0008	4 Drawer Lateral File - Black	36"W x 18"D x 54"H	\$316.61	\$411.60		\$ -
14034-0015	Storage Cabinet - Black	36"W x 18"D x 72"H	\$316.61	\$411.60		\$ -
Pedestals (Pg. 31)						
12091-0023	Display Pedestal 14" x 42" Black	14"Square x 42"H	\$382.88	\$497.75		\$ -
12091-0004	Display Pedestal 24" x 42" Black	24"Square x 42"H	\$463.88	\$603.04		\$ -
12091-0002	Display Pedestal 18" x 42" Black	18"Square x 42"H	\$427.06	\$555.18		\$ -
12091-0030	Display Pedestal 14" x 42" White	14"Square x 42"H	\$382.88	\$497.75		\$ -
12091-0024	Display Pedestal 14" x 36" Black	14"Square x 36"H	\$323.98	\$421.17		\$ -
12091-0034	Display Pedestal 24" x 36" Black	24"Square x 36"H	\$463.88	\$603.04		\$ -
12091-0031	Display Pedestal 14" x 36" White	14"Square x 36"H	\$323.98	\$421.17		\$ -
12091-0033	Display Pedestal 24" x 36" White	24"Square x 36"H	\$463.88	\$603.04		\$ -
12091-0025	Display Pedestal 14" x 30" Black	14"Square x 30"H	\$301.89	\$392.45		\$ -
12091-0003	Display Pedestal 24" x 30" Black	24"Square x 30"H	\$441.79	\$574.32		\$ -
12091-0001	Display Pedestal 18" x 30" Black	18"Square x 30"H	\$309.25	\$402.03		\$ -
12091-0032	Display Pedestal 14" x 30" White	14"Square x 30"H	\$301.89	\$392.45		\$ -
14309-0001	Locking Pedestal Black	24"Square x 42"H	\$574.32	\$746.62		\$ -
14179-0005	Locking Pedestal White	24"Square x 42"H	\$574.32	\$746.62		\$ -
12091-0055	Fuze Pedestal	16"Square x 44"H	\$316.61	\$411.60		\$ -
12091-0043	London Pedestal	16"Square x 44"H	\$316.61	\$411.60		\$ -
Miscellaneous Items (Pg. 32)						
14189-0066	Stanchion Chrome	41"H	\$88.36	\$114.86		\$ -
11526-0001	Stanchion Rope - Red Velour	6' L	\$44.18	\$57.43		\$ -
14308-0009	Literature Stand - Black	15"W x 12"D x 53.5"H	\$213.53	\$277.59		\$ -
14308-0010	Literature Stand - Aluminum	15"W x 12"D x 53.5"H	\$213.53	\$277.59		\$ -
14308-0005	Literature Rack - Black Metal	10.5"W x 9.5"D x 57"H	\$220.89	\$287.16		\$ -
01209-0003	Compact Refrigerator White - 4.0 Cu Ft	21"W x 22"D x 32"H	\$397.61	\$516.89		\$ -
14523-0001	iPad® Stand Black	14.25"W x 41.75"H	\$250.35	\$325.45		\$ -
14523-0002	iPad® Stand Silver	14.25"W x 41.75"H	\$250.35	\$325.45		\$ -
Lighting (Pg. 33)						
09417-0001	Brushed Steel Table Lamp - White	26"H	\$139.90	\$181.87		\$ -
09392-0001	Brushed Steel Floor Lamp - White	66"H	\$198.80	\$258.45		\$ -
09417-0001	Brushed Nickel Table Lamp - White	29"H	\$139.90	\$181.87		\$ -
09392-0001	Brushed Nickel Floor Lamp - White	60"H	\$198.80	\$258.45		\$ -
09417-0001	Rubbed Bronze Table Lamp - White	28"H	\$139.90	\$181.87		\$ -
09392-0001	Rubbed Bronze Floor Lamp - White	60"H	\$198.80	\$258.45		\$ -
09417-0001	Brushed Steel Table Lamp - Red	26"H	\$139.90	\$181.87		\$ -
09392-0001	Brushed Steel Floor Lamp - Red	66"H	\$198.80	\$258.45		\$ -
09392-0001	Neutrino Steel Floor Lamp - Steel	67"H	\$198.80	\$258.45		\$ -

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 – Please Check One

<input type="checkbox"/> MD001- 10' x 10' Advanced Price: \$3,986.25 Standard Price: \$5,182.13	<input type="checkbox"/> MD214- 10' x 10' Advanced Price: \$3,986.25 Standard Price: \$5,182.13
<input type="checkbox"/> MD362- 10' x 10' Advanced Price: \$3,722.80 Standard Price: \$4,839.64	<input type="checkbox"/> MD310- 10' x 10' Advanced Price: \$1,943.28 Standard Price: \$2,526.26
<input type="checkbox"/> MD002- 10' x 20' Advanced Price: \$6,225.10 Standard Price: \$8,092.63	<input type="checkbox"/> MD368- 10' x 20' Advanced Price: \$8,648.30 Standard Price: \$11,242.79
<input type="checkbox"/> MD004- 10' x 20' Advanced Price: \$6,995.38 Standard Price: \$9,093.99	<input type="checkbox"/> MD361- 10' x 20' Advanced Price: \$7,168.20 Standard Price: \$9,318.66
<input type="checkbox"/> MD333- 20' x 20' Advanced Price: \$11,256.18 Standard Price: \$14,633.03	<input type="checkbox"/> MD215- 20' x 20' Advanced Price: \$10,290.90 Standard Price: \$13,378.17
<input type="checkbox"/> MD437- 20' x 20' Advanced Price: \$11,944.77 Standard Price: \$15,528.20	<input type="checkbox"/> MD403- 20' x 20' Advanced Price: \$16,927.38 Standard Price: \$22,005.59

Booth carpet color: Black Blue Burgundy Gray Red

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

Remember to order the following items, as they are not automatically included in booth package:

- Furniture • TV Monitors • Electrical Service
- Custom Logo • Floral • Cleaning Services

Sub. Total _____

6% Tax _____

ORDER TOTAL _____

NAME OF CONVENTION 2020 SelectUSA Investment Summit BOOTH # _____

EXHIBITING COMPANY _____ PHONE # _____ FAX # _____

ADDRESS _____ CITY _____ STATE _____ ZIP _____

EMAIL ORDER CONFIRMATION & INVOICE TO _____

CONTACT NAME _____ DATE _____

(Print)

(Sign)

TURN-KEY BOOTH PACKAGES

10' x 10'

MD001



Advanced Price: \$3,986.25 **Standard Price:** \$5,182.13

Booth Includes These Items:

- Three (3) arm lights
- 10' x 10' carpet
- Full color graphic printed on header panel*
- Installation/Dismantle Labor
- Complimentary consultation for booth alterations

MD214



Advanced Price: \$3,986.25 **Standard Price:** \$5,182.13

Booth Includes These Items:

- Two (2) arm lights
- 10' x 10' carpet
- Full color graphic printed on header panel*
- Installation/Dismantle Labor
- Complimentary consultation for booth alterations

MD362



Advanced Price: \$3,722.80 **Standard Price:** \$4,839.64

Booth Includes These Items:

- Two (2) arm lights
- 10' x 10' carpet
- Full color graphic printed on header panel*
- Installation/Dismantle Labor
- Complimentary consultation for booth alterations

MD310



Advanced Price: \$1,943.28 **Standard Price:** \$2,526.26

Booth Includes These Items:

- Three (3) arm lights
- 10' x 10' carpet
- Full color graphic printed on counter kick panel*
- Installation/Dismantle Labor
- Complimentary consultation for booth alterations

TURN-KEY BOOTH PACKAGES

10' x 20'

MD002



Advanced Price: \$6,225.10 **Standard Price:** \$8,092.63

Booth Includes These Items:

- Six (6) arm lights
- 10' x 20' carpet
- Full color graphic printed on two (2) header panels*
- Installation/Dismantle Labor
- Complimentary consultation for booth alterations

MD368



Advanced Price: \$8,648.30 **Standard Price:** \$11,242.79

Booth Includes These Items:

- Six (6) arm lights
- 10' x 20' carpet
- Full color graphic printed on counter kick panel*
- Monitor and furnishings sold separately**
- Installation/Dismantle Labor
- Complimentary consultation for booth alterations

MD004



Advanced Price: \$6,995.38 **Standard Price:** \$9,093.99

Booth Includes These Items:

- Six (6) arm lights
- 10' x 20' carpet
- One (1) full color graphic printed on center header panel*
- Installation/Dismantle Labor
- Complimentary consultation for booth alterations

MD361



Advanced Price: \$7,168.20 **Standard Price:** \$9,318.66

Booth Includes These Items:

- Four (4) arm lights
- 10' x 20' carpet
- Full color graphic printed on header panel*
- Monitors sold separately**
- Installation/Dismantle Labor
- Complimentary consultation for booth alterations

TURN-KEY BOOTH PACKAGES

20' x 20'

MD333



Advanced Price: \$11,256.18 **Standard Price:** \$14,633.03

Booth Includes These Items:

- Eight (8) arm lights
- 20' x 20' carpet
- Full color graphic printed on two (2) curved and two (2) straight header panels at no charge*
- Installation/Dismantle Labor
- Complimentary consultation for booth alterations

MD215

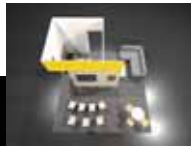


Advanced Price: \$10,290.90 **Standard Price:** \$13,378.17

Booth Includes These Items:

- Eight (8) arm lights
- 20' x 20' carpet
- Full color graphic printed on four (4) exterior top header single-sided panels at no charge*
- Installation/Dismantle Labor
- Complimentary consultation for booth alterations

MD437

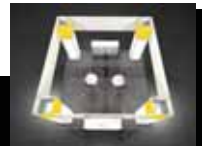


Advanced Price: \$11,944.77 **Standard Price:** \$15,528.20

Booth Includes These Items:

- Eight (8) arm lights
- 20' x 20' carpet
- Full color graphic printed on four (4) single-sided header panels at no charge*
- Monitor and furnishings sold separately**
- Installation/Dismantle Labor
- Complimentary consultation for booth alterations

MD403



Advanced Price: \$16,927.38 **Standard Price:** \$22,005.59

Booth Includes These Items:

- Four (4) corner columns and two (2) counters back-lit
- 20' x 20' carpet
- Full color graphics printed on four (4) single-sided header panels at no charge*
- Furnishings sold separately**
- Installation/Dismantle Labor
- Complimentary consultation for booth alterations

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. 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
 C/O UPS FREIGHT
 2400 BEAVER RD.
 LANDOVER, MD 20785
 FOR: 2020 SelectUSA Investment Summit

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: Friday, May 22nd, 2020 To Avoid Late Fees

	Description	Rate per 100 lbs.	Min Charge
I	Packaged Shipments to the Advance Warehouse	\$ 257.10	\$ 514.20
II	Packaged Shipments via Van Line, Specialized Carrier, Federal Express, UPS or U.S. Mail to the Advance Warehouse	\$ 308.52	\$ 617.04
III	Packaged Shipments to the Advance Warehouse after the deadline date	\$ 321.38	\$ 642.76
IV	Packaged Shipments via Van Line, Specialized Carrier, Federal Express, UPS, or U.S. Mail to the Advance Warehouse after the deadline date	\$ 372.80	\$ 745.60

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

MH-S

B. 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.

C. 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.

D. 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:

	DISCOUNTED		STANDARD		# of Hours	Total
	ST	OT	ST	OT		
Material Handler	\$157.15/hr	\$235.73/hr	\$204.30/hr	\$306.45/hr	One Hour Minimum	_____ \$ _____
Local Pickups & Deliveries	\$373.85/hr	\$560.78/hr	\$486.01/hr	\$729.02/hr	One Hour Minimum	_____ \$ _____
TOTAL:						_____ \$ _____

Please enter total on credit card authorization form

CONTINUED ON NEXT PAGE

E. 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.

F. 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.

G. 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.

H. 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 2020 SelectUSA Investment Summit 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).....\$157.15
8:00 a.m. - 4:30 p.m. Monday - Friday
Over Time: (one hour minimum per man).....\$235.73

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 2020 SelectUSA Investment Summit 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: _____

EXHIBITOR NAME

BOOTH NUMBER: _____

HERITAGE TRADE SHOW SERVICES
C/O UPS FREIGHT
2400 BEAVER RD.
LANDOVER, MD 20785

FOR: 2020 SelectUSA Investment Summit

HERITAGE

Trade Show Services

DO NOT DELAY!

**ADVANCE SHIPMENT
TO WAREHOUSE**

TO: _____

EXHIBITOR NAME

BOOTH NUMBER: _____

HERITAGE TRADE SHOW SERVICES
C/O UPS FREIGHT
2400 BEAVER RD.
LANDOVER, MD 20785

FOR: 2020 SelectUSA Investment Summit

HERITAGE

Trade Show Services

DO NOT DELAY!

**ADVANCE SHIPMENT
TO WAREHOUSE**

TO: _____

EXHIBITOR NAME

BOOTH NUMBER: _____

HERITAGE TRADE SHOW SERVICES
C/O UPS FREIGHT
2400 BEAVER RD.
LANDOVER, MD 20785

FOR: 2020 SelectUSA Investment Summit

HERITAGE

Trade Show Services

DO NOT DELAY

**ADVANCE SHIPMENT
TO WAREHOUSE**

TO: _____

EXHIBITOR NAME

BOOTH NUMBER: _____

HERITAGE TRADE SHOW SERVICES
C/O UPS FREIGHT
2400 BEAVER RD.
LANDOVER, MD 20785

FOR: 2020 SelectUSA Investment Summit



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: shipping@heritagesvs.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 lading may be obtained from the Heritage Service Desk. Complete a bill of lading for each shipment/destination. Turn in all completed bill of lading 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 _____

EMAIL _____

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 _____

EMAIL _____

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 **2020 SelectUSA Investment Summit** BOOTH # _____

EXHIBITING COMPANY _____ PHONE # _____ FAX # _____

ADDRESS _____ CITY _____ STATE _____ ZIP _____

EMAIL ORDER CONFIRMATION & INVOICE TO _____

CONTACT NAME _____ DATE _____

(Print & Sign)

Remit To:



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

EXHIBIT LABOR ORDER FORM
DISPLAY LABOR FOR INSTALLATION & DISMANTLE OF EXHIBITS

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

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

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

INSTALLATION

ERECT EXHIBIT UNDER HERITAGE SUPERVISION

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

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

FURNISH LABOR TO ERECT EXHIBIT UNDER EXHIBITOR'S SUPERVISION

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

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

DISMANTLE

DISMANTLE EXHIBIT UNDER HERITAGE SUPERVISION

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

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

FURNISH LABOR TO DISMANTLE EXHIBIT UNDER EXHIBITOR'S SUPERVISION

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

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

ESTIMATED TOTAL

NAME OF CONVENTION 2020 SelectUSA Investment Summit 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: _____

Contact Name _____ Phone _____

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

Carrier: (If Known) _____

Freight Charges: Prepaid Bill To: _____
 Collect _____

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

SPECIAL INSTRUCTIONS/COMMENTS:

PLEASE PROVIDE AN EMERGENCY CONTACT:

Name _____ Phone No. _____

Remit To:



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

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 54¢ per sq. ft. per day

Vacuuming ONCE before initial opening of Exhibit 54¢ 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 66¢ per sq. ft. per day

Cleaning and dusting of display background and furnishings ONCE before initial opening of exhibits 66¢ 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 \$60.78 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 2020 SelectUSA Investment Summit 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:



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

SIGN SERVICE ORDER FORM

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

STANDARD SIZE SIGNS

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

DIGITAL GRAPHICS

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

_____ L X _____ W = sq. ft.
sq. ft. _____ x \$14.00 = \$ _____

- \$14.00 per sq. ft. (standard price \$21.00)
- Minimum order 9 sq. ft. (1296 sq. in.)
- Double sq. ft. for double-sided graphics
- Round sq. ft. to next whole increment
- File conversion, retouching, cloning or color correcting may incur additional labor charges

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

INDICATE YOUR SIGN COPY HERE

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

Vertical Horizontal Easel Back

Color of Background _____

Color of Lettering _____

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

SETUP/COMPUTER LABOR

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

6% TAX _____
TOTAL _____

(PLEASE PRINT)

NAME OF CONVENTION 2020 SelectUSA Investment Summit 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

Remit To:



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

**PLANT RENTAL
 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.

PLANT RENTALS

QUANTITY	DESCRIPTION	TYPE PREFERRED	DISCOUNT RATE	STANDARD RATE	AMOUNT
	2' - 3' GREEN PLANTS		81.00	105.30	
	4' - 5' GREEN PLANTS		126.00	163.80	
	6' - 7' GREEN PLANTS		195.00	255.08	
	8' - 9' GREEN PLANTS		277.50	360.75	
	HANGING PLANTS		87.00	171.60	
	HANGING FERNS		72.00	93.60	

PLANTS AND FLORAL FOR PURCHASE

	*FLOWERING MUM PLANT		67.50	87.75	
	CUT FLORAL ARRANGEMENT - SMALL		117.00	152.10	
	CUT FLORAL ARRANGEMENT - LARGE		192.00	249.60	
	FLORAL BOUTONNIERE		52.95	68.78	
	FLORAL CORSAGE		52.95	68.78	

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

6% Sales Tax _____

TOTAL _____

For special arrangements call 314/534-8500

*COLOR DESIRED: YELLOW WHITE PURPLE RUST

NAME OF CONVENTION 2020 SelectUSA Investment Summit 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



Welcome to Washington Hilton Online Ordering

The Washington Hilton is excited to be hosting the 2020 SelectUSA Investment Summit

We're happy to provide access to online ordering for all of your facility needs including electric, internet, food & beverage. We invite you to use our safe and secure online ordering system, Boomer to place your order. To create an account or log-in, please click on the link below.

<https://washingtonhilton.boomerecommerce.com/Pages/Security/Login.aspx?ReturnUrl=%2f>

Order Deadline

Thursday, May 21, 2020

Tax-Exempt Exhibitors

If your organization is Tax-Exempt, please create your account first and then contact us. We'll need to receive a copy of your Tax-Exempt Certificate, before you can process your order.



Credit Card Authorization Form	
Event Name/Order Number:	Booth Number (if applicable):

Card Holder Information		
Company Name:	Name on Card:	
Cardholder Billing Address:		
City:	State:	Zip:
Telephone:	Email Address:	

Payment Authorization		
Card Type: <input type="checkbox"/> Visa <input type="checkbox"/> MasterCard <input type="checkbox"/> American Express		
Card Number:		
Expiration Date: Security Code:		
<p>Please reference the picture on the right for the location of this number on your card.</p> <p>(Visa, MasterCard: 3 digits on back, AMEX: 4 digits on front)</p>		
<p>I wish to authorize the purchase of services/merchandise from CMI Communications using this Credit Card Authorization Form. I agree that I will pay for this purchase and indemnify and hold CMI Communications harmless against any liability pursuant to this authorization. I understand that my signature on this form will serve as authorized signature on the credit card charge slip. This authorization is valid for a period of one (1) year.</p> <p style="text-align: center;">ALL INFORMATION IS CONFIDENTIAL</p>		
_____	_____	_____
Print Name	Signature	Date

Submitting This Form
Directions: Please print this page, fill in all required information above, and fax to CMI Communications at 585-424-1913, or mail to 400 Mile Crossing Blvd. Rochester, NY 14624.

AUDIO VISUAL PEOPLE

CMI Communications - Headquarters
 400 Mile Crossing Boulevard
 Rochester, NY 14624
 Toll Free: (888) 736-8264
 Office: (585) 424-1900
 Fax: (585) 424-1913
info@cmiav.com

Albany Office
 14 Jupiter Lane, Suite 1
 Albany, NY 12205
 Office: (518) 867-3288
 Fax: (518) 867-3290
albany@cmiav.com

Washington, DC Office
 9901 Business Parkway, Suite J
 Lanham, MD 20706
 Office: (202) 600-4777
dc@cmiav.com



Audio Visual Equipment Rental Order Form

Tina Lamphier, tlamphier@cmiav.com, direct: 585.748.3093, fax: 585.424.1913

Select USA Exhibitor Order Form					
Select USA June 1-3, 2020 Washington Hilton					
<p>This form is for exhibitors in the exhibit hall. Exhibitor orders can be placed at http://susa.cmiav.com or by submitting this form via fax or email</p>					
Exhibitor Information					
Contact:			Phone:		
Company:			Email:		
Billing Address:					
City:		State:	ZIP:		
Onsite Contact:			Mobile:		
Email:			Booth #:		
Rental Equipment					
Quantity	Description	By 5/15/20	After 5/15/20	Total	
	22" Flat Panel Display	\$450.00	\$540.00		
	32" HDTV with Table Top Stand	\$900.00	\$1,080.00		
	40" LCD TV with Floor Stand	\$1,200.00	\$1,440.00		
	50" - 55" LCD TV with Floor Stand	\$1,650.00	\$1,980.00		
	65" LCD TV with Floor Stand	\$1,950.00	\$2,340.00		
	75" LCD TV with Truss Floor Stand	\$2,250.00	\$2,900.00		
	Wall Mount for Selected Displays	\$375.00	\$450.00		
	Apple Laptop - USBC (non-TouchBar)	\$450.00	\$540.00		
	Windows Laptop	\$450.00	\$540.00		
	Apple iPad	\$255.00	\$310.00		
	Blu-Ray Player	\$225.00	\$275.00		
<p>***Advance Orders Due By 5/15/2020*** ***Prices are based on 3-day rental / call for single day quotes***</p>		Equipment Total			
		Delivery/Pick-up		\$75.00	
		Sales Tax - DC 6%			
		TOTAL*			

*If paying by credit card, please be sure to include a **Credit Card Authorization Form**.

Exhibit Hall Fire Regulations

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

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

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

--over--

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

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

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