

Dear Exhibitor:

Your company is exhibiting at the event below. Please direct this service manual to the person in charge of your exhibit.



*MARCH 5-6, 2012
ST. LOUIS UNION STATION MARRIOTT
ST. LOUIS, MISSOURI*

HERITAGE

EXPOSITION SERVICES

GENERAL INFORMATION

BOOTH EQUIPMENT

Each 8'x10' booth will be set with 8' high blue & gray back drape, 3' high blue side dividers, one (1) 6' gray skirted table, two (2) chairs, one (1) wastebasket and a 7" x 44" one-line identification sign.

EXHIBIT HALL CARPET

The exhibit area is not carpeted. To enhance the appearance of your booth, rental carpet is available through Heritage Exposition 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 **Monday, February 20th, 2012.**

SHOW SCHEDULE

EXHIBITOR MOVE-IN

Sunday	March 4 th	6:00 p.m.	-	8:00 p.m.
--------	-----------------------	-----------	---	-----------

EXHIBIT HOURS

Monday	March 5 th	7:15 a.m.	-	7:30 p.m.
Tuesday	March 6 th	7:15 a.m.	-	2:30 p.m.

EXHIBITOR MOVE-OUT

Tuesday	March 6 th	2:30 p.m.	-	3:30 p.m.
---------	-----------------------	-----------	---	-----------

- Empty crates and containers will begin being returned at 2:30 p.m., Tuesday, March 6th.
- All carriers must check-in no later than 3:00 p.m. on Tuesday, March 6th. Heritage will begin redirecting all outbound freight not claimed by appointed freight carriers to the preferred show carrier at 3:00 p.m.
- Please refer to the Outbound Shipments Form included in this packet for detailed information regarding outbound shipping procedures.

SERVICE CENTER HOURS

The Heritage Exhibitor Service Center will be staffed during exhibitor move-in, show hours 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.

Heritage Exposition Services

Remit To:

HERITAGE

EXPOSITION SERVICES

620 Shenandoah Ave. • St. Louis, MO 63104
Phone 314/534-8500 • Fax 314/533-0906

CREDIT CARD AUTHORIZATION RECAP OF SERVICES FORM

One copy of this form with your check or credit card information must be forwarded to Heritage at the above address. 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, Heritage will use the authorization to charge your credit card for any charges which Heritage may be obligated to pay on behalf of exhibitor, including without limitation, any shipping charges from HES Logistics Inc. if incurred.

If you wish to charge the amount of your advance order to your credit card account, please complete the following:

Card Holder's Name (*Please print*): _____

Cardholder's Signature: _____

Credit Card Billing Address: _____

City: _____ State: _____ Zip: _____

Credit Card Number: _____ Verification Code / / / Expiration Date /
(3 – 4 Digit Security # On Back of Card)

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

If for any reason the submitted credit card or check is declined or returned, a \$25.00 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.

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

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 \$ _____

NAME OF CONVENTION **EHDI 2012** BOOTH # _____

FIRM NAME _____ PHONE # _____ FAX # _____

ADDRESS _____ CITY _____ STATE _____ ZIP _____

BY _____ EMAIL _____ NAME _____ DATE _____

(Signature)

(Please Print)

Please Fax or Mail This Form Promptly To the Address Above-Retain One Copy for Your Files

CC-REC

Remit To:

HERITAGE

EXPOSITION SERVICES

620 Shenandoah Ave. • St. Louis, MO 63104
Phone 314/534-8500 • Fax 314/533-0906

FURNITURE/CARPET RENTAL ORDER FORM

Discount prices only apply to orders received with full payment at the above address 14 days prior to first day of set up. 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.

QTY	DISCOUNT RATES	STANDARD RATES	AMOUNT
FURNITURE			
_____	Padded Chair (Gray).....	71.15	92.50
_____	Padded Arm Chair (Gray)	77.15	100.30
_____	Padded High Stool (Gray)	87.10	113.25
_____	Custom Padded Arm Chair	91.10	118.45
_____	Custom Padded High Stool	114.40	148.70
_____	Padded Sled Base Chair (Gray).....	71.15	92.50
_____	Plastic Side Chair (White).....	54.55	70.90
_____	30" Diameter Pedestal Table (Gray).....	137.00	178.10
	<input type="checkbox"/> 18" High <input type="checkbox"/> 30" High <input type="checkbox"/> 42" High		
ACCESSORIES			
_____	Wastebasket	19.15	24.90
_____	Tripod Easels	31.90	41.50
_____	6" Tensabarrier.....	108.55	141.10
_____	Garment Rack.....	74.50	96.80
_____	Chrome Bag Rack	69.45	90.25
_____	Literature Rack.....	135.65	176.35
_____	Pegboard Panels (4'x8').....	191.50	249.00
_____	Tackboard Panels (4'x8')	143.65	186.75
	<input type="checkbox"/> Horiz. <input type="checkbox"/> Vert.		
CARPET			
_____	9' X 10'.....	144.95	188.45
_____	9' X 20'.....	284.60	370.00
_____	9' X 30'.....	425.60	553.30
_____	9' X 40'.....	571.90	743.50
_____	9' X _____ Per 10' increment.....	127.70	166.00
AREA CARPET (Indicate Dimensions for Special Size Carpet)			
_____	' X _____' per sq. ft. (100 sq. ft. min.).....	2.45	3.20
COLORS: <input type="checkbox"/> RED <input type="checkbox"/> BLUE <input type="checkbox"/> HUNTER GREEN <input type="checkbox"/> BURGUNDY			
<input type="checkbox"/> PLUM <input type="checkbox"/> GRAY <input type="checkbox"/> BLACK			
Area carpet is required for all booths larger than 30', or for booths configured as islands or peninsula areas.			
PADDING AND VISQUEEN (90 sq. ft. min.)			
_____	' X _____' Carpet padding/per sq. ft.....	1.20	1.55
_____	' X _____' Visqueen covering/per sq. ft.70	.95

QTY	DISCOUNT RATES	STANDARD RATES	AMOUNT
DRAPED DISPLAY TABLE			
_____	4' Table - 30" high	98.40	127.95
_____	6' Table - 30" high	118.35	153.90
_____	8' Table - 30" high	138.30	179.80
_____	4' Table - 42" Counter high	122.35	159.05
_____	6' Table - 42" Counter high	142.30	185.00
_____	8' Table - 42" Counter high	162.25	210.95
_____	4th side table drape.....	41.25	53.60
COLORS: <input type="checkbox"/> RED <input type="checkbox"/> BLUE <input type="checkbox"/> TEAL <input type="checkbox"/> BURGUNDY <input type="checkbox"/> HUNTER GREEN			
<input type="checkbox"/> PLUM <input type="checkbox"/> GRAY <input type="checkbox"/> BLACK <input type="checkbox"/> WHITE <input type="checkbox"/> GOLD <input type="checkbox"/> EXPO GREEN			
UNDRAPED DISPLAY TABLE			
_____	4' Table - 30" high	63.20	82.15
_____	6' Table - 30" high	77.15	100.30
_____	8' Table - 30" high	91.75	119.30
_____	4' Table - 42" Counter high	68.50	89.05
_____	6' Table - 42" Counter high	81.15	105.45
_____	8' Table - 42" Counter high	99.10	128.80
TABLE RISERS COVERED WHITE (Riser Dimension: 10" Wide x 8" high)			
_____	4' Long riser.....	43.50	56.55
_____	6' Long riser.....	53.45	69.50
_____	8' Long riser.....	64.65	84.05
SPECIAL DRAPE BACKGROUNDS			
_____	8' H. Background/per ft.	14.65	19.00
_____	3' H. Background/per ft.	13.30	17.30
COLORS: <input type="checkbox"/> RED <input type="checkbox"/> BLUE <input type="checkbox"/> TEAL <input type="checkbox"/> BURGUNDY <input type="checkbox"/> HUNTER GREEN			
<input type="checkbox"/> PLUM <input type="checkbox"/> GRAY <input type="checkbox"/> BLACK <input type="checkbox"/> WHITE <input type="checkbox"/> GOLD <input type="checkbox"/> EXPO GREEN			
• Show colors will be given when color is not selected.			
			TOTAL ORDER _____

NAME OF CONVENTION EHDI 2012 BOOTH # _____

FIRM NAME _____ PHONE # _____ FAX _____

ADDRESS _____ CITY _____ STATE _____ ZIP _____

BY _____ EMAIL _____ NAME _____ DATE _____

(SIGNATURE)

(PLEASE PRINT)

Please Fax or Mail This Form Promptly To The Address Above-Retain One Copy For Your File

HERITAGE

EXPOSITION SERVICES

FURNISHINGS

Padded Arm Chair
Gray Fabric, Chrome Frame
21"W 20"L 33"H



Padded High Stool
Gray Fabric, Chrome Frame
20"W 21.5"L 42.5"H



Custom Padded High Stool
Gray Fabric, Black Frame
22"W 18"L 46"H

Pedestal Table
Gray Top, Chrome Base
42"H 30"D



Custom Padded Arm Chair
Gray Fabric, Black Frame
20"W 21"L 33"H

Pedestal Table
Gray Top, Chrome Base
30"H 30"D

Padded Sled Base Chair
Gray Fabric, Chrome Frame
16"W 20"L 30"H



Plastic Side Chair
White, Chrome Frame
20"W 19"L 30"H

HERITAGE

EXPOSITION SERVICES

ACCESSORIES



Wastebasket



Tripod Easel



Bag Rack



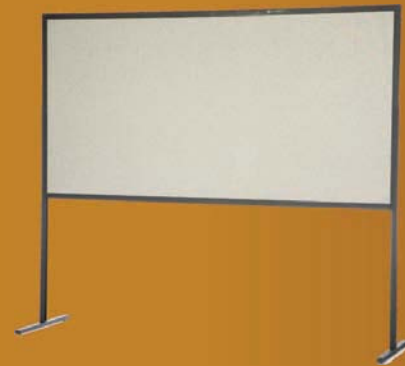
Stanchion



Coat Tree



Literature Rack



4'x8' Horizontal Tackboard

CARPET



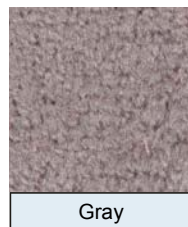
Black



Blue



Burgundy



Gray



Plum



Red



Hunter Green

SHIPPING INSTRUCTIONS MATERIAL HANDLING INFORMATION

Remit To:

HERITAGE

EXPOSITION SERVICES

Phone 314/534-8500 • Fax 314/533-0906

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. SHIPMENTS TO WAREHOUSE

Heritage Exposition Services will receive crated, boxed or skidded materials up to 30 days prior to show move-in. Shipments will be received Monday through Friday 10:00 a.m. – 4:00 p.m. For uncrated and loose shipments, please refer to shipments to show site below. Shipments must be sent with freight charges prepaid. **Collect shipments will not be accepted.** A 200 lb. minimum will apply for each shipment received.

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

EXHIBITOR COMPANY NAME _____ BOOTH NO. _____
 C/O HERITAGE EXPOSITION SERVICES
 605 LAMBERT POINTE DR. TOTAL PIECES _____
 HAZELWOOD, MO 63042 APPROX. WT. _____
 FOR: EHD 2012

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

STRAIGHT TIME/OVERTIME RATES FOR SHIPMENTS TO WAREHOUSE Deadline Date: Thursday, March 1st, 2012 To Avoid Late Fees

	Description	Rate per 100 lbs.	Min Charge
I	Packaged Shipments to the Advance Warehouse	\$85.50	\$171.00
II	Packaged Shipments via Van Line, Specialized Carrier, Federal Express, UPS or U.S. Mail to the Advance Warehouse	\$102.60	\$205.20
III	Packaged Shipments to the Advance Warehouse after the deadline date	\$106.90	\$213.80
IV	Packaged Shipments via Van Line, Specialized Carrier, Federal Express, UPS, or U.S. Mail to the Advance Warehouse after the deadline date	\$128.25	\$256.50

B. SHIPMENTS TO SHOW SITE

Heritage Exposition Services will receive and unload shipments at show site only during scheduled exhibitor move-in times. Do not ship to show site at any other times, as the facility has no provisions to accept advance shipments. Shipments must be sent with freight charges prepaid. **Collect shipments will not be accepted.** A 200 lb. minimum will apply for each shipment received.

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

EXHIBITOR COMPANY NAME _____ BOOTH NO. _____
 C/O HERITAGE EXPOSITION SERVICES
 ST. LOUIS UNION STATION MARRIOTT TOTAL PIECES _____
 1820 MARKET STREET APPROX. WT. _____
 ST. LOUIS, MO 63103
 FOR: EHD 2012

RATES FOR SHIPMENTS TO SHOWSITE

	Description	Rate per 100 lbs.	Min Charge
VI	Packaged Shipments to the Show site	\$84.25	\$168.50
VII	Packaged Shipments via Van Line, Specialized Carrier, Federal Express, UPS or U.S. Mail to the Show site	\$101.10	\$202.20
VIII	Loose or Uncrated Shipments or Shipments requiring Special Handling to the Show site (Rate will not be split for mixed shipments. The uncrated rate will apply)	\$121.30	\$242.60

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.

<p>ESTIMATED COSTS. * (Round to next highest whole number)</p> <p>Estimated Weight in lbs. _____ ÷ 100 = _____ * x Rate _____ = _____ Total</p>
--

CONTINUED ON REVERSE SIDE

C. INBOUND SHIPMENTS

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

D. EMPTY CONTAINER LABELS

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

E. ADDITIONAL AVAILABLE SERVICES

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

	STRAIGHT TIME	OVERTIME
Forklift with Operator (Up to 4,000 lb. Capacity)	\$ 195.00 per hr.	\$ 295.00 per hr. (One Hour Minimum)
Material Handler	\$ 62.75 per hr.	\$ 94.10 per hr. (One Hour Minimum)
Local Pickups & Deliveries	\$ 149.20 per hr.	\$ 213.85 per hr. (One Hour Minimum)

F. SPECIAL SERVICES

Metal banding will be available for securing outbound shipments at a rate of .50 per foot, plus labor (One Hour Minimum). Shrink wrap of a pallet will be charged at \$50.00 per pallet.

G. OUTBOUND SHIPMENTS

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

H. RETURNED SHIPMENTS TO HERITAGE WAREHOUSE

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

I. LIMITS OF LIABILITY AND RESPONSIBILITY

1. Heritage Exposition 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 Exposition 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 Exposition Services to exhibitors, will be checked at time of actual pickup from the booth and corrections made where discrepancies occur.
3. Heritage Exposition 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 Exposition 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 Exposition 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 EHDI 2012 BOOTH # _____

FIRM NAME _____ PHONE # _____ FAX# _____

ADDRESS _____ CITY _____ STATE _____ ZIP _____

BY _____ EMAIL _____ NAME _____ DATE: _____
(Signature) (Please Print)

Please Fax or Mail This Form Promptly To Heritage Exposition Services-Retain One Copy For Your File.

Remit To:

HERITAGE

EXPOSITION SERVICES

620 Shenandoah Ave. • St. Louis, MO 63104

Phone 314/534-8500 • Fax 314/533-0906

**Priority Return/
Accessible Storage Form**

All orders must have a credit card authorization form in 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 Exposition 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 material 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).....\$62.75

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

Over Time: (one hour minimum per man).....\$94.10

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 place 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 EHDI 2012 BOOTH # _____

FIRM NAME _____ PHONE # _____ FAX# _____

ADDRESS _____ CITY _____ STATE _____ ZIP _____

BY _____ TITLE _____ NAME _____ DATE _____
(Signature) (Please Print)

Please Fax or Mail This Form Promptly To Heritage Exposition Services-Retain One Copy For Your File.

HERITAGE

Exposition Services

DO NOT DELAY!

**ADVANCE SHIPMENT
TO WAREHOUSE**

TO: _____
EXHIBITOR NAME

BOOTH NUMBER: _____

C/O Heritage Exposition Services
605 Lambert Pointe Dr.
Hazelwood, MO 63042
FOR: EHDl 2012

HERITAGE

Exposition Services

DO NOT DELAY!

**ADVANCE SHIPMENT
TO WAREHOUSE**

TO: _____
EXHIBITOR NAME

BOOTH NUMBER: _____

C/O Heritage Exposition Services
605 Lambert Pointe Dr.
Hazelwood, MO 63042
FOR: EHDl 2012

HERITAGE

Exposition Services

DO NOT DELAY!

**ADVANCE SHIPMENT
TO WAREHOUSE**

TO: _____
EXHIBITOR NAME

BOOTH NUMBER: _____

C/O Heritage Exposition Services
605 Lambert Pointe Dr.
Hazelwood, MO 63042
FOR: EHDl 2012

HERITAGE

Exposition Services

DO NOT DELAY!

**ADVANCE SHIPMENT
TO WAREHOUSE**

TO: _____
EXHIBITOR NAME

BOOTH NUMBER: _____

C/O Heritage Exposition Services
605 Lambert Pointe Dr.
Hazelwood, MO 63042
FOR: EHDl 2012

**IMPORTANT NOTICE
REGARDING DIRECT SHIPMENTS**

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

NOTE: Direct shipments will only be received beginning at 6:00 p.m., Sunday, March 4th, 2012. Any materials sent to the St. Louis Union Station Marriott prior to this date will be turned over to Heritage Exposition Services and will be billed according to the Show's Shipping & Receiving Rates, and will be subject to Hotel assessed fees.

EXHIBITOR COMPANY NAME _____

BOOTH NUMBER _____

**C/O HERITAGE EXPOSITION SERVICES
ST. LOUIS UNION STATION MARRIOTT
1820 MARKET STREET
ST. LOUIS, MO 63103**

FOR: EHDI 2012

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

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

WE APPRECIATE YOUR COOPERATION.

HERITAGE EXPOSITION SERVICES

HERITAGE

Exposition Services

DO NOT DELAY!

**DIRECT SHIPMENT
TO SHOW SITE**

**MUST NOT ARRIVE BEFORE
SUNDAY, MARCH 4, 2012**

TO: _____
EXHIBITOR NAME

BOOTH NUMBER: _____

C/O Heritage Exposition Services
St. Louis Union Station Marriott
1820 Market
St. Louis, MO 63103

FOR: EHDl 2012

HERITAGE

Exposition Services

DO NOT DELAY!

**DIRECT SHIPMENT
TO SHOW SITE**

**MUST NOT ARRIVE BEFORE
SUNDAY, MARCH 4, 2012**

TO: _____
EXHIBITOR NAME

BOOTH NUMBER: _____

C/O Heritage Exposition Services
St. Louis Union Station Marriott
1820 Market
St. Louis, MO 63103

FOR: EHDl 2012

HERITAGE

Exposition Services

DO NOT DELAY!

**DIRECT SHIPMENT
TO SHOW SITE**

**MUST NOT ARRIVE BEFORE
SUNDAY, MARCH 4, 2012**

TO: _____
EXHIBITOR NAME

BOOTH NUMBER: _____

C/O Heritage Exposition Services
St. Louis Union Station Marriott
1820 Market
St. Louis, MO 63103

FOR: EHDl 2012

HERITAGE

Exposition Services

DO NOT DELAY!

**DIRECT SHIPMENT
TO SHOW SITE**

**MUST NOT ARRIVE BEFORE
SUNDAY, MARCH 4, 2012**

TO: _____
EXHIBITOR NAME

BOOTH NUMBER: _____

C/O Heritage Exposition Services
St. Louis Union Station Marriott
1820 Market
St. Louis, MO 63103

FOR: EHDl 2012



HES LOGISTICS

FREIGHT SERVICES

HES Logistics is a convenient one stop shipping resource for all your exposition transportation needs...

Inbound Shipment Solutions

- Our trade show specialists will work with you to provide the right solution for moving your exhibit to and from the event, including continuous monitoring of shipment progress.
- Utilization of our advance warehouse facilities ensures a streamlined shipping process as well as priority delivery and tracking to the show floor.
- Shipping costs are quoted in advance. Due to our shipping volume, HES Logistics is able to offer competitive pricing, regardless of the size of your shipment.

Outbound Shipment Solutions

- All HES Logistics freight is given “Priority Empty” service. At the service desk you will be provided your priority empty return labels and your freight will be delivered first once the show breaks.
- HES Logistics on-site representatives will assist you in selecting the right shipment option for your freight and packages after the show.
- Coordinated pickups and on-site personnel at the show allow you to expedite the dismantle process and allow you to get off the show floor sooner.
- Single source invoicing will include all show charges to avoid unnecessary paperwork and streamline your payment process.



- **Competitive round trip pricing.**
- **“Priority Empty” return treatment of exhibit empties.**
- **LTL, Air and Expedited services.**
- **Continuous tracking and monitoring of inbound and outbound shipment progress.**
- **Single source invoicing.**
- **Call 1-866-493-1675**

Exhibit Transportation Order/Estimate Form



SHOW NAME: _____

SHOW LOCATION: _____

PLEASE ARRANGE TRANSPORTATION FOR MY EXHIBIT MATERIALS

PICK UP INFORMATION

COMPANY NAME _____ BOOTH NUMBER _____

STREET ADDRESS _____ SUITE/FL. NO. _____

CITY _____ STATE _____ ZIP _____

PICK UP DATE _____ OFFICE HOURS _____

DOCK ACCESS YES NO

RESIDENTIAL YES NO

NO. OF PIECES	DESCRIPTION	DIMENSIONS	GROSS WEIGHT
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

FOR DIMENSIONS. PLEASE PROVIDE L x W x H

INSURANCE (Optional): YES NO Declared Value: _____

CONTACT INFORMATION

CONTACT NAME _____

TELEPHONE _____ FAX _____

EMAIL ADDRESS _____

PLEASE FAX OR EMAIL TO:

PHONE: 1-708-361-3722 exhibitfreight@heslogistics.com Fax: 1-708-361-3866

COMPLETE ALL SHADED AREAS . . . SEE BACK OF PART 1

STRAIGHT BILL OF LADING - SHORT FORM - ORIGINAL - Not Negotiable

RECEIVED, subject to the classifications and tariffs in effect on the date of the issue of this Bill of Lading.

the property described below, in apparent good order, except as noted (contents and condition of contents of package unknown, marked, consigned, and destined as indicated below, which said carrier (the word carrier being understood throughout this contract as meaning any person or corporation in possession of the property under the contract) agrees to carry to its usual place of delivery at said destination if on its route, otherwise to deliver to another carrier on the route to said destination. It is mutually agreed, as to each carrier of all or any of said property over all or any portion of said route to destination, and as to each party at any time interested in all or any of said property, that every service to be performed hereunder shall be subject to all the terms and conditions of the Uniform Domestic Straight Bill of Lading set forth (1) in Official, Southern, Western, and Illinois Freight Classifications in effect on the date hereof. If this is a rail or a rail-water shipment, or (2) in the applicable motor carrier classification or tariff if this is a motor carrier shipment. Shipper hereby certifies that he is familiar with all the terms and conditions of the said bill of lading, including those on the back thereof, set forth in the classifications or tariff which governs the transportation of this shipment, and the said terms and conditions are hereby agreed to by the shipper and accepted for himself and his assigns.

From YOUR COMPANY NAME ▶		BOOTH NUMBER		
AT FACILITY ▶ /CITY ▶ /STATE ▶		CONVENTION		
CONSIGNEE TO CO. NAME ▶		DATE TRAILER NO.		
STREET ▶		SHIPPERS NUMBER		
CITY/STATE/ZIP CODE ▶		FREIGHT CHARGES ARE TO BE "MARK ONE"		
ATTENTION ▶ TELEPHONE ▶				PREPAID COLLECT
Indicate desired method of shipment : <input type="checkbox"/> Common Carrier <input type="checkbox"/> Air Freight <input type="checkbox"/> Van Lines <input type="checkbox"/> Company Truck <input type="checkbox"/> Overnite Carrier <input type="checkbox"/> Customer Pick up		CARRIER REQUESTED HES Logistics		
		CARRIER USED		
		Desired Arrival Date _____		
Number Pieces	KIND OF PACKAGE, DESCRIPTION OF ARTICLES, SPECIAL MARKS, AND EXCEPTIONS	*Weight (Sub. to Cor.)	Class or Rate	Check Column
	Crates Exhibition Paraphenalia (Item 154630-NMFC)			
	Cartons			
	Cases / Trunks			
	Skids			
	Carpets			
	← TOTAL PIECES VALUE: _____	→ TOTAL WEIGHT →		
SEND FREIGHT CHARGES TO:		INSTRUCTIONS		
Company Name HES Logistics, Inc.		RETURN COMPLETE BILL OF LADING TO SERVICE DESK.		
Street 620 Shenandoah Ave.		HERITAGE EXPOSITION SERVICE IS NOT RESPONSIBLE FOR SHIPMENTS LEFT IN BOOTH BY EXHIBITOR. WE WILL COUNT AND SHIP PIECES AS WE FIND SHIPMENT WHEN WE REMOVE FROM EXHIBIT HALL. EXHIBITORS MUST INSURE THEMSELVES AGAINST LOSS OR THEFT.		
City, State St. Louis, MO 63104				
Attn: Telephone 1-866-493-1675				

SEND FREIGHT CHARGES TO

IF CONSIGNEE TO ADDRESS AND BILL TO ADDRESS ARE THE SAME, FREIGHT WILL BE SENT COLLECT (CHARGES TO BE PAID BY CONSIGNEE) UNLESS PRIOR ARRANGEMENTS ARE MADE DIRECTLY WITH FREIGHT CARRIER

Day: _____ Date: _____ Time: _____

X _____
SIGNATURE OF SHIPPER PRINT

X _____
SIGNATURE OF CARRIER OR AGENT

ORIGINAL



HERITAGE

EXPOSITION SERVICES

IMPORTANT INFORMATION REGARDING OUTBOUND SHIPMENTS

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

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

Thank you and we hope you have a great show!

HERITAGE

EXPOSITION SERVICES

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 St. Louis, MO.

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.

Remit To:

HERITAGE

EXPOSITION SERVICES

620 Shenandoah Ave. • St. Louis, MO 63104
Phone 314/534-8500 • Fax 314/533-0906

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

Inform your Exhibitor Appointed Contractor that they must send a copy of a General Liability Insurance Certificate no later than 30 days prior to show date or they will not be permitted to service your exhibit.

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

THIRD PARTY AUTHORIZATION

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

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

THIRD PARTY AGENT:

CREDIT CARD ACCOUNT NO. _____

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

PERSONAL CREDIT CARD COMPANY CREDIT CARD

CARDHOLDER'S NAME _____

AUTHORIZED SIGNATURE _____

PRINT NAME _____

COMPANY NAME _____

ADDRESS _____

CITY/STATE/ZIP _____

PHONE _____ FAX _____

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

Exhibitor Signature: _____ **Print Name:** _____ **Date:** _____

NAME OF CONVENTION EHDI 2012 BOOTH # _____

FIRM NAME _____ PHONE # _____ FAX # _____

ADDRESS _____ CITY _____ STATE _____ ZIP _____

BY _____ EMAIL _____ NAME _____ DATE _____
(Signature) (Please Print)

Please Fax or Mail This Form Promptly To The Address Above-Retain One Copy For Your Files

Remit To:

HERITAGE

EXPOSITION SERVICES

620 Shenandoah Ave. • St. Louis, MO 63104
Phone 314/534-8500 • Fax 314/533-0906

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

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

RATES:

STRAIGHT TIME (One hour minimum per man).....\$ **62.75 PER HOUR**

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

OVERTIME (One hour minimum per man)\$ **94.10 PER HOUR**

After 4:30 P.M. to 8:00 A.M. Monday – Friday and all hours on Saturday and Sunday

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

INSTALLATION

ERECT EXHIBIT UNDER HERITAGE SUPERVISION

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

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 EHDI 2012 BOOTH # _____

FIRM NAME _____ PHONE # _____ FAX # _____

ADDRESS _____ CITY _____ STATE _____ ZIP _____

BY _____ TITLE _____ NAME _____ DATE _____

COMPANY NAME _____

BOOTH # _____

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

INBOUND SHIPPING INFORMATION

Carrier _____ Carrier Phone Number _____

Shipped to: Warehouse _____ Show Site _____ From: City/State _____ Date _____

Total No. of: Crates _____ Cartons _____ Fiber Cases _____ Other (Specify) _____

SET-UP INFORMATION

Set up Plan/Photo: Attached _____ To Be Sent With Exhibit _____ In Crate No. _____

Carpet: With Exhibit _____ Rented From Heritage _____ Color _____ Size _____

Electrical Placement: Drawing Attached _____ Drawing With Exhibit _____ Electrical Under Carpet _____

Comments: _____

Graphics: With Exhibit _____ Shipped Separately _____

Comments: _____

Special Tools/Hardware Required: _____

OUTBOUND SHIPPING INFORMATION:

Ship To: _____

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

Carrier:(If Known) _____

Freight Charges: Prepaid Bill To: _____

Collect _____

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

SPECIAL INSTRUCTIONS/COMMENTS:

PLEASE PROVIDE AN EMERGENCY CONTACT:

Name _____ Phone No. _____

HERITAGE

EXPOSITION SERVICES

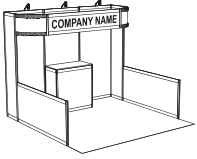
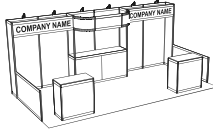
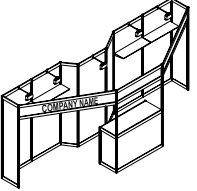
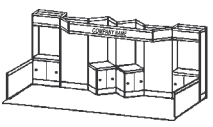


620 Shenandoah Ave. • St. Louis, MO 63104
Phone 314/534-8500 • Fax 314/533-0906

MODULAR RENTAL DISPLAY ORDER FORM

CANCELLATION: No refunds on orders cancelled after the deadline.

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

CHOOSE YOUR EXHIBIT - CHECK ONE

 <p>#1</p>	<input type="checkbox"/> Here Display One: 10' Standard Display <table border="1"> <tr> <th>ADVANCED RATE</th> <th>STANDARD RATE</th> </tr> <tr> <td>\$1901.80</td> <td>\$4694 57</td> </tr> </table> <p>Package Includes: Installation and dismantling labor One 10' x 10' Standard Carpet 1 Header One 1 meter counter Three Arm Lights</p> <p>Circle your Carpet Color: Black Blue Burgundy Gray Red Gold</p>	ADVANCED RATE	STANDARD RATE	\$1901.80	\$4694 57	 <p>#2</p>	<input type="checkbox"/> Here Display Two: 20' Standard Display <table border="1"> <tr> <th>ADVANCED RATE</th> <th>STANDARD RATE</th> </tr> <tr> <td>\$ 4354.90</td> <td>\$ 7883 07</td> </tr> </table> <p>Package Includes: Installation and dismantling labor One 10' x 20' Standard carpet 2 Headers One 2 meter counter Two 1 meter counters 6 Halogen Lights</p> <p>Circle your Carpet Color: Black Blue Burgundy Gray Red Gold</p>	ADVANCED RATE	STANDARD RATE	\$ 4354.90	\$ 7883 07
ADVANCED RATE	STANDARD RATE										
\$1901.80	\$4694 57										
ADVANCED RATE	STANDARD RATE										
\$ 4354.90	\$ 7883 07										
 <p>#3</p>	<input type="checkbox"/> Here Display Three: 20' Deluxe Display <table border="1"> <tr> <th>ADVANCED RATE</th> <th>STANDARD RATE</th> </tr> <tr> <td>\$ 4685.65</td> <td>\$ 82,3 052</td> </tr> </table> <p>Package Includes: Installation and dismantling labor One 10' x 20' Standard Carpet 2 Headers One 1.5 meter counter Four shelves 5 Halogen Lights</p> <p>Circle your Carpet Color: Black Blue Burgundy Gray Red Gold</p>	ADVANCED RATE	STANDARD RATE	\$ 4685.65	\$ 82,3 052	 <p>#4</p>	<input type="checkbox"/> Here Display Four: 20' Deluxe Display <table border="1"> <tr> <th>ADVANCED RATE</th> <th>STANDARD RATE</th> </tr> <tr> <td>\$ 5099.05</td> <td>\$ 884,0 2</td> </tr> </table> <p>Package Includes: Installation and dismantling labor One 10' x 20' Standard carpet 1 Header 4 Counters 5 Halogen Lights</p> <p>Circle your Carpet Color: Black Blue Burgundy Gray Red Gold</p>	ADVANCED RATE	STANDARD RATE	\$ 5099.05	\$ 884,0 2
ADVANCED RATE	STANDARD RATE										
\$ 4685.65	\$ 82,3 052										
ADVANCED RATE	STANDARD RATE										
\$ 5099.05	\$ 884,0 2										
 <p>#5</p>	<input type="checkbox"/> Here Display Five: 20'x 20' Island Display <table border="1"> <tr> <th>ADVANCED RATE</th> <th>STANDARD RATE</th> </tr> <tr> <td>\$ 8406.55</td> <td>\$ 32,4 077</td> </tr> </table> <p>Package Includes: Installation and dismantling labor One 20' x 20' Standard carpet 2 Headers 4 Counters</p> <p>Circle your Carpet Color: Black Blue Burgundy Gray Red Gold</p>	ADVANCED RATE	STANDARD RATE	\$ 8406.55	\$ 32,4 077	 <p>#6</p>	<input type="checkbox"/> Here Display Six: 20' x 20' Island Display <table border="1"> <tr> <th>ADVANCED RATE</th> <th>STANDARD RATE</th> </tr> <tr> <td>\$ 9095.85</td> <td>\$ 33,4 6052</td> </tr> </table> <p>Package Includes: Installation and dismantling labor One 20' x 20' Standard carpet 4 Headers 4 Counters</p> <p>Circle your Carpet Color: Black Blue Burgundy Gray Red Gold</p>	ADVANCED RATE	STANDARD RATE	\$ 9095.85	\$ 33,4 6052
ADVANCED RATE	STANDARD RATE										
\$ 8406.55	\$ 32,4 077										
ADVANCED RATE	STANDARD RATE										
\$ 9095.85	\$ 33,4 6052										

SYSTEM ACCESSORIES

CHOOSE YOUR PANELS

	QUANTITY	ADVANCED RATE	STANDARD RATE	Standard and Optional Panel Choices:	ADVANCED RATE	STANDARD RATE
<input type="checkbox"/> Counters 2 meter	_____	\$625.10 ea	\$8140 87 ea	<input type="checkbox"/> White Hardwall	Included	Included
<input type="checkbox"/> Counters 1 meter	_____	\$446.90 ea	\$5,20 7 ea	<input type="checkbox"/> Blue / Gray Velcro - Circle: Blue or Gray	Included	Included
<input type="checkbox"/> Cabinet 1 meter	_____	\$446.90 ea	\$5,20 7 ea	<input type="checkbox"/> Opt Color Hardwall (per panel) - Specify _____	\$ 70.00 ea	\$91.00 ea
<input type="checkbox"/> Shelves 1 meter	_____	\$35.90 ea	\$6800 ea			
<input type="checkbox"/> Arm Light	_____	\$42.55 ea	\$7705 7 ea			
<input type="checkbox"/> Counter Locks	_____	\$25.25 ea	\$540 7 ea			

INDICATE YOUR HEADER SIGN COPY

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

Check which color lettering you would like: BLACK BLUE RED

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

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

Yes, I have completed and enclosed the **Payment Form**

Total: \$ _____

NAME OF CONVENTION EHDI 2012 BOOTH # _____

FIRM NAME _____ PHONE # _____ FAX # _____

ADDRESS _____ CITY _____ STATE _____ ZIP _____

BY _____ (SIGNATURE) EMAIL _____ NAME _____ (PLEASE PRINT) DATE _____

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

MHD-H

Remit To:

HERITAGE

EXPOSITION SERVICES

620 Shenandoah Ave. • St. Louis, MO 63104

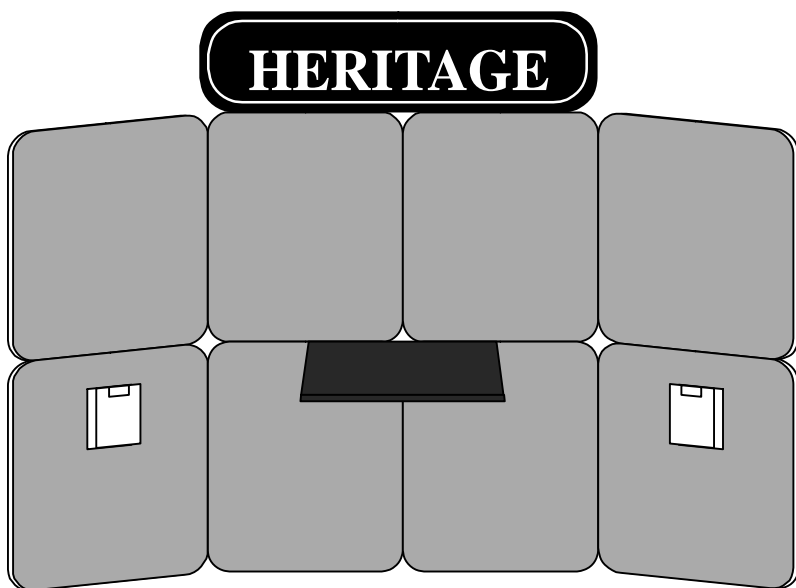
Phone 314/534-8500 • Fax 314/533-0906

RENTAL DISPLAY ORDER FORM

**Deadline Date: Two Weeks Prior
To Show Set-up**

Orders received after Deadline Date will be charged an additional 30% of the Listed Prices and color selections are subject to availability. For your convenience, MasterCard, American Express, Visa and Discover will be accepted. Fax orders will be accepted with enclosed credit card authorization form only. Cancellation Policy - Due to material and labor costs, orders cancelled before move-in begins will be charged 50% of original price. Similarly, orders cancelled after move-in will be charged 100%. Thank you for your understanding.

THE HERITAGE LINE



10' BACKWALL DISPLAY

PACKAGE INCLUDES:

- Labor to install and dismantle exhibit
- Acrylic header sign with company name (white block lettering on black background-special logos additional cost)
- One (1) literature shelf
- Two (2) clear acrylic holders
- Choice of one (1) 9'x10' carpet, one (1) draped table and two (2) chairs selected from the enclosed Furniture/Carpet Rental Order Form

The 10' display consists of eight 34" x 40" panels covered with velcro receptive fabric, "non-tool" connectors and a black 14" x 68" two piece acrylic header to identify your company or product. All graphics attach with velcro.

Four colors available:

Blue Burgundy Grey Black (Check one please)

INDICATE HEADER COPY IN BOX BELOW OR ATTACH

If logo is to be used indicate position and enclose a print or copy of logo desired.

QTY	ITEM	AMOUNT
___	10' Rental Display Pkg @ 897.75..	_____
ACCESSORIES		
___	Arm Lights @ 42.55	_____
(Electric not included)		
___	Literature Shelf @ 31.90	_____
___	Acrylic Holders @ 19.95	_____
TOTAL		_____

NAME OF CONVENTION EHDI 2012 BOOTH # _____

FIRM NAME _____ PHONE # _____ FAX # _____

ADDRESS _____ CITY _____ STATE _____ ZIP _____

BY _____ EMAIL _____ NAME _____ DATE _____

(SIGNATURE)

(PLEASE PRINT)

Please Fax or Mail This Form Promptly To The Address Above-Retain One Copy For Your File

Remit To:

HERITAGE

EXPOSITION SERVICES

620 Shenandoah Ave. • St. Louis, MO 63104
Phone 314/534-8500 • Fax 314/533-0906

BOOTH CLEANING SERVICE ORDER FORM

Discount prices only apply to orders received with full payment at the above address 14 days prior to first day of set up. 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 35¢ per sq. ft. per day
- Vacuuming ONCE before initial opening of Exhibit 30¢ per sq. ft.
- Shampooing ONCE before initial opening of Exhibit 66¢ 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 35¢ per sq. ft. per day
- Cleaning and dusting of display background and furnishings ONCE before initial opening of exhibits 49¢ 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 two-hour intervals during show hours (4 hour minimum per day) \$38.00 per hour

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

Special Instructions _____

TOTAL ORDER AMOUNT \$ _____

NAME OF CONVENTION EHDI 2012 BOOTH # _____

FIRM NAME _____ PHONE # _____ FAX # _____

ADDRESS _____ CITY _____ STATE _____ ZIP _____

BY _____ EMAIL _____ NAME _____ DATE _____
(SIGNATURE)

Please Fax or Mail This Form Promptly To The Address Above-Retain One Copy For Your File

Remit To:

HERITAGE

EXPOSITION SERVICES

620 Shenandoah Ave. • St. Louis, MO 63104
Phone 314/534-8500 • Fax 314/533-0906

SIGN SERVICE ORDER FORM

Discount prices only apply to orders received with full payment at the above address 14 days prior to first day of set up. 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" _____ @	41.25	53.65 = \$ _____	
7"X44" _____ @	48.75	63.40 = \$ _____	
11"X14" _____ @	48.75	63.40 = \$ _____	
14"X22" _____ @	56.25	73.15 = \$ _____	
14"X44" _____ @	66.75	86.80 = \$ _____	
22"X28" _____ @	66.75	86.80 = \$ _____	
28"X44" _____ @	90.00	117.00 = \$ _____	
40"X60" _____ @	139.50	181.35 = \$ _____	
Easel			
Back _____ @	7.50	9.75 = \$ _____	
Sentra _____ x _____ @	16.50 sq.ft.	24.75 sq. ft = \$ _____	

DIGITAL GRAPHICS

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

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

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

Emblems, trademarks, logos, special style lettering, etc., are **inclusive** of the above prices if provided to us in a digital format. Please provide in a PC Vector format if available, or PC Raster is the second option. If you can only provide in Mac format, we will attempt to convert, but cannot guarantee 100% accuracy in conversion. If you have any questions on formats supported, please contact our graphics department.

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

TOTAL _____

NAME OF CONVENTION EHDI 2012 BOOTH # _____

FIRM NAME _____ PHONE # _____ FAX # _____

ADDRESS _____ CITY _____ STATE _____ ZIP _____

BY _____ EMAIL _____ NAME _____ DATE _____

(SIGNATURE)

(PLEASE PRINT)

Please Fax or Mail This Form Promptly To The Address Above-Retain One Copy For Your File.

Remit To:

HERITAGE

EXPOSITION SERVICES

620 Shenandoah Ave. • St. Louis, MO 63104

Phone 314/534-8500 • Fax 314/533-0906

PLANT RENTAL SERVICE ORDER FORM

Discount prices only apply to orders received with full payment at the above address 14 days prior to first day of set up. 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		46.30	60.20	
	4' - 5' GREEN PLANTS		61.75	80.30	
	6' -7' GREEN PLANTS		83.80	108.95	
	8' - 9' GREEN PLANTS		130.10	169.15	
	HANGING PLANTS		48.50	63.05	
	HANGING FERNS		48.50	63.05	

PLANTS AND FLORAL FOR PURCHASE

	*FLOWERING MUM PLANT		33.10	43.05	
	CUT FLORAL ARRANGEMENT - SMALL		61.75	80.30	
	CUT FLORAL ARRANGEMENT - LARGE		130.10	169.15	
	FLORAL BOUTONNIERE		35.30	45.85	
	FLORAL CORSAGE		35.30	45.85	

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.

TOTAL _____

For special arrangements call 314/534-8500

*COLOR DESIRED: YELLOW WHITE PURPLE RUST

NAME OF CONVENTION EHDI 2012 BOOTH # _____

FIRM NAME _____ PHONE # _____ FAX # _____

ADDRESS _____ CITY _____ STATE _____ ZIP _____

BY _____ EMAIL _____ NAME _____ DATE _____

(Signature)

(Please Print)

Please Fax or Mail This Form Promptly To The Address Above-Retain One Copy For Your Files

PR-S



ELECTRICAL / TELEPHONE / AUDIO VISUAL ORDER FORM

**Event Management
Attention: Dan Belmont
Phone: 314.802.3440
Fax: 314.923.3971**

Event Name: _____
Event Date: _____
Requested Service Date: _____
Company/Exhibitor Name: _____
Booth Number: _____
Address: _____
City: _____ State: _____ Zip: _____
Phone number: _____ On Site Contact: _____
Email Address: _____

Phone Service

_____ Dial "9" Telephone with Long Distance Service
\$100.00 Installation Fee/1st day, \$50.00 each additional day
\$1.00 per call outside of the hotel and 800 calls using a long distance carrier

Electrical Service

_____ Single Phase 120v/20 amps @\$37.00 **for additional services please contact
Event Management at 314-802-3440

Audio Visual Service – Internet

If you require Audio Visual Services please contact - Swank Audio Visual at 314-802-3124

Credit Card # _____ Exp. Date _____

Credit Card Holders Name _____

****Please Submit Clear Copy of Actual Credit Card with Order Form for Proper Payment.****

Payment Note: Above credit card will be charged based on estimated charges due at 1 week prior to event start date.

For Office Use Only:

Room Location: _____ BEO #: _____

Dear Sir/Madam,

Please provide all the information requested below to ensure prompt processing of your application. We ask you to please sign and date the form before submission. Please fax the completed form to **St Louis Union Station Marriott at 314-923-3971**.

Cardholder Information

Name as it appears on the credit card: _____

Card type: Visa MC Amex Diners/CB Discover JCB

Account type: Individual (personal credit card)

Corporate | Company Name: _____

Account number: _____ Exp. date: _____

Address: _____
(where statement is mailed)

City, State and Zip: _____

Phone number: _____ Fax or alternate number: _____

Guest Information

Guest name: _____

Company: _____

Phone number: _____ Fax or alternate number: _____

Confirmation number: _____

Arrival date: _____ Departure date: _____

Relation to cardholder: Relative Friend Business Associate Other: _____

Rate Information and Approved Charges

Room rate:* _____ Taxes:* _____ Total daily rate:* _____ Number of nights: _____

*(Rate and tax amount must be provided by a hotel representative in order to complete this form)

All Charges Room & Tax Telephone (LD) Telephone (Local) Restaurant

Room Service Valet (Laundry) Parking HS Internet Access Movies

Other: _____

I certify that all information is complete and accurate. I hereby authorize St. Louis Union Station Marriott to collect payment for all charges as indicated in the Rate Information and Approved Charges section of this form by processing a charge to the credit card listed above. Charges must not exceed _____ for the entire stay/event. I understand that a new form will have to be completed if guest wishes to extend his/her stay. I certify that I am the authorized signer of the credit card listed above.

Cardholder name: (Printed) _____

Cardholder signature: _____ Date: _____

Payment Note: Above credit card will be charged based on estimated charges due at 1 week prior to event start date.

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 "St. Louis Fire Prevention Code".

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

1. All curtains, drapes and decorations must be constructed of flameproof material, or treated with an approved flameproofing solution. (Treatment shall be renewed as often as may be necessary to maintain the flameproofing effect.)
2. No combustible materials, merchandise or signs shall be attached to, hung from, or draped over flameproofed side and rear divider draperies of booths or attached to table skirting facing aisles, unless flameproofed.
3. All exits, hallways and aisles leading from buildings or tents are to be kept clear and unobstructed at all times.
4. No exit door shall be locked, bolted or otherwise fastened or obstructed at any time an exhibit building is open to the public. Moreover, it shall be unlawful to obstruct, or reduce in any manner, the clear width of any doorway, hallway, passageway or other means of egress. Additionally, all required exits shall be so located as to be discernible and accessible with unobstructed access thereto.
5. Access through turnstiles, gates, rails or similar devices shall not be permitted unless such a device is equipped to swing readily in the direction of exit travel under a total force of not more than 15 pounds and/or prior approval of the Fire Marshal.
6. All sawdust, shavings, hay and straw shall be flameproofed, stored and maintained in a manner approved by the Fire Marshal.
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.

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.