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

Thank you for exhibiting at the 25th Annual AAEM Scientific Assembly, March 9-13, in Las Vegas, NV, at the Caesars Palace Las Vegas. We are pleased to present your Exhibitor Service Kit, which includes all the information needed to make your experience in the exhibit hall both rewarding and profitable.

Please review all of the enclosed materials carefully, especially the listing of important dates and deadlines. We have chosen Heritage Exposition Services as the 25th Annual Scientific Assembly’s official general service contractor. If you have any questions regarding the materials in this kit, remember that both the AAEM staff and the staff at Heritage are available to assist you.

Again, thank you for exhibiting at the 25th Annual Scientific Assembly.

We look forward to seeing you in Las Vegas.

Sincerely,

Zenita Hill
Meetings Manager
American Academy of Emergency Medicine
555 E. Wells Street, Suite 1100
Milwaukee, WI 53202
800-884-2236
414-276-3349 (fax)
zhill@aaem.org
www.aaem.org
AAEM19 Rules and Regulations

In applying for exhibit space, exhibitors agree to abide by the following regulations:

ADA Compliance
Each exhibitor is responsible for compliance with the Americans with Disabilities Act (ADA) within its booth and assigned space.

Appearance/Badges
Attire of exhibit personnel should be consistent with the professional atmosphere of the conference. Because of AAEM’s effort to recycle plastic name badge holders, only AAEM-sponsored decals, pins and ribbons may be affixed to attendee or exhibitor badge holders.

Advertising
AAEM does not endorse or promote any products or services related to an exhibit. The use of the AAEM logo, name, annual conference/exhibition artwork, or any representations thereof shall be only at the express written consent of show management. Canvassing or distribution of advertising material by an exhibitor is not permitted outside of the exhibitor’s booth space. Third parties acting on behalf of or representing the exhibitor must adhere to and abide by AAEM rules and regulations.

Demonstrations
Demonstrations by exhibitors should contribute to an attendee’s knowledge in a professional way. Adequate space should be available for demonstrations within the confines of the individual exhibitor’s booth and should not interfere with normal traffic flow nor infringe in any way on neighboring exhibits.

Solicitation/Sales
Exhibitors must remain within their own exhibit spaces when demonstrating products and/or when distributing literature, product samples, or other materials. Exhibitors must not aggressively approach or call out to attendees in a manner not consistent with the professional environment of the conference. Direct selling is not allowed; however, order taking is permitted within the booth if business is conducted in a manner consistent with the professional nature of the exhibits.

Food and Beverage Distribution
AAEM must be notified of an exhibitor’s intent to distribute food or beverage items in the Exhibit Hall. All such items must be approved by AAEM and ordered directly from the Caesars Palace. Exhibitors are not permitted to bring in outside food or beverages.

Subletting/Sharing of Space
Subletting of exhibit space is not permitted. Sharing of exhibit space is not permitted unless it is within divisions of the same company.

Security
Professional security guard service is provided throughout the exhibitor installation and dismantle periods. AAEM provides perimeter hall security after hours during the conference. However, AAEM, the security service, and the Caesars Palace are not responsible for any loss or damage to exhibitor property.

Non-Exhibiting Companies
Canvassing or marketing of any products or services in any part of the exhibit hall or meeting rooms by anyone representing a non-exhibiting firm is strictly prohibited.

Cancellations
Exhibitor booth cancellations should be made in writing and sent to AAEM by January 14, 2019. A full refund minus a processing charge of $100 will apply. No refunds are given for cancellations made after January 14, 2019.

Interruption or Prevention of Exhibition
Each exhibiting company is responsible for obtaining business interruption and property damage insurance in such amounts as deemed appropriate to comply with its obligations hereunder and for its own protection.

Liability
It is the responsibility of the exhibitor to have all licenses, permits, and/or registrations required by the venue, city, municipality and/or state. The exhibitor is responsible for compliance with all applicable tax laws.

FACILITY AND LABOR REGULATIONS
Exhibitors will not affix, nail or otherwise attach anything to the walls, doors, floors or columns, except where a nail strip is provided.

Electrical
All illuminated displays and other equipment requiring electrical current must conform to local electrical codes. Extension cords must be 3-wire grounded and U.L. approved.

Labor
Exhibitors shall be bound by all contracts in effect between service contractors, the Caesars Palace and any labor organizations when applicable. More information on the specific labor regulations in effect will be included in the exhibitor service kit.

AAEM POLICIES
Sanctions for Violations
AAEM reserves the right to reject for any reason any exhibit application submitted; to reject, prohibit or otherwise require modification of any exhibit for any reason that in its opinion is objectionable, may detract from the general character of the conference, and is not in keeping with the policies of AAEM. This reservation refers to companies, persons, products, and/or printed matter. AAEM may impose appropriate sanctions regarding current or future participation in AAEM exhibit programs. In the event of such restrictions or eviction, AAEM will not be liable for any refunds, rentals, or exhibit expenses.
Exhibitor Hotel Reservation Information
25th Annual AAEM Scientific Assembly – Las Vegas, NV – March 9-13, 2019

Hotel Information
Caesars Palace Las Vegas
3570 Las Vegas Boulevard South
Las Vegas, NV 89109
Online Reservations: https://www.aaem.org/aaem19/register/hotel

Phone Reservations: 1-866-227-5944 -- Reference the name of the group as **AAEM19** or use group code **SCAAE9** to secure the room block rate.

Reservation Deadline: February 6, 2019
AAEM encourages attendees to make reservations by this date. After February 6, 2019, regular room rates may apply and availability may not exist. Reservations should be made directly with Caesars Palace Las Vegas.

Room Rates
Single/Double Occupancy - **$239.00**
*plus applicable state and local taxes

Resort Fee
A daily resort fee of **$25.00** per night plus the current occupancy room tax (currently 13.38% subject to change) will be charged to each guestroom.
This fee includes:
- Unlimited local phone calls (no long distance or international calls)
- Two (2) guest admissions per day to the Fitness Center (does not include the use of the spa)
- In-Room internet access to include two (2) devices per room per day (hotel-wide and inter-hotel roaming available at that hotel for an additional fee)

Government/Military Reservations
The hotel will honor the government rate for any qualified guest. Any guest booking the Government rate will be required to show government ID upon check-in. Government rooms may be booked in a variety of ways through central reservations or with hotel directory. If guest is being reimbursed through their government agency, guest should check with their agency’s policies as to their proper booking channels for reimbursement purposes.

Housing Alert!
It has come to our attention that an unauthorized group(s) is soliciting our exhibitors for guest rooms representing itself as the Caesars Palace Las Vegas to make hotel reservations on their behalf. Please note the ONLY official housing provider for the 25th Annual Scientific Assembly is the Caesars Palace Las Vegas. No other housing company or travel agency is authorized to place hotel reservations on behalf of AAEM, its exhibitors or its sponsors.

Cold calls by any party have not been approved by AAEM. Beware that rooms booked on your behalf by any other housing company could carry costs or penalties that you may not be aware of and the rooms booked by unauthorized housing companies are outside of AAEM’s rooming block. You are advised to be cautious of other companies trying to sell rooms on behalf of AAEM. Should you be contacted, please email AAEM at info@aaem.org with details.
Exhibit Hall Schedule
The exhibits will be located in Forum 9-11.

SUNDAY, MARCH 10, 2019
12:00pm-4:00pm Exhibitor Set up
5:45pm-6:45pm Opening Reception in Exhibit Hall

MONDAY, MARCH 11, 2019
7:00AM-8:00AM Poster Set up
9:30am-1:45pm Exhibit Hall Open to Attendees
(Scheduled Attendee Break 9:45am-10:15am)
(Scheduled Attendee Break 12:05pm-1:30pm)
1:45pm-3:00pm Exhibit Hall Closed
3:00pm-5:30pm Exhibit Hall Open to Attendees
(Scheduled Attendee Break 3:25pm-4:00pm)

TUESDAY, MARCH 12, 2019
7:00am-8:00am Poster Set up
9:30am-4:00pm Exhibit Hall Open to Attendees
(Scheduled Attendee Break 9:45am-10:15am)
(Scheduled Attendee Break 12:05pm-1:30pm)
(Scheduled Attendee Break 3:20pm-3:50pm)
4:00pm-6:00pm Exhibitor Breakdown

Exhibit Hall hours are subject to change.

Scientific Assembly Mobile App
Due to the success in previous years, AAEM is again offering the Scientific Assembly mobile app. This app will provide participants with great features for the conference including:
- An event guide
- Speaker profiles
- Evaluations and surveys
- Exhibitor directory
- Handout/PPT document access
- And more!

Download the app by visiting https://eventmobi.com/aaem19/

Follow @AAEMinfo on Twitter and use hashtag #AAEM19 for Scientific Assembly tweets.
ATTENDEE MAILING LABELS REQUEST FORM

AMERICAN ACADEMY OF EMERGENCY MEDICINE
25TH ANNUAL SCIENTIFIC ASSEMBLY • MARCH 9-13, 2019 • LAS VEGAS, NV

Exhibitors may purchase a set of Scientific Assembly attendee mailing labels for one-time use to send promotional, sales, or other literature to every registered conference participant. Because of a significant number of non-member registrants, these labels do not constitute either a partial or complete AAEM membership list, which AAEM does not offer for sale. To order your set of Scientific Assembly attendee mailing labels, complete this form and return it to: AAEM, Attn: Exhibit Manager, 555 East Wells Street, Suite 1100, Milwaukee, WI 53202, Tel: 800-884-2236, Fax: 414-276-3349.

Organization Name: __________________________________________________________________________________________
Contact Person: ____________________________________________________________________________________________
Title: _____________________________________________________________________________________________________
Address: __________________________________________________________________________________________________
City: ____________________________ State: ________ ZIP: __________________
Phone: __________________________ Fax: __________________________
Email address: ______________________________________________________________________________________________

I understand that the information given through use of the Scientific Assembly attendee mailing labels is intended for one-time use only. The list will not be duplicated in any fashion. All names and addresses are property of AAEM.

Signature: __________________________ Date: __________________________

We are requesting (check one): ☐ Pre-registration labels ☐ Post-assembly labels
Sorting Criteria (check one): ☐ Alphabetical by Last Name ☐ Numerical by ZIP Code

Cost = $450 Total Enclosed — Payment must accompany completed form.
Make checks payable to AAEM, or complete credit card information below.

Method of Payment (check one): ☐ Check enclosed ☐ VISA ☐ MasterCard ☐ Discover ☐ American Express

Card Number: __________________________ Exp. Date: __________________________

Cardholder: __________________________ Signature: __________________________

Please note: The AAEM mailing labels are not available in electronic format and are for one-time use only.
SPONSORSHIP REQUEST FORM

Sponsoring an official conference event or activity not only offers a more rewarding experience for attendees, it increases your organization’s visibility among them. In addition, AAEM gives special recognition to sponsors through official signs and prominent listings in the official meeting programs. To secure a sponsorship opportunity, complete the application below.

For a complete description of sponsorship opportunities, please refer to pages 9-10 or contact info@aaem.org for more information.

Company Name:  _____________________________________________________________________________
Exhibit Coordinator Contact:  _____________________________________________________________________
Title:  ___________________________________________________________________________________________________________
Address:  ________________________________________________________________________________________________________
City:  ________________________________________________________   State:  ________________    ZIP:  _______________________
Telephone:  ____________________________________________  Email:  ____________________________________________________

EXHIBITOR SPONSORSHIP OPPORTUNITIES
☐ Conference Notepads ($500)
☐ Bag Inserts ($750)
☐ Pedometers ($1,000)
☐ Water Bottles ($1,000)
☐ USB Memory Stick ($1,000)
☐ Final Program Advertising ($1,200)
☐ Information Video Monitor ($1,200)
☐ Coffee/Refreshment Break ($2,500 - $5,000)
  (One sponsor = $5,000 and two sponsors = $2,500 each)
☐ Social Event Sponsorship ($3,000)
☐ Continental Breakfast ($3,750 - $7,500)
  (One sponsor = $7,500 and two sponsors = $3,750 each)
☐ Exclusive Mobile App Sponsorship ($5,000)
☐ WI-FI Access ($5,000 per day)
☐ AAEM Wellness Sponsorship ($10,000)
☐ Luncheon ($5,000 - $10,000)
  (One sponsor = $10,000 and two sponsors = $5,000 each)
☐ Twitter Monitor ($10,000)
☐ Non-CME Educational Event ($25,000)
☐ Newsletter Advertising

METHOD OF PAYMENT
(check one):
☐ Check enclosed  ☐ VISA  ☐ MasterCard  ☐ Discover
☐ American Express

Card Number:  __________________________________________
Expiration Date:  ________________________________________
Cardholder Name:  _______________________________________
Signature:  _____________________________________________

Return completed application with payment to:
AAEM, Attn: Exhibit Manager
555 East Wells Street, Suite 1100, Milwaukee, WI 53202
Tel: (800) 884-2236  Fax: (414) 276-3349
info@aaem.org

HAVE ANOTHER IDEA? AAEM WILL WORK WITH YOU TO DEVELOP A SPONSORSHIP PROGRAM TAILORED TO YOUR SPECIFIC NEEDS.
CALL AAEM AT (800) 884-2236 TO DISCUSS OTHER OPTIONS.
The American Academy of Emergency Medicine is committed to presenting CME activities that promote improvements or quality in health care and are independent of the control of commercial interests. As part of this commitment, American Academy of Emergency Medicine has outlined in this written agreement the terms, conditions, and purposes of commercial support for its CME activities. Commercial Support is defined as financial, or in-kind contributions given by a commercial interest*, which is used to pay all or part of the costs of a CME activity.

<table>
<thead>
<tr>
<th>TITLE OF CME ACTIVITY</th>
<th>25TH ANNUAL AAEM SCIENTIFIC ASSEMBLY</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACTIVITY LOCATION</td>
<td>Caesars Palace</td>
</tr>
<tr>
<td>ACTIVITY DATE</td>
<td>March 9-13, 2019</td>
</tr>
</tbody>
</table>

| NAME OF COMMERCIAL INTEREST: |

| AMOUNT OF EDUCATIONAL GRANT (DIRECT OR IN-KIND) | $ |

| GRANT WILL BE USED FOR THE FOLLOWING: |
| SPEAKER HONORARIA | SPEAKER EXPENSES (ITEMIZE) | MEETING EXPENSES (ITEMIZE) | OTHER (LIST) |

**TERMS, CONDITIONS, AND PURPOSES**

**INDEPENDENCE**
1. This activity is for scientific and educational purposes only and will not promote any specific proprietary business interest of the Commercial Interest.
2. The Accredited Provider is responsible for all decisions regarding the identification of educational needs, determination of educational objectives, selection and presentation of content, selection of all persons and organizations that will be in a position to control the content of the CME, selection of education methods, and the evaluation of the activity.

**APPROPRIATE USE OF COMMERCIAL SUPPORT**
3. The Accredited Provider will make all decisions regarding the disposition and disbursement of the funds from the Commercial Interest.
4. The Commercial Interest will not require the Accredited Provider to accept advice or services concerning teachers, authors, or participants or other education matters, including content, as conditions of receiving this grant.
5. All commercial support associated with this activity will be given with the full knowledge and approval of the Accredited Provider. No other payments shall be given to the director of the activity, planning committee members, teachers or authors, joint sponsor, or any others involved with the supported activity.
6. The Accredited Provider will, upon request, furnish the Commercial Interest documentation detailing the receipt and expenditure of the commercial support.

**COMMERCIAL PROMOTION**
7. Product-promotion material or product-specific advertisement of any type is prohibited in or during the CME activity. The juxtaposition of editorial and advertising material on the same products or subjects is not allowed. Live or enduring promotional activities must be kept separate from the CME activity. Promotional materials cannot be displayed or distributed in the education space immediately before, during or after a CME activity. Commercial Interests may not engage in sales or promotional activities while in the space or place of the CME activity.
8. The Commercial Interest may not be the agent providing the CME activity to the learners.

**DISCLOSURE**
9. The Accredited Provider will ensure that the source of support from the Commercial Interest, either direct or “in-kind,” is disclosed to the participants, in program brochures, syllabi, and other program materials, and at the time of the activity. This disclosure will not include the use of a trade name or a product-group message. The acknowledgment of commercial support may state the name, mission, and clinical involvement of the company or institution if they are not product promotional in nature.
The Commercial Supporter and the American Academy of Emergency Medicine agree to abide by all requirements of the Accreditation Council for Continuing Medical Education (ACCME) *Standards for Commercial Support of Continuing Medical Education* (appended).

<table>
<thead>
<tr>
<th>NAME OF ACCREDITED PROVIDER</th>
<th>American Academy of Emergency Medicine</th>
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</thead>
<tbody>
<tr>
<td>Tax ID Number</td>
<td>26-3697887</td>
</tr>
<tr>
<td>Contact Person</td>
<td>Janet Wilson</td>
</tr>
<tr>
<td>Email Address</td>
<td><a href="mailto:jwilson@aaem.org">jwilson@aaem.org</a></td>
</tr>
<tr>
<td>Phone Number</td>
<td>414-276-7390</td>
</tr>
<tr>
<td>Fax Number</td>
<td>414-276-3349</td>
</tr>
</tbody>
</table>

**EDUCATIONAL PARTNER (IF APPLICABLE)**

<table>
<thead>
<tr>
<th>Contact Person</th>
<th>Email Address</th>
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<td></td>
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<tr>
<td>Phone Number</td>
<td>Fax Number</td>
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**NAME OF COMMERCIAL INTEREST**

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<th>Address</th>
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<tr>
<td></td>
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<tr>
<td>City, State, Zip</td>
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<tr>
<td></td>
</tr>
<tr>
<td>Contact Person</td>
</tr>
<tr>
<td>Phone Number</td>
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</tbody>
</table>

**AGREED BY AUTHORIZED REPRESENTATIVES**

- **Commercial Interest**
  - Signature and Date
  - Print Name
  - Title

- **Accredited Provider**
  - Signature and Date
  - Janet Wilson
  - Print Name
  - Title
  - Associate Executive Director, AAEM

- **Educational Partner (If applicable)**
  - Signature and Date
  - Print Name
  - Title

* The ACCME defines a Commercial Interest as any proprietary entity producing, marketing, reselling, or distributing health care goods or services consumed by, or used on patients, with the exemption of non-profit or government organizations and non-health care related companies. The ACCME does not consider providers of clinical service directly to patients to be commercial interest.
General Information

Booth Equipment
Each 8’x10’ booth will be set with 8’ high burgundy back drape, 3’ high burgundy side dividers, and a 7” x 44” one-line identification sign.

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

Discount Price Deadline Date
In order to receive advance order discount rates listed on the price sheet, we must receive your order and payment by Wednesday, February 20th, 2019.

Shipments to Advance Warehouse Deadline Date
Heritage will begin receiving freight at the advance warehouse on Friday, February 8th, 2019. To avoid late fees all shipments to the advanced warehouse must arrive no later than Friday, March 1st, 2019.

Show Schedule

Exhibitor Move-In
Sunday March 10th 12:00 p.m. - 4:00 p.m.

Exhibit Hours
Sunday March 10th 5:45 p.m. - 6:45 p.m. Opening Reception in Exhibit Hall
Monday March 11th 9:30 a.m. - 1:45 p.m. Exhibit Hall Open
3:00 p.m. - 5:30 p.m. Exhibit Hall Open
Tuesday March 12th 9:30 a.m. - 4:00 p.m. Exhibit Hall Open

Exhibitor Move-Out
Tuesday March 12th 4:00 p.m. - 6:00 p.m.

• Empty crates and containers will begin being returned at 4:00 p.m., Tuesday, March 12th.
• All carriers must check-in no later than 5:00 p.m. on Tuesday, March 12th. Heritage will begin redirecting all outbound freight not claimed by appointed freight carriers to the preferred show carrier at 5:00 p.m.
• Please refer to the Outbound Shipments Form included in this packet for detailed information regarding outbound shipping procedures.

(Continued on next page)
General Information

Shipping Information

Warehouse Shipping Information:

Exhibitor Company Name and Booth Number
Heritage Trade Show Services
UPS Freight C/O Sunset Transportation
4050 Corporate Center Ste. #300
North Las Vegas, NV 89030

FOR: AAEM 2019

Heritage will accept exhibit materials beginning Friday, February 8th, 2019 at the above address. Material arriving after Friday, March 1st, 2019 will be received at the warehouse with an additional after deadline charge.

Show Site Shipping Address:

Exhibitor Company Name and Booth Number
C/O Heritage Trade Show Services
Caesar’s Palace
3570 S. Las Vegas Blvd.
Las Vegas, NV 89109

FOR: AAEM 2019

Freight will be accepted at show site beginning Sunday, March 10th, 2019. See the Material Handling Instructions within this kit for additional information.

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

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

We Appreciate Your Business
NAME OF CONVENTION  AAEM 2019

EXHIBITING COMPANY

PHONE #

FAX #

ADDRESS

CITY

STATE

ZIP

CONTACT EMAIL

PRINT NAME

SIGNATURE

<table>
<thead>
<tr>
<th>CREDIT CARD PAYMENT</th>
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<tbody>
<tr>
<td>CARD HOLDER’S NAME (Please print)</td>
</tr>
<tr>
<td>CARD HOLDER’S SIGNATURE</td>
</tr>
<tr>
<td>CREDIT CARD BILLING ADDRESS</td>
</tr>
</tbody>
</table>
| 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.

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<thead>
<tr>
<th>ITEM</th>
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<tbody>
<tr>
<td>FURNITURE</td>
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<tr>
<td>CARPET</td>
</tr>
<tr>
<td>SPECIALTY FURNITURE</td>
</tr>
<tr>
<td>ACCESSORIES</td>
</tr>
<tr>
<td>RENTAL UNITS</td>
</tr>
<tr>
<td>ESTIMATED MATERIAL HANDLING/DRAYAGE (Credit Card Required)</td>
</tr>
<tr>
<td>PRIORITY EMPTY CONTAINER RETURN/ACCESSIBLE STORAGE</td>
</tr>
<tr>
<td>ESTIMATED LABOR (Credit Card Required)</td>
</tr>
<tr>
<td>BOOTH CLEANING</td>
</tr>
<tr>
<td>SIGN SERVICE</td>
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</tbody>
</table>

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.
FURNITURE/CARPET RENTAL ORDER FORM

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

<table>
<thead>
<tr>
<th>ITEM #</th>
<th>QTY</th>
<th>FURNITURE</th>
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<tbody>
<tr>
<td>F60</td>
<td></td>
<td>Plastic Side Chair (White)</td>
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<tr>
<td>F50</td>
<td></td>
<td>Padded Sled Base Chair (Gray)</td>
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<tr>
<td>F9</td>
<td></td>
<td>Padded Chair (Gray)</td>
</tr>
<tr>
<td>F10</td>
<td></td>
<td>Padded Arm Chair (Gray)</td>
</tr>
<tr>
<td>F20</td>
<td></td>
<td>Custom Padded Arm Chair</td>
</tr>
<tr>
<td>F30</td>
<td></td>
<td>Padded High Stool (Gray)</td>
</tr>
<tr>
<td>F40</td>
<td></td>
<td>Custom Padded High Stool</td>
</tr>
<tr>
<td>F75</td>
<td></td>
<td>Executive Chair</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>TABLE RISERS COVERED WHITE</th>
</tr>
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<tbody>
<tr>
<td>(Riser Dimension: 10&quot; Wide x 8&quot; high)</td>
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<tr>
<td>F260</td>
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<tr>
<td>F270</td>
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<thead>
<tr>
<th>SPECIAL DRAPE BACKGROUNDS</th>
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<tbody>
<tr>
<td>F280</td>
</tr>
<tr>
<td>F290</td>
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COLORS: □ RED □ BLUE □ TEAL □ BURGUNDY □ HUNTER GREEN
□ PLUM □ GRAY □ BLACK □ WHITE □ GOLD □ EXPO GREEN
*Show colors will be given when color is not selected.

<table>
<thead>
<tr>
<th>ITEM #</th>
<th>QTY</th>
<th>DRAPE DISPLAY TABLE</th>
</tr>
</thead>
<tbody>
<tr>
<td>F110</td>
<td></td>
<td>4' Table - 30&quot; high</td>
</tr>
<tr>
<td>F120</td>
<td></td>
<td>6' Table - 30&quot; high</td>
</tr>
<tr>
<td>F130</td>
<td></td>
<td>8' Table - 30&quot; high</td>
</tr>
<tr>
<td>F140</td>
<td></td>
<td>4' Table - 42&quot; Counter high</td>
</tr>
<tr>
<td>F150</td>
<td></td>
<td>6' Table - 42&quot; Counter high</td>
</tr>
<tr>
<td>F160</td>
<td></td>
<td>8' Table - 42&quot; Counter high</td>
</tr>
<tr>
<td>F170</td>
<td></td>
<td>4th side table drape</td>
</tr>
</tbody>
</table>

8.25% Tax

TOTAL ORDER

NAME OF CONVENTION: AAEM 2019

PHONE #

FAX #

ADDRESS: ____________________________________________________________

CITY: ___________________________ STATE: ___________ ZIP: ____________

EMAIL ORDER CONFIRMATION & INVOICE TO: ____________________________________________________________

CONTACT NAME: ___________________________ DATE: __________________

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

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
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"  
- F120 6' x 2' x 30"  
- F130 8' x 2' x 30"
- F140 4' x 2' x 42"  
- F150 6' x 2' x 42"  
- F160 8' x 2' x 42"

**Undraped Display Tables**
- F190 4' x 2' x 30"  
- F200 6' x 2' x 30"  
- F210 8' x 2' x 30"  
- F220 4' x 2' x 42"  
- F230 6' x 2' x 42"  
- F240 8' x 2' x 42"

Colors:
- Red
- Teal
- Burgundy
- Gray
- Plum
- White
- Hunter Green
- Expo Green
- Gold
- Blue
- Black

Heritage Trade Show Services • Toll Free: 1 (800) 360-4323 • Fax: (314) 534-8050 • exhibitor.services@heritagesvs.com • www.heritagesvs.com
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

<table>
<thead>
<tr>
<th>Choose Color:</th>
<th>Qty.</th>
<th>Product</th>
<th>Advance</th>
<th>Standard</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>9' x 10'</td>
<td>$253.55</td>
<td>$329.60</td>
<td>$</td>
<td></td>
</tr>
<tr>
<td></td>
<td>9' x 20'</td>
<td>$497.80</td>
<td>$647.15</td>
<td>$</td>
<td></td>
</tr>
<tr>
<td></td>
<td>9' x 30'</td>
<td>$744.40</td>
<td>$967.70</td>
<td>$</td>
<td></td>
</tr>
<tr>
<td></td>
<td>9' x 40'</td>
<td>$1,000.25</td>
<td>$1,300.35</td>
<td>$</td>
<td></td>
</tr>
<tr>
<td></td>
<td>9' x Custom</td>
<td>$253.55</td>
<td>$329.60</td>
<td>$</td>
<td></td>
</tr>
</tbody>
</table>

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

*A 8.25% Sales Tax Will Be Added To All Carpet Orders*

### PRESTIGE CARPET - 28oz

<table>
<thead>
<tr>
<th>Choose Color:</th>
<th>Sq. Ft.</th>
<th>Product</th>
<th>Advance</th>
<th>Standard</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Area Carpet</td>
<td>$4.30</td>
<td>$5.55</td>
<td>$</td>
<td></td>
</tr>
</tbody>
</table>

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

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

*A 8.25% Sales Tax Will Be Added To All Carpet Orders*

### PADDING & VISQUEEN

<table>
<thead>
<tr>
<th>Product</th>
<th>Booth Size</th>
<th>Sq. Ft.</th>
<th>Advance</th>
<th>Standard</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Carpet Padding/Per Sq. Ft.</td>
<td>X = X</td>
<td>$2.10</td>
<td>$2.70</td>
<td>$</td>
<td></td>
</tr>
<tr>
<td>Visqueen Covering/Per Sq. Ft.</td>
<td>X = X</td>
<td>$1.25</td>
<td>$1.65</td>
<td>$</td>
<td></td>
</tr>
</tbody>
</table>

*A 8.25% Sales Tax Will Be Added To All Carpet Orders*

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Name of Convention: **AAEM 2019**
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
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.

<table>
<thead>
<tr>
<th>ITEM #</th>
<th>QTY</th>
<th>DISCOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td>A10</td>
<td>1</td>
<td>Wastebasket</td>
</tr>
<tr>
<td>A20</td>
<td></td>
<td>Tripod Easels</td>
</tr>
<tr>
<td>D250</td>
<td></td>
<td>Chrome Sign Holder</td>
</tr>
<tr>
<td>A30</td>
<td></td>
<td>Chrome Stanchion</td>
</tr>
<tr>
<td>A40</td>
<td></td>
<td>Velour Rope 6’ Black</td>
</tr>
<tr>
<td>A50</td>
<td></td>
<td>Coat Tree</td>
</tr>
<tr>
<td>A60</td>
<td></td>
<td>Chrome Bag Rack</td>
</tr>
<tr>
<td>A70</td>
<td></td>
<td>Literature Rack</td>
</tr>
<tr>
<td>A80</td>
<td></td>
<td>Garment Rack 5’</td>
</tr>
<tr>
<td>A90</td>
<td></td>
<td>2 Way Straight Arm Rack</td>
</tr>
<tr>
<td>A100</td>
<td></td>
<td>4 Way Slant Arm Rack</td>
</tr>
<tr>
<td>A106</td>
<td></td>
<td>Raffle Ticket Drum</td>
</tr>
<tr>
<td>A107</td>
<td></td>
<td>Fishbowl</td>
</tr>
<tr>
<td>A110</td>
<td></td>
<td>6’ Tensabarrier</td>
</tr>
</tbody>
</table>

**DISPLAY CABINETS AND COUNTERS**

- Black Fabric
- Gray Fabric
- White PVC

<table>
<thead>
<tr>
<th>ITEM #</th>
<th>QTY</th>
<th>DISCOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td>MD20</td>
<td></td>
<td>Counter 1M x 1/2M x 42' High, W/Shelf</td>
</tr>
<tr>
<td>MD21</td>
<td></td>
<td>Counter Lock</td>
</tr>
<tr>
<td>MD22</td>
<td></td>
<td>Curved Counter 1M x 1/2M x 42' High W/Shelf</td>
</tr>
<tr>
<td>MD23</td>
<td></td>
<td>Counter Lock</td>
</tr>
<tr>
<td>MD30</td>
<td></td>
<td>Cabinet 1M x 1/2M x 42’ (White Only/ Comes With Lock &amp; Shelf)</td>
</tr>
</tbody>
</table>

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

8.25% Tax

**TOTAL ORDER**

---

NAME OF CONVENTION: **AAEM 2019**

EXHIBITING COMPANY

PHONE #

FAX #

ADDRESS

CITY

STATE

ZIP

EMAIL ORDER CONFIRMATION & INVOICE TO

CONTACT NAME

(Print & Sign)
Accessories:

- A10 Wastebasket
- A20 Tripod Easel
- D250 Chrome Sign Holder
- A30 Chrome Stanchion
- A40 Velour Rope 6’ Black
- A50 Coat Tree
- A60 Chrome Bag Rack
- A70 Literature Rack
- A80 Garment Rack 5’
- A90 2 Way Straight Arm Rack
- A100 4 Way Slant Arm Rack
- A110 6’ Tensabarrier
- A106 Raffle Ticket Drum
- A107 Fishbowl
Display

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
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
D120 Slatwall Waterwalls Hooks
D140 4' Full View Showcase
D150 6' Full View Showcase
D160 4' Quarter View Showcase
D170 6' Quarter View Showcase
D20 Vertical Tackboard
D120 Horizontal Tackboard
MD30 Display Cabinet 1 Meter
MD20 Display Counter 1 Meter
MD21 Display Counter 2 Meter
MD22 Curved Counter 1 Meter
MD23 Radius Counter 1 Meter Dia.
TRADE SHOW FURNISHINGS

Product Guide

Featuring:
- POWERED Collections
- Modular Seating
- Executive Seating
- Communal Tables
- Barstools
Power Up In Style.

ROMA
CHRPWR Chair, Powered
(white vinyl) 37"L 31"D 33"H

ROMA
SFAPWR Sofa, Powered
(white vinyl) 76"L 31"D 33"H

Powered Seating

Empower attendees at your next show with functional charging furniture from CORT and make searching for wall outlets history. From soft seating and tables to pedestals and lamps, our complete charging collection lets you Power Up the Possibilities. Charging adapters are available to rent for all powered products.
Powered Tables

Please Note: Client is responsible for providing labor and an electrical power source to the furniture. One 110V power source is required for each charging panel. Two charging units can be daisy chained together, 10A max per charging panel.

A) NPLCHP
Naples Chair, Powered
(black vinyl)
36"L 30"D 33.25"H

B) NPLSOP
Naples Sofa, Powered
(black vinyl)
67"L 30"D 33.25"H

C) NPLLOP
Naples Loveseat, Powered
(black vinyl)
62"L 30"D 33.25"H

Sydney Powered Cocktail Tables
D) C1WP
(white, brushed steel)
48"L 26"D 18"H

E) C1YP
(black, brushed steel)
48"L 26"D 18"H

Ventura Powered Tables
A) VNTWHT Bar
(white top)
72.25"L 26.25"D 42"H

B) VNTBLK Bar
(black top)
72.25"L 26.25"D 42"H

G30 Powered Tables
C) G30DWP Café
72"L 26"D 30"H

Charging Adapters
F) ADAPTWTW (white)
G) ADAPTBLK (black)
Power Banquettes.

MODULAR SYSTEM
Create round banquettes or custom serpentine seating. The Power Banquette system has 3 AC and 2 USB plugs built into the center cone so your client will never be left powerless. Center power cone may also be rented as a free standing charging station.

BNQL7 Center Cone
w/Electrical Charging Outlet
(white vinyl)
33"RND 31"H

BNQ417 Full Banquette
w/Electrical Charging Outlet
(white vinyl)
72"RND 31"H

BNQR17 Ottoman Ring
(4 ottoman seats)
(white vinyl)
72"RND 18"H

BNQ47 Quarter Curve Ottoman
(white vinyl)
53"L 22"D 18"H

WHT12 Half Bench Ottoman
(white vinyl)
39"L 22"D 18"H
Powered Pedestals

Please Note: Client is responsible for providing labor and an electrical power source to the furniture. One 110V power source is required for each charging panel. Two charging units can be daisy chained together. 10A max per charging panel.

- **A**) PDL36W (white)
  - 24”L 24”D 36”H
- **B**) PDL42W (white)
  - 24”L 24”D 42”H
- **C**) PDL36B (black)
  - 24”L 24”D 36”H
- **D**) PDL42B (black)
  - 24”L 24”D 42”H

Charging Adapters
- **E**) ADAPTW (white)
- **F**) ADAPTB (black)

Charging adapters are available to rent for all powered products.

(The flip top electrical units rotate 180 degrees, allowing devices to be charged from inside the locked cabinet or on the surface)

---

Powered Tech Desk

A) TECH3B Tech Desk, Powered w/ 3 Drawer File Cabinet
  - (black metal, laminate)
  - 60”L 30”D 30”H

B) TECH Tech Desk, Powered
  - (black metal, laminate)
  - 60”L 30”D 30”H

C) TECH3 3 Drawer File Cabinet on Castors
  - (black metal, laminate)
  - 16”L 20”D 28”H

Charging Adapter
D) ADAPTB (black)

Charging adapters are available to rent for all powered products.
Soft Seating
Create Engaging Booth Environments

HOPI
(gray linen)
HOP CH, Chair
21" L 25" D 34" H
HOPLV, Loveseat
48" L 25" D 34" H

PEDESTAL
PDL42W
Powered Locking
(white)
24" L 24" D 42" H

CAFÉ TABLE
30WHHC
Hydraulic Chrome Base
( laminate white top)
30" Round 29" H

REGIS
REGOTT End Table
(brushed steel)
16" L 15.5" D 14.5" H

MARCHE
MAR010 Swivel Ottoman
(blue fabric)
17" RND 18" H
Soft Seating Collections

BAJA
A) BChWHT Chair
   (white vinyl)
   36’L 30.5”D 28”H
B) BLVWHT Loveseat
   (white vinyl)
   61’L 30.5”D 28”H

FAIRFAX
A) FAIRSW Sofa
   (white vinyl, brushed metal)
   62’L 26”D 30”H
B) FAIRCW Chair
   (white vinyl, brushed metal)
   27’L 26”D 30”H

NAPLES
A) NPLCHR Chair
   (black vinyl)
   36’L 30”D 33.25”H
   NPLCHP (Powered)
B) NPLSOF Sofa
   (black vinyl)
   87’L 30”D 31.25”H
   NPLSOP (Powered)
C) NPLLOV Loveseat
   (black vinyl)
   62’L 30”D 33.25”H
   NPLLOP (Powered)
Munich Collection
Modular Seating to Design Custom Exhibits

MUNICH
MNCHSC Sectional 3pc. (gray fabric)
93.5" L 27" D 28.5" H

SILVERADO
C1E Cocktail Table (glass, chrome)
36" Round 17" H

MNCHCH Munich Armless Chair (gray fabric)
22.5" L 27" D 28.5" H

MNCHCC Munich Corner Chair (gray fabric)
26" L 27" D 28.5" H

MNCHLY Munich Armless Loveseat (gray fabric)
45" L 27" D 28.5" H
Soft Seating Collections

ALLEGRO
A) CHR002 Chair (blue fabric)
36"L 34.5"D 30"H
B) SFA002 Sofa (blue fabric)
73"L 34.5"D 30"H

TANGIERS
A) TANSOF Sofa (beige textured)
78"L 37"D 36"H
B) TANCHR Chair (beige textured)
34"L 37"D 36"H
C) TANLOV Loveseat (beige textured)
57.5"L 37"D 37"H

KEY LARGO
A) KEYCHR Chair (black fabric)
35"L 35"D 34"H
B) KEYLOV Loveseat (black fabric)
52"L 35"D 34"H
C) KEYSOF Sofa (black fabric)
79"L 35"D 34"H

SOUTH BEACH
A) SO1 Sofa (platinum suede)
69"L 29"D 33"H
B) OTS Ottoman (platinum suede)
25"L 31"D 18"H
C) SO2 Sofa Sectional 3pc. (platinum suede)
152"L 40"D 33"H
Accent Chairs

KEY WEST
OCB Chair
(black)
31" L 31" D 31" H

MADGRY Arm Chair

MADDEN
MADGRY Arm Chair
(light gray vinyl)
27" L 32" D 33" H

SWANSON
SWAN Swivel Chair
(white vinyl)
28" L 25" D 30" H
Accent Chairs

A) BCW
Madrid Chair (white vinyl)
30”L 30”D 31”H

B) OCH
Madrid Chair (black vinyl)
30”L 30”D 31”H

C) FURCW Chair
(white vinyl, brushed metal)
27”L 26”D 30”H

D) LABREA
La Brea Swivel Chair
(charcoal gray, fabric)
35”L 27”D 40”H

E) MUNCH
Munich Armless Chair
(gray fabric)
22.5”L 27”D 28.5”H

F) HOPCH, Chair
(gray linen)
21”L 25”D 34”H

Meeting & Stage Chairs

Meeting Chair
25.5”L 23.5”D 34”H

A) OCMESP (espresso vinyl)
B) OCM TAU (taupe fabric)
C) OCM WHT (white vinyl)
Group Seating

**ZENITH**
A) ZENCHR Chair (white, chrome)
   18"L x 22"D x 32"H
B) 30MAHC
   Madison Hydraulic Café Table
   (chrome base, gray arapu top)
   30"RND x 29"H

**LAGUNA**
C) LMCHR Chair (maple, chrome)
   18"L x 19"D x 34"H
D) 30WHHC
   Round Café Table
   (white laminate top, chrome hydraulic base)
   30" Round x 29"H

**MALBA**
MALGRY Chair (gray)
20"L x 20"D x 32"H

**MALBA**
MALGRN Chair (green)
20"L x 20"D x 32"H
Styles & Shapes

Berlin Chair
18"L 22"W 32"H
A) CS8 (black, white)
B) CS9 (red, white)
C) CS4
Syntax Chair
(black, chrome)
23"L 19"W 32.25"H

D) XCHR
Christopher Chair
(white vinyl, chrome)
17"L 19"W 35"H
E) CH002
Wendy Chair
(clear acrylic)
16"L 20"W 36"H
F) SC10
Razor Armless Chair
(white)
15.38"L 15.5"W 30.5"H

G) SC3
Brewer Chair
(onyx, black)
20"L 20"W 32"H
H) XC6
Altura Guest Chair
(black crepe)
25"L 20"W 34"H

Mix & Match
Create the ultimate seating configuration. Choose from a variety of shapes and sizes to design the perfect look.

I) RSTDIN Rustique Chair w/arms (gunmetal) 20"L 18"W 31"H
J) DUET Duet Chair (black, chrome) 21"L 23"W 33"H
VIBE CUBE
18"L 18"D 18"H
A) VIB09 (white vinyl)
B) VIB10 (black vinyl)
C) VIB11 (steel blue vinyl)
D) VIB13 (purple vinyl)
E) VIB12 (silver vinyl)
F) VIB07 (beige vinyl)
G) VIB04 (red vinyl)
H) VIB06 (gold/brownze vinyl)
I) VIB01 (green vinyl)
J) VIB03 (pink vinyl)
K) VIB05 (yellow vinyl)
L) VIB02 (blue vinyl)
M) VIB08 (orange vinyl)
**Styles & Shapes**

- **Marche Swivel**
  - **Marche Swivel Ottomans**
    - A) MAR001 (white vinyl)
    - B) MAR005 (red fabric)
    - C) MAR009 (pear yellow fabric)
    - D) MAR007 (plum fabric)
    - E) MAR010 (blue fabric)
    - F) MAR002 (gray fabric)
    - G) MAR006 (rose quartz fabric)
    - H) MAR003 (linen fabric)
    - I) MAR004 (raspberry fabric)
    - J) MAR008 (meadow green fabric)

- **Beverly Bench**
  - 60"L 20"D 18"H
    - A) BVLYWH (white vinyl)
    - B) BVLYBK (black vinyl)
    - C) BVLYGR (gray fabric)
    - D) BVLYRD (red fabric)
    - E) BVLYOB (ocean blue fabric)
    - F) BVLYLN (linen fabric)
    - G) BVLYBN (brown fabric)

- **ENDLESS Square**
  - 34"L 34"D 15"H
    - I) END02B (black)
    - J) END02W (white)

- **ENDLESS Curved**
  - 60.5"L 37.5"D 15"H
    - K) END01B (black)
    - L) END01W (white)

- **M) BNQ7 Quarter Curve**
  - 53"L 22"D 18"H
    - M) BNQ7 Quarter Curve
      - N) BNQR17 Ring
        - Q) REGBEN Regis Bench
          - 47"L 15.5"D 16"H

- **O) SAL Sally Stool**
  - 20"L 20"D 20"H

- **P) CUBL20 Edge LED Cube**
  - white plastic

- **Q) REGBEN Regis Bench**
  - 47"L 15.5"D 16"H

- **H) WHT12 Half Bench**
  - white vinyl
  - 39"L 22"D 18"H
Accent Tables

**ALONDRA**

Cocktail Table
47" L 24" D 16" H
A) ALC100 (glass, chrome)
B) ALC200 (wood, chrome)

End Table
20" L 20" D 20" H
C) ALE100 (glass, chrome)
D) ALE200 (wood, chrome)

**GEO**

Cocktail Table
50" L 22" D 16" H
A) C1C (glass, chrome)
B) C1FWB (wood, black)

End Table
26" L 26" D 20" H
C) E1C (glass, chrome)
D) E1FWB (wood, black)
Styles & Shapes

SYDNEY
(brushed steel)
Cocktail Tables
48"L 26"D 18"H
A) CIW (white)
CIWP (Powered)
B) CIY (black)
ClYP (Powered)

End Tables
23"L 23"D 22"H
C) E1W (white)
D) E1Y (black)

REGIS
(brushed metal)
E) REGIEN Bench Table
47"L 15.5"D 16"H
F) REGOTT End Table
16"L 15.5"D 16.5"H

SILVERADO
(glass, chrome)
G) E1E End Table
24" Round 22"H
H) C1E Cocktail Table
36" Round 17"H

OLIVER
(walnut finish)
I) EOli End Table
22" Round 22"H
J) COli Cocktail Table
47"L 27"D 19"H

RUSTIC
(wood)
K) ETBL E-Table
21"L 15.5"D 27.5"H
L) TMOTBL Timber Table
16" Round 17"H

M) AURA
Aura Round Table
(white metal)
15" Round 22"H

N) CUBTBL Edge LED
Cube Table
(plexi top, white plastic)
20"L 20"D 20"H
A/C power only
Café Tables

A) 30MAHC Madison Hydraulic Café Table
   (chrome base, gray acajou top)
   30"RND 29"H

B) MALGRN Malba Chair
   (green)
   20"L 20"D 32"H

30" Round Café Tables

A) ZTH (liquid steel blue top)
B) ZTB (red top)

Hydraulic Chrome Base

A) ZTH (liquid steel blue top)
B) ZTB (red top)
C) 30WHHC (white laminate top)
D) 30STHC (silver textured)

E) CS4 Syntax Chair
   (black, chrome)
   23"L 19"D 32.25"H
Choose your base, black or chrome, then pick a color that suits your design.

- **MAPLE**
- **WHITE LAMINATE**
- **SILVER TEXTURED**
- **GRAPHITE NEBULA**
- **LIQUID STEEL BLUE**
- **RED**
- **MADISON/GRAY ACAJOU**

**Café Tables**
- Standard Black Base
  - 30" Round 29"H
    - A) ZTG (silver textured)
    - B) ZT (graphite nebula)
    - C) ZTK (maple)
    - D) 30WH29 (white laminate)
    - E) ZTA (Madison/gray acajou)
- 36" Round 29"H
  - F) ZTQ (white laminate)
  - G) ZTN (graphite nebula)
  - H) ZTP (maple)

**Café Tables**
- Hydraulic Chrome Base
  - 30" Round 29"H
    - I) 30SBHC (liquid steel blue)
    - J) 30GRHC (graphite nebula)
    - K) 30MTHC (maple)
    - L) 30BRHC (red)
  - 36" Round 29"H
    - M) 36WTHC (white laminate)
    - N) 36GRHC (graphite nebula)
    - O) 36MTHC (maple)

**Mix & Match**
Create the ultimate look. Choose from a wide variety of colorful Group Seating for the perfect style.

A) ZEN/CHR Zenith Chair (white, chrome) 18.25"L 22"D 32"H
B) DUET Duet Chair (black, chrome) 21"L 23"D 33"H
Bar Tables

A) 30WHHB
30" Round Bar Table
(white laminate top, chrome hydraulic base)
30" RND 45° H

B) APS12
Apex Barstools
(blue ultra suede)
21" L 21" D 33" H

C) 30SBHB
30" Round Bar Table
(liquid steel blue top, chrome hydraulic base)
30" RND 45° H

D) LMBAR
Laguna Barstool (maple, chrome) 18" L 20" D 47" H

E) RSTSQT
Rustique Square Metal Bar Table
(gunmetal)
23.75" L 23.75" D 41.25" H

F) RSTSTL
Rustique Barstool
(gunmetal)
13" L 13" D 30" H
Customize And Create

Choose your base, black or chrome, then pick a color that suits your design.

Bar Tables
Standard Black Base
30" Round 42" H
A) VTJ (graphite nebula)
B) VTK (maple)
C) VTG (silver textured)
D) VTB (red)
E) 30WH42 (white laminate)
F) VTH (liquid steel blue)
G) VTA (Madison/gray acajou)

30" Round 42" H
H) VTW (white laminate)
I) VTN (graphite/nebula)
J) VTP (maple)

Hydraulic Chrome Base
30" Round 45" H
K) 30GRHB (graphite nebula)
L) 30MTHB (maple)
M) 30STHB (silver textured)
N) 30BRHB (red)

36" Round 45" H
O) 36WH42 (white laminate)
P) 36GRHB (graphite nebula)
Q) 36MTHB (maple)

Style & Design
Create the right look. Choose from a wide variety of Bar Table heights and colors for the perfect look.

R) 30MAHB 30" Round Bar Table w/Hydraulic Chrome Base (Madison/gray acajou) 30" RND 45" H
S) ZENBAR Zenith Barstool (white, chrome) 19"L 20"D 44"H
LIFT BARSTOOLS
15” Round 23-33.5” H
A) ROLLWH (white vinyl)
B) ROLLRED (red vinyl)
C) ROLLBL (black vinyl)
D) ROLLGY (gray vinyl)
**Styles & Shapes**

- **Apex Barstools**
  - 21"L 21"D 33"H
  - A) APS08 (black vinyl)
  - B) APS59 (red vinyl)
  - C) APS75 (white vinyl)
  - D) APS12 (blue ultra suede)

- **Zoey Barstools**
  - 15"L 16"D 30-34.75"H
  - E) BS002 (white, chrome)
  - F) BS003 (black, chrome)

- **Banana Barstools**
  - 21"L 22"D 41.75
  - G) BSS (black, chrome)
  - H) BST (white, chrome)

- **Oslo Barstools**
  - 17"L 20"D 45"H
  - I) BS 001 (blue)
  - J) BSC (white)

- **K) XBAR Christopher Barstool**
  - (white vinyl, chrome)
  - 19"L 15"D 41"H

- **L) BS001 Shark Barstool**
  - (white, chrome)
  - 22"L 19"D 34-44"H

- **M) BSR Syntax Barstool**
  - (black, chrome)
  - 23"L 19"D 43.25"H

- **N) RSTSTL Rustique Barstool**
  - (gunmetal)
  - 13"L 13"D 30"H

---

**Mix & Match**

Create the ultimate look. Choose from a wide variety of select Bar Seating for the perfect style.

- **O) ZEN BAR Zenith Barstool** (white, chrome) 19"L 20"D 44"H
- **P) LM BAR Laguna Barstool** (maple, chrome) 18"L 20"D 47"H
Conference Tables

42” Round Conference Table
42”RD 29”H
A) CONF42 (white laminate)
B) CB1 (graphite nebula)
C) CB8 (Madison/gray acajou)

MADISON
(Madison/gray acajou)
D) MADC05 5’ Table
60”L 48”D 29”H
E) MADC08 8’ Table
96”L 60”D 29”H
F) MADC10 10’ Table
120”L 48”D 29”H

PHRUSB
Powered Conference Table Module
(black) 5”L 2.25”D 2”H
Includes 2 AC and 2 USB outlets. Available for all conference tables except the Geo, Merlin, Atomic and Work Tables.
### Styles & Shapes

#### Atomic Round Tables
- (glass, chrome)
  - A) 42ATO 42"RND 30"H (not shown)
  - 36ATO 36"RND 30"H

#### Geo Rounded Square Tables
- 42"L 42"D 29"H
- C) CE1 (glass, chrome)
- D) CF1 (glass, black)

#### Geo Rectangular Tables
- 60"L 36"D 29"H
- E) CF2 (glass, black)
- D) CE2 (glass, chrome)

#### Merlin Multi Use Table
- G) MERLIN Merlin Multi Use Table
- (gray laminate, black)
- 46"L 29"D 30"H

#### WD3 Work Table
- H) WD3 Work Table
- (white laminate, white)
- 48"L 24"D 30"H

#### Conference Tables
- (graphite nebula)
- I) CB3 8' 96"L 48"D 29"H
- J) CB2 6' 72"L 42"D 29"H

#### Conference Tables
- (granite)
- K) CS08GR 8' 96"L 44"D 29"H
- L) CT10GR 10' 120"L 46"D 29"H
- M) CT06GR 6' 72"L 36"D 29"H

### Mix & Match

- N) PROEXB Pro Executive High Back Chair (black vinyl) 25"L 24"D 48"H Adjustable.
- O) PROMID Pro Executive Mid Back Chair (white vinyl) 24"L 22"D 40"H Adjustable.
Executive Seating

Pro Executive High Back Chair
25"L 24"D 48"H Adjustable
A) PROEXE (white classic vinyl)
B) PROEXB (black vinyl)

PROMDB Pro Executive Mid Back Chair
(black vinyl)
24"L 22"D 40"H Adjustable

PROMID Pro Executive Mid White Chair
(white vinyl)
24"L 22"D 40"H Adjustable

PROGB Pro Executive Guest Chair
(black vinyl)
24"L 22"D 36"H

SY1 Altura Steno Chair
(black crepe)
25"L 26"D 21"H
Communal and Powered Tables

Choose from Powered, Solid or Grommet Hole Table Tops.

**Ventura Bar Tables**
- A) VNTBLK (black top)
- B) VNTWHT (white top)
- C) VNTMNP (solid)
- D) VNTBMW (grommets)
- E) VNTBWW (grommets)

**Ventura Communal Bar Tables**
- (silver frame) 72.25"L 26.25"D 42"H
- Maple Top
- B) VNTMNP (solid)
- VNTBMW (grommets)
- White Top
- C) VNTBW W (grommets)
- VNTWNP (solid)
- Black Top
- VNTBNP (solid)

**G30 Cafe Tables**
- (silver frame) 72"L 26"D 30"H
- A) G30DWP (silver frame, white top)
- B) G30DMS (solid)
- C) G30DMW (grommets)
- White Top
- D) G30DSW (solid)
- E) G30DWW (grommets)

**Table Top Options**
- Colors not available in all table options.
- Please check options listed to the right.

**G30 Cafe Tables**
- (silver frame) 72"L 26"D 30"
- Maple Top
- B) G30DMS (solid)
- C) G30DMW (grommets)
- White Top
- D) G30DSW (solid)
- E) G30DWW (grommets)
Office Essentials

MADISON
A) JD8 Madison Executive Desk
   (gray acacia) 60’L x 30’W x 29’H
B) CR8 Madison Credenza
   (gray acacia) 60’L x 20’D x 29’H

C) PROM DB Pro Executive
   Mid Back Chair
   (black vinyl)
   24’L x 22’D x 40’H Adjustable
D) PRO EXE Pro Executive
   High Back Chair
   (white classic vinyl)
   25’L x 24’D x 48’H Adjustable
**TECH COLLECTION**

A) TECH3B Tech Desk, Powered, w/3 Drawer File Cabinet  
   (black metal, laminate)  
   60"L 30"D 30"H

B) TECH Tech Desk, Powered  
   (black metal, laminate)  
   60"L 30"D 30"H

C) TECH3 3 Drawer File Cabinet on Castors  
   (black metal, laminate)  
   16"L 20"D 28"H

**LIGHTING & PRODUCT DISPLAY**

**ACCENT LAMPS**

MASON LAMPS  
   (brushed silver)
   A) LA15 Floor Lamp  
      18" Round 55"H
   B) LA14 Table Lamp  
      16" Round 26"H

**SHELVING**

C) PSHCCS  
   Posh Shelving  
   (Chrome, Acrylic)  
   36"L 18"D 72"H
   D) BC8  
   Madison Bookcase  
   (gray acajou)  
   36"L 12"D 72"H

**POWERED DETAIL**

Denotes AC and USB charging outlets

Charging adapters are available to rent for all powered products.
Show Essentials

Suggested Uses of Martini Bar

MARTINI BAR
A) BRC Martini Bar Circle
   Comprised of three BR1 Martini Bars
   100"L 100"D 45"H

B) BR1 Martini Bar
   (gray metal, frosted glass top)
   67"L 22"D 45"H

REFRIGERATORS
C) R1R Large
   (White, 14.0 cubic feet)
   28"L 28"D 64"H

D) R1Q Small
   (White, 4.0 cubic feet)
   20"L 22"D 33"H
LIGHTED PRODUCTS

LED light available in white, red, green, blue and rolling color.

A) CUBL20 Edge LED Cube Ottoman
   (white plastic)
   20"L 20"D 20"H
   A/C power only

B) CUBTBL Edge LED Cube Table
   (plexi top, white plastic)
   20"L 20"D 20"H
   A/C power only

MOBILE TABLET STANDS & ACCESSORIES

Denotes AC and USB charging outlets

TABLET STANDS

A) TBSTND (black)
   14"L 13"D 44.5"H

B) TBSTDW (white)
   14"L 13"D 44.5"H

ACCESSORIES

C) TBBCHR
   Brochure Holder
   (black)
   8.625"L 1.1"D 11.325"H

D) TBSHLF
   Charging Shelf
   (black)
   14.85"L 7.17"D 1"H

E) TBPNTR
   Wireless Printer Holder
   (black)
   3.3"L 1.9"D 5.28"H
Nationwide Service
24 hours a day, 7 days a week, 365 days a year

CORT Trade Show Furnishings is proud to offer this collection of the highest quality, design-oriented furnishings. Our nationwide distribution and professional staff is dedicated to the success of your exhibit. Make CORT Trade Show Furnishings your furniture solution.
### ORDER INFORMATION

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### PRICING & PAYMENT INFORMATION

- Advance Price Deadline Date: Please email or fax both pages to: Heritage Trade Show Services 620 Shenandoah Ave. St. Louis, MO 63104
  - Phone: 314-534-8500
  - Fax: 314-534-8505

- Sales Tax Rate: $86,540.00

### LATE ORDERS

- Orders received within 7 days prior to show opening are subject to a 30% late order fee.
- Cancellations made after move-in begins receive no refund.

- Late Order Fee: $45,823.40

### ORDER INFORMATION

- Exhibiting Co:
- Address:
- City, State, Zip:
- Phone:
- Fax:
- Contact:
- Email:
- Authorized By:

### DELIVERY INFORMATION

- Show Name: Show Date:
- Contractor: Heritage Trade Show Services
- Booth Number:
- Venue:

### PRICE INFORMATION

- Advance Price Deadline Date: $324.80
- Total: $324.80

### PLEASE INCLUDE THE HERITAGE METHOD OF PAYMENT FORM WHEN YOU SUBMIT YOUR ORDER FORMS.
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Choose Your Exhibit - Check One

☐ **MD01 DISPLAY ONE: 10’ STANDARD DISPLAY**
  Package Includes:
  - Installation and dismantling labor
  - 1 Header
  - One 10’ x 10’ Standard Carpet
  - One 1 meter counter
  - Three Arm Lights
  - Advance Rate: $2,096.75
  - Standard Rate: $2,725.75

☐ **MD02 DISPLAY TWO: 20’ STANDARD DISPLAY**
  Package Includes:
  - Installation and dismantling labor
  - One 10’ x 20’ Standard carpet
  - Two Headers
  - One 2 meter counter
  - Two 1 meter counters
  - 6 Halogen Lights
  - Advance Rate: $4,801.25
  - Standard Rate: $6,241.60

☐ **MD03 DISPLAY THREE: 20’ DELUXE DISPLAY**
  Package Includes:
  - Installation and dismantling labor
  - One 10’ x 20’ Standard Carpet
  - 2 Headers
  - One 1.5 meter counter
  - Four shelves
  - 5 Halogen Lights
  - Advance Rate: $5,165.90
  - Standard Rate: $6,715.65

☐ **MD04 DISPLAY FOUR: 20’ DELUXE DISPLAY**
  Package Includes:
  - Installation and dismantling labor
  - One 10’ x 20’ Standard carpet
  - 1 Header
  - 4 Counters
  - 5 Halogen Lights
  - Advance Rate: $5,621.70
  - Standard Rate: $7,308.25

☐ **MD05 DISPLAY FIVE: 20 X 20 ISLAND DISPLAY**
  Package Includes:
  - Installation and dismantling labor
  - One 20’ x 20’ Standard carpet
  - 2 Headers
  - 4 Counters
  - Advance Rate: $9,268.25
  - Standard Rate: $12,048.70

☐ **MD06 DISPLAY SIX: 20 X 20 ISLAND DISPLAY**
  Package Includes:
  - Installation and dismantling labor
  - One 20’ x 20’ Standard carpet
  - 4 Headers
  - 4 Counters
  - Advance Rate: $10,027.95
  - Standard Rate: $13,036.30

Choose Your Panels
Standard and Optional Panel Choices

- **White Hardwall**
- **Black/Gray Velcro** - Circle: Black or Gray
- **Opt. Color Hardwall (per panel)** - Specify

- **Advanced Rates:** Included
  - **Included** $70.00 ea.
  - **Included** $91.00 ea.

Indicate Your Header Sign Copy

Your company name will be printed in block lettering on the White Header sign.
Check which color lettering you would like:  ☐ Black  ☐ Blue  ☐ Red

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

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

☐ Yes, I have completed and enclosed the Payment Form  Sub. Total__________

8.25% Tax  Sub. Total__________

TOTAL ORDER__________

NAME OF CONVENTION  AAEM 2019

EXHIBITING COMPANY ___________________________________________________________

PHONE # ___________________________ FAX # ___________________________

ADDRESS ___________________________________________ CITY ____________________ STATE ______ ZIP __________

EMAIL ORDER CONFIRMATION & INVOICE TO ___________________________________________

CONTACT NAME ___________________________________________ DATE ___________________________

(Print & Sign)
Modular Displays

MDO1 Modular Hardwall Display Package 1
MDO2 Modular Hardwall Display Package 2
MDO3 Modular Hardwall Display Package 3
MDO4 Modular Hardwall Display Package 4
MDO5 Modular Hardwall Display Package 5
MDO6 Modular Hardwall Display Package 6
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:

<table>
<thead>
<tr>
<th>EXHIBITOR COMPANY NAME</th>
<th>HERITAGE TRADE SHOW SERVICES</th>
</tr>
</thead>
<tbody>
<tr>
<td>UPS FREIGHT C/O SUNSET TRANSPORTATION</td>
<td></td>
</tr>
<tr>
<td>4050 CORPORATE CENTER STE. #300</td>
<td></td>
</tr>
<tr>
<td>NORTH LAS VEGAS, NV 89030</td>
<td></td>
</tr>
<tr>
<td>FOR: AAEM 2019</td>
<td></td>
</tr>
</tbody>
</table>

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

**RATES FOR DELIVERIES TO WAREHOUSE**

<table>
<thead>
<tr>
<th>Description</th>
<th>Deadline Date: Friday, March 1st, 2019 To Avoid Late Fees</th>
</tr>
</thead>
<tbody>
<tr>
<td>I</td>
<td></td>
</tr>
<tr>
<td>II</td>
<td></td>
</tr>
<tr>
<td>III</td>
<td></td>
</tr>
<tr>
<td>IV</td>
<td></td>
</tr>
</tbody>
</table>

B. MATERIAL HANDLING FOR DELIVERIES TO SHOWSITE

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

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

<table>
<thead>
<tr>
<th>EXHIBITOR COMPANY NAME</th>
<th>C/O HERITAGE TRADE SHOW SERVICES</th>
</tr>
</thead>
<tbody>
<tr>
<td>CAESAR'S PALACE</td>
<td></td>
</tr>
<tr>
<td>3570 S. LAS VEGAS BLVD.</td>
<td></td>
</tr>
<tr>
<td>LAS VEGAS, NV 89109</td>
<td></td>
</tr>
<tr>
<td>FOR: AAEM 2019</td>
<td></td>
</tr>
</tbody>
</table>

**RATES FOR DELIVERIES TO SHOWSITE**

<table>
<thead>
<tr>
<th>Description</th>
<th>Rate per 100 lbs.</th>
<th>Min Charge</th>
</tr>
</thead>
<tbody>
<tr>
<td>VI</td>
<td>$ 156.50</td>
<td>$ 313.00</td>
</tr>
<tr>
<td>VII</td>
<td>$ 187.80</td>
<td>$ 375.60</td>
</tr>
<tr>
<td>VIII</td>
<td>$ 219.10</td>
<td>$ 438.20</td>
</tr>
</tbody>
</table>

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.

<table>
<thead>
<tr>
<th>ESTIMATED COSTS.</th>
<th><em>(Round to next highest whole number)</em></th>
</tr>
</thead>
<tbody>
<tr>
<td>Estimated Weight in lbs.</td>
<td>$ x Rate</td>
</tr>
</tbody>
</table>

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

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

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

<table>
<thead>
<tr>
<th>Service</th>
<th>Straight Time</th>
<th>Overtime</th>
</tr>
</thead>
<tbody>
<tr>
<td>Material Handler</td>
<td>$118.85 per hr.</td>
<td>$178.28 per hr. (One Hour Minimum)</td>
</tr>
<tr>
<td>Local Pickups &amp; Deliveries</td>
<td>$282.70 per hr.</td>
<td>$424.05 per hr. (One Hour Minimum)</td>
</tr>
</tbody>
</table>

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

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

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

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

AUTHORITY TO HANDLE
All terms and conditions herein stated are understood and accepted.

NAME OF CONVENTION  AAEM 2019  
EXHIBITING COMPANY  
PHONE #  
FAX #  
ADDRESS  
CITY  STATE  ZIP  
EMAIL ORDER CONFIRMATION & INVOICE TO  
CONTACT NAME  
(Print & Sign)  
DATE  

Please Return This Form Promptly To Heritage Trade Show Services-Retain One Copy For Your File.
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)..........................$118.85
8:00 a.m. - 4:30 p.m. Monday - Friday
Over Time: (one hour minimum per man)..........................$178.28

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 AAEM 2019
EXHIBITORING COMPANY __________________________ PHONE # __________________ FAX # __________
ADDRESS ____________________________ CITY ____________ STATE __________ ZIP __________
EMAIL ORDER CONFIRMATION & INVOICE TO __________________________________________________________________________________________________
CONTACT NAME __________________________________________________________________________________________________ DATE ____________

Please Return This Form Promptly To The Address Above-Retain One Copy For Your File
DO NOT DELAY!

ADVANCE SHIPMENT
TO WAREHOUSE

TO: ______________________________
EXHIBITOR NAME

BOOTH NUMBER: ______________________

HERITAGE TRADE SHOW SERVICES
UPS FREIGHT C/O SUNSET TRANSPORTATION
4050 CORPORATE CENTER STE. #300
NORTH LAS VEGAS, NV 89030

FOR: AAEM 2019

HERITAGE TRADE SHOW SERVICES
UPS FREIGHT C/O SUNSET TRANSPORTATION
4050 CORPORATE CENTER STE. #300
NORTH LAS VEGAS, NV 89030

FOR: AAEM 2019
IMPORTANT NOTICE REGARDING DIRECT SHIPMENTS

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

NOTE: Direct shipments will only be received beginning at 12:00 p.m., Sunday, March 10th, 2019. Any materials sent to the venue prior to this date may be returned to sender and/or may be turned over to Heritage Trade Show Services and will be billed according to the Show’s Shipping & Receiving Rates, and will be subject to venue assessed fees.

EXHIBITOR COMPANY NAME ____________________________

BOOTH NUMBER ____________________________

C/O HERITAGE TRADE SHOW SERVICES
CAESAR’S PALACE
3570 S LAS VEGAS BLVD.
LAS VEGAS, NV 89109

FOR: AAEM 2019

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

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

WE APPRECIATE YOUR COOPERATION.
HERITAGE TRADE SHOW SERVICES
DO NOT DELAY
DIRECT SHIPMENT TO SHOW SITE
MUST NOT ARRIVE BEFORE SUNDAY, MARCH 10TH, 2019

TO: ____________________________________________
EXHIBITOR NAME

BOOTH NUMBER: ________________________________

C/O HERITAGE TRADE SHOW SERVICES
CAESAR’S PALACE
3570 S. LAS VEGAS BLVD.
LAS VEGAS, NV 89109
FOR: AAEM 2019
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
IMPORTANT INFORMATION REGARDING OUTBOUND SHIPMENTS

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

- **CONTACT YOUR CARRIER TO SCHEDULE PICK UP OF YOUR SHIPMENT.** You must call your carrier, unless you are using the show recommended carrier. Carriers, including FED EX and UPS, will not pick up your shipment unless you have made arrangements with them. In the event your selected carrier fails to show on final move-out day, your shipment will be rerouted to Heritage’s show carrier.

- **PACK AND LABEL YOUR MATERIALS.** Banding, shrink wrap and shipping labels are available at the Heritage Service Desk.

- **COMPLETE AND TURN IN A HERITAGE BILL OF LADING FOR EACH OUTBOUND SHIPMENT.** Bill of ladings may be obtained from the Heritage Service Desk. Complete a bill of lading for each shipment/destination. Turn in all completed bill of ladings to the Heritage Service Desk once your shipments are ready to be loaded out.

- For your convenience, show recommended carriers are available to handle outbound transportation.

    Thank you and we hope you have a great show!
UNION JURISDICTION RULES

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

DECORATOR & CARPENTER JURISDICTION

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

TEAMSTER JURISDICTION

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

SAFETY

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

NOTE:

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

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

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

EXHIBITOR APPOINTED CONTRACTOR

___________________________________________________________
ADDRESS

___________________________________________________________
___________________________________________________________
___________________________________________________________
CONTACT PERSON ________________________________
PHONE ________________________________

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

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

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

THIRD PARTY AUTHORIZATION

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

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

THIRD PARTY AGENT:

CREDIT CARD ACCOUNT NO._____________________________________
EXPIRATION DATE ___/___/___ VERIFICATION CODE ___/___/___/___
PERSONAL CREDIT CARD COMPANY CREDIT CARD
CARDHOLDER’S NAME_____________________________________
AUTHORIZED SIGNATURE_____________________________________
PRINT NAME _____________________________________________
COMPANY NAME ___________________________________________
ADDRESS _________________________________________________
CITY/STATE/ZIP ___________________________________________
PHONE ________________________ FAX ________________________

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

Exhibitor Signature: __________________________ Print Name: __________________________ Date: __________________________
(Please Print)
NAME OF CONVENTION AAEM 2019
EXHIBITING COMPANY ______________________________ PHONE #: __________________________ FAX #: __________________________
ADDRESS __________________________________________ CITY: __________________________ STATE: __________________________ ZIP: __________________________
EMAIL ORDER CONFIRMATION & INVOICE TO __________________________________________________________
CONTACT NAME __________________________________________ (Print & Sign) DATE: __________________________

Please Return This Form Promptly To the Address Above-Retain One Copy for Your Files
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).......................................................................................... $118.85 PER HOUR
8:00 A.M. to 4:30 P.M. Monday through Friday

**OVERTIME** (One hour minimum per man).......................................................................................... $178.28 PER HOUR
After 4:30 P.M. to 8:00 A.M. Monday - Friday and all hours on Saturday and Sunday

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

**INSTALLATION**

☐ ERECT EXHIBIT UNDER HERITAGE SUPERVISION

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

No of men _____ Estimated hours each man _____ Total hrs _____ X rate ST/OT _____ + 30% _____ = _______

Please complete the reverse side of this form

☐ FURNISH LABOR TO ERECT EXHIBIT UNDER EXHIBITOR’S SUPERVISION

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

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

Please complete the reverse side of this form

**DISMANTLE**

☐ DISMANTLE EXHIBIT UNDER HERITAGE SUPERVISION

Heritage will supervise the dismantling of your exhibit, when crates are returned. Make sure complete outbound shipping information has been given to the freight service desk. A supervision charge of 30%, minimum charge $45.00, will be added to your labor invoice. **The next page must also be filled out if your exhibit will be disassembled by Heritage.**

No of men _____ Estimated hours each man _____ Total hrs _____ X rate ST/OT _____ + 30% _____ = _______

Please complete the reverse side of this form

☐ FURNISH LABOR TO DISMANTLE EXHIBIT UNDER EXHIBITOR’S SUPERVISION

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

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

**ESTIMATED TOTAL** ______________________

NAME OF CONVENTION _ AAEM 2019__________________________

BOOTH # ____________________________

EXHIBITING COMPANY ____________________________ PHONE # ____________________________

FAX # ____________________________

ADDRESS ____________________________ CITY ____________________________ STATE ____________________________ ZIP ____________

EMAIL ORDER CONFIRMATION & INVOICE TO ____________________________________________________________________________________________________________________________________________

CONTACT NAME ___________________________________________________________ DATE ____________

(Print & Sign) ____________________________

(CONTINUED ON NEXT PAGE)
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:

_________________________________________________________________________

_________________________________________________________________________

_________________________________________________________________________

_________________________________________________________________________

_________________________________________________________________________

_________________________________________________________________________

_________________________________________________________________________

_________________________________________________________________________

_________________________________________________________________________

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_________________________________________________________________________

_________________________________________  ________________________________

PLEASE PROVIDE AN EMERGENCY CONTACT:

Name ___________________________________________  Phone No. __________________________
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**
- ☐ Vacuuming before initial opening of Exhibit and daily thereafter, including emptying of waste baskets nightly
  - 45¢ per sq. ft.
- ☐ Vacuuming ONCE before initial opening of Exhibit
  - 45¢ per sq. ft.

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

**EXHIBIT CLEANING**
- ☐ Cleaning and dusting of display background and furnishings before initial opening of Exhibit and DAILY thereafter
  - 55¢ per sq. ft.
- ☐ Cleaning and dusting of display background and furnishings ONCE before initial opening of exhibits
  - 55¢ per sq. ft.

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

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

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

REQUESTED TIME(S) FOR PORTER SERVICE: ____________________________________________________________

Special Instructions: _______________________________________________________________________________

__________________________________________________________________________________________________

TOTAL ORDER AMOUNT $ ____________
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

<table>
<thead>
<tr>
<th>QTY</th>
<th>DISCOUNT PRICE</th>
<th>STANDARD PRICE</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>7&quot;X11&quot;</td>
<td>41.25</td>
<td>53.65</td>
<td>= $______</td>
</tr>
<tr>
<td>7&quot;X44&quot;</td>
<td>48.75</td>
<td>63.40</td>
<td>= $______</td>
</tr>
<tr>
<td>11&quot;X14&quot;</td>
<td>48.75</td>
<td>63.40</td>
<td>= $______</td>
</tr>
<tr>
<td>14&quot;X22&quot;</td>
<td>56.25</td>
<td>73.15</td>
<td>= $______</td>
</tr>
<tr>
<td>14&quot;X44&quot;</td>
<td>66.75</td>
<td>86.80</td>
<td>= $______</td>
</tr>
<tr>
<td>22&quot;X28&quot;</td>
<td>66.75</td>
<td>86.80</td>
<td>= $______</td>
</tr>
<tr>
<td>28&quot;X44&quot;</td>
<td>90.00</td>
<td>117.00</td>
<td>= $______</td>
</tr>
<tr>
<td>40&quot;X60&quot;</td>
<td>139.50</td>
<td>181.35</td>
<td>= $______</td>
</tr>
</tbody>
</table>

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.

\[
L \times W = \text{sq. ft.}
\]
\[
\text{sq. ft.} \times 12.75 = \text{total cost}
\]

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

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

INDICATE YOUR SIGN COPY HERE

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

Vertical [ ] Horizontal [ ] Easel Back [ ]
Color of Background __________________
Color of Lettering __________________

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

SETUP/COMPUTER LABOR

Straight Time - $88.00  Overtime - $156.00  Double Time - $176.00  8.25% TAX __________ TOTAL __________

NAME OF CONVENTION ________AAEM 2019________
EXHIBITING COMPANY __________________________________________________________
PHONE # ______________________________  FAX # __________________________________
ADDRESS __________________________________________________________
CITY __________________________ STATE __________ ZIP __________
EMAIL ORDER CONFIRMATION & INVOICE TO __________________________________________
CONTACT NAME ______________________ DATE __________________________

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
### ELECTRICAL SERVICES FORM

Encore Event Technologies, its contractors, and subcontractors are not responsible for voltage fluctuation or power failure due to temporary conditions or loose connections. For your protection, you should install a surge protector under/over voltage protector on your computer(s) and/or other equipment you deem necessary. Encore Electrical should make installation of all electrical service. Encore will not be responsible for any damaged or lost equipment, component computer hardware or software and/or any damage or injury to any person, caused by the installation, connection, or plugging into any electrical by persons other than our personnel.

Please call for additional services that are not listed on this order form, or for custom quotes for large orders. Dedicated & 24 hour power will be at 2x the listed price. Please indicate these requirements below if needed.

#### ELECTRICAL SERVICES

<table>
<thead>
<tr>
<th>VOLTS/PHASE/WATTS/AMPS</th>
<th>ADVANCED ORDER RATE</th>
<th>STANDARD ORDER RATE</th>
<th>QUANTITY</th>
<th>QUANTITY OF 24 HOUR POWER</th>
<th>SUBTOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>120 VOLTS - 500 WATTS OR 5 AMPS</td>
<td>$110.00</td>
<td>$137.00</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>120 VOLTS - 1000 WATTS OR 10 AMPS</td>
<td>$180.00</td>
<td>$223.00</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>120 VOLTS - 2000 WATTS OR 20 AMPS</td>
<td>$258.00</td>
<td>$320.00</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>208 VOLTS SINGLE PHASE - 2000 WATTS OR 20 AMPS</td>
<td>$475.00</td>
<td>$595.00</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

#### ELECTRICAL MATERIALS

<table>
<thead>
<tr>
<th>MATERIAL</th>
<th>ADVANCED ORDER RATE</th>
<th>STANDARD ORDER RATE</th>
<th>QUANTITY</th>
</tr>
</thead>
<tbody>
<tr>
<td>6’ OUTLET PLUG STRIP</td>
<td>$25.00</td>
<td>$30.00</td>
<td></td>
</tr>
<tr>
<td>25’ EXTENSION CORD</td>
<td>$25.00</td>
<td>$30.00</td>
<td></td>
</tr>
</tbody>
</table>

#### ADDITIONAL ELECTRICAL SERVICES

<table>
<thead>
<tr>
<th>VOLTS/PHASE/WATTS/AMPS</th>
<th>ADVANCED ORDER RATE</th>
<th>STANDARD ORDER RATE</th>
<th>QUANTITY</th>
<th>QUANTITY OF 24 HOUR POWER</th>
<th>SUBTOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>208 VOLTS SINGLE PHASE 30 AMPS</td>
<td>$535.00</td>
<td>$670.00</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>208 VOLTS SINGLE PHASE 60 AMPS</td>
<td>$830.00</td>
<td>$1,035.00</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>208 VOLTS SINGLE PHASE 100 AMPS</td>
<td>$1,320.00</td>
<td>$1,625.00</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

#### PRICING IS BASED ON A 3 DAY SHOW, ADDITIONAL DAYS WILL REQUIRE A 25% PER DAY CHARGE

ALL ELECTRICAL MATERIALS & SERVICES WILL REQUIRE A 10% SERVICE FEE

10% SERVICE FEE

#### ALL ISLAND BOOTHS AND ADDITIONAL SERVICES REQUIRE ELECTRICAL LABOR

LATER RATES: STRAIGHT TIME - $100.00 OVERTIME - $200.00

LABOR TOTAL

MINIMUM 1 HOUR LABOR INSTALL AND MINIMUM 1/2 HOUR LABOR DISMANTLE

GRAND TOTAL

Setup/Disconnect Labor dates/times are based on the load-in schedule (and space availability) for your event. Encore does not control the event schedule for your event and therefore cannot control if setup/disconnect is during straight time or overtime hours.

### ELECTRICAL IS AN EXCLUSIVE SERVICE

Prices Subject to change without Notice

Rev 3/1/15
Terms and Conditions:

1.) Acceptance of terms: Client expressly acknowledges by receipt of services and/or products delivered by Encore Event Technologies to Client or its designee, to the terms and conditions herein contained.

2.) If an uninterrupted power supply is required for the full duration of the show, please order 24 hour power. An example would include a computer server that cannot ever lose power and/or other equipment that must remain on throughout the show during overnight hours.

3.) A scaled floor plan is required for orders with multiple outlet locations and/or island booths. If a power location in an island booth is not provided prior to show move-in, a location will be determined by Encore in order to maintain deliver schedules. Relocation of the service will be charged on a time and material basis.

4.) Encore Event Technologies reserves the right to disconnect any equipment that is found to be causing overall electrical problems without offering any refunds for services that have been disconnected.

5.) Client agrees not to share, resell, extend, bridge or otherwise misuse Encore Event Technologies connections and/or services. Encore Event Technologies reserves the right to disconnect any client found to have violated this usage agreement.

6.) Outlet prices for 120 Volt power include delivery of the service to one location at the rear of your booth. If you require outlets in other locations, have lights or electrical items to hang or erect, or have other electrical requirements, additional electrical labor will be required. Specific service location is defined as the area in the booth/room designated by the client.

7.) Encore Event Technologies is not responsible for cable and/or equipment provided by the client or any third party.

8.) Modification: This agreement shall not be amended by the parties except by written instrument signed by both parties.

9.) Choice of Law: This agreement shall be governed by, and construed in accordance with, the laws of the State of Nevada. In event of litigation, the place of venue shall be in the county of Clark in the State of Nevada.

10.) Entire Agreement: This agreement contains the entire understanding and agreements between the parties hereto the within subject matter, and there are no representations, agreements, or understandings, oral or written, between and among the parties hereto relating to the subject matter of this agreement which are not fully expressed herein.

11.) Facsimile Signatures: Signatures sent/received via facsimile shall be considered as originals, and as such are valid signatures.

12.) Equipment Responsibility: Client fully understands and accepts complete responsibility for all equipment leased to Client. Such responsibility shall include, but not be limited to, damage, any necessary repairs, replacement of equipment not capable of being repaired to a fully functional status, loss of equipment, loss of income, and all other forms of loss or damage. All equipment, accessories, cables, knobs, switches and cases are included in equipment responsibility.

13.) Equipment procedures: a) Exhibitors will be responsible for the protection of any equipment rented from Encore Event Technologies and will ensure that all equipment is returned to Encore Event Technologies. Encore Event Technologies reserves the right to charge the customer for any lost equipment. b) Rental equipment provided by Encore Event Technologies for this order will remain the property of Encore Event Technologies. Only Encore Event Technologies personnel are authorized to modify system wiring or cabling within the facility. d) All equipment must comply with F.C.C. Regulations.

14.) Cancellation Policy: A 10% fee will be applied to orders canceled between the date the order is placed, and the install date. NO REFUNDS OR CREDITS for orders cancelled after installation has begun.

15.) Claims will not be considered, or adjustments made, unless filed in writing, by Exhibitor, prior to the close of the event.

16.) Encore Event Technologies does not provide an expressed or implied warranty for the equipment and services provided, including no warrant of fitness for particular purpose or merchantability. Part of the Agreement with Encore Event Technologies is a limitation of liability so that Client's sole remedy or recourse against Encore Event Technologies shall be the return of the price that the Client paid for services and/or equipment rental, regardless of type, nature or basis for the claim. Encore Event Technologies shall have no liability whatsoever for personal injury, property damage, business loss, business interruption, consequential or punitive damages.

AUTHORIZED SIGNATURE:
Booth Number:

EVENT DATES:

INSTALL Date & Time:

INSTALL LOCATION IN ROOM/BOOTH: (Provide floor plan if available)

DISCONNECT Date & Time:

EXHIBITING COMPANY NAME:

BILLING ADDRESS:

CITY: STATE: ZIP:

ON-SITE CONTACT:

TELEPHONE NUMBER: FAX NUMBER:

ON-SITE PHONE:

ORDERED BY:

EMAIL ADDRESS:

CREDIT CARD TYPE: EXP. DATE: CREDIT CARD NUMBER:

CARDHOLDERS SIGNATURE: PRINT CARDHOLDERS NAME:

BY SIGNING AND DELIVERING THIS FORM CUSTOMER AGREES TO ALL TERMS AND CONDITIONS ON THIS FORM (PAGE 2). PLEASE READ THOROUGHLY FOR ALL INSTRUCTIONS PRIOR TO PLACING ORDER. AUTHORIZED SIGNATURE ON THE BOTTOM OF PAGE 2 IS REQUIRED BEFORE ORDER CAN BE PROCESSED

INTERNET SERVICES FORM

Please call for additional services that are not listed on this order form, or for custom quotes for large orders

<table>
<thead>
<tr>
<th>INTERNET SERVICES</th>
<th>Advanced Event Rate</th>
<th>Standard Event Rate</th>
<th>Quantity</th>
<th>Subtotal</th>
</tr>
</thead>
<tbody>
<tr>
<td>Single Connect Basic - single device DHCP NAT'd IP Address via wired synchronous connection. 3Mbps bandwidth</td>
<td>$300.00</td>
<td>$450.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Single Connect Plus - single device DHCP NAT'd IP Address via a wired synchronous connection. 5Mbps bandwidth</td>
<td>$500.00</td>
<td>$750.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Room/Booth Connect - 1 device, single location, up to 10 Mbps via shared VLAN; wired Ethernet connection.</td>
<td>$1,000.00</td>
<td>$1,500.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Event Connect - 29 devices, 3 locations, DHCP or static IP Address via separate VLAN connections. 20Mbps dedicated bandwidth</td>
<td>$5,000.00</td>
<td>$7,500.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Additional Devices - (Booth Connect &amp; Event Connect only)</td>
<td>$50.00</td>
<td>$75.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Additional Locations - (Event Connect only)</td>
<td>$250.00</td>
<td>$330.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Additional Bandwidth - (Event Connect only) 5Mbps bandwidth.</td>
<td>$1,000.00</td>
<td>$1,250.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Hub Rental - 8, 16 or 24 port 10/100 Hub ($100 replacement value)</td>
<td>$100.00</td>
<td>$150.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cable Rental - Cat5e patch cable up to 50' length</td>
<td>$50.00</td>
<td>$75.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Technician Labor - Hourly Rate - Straight Time</td>
<td>$100.00</td>
<td>$125.00</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Double time rates will apply for labor after 5:00pm, Monday through Friday and all Saturdays, Sundays and Holidays.

Services Total

ALL MATERIALS AND SERVICES WILL REQUIRE AN ADDITIONAL 10% SERVICE FEE

10% Service Fee

LABOR IS INCLUDED WITH ORDERED SERVICES - LABOR IS ONLY REQUIRED FOR SERVICES IN ADDITION TO WHAT IS ORDERED

Subtotal

LABOR FEE

NO ROUTERS OR WIRELESS DEVICES OF ANY KIND WILL BE PERMITTED WITHOUT WRITTEN AUTHORIZATION

Subtotal

INTERNET SERVICES IS AN EXCLUSIVE SERVICE OF CAESARS PALACE

Prices Subject to change without Notice

Rev 3/1/15
Terms and Conditions:

1.) Acceptance of terms: Client expressly acknowledges by receipt of services and/or products delivered by Encore Event Technologies to Client or its designee, to the terms and conditions herein contained.

2.) Every device connected to the Internet/Network must have a purchased IP address from Encore Event Technologies, regardless of whether the IP address is actually used or not.

3.) Servers and/or Routers of any type are allowed only on an Event Connect order. No Servers or Routers are allowed on Basic Connect, Basic Connect Plus, or Room Connect orders, including, but not limited to NAT, DHCP and Proxy Servers or wired and wireless routers.

4.) Encore Event Technologies reserves the right to disconnect any equipment that is found to be causing overall network problems without offering any refunds for services that have been disconnected.

5.) Client agrees not to share, resell, extend, bridge or otherwise misuse Encore Event Technologies connections and/or services. Encore Event Technologies reserves the right to disconnect any client found to have violated this usage agreement without offering any refunds.

6.) Specific service location is defined as the area in the booth/room designated by the client. Service extended beyond rooms, air walls, doorways, walkways or 50’ distance from the drop point will require an additional location and incur an additional fee.

7.) Encore Event Technologies is not responsible for cable and/or equipment provided by the client or any third party.

8.) Modification: This agreement shall not be amended by the parties except by written instrument signed by both parties.

9.) Choice of Law: This agreement shall be governed by, and construed in accordance with, the laws of the State of Nevada. In event of litigation, the place of venue shall be in the county of Clark in the State of Nevada.

10.) Entire Agreement: This agreement contains the entire understanding and agreements between the parties hereto the within subject matter, and there are no representations, agreements, or understandings, oral or written, between and among the parties hereto relating to the subject matter of this agreement which are not fully expressed herein.

11.) Facsimile Signatures: Signatures sent/received via facsimile shall be considered as originals, and as such are valid signatures.

12.) Equipment Responsibility: Client fully understands and accepts complete responsibility for all equipment leased to Client. Such responsibility shall include, but not be limited to, damage, any necessary repairs, replacement of equipment not capable of being repaired to a fully functional status, loss of equipment, loss of income, and all other forms of loss or damage. All equipment, accessories, remote controls, cables, knobs, switches and cases are included in equipment responsibility.

13.) Equipment procedures: a) Exhibitors will be responsible for the protection of any equipment rented from Encore Event Technologies and will ensure that all equipment is returned to Encore Event Technologies. Encore Event Technologies reserves the right to charge the customer for any lost equipment. b) Rental equipment provided by Encore Event Technologies for this order will remain the property of Encore Event Technologies. c) Only Encore Event Technologies personnel are authorized to modify system wiring or cabling within the facility. d) All equipment must comply with F.C.C. Regulations.

14.) Cancellation Policy: A 10% fee will be applied to orders canceled before the date the order is placed, and the install date. NO REFUNDS OR CREDITS for orders cancelled after installation has begun.

15.) Encore Event Technologies does not provide an expressed or implied warranty for the equipment and services provided, including no warrant of fitness for particular purpose or merchantability. Part of the Agreement with Encore Event Technologies is a limitation of liability so that Client’s sole remedy or recourse against Encore Event Technologies shall be the return of the price that the Client paid for services and/or equipment rental, regardless of type, nature or basis for the claim. Encore Event Technologies shall have no liability whatsoever for personal injury, property damage, business loss, business interruption, consequential or punitive damages.

Wireless (802.11) Internet Declaration

Wireless Internet service is inherently vulnerable to interference from other devices that transmit similar radio frequency signals or that operate within the same frequency spectrum. Encore Event Technologies cannot guarantee that interference will not occur. Encore Event Technologies does NOT recommend wireless service for mission critical services such as product presentation or demos. For demonstrations or to present products and other mission critical activity, via the Internet, Encore Event Technologies highly recommends Customer(s) purchase hardwired services such as a Room/Booth Connect or Event Connect. If you are unsure which of our products will best suit your needs, please contact us at (702) 967-4300 and one of our staff will be happy to assist you.

ALL WIRELESS ACCESS POINTS NOT AUTHORIZED BY Encore Event Technologies ARE PROHIBITED.

NO Customer provided access points are authorized for use within the Facility without Encore Event Technologies’ prior approval (wireless access points without adjustable power outputs cannot be authorized under any circumstances). Customer(s) who attempt to set up their own wireless system can interfere with the facilities and/or Encore Event Technologies Wireless Network. Encore Event Technologies requires all Customers showcasing their wireless products to contact Encore Event Technologies no less than 14 days prior to the show move-in so that we may engineer a cohesive network operating without interference. Approvals may incur a site survey fee.

AUTHORIZED SIGNATURE:
Advanced Event Rate | Standard Event Rate | Quantity | Subtotal
---|---|---|---
$1,000.00 | $1,250.00 | | 
$1,750.00 | $2,187.50 | | 
$3,500.00 | $4,375.00 | | 
$1,000.00 | $1,250.00 | | 
$1,000.00 | $1,250.00 | | 
$1,000.00 | $1,250.00 | | 
$100.00 | $125.00 | | 
$1,000.00 | $1,250.00 | | 
$1,500.00 | $1,875.00 | | 

**SERVICE TOTAL**

10% Service Fee

**SUBTOTAL**

**GRAND TOTAL**

*Internet Services is an exclusive service of Caesars Palace

Prices Subject to change without Notice

**INTERNET SERVICES IS AN EXCLUSIVE SERVICE OF CAESARS PALACE**

**WEBPAGE**

To receive advanced pricing, Encore Event Technologies must receive your completed order, with billing information, fourteen (14) days prior to show move-in.

---

**WIRELESS INTERNET PACKAGES**

**PACKAGE #1**

**UP TO 10 CONCURRENT DEVICES**

- **Advanced Event Rate**: $1,000.00
- **Standard Event Rate**: $1,250.00

**PACKAGE #2**

**UP TO 25 CONCURRENT DEVICES**

- **Advanced Event Rate**: $1,750.00
- **Standard Event Rate**: $2,187.50

**PACKAGE #3**

**UP TO 50 CONCURRENT DEVICES**

- **Advanced Event Rate**: $3,500.00
- **Standard Event Rate**: $4,375.00

**ADDITIONAL BANDWIDTH**

- **Advanced Event Rate**: $1,000.00
- **Standard Event Rate**: $1,250.00

**ADDITIONAL 25 CONCURRENT DEVICES**

- **Advanced Event Rate**: $1,000.00
- **Standard Event Rate**: $1,250.00

**ADDITIONAL COVERAGE AREA/SEPARATE LOCATION**

- **Advanced Event Rate**: $1,000.00
- **Standard Event Rate**: $1,250.00

**CUSTOM SPLASH PAGE**

Customized splash page, (initial page requesting token for access) with your company logo and/or name of event or sponsor of wireless network.

**CUSTOM LANDING PAGE**

Customized landing page web site that each user would be directed to once token (password) is inputted and wireless access is granted to Internet connectivity.

**Technician Labor - Hourly Rate - Straight Time**

- **Advanced Event Rate**: $100.00
- **Standard Event Rate**: $125.00

*All above orders include labor for configuration, setup, onsite support and dismantle of the network. Labor fees apply to additional services such as standby support for assistance, configuration of client's systems and/or producing usage graphs or information details on network.

**NOC ENGINEER - Daily Rate**

- **Advanced Event Rate**: $1,000.00
- **Standard Event Rate**: $1,250.00

**NETWORK ENGINEER - Daily Rate**

- **Advanced Event Rate**: $1,500.00
- **Standard Event Rate**: $1,875.00

Onsite Network/NOC Engineer to monitor network allocation, usage graphs, etc. Highly recommended for networks with 150+ concurrent devices.

Double time rates will apply for labor after 5:00pm, Monday through Friday and all Saturdays, Sundays and Holidays.

**ALL MATERIALS AND SERVICES REQUIRE AN ADDITIONAL 10% SERVICE FEE**

**SERVICE TOTAL**

10% Service Fee

**SUBTOTAL**

**GRAND TOTAL**

*Labor Fee

Caesars Palace and its contractors or subcontractors shall not be liable for, and are hereby released from any direct, special, indirect, incidental, or punitive consequential damages, including without limitations lost profits, damage to business reputation, lost opportunity or commercial loss of any kind, to the customer that results directly or indirectly from the use of or the inability to use any of the services or equipment that is contemplated herein.
Terms and Conditions:

1.) Acceptance of terms: Client expressly acknowledges by receipt of services and/or products delivered by Encore Event Technologies to Client or its designee, to the terms and conditions herein contained.

2.) Every device connected to the Internet/Network must have a purchased IP address from Encore Event Technologies, regardless of whether the IP address is actually used or not.

3.) Servers and/or Routers of any type are allowed only on an Event Connect order. No Servers or Routers are allowed on Basic Connect, Basic Connect Plus, or Room Connect orders, including, but not limited to NAT, DHCP and Proxy Servers.

4.) Encore Event Technologies reserves the right to disconnect any equipment that is found to be causing overall network problems without offering any refunds for services that have been disconnected.

5.) Client agrees not to share, resell, extend, bridge or otherwise misuse Encore Event Technologies connections and/or services. Encore Event Technologies reserves the right to disconnect any client found to have violated this usage agreement.

6.) Specific service location is defined as the area in the booth/room designated by the client. Service extended beyond rooms, air walls, doorways, walkways or 50’ distance from the drop point will require an additional location and incur an additional fee.

7.) Encore Event Technologies is not responsible for cable and/or equipment provided by the client or any third party.

8.) Modification: This agreement shall not be amended by the parties except by written instrument signed by both parties.

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11.) Facsimile Signatures: Signatures sent/received via facsimile shall be considered as originals, and as such are valid signatures.

12.) Equipment Responsibility: Client fully understands and accepts complete responsibility for all equipment leased to Client. Such responsibility shall include, but not be limited to, damage, any necessary repairs, replacement of equipment not capable of being repaired to a fully functional status, loss of equipment, loss of income, and all other forms of loss or damage. All equipment, accessories, remote controls, cables, knobs, switches and cases are included in equipment responsibility.

13.) Equipment procedures: a) Exhibitors will be responsible for the protection of any equipment rented from Encore Event Technologies and will ensure that all equipment is returned to Encore Event Technologies. Encore Event Technologies reserves the right to charge the customer for any lost equipment. b) Rental equipment provided by Encore Event Technologies for this order will remain the property of Encore Event Technologies. c) Only Encore Event Technologies personnel are authorized to modify system wiring or cabling within the facility. d) All equipment must comply with F.C.C. Regulations.

14.) Cancellation Policy: A 10% fee will be applied to orders canceled between the date the order is placed, and the install date. NO REFUNDS OR CREDITS for orders cancelled after installation has begun.

15.) Encore Event Technologies does not provide an expressed or implied warranty for the equipment and services provided, including no warrant of fitness for particular purpose or merchantability. Part of the Agreement with Encore Event Technologies is a limitation of liability so that Client's sole remedy or recourse against Encore Event Technologies shall be the return of the price that the Client paid for services and/or equipment rental, regardless of type, nature or basis for the claim. Encore Event Technologies shall have no liability whatsoever for personal injury, property damage, business loss, business interruption, consequential or punitive damages.

Wireless (802.11) Internet Declaration

Wireless Internet service is inherently vulnerable to interference from other devices that transmit similar radio frequency signals or that operate within the same frequency spectrum. Encore Event Technologies cannot guarantee that interference will not occur. Encore Event Technologies does NOT recommend wireless service for mission critical services such as product presentation or demos. For demonstrations or to present products and other mission critical activity, via the Internet, Encore Event Technologies highly recommends Customer(s) purchase hardwired services such as a Room/Booth Connect or Event Connect. If you are unsure which of our products will best suit your needs, please contact us at (702) 967-4300 and one of our staff will be happy to assist you.

ALL WIRELESS ACCESS POINTS NOT AUTHORIZED BY Encore Event Technologies ARE PROHIBITED.

NO Customer provided access points are authorized for use within the Facility without Encore Event Technologies’ prior approval (wireless access points without adjustable power outputs cannot be authorized under any circumstances). Customer(s) who attempt to set up their own wireless system can interfere with the facilities and/or Encore Event Technologies Wireless Network. Encore Event Technologies requires all Customers showcasing their wireless products to contact Encore Event Technologies no less than 14 days prior to the show move-in so that we may engineer a cohesive network operating without interference. Approvals may incur a site survey fee.

AUTHORIZED SIGNATURE:

BY SIGNING AND DELIVERING THIS FORM CUSTOMER AGREES TO ALL TERMS AND CONDITIONS ASSOCIATED WITH THIS FORM. PLEASE READ THOROUGHLY FOR ALL INSTRUCTIONS PRIOR TO PLACING ORDER.
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 unsuit for immediate use, admittance to the building shall not be permitted until necessary corrective action has been completed.

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19. There shall not be any obstructions blocking exit doors from the outside of any building such as autos parked in doorways or barricades across sidewalks.

20. No curtains, drapes or decorations shall be hung in such a manner as to cover any exit signs.

21. No vehicles shall be parked in fire lanes outside of buildings.

22. No flammable liquids shall be used or admitted inside of buildings except by approval of the Fire Marshal.

23. Artificial lighting such as lanterns and candles are prohibited.

24. The use of all gas-fired heating units, either portable or stationary, shall meet the approval of the City Chief Mechanical Inspector and the Fire Marshal. The use of the so-called “salamander” stove is strictly prohibited.

25. All cooking appliances shall be equipped with ventilating hoods and equipment as deemed necessary by the Fire Marshal, but in any instance such equipment shall be installed in accordance with provision of the City Building and Fire Codes.

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

   All cooking appliances shall be listed by a National Testing Agency: i.e. Underwriters Laboratory or Factory Mutual.

26. Booth and seating plans must be approved by the Fire Marshal. Submit plans to the Fire Marshal no later than 15 days before set-up date.

27. There shall not be any ticket booths, tables or any other display setup in the lobby without the prior approval of the Fire Marshal.

28. All aisles shall be maintained at a minimum of ten (10) feet clearance.

29. All covered structures in excess of ninety (90) square feet in area shall be protected by an automatic fire detection system approved by the Fire Marshal.

30. All floor plans submitted shall by 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.