

**Dear Exhibitor:**

Your company is exhibiting at the event below.

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



The 74th Annual  
**MILITARY  
POLICE EXPO 2015**  
September 16–18, 2015 | Fort Leonard Wood, Missouri

Hosted by the Military Police Regimental Association (MPRA)

# THE 74<sup>th</sup> ANNUAL MILITARY POLICE EXPO 2015

SEPTEMBER 16 – 18, 2015

NUTTER FIELD HOUSE  
FORT LEONARD WOOD, MISSOURI

**HERITAGE**  
EXPOSITION SERVICES

## General Information

### Booth Equipment

Each 8'x10' booth will be set with 8' high hunter green & white back drape, 3' high hunter green side dividers and a 7" x 44" one-line identification sign. To obtain additional electrical services for your booth please contact show management.

**Note:** Standard electrical power is complimentary at each booth.

Internet services will NOT be available at this venue.

### Exhibit Hall Carpet

The exhibit area is not carpeted, however the aisles will be carpeted in hunter green. To enhance the appearance & comfort of your booth, rental carpet is available through Heritage Exposition Services. Please refer to the enclosed carpet brochure and furniture/carpet order form.

### Discount Price Deadline Date

In order to receive advance order discount rates listed on the price sheet, we must receive your order and payment by Wednesday, September 2<sup>nd</sup>, 2015.

### Shipments to Advance Warehouse Deadline Date

Heritage will begin accepting crated, boxed or skidded materials beginning Monday, August 17<sup>th</sup>, 2015. To avoid late fees all shipments to the advanced warehouse must arrive no later than Wednesday, September 9<sup>th</sup>, 2015.

### Advance Warehouse Address:

C/O Heritage Exposition Services  
3681 New Town Blvd.  
St. Charles, MO 63301  
For: MP Expo 2015

## Show Schedule

### Exhibitor Move-In

Wednesday	September 16 <sup>th</sup>	1200 - 1700	<b>Note :</b> Load-in access to the facility will be limited to 53.5" wide by 77" high
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### Exhibit Hours

Wednesday	September 16 <sup>th</sup>	1800 - 1930	Icebreaker Social
Thursday	September 17 <sup>th</sup>	0900 - 1500	
Friday	September 18 <sup>th</sup>	0900 - 1400	

### Exhibitor Move-Out

Friday	September 18 <sup>th</sup>	1415 - 2000
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- Empty crates and containers will begin being returned at 1415, Friday, September 18<sup>th</sup>.
- All carriers must check-in no later than 1700 on Friday, September 18<sup>th</sup>. Heritage will begin redirecting all outbound freight not claimed by appointed freight carriers to the preferred show carrier at 1900.
- Please refer to the Outbound Shipments Form included in this packet for detailed information regarding outbound shipping procedures.

### Service Center Hours

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

### Assistance

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

## We Appreciate Your Business



Toll Free: 1 (800) 360-4323 • Fax: 1 (314) 533-0906 • exhibitorservices@heritageexpo.com  
www.heritageexpo.com

Remit To:

# HERITAGE

EXPOSITION SERVICES

620 Shenandoah Ave. • St. Louis, MO 63104

Phone 314/534-8500 • Fax 314/533-0906

## CREDIT CARD AUTHORIZATION RECAP OF SERVICES FORM

One copy of this form with your check or credit card information must be forwarded to Heritage at the above address. All orders received at the Exhibitor Service Desk will be charged at standard rates. All outstanding balances must be paid by the close of the show. Adjustments to your invoice will not be made after the close of the show. Heritage requires that you provide a credit card authorization form if you require material handling, sign hanging or labor services. For your convenience, Heritage will use the authorization to charge your credit card for any charges which Heritage may be obligated to pay on behalf of exhibitor, including without limitation, any shipping charges from HES Logistics Inc., if incurred.

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

Card Holder's Name (*Please print*): \_\_\_\_\_

Cardholder's Signature: \_\_\_\_\_

Credit Card Billing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Credit Card Number: \_\_\_\_\_ V- Code \_\_\_\_/\_\_\_\_/\_\_\_\_/\_\_\_\_ Expiration Date \_\_\_\_/\_\_\_\_  
(3 – 4 Digit # On Back of Card or Front of AMEX)

Charge to: \_\_\_\_\_ American Express \_\_\_\_\_ MasterCard \_\_\_\_\_ Visa \_\_\_\_\_ Discover

If for any reason the submitted credit card or check is declined or returned, a \$25.00 processing fee will be added to the final invoice. For your convenience, we will also process your card for payment of any additional charges incurred at show site. We will automatically provide this service unless informed otherwise by you.

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

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

**TOTAL AMOUNT DUE \$** \_\_\_\_\_

NAME OF CONVENTION **MP EXPO 2015** BOOTH # \_\_\_\_\_

FIRM NAME \_\_\_\_\_ PHONE # \_\_\_\_\_ FAX # \_\_\_\_\_

ADDRESS \_\_\_\_\_ CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

BY \_\_\_\_\_ EMAIL \_\_\_\_\_

NAME \_\_\_\_\_ DATE \_\_\_\_\_

(Signature)

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

CC-REC

Remit To:

**HERITAGE****EXPOSITION SERVICES**

620 Shenandoah Ave. • St. Louis, MO 63104

Phone 314/534-8500 • Fax 314/533-0906

**FURNITURE/CARPET  
RENTAL ORDER FORM**

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

ITEM #	QTY	DISCOUNT RATES	STANDARD RATES	AMOUNT
<b>FURNITURE</b>				
F60	Plastic Side Chair (White)	54.55	70.90	
F50	Padded Sled Base Chair (Gray)	71.15	92.50	
F9	Padded Chair (Gray)	71.15	92.50	
F10	Padded Arm Chair (Gray)	77.15	100.30	
F20	Custom Padded Arm Chair	91.10	118.45	
F30	Padded High Stool (Gray)	87.10	113.25	
F40	Custom Padded High Stool	114.40	148.70	
LC01	Leather Couch	495.00	643.50	
LC02	Leather Chair	310.00	406.00	
F245	Coffee Table	195.00	253.50	
F75	Executive Chair	195.00	253.50	
	30" Diameter Pedestal Table (Gray)	137.00	178.10	
F80	18" High			
F90	30" High			
F100	42" High			

**CARPET**

C10	9' X 10'	166.70	216.75	
C20	9' X 20'	327.30	425.50	
C30	9' X 30'	489.45	636.30	
C40	9' X 40'	657.70	855.00	
C50	9' X Per 10' increment	166.70	216.75	

**AREA CARPET** (Indicate Dimensions for Special Size Carpet)

C60 \_\_\_\_\_' X \_\_\_\_\_' per sq. ft. (100 sq. ft. min.) 2.80 3.65 \_\_\_\_\_

**COLORS:** ☐ GRAY ☐ BLACK ☐ BLUE

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

**PADDING AND VISQUEEN** (90 sq. ft. min.)

C70	' X _____'	Carpet padding/per sq. ft.	1.40	1.80	
C80	' X _____'	Visqueen covering/per sq. ft.	.85	1.05	

ITEM #	QTY	DISCOUNT RATES	STANDARD RATES	AMOUNT
<b>DRAPED DISPLAY TABLE</b>				
F110	4' Table - 30" high	123.40	160.40	
F120	6' Table - 30" high	143.35	186.35	
F130	8' Table - 30" high	163.30	212.30	
F140	4' Table - 42" Counter high	147.35	191.55	
F150	6' Table - 42" Counter high	167.30	217.50	
F160	8' Table - 42" Counter high	187.25	243.45	

**COLORS:** ☐ SILVER ☐ BLACK ☐ WHITE ☐ BLUE**TABLE RISERS COVERED WHITE**

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

F250	4' Long riser	43.50	56.55	
F260	6' Long riser	53.45	69.50	
F270	8' Long riser	64.65	84.05	

**SPECIAL DRAPE BACKGROUNDS**

F280	3' H. Background/per ft.	13.30	17.30	
F290	8' H. Background/per ft.	14.65	19.00	

**COLORS:** ☐ SILVER ☐ BLACK ☐ WHITE ☐ BLUE

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

**TOTAL ORDER** \_\_\_\_\_NAME OF CONVENTION **MP EXPO 2015** BOOTH # \_\_\_\_\_

FIRM NAME \_\_\_\_\_ PHONE # \_\_\_\_\_ FAX # \_\_\_\_\_

ADDRESS \_\_\_\_\_ CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

BY \_\_\_\_\_ EMAIL \_\_\_\_\_ NAME \_\_\_\_\_ DATE \_\_\_\_\_

(SIGNATURE)

(PLEASE PRINT)

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

FC-H

# Furniture/Carpet

## Furniture



F60



F50



F9



F10



F30



F20



F40



F75



LC02



F245



LC01

## Furniture

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

## Carpet



Black



Gray



Blue



# Display Tables



F80



F90



F100

## Pedestal Tables

F80 Pedestal Table 30" x 18" h

F90 Pedestal Table 30" x 30" h

F100 Pedestal Table 30" x 42" h

## Draped Display Tables

F110 4' x 2' x 30" F140 4' x 2' x 42"

F120 6' x 2' x 30" F150 6' x 2' x 42"

F130 8' x 2' x 30" F160 8' x 2' x 42"

## Undraped Display Tables

F190 4' x 2' x 30" F220 4' x 2' x 42"

F200 6' x 2' x 30" F230 6' x 2' x 42"

F210 8' x 2' x 30" F240 8' x 2' x 42"



F110  
F140



F120  
F150



F130  
F160



Silver



White



Blue



Black

Remit To:

## HERITAGE

## EXPOSITION SERVICES

620 Shenandoah Ave. • St. Louis, MO 63104

Phone 314/534-8500 • Fax 314/533-0906

ACCESSORIES/DISPLAY  
RENTAL ORDER FORM

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ITEM #	QTY	DISCOUNT RATES	STANDARD RATES	AMOUNT	ITEM #	QTY	DISCOUNT RATES	STANDARD RATES	AMOUNT
<b>ACCESSORIES</b>					<b>DISPLAY</b>				
A10	_____	Wastebasket.....	19.15	24.90	D10	_____	Pegboard Panels (4'x8').....	191.50	249.00
A20	_____	Tripod Easels.....	31.90	41.50	D11	_____	Pegboard 6" Single Hook.....	9.60	12.45
D250	_____	Chrome Sign Holder.....	117.70	153.00	D12	_____	Pegboard 8" Single Hook.....	11.15	14.50
A30	_____	Chrome Stanchion.....	23.95	31.10	D20	_____	Tackboard Panels (4'x8').....	143.65	186.75
A40	_____	Velour Rope 6' Black.....	23.95	31.10	<input type="checkbox"/> Horiz. <input type="checkbox"/> Vert.				
A50	_____	Coat Tree.....	69.45	90.25	D31	_____	Fabric Impact Panel 1 Meter x 8.....	351.10	456.43
A60	_____	Chrome Bag Rack.....	69.45	90.25	D40	_____	Gridwall 2'x8' Black.....	130.85	170.15
A70	_____	Literature Rack.....	135.65	176.35	D60	_____	Gridwall 6" Single Hook.....	9.60	12.45
A80	_____	Garment Rack 5'.....	74.50	96.80	D70	_____	Gridwall 8" Single Hook.....	11.15	14.50
A90	_____	2 Way Straight Arm Rack.....	102.15	132.80	D50	_____	Slatwall 1 Meter x 8.....	175.55	228.25
A100	_____	4 Way Slant Arm Rack.....	114.40	148.70	D120	_____	Slatwall Waterwalls Hooks.....	28.75	37.35
A106	_____	Raffle Ticket Drum.....	80.00	104.00	D121	_____	Slatwall 8" Bracket.....	11.15	14.50
A107	_____	Fishbowl.....	25.00	32.50	D130	_____	Shelf 1 meter wide.....	47.90	62.25
A110	_____	6' Tensabarrier.....	108.55	141.10	D220	_____	Arm Light.....	42.55	55.35
					D140	_____	4' Full View Showcase.....	422.95	549.85
					D150	_____	6' Full View Showcase.....	454.85	591.30
					D160	_____	4' Quarter View Showcase.....	359.10	466.85
					D170	_____	6' Quarter View Showcase.....	404.30	525.60
					MD20	_____	Display Counter 1 Meter.....	446.90	580.95
					MD10	_____	Display Counter 2 Meter.....	625.10	812.65
					MD22	_____	Curved Counter 1 Meter.....	491.59	639.05
					MD30	_____	Display Cabinet 2 Meter.....	446.90	580.95
					<b>TOTAL ORDER</b> _____				

NAME OF CONVENTION **MP EXPO 2015** BOOTH # \_\_\_\_\_

FIRM NAME \_\_\_\_\_ PHONE # \_\_\_\_\_ FAX # \_\_\_\_\_

ADDRESS \_\_\_\_\_ CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

BY \_\_\_\_\_ EMAIL \_\_\_\_\_ NAME \_\_\_\_\_ DATE \_\_\_\_\_

(SIGNATURE)

(PLEASE PRINT)

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FC-H

# Accessories



A10



D250



A30



A40



A20



A70



A80



A60



A100



A80



A110



A106



A107

## Accessories:

A10 Wastebasket  
A20 Tripod Easel  
D250 Chrome Sign Holder  
A30 Chrome Stanchion  
A40 Velour Rope 6' Black  
A50 Coat Tree  
A60 Chrome Bag Rack

A70 Literature Rack  
A80 Garment Rack 5'  
A90 2 Way Straight Arm Rack  
A100 4 Way Slant Arm Rack  
A110 6' Tensabarrier  
A106 Raffle Ticket Drum  
A107 Fishbowl



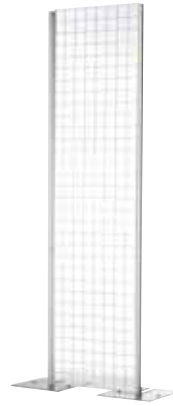
# Display



D10



D50



D40



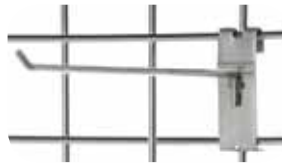
D31



D11  
D12



D121



D60  
D70



D130



D220



D120



D140  
D150 (Shown)



D160  
D170 (Shown)



D20  
D30 (Shown)



MD30



MD20 (Shown)  
MD21



MD22

## 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

D30 Horizontal Tackboard  
MD30 Display Cabinet 1 Meter  
MD20 Display Counter 1 Meter  
MD21 Display Counter 2 Meter  
MD22 Curved Counter 1 Meter

Remit To:

# HERITAGE

EXPOSITION SERVICES

620 Shenandoah Ave. • St. Louis, MO 63104



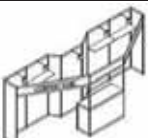



Phone 314/534-8500 • Fax 314/533-0906

## MODULAR RENTAL DISPLAY ORDER FORM

**Cancellation:** No refunds if cancelled after the deadline.

**Late Request:** Request after deadline will be filled as available at the standard rate.

### Choose Your Exhibit – Check One

<input type="checkbox"/> <b>MD01 DISPLAY ONE: 10' STANDARD DISPLAY</b> <b>Package Includes:</b> Installation and dismantling labor 1 Header One 10' x 10' Standard Carpet One 1 meter counter Three Arm Lights	<table border="1"><tr><th>ADVANCED RATE</th><th>STANDARD RATE</th></tr><tr><td>\$1,901.80</td><td>\$2,472.35</td></tr></table> 	ADVANCED RATE	STANDARD RATE	\$1,901.80	\$2,472.35	<input type="checkbox"/> <b>MD02 DISPLAY TWO: 20' STANDARD DISPLAY</b> <b>Package Includes:</b> Installation and dismantling labor One 10' x 20' Standard carpet 2 Headers One 2 meter counter Two 1 meter counters 6 Halogen Lights	<table border="1"><tr><th>ADVANCED RATE</th><th>STANDARD RATE</th></tr><tr><td>\$4,354.90</td><td>\$5,661.35</td></tr></table> 	ADVANCED RATE	STANDARD RATE	\$4,354.90	\$5,661.35
ADVANCED RATE	STANDARD RATE										
\$1,901.80	\$2,472.35										
ADVANCED RATE	STANDARD RATE										
\$4,354.90	\$5,661.35										
<input type="checkbox"/> <b>MD03 DISPLAY THREE: 20' DELUXE DISPLAY</b> <b>Package Includes:</b> Installation and dismantling labor One 10' x 20' Standard Carpet 2 Headers One 1.5 meter counter Four shelves 5 Halogen Lights	<table border="1"><tr><th>ADVANCED RATE</th><th>STANDARD RATE</th></tr><tr><td>\$4,685.65</td><td>\$6,091.30</td></tr></table> 	ADVANCED RATE	STANDARD RATE	\$4,685.65	\$6,091.30	<input type="checkbox"/> <b>MD04 DISPLAY FOUR: 20' DELUXE DISPLAY</b> <b>Package Includes:</b> Installation and dismantling labor One 10' x 20' Standard carpet 1 Header 4 Counters 5 Halogen Lights	<table border="1"><tr><th>ADVANCED RATE</th><th>STANDARD RATE</th></tr><tr><td>\$5,099.05</td><td>\$6,628.80</td></tr></table> 	ADVANCED RATE	STANDARD RATE	\$5,099.05	\$6,628.80
ADVANCED RATE	STANDARD RATE										
\$4,685.65	\$6,091.30										
ADVANCED RATE	STANDARD RATE										
\$5,099.05	\$6,628.80										
<input type="checkbox"/> <b>MD05 DISPLAY FIVE: 20 X 20 ISLAND DISPLAY</b> <b>Package Includes:</b> Installation and dismantling labor One 20' x 20' Standard carpet 2 Headers 4 Counters	<table border="1"><tr><th>ADVANCED RATE</th><th>STANDARD RATE</th></tr><tr><td>\$8,406.55</td><td>\$10,928.55</td></tr></table> 	ADVANCED RATE	STANDARD RATE	\$8,406.55	\$10,928.55	<input type="checkbox"/> <b>MD06 DISPLAY SIX: 20 X 20 ISLAND DISPLAY</b> <b>Package Includes:</b> Installation and dismantling labor One 20' x 20' Standard carpet 4 Headers 4 Counters	<table border="1"><tr><th>ADVANCED RATE</th><th>STANDARD RATE</th></tr><tr><td>\$9,095.65</td><td>\$11,824.30</td></tr></table> 	ADVANCED RATE	STANDARD RATE	\$9,095.65	\$11,824.30
ADVANCED RATE	STANDARD RATE										
\$8,406.55	\$10,928.55										
ADVANCED RATE	STANDARD RATE										
\$9,095.65	\$11,824.30										
<input type="checkbox"/> <b>MD05 DISPLAY FIVE: 20 X 20 ISLAND DISPLAY</b> <b>Package Includes:</b> Installation and dismantling labor One 20' x 20' Standard carpet 2 Headers 4 Counters		<b>Choose Your Panels</b> Standard and Optional Panel Choices <table border="1"><tr><td><input type="checkbox"/> White Hardwall <input type="checkbox"/> Blue/Gray Velcro – Circle: Blue or Gray <input type="checkbox"/> Opt. Color Hardwall (per panel) - Specify</td><td><b>Advanced Rates:</b> Included Included \$70.00 ea.</td><td><b>Advanced Rates:</b> Included Included \$91.00 ea.</td></tr></table>		<input type="checkbox"/> White Hardwall <input type="checkbox"/> Blue/Gray Velcro – Circle: Blue or Gray <input type="checkbox"/> Opt. Color Hardwall (per panel) - Specify	<b>Advanced Rates:</b> Included Included \$70.00 ea.	<b>Advanced Rates:</b> Included Included \$91.00 ea.					
<input type="checkbox"/> White Hardwall <input type="checkbox"/> Blue/Gray Velcro – Circle: Blue or Gray <input type="checkbox"/> Opt. Color Hardwall (per panel) - Specify	<b>Advanced Rates:</b> Included Included \$70.00 ea.	<b>Advanced Rates:</b> Included Included \$91.00 ea.									

Circle your carpet color:

Black   Blue   Burgundy   Gray   Red

### 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 \_\_\_\_\_

TOTAL ORDER \_\_\_\_\_

NAME OF CONVENTION **MP EXPO 2015**      BOOTH # \_\_\_\_\_

FIRM NAME \_\_\_\_\_ PHONE # \_\_\_\_\_ FAX \_\_\_\_\_

ADDRESS \_\_\_\_\_ CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

BY \_\_\_\_\_ EMAIL \_\_\_\_\_ NAME \_\_\_\_\_ DATE \_\_\_\_\_

(SIGNATURE)

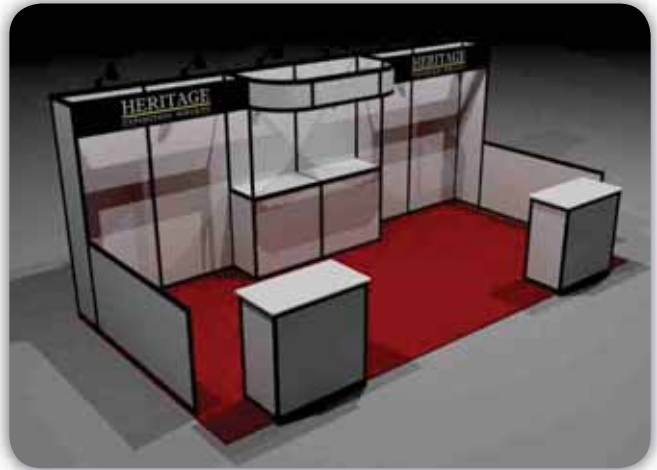
(PLEASE PRINT)

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# Modular Displays



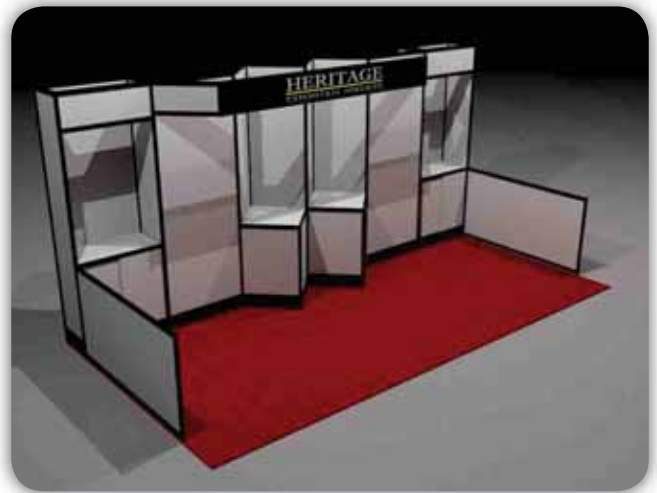
MD01 Modular Hardwall Display Package 1



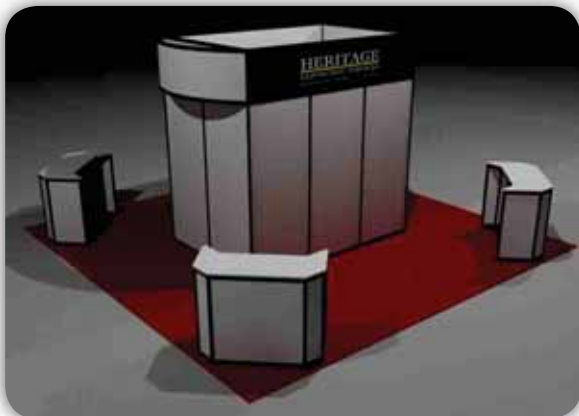
MD02 Modular Hardwall Display Package 2



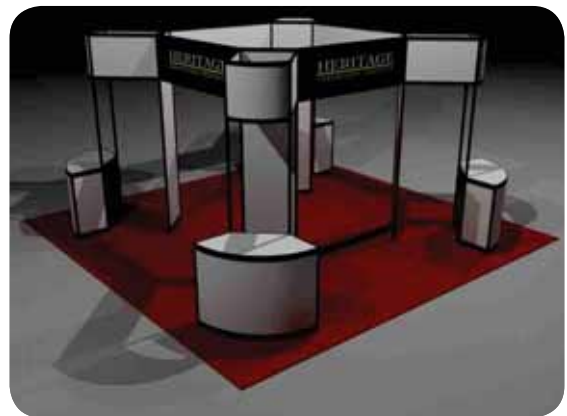
MD03 Modular Hardwall Display Package 3



MD04 Modular Hardwall Display Package 4



MD05 Modular Hardwall Display Package 5



MD06 Modular Hardwall Display Package 6

Remit To:

**HERITAGE****EXPOSITION SERVICES****Phone 314/534-8500 • Fax 314/533-0906****SHIPPING INSTRUCTIONS  
MATERIAL HANDLING INFORMATION**

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

**A. SHIPMENTS TO WAREHOUSE**

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

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

EXHIBITOR COMPANY NAME  
HERITAGE EXPOSITION SERVICES  
3681 NEW TOWN BLVD.  
ST. CHARLES, MO 63301  
FOR: MP EXPO 2015

BOOTH NO. \_\_\_\_\_

TOTAL PIECES \_\_\_\_\_

APPROX. WT. \_\_\_\_\_

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

**RATES FOR SHIPMENTS TO WAREHOUSE****Deadline Date: Wednesday, September 9, 2015 To Avoid Late Fees**

	Description	Rate per 100 lbs.	Min Charge
I	Packaged Shipments to the Advance Warehouse	\$ 79.50	\$ 159.00
II	Packaged Shipments via Van Line, Specialized Carrier, Federal Express, UPS or U.S. Mail to the Advance Warehouse	\$ 95.40	\$ 190.80
III	Packaged Shipments to the Advance Warehouse after the deadline date	\$ 99.38	\$ 198.76
IV	Packaged Shipments via Van Line, Specialized Carrier, Federal Express, UPS, or U.S. Mail to the Advance Warehouse after the deadline date	\$ 115.28	\$ 230.56

**B. SHIPMENTS TO SHOW SITE**

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

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

EXHIBITOR COMPANY NAME  
C/O HERITAGE EXPOSITION SERVICES  
NUTTER FIELD HOUSE  
BUILDING 1067  
FORT LEONARD WOOD, MO 65473-8952  
FOR: MP EXPO 2015

BOOTH NO. \_\_\_\_\_

TOTAL PIECES \_\_\_\_\_

APPROX. WT. \_\_\_\_\_

**RATES FOR SHIPMENTS TO SHOWSITE**

	Description	Rate per 100 lbs.	Min Charge
VI	Packaged Shipments to the Show site	\$ 88.50	\$ 177.00
VII	Packaged Shipments via Van Line, Specialized Carrier, Federal Express, UPS or U.S. Mail to the Show site	\$ 106.20	\$ 212.40
VIII	Loose or Uncrated Shipments or Shipments requiring Special Handling to the Show site (Rate will not be split for mixed shipments. The uncrated rate will apply)	\$ 123.90	\$ 247.80

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

**ESTIMATED COSTS. \* (Round to next highest whole number)**

Estimated Weight in lbs. \_\_\_\_\_ ÷ 100 = \_\_\_\_\_ \* x Rate \_\_\_\_\_ = \_\_\_\_\_ Total

CONTINUED ON NEXT PAGE

#### D. INBOUND SHIPMENTS

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

#### E. 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.

#### F. ADDITIONAL AVAILABLE SERVICES

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

	STRAIGHT TIME	OVERTIME
Material Handler	\$ 77.75 per hr.	\$ 116.63 per hr. (One Hour Minimum)
Local Pickups & Deliveries	\$ 184.95 per hr.	\$ 277.43 per hr. (One Hour Minimum)

#### G. 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.

#### H. 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.

#### I. 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.

#### J. LIMITS OF LIABILITY AND RESPONSIBILITY

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

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#### AUTHORITY TO HANDLE

All terms and conditions herein stated are understood and accepted.

NAME OF CONVENTION MP EXPO 2015 BOOTH # \_\_\_\_\_

FIRM NAME \_\_\_\_\_ PHONE # \_\_\_\_\_ FAX# \_\_\_\_\_

ADDRESS \_\_\_\_\_ CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

BY \_\_\_\_\_ EMAIL \_\_\_\_\_ NAME \_\_\_\_\_ DATE \_\_\_\_\_  
(Signature) (Please Print)

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

MH-H

Remit To:

# HERITAGE

EXPOSITION SERVICES

620 Shenandoah Ave. • St. Louis, MO 63104

Phone 314/534-8500 • Fax 314/533-0906

## PRIORITY RETURN/ ACCESSIBLE STORAGE FORM

**All orders must have a credit card authorization form 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 Exposition Services, Inc..

Priority Empty Container Return.....\$100.00 per container

Estimated Number of Pieces.....

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

### ACCESSIBLE STORAGE

A storage area will be available for exhibitor's samples and literature in the facility. Depending on space available in the facility, these items may be stored on trailers in the loading dock area. Heritage employees will be available to access storage items during show hours, one hour prior to show opening, and one half hour after show closing each day. All 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).....\$77.75

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

Over Time: (one hour minimum per man).....\$116.63

**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.

(Please Print)

NAME OF CONVENTION MH EXPO 2015 BOOTH # \_\_\_\_\_

FIRM NAME \_\_\_\_\_ PHONE # \_\_\_\_\_ FAX# \_\_\_\_\_

ADDRESS \_\_\_\_\_ CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

BY \_\_\_\_\_ EMAIL \_\_\_\_\_

NAME \_\_\_\_\_ DATE \_\_\_\_\_

(Signature)

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



# HERITAGE

## EXPOSITION SERVICES

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

## Vehicle Spotting Form

All orders **MUST** have a credit card authorization form on file.

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# VEHICLE SPOTTING FEE

### Direct Deliveries Only

Heritage Exposition Services will provide labor to direct mobile motorized vehicles and transports to and from booth areas. Exhibitors must check in at the Heritage Service Desk.

### Advance Rate

\$95.00 per piece / per trip

### Floor Rate

\$125.00 per piece / per trip

Total # of pieces \_\_\_\_\_

Estimated Time of Arrival \_\_\_\_\_

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To receive the above service, the following must be completed and forwarded to Heritage Exposition Services along with the Credit Card Authorization/ Payment Policies Form.

Arrival Date: \_\_\_\_\_ Time: \_\_\_\_\_

Dimension of Largest Piece: L \_\_\_\_\_ x W \_\_\_\_\_ x H \_\_\_\_\_

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NAME OF CONVENTION MP EXPO 2015 BOOTH # \_\_\_\_\_

FIRM NAME \_\_\_\_\_ PHONE # \_\_\_\_\_ FAX # \_\_\_\_\_

ADDRESS \_\_\_\_\_ CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

BY \_\_\_\_\_ EMAIL \_\_\_\_\_ NAME \_\_\_\_\_ DATE \_\_\_\_\_

(Signature)

(Please Print)

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

CC-REC

**HERITAGE**

Exposition Services

**DO NOT DELAY!**

**ADVANCE SHIPMENT  
TO WAREHOUSE**

TO: \_\_\_\_\_

EXHIBITOR NAME

BOOTH NUMBER: \_\_\_\_\_

HERITAGE EXPOSITION SERVICES  
3681 NEW TOWN BLVD.  
ST. CHARLES, MO 63301

FOR: MP EXPO 2015

**HERITAGE**

Exposition Services

**DO NOT DELAY!**

**ADVANCE SHIPMENT  
TO WAREHOUSE**

TO: \_\_\_\_\_

EXHIBITOR NAME

BOOTH NUMBER: \_\_\_\_\_

HERITAGE EXPOSITION SERVICES  
3681 NEW TOWN BLVD.  
ST. CHARLES, MO 63301

FOR: MP EXPO 2015

**HERITAGE**

Exposition Services

**DO NOT DELAY!**

**ADVANCE SHIPMENT  
TO WAREHOUSE**

TO: \_\_\_\_\_

EXHIBITOR NAME

BOOTH NUMBER: \_\_\_\_\_

HERITAGE EXPOSITION SERVICES  
3681 NEW TOWN BLVD.  
ST. CHARLES, MO 63301

FOR: MP EXPO 2015

**HERITAGE**

Exposition Services

**DO NOT DELAY**

**ADVANCE SHIPMENT  
TO WAREHOUSE**

TO: \_\_\_\_\_

EXHIBITOR NAME

BOOTH NUMBER: \_\_\_\_\_

HERITAGE EXPOSITION SERVICES  
3681 NEW TOWN BLVD.  
ST. CHARLES, MO 63301

FOR: MP EXPO 2015

# HERITAGE

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## EXPOSITION SERVICES

### **IMPORTANT NOTICE REGARDING DIRECT SHIPMENTS**

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

NOTE: Direct shipments will only be received beginning at 0800, Wednesday, September 16<sup>th</sup>, 2015. Any materials sent to the venue prior to this date may be returned to sender and/or may be turned over to Heritage Exposition 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 EXPOSITION SERVICES  
NUTTER FIELD HOUSE  
BUILDING 1067  
FORT LEONARD WOOD, MO 65473-8952**

**FOR: MP EXPO 2015**

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

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

**WE APPRECIATE YOUR COOPERATION.  
HERITAGE EXPOSITION SERVICES**



Toll Free: 1 (800) 360-4323 • Fax: 1 (314) 533-0906 • [exhibitorservices@heritageexpo.com](mailto:exhibitorservices@heritageexpo.com)  
[www.heritageexpo.com](http://www.heritageexpo.com)

**HERITAGE**  
Exposition Services

**DO NOT DELAY  
DIRECT SHIPMENT TO  
SHOW SITE**

**MUST NOT ARRIVE BEFORE  
WEDNESDAY, SEPTEMBER 16, 2015**

TO: \_\_\_\_\_  
EXHIBITOR NAME

BOOTH NUMBER: \_\_\_\_\_

C/O HERITAGE EXPOSITION SERVICES  
NUTTER FIELD HOUSE  
BUILDING 1067  
FORT LEONARD WOOD, MO 65473-8952  
FOR: MP EXPO 2015

**HERITAGE**  
Exposition Services

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DIRECT SHIPMENT TO  
SHOW SITE**

**MUST NOT ARRIVE BEFORE  
WEDNESDAY, SEPTEMBER 16, 2015**

TO: \_\_\_\_\_  
EXHIBITOR NAME

BOOTH NUMBER: \_\_\_\_\_

C/O HERITAGE EXPOSITION SERVICES  
NUTTER FIELD HOUSE  
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FORT LEONARD WOOD, MO 65473-8952  
FOR: MP EXPO 2015

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Exposition Services

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EXHIBITOR NAME

BOOTH NUMBER: \_\_\_\_\_

C/O HERITAGE EXPOSITION SERVICES  
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FORT LEONARD WOOD, MO 65473-8952  
FOR: MP EXPO 2015

**HERITAGE**  
Exposition Services

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TO: \_\_\_\_\_  
EXHIBITOR NAME

BOOTH NUMBER: \_\_\_\_\_

C/O HERITAGE EXPOSITION SERVICES  
NUTTER FIELD HOUSE  
BUILDING 1067  
FORT LEONARD WOOD, MO 65473-8952  
FOR: MP EXPO 2015

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

### **Inbound Shipment Solutions**

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

- **Competitive round trip pricing. treatment of exhibit empties. "Priority Empty" return LTL.**

- **Air and Expedited services. monitoring of inbound and outbound shipment progress.**

- **Continuous tracking and single source invoicing.**

- **Call 1-866-493-1675**



### **Outbound Shipment Solutions**

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

# Exhibit Transportation Order/Estimate Form



SHOW NAME: \_\_\_\_\_

SHOW LOCATION: \_\_\_\_\_

PLEASE ARRANGE TRANSPORTATION FOR MY EXHIBIT MATERIALS ☐

## **PICK UP INFORMATION**

COMPANY NAME \_\_\_\_\_ BOOTH NUMBER \_\_\_\_\_

STREET ADDRESS \_\_\_\_\_ SUITE/FL. NO. \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

PICK UP DATE \_\_\_\_\_ OFFICE HOURS \_\_\_\_\_

DOCK ACCESS ☐ YES ☐ NO

RESIDENTIAL ☐ YES ☐ NO

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

_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

FOR DIMENSIONS PLEASE PROVIDE L x W x H

INSURANCE (Optional): ☐ YES ☐ NO Declared Value: \_\_\_\_\_

## **CONTACT INFORMATION**

CONTACT NAME \_\_\_\_\_

TELEPHONE \_\_\_\_\_ FAX \_\_\_\_\_

EMAIL ADDRESS \_\_\_\_\_

**PLEASE FAX OR EMAIL TO:**

PHONE: 1-708-361-3722 [exhibitfreight@heslogistics.com](mailto:exhibitfreight@heslogistics.com) Fax: 1-708-361-3866



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

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

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

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

<b>From</b> YOUR COMPANY NAME ►		BOOTH NUMBER		
<b>AT</b> FACILITY ► /CITY ► /STATE ►		CONVENTION		
CONSIGNEE TO CO. NAME ►		DATE TRAILER NO.		
STREET ►		SHIPPERS NUMBER		
CITY/STATE/ZIP CODE ►		<b>FREIGHT CHARGES ARE TO BE "MARK ONE"</b> PREPAID COLLECT		
ATTENTION ► TELEPHONE ►				
<b>Indicate desired method of shipment :</b> <input type="checkbox"/> Common Carrier <input type="checkbox"/> Air Freight <input type="checkbox"/> Van Lines <input type="checkbox"/> Company Truck <input type="checkbox"/> Overnite Carrier <input type="checkbox"/> Customer Pick up		CARRIER REQUESTED HES Logistics		
Desired Arrival Date _____		CARRIER USED		
Number Pieces	KIND OF PACKAGE, DESCRIPTION OF ARTICLES, SPECIAL MARKS, AND EXCEPTIONS	*Weight (Sub. to Cor.)	Class or Rate	Check Column
	Crates Exhibition Paraphernalia (Item 154630-NMFC)			
	Cartons			
	Cases / Trunks			
	Skids			
	Carpets			
← TOTAL PIECES VALUE: _____ <div style="position: absolute; top: -50px; left: 50%; transform: translateX(-50%);">           SEND FREIGHT CHARGES TO         </div>		TOTAL WEIGHT →		
<b>SEND FREIGHT CHARGES TO:</b> Company Name <b>HES Logistics, Inc.</b> Street <b>620 Shenandoah Ave.</b> City, State <b>St. Louis, MO 63104</b> Attn: Telephone <b>1-866-493-1675</b>		<b>INSTRUCTIONS</b> RETURN COMPLETE BILL OF LADING TO SERVICE DESK.  HERITAGE EXPOSITION SERVICE IS NOT RESPONSIBLE FOR SHIPMENTS LEFT IN BOOTH BY EXHIBITOR. WE WILL COUNT AND SHIP PIECES AS WE FIND SHIPMENT WHEN WE REMOVE FROM EXHIBIT HALL. EXHIBITORS MUST INSURE THEMSELVES AGAINST LOSS OR THEFT.		

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

Day: \_\_\_\_\_ Date: \_\_\_\_\_ Time: \_\_\_\_\_

X

SIGNATURE OF SHIPPER

PRINT

X

SIGNATURE OF CARRIER OR AGENT

ORIGINAL

1

# HERITAGE

## EXPOSITION SERVICES

620 Shenandoah Ave. • St. Louis, MO 63104

Phone 314/534-8500 • Fax 314/533-0906

### **IMPORTANT INFORMATION REGARDING OUTBOUND SHIPMENTS**

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

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

**Thank you and we hope you have a great show!**

# HERITAGE

## EXPOSITION SERVICES

620 Shenandoah Ave. • St. Louis, MO 63104

Phone 314/534-8500 • Fax 314/533-0906

## **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.

Remit To:

# HERITAGE

## EXPOSITION SERVICES

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

## EXHIBITOR APPOINTED CONTRACTOR THIRD PARTY AUTHORIZATION

### EXHIBITOR APPOINTED CONTRACTOR

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

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

### EXHIBITOR APPOINTED CONTRACTOR

\_\_\_\_\_

### ADDRESS

\_\_\_\_\_

\_\_\_\_\_

### CONTACT PERSON

\_\_\_\_\_

### PHONE

\_\_\_\_\_

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

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

### THIRD PARTY AUTHORIZATION

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

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

### THIRD PARTY AGENT:

CREDIT CARD ACCOUNT NO. \_\_\_\_\_

EXPIRATION DATE \_\_\_\_/\_\_\_\_ VERIFICATION CODE \_\_\_\_/\_\_\_\_/\_\_\_\_

☐ PERSONAL CREDIT CARD ☐ COMPANY CREDIT CARD

CARDHOLDER'S NAME \_\_\_\_\_

AUTHORIZED SIGNATURE \_\_\_\_\_

PRINT NAME \_\_\_\_\_

COMPANY NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY/STATE/ZIP \_\_\_\_\_

PHONE \_\_\_\_\_ FAX \_\_\_\_\_

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

**Exhibitor Signature:** \_\_\_\_\_ **Print Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_

(Please Print)

NAME OF CONVENTION **MP EXPO 2015** BOOTH # \_\_\_\_\_

FIRM NAME \_\_\_\_\_ PHONE # \_\_\_\_\_ FAX # \_\_\_\_\_

ADDRESS \_\_\_\_\_ CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

BY \_\_\_\_\_ EMAIL \_\_\_\_\_

NAME \_\_\_\_\_ DATE \_\_\_\_\_

(Signature)

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

PP/TPA

Remit To:

# HERITAGE

## EXPOSITION SERVICES

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

## EXHIBIT LABOR ORDER FORM

**DISPLAY LABOR FOR INSTALLATION & DISMANTLE OF EXHIBITS**

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

### RATES:

**STRAIGHT TIME** (One hour minimum per man) ..... **\$77.75 PER HOUR**

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

**OVERTIME** (One hour minimum per man) ..... **\$116.63 PER HOUR**

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

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

### INSTALLATION

#### ☐ **ERECT EXHIBIT UNDER HERITAGE SUPERVISION**

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

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

Please complete the reverse side of this form

#### ☐ **FURNISH LABOR TO ERECT EXHIBIT UNDER EXHIBITOR'S SUPERVISION**

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

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

### DISMANTLE

#### ☐ **DISMANTLE EXHIBIT UNDER HERITAGE SUPERVISION**

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

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

Please complete the reverse side of this form

#### ☐ **FURNISH LABOR TO DISMANTLE EXHIBIT UNDER EXHIBITOR'S SUPERVISION**

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

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

**ESTIMATED TOTAL** \_\_\_\_\_

NAME OF CONVENTION **MP EXPO 2015** BOOTH # \_\_\_\_\_

FIRM NAME \_\_\_\_\_ PHONE # \_\_\_\_\_ FAX # \_\_\_\_\_

ADDRESS \_\_\_\_\_ CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

BY \_\_\_\_\_ EMAIL \_\_\_\_\_ NAME \_\_\_\_\_ DATE \_\_\_\_\_

Mail This Form Promptly To The Address Above-Retain One Copy For Your File  
(CONTINUED ON NEXT PAGE)

424099.HIS

COMPANY NAME \_\_\_\_\_  
BOOTH # \_\_\_\_\_

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

### INBOUND SHIPPING INFORMATION

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

### SET-UP INFORMATION

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

### OUTBOUND SHIPPING INFORMATION:

Ship To: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Method: ☐ Common Carrier ☐ Air Freight ☐ Van Line ☐ Other (Specify)  
Carrier: (If Known) \_\_\_\_\_  
Freight Charges: ☐ Prepaid ☐ Bill To: \_\_\_\_\_  
☐ Collect \_\_\_\_\_  
\_\_\_\_\_

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

### SPECIAL INSTRUCTIONS/COMMENTS:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### PLEASE PROVIDE AN EMERGENCY CONTACT:

Name \_\_\_\_\_ Phone No. \_\_\_\_\_



Remit To:

# HERITAGE

## EXPOSITION SERVICES

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

## AUDIO VISUAL ORDER FORM

Discount prices only apply to orders received with full payment at the above address 14 days prior to first day of set up. All charges for equipment and/or services are payable in advance or when placing order at show site. Orders will not be processed without payment. For your convenience, MasterCard, American Express, Visa and Discover will be accepted. Fax orders will be accepted with enclosed credit card authorization form only. Charges for rental items listed below are for the duration of the show, and include delivery and removal. Cancellation of equipment delivered will be subject to a 100% cancellation charge for labor involved. Orders received after deadline are subject to availability.

**Add some excitement to your booth by showing off your products and services through video.**

	QTY	DISCOUNT PRICE	STANDARD PRICE
17" LCD Monitor (includes stand)	_____ @	195.00	253.50 = \$ _____
32" LCD Monitor (includes stand)	_____ @	395.00	513.50 = \$ _____
42" HDTV (includes stand)	_____ @	795.00	1033.50 = \$ _____
50" HDTV (includes stand)	_____ @	1325.00	1722.50 = \$ _____
Blu Ray/DVD Player	_____ @	195.00	253.50 = \$ _____
1 Meter x ½ Meter x 42" Black stand with shelf for laptop or DVD player	_____ @	155.00	201.50 = \$ _____

**TOTAL ORDER** \_\_\_\_\_

Graphic panels can be provided for the counters at \$100.00 per panel.

Please ask your convention services manager for more details.

\*Electric is not included

\*Rates are for run of the show

\*On site orders are not guaranteed to be available

NAME OF CONVENTION **MP EXPO 2015** BOOTH # \_\_\_\_\_

EXHIBITOR NAME \_\_\_\_\_ PHONE # \_\_\_\_\_ FAX # \_\_\_\_\_

ADDRESS \_\_\_\_\_ CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

BY \_\_\_\_\_ EMAIL \_\_\_\_\_ NAME \_\_\_\_\_ DATE \_\_\_\_\_  
(SIGNATURE) (PLEASE PRINT)

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

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Remit To:

# HERITAGE

## EXPOSITION SERVICES

620 Shenandoah Ave. • St. Louis, MO 63104

Phone 314/534-8500 • Fax 314/533-0906

## BOOTH CLEANING SERVICE ORDER FORM

Discount prices only apply to orders received with full payment 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

### RATES

40¢ per sq. ft.  
per day

☐ Vacuuming ONCE before initial opening of Exhibit

40¢ 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

45¢ per sq. ft.  
per day

☐ Cleaning and dusting of display background and furnishings ONCE  
before initial opening of exhibits

45¢ 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)

\$47.15 per hour

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

Special Instructions : \_\_\_\_\_

TOTAL ORDER AMOUNT \$ \_\_\_\_\_

NAME OF CONVENTION **MP EXPO 2015** BOOTH # \_\_\_\_\_

FIRM NAME \_\_\_\_\_ PHONE # \_\_\_\_\_ FAX # \_\_\_\_\_

ADDRESS \_\_\_\_\_ CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

BY \_\_\_\_\_ EMAIL \_\_\_\_\_

NAME \_\_\_\_\_ DATE \_\_\_\_\_

(SIGNATURE)

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

BCS-S

Remit To:

# HERITAGE

## EXPOSITION SERVICES

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

## SIGN SERVICE ORDER FORM

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

### STANDARD SIZE SIGNS

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

### DIGITAL GRAPHICS

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

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

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

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

### INDICATE YOUR SIGN COPY HERE

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

Vertical ☐ Horizontal ☐ Easel Back ☐  
Color of Background \_\_\_\_\_  
Color of Lettering \_\_\_\_\_

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

### SETUP/COMPUTER LABOR

**Straight Time - \$88.00 Overtime - \$156.00**

**Double Time - \$176.00**

**TOTAL** \_\_\_\_\_

(PLEASE PRINT)

NAME OF CONVENTION **MP EXPO 2015** BOOTH # \_\_\_\_\_

FIRM NAME \_\_\_\_\_ PHONE # \_\_\_\_\_ FAX # \_\_\_\_\_

ADDRESS \_\_\_\_\_ CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

BY \_\_\_\_\_ EMAIL \_\_\_\_\_

NAME \_\_\_\_\_ DATE \_\_\_\_\_

(SIGNATURE)

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

SS-H

## Exhibit Hall Fire Regulations

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

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

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

--over--

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

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

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