

exhibitor.services@heritagesvs.com

1-800-360-4323

Fax 314-534-8050



**Discount Deadline:
12/18/2024**

Order online at: heritagesvs.com/ordering

Straight Time: Monday-Friday, 8:00 a.m. – 4:30 p.m.

Overtime: Monday-Friday, 4:30 p.m. – 8:00 a.m., All day Saturday, Sunday, and Holidays

- Show site rates will apply to all labor orders placed at show site.
- Start time guaranteed only at start of working day.
- When scheduling dismantle labor, be sure to allow sufficient time for empty containers to be returned to your booth.
- Union Holidays: New Year's Day, Martin Luther King Day, President's Day, Good Friday, Patriot's Day, Memorial Day, Independence Day, Labor Day, Columbus Day, Veterans Day, Thanksgiving Day, Christmas Day.
- Supervisor must check in at Service Desk to pick up labor.
- One hour minimum - labor thereafter is charged in half (1/2) hour increments.

	Item	Advance Rate	Show Site Rate
Forklift Labor	L301 <input type="checkbox"/> Forklift w/ Operator – up to 5,000 lbs – ST	\$290.33	\$377.43
	<input type="checkbox"/> Forklift w/ Operator – up to 5,000 lbs – OT	\$435.49	\$566.14
	L302 <input type="checkbox"/> Forklift w/ Operator – up to 10,000 lbs – ST	\$485.27	\$630.85
	<input type="checkbox"/> Forklift w/ Operator – up to 10,000 lbs – OT	\$727.90	\$946.27
	L303 <input type="checkbox"/> Forklift w/ Operator – 4-Stage – ST	\$485.27	\$630.85
	<input type="checkbox"/> Forklift w/ Operator – 4-Stage – OT	\$727.90	\$946.27
Rigging Labor	LR100 <input type="checkbox"/> Rigger – ST	\$125.85	\$163.60
	<input type="checkbox"/> Rigger – OT	\$188.77	\$245.40
Equipment	L304 <input type="checkbox"/> Forklift Cage	\$139.77	\$181.71
	L305 <input type="checkbox"/> Forklift Boom	\$139.77	\$181.71
	L306 <input type="checkbox"/> Pallet Jack	\$139.77	\$181.71
	<input type="checkbox"/> Check here if you need a Scissorlift for booth work		
Special Services	L307 <input type="checkbox"/> Straight Time Pallet Jack with Operator	\$236.58	\$307.55
	<input type="checkbox"/> Overtime Pallet Jack with Operator	\$354.87	\$461.33
	L308 <input type="checkbox"/> Scissor Lift with Operator – ST	\$472.00	\$613.60
	<input type="checkbox"/> Scissor Lift with Operator – OT	\$708.00	\$920.40
	L230 <input type="checkbox"/> Metal Banding – \$0.50 ln. ft.	\$96.81	\$125.85
	L240 <input type="checkbox"/> Shrinkwrap Pallet	\$82.95	\$107.84

Installation

Dismantle

Description	Date	Start Time	# of People/ Equipment	Approx Hours Per	Total Hours	Hourly Rate	Estimated Total Cost
_____	_____	_____	x	=	x	=	_____
_____	_____	_____	x	=	x	=	_____
Describe work to be done: _____							SUBTOTAL _____
_____	_____	_____	x	=	x	=	_____
_____	_____	_____	x	=	x	=	_____
Describe work to be done: _____							SUBTOTAL _____

**Method of Payment & Credit Card Authorization
Form REQUIRED to be submitted with this form.**

FORKLIFT I/D _____
SPECIAL SERVICES _____
TOTAL DUE _____

Please see the Terms and Conditions page for full explanation of our policy on cancellations and changes.

Exhibiting Company _____

Contact Name _____ Booth# _____

Phone # _____ Email _____

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Direct Deliveries Only

All vehicles and/or transports entering or exiting the exposition hall for the purposes of delivering or removing mobile displays, trailers, etc., must order vehicle spotting services using this order form. Heritage will provide labor to accompany mobile motorized vehicles to and from their assigned booth areas. This service does not include unloading or loading out of products or display properties.

For these services, please refer to the Material Handling Information form.

SPOTTING FEE

Mobile Units/Motorized Vehicle | \$195.00 per unit (round trip)

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

Vehicle Dimensions: _____ x _____ x _____
(Length) (Width) (Height) (Weight)

Comments/Special Handling Requirements: _____

Description	Price per Vehicle	Number of Vehicles	Date Service Required	Estimated Time of Service	Total
Mobile Unit	\$195.00				\$
Motorized Vehicle	\$195.00				\$

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SUBTOTAL \$ _____

TOTAL DUE \$ _____

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A Union claims jurisdiction over the operation on all material handling equipment (forklifts, and otherwise wheeled and/or mechanical equipment, etc.). Exhibitors may not operate, handle, or use any of this type of equipment, even if personally owned, for the movement of freight, crates/cases, cartons, or other display materials from the dock to the booth space, or booth space to the dock.

Exhibitors may unload/load materials from a personally owned vehicle (POV) at a predetermined overhead door. Two full time company employees may handle the movement of materials with two-wheeled or four-wheeled handcarts. To maximize time for all exhibitors during move-in, we encourage limiting load in time to a maximum of twenty (20) minutes.

Exhibitors do reserve the right however, to handle their own exhibit materials. Exhibitors who have more extensive unloading or loading requirements of exhibit materials will be required to use the material handling services offered on the Material Handling pages.

To further assist you, Heritage Trade Show Services offers Cart Service for Personally Operated Vehicles (POVs) only. A POV is defined as a passenger car, pickup truck, or van. Flatbeds 15' or longer, U-Haul's, or other box trucks and vans are not considered POVs, and will be subject to standard material handling rates. Should you have more exhibit materials than you can individually hand-carry, we can deliver your boxes, loose display materials, etc., to your booth space via flat cart. The Cart Service is offered to help you save time, money, and hassle by delivering your equipment in one or more trips in a timely manner. A one-way "cart load" is defined as the maximum amount of loose or boxed exhibit material equal to or less than 250 pounds, that will fit on a four-wheeled manually operated or electric flat cart, which has approximate flat-bed dimensions of 3' wide x 6' long or more. Cart Service will only be available during move in and move out. Cart Service rates are available one-way or round trip. Should you have any question regarding this service or the definitions stated above, please contact Customer Service at 800.360.4323.

ONE WAY CART SERVICE – \$75.00 X _____ = _____ Subtotal
(Number of cartloads)

ROUND TRIP CART SERVICE – \$150.00 X _____ = _____ Subtotal
(Number of cartloads)

Hand Carry/POV

Exhibitors may hand carry or use a flat cart for their merchandise from their Personally Owned Vehicle (a privately owned vehicle i.e. car, van, or SUV) in the designated areas. Unloading requires one person to remain with the vehicle at ALL times. Product must be unloaded within a few minutes and the vehicle must then be moved. Method of Payment & Credit Card Authorization Form REQUIRED to be submitted with this form.



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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 FILLING IN INFORMATION BELOW.
CHARGES BASED UPON GROSS EXHIBIT BOOTH AREA. (100 SQ. FT. MINIMUM)

EXCESS TRASH WILL BE SUBJECT TO AN ADDITIONAL FEE FOR DISMANTLING AND DISPOSAL AT MARKET RATE

	Item	Total # of Days	Total # Sq. Ft.	Standard Rate	Total
Carpet Cleaning	L150 Vacuuming before initial opening of Exhibit and DAILY thereafter, including emptying of waste baskets nightly	_____ x _____	_____ x _____	\$0.40 =	_____
	Vacuuming ONCE before initial opening of Exhibit	1 x _____	_____ x _____	\$0.40 =	_____
SUBTOTAL					_____

	Item	Total # of Days	Total # Sq. Ft.	Standard Rate	Total
Exhibit Cleaning	L200 Cleaning and dusting of display background and furnishings before initial opening of Exhibit and DAILY thereafter	_____ x _____	_____ x _____	\$0.45 =	_____
	Cleaning and dusting of display background and furnishings ONCE before initial opening of Exhibit	1 x _____	_____ x _____	\$0.45 =	_____
SUBTOTAL					_____

	Item	Total # of Days	Total # Hours	Standard Rate	Total
Porter Service	L220 Includes emptying of wastebaskets and policing of your exhibit at two-hour intervals during show hours (4 hour minimum per day)	_____ x _____	_____ x _____	\$47.15 =	_____
	Requested Time(s) for Porter Service _____				

Special Instructions: _____

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SUBTOTAL \$ _____
TOTAL DUE \$ _____

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