Service Manual

ABAI 51ST ANNUAL CONVENTION

MAY 24-26TH, 2025

WALTER E. WASHINGTON CONVENTION CENTER WASHINGTON, D.C.

Order via email or fax with this service manual or online at: Heritagesvs.com/ordering



exhibitor.services@heritagesvs.com 1-800-360-4323 Fax 314-534-8050



GENERAL INFORMATION/QUICK FACTS

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WALTER E. WASHINGTON CONVENTION CENTER
WASHINGTON, D.C.

Booth Equipment

Each 10'x10' booth will be set with 8' high black back drape, 3' high black side dividers, one (1) 6' black skirted table, two (2) chairs, one (1) wastebasket, one (1) 10' x 10' Tuxedo carpet, and a 11" x 17" one-line identification sign.

Exhibit Hall Carpet

The exhibit area is carpeted in wall-to-wall Tuxedo carpet (gray with black specks). To enhance the appearance of your booth, rental carpet is available through Heritage. Please refer to the enclosed carpet brochure and furniture/carpet order form.

Discount Price Deadline Dates

In order to receive advance order discount rates listed on the price sheet, we must receive your order and payment by the following dates below. Custom Heritage Rentals – Thursday, April 24th, 2025

Carpet, Furniture and Accessories – Monday, May 5th, 2025

Shipments to Advance Warehouse Deadline Date

Heritage will begin receiving freight at the advance warehouse on Thursday, April 24th, 2025. To avoid late fees, all shipments to the advanced warehouse must arrive no later than Thursday, May 15th, 2025. Shipments will be received Monday through Friday between the hours of 8:00 a.m. and 3:00 p.m.

Show Schedule

Exhibitor Move-In	Ex	hi	bi	to	r M	ove	-In
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Friday	May 23 rd	2:00 PM	-	5:00 PM
Exhibit Hours				
Saturday	May 24th	11:00 AM	-	4:00 PM
		7:00 PM	-	10:00 PM
Sunday	May 25th	11:00 AM	-	4:00 PM
Monday	May 26 th	11:00 AM		4:00 PM
Exhibitor Move-Ou	ıt			
Tuesday	May 27th	8:00 AM	-	10:00 AM

Dismantle and Move-Out Information

- All carriers must check-in no later than 9:00 AM, on Tuesday, May 27th. All exhibit materials must be removed from the exhibit hall floor by 10:00 AM, on Tuesday, May 27th. Heritage will begin redirecting all outbound freight not claimed by appointed freight carriers to the preferred show carrier at 9:00 AM.
- Please refer to the Outbound Shipments Form included in this packet for detailed information regarding outbound shipping procedures.



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Post Show Paperwork and Labels

Our customer service department will provide a Heritage Bill of Lading and Labels for you to complete. Complete your paperwork ahead of time. Be sure your carrier knows the company name and booth number when making arrangements for shipping your exhibit at the close of the show.

HES Freight Logistics

If you need an on show site, cost effective and reliable carrier to transport your freight to and from the show, please email shipping@heritagesvs.com for a quote (guaranteed lowest material handling rate, priority empty return handling, complimentary shrinkwrap, etc).

Ordering Online

Go To: heritagesvs.com/ordering

Warehouse Shipping Information:

Exhibitor Company Name and Booth Number

HERITAGE

C/O TForce Freight

6571 Washington Blvd.

Elkridge, MD 21075

FOR: ABAI 51st Annual Convention

Heritage will accept exhibit materials beginning Thursday, April 24th, 2025 at the warehouse address. Material arriving after Thursday, May 15th, 2025 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

Walter E. Washington Convention Center

801 Mt. Vernon Place NW Washington, D.C. 20001

FOR: ABAI 51st Annual Convention

Crated, boxed, or skidded materials will be accepted at show site beginning at 12:00 PM, Thursday, May 22nd, 2025 at the show site address. Shipments arriving before this date may be refused by the facility and may be subjected to additional venue handling fees.

Service Center Hours

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

Excessive Trash, Furniture, and Booth Abandonment

Excessive materials left in booths and meeting rooms at the end of published exhibitor move-out, that are not labeled for an outbound shipment will be considered trash. The exhibitor will be charged for the removal and disposal of these items. Charges may include installation and dismantle labor, forklift labor, and/or dumpster fees. Excessive trash to include, items such as: carpet, padding, furniture, shelving, booth structure, crates and/or pallets.

We Appreciate Your Business!

HERITAGE"

EXHIBIT HALL FIRE REGULATIONS

exhibitor.services@heritagesvs.com

1-800-360-4323

Fax 314-534-8050

Order online at: heritagesvs.com/ordering

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.)
- 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.
- 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 position depending on the tank use and design.
- 18. The operator or the person in charge of operation or use of any place of assembly or education shall check egress facilities before such building is occupied for any use. If such inspection reveals that any element of the required means of egress is obstructed, inaccessible, locked, fastened or otherwise unsuited for immediate use, admittance to the building shall not be permitted until necessary corrective action has been completed.
- 19. There shall not be any obstructions blocking exit doors from the outside of any building such as autos parked in doorways or barricades across sidewalks.
- 20. No curtains, drapes or decorations shall be hung in such a manner as to cover any exit signs.
- 21. No vehicles shall be parked in fire lanes outside of buildings.
- 22. No flammable liquids shall be used or admitted inside of buildings except by approval of the Fire Marshal.
- 23. Artificial lighting such as lanterns and candles are prohibited.
- 24. The use of all gas-fired heating units, either portable or stationary, shall meet the approval of the City Chief Mechanical Inspector and the Fire Marshal. The use of the so-called "salamander" stove is strictly prohibited.
- 25. All cooking appliances shall be equipped with ventilating hoods and equipment as deemed necessary by the Fire Marshal, but in any instance such equipment shall be installed in accordance with provision of the City Building and Fire Codes. However, countertop fryers not exceeding 15 lbs. of oil may be used without the necessary ventilating hood and surface protection requirements. Additionally, the exhibitor shall be allowed no more than one (1) fryer per booth and shall provide two (2) ten (10) pound B.C. extinguishers, positioned on both sides of said fryers. All cooking appliances shall be listed by a National Testing Agency: i.e. Underwriters Laboratory or Factory Mutual
- 26. Booth and seating plans must be approved by the Fire Marshal. Submit plans to the Fire Marshal no later than 15 days before set-up date.
- 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.



METHOD OF PAYMENT & CREDIT CARD AUTHORIZATION FORM

exhibitor.services@heritagesvs.com 1-800-360-4323 Fax 314-534-8050

Must be completed and submitted with any HERITAGE order forms

Order online at: heritagesvs.com/ordering

	Booth#
ax #	
State	ZIP
Signature	
·	
d Payment	
State	ZIP
V-Code	EXP
□ Visa	□ Discover
ssing fee will be added to the final in	nvoice. For your convenience, we will also process you herwise by you.
	,,
erstand that all services rendered wil ice manual.	ll be billed to this credit card. I agree to be
Ban	ık Wire Transfer
Enterprise Bank and Trus St. Louis, MO 63127 ABA# 081006162 ACCT# 0040520 HERITA Swift Code - Entrus44	Customers are responsible for any bank processing fees. Please add
	State

Please note: In some instances equipment or services may be handled by other contractors.

All orders received on site 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. 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 the 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.



ORDER SUMMARY FORM ABAI 51ST ANNUAL CONVENTION

exhibitor.services@heritagesvs.com 1-800-360-4323 Fax 314-534-8050

Customs Discount Deadline:

Discount Deadline: 5/5/2025

Order online at: heritagesvs.com/ordering

4/24/2025

Order Services Early and SAVE!

Complete and submit necessary order forms listed below before the deadline date to take advantage of Advance Pricing.

Method of Payment & Credit Card Authorization Third Party Authorization EAC Requirements	
Carpet Furniture Accessories Exhibit Accessories Specialty Furniture Exhibit Rental Displays Material Handling Accessible/Priority Storage Return Forklift Equipment and Labor Installation & Dismantle Labor HES Shipping Hanging Sign Labor Signs	Submit With First Order NA NA \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$



BOOTH GRID ABAI 51ST ANNUAL CONVENTION

exhibitor.services@heritagesvs.com 1-800-360-4323 Fax 314-534-8050

Order online at: heritagesvs.com/ordering

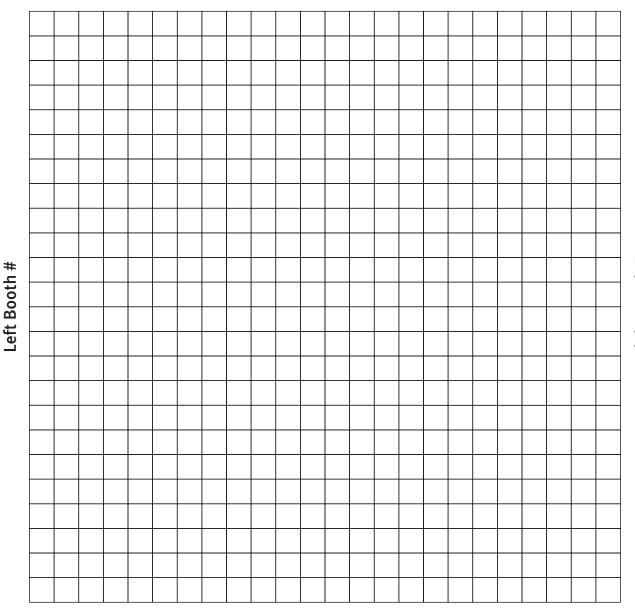
Discount Deadline: 5/5/2025

SAVE TIME AND MONEY!

Use this grid when placing Hanging Sign, Electrical, or other Utility orders. Make as many copies as necessary!

Enter in the booth number above, below and on each side of your booth to ensure proper placement! If you are using this grid for a hanging sign, include the total height from the floor to the top of the sign.

Booth



Booth #

Exhibiting Company_		
Contact Name		Booth#
Phone #	Email	

Please fax or email this form promptly to HERITAGE using the information at the top of the page - retain one copy for your files.

Right Booth#



TERMS AND CONDITIONS ABAI 51ST ANNUAL CONVENTION

exhibitor.services@heritagesvs.com 1-800-360-4323 Fax 314-534-8050

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YOU ARE ENTERING A CONTRACT WHICH LIMITS YOUR POSSIBLE RECOVERY IN CASE OF LOSS OR DAMAGE.

The terms and conditions set forth below become a part of the contract between HERITAGE exposition services and you, the exhibitor. Exhibitor is deemed to have accepted these terms and conditions when any of the following conditions are met:

- The material handling service agreement is signed;
- Exhibitor's materials are delivered to the HERITAGE warehouse or to a show or exposition site for which HERITAGE is the
 official show contractor, or
- An order for labor and/or rental equipment is placed by exhibitor with HERITAGE.
- 1. DEFINITIONS. For purposes of the Contract, "HTG" means HERITAGE Exposition Services, Inc., d.b.a. HERITAGE Trade Show Services, HERITAGE, Heritage Exposition Services, HES Logistics, and their respective employees, directors, officers, agents, assigns, affiliated companies, and related entities including, but not limited, to any subcontractors HTG may appoint. The term "EXHIBITOR" means the Exhibitor, its employees, agents, representatives, and any Exhibitor Appointed Contractor ("EAC"). Cold Storage: Holding of Goods in a climate controlled area; Accessible Storage: Holding of Goods in an area from which Goods may be removed during shows; Services: Warehousing, transportation, drayage, un-supervised labor, supervised labor and/or related services; Show Site: The venue or place where an exposition or event takes place; Supervised Labor (OX TO PROCEED): Union labor that is provided to a Customer to install or dismantle a booth or exhibit space, and is supervised and/or directed by HTG; Un-Supervised Labor (do not proceed): Union labor that is provided to a Customer to install or dismantle a booth or exhibit space and pursuant to Customer's election is not supervised and/or directed by HTG. Customer assumes the responsibility and any liability arising therefrom, for the work of union labor when Customer elects to use un-supervised labor.
- SCOPE. These Terms and Conditions shall be binding upon Exhibitor, HTG, and their respective Agents and representatives, including but not limited to Exhibitor contracted labor, EAC's or Installation and Dismantle Companies, and any other party with an interest in the Goods. Each shall have the benefit of and be bound by all provisions stated herein, including but not limited to time limits and limitations of liability.
- 3. Payments are due prior to delivery of services or equipment to EXHIBITOR unless other credit arrangements have been made. All payments shall be in U.S. currency, MasterCard, VISA, American Express or Discover credit cards, debit cards, or check, provided there is sufficient customer credit in EXHIBITOR's form of payment to completely satisfy the amount owed by EXHIBITOR to HTG. Undersigned authorizer acknowledges and agrees that all applicable charges for services rendered to the EXHIBITOR will be applied to the credit card on file in the event other form of payment is not tendered prior to the close of the trade show. In on instance shall any Exhibitor be extended credit beyond 30 days after the close of the Show. If there are any outstanding balances owed by EXHIBITOR to HTG which have not been paid after 30 days following the close of the Show, then these unpaid balances shall bear interest at the rate of 1-1/2% per month (18% per annum).
- 4. Any discrepancy in items ordered and items received or any complaint or question concerning services, etc., must be reported to the HTG Service Center at the show, in writing, immediately upon noting same. Problems will be resolved and/or any valid adjustments in EXHIBITOR's account will be made at that time, and approved by the HTG Project Manager in charge. Credits and adjustments will not be made based on information received after the Show. Exhibitors who cancel prior to Exhibitor Move-In will be refunded 100% of their advance payment. No refunds will be made for cancellations received once Exhibitor move-in begins or at show site, unless otherwise noted on the specific service form. In the event the exposition or event is cancelled or postponed, HTG reserves the right to charge for services rendered in preparation of the event or exposition as well as non-refundable costs incurred by HTG. Prior to any refunds being paid to EXHIBITORS, these cancellation and/or postponement charges will be determined in good faith by HTG and withheld from any amounts previously paid by EXHIBITOR to HTG in proportion to receipts from all exhibitors with the excess being refunded. EXHIBITOR should be advised that routine audits of Exhibitor owns for service usage are conducted during the Convention. Should the result of such an audit indicate that equipment or services is in fact being used that has not been paid for, the Exhibitor will be charged for the equipment or service at the applicable rate.
- 5. HTG reserves the right to discontinue one or all services or equipment delivery to EXHIBITOR for non-payment of one or more outstanding bills should such bill not be paid before the close of the first day of the Show. Payment for any one or more of the services rendered does not in anyway release EXHIBITOR from payment of the other remaining services upon presentation of an invoice. Should it become necessary after all discrepancies are resolved to employ a collection agency, then EXHIBITOR agrees that all reasonable and customary collection fees shall be borne by EXHIBITOR.
- 6. CHOICE OF LAW & VENUE. Any dispute between HTG and EXHIBITOR shall be governed by the laws of the State of Missouri (without regard to Missouri's conflicts of laws principles). Venue of any action between HTG and EXHIBITOR shall lie exclusively in the state or federal courts located in St. Louis, Missouri and HTG and EXHIBITOR agree that all reasonable attorney's fees shall be borne by the prevailing party.
- 7. LIMITATION OF LIABILITY & INDEMNITY. HTG shall not be liable to any extent whatsoever for any actual or potential loss of profits or revenues, or for any collateral costs or consequential damages, which may result from (1) any loss, injury or damage to EXHIBITOR's materials or (2) EXHIBITOR's ability to carry-on in its normal business practices. Additionally, HTG shall not be liable for (1) any loss, damage or delay as a result of fire, lightning, strikes, riot or civil commotion or any other cause or condition beyond the control of HTG. (2) damage to uncrated materials, materials improperly packed, or (3) concealed damage, or loss, theft or disappearance of EXHIBITOR's materials while at the show or EXHIBITOR's materials are in EXHIBITOR's possession or are located within or near the confines of EXHIBITOR's booth. HTG's liability shall be limited to any loss or damage which results solely from HTG's negligence in the actual physical handling of EXHIBITOR's materials and not from any other type of loss or damage. HTG does not assume any liability for any loss or damages to electronics, monitors, or devices. HTG's maximum liability for any cause shall be limited to \$0.30 per pound per article with a maximum liability of \$50.00 per item or \$1,000.00 per shipment. HTG shall not be responsible for loss, theft, or disappearance of materials before they are picked up from EXHIBITOR's booth or for reloading after the show. Bills-of-lading covering outgoing shipments, which are furnished to HTG by EXHIBITOR, will be checked at the time of actual pickup from the booth and corrections made where discrepancies occur. Any claims for loss, injury or damage must be submitted to HTG within thirty (30) days of the close of the show in which the loss, injury or damage occurred, or such claims shall be waived. No suit or action for the recovery of any claims arising out of or related to bodily injury, death, or property damage shall be brought against HTG more than one year after the accrual of the cause of action. EXHIBITOR agrees to indemnify and hold harmless HTG against any and all claims, suits, liabilities, or damages, including reasonable settlements and reasonable attorney's fees, arising out of negligence or any other cause on the part of the EXHIBITOR, subcontractors, suppliers, employees

- or any individual or company under the control directly or indirectly of the EXHIBITOR at the show.
- a. Cold Storage. Goods requiring cold storage are stored at Customer's own risk. HTG assumes no liability or responsibility for Cold Storage. b. Accessible Storage: HTG assumes no liability for loss or damage to Goods while in Accessible Storage. $Storage\ charges\ are\ for\ the\ use\ of\ space\ and\ are\ not\ a\ form\ of\ insurance,\ or\ a\ guarantee\ of\ security.\ c.\ Unattended\ Goods:$ HTG assumes no liability for loss or damage to unattended Goods received at Show Site at any time from the point of receipt of inbound Goods until the loading of the outbound Goods, including the entire term of the respective show or exhibition. Customer is responsible for insuring its own Goods for any and all risk of loss. d. Empty Storage: HTG assumes no liability for loss or damage to Goods or crates, or the contents therein, while containers are in Empty Storage. It is Customer's sole $responsibility \ to \ affix \ the \ appropriate \ labels \ available \ at \ the \ HTG \ Service \ Desk \ for \ empty \ container \ storage, \ and \ ensures \ that$ any pre-existing empty labels are removed. e. Forced Freight: HTG is not liable for Customer Goods left on the show floor after the show closing deadline, with or without a Material Handling Services/Straight Bill of Lading signed by Customer. It is Customer's responsibility to complete accurate paperwork for shipping to ensure Customer Goods are properly labeled. f. Concealed Damage: HTG shall not be liable for concealed loss or damage including but not limited to glass, electronic equipment, prototypes, original art, uncrated Goods, or improperly packaged or labeled Goods. g. Unattended Booth: HTG shall $not \ be \ liable \ for \ any \ loss \ or \ damage \ occurring \ while \ the \ Goods \ are \ unattended \ in \ Exhibitor's \ booth \ at \ any \ time, \ including,$ $but \ not \ limited \ to, the \ time \ the \ Goods \ are \ delivered \ to \ the \ dock \ until \ the \ time \ the \ Goods \ are \ received \ by \ Exhibitor's \ selected$ $carrier. \ h. \ Labor: \ HTG \ assumes \ no \ liability \ for \ loss \ , \ damage, \ or \ bodily \ injury \ arising \ out \ of \ Exhibitor's \ supervision \ of \ HTG$ provided union labor. i. Notice of Loss or Damage: In order to have a valid claim, notice of loss or damage to Goods must be given to HTG or its agent within 24 hours of occurrence (as evidenced in an Incident Report completed at Show Site by HTG) or delivery of outbound Goods.
- 8. ADVANCED WAREHOUSING/TEMPORARY STORAGE: HTG assumes no liability or responsibility for loss or damage to Goods delivered to the Advance Warehouse or other similar Temporary Storage facilities.
- 9. EXHIBITOR recognizes that HTG provides services as EXHIBITOR's agent and not as bailee or shipper. If any employee or subcontractor of HTG shall sign a delivery receipt, bill-of-lading, or other document, EXHIBITOR agrees that these signatories will do so as EXHIBITOR's agent, and EXHIBITOR accepts the responsibility thereof. HTG or its subcontractors are authorized to note the quantities or condition of items on the EXHIBITOR's bill-of-lading when the actual count or condition of such items do not conform to the amount or amounts recorded by EXHIBITOR. Correct weights with Weight Certificate must be provided, otherwise HTG's or its subcontractor's estimate will prevail in the event of any weight discrepancy.
- 10. Exhibitor permits all contact information provided to HTG to be used by HTG and shared with other entities assisting in the production of the event in question. Email communications may include show information, promotional materials, advertising statements and other commercial notices. Permission may be revoked by the EXHIBITOR in writing.
- 11. In the case of bills submitted to parties other than the EXHIBITOR (i.e., Third Parties), such arrangements in no way release EXHIBITOR from any and all of the terms and conditions outlined herein.
- 12. REFUNDS: EXHIBITOR shall receive a full and complete refund of any overpayments following final audit after the close of the Show. HTG will remit refunds to EXHIBITOR at the name and address indicated on the Exhibitor Data Sheet. EXHIBITOR will receive a refund for any extra overpayment above and beyond the amount which EXHIBITOR owes to HTG. Also provided for the EXHIBITOR with the final refund shall be a final accounting showing the services or equipment ordered.
- 13. CREDIT CARD: HTG is pleased to accept orders for services, with payment being made by a credit card. By paying for these services in advance, and adhering to the deadline date, you have taken advantage of the discount offered. However, if a payment is subsequently made by check with the intention of reversing the initial credit card payment, there will be a fee assessed for each subsequent transaction following the initial transaction. The fee to reverse the credit card payment and replace it with a check or an alternate credit card is as follows: If the credit card charge is \$1.00 to \$50.00 the fee is \$25.00, \$50.100 to \$1,000.00 the fee is \$30.00, \$1,001.00 to \$2,000.00 the fee is \$60.00, \$2,001.00 to \$5,000.00 the fee is \$450.00, \$5,001.00 to \$10,000.00 the fee is \$300.00, \$10,001.00 to \$20,000.00 the fee is \$450.00. Amounts over \$20,000.00 the fee is \$450.00 the fee
- 14. Insurance: It is understood that HTG is not an insurer. Insurance should be obtained by the EXHIBITOR. It is highly recommended that exhibitors arrange All Risk coverage which usually can be done by endorsements to existing policies. EX-HIBITOR's materials should be insured from the time they leave their firm until they are returned after the close of the show. Insurance and liability against theft or property damage to equipment or exhibit material owned or rented by EXHIBITOR, or bodily injury occurring within the confines of EXHIBITOR's booth, remain the sole and complete responsibility of EXHIBITOR. Except where prohibited by law, the EXHIBITOR and its insurers waive all rights of recovery or subrogation against HTG and their respective directors, officers, employees, and agents.
- 15. By completing and submitting the service forms, Exhibitor hereby authorizes HTG as its Exhibitor Appointed Contractor to process and pay for those services on behalf of the Exhibitor as a third party.
- 16. HTG Reserves the right to adjust the price charged for any item in the event of a sudden and unexpected price increase. By way of example without limiting the foregoing, in the event fuel prices escalate in a rapid manner, the price of any individual item may be adjusted to reflect the impact of higher
- event fuel prices escalate in a rapid manner, the price of any individual item may be adjusted to reflect the impact of higher fuel prices. Additionally, HTG reserves the right to pass through to Exhibitor any incremental charges or fees levied by the facility, suppliers or other third parties.



EAC REQUIREMENTS ABAI 51ST ANNUAL CONVENTION

exhibitor.services@heritagesvs.com 1-800-360-4323 Fax 314-534-8050

Discount Deadline: 5/5/2025

Exhibiting Company	Bo	oth Number
EAC Information:		
Company Name:		
	State: Zip:	
Contact Name:	Email Address:	
Telephone Number:	Fax Number:	
a service contractor(s) other than the offici telephone, cleaning and material handling, equipment and facilities are the sole respo he/she owns and that is to be used in the e Official Service Contractors are appointed to	thorization form with required documentation for each ial contractor selected by show management. Note: For an ocontractor other than the official contractor will be exhibitly of the respective owner. The exhibitor shall exhibit space. I perform and provide necessary services and equipmen supervision, however, may be provided by the exhibitor.	or services such as electrical, plumbing, be approved. This regulation is enforced as control only the material and equipment that t. The Official Service Contractor will provide all
contractor for supervision or a qualified non-		,,,,,,
Official Show Contractors:		
 See that the proper type and limit of Avoid any conflict with local union respond to an exhibitor wish to employ the servious. The exhibitor must inform Heritage Authorization below. The Authorization 	all exhibitors according to need. ne requirements of exhibitors and for the show itself. of insurance are in force.	to be performed by completing the prior to the show. If notification is not received
The contractor hired by the exhibitor must		
 Commercial Liability not le Insurance, including Empl than\$1,000,000 each occ additional insured, excep 	to the show a Certificate of Insurance with at least the fess than \$1,000,000 each occurrence/\$2,000,000 gen loyer's Liability coverage, in a minimum amount not less currence, naming HERITAGE (the General Contractor), Shopt for Workers Compensation.	eral aggregate, Workers Compensation s than \$1,000,000; Auto Liability not less ow Management, Facility, and Organizer as
This form must be accompanied by the insura	ance certificate. Please obtain this certificate from your OT BE ACCEPTED.	insurance carrier and send with this form.
Signature of Exhibitor:		_ Date:
	ll Terms and Conditions and agrees that Authorizer and Exhibit	
Exhibiting Company		

Contact Name _____ Booth # ____

Phone # _____ Email ____



EXHIBITOR APPOINTED CONTRACTORS (EAC) ABAI 51ST ANNUAL CONVENTION

exhibitor.services@heritagesvs.com 1-800-360-4323 Fax 314-534-8050

Order online at: heritagesvs.com/ordering

Discount Deadline: 5/5/2025

Certificate of Insurance: Each EAC shall provide Heritage with a valid Certificate of Insurance and a copy of the additional insured endorsements required on the primary and excess/umbrella general liability policies. The insurance form must list as Additional Insureds and/or Covered Locations:

HERITAGE ORGANIZER FACILITY

Exhibitor(s) Represented (all Exhibitors represented by the contractor must be named as additional insured) **SHOW Move-In date(s) through Move-Out date(s) (See General Information Page)**

The insurance form must list as the Certificate Holder:

HERITAGE 620 Shenandoah Ave. St. Louis, MO 63104

Minimum Coverage Requirements for Primary & Excess/Umbrella Commercial General Liability: Each EAC shall maintain insurance coverage of the types and in the minimum amounts as follows:

Limits: Primary: Each Occurrence \$1,000,000; Products - COMP/OP AGG \$2,000,000; Personal & Adv Injury

\$1,000,000; General Aggregate \$2,000,000

Excess/Umbrella: Each occurrence \$1,000,000; Aggregate \$1,000,000

Coverage for contractual liability and products liability

The following entities shall be named as Additional Insureds for all ongoing operations:

HERITAGE ORGANIZER FACILITY

Exhibitor(s) Represented (all Exhibitors represented by the contractor must be named as Additional Insured) SHOW Move-In date(s) through Move-Out date(s) (See Quick Facts pages)

Insurer shall waive any right of subrogation against **ORGANIZER** and HERITAGE, their officers, directors, agents or employees. Coverage cannot be cancelled or reduced without at least 30 days prior written notice to **ORGANIZER** and HERITAGE.

Workers' Compensation Insurance: Each EAC shall maintain Workers' Compensation and Occupational Disease Insurance in full compliance with all federal and state laws, covering all of the EAC's employees engaged in the performance of any work for the Exhibitor. Coverage for Workers' Compensation and Employers' Liability shall be insured for the following limit:

Each Accident \$1,000,000

Disease - Each Employee \$1,000,000

Disease - Policy Limit \$1,000,000

WCI Insurer shall waive any right of subrogation against ORGANIZER and HERITAGE, their officers, directors, agents or employees. Coverage cannot be cancelled or reduced without at least 30 days prior written notice to ORGANIZER and HERITAGE.

Automobile Liability: Automobile liability must be covered whether the EAC has a vehicle on-site or not. Each EAC shall maintain insurance coverage in the minimum amounts as follows: Combined Single Limit \$1,000,000

EAC acknowledges reading and accepting this Agreement and agrees that it will be fully governed by the provisions described herein.

Name of EAC:	Booth Number:
By (print name):	
by (print name).	
Signature:	Date:



EXHIBITOR APPOINTED CONTRACTORS (EAC) ABAI 51ST ANNUAL CONVENTION

exhibitor.services@heritagesvs.com 1-800-360-4323 Fax 314-534-8050

Order online at: heritagesvs.com/ordering

Discount Deadline: 5/5/2025

Booth #

Exhibitor Appointed Contractor (EAC) Work Authorization Form

Return completed EAC Requirement forms to Heritage via email to exhibitor.services@heritagesvs.com no later than 30 days prior to the show start date. Please forward a copy of the Certificate of Liability Insurance sample to your EAC.

This form must be completed by the exhibiting company. No EAC will be granted access to the show floor without this form AND completion of requirements and signature by your EAC on the EAC Requirement forms. Please check the appropriate boxes below of the products and/or services you will have outside of those provided by the designated official contractor.

For insurance and safety reasons, the official contractor designated in the service manual must be used for services such as: Electrical Booth Cleaning Plumbing Material Handling Telecommunications Hanging Signs Rigging Services: Installation & Dismantle Installation & Dismantle - Supervision Only Security Photography Other (please specify):_____ Personnel/Models Flooring/Carpet Rental Audio/Visual - Rental/Production/Lighting Products: Furniture/Signs/Accessories Computer Rental Other (please specify):_____ Floral Indicate Type of Service Performed for the Above Checked Boxes (i.e. installation, supervision, etc.): **Note Other Products/Services Here: **Please Type or Print EAC Information:** EAC Company Name: ____City/State/Zip_____ EAC Company Phone: ______Fax Number: ______Fax Number: ______ EAC Contact Name: ______EAC Contact Cell: _____ EAC Contact Email: ___ Product/Service Description: _____ **ALL EAC COMPANY INFORMATION MUST BE COMPLETED Exhibitor Signature:_____ Exhibiting Company _____

Contact Name_____

Phone # ______ Email _____

CERTIFICATE OF LIABILITY INSURANCE

SAMPLE

DATE (MM/DD/YYYY

00/00/0000

PRODUCER (000) 000-0000 FAX AGENTS NAME AGENTS ADDRESS						THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. INSURERS AFFORDING COVERAGE NAIC #					
INSURE				IN	SURER	A:					
	OMPAN			IN	SURER	B.					
TOUR	.UMPAN	Y ADDRESS		\vdash							
EAC FO	R•			<u> </u>	INSURER C:						
LACIO				⊢	INSURER D:						
INSURER E:											
QUIREN ANCE A	LICIES O MENT, TE FFORDEI	FINSURANCE LISTED BELOW HAVE BEERM OR CONDITION OF ANY CONTRACT (DIED BY THE POLICIES DESCRIBED HEREIN I REDUCED BY PAID CLAIMS.	OR OTHER DOCUME	NT WITH RESP	PECT TO	WHICH THIS CERTIFIC	CATE MAY BE ISSUED OR MAY PER	TAIN, THE INSUR-			
INSL	ADD'L	TYPES OF INSURANCE	POLICY NUMBER	POLICY EFFEC		POLICY EXPIRATION	LIMIT				
LTR	INSRD	TYPES OF INSURANCE	POLICY#	DATE (MM/DI		DATE (MM/DD/YY) EXP DATE	S S EACH OCCURRENCE	\$1,000,000			
			roller #	LII DAII	-	EXI DAIL	DAMAGE TO RENTED PREMISES (EA	\$500,000			
		COMMERCIAL GENERAL LIABILITY CLAIMS MADE OCCUR					OCCURRENCE)	¢r.000			
							MED EXP (Any one person) PERSONAL & ADV INJURY	\$5,000 \$1,000,000			
	GEN'L AGGREGATE LIMIT APLIES PER:						GENERAL AGGREGATE	\$2,000,000			
			-				PRODUCTS-COMP-OP AGG	\$2,000,000			
		AUTOMOBILE LIABILITY ANY AUTO ALL OWNED AUTOS SCHEDULED AUTOS HIRED AUTOS NON-OWNED AUTOS	POLICY #	EFF DATE	E	EXP DATE	COMBINED SINGLE LIMIT (ea accident) BODILY INJURY (per person) BODILY INJURY (per accident) PROPERTY DAMAGE (per accident)	\$1,000,000 \$ \$			
		GARAGE LIABILITY ANY AUTO	POLICY#	EFF DATE	E	EXP DATE	AUTO ONLY-EA ACCIDENT OTHER THAN EA ACC AUTO ONLY: ACC	\$ \$ \$			
	EXCESS/UMBRELLA LIABILITY OCCUR CLAIMS MADE DEDUCTABLE RETENTION \$10,000		EFF DATE	ATE EXP DATE EACH OCCURRENCE \$1,000,		1					
		WORKERS COMPENSATION AND EMPLOYERS LIABILITY	POLICY#	EFF DATE	E	EXP DATE	WC STATUTO- RY LIMITS OTH- ER	\$			
		ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED?					E.L. EACH ACCIDENT	\$1,000,000			
		If yes, describe under					E.L. DISEASE-EA EMPLYEE	\$1,000,000			
		SPECIAL PROVISIONS below					E.L. DISEASE- POLICY LIMIT	\$1,000,000			
		F OPERATIONS / LOCATIONS / VEHICLE SURED AS RESPECTS LIABILITY PER W)RSEMI	ENT / SPECIAL PROVIS	GIONS				
	CATE HO	LDER			NCELL						
HERITA	GE enando:	ah Avo					POLICIES BE CANCELLED BEFORE THE EXPIR. TO MAIL 30 DAYS WRITTEN NOTICE TO THE CE				

620 Shenandoah Ave. St. Louis, MO 63104 SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING INSURER WILL ENDEAVOR TO MAIL 30 DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING INSURER WILL ENDEAVOR TO MAIL 30 DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO MAIL SUCH NOTICE SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE INSURER, ITS AGENTS OR REPRESENTATIVES.

AUTHORIZED REPRESENTATIVE



THIRD PARTY AUTHORIZATION ABAI 51ST ANNUAL CONVENTION

exhibitor.services@heritagesvs.com 1-800-360-4323 Fax 314-534-8050

Order online at: heritagesvs.com/ordering

Discount Deadline: 5/5/2025

THIRD PARTY AUTHORIZATION

Phone # Email	
Contact Name	Booth#
Exhibiting Company	
Please Print)	
We have read, understand and agree to all terms as described above and have advised our show site representative according the state of	
EMAIL	
PHONE FAX	
CITY/STATE/ZIP	
ADDRESS	
COMPANY NAME	
PRINT NAME	
AUTHORIZED SIGNATURE	
CARDHOLDER'S NAME	
□ VISA □ AMERICAN EXPRESS □ MASTERCARD □ DISCOVER	
EXPIRATION DATE/VERIFICATION CODE///	
CREDIT CARD NUMBER	
THIRD PARTY AGENT:	
OTHER (Please specify)	
SIGNS	
RENTAL FURNITURE & CARPET	
MATERIAL HANDLING/IN & OUT	
☐ I & D LABOR	
ALL SERVICES DESCRIPTION OF THE PROPERTY OF T	
	below are to be involced to the time party.
sponsible for payment of charges. In the event that the named third party does not dis last day of the show, charges will revert to the exhibiting company. The items checked	charge payment of the invoice prior to the
FOR USE OF AN EXHIBITOR APPOINTED CONTRACTOR: We understand and agree that we	the exhibiting firm, are ultimately re-





CARPET RENTAL ORDER FORM ABAI 51ST ANNUAL CONVENTION

exhibitor.services@heritagesvs.com 1-800-360-4323

Fax 314-534-8050

Discount Deadline: 5/5/2025

Order online at: I	heritagesvs.com/ordering	5757=0=0
Classic Expo Carpet 16 oz	ItemQuantityDiscount RateC1010' x 10'x\$365.11C2010' x 20'x\$716.83C3010' x 30'x\$1,071.94C4010' x 40'x\$1,440.36 For booths larger than 40' or configured as islands or peninsulas, use the area car lot differences and unsightly seams, please do NOT order multiple Pre-Cut pieces for Sq. Ft. Item Total Sq. Ft. C60 Area Carpet Classic W x L per sq. ft. x \$6.19	unt Standard Total
	100 sq. ft. min. Circle your color choice for <i>CLASSIC EXPO</i> carpet: Red Blue Hunter Green Gray Black	
Prestige Carpet 28 oz	Item Total Sq. Ft. Rate C90 Area Carpet Prestige W x L per sq. ft. x \$6.50 Circle your color choice for PRESTIGE carpet: Navy Hunter Green Red Black White Charcoal Silver Cloud B	Rate Total
Padding and Visqueen	Item Total Sq. Ft. Discount Rate C70 Carpet Padding W x L per sq. ft. x \$3.00 C80 Visqueen Covering W x L per sq. ft. x \$1.80	Rate 10tal 2 \$3.93 =
Vinyl Flooring and Padding	Item Total Sq. Ft. Part of the Sq. Ft. V10 Vinyl Flooring W x L per sq. ft. V20 Vinyl Padding W x L per sq. ft. Circle your color choice for Vinyl Flooring:	Rate Total
Please see the Terms a explanation of our polic Exhibiting Compan	Barnwood Blackwood Dark Maple Silverwood Whites Under Carpet? No *If yes, please order labor and also provide completed Booth Grid form earlier in the exhibitor kit. Ind Conditions page for full cy on cancellations and changes. Wethod of Payment & Credit Card Authorization Form REQUIRED to be submitted with this form Booth#	SUBTOTAL \$ TAX 6% \$
Phone #	Email	

16 oz. Classic Expo



28 oz. Prestige Carpet



Vinyl Flooring



Barnwood II



Blackwood II



Dark Maple II



Silverwood II



Whitewood II



FURNITURE RENTAL ORDER FORM ABAI 51ST ANNUAL CONVENTION

exhibitor.services@heritagesvs.com 1-800-360-4323 Fax 314-534-8050

Order online at: heritagesvs.com/ordering

Discount Deadline: 5/5/2025

		Item	Quantity		Discount Rate	Standard Rate	Total
Furniture	F60	Plastic Side Chair (Gray)	Quantity	Х	\$ 144.17	\$ 187.42 =	
Turriture	F50	Padded Sled Base Chair (Gray)		Х	\$ 188.17	\$ 244.62	
	F9	Padded Chair (Gray)		Х	\$ 188.17	\$ 244.62	
	F10	Padded Arm Chair (Gray)		Х	\$ 203.97	\$ 265.16 =	
	F20	Custom Padded Arm Chair (Gray)		Х	\$ 240.94	\$ 313.22	
	F30	Padded High Stool (Gray)		Х	\$ 230.35	\$ 299.46	
	F40	Custom Padded High Stool (Gray)		Х	\$ 302.48	\$ 393.22 =	
	F75	Executive Chair (Black)		Х	\$ 294.84	\$ 383.29	=
Draped		Ci	rcle your color	choi	ce:		•
Display		Red Blue Teal Burgundy Hunter	Green Plum	Sil	ver Black White	Gold Expo Green	
Tables	F110	4' Table – 30" High		Х	\$ 260.29	\$ 338.38 =	·
	F120	6' Table – 30" High		Х	\$ 313.06	\$ 406.98	=
	F130	8' Table – 30" High		Х	\$ 365.75	\$ 475.48	=
l	F140	4' Table – 42" Counter High		Х	\$ 323.57	\$ 420.64	·
	F150	6' Table – 42" Counter High		Х	\$ 376.34	\$ 489.24	=
	F160	8' Table – 42" Counter High		Х	\$ 429.11	\$557.84	=
	F170	4th Side Table Drape - 30" High		Х	\$ 109.02	\$141.72	·
<u></u>	F180	4th Side Table Drape - 40" High		Х	\$ 109.02	<u>\$141.72</u> =	
Undraped	F190	4' Table – 30" High		Х	\$ 167.08	\$ 217.20 =	
Display	F200	6' Table – 30" High		Χ	\$ 203.97	\$ 265.16 =	·
Tables	F210	8' Table – 30" High		Χ	\$ 242.68	\$315.48 =	·
	F220	4' Table – 42" Counter High		Χ	\$ 181.14	\$ 235.48 =	·
	F230	6' Table – 42" Counter High		Χ	\$ 214.55	\$ 278.92	·
	F240	8' Table – 42" Counter High		Χ	\$ 262.03	\$ 340.64	·
	F80	30" Diameter Pedestal (Gray) 18"		Х	\$ 362.28	\$ 470.96	·
	F90	30" Diameter Pedestal (Gray) 30"		Χ	\$ 362.28	\$ 470.96	·
	F100	30" Diameter Pedestal (Gray) 42"	H	Х	\$ 362.28	<u>\$ 470.96</u> =	. —
Table Risers	F250	4' Long Riser		Х	\$ 114.99	\$ 149.48	·
Covered White	F260	6' Long Riser		Х	\$ 141.37	\$ 183.78	
<u></u>	F270	8' Long Riser		Х	\$ 170.93	\$ 222.21 =	: ——
Special Drape		rcle your color					
Products			Green Plum	Sil		Gold Expo Green	
	F280	Drape - 3' H		Χ	\$ 22.33	\$ 29.03 =	·
I	F290	Drape - 8' H		Х	\$ 35.15	\$ 45.70	·
						SUBTOTAL	. \$
se see the Terms and Condit		or rate explanation			ard Authorizatio	IAX 6%	\$
r policy on cancellations an	a cnanges.	Form REQUIRE	D to be sub	mit	ted with this for	m. TOTAL DUE	\$
biting Company							
					Booth#		
act Name							

Chairs



Plastic Side Chair F60

(Gray)



Custom Padded Arm Chair F20 (Gray)



Padded Sled Base Chair F50 (Gray)



Padded High Stool F30 (Gray)



Padded Chair

F9 (Gray)



Padded Arm Chair F10 (Gray)



Custom Padded High Stool

F40 (Gray)



Executive Chair

F75 (Black)

Skirted Tables



4' Display Table F110 30" High



4' Display Table F140 42" Counter High



6' Display Table F120 30" Counter High



6' Display Table F150 42" High



8' Display Table F130 30" High



8' Display Table F160 42" Counter High

Table Skirt and Drape Color Options





Teal



Hunter Green



Silver



White



Expo Green



Red

Blue



Burgundy



Plum



Black



Gold

Undraped Display Tables



4' Display Table

F190 30" High



4' Display Table

F220 42" Counter High



6' Display Table

F200 30" High



6' Display Table

F230 42" Counter High



8' Display Table

F210 30" High



8' Display Table

F240 42" Counter High



30" Diameter Pedestal

F80 18" H (Gray)



30" Diameter Pedestal

F90 30" H (Gray)



30" Diameter Pedestal

F100 42" H (Gray)



ACCESSORIES RENTAL ORDER FORM

exhibitor.services@heritagesvs.com 1-800-360-4323 Fax 314-534-8050

Order online at: heritagesvs.com/ordering

ABAI 51ST ANNUAL CONVENTION

Discount Deadline: 5/5/2025

		Item		Quantity		Discount Rate	Standard Rate	Total
^ I	A10	Wastebasket			х	\$ 50.65	\$ 65.85 =	ı
Accessories	A20	Tripod Easels			х	\$ 84.45	\$ 109.78 =	:
	A30	Chrome Stanchion			х	\$ 63.28	\$ 82.26 =	-
	A40	Velour Rope 6' Black			х	\$ 63.28	\$ 82.26 =	-
	A50	Coat Tree			х	\$ 183.63	\$ 238.72 =	
	A60	Chrome Bag Rack			х	\$ 183.63	\$ 238.72 =	
	A70	Literature Rack			х	\$ 358.72	\$ 466.34 =	
	A80	Garment Rack 5'			х	\$ 196.94	\$ 256.02 =	
	A90	2 Way Straight Arm Rac	:k		х	\$ 270.12	\$ 351.15 =	
	A100	4 Way Slant Arm Rack			х	\$ 302.48	\$ 393.22 =	
	A106	Raffle Ticket Drum			Х	\$ 120.96	\$ 157.25	:
	A107	Fishbowl			Х	\$ 37.80	\$ 49.14 =	:
	A110	6' Tensabarrier			Х	\$ 286.98	\$ 373.07	:
	D130	1M Straight Shelf			Х	\$ 159.36	\$ 207.16 =	
	D131	1M Angle Shelf			Х	\$ 159.36	\$ 207.16 =	
	D210	Acrylic Holder*			Х	\$ 52.77	\$ 68.60 =	
	D220	Arm Light*			Х	\$ 112.57	\$ 146.34 =	
	D250	*For use with Heritage Ren Chrome Sign Holder	tals Unly		х	\$ 311.25	\$ 404.62	·
Tackboard	D20	Tackboard Panels (4'x8	3') Vertical		Х	\$ 379.89	\$ 493.86 =	
Tackboatu	D30	Tackboard Panels (4'x8	3') Horizontal		х	\$ 379.89	\$ 493.86 =	
	D31	Fabric Modular Panel 1	Meter x 8'		х	\$ 928.52	\$ 1207.07 =	
		Circle your fabric mod panel color choice: Gray Black Blu	•					
		[Mathad of Da		- 424	Cand Arithanianti	SUBTOTAL	\$
			•	-		Card Authorization itted with this for	I IAA D /o	\$
		l					TOTAL DUE	\$
Please see the Terms and explanation of our policy o								
Exhibiting Company_								
Contact Name						Booth# _		
Phone #		Email						
Please fax or email th	is form p	romptly to HERITAGE usir	ng the informati	on at the to	p of	the page - retain o	one copy for your fil	es.

ACCESSORIES



Wastebasket A10



Tripod Easels A20



Chrome Sign Holder D250



Chrome Stanchion A30



Velour Rope 6' Black A40



Coat Tree A50



Chrome Bag Rack A60



Literature Rack A70



Garment Rack 5' A80



2 Way Straight Arm Rack A90



4 Way Slant Arm Rack A100



Raffle Ticket Drum A106



Fishbowl A107



6' Tensabarrier A110



EXHIBIT ACCESSORIES - GONDOLAS & PANELS RENTAL ORDER FORM

exhibitor.services@heritagesvs.com 1-800-360-4323 Fax 314-534-8050

Order online at: heritagesvs.com/ordering

ABAI 51ST ANNUAL CONVENTION

Discount Deadline: 5/5/2025

		Item	Quantity		Discount Rate	Standard Rate	9	Total
Pegboard	D10	Pegboard Panels (4'x8')		Х	\$ 506.44	\$ 658.38	=	
reguoard	D09	Pegboard 4" Single Hook		Х	\$ 12.56	\$ 16.33		
	D11	Pegboard 6" Single Hook		Х	\$ 21.62	\$ 28.11		
	D12	Pegboard 8" Single Hook		Х	\$ 25.25	\$ 32.83	= _	
Gondolas	D800	Single Sided 1M x 4' High		х	\$ 1005.00	\$ 1306.50	=	
Gondolas	D801	Double Sided 1M x 4' High		Х	\$ 1407.00	\$ 1829.10		
	D802	Single Sided 1M x 8' High		х	\$ 1407.00	\$ 1829.10		
	D803	Double Sided 1M x 8' High		Х	\$ 2010.00	\$ 2613.00	= _	
Gridwall	D40	Gridwall 2'x8' Black		х	\$ 346.10	\$ 449.93	=_	
Giluwali		*Legs & Connectors required below						
	D80	4" Gridwall Single Hook		Х	\$ 12.56	\$ 16.33	. = _	
	D60	6" Gridwall Single Hook		Х	\$ 21.62	\$ 28.11	_ = _	
	D70	8" Gridwall Single Hook		Х	\$ 25.25	\$ 32.83	_ = _	
	D81	Grid Legs (Black)*		Х	\$ 54.20	\$ 70.47	_ = _	
		*Legs & Connectors required below						
	D82	Grid Connectors*		Х	\$ 29.66	\$ 38.56	_ = _	
	D83	3-Ball Waterfall Arm		Х	\$ 45.95	\$ 59.73	_ = _	
	D84	5-Ball Waterfall Arm		Х	\$ 49.44	\$ 64.27	_ = _	
	D85	7-Ball Waterfall Arm		Х	\$ 53.86	\$ 70.01	_ = _	
Slatwall	D50	Slatwall 1 Meter x 8'		Х	\$ 464.26	\$ 603.54	_ = _	
	D120	Slatwall Waterfall Hooks		Х	\$ 75.98	\$ 98.77	_ = _	
	D121	Slatwall 8" Bracket		Х	\$ 25.25	\$ 32.83	=	

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

TAX 6% \$
TOTAL DUE \$

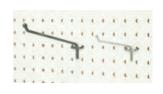
Please see the Terms and Conditions page for full explanation of our policy on cancellations and changes.

Exhibiting Company		
Contact Name		Booth#
Phone #	Email	

DISPLAYS



Pegboard Panels (4'x8') D10



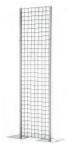
Pegboard 6" Single Hook D11



Tackboard Panels (4'x8') D30



Fabric Impact Panel 1 Meter x 8' D31



Gridwall 2'x8' Black D40



Gridwall 6" Single Hook D60



Slatwall 1 Meter x 8' D50



Slatwall Waterwalls Hooks D120



Slatwall 8" Bracket D121



Shelf 1 meter wide D130



Acrylic Holder D210



Arm Light D220



EXHIBIT ACCESSORIES - COUNTERS & SHOWCASES RENTAL ORDER FORM

*Printed Graphic

exhibitor.services@heritagesvs.com 1-800-360-4323

ABAI 51ST ANNUAL CONVENTION

Black Fabric

Gray Fabric

Fax 314-534-8050

Order online at: heritagesvs.com/ordering

Circle your panel choice:

Counter Locks

Item

White PVC

Custom Discount Deadline: 4/24/2025

Exhibit	
Cabinets &	
Counters	
	ı

All metal is silver

•	on Printed Graphic choice above, please order n Service form and submit per the form's instr	- ,					
	Item	Quantity		Discount Rate	Standard Rate		Total
C_092	1 Meter Display Counter with Shelf 1M x 1/2M x 42" High with Sliding Door		х <u>:</u>	\$ 1181.78	\$ 1536.31	= .	
C_084	2 Meter Display Counter with Shelf 2M x 1/2M x 42" High with Sliding Door		x <u>:</u>	\$ 1079.44	\$ 1403.28	= .	
C_152	1 Meter Curved Counter with Shelf 1M x 1/2M x 42" High with Sliding Door		x <u>:</u>	\$ 1299.96	\$ 1689.94	= .	
C_053	1 Meter Radius Counter with Shelf 1M x 1/2M x 42" High with Sliding Door		x <u>:</u>	\$ 911.94	\$ 1185.53	= .	
C_179	1 Meter Display Cabinet with Shelf 1M x 1/2M x 42" High with 2 Swing Doors and built in locks		x <u>:</u>	\$ 1181.78	\$ 1536.31	= _	

Black PVC

5

			Kale	Rate	
	vcases come with lights, sliding doors and je Customer Service at exhibitor.services@her	•	ou want to add	graphics, pleas	e
D140	4' Full View Showcase	>	\$ 1118.50	\$1454.05	=
D150	6' Full View Showcase	>	\$ 1202.87	\$1563.73	=
D160	4' Quarter View Showcase	>	\$ 949.61	\$1234.50	=
D170	6' Quarter View Showcase	>	\$ 1069.21	\$1389.97	=

Quantity

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

MD60

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

 SUBTOTAL
 \$

 TAX 6%
 \$

 TOTAL DUE
 \$

Total

86.88 =

Standard

66.83

Discount

Exhibiting Company		
Contact Name		Booth#
Phone #	Email	

CABINETS AND COUNTERS



Counter C_092 1M x 1/2M x 42" High, W/Shelf



Counter C_084 2M x 1/2M x 42" High, W/Shelf



Curved Counter C_152 1M x 1/2M x 42" High W/Shelf



Radius Counter C_053 1M x 1/2M x 42" High



Cabinet
C_179
1M x 1/2M x 42"
(White Only/ Comes
With Lock & Shelf)

Display Cases



D140/D150 (shown) D140 - 4' Full View Showcase D150 - 6' Full View Showcase



D160/D170 (shown) D160 - 4' Quarter View Showcase D170 -6' Quarter View Showcase



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Item #:	Description:	Dimensions:	Advance Price:	Standard Price:	QTY:	Total:
30AGBB	30" Round Bar Table w/ Standard Black Base	30"RND 42"H	329.45	428.28		
30AGBC	30" Round Cafe Table w/ Standard Black Base	30"RND 29"H	329.45	428.28		T
30AGHB	30" Round Bar Table w/ Hydraulic Base	30"RND 45"H	407.15	529.29		1
30AGHC	30" Round Cafe Table w/ Hydraulic Base	30"RND 29"H	407.15	529.29		
30BEBB	30" Round Bar Table w/ Standard Black Base	30"RND 42"H	329.45	428.28		1
30BEBC	30" Round Cafe Table w/ Standard Black Base	30"RND 29"H	329.45	428.28		
30BEHB	30" Round Bar Table w/ Hydraulic Base	30"RND 45"H	407.15	529.29		
30BEHC	30" Round Cafe Table w/ Hydraulic Base	30"RND 29"H	407.15	529.29		
30ВКНВ	30" Round Bar Table w/ Hydraulic Base	30"RND 45"H	407.15	529.29		
30ВКНС	30" Round Cafe Table w/ Hydraulic Base	30"RND 29"H	407.15	529.29		
30BKSB	30" Round Bar Table w/ Standard Black Base	30"RND 42"H	329.45	428.28		
30BKSC	30" Round Cafe Table w/ Standard Black Base	30"RND 29"H	329.45	428.28		
30BRHB	30" Round Bar Table w/ Hydraulic Base	30"RND 45"H	407.15	529.29		1
30BRHC	30" Round Cafe Table w/ Hydraulic Base	30"RND 29"H	407.15	529.29		
30GRHB	30" Round Bar Table w/ Hydraulic Base	30"RND 45"H	407.15	529.29		T
30GRHC	30" Round Cafe Table w/ Hydraulic Base	30"RND 29"H	407.15	529.29		
30GSBB	30" Round Bar Table w/ Standard Black Base	30"RND 42"H	329.45	428.28		T
30GSBC	30" Round Cafe Table w/ Standard Black Base	30"RND 29"H	329.45	428.28		
30GSHB	30" Round Bar Table w/ Hydraulic Base	30"RND 45"H	407.15	529.29		1
30GSHC	30" Round Cafe Table w/ Hydraulic Base	30"RND 29"H	407.15	529.29		T
30МАНВ	30" Round Madison Bar Table w/ Hydraulic Base	30"RND 45"H	407.15	529.29		T
30МАНС	30" Round Madison Cafe Table w/ Hydraulic Base	30"RND 29"H	407.15	529.29		T
30MTHB	30" Round Bar Table w/ Hydraulic Base	30"RND 45"H	407.15	529.29		
30MTHC	30" Round Cafe Table w/ Hydraulic Base	30"RND 29"H	407.15	529.29		1
300SBB	30" Round Bar Table w/ Standard Black Base	30"RND 42"H	329.45	428.28		
300SBC	30" Round Cafe Table w/ Standard Black Base	30"RND 29"H	329.45	428.28		
300SHB	30" Round Bar Table w/ Hydraulic Base	30"RND 45"H	407.15	529.29		
300SHC	30" Round Cafe Table w/ Hydraulic Base	30"RND 29"H	407.15	529.29		
30WDBB	30" Round Bar Table w/ Standard Black Base	30"RND 42"H	329.45	428.28		
30WDBC	30" Round Cafe Table w/ Standard Black Base	30"RND 29"H	329.45	428.28		
30WDHB	30" Round Bar Table w/ Hydraulic Base	30"RND 45"H	407.15	529.29		
30WDHC	30" Round Cafe Table w/ Hydraulic Base	30"RND 29"H	407.15	529.29		
30WH29	30" Round Cafe Table w/ Standard Black Base	30"RND 29"H	329.45	428.28		
30WH42	30" Round Bar Table w/ Standard Black Base	30"RND 42"H	329.45	428.28		
30WHHB	30" Round Bar Table w/ Hydraulic Base	30"RND 45"H	407.15	529.29		

Additional items on the next page

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Item #:	Description:	Dimensions:	Advance Price:	Standard Price:	QTY:	Total:
30WHHC	30" Round Cafe Table w/ Hydraulic Base	30"RND 29"H	407.15	529.29		
30YBBB	30" Round Bar Table w/ Standard Black Base	30"RND 42"H	329.45	428.28		ĺ
30YSBC	30" Round Cafe Table w/ Standard Black Base	30"RND 29"H	329.45	428.28		
30YSHB	30" Round Bar Table w/ Hydraulic Base	30"RND 45"H	407.15	529.29		
30YSHC	30" Round Cafe Table w/ Hydraulic Base	30"RND 29"H	407.15	529.29		
36ATO	Atomic 36" Round Table	36"RND 30"H	362.08	470.71		
36ВКНВ	36" Round Bar Table w/ Hydraulic Base	36"RND 45"H	477.08	620.20		
36BKHC	36" Round Cafe Table w/ Hydraulic Base	36"RND 29"H	477.08	620.20		
36BKSB	36" Round Bar Table w/ Standard Black Base	36"RND 42"H	340.33	442.42		
36BKSC	36" Round Cafe Table w/ Standard Black Base	36"RND 29"H	340.33	442.42		
36GRHB	36" Round Bar Table w/ Hydraulic Base	36"RND 45"H	477.08	620.20		
36GRHC	36"Round Cafe Table w/ Hydraulic Base	36"RND 29"H	477.08	620.20		
36MTHB	36" Round Bar Table w/ Hydraulic Base	36"RND 45"H	477.08	620.20		
36MTHC	36"Round Cafe Table w/ Hydraulic Base	36"RND 29"H	477.08	620.20		
36WTHB	36" Round Bar Table w/ Hydraulic Base	36"RND 45"H	477.08	620.20		1
36WTHC	36"Round Cafe Table w/ Hydraulic Base	36"RND 29"H	477.08	620.20		
42ATO	Atomic 42" Round Table	42"RND 30"H	362.08	470.71		
42BKCT	42" Round Table	42"RND 29"H	543.90	707.07		
ACEHBC	Ace High Back Chair	26"L 26"D 41.75-	374.51	486.87		
ACEMBC	Ace Mid Back Chair	26"L 26"D 33.25-	352.76	458.59		1
ACHBCB	Ace High Back Chair	26"L 26"D 41.75-	374.51	486.87		
ACMBCB	Ace Mid Back Chair	26"L 26"D 33.25-	352.76	458.59		
ADCTBK	Adelaide Cocktail Table	48.875"L 25.375D	374.51	486.87		
ADCTBP	Adelaide Powered Cocktail Table	48.875"L 25.375D	520.59	676.77		
ADCTGL	Adelaide Cocktail Table	48.875"L 25.375D	374.51	486.87		
ADCTWH	Adelaide Cocktail Table	48.875"L 25.375D	374.51	486.87		
ADCTWP	Adelaide Powered Cocktail Table	48.875"L 25.375D	520.59	676.77		
ADETBK	Adelaide End Table	21.5"L 21.5"D 17.75"H	362.08	470.71		
ADETGL	Adelaide End Table	21.5"L 21.5"D 17.75"H	362.08	470.71		
ADETWH	Adelaide End Table	21.5"L 21.5"D 17.75"H	362.08	470.71		
ALC100	Alondra Cocktail Table	47"L 24"D 16"H	453.77	589.90		
ALC200	Alondra Cocktail Table	47"L 24"D 17"H	453.77	589.90		
ALE100	Alondra End Table	20"L 20"D 20"H	362.08	470.71		
ALE200	Alondra End Table	20"L 20"D 21"H	362.08	470.71	1	1

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ATHCHA	Atherton Chair	27"L 31"D 30"H	784.77	1,020.20		
AURA	Aura Round Table	15"RND 22"H	203.57	264.65		
BC8	Madison Bookcase	36"L 12"D 72"H	635.59	826.26	T	
BCHWHT	Baja Chair	36"L 30.5"D 28"H	853.15	1,109.09		
BCW	Madrid Chair	30"L 30"D 31"H	784.77	1,020.20		
BKC10N	10' Table	120"L 48"D 29"H	1,249.42	1,624.24		
BKC10P	10' Table, Powered	120"L 48"D 29"H	1,589.74	2,066.66		
BKCT5N	5' Table	60"L 48"D 29"H	680.65	884.85		
ВКСТ5Р	5' Table, Powered	60"L 48"D 29"H	770.78	1002.02		
BKCT8N	8' Table	96"L 48"D 29"H	1249.42	1624.24		
ВКСТ8Р	8' Table, Powered	96"L 48"D 29"H	1,589.74	2,066.66		
BLDBBK	Blade Barstool	20.5"L 20"D 40.5"H	170.94	222.22		
BLDBRD	Blade Barstool	20.5"L 20"D 40.5"H	170.94	222.22		
BLDBSB	Blade Barstool	20.5"L 20"D 40.5"H	170.94	222.22		
BLDCBK	Blade Chair	20.5"L 19"D 30.5"H	111.89	145.45		
BLDCRD	Blade Chair	20.5"L 19"D 30.5"H	111.89	145.45		
BLDCSB	Blade Chair	20.5"L 19"D 30.5"H	111.89	145.45	1	
BLDBWH	Blade Barstool	20.5"L 20"D 40.5"H	170.94	222.22		
BLVWHT	Baja Loveseat	61"L 30.5"D 28"H	1,080.03	1,404.04		
ВИМСОВ	Brooklyn Meeting Chair, Oak Base	24.5"L 25.5"D 31.75"H	453.77	589.90	1	
BNMCOW	Brooklyn Meeting Chair	24.5"L 25.5"D	453.77	589.90	1	
BNMCSB	Brooklyn Meeting Chair, Black Swivel Base	24.5"L 25.5"D 31.75"H	453.77	589.90		
BNMCSW	Brooklyn Meeting Chair, Swivel	24.5"L 25.5"D	453.77	589.90		
BOWCHA	Bowery Chair	29.75"L 31"D 27.25"H	784.77	1,020.20	1	
BS001	Shark Barstool	22"L 19"D 34-44"H	407.15	529.29	1	
BS002	Zoey Barstool	15"L 16"D 30-34.75"H	374.51	486.87		
BSFWHT	Baja Sofa	86"L 30"D 28"H	1,296.04	1,684.85	1	
BSR	Syntax Barstool	23"L 19"D 43.25"H	293.71	381.82	1	
BSS	Banana Barstool	21"L 22"D 41"H	374.51	486.87		
BST	Banana Barstool	21"L 22"D 41"H	374.51	486.87		
BVLYBK	Beverly Bench Ottoman	60"L 20"D 18"H	489.51	636.36		
BVLYBN	Beverly Bench Ottoman	60"L 20"D 18"H	489.51	636.36		
BVLYGR	Beverly Bench Ottoman	60"L 20"D 18"H	489.51	636.36		
BVLYLN	Beverly Bench Ottoman	60"L 20"D 18"H	489.51	636.36		
BVLYOB	Beverly Bench Ottoman	60"L 20"D 18"H	489.51	636.36	1	İ

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BVLYWH	Beverly Bench Ottoman	60"L 20"D 18"H	489.51	636.36		
BVSMBK	Beverly Small Bench Ottoman	30"L 20"D 18"H	408.70	531.31		
BVSMBL	Beverly Small Bench Ottoman	30"L 20"D 18"H	408.70	531.31		
BVSMBN	Beverly Small Bench Ottoman	30"L 20"D 18"H	408.70	531.31		
BVSMGN	Beverly Small Bench Ottoman	30"L 20"D 18"H	408.70	531.31		
BVSMGY	Beverly Small Bench Ottoman	30"L 20"D 18"H	408.70	531.31		
BVSMLN	Beverly Small Bench Ottoman	30"L 20"D 18"H	408.70	531.31		
BVSMLV	Beverly Small Bench Ottoman	30"L 20"D 18"H	408.70	531.31		T
BVSMOR	Beverly Small Bench Ottoman	30"L 20"D 18"H	408.70	531.31		
BVSMRD	Beverly Small Bench Ottoman	30"L 20"D 18"H	408.70	531.31		
BVSMWH	Beverly Small Bench Ottoman	30"L 20"D 18"H	408.70	531.31		
BVSMYL	Beverly Small Bench Ottoman	30"L 20"D 18"H	408.70	531.31		
C10PWR	10' Table, Powered	120"L 48"D 29"H	1,589.74	2,066.66		
C1C	Geo Cocktail Table	50"L 22"D 16"H	374.51	486.87		
C1E	Silverado Cocktail Table	36"RND 17"H	374.51	486.87		1
C1FWB	Geo Cocktail Table	47"L 24"D 17"H	374.51	486.87		
C5PWR	5' Table, Powered	48"L 26"D 18"H	770.78	1,002.02		
C8PWR	8' Table, Powered	48"L 26"D 18"H	1,589.74	2,066.66		T
CB8	42" Round Madison Table	48"L 26"D 18"H	543.90	707.07		
CBSBAZ	Chelsea Barstool, Black Tower Base	48"L 26"D 18"H	261.07	339.39		1
CBSBBK	Chelsea Barstool, Black Tower Base	18.5"L 22"D 46"H	261.07	339.39		
CBSBGY	Chelsea Barstool, Black Tower Base	18.5"L 22"D 46"H	261.07	339.39		
CBSBOR	Chelsea Barstool, Black Tower Base	18.5"L 22"D 46"H	261.07	339.39		1
CBSBWL	Chelsea Barstool, Black Tower Base	18.5"L 22"D 46"H	261.07	339.39		
CBSBYL	Chelsea Barstool, Black Tower Base	18.5"L 22"D 46"H	261.07	339.39		1
CCBTAZ	Chelsea Chair, Black Tower Base	18.5"L 22"D 34"H	192.70	250.50		1
ССВТВК	Chelsea Chair, Black Tower Base	18.5"L 22"D 34"H	192.70	250.50		
CCBTGY	Chelsea Chair, Black Tower Base	18.5"L 22"D 34"H	192.70	250.50		
CCBTOR	Chelsea Chair, Black Tower Base	18.5"L 22"D 34"H	192.70	250.50	ĺ	
CCBTWL	Chelsea Chair, Black Tower Base	18.5"L 22"D 34"H	192.70	250.50		
CCBTYL	Chelsea Chair, Black Tower Base	18.5"L 22"D 34"H	192.70	250.50	ĺ	
CCSCAZ	Chelsea Chair, Black Swivel Base w/ Casters	18.5"L 22"D 34"H	192.70	250.50		
ССЅСВК	Chelsea Chair, Black Swivel Base w/ Casters	18.5"L 22"D 34"H	192.70	250.50		
CCSCGY	Chelsea Chair, Black Swivel Base w/ Casters	18.5"L 22"D 34"H	192.70	250.50	1	

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CCSCOR	Chelsea Chair, Black Swivel Base w/ Casters	18.5"L 22"D 34"H	192.70	250.50		
CCSCWL	Chelsea Chair, Black Swivel Base w/ Casters	18.5"L 22"D 34"H	192.70	250.50		
CCSCYL	Chelsea Chair, Black Swivel Base w/ Casters	18.5"L 22"D 34"H	192.70	250.50		
CE1	Geo Table, Rounded Square	42"L 42"D 29"H	407.15	529.29		
CE2	Geo Table, Rectangle	60"L 36"D 29"H	680.65	884.85		
CF1	Geo Table, Rounded Square	42"L 42"D 29"H	407.15	529.29		
CF2	Geo Table, Rectangle	60"L 36"D 29"H	680.65	884.85		
CHR002	Allegro Chair	36"L 34.5"D 30"H	853.15	1,109.09		
CNTCHR	Century Chair	30"L 30"D 31"H	784.77	1,020.20		
COCHTP	Cordoba Chair	37"L 32"D 32.75"H	680.65	884.85		
COLVTP	Cordoba Loveseat	60.5"L 32"D 33"H	975.91	1,268.69		
CONF10	10' Table	120"L 48"D 29"H	1,249.42	1,624.24		
CONF42	42" Round Table	42"RND 29"H	543.90	707.07		
CONF5	5' Table	60"L 48"D 29"H	680.65	884.85		
CONF8	8' Table	96"L 60"D 29"H	1,249.42	1,624.24		
CS4	Syntax Chair	23"L 19"D 32.25"H	271.95	353.54		
CUBPOW	Wireless Charging Table, Powered	20"L 20"D 18"H	613.83	797.98		
CUPCHA	Cupertino Mid Back Chair	27"L 30.5"D 40-43"H	352.76	458.59		
DIVFCR	Clear Divider, Freestanding Corner	39"L 39"D 72"H	904.43	1,175.76		
DIVFRE	Clear Divider, Freestanding	39"L 1.5"D 72"H	453.77	589.90		
DIVFWB	Divider, Freestanding Whiteboard	39"L 1.5"D 72"H	612.28	795.96		
DIVFWL	Clear Divider, Freestanding Wall	40"L 1.5"D 72"H	453.77	589.90		
DUET	Duet Stack Chair	21"L 23"D 33"H	111.89	145.45		
E1C	Geo End Table	24"L 24"D 20"H	293.71	381.82		
E1E	Silverado End Table	24"RND 22"H	293.71	381.82	İ	1
E1FWB	Geo End Table	20"L 20"D 21"H	293.71	381.82		
END01B	Endless Curved Ottoman	27"L 23"D 22"H	635.59	826.26		
END01W	Endless Curved Ottoman	27"L 23"D 22"H	635.59	826.26		
END02B	Endless Square Ottoman	60.5"L 37.5"D 15"H	556.33	723.23	Ī	
END02W	Endless Square Ottoman	60.5"L 37.5"D 15"H	556.33	723.23		
FAIRCW	Fairfax Chair	27"L 26"D 30"H	579.64	753.53	1	
FAIRSW	Fairfax Sofa	62"L 26"D 30"H	749.03	973.74	1	1

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GENCHA	Genesis Chair	27.5"L 27.5"D 40-	261.07	339.39		
HDG4FT	Boxwood Hedge, 4'	46"L 9"D 47"H	794.09	1,032.32		
HDG7FT	Boxwood Hedge, 7'	36.5"L 12"D 84"H	1,249.42	1,624.24		
JD8	Madison Executive Desk	60"L 30"D 29"H	817.40	1,062.63		
KABSWH	Kamden Barstool	16.5"L 20"D 25"-33.5"	358.97	466.67		
KEYCHR	Key Largo Chair	35"L 35"D 34"H	579.64	753.53		
KEYLOV	Key Largo Loveseat	57"L 35"D 34"H	680.65	884.85		
KEYSOF	Key Largo Sofa	79"L 35"D 34"H	749.03	973.74		
LA14	Mason Table Lamp	16"RND 26"H	192.70	250.50		
LA15	Mason Floor Lamp	18"RND 55"H	362.08	470.71		
LABREA	La Brea Swivel Chair	35"L 27"D 40"H	680.65	884.85		
LMBAR	Laguna Barstool	18"L 20"D 47"H	261.07	339.39		
LMCHR	Laguna Chair	18"L 19"D 34"H	192.70	250.50	1	1
LRCHGN	Lorna Chair	26"L 25"D 30"H	689.98	896.97	1	
LUBSCL	Lucent Barstool	22"L 22.5"D 45.5"H	374.51	486.87	1	
LUCHCL	Lucent Chair	19.5"L 19.75"D 32.5"H	293.71	381.82		
LVS002	Allegro Loveseat	63"L 34.5"D 30"H	989.90	1,286.87		
MADC05	Madison 5' Table	60"L 48"D 29"H	680.65	884.85	1	1
MADC08	Madison 8' Table	96"L 60"D 29"H	1,249.42	1,624.24		
MADC10	Madison 10' Table	120"L 48"D 29"H	1,249.42	1,624.24		1
MALGRN	Malba Chair	20"L 20"D 32"H	111.89	145.45		
MALGRY	Malba Chair	20"L 20"D 32"H	111.89	145.45		
MAR001	Marche Swivel Ottoman	17"RND 18"H	293.71	381.82		
MAR002	Marche Swivel Ottoman	17"RND 18"H	293.71	381.82		
MAR003	Marche Swivel Ottoman	17"RND 18"H	293.71	381.82		
MAR004	Marche Swivel Ottoman	17"RND 18"H	293.71	381.82	1	1
MAR005	Marche Swivel Ottoman	17"RND 18"H	293.71	381.82		
MAR006	Marche Swivel Ottoman	17"RND 18"H	293.71	381.82		
MAR007	Marche Swivel Ottoman	17"RND 18"H	293.71	381.82		
MAR008	Marche Swivel Ottoman	17"RND 18"H	293.71	381.82	İ	
MAR009	Marche Swivel Ottoman	17"RND 18"H	293.71	381.82		
MAR010	Marche Swivel Ottoman	17"RND 18"H	293.71	381.82		
MAR011	Marche Swivel Ottoman	17"RND 18"H	293.71	381.82		
MAR012	Marche Swivel Ottoman	17"RND 18"H	293.71	381.82		
MAR013	Marche Swivel Ottoman	17"RND 18"H	293.71	381.82	1	İ

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MAR015	Marche Swivel Ottoman	17"RND 18"H	293.71	381.82		
MAR016	Marche Swivel Ottoman	17"L 17"D 18"H	293.71	381.82		
MAR020	Marche Swivel Ottoman	17"RND 18"H	293.71	381.82		
MAR021	Marche Swivel Ottoman	17"RND 18"H	293.71	381.82		
MARBBE	Marina Barstool	21"L 17.5"D 41.5"H	374.51	486.87		
MARBBK	Marina Barstool	21"L 17.5"D 41.5"H	374.51	486.87		
MARBBR	Marina Barstool	21"L 17.5"D 41.5"H	374.51	486.87		
MARBGY	Marina Barstool	21"L 17.5"D 41.5"H	374.51	486.87		
MARBRD	Marina Barstool	21"L 17.5"D 41.5"H	374.51	486.87		
MARBWH	Marina Barstool	21"L 17.5"D 41.5"H	374.51	486.87		
MARCBE	Marina Chair	17.5"L 19.5"D 35"H	225.33	292.93		
MARCBK	Marina Chair	17.5"L 19.5"D 35"H	225.33	292.93		
MARCBR	Marina Chair	17.5"L 19.5"D 35"H	225.33	292.93		
MARCGY	Marina Chair	17.5"L 19.5"D 35"H	225.33	292.93		
MARCRD	Marina Chair	17.5"L 19.5"D 35"H	225.33	292.93		
MARCWH	Marina Chair	17.5"L 19.5"D 35"H	225.33	292.93		
MESCTB	Mesa Cocktail Table	32.25"RND 17.25"H	374.51	486.87		
MESCTG	Mesa Cocktail Table	36"RND 17.25"H	374.51	486.87		
MESCTW	Mesa Cocktail Table	32.25"RND 17.25"H	374.51	486.87		
MESETB	Mesa End Table	20.5"RND 21.25"H	293.71	381.82		
MESETG	Mesa End Table	24"RND 21.25"H	293.71	381.82		
MESETW	Mesa End Table	20.5"RND 21.25"H	293.71	381.82		
MIRWHT	Miramar Divider, White	63"L 23"D 83"H	657.34	854.54		
MNCHCH	Munich Armless Chair	22.5"L 27"D 28.5"H	534.58	694.95		
MONCHA	Montreal Chair	30"L 23.25"D 30"H	853.15	1,109.09		
MONLOV	Montreal Loveseat	62"L 27.25"D 29.5"H	1,080.03	1,404.04		
MTBLPI	Midtown Bar, Lighted w/ Plug In	60"L 18"D 42"H	2,045.06	2,658.58		
MTBUUL	Midtown Bar, Unlighted	60"L 18"D 42"H	1,726.49	2,244.44		
MTCLPI	Midtown Powered Counter, Lighted w/ Plug In	60"L 18"D 42"H	2,045.06	2,658.58		
MTCPUL	Midtown Powered Counter, Unlighted	60"L 18"D 42"H	1,931.62	2,511.11		
NPLCHP	Naples Chair, Powered	36"L 30"D 33.25"H	1,056.72	1,373.74		
NPLCHR	Naples Chair	36"L 30"D 33.25"H	853.15	1,109.09		
NPLLOP	Naples Loveseat, Powered	62"L 30"D 33.25"H	1,306.91	1,698.99		
NPLLOV	Naples Loveseat	62"L 30"D 33.25"H	1,080.03	1,404.04		
NPLSOF	Naples Sofa	87"L 30"D 33.25"H	1,296.04	1,684.85		
NPLSOP	Naples Sofa, Powered	87"L 30"D 33.25"H	1,544.68	2,008.08		

Exhibiting Company		
Contact Name		Booth#
Phone #	Email	



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Item #:	Description:	Dimensions:	Advance Price:	Standard Price:	QTY:	Total:
P30BWH	30" Bar Table, Powered	30" RND 42"H	999.22	1,298.99		
P30CWH	30" Cafe Table, Powered	30" RND 29"H	999.22	1,298.99		
PALSOF	Palm Beach Sofa	69"L 29"D 33"H	1,103.34	1,434.34		
PASCHR	Pasadena Chair	27"L 25"D 26"H	453.77	589.90		
PDL36B	Powered Locking Pedestal, 36"	24"L 24"D 36"H	725.72	943.43		
PDL36W	Powered Locking Pedestal, 36"	24"L 24"D 36"H	725.72	943.43		
PDL42B	Powered Locking Pedestal, 42"	24"L 24"D 42"H	853.15	1,109.09		
PDL42W	Powered Locking Pedestal, 42"	24"L 24"D 42"H	853.15	1,109.09		
PROGB	Pro Executive Guest Chair	25"L 24"D 45-48"H	317.02	412.12		
PSHCCS	Posh Shelving	25"L 24"D 45-48"H	520.59	676.77		
REGBEN	Regis Bench/Table	24"L 26"D 36"H	408.70	531.31		
REGOTT	Regis End Table	24"L 22"D 36.75-	362.08	470.71		
ROLLBL	Lift Barstool	47"L 15.5"D 16"H	293.71	381.82		
ROLLGY	Lift Barstool	15"RND 23-33.5"H	293.71	381.82		
ROLLRD	Lift Barstool	15"RND 23-33.5"H	293.71	381.82		1
ROLLWH	Lift Barstool	15"RND 23-33.5"H	293.71	381.82		
RSTDIN	Rustique Chair w/ Arms	20"L 18"D 31"H	192.70	250.50		1
RSTSQT	Rustique Square Metal Bar Table	23.75"L 23.75"D	430.46	559.60		
RSTSTL	Rustique Barstool	13"L 13"D 30"H	170.94	222.22		
SC10	Razor Armless Chair	15.5"L 23.5"D 30.5"H	111.89	145.45		
SC3	Brewer Chair	20"L 20"D 32"H	192.70	250.50		
SEDBBK	Sedona Side Table	15.75"L 15.75"D 24"H	203.57	264.65		
SEDBWD	Sedona Side Table	15.75"L 15.75"D 24"H	203.57	264.65		
SEDBWH	Sedona Side Table	15.75"L 15.75"D 24"H	203.57	264.65	1	İ
SFA002	Allegro Sofa	73"L 34.5"D 30"H	1,103.34	1,434.34		
STECHA	Sterling Chair	33"L 33.5"D 32"H	1,056.72	1,373.74		
STESOF	Sterling Sofa	82"L 33.5"D 32"H	1,544.68	2,008.08		1
STNCH1	Stanchion w/ Retractable Belt	96"L 37"H	102.56	133.33		
STNSGN	Stanchion Sign Holder	10"L 13"H	88.58	115.15		
SWAN	Swanson Swivel Chair	28"L 25"D 30"H	534.58	694.95		
ТАОВВК	Taos Side Table	48"L 26"D 18"H	203.57	264.65		
TAOBWD	Taos Side Table	27"L 23"D 22"H	203.57	264.65		
TAOBWH	Taos Side Table	48"L 26"D 18"H	203.57	264.65		
TASKST	Task Stool	27"L 23"D 22"H	225.33	292.93		
TCHGRY	Tech Tablet Chair	30.5"L 29"D 33.5"H	534.58	694.95		

Additi	onal i	items on	the nex	t naae

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LATE ORDERS: Orders received within 14 days prior to show opening are subject to a 30% late order fee. **CANCELLATIONS:** If cancelled up to 14 days prior to move-in, a 50% charge will be applied. No refunds will be made for cancellations received less than 14 days prior to Exhibitor move-in or at show site.

Item #:	Description:	Dimensions:	Advance Price:	Standard Price:	QTY:	Total:
TCHNTP	Tech Chair, Non-Powered, No Tablet	30.5"L 29"D 33.5"H	303.03	393.94		
TCHTNP	Tech Tablet Chair, Non-Powered	30.5"L 29"D 33.5"H	303.03	393.94		
TCHP	Tech Chair, No Tablet	30.5"L 29"D 33.5"H	534.58	694.95		
TECH	Tech Desk, Powered	60"L 30"D 30"H	534.58	694.95		
TECH3	3 Drawer File Cabinet on Castors	16"L 20"D 28"H	248.64	323.23		
ТЕСН3В	Tech Desk, Powered w/ 3 Drawer File Cabinet	60"L 30"D 30"H	806.53	1,048.48		
тмвскт	Timber Cocktail Table	30" RND 15" H	380.73	494.95		
TMBTBL	Timber Table	16" RND 17" H	203.57	264.65		
TRCHCO	Terrace Accent Chair	24"L 30.5"D 31.25"H	750.58	975.76		
VALCGN	Valencia Chair	28"L 30.5"D 31"H	579.64	753.53		
VALCHA	Valencia Chair	28"L 30.5"D 31"H	579.64	753.53		
VALCOT	Valencia Chair	28"L 30.5"D 31"H	579.64	753.53		
VALSOF	Valencia Sofa	63"L 30.5"D 31"H	749.03	973.74		
VALVOT	Valencia Loveseat	63"L 30.5"D 31"H	749.03	973.74		
VIB01	Vibe Cube Ottoman	18"L 18"D 18"H	210.00	273.00		
VIB02	Vibe Cube Ottoman	18"L 18"D 18"H	210.00	273.00		
VIB04	Vibe Cube Ottoman	18"L 18"D 18"H	210.00	273.00		
VIB05	Vibe Cube Ottoman	18"L 18"D 18"H	210.00	273.00		
VIB08	Vibe Cube Ottoman	18"L 18"D 18"H	210.00	273.00		
VIB09	Vibe Cube Ottoman	18"L 18"D 18"H	210.00	273.00		
VIB10	Vibe Cube Ottoman	18"L 18"D 18"H	210.00	273.00		
VIB11	Vibe Cube Ottoman	18"L 18"D 18"H	210.00	273.00		
VIB12	Vibe Cube Ottoman	18"L 18"D 18"H	210.00	273.00		İ
VIB13	Vibe Cube Ottoman	18"L 18"D 18"H	210.00	273.00		
VIB14	Vibe Cube Ottoman	18"L 18"D 18"H	210.00	273.00		
VIB15	Vibe Cube Ottoman	18"L 18"D 18"H	210.00	273.00		1
VIB16	Vibe Cube Ottoman	18"L 18"D 18"H	210.00	273.00		
VIB17	Vibe Cube Ottoman	18"L 18"D 18"H	210.00	273.00	1	
VIB21	Vibe Cube Ottoman	18"L 18"D 18"H	210.00	273.00	ĺ	
VIB22	Vibe Cube Ottoman	18"L 18"D 18"H	210.00	273.00		
VILHUB	Village Charging Hub	12"L 12"D 28.25"H	408.70	531.31	1	
VNTBLK	Ventura Communal Bar Table, Powered	72.25"L 26.25"D 42"H	1,362.86	1,771.72		
VNTBMW	Ventura Communal Bar Table w/ Grommet Holes	72.25"L 26.25"D 42"H	1,056.72	1,373.74	1	
VNTBNP	Ventura Communal Bar Table	72.25"L 26.25"D 42"H	1,056.72	1,373.74	1	
VNTBWW	Ventura Communal Bar Table w/ Grommet Holes	72.25"L 26.25"D 42"H	1,056.72	1,373.74	ĺ	

Additional items on the next page

Exhibiting Company		
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Item #:	Description:	Dimensions:	Advance Price:	Standard Price:	QTY:	Total:
VNTCBK	Ventura Communal Cafe Table, Powered	72.25"L 26.25"D 30"H	1,112.66	1,446.46		
VNTCBN	Ventura Communal Cafe Table	72.25"L 26.25"D 30"H	794.09	1,032.32		
VNTCMN	Ventura Communal Cafe Table	72.25"L 26.25"D 30"H	794.09	1,032.32		
VNTCMW	Ventura Communal Cafe Table w/ Grommet Holes	72.25"L 26.25"D 30"H	794.09	1,032.32		
VNTCWH	Ventura Communal Cafe Table, Powered	72.25"L 26.25"D 30"H	1,112.66	1,446.46		
VNTCWN	Ventura Communal Cafe Table	72.25"L 26.25"D 30"H	794.09	1,032.32		
VNTCWW	Ventura Communal Cafe Table w/ Grommet Holes	72.25"L 26.25"D 30"H	794.09	1,032.32		
VNTMNP	Ventura Communal Bar Table	72.25"L 26.25"D 42"H	1,056.72	1,373.74		
VNTWHT	Ventura Communal Bar Table, Powered	72.25"L 26.25"D 42"H	1,362.86	1,771.72		
VNTWNP	Ventura Communal Bar Table	72.25"L 26.25"D 42"H	1,056.72	1,373.74		
VTA	30" Round Madison Bar Table w/ Standard Black	30"RND 42"H	329.45	428.28		
VTB	30" Round Bar Table w/ Standard Black Base	30"RND 42"H	329.45	428.28		
VTJ	30" Round Bar Table w/ Standard Black Base	30"RND 42"H	329.45	428.28		
VTK	30" Round Bar Table w/ Standard Black Base	30"RND 42"H	329.45	428.28		
VTN	36" Round Bar Table w/ Standard Black Base	36"RND 42"H	340.33	442.42		
VTP	36"Round Bar Table w/ Standard Black Base	36"RND 42"H	340.33	442.42		
VTW	36" Round Bar Table w/ Standard Black Base	36"RND 42"H	340.33	442.42		
WD3	Work Table	48"L 24"D 30"H	421.13	547.47		
WENCHA	Wentworth Swivel Chair	31"L 24"D 31.5"H	534.58	694.95		
XBAR	Christopher Barstool	19"L 19"D 41"H	293.71	381.82		
XCHR	Christopher Chair	17"L 19"D 35"H	192.70	250.50		
ZENBAR	Zenith Barstool	19"L 20"D 44"H	261.07	339.39		İ
ZENCHR	Zenith Chair	18.25"L 22"D 32"H	192.70	250.50		
ZTA	30" Round Madison Cafe Table w/ Standard Black	30"RND 29"H	329.45	428.28		
ZTB	30" Round Cafe Table w/ Standard Black Base	30"RND 29"H	329.45	428.28		
ZTJ	30" Round Cafe Table w/ Standard Black Base	30"RND 29"H	329.45	428.28		
ZTK	30" Round Cafe Table w/ Standard Black Base	30"RND 29"H	329.45	428.28		
ZTN	36"Round Cafe Table w/ Standard Black Base	36"RND 29"H	340.33	442.42		
ZTP	36"Round Cafe Table w/ Standard Black Base	36"RND 29"H	340.33	442.42		
ZTQ	36"Round Cafe Table w/ Standard Black Base	36"RND 29"H	340.33	442.42		

l zta					
217	30" Round Madison Cafe Table w/ Standard Black	30"RND 29"H	329.45	428.28	
ZTB	30" Round Cafe Table w/ Standard Black Base	30"RND 29"H	329.45	428.28	
ZTJ	30" Round Cafe Table w/ Standard Black Base	30"RND 29"H	329.45	428.28	
ZTK	30" Round Cafe Table w/ Standard Black Base	30"RND 29"H	329.45	428.28	
ZTN	36"Round Cafe Table w/ Standard Black Base	36"RND 29"H	340.33	442.42	
ZTP	36"Round Cafe Table w/ Standard Black Base	36"RND 29"H	340.33	442.42	
ZTQ	36"Round Cafe Table w/ Standard Black Base	36"RND 29"H	340.33	442.42	
			•	\$	
			6% Tax		
xhibiting Com	ıpany		•		
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MATERIAL HANDLING INFORMATION ABAI 51ST ANNUAL CONVENTION

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WHAT IS MATERIAL HANDLING? Material handling is the process of receiving your materials, either at the warehouse in advance of the show or at show site during move-in; delivering them to your booth; removing empty containers for storage during the show; returning the empty containers to your booth after the show; delivering your materials back to the dock; and loading for outbound shipping. Charges are determined by weight and ease of handling.

EMPTY REMOVAL INSTRUCTIONS

All exhibitors must have all crates tagged for empty storage by 1 hour prior to end of exhibitor move-in.

NOTE: Exhibitors will be subject to a surcharge of up to 20% of the total freight invoice if crates are not tagged for removal by set deadline.

Any shipment not handled by Heritage, but for which Heritage is required to handle storage of the empty shipping containers, a charge of \$50.00 per crate, case, box, or carton will be assessed.

CERTIFIED WEIGHT TICKETS

In the event that no weight tickets or inaccurate weight tickets are indicated on the delivery documents presented, Heritage shall estimate the weight or re-weigh, and charges shall be based upon the estimates. The estimated weight shall be final and binding if actual scale weight figures are not submitted prior to the close of the show. All shipments received at the warehouse and show site are subject to re-weigh.

INSURANCE

It is understood that Heritage is not an insurer. Insurance, if any, should be obtained by the exhibitor. It is suggested that exhibitors arrange All Risk coverage. This can be done by endorsements to existing policies. Exhibitor's materials should be insured from the time they leave their firm until they are returned after the close of the show.

INBOUND SHIPMENT(S)

Consistent with trade show practices, there may be a lapse of time between the delivery of shipment(s) to the booth and the arrival of the exhibitor or his/her representative. During this time, the materials will be left unattended. Heritage will not be responsible or liable for any loss, damage, theft, or disappearance of exhibitor's material after it has been delivered to the exhibitor's booth.

OUTBOUND SHIPMENT(S)

Heritage will not be responsible or liable for any loss, damage, theft, or disappearance of exhibitor's material between the time it is packed and when it is picked up and loaded. If found liable for any loss, Heritage's sole and exclusive MAXIMUM liability for loss or damage to EXHIBITOR'S materials and EXHIBITOR'S sole and exclusive remedy is limited to \$.30 (USD) per pound per article with a maximum liability of \$50.00 (USD) per item, or \$1,000 (USD per shipment), whichever is less.



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LIABILITY

- Shipments delivered or consigned direct to the dock or warehouse address are subject to the following: Heritage shall not be liable for loss, damage or delay due to fire, acts of God, strikes or causes beyond its control. Furthermore, Heritage maximum liability is limited to \$0.30 per pound per article, with a maximum of \$50.00 per item or \$1,000.00 per shipment, while these goods and materials are in the warehouse or in vehicles during delivery to or from the convention facility.
- Heritage shall not be responsible for damage to uncrated materials, improperly packed materials or concealed damage.
- Heritage shall not be responsible for loss, theft, or disappearance of materials after same has been delivered to the exhibitor's booth.
- Collect shipments will not be accepted. Send freight prepaid.
- Direct carrier shipments must have certified weight tickets. If correct weights are NOT provided, receiver's
 estimates will prevail. Mixed shipments arriving on van lines must have certified weight tickets separating weights
 of crated items from loose and uncrated items. Weights not broken out will be charged at "loose and uncrated"
 rates.
- NO LIABILITY IS ASSUMED for shipments without receipts, freight bills, or specific counts such as UPS or van lines.
- Empty container labels will be available at Heritage Service Desk. Affixing the labels is the sole responsibility of the exhibitor or his representatives. All previous labels should be removed or obliterated. Heritage assumes no responsibility for:
 - Error to above procedures.
 - Removal of containers with old empty labels and Heritage labels.
 - Improper information on empty labels.
 - Material stored in containers with empty labels.
- To expedite removal of materials, Heritage shall have authority to change designated carriers.
- Heritage has Right of Preference into and out of show-site building to prevent tie-ups and provide an orderly operation for the show.
- Exhibitors have the responsibility of arranging for outgoing shipments.
- Make sure materials are properly crated and labeled before turning in Bills-of-Lading to freight desk. This prevents shipping out empty crates.
- Acceptance of Bills-of-Lading by Heritage freight desk does not represent acceptance of counts on the bill. All
 outgoing freight will be counted by designated carrier at the booth, notifying Heritage of any adjustments. Heritage
 is not responsible for security of exhibitor freight that is left unattended in the booth while waiting for the
 designated carrier.
- Heritage 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.
- Claims for loss or damage must be submitted to Heritage prior to the close of the Show. No suit or action shall be brought against Heritage more than one (1) year after the accrual of the cause of action.
- Any claims regarding material handling services will be adjudicated on its own merits and shall not impact payment for any other services due.

ALL CHARGES ARE THE RESPONSIBILITY OF THE EXHIBITING COMPANY FROM WHOM MATERIALS HAVE BEEN RECEIVED AND HANDLED.

HERITAGE RESERVES THE RIGHT TO SHIP MATERIALS WITH OFFICIAL SHOW CARRIER IF EXHIBITOR CARRIER DOES NOT CHECK IN BY THE APPOINTED DATE AND TIME.



MATERIAL HANDLING DEFINITIONS ABAI 51ST ANNUAL CONVENTION

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- **Crated:** Material that is skidded or is in any type of shipping container that can be unloaded at the dock with **no special handling required.**
- Special Handling: Applies to shipments that are loaded by cubic space and/or packed in such a manner as to require additional labor/handling, such as ground unloading, constricted space unloading, designated piece unloading, or stacked shipments. Also included are mixed shipments and shipments without individual bills of lading. Shipments loaded in this manner require additional time, labor, or equipment, to unload, sort and deliver. Federal Express (FedEx), UPS, USPS and DHL are included in this category due to their delivery procedures.
- What about carpet/pad only shipments? Shipments that consist of carpet and/or carpet padding only require additional handling because of additional labor and equipment to unload.
- What is a Small Package? (30lbs. maximum per package) Letters or small packages received at show-site during show hours only.
- What is a Cartage Company? Freight forwarders, as well as, other carriers, will often outsource the delivery of their
 freight to third party cartage companies. Cartage companies provide local pick-up and delivery services to and from
 the event venue, as well as, other locations. In most cases, cartage companies will consolidate shipments from
 multiple carriers onto a single truck. Due to their loading/unloading procedures, these shipments may fall into the
 additional handling category.
- What is Ground Loading/Unloading? Vehicles that are not dock height, preventing the use of loading docks, such as U-hauls, flat bed trailers, double drop trailers, company vehicles with trailers that are not dock level, etc.
- What is Constricted Space Loading/Unloading? Trailer loaded "high and tight" shipments that are not easily accessible. Freight is loaded to full capacity of trailer top to bottom, side to side. One example of this is freight that is loaded down one side of a trailer that must be bypassed to reach targeted freight.
- What is Designated Piece Loading/Unloading? Drivers that require the loading crew to bring multiple pieces of the freight to the rear of the trailer to select the next piece, having to remove freight from the trailer then reload to fit or the trailer must be loaded in a sequence to ensure all items fit.
- What is Alternate Delivery Location? Shipments that are delivered by a carrier that requires pieces to be delivered to different areas/levels in the same building, or to other venues (such as a hotel near an event venue).
- What are Stacked Shipments? Shipments loaded in such a manner requiring multiple items to be removed to ground level for delivery to booth. Stacked or "cubed out" shipments, loose items placed on top of crates and/or pallets constitute special handling.
- What are Multiple Shipments? Multiple shipments on a truck do not automatically indicate special handling, unless the shipments are mixed on the truck, failing to maintain shipment integrity and/or have multiple deliver areas.
- What are mixed shipments? Mixed shipments are defined as shipments of mixed crated and uncrated goods, where the percentage of uncrated is minimal and does not warrant the full uncrated rate for the shipment, but does require special handling.
- What does it mean if I have No Documentation? Shipments arrive from a small package carrier (including, among others, Federal Express [FedEx] and UPS) without an individual Bill of Lading, requiring additional time, labor and equipment to process.
- What is Inbound? Shipments being sent to a warehouse for advance receiving or to show site.
- What is Outbound? Shipments leaving show site and being sent to another destination.
- What is Off Target? Used when there is a specific date and time that an exhibitor must move in by and is missed.
- What is a Marshalling Yard Fee? A marshalling service has been established to ease congestion at the facility and better utilize dock space. All carriers and privately owned vehicles must check in at the marshalling location prior to unloading/loading.
- What is Overnight Parking Fee? There is a fee for parking at the marshalling yard. This is for exhibitors with company owned trailers and box trucks only. Any vehicles left without a parking pass will be towed at owner's expense.



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MATERIAL HANDLING SERVICES

CRATED: Material that is skidded or is in any type of shipping container that can be unloaded at the dock with no additional handling required.

SPECIAL HANDLING: Material delivered by a carrier in such a manner that it requires additional handling, such as ground unloading, stacked or constricted space unloading, designated piece unloading, shipment integrity, alternate delivery location, loads mixed with pad wrapped material, carpet and/or pad only shipments, no documentation and shipments that require additional time, equipment or labor to unload. Federal Express, UPS & DHL are included in this category due to their delivery procedures.

UNCRATED: Material that is shipped loose or pad-wrapped, and/or unskidded machinery without proper lifting points.

	Description	Price per CWT	200 lb Minimum
Rate	Warehouse Shipment (200 lb Minimum)		
Classifications	Crated or Skidded Shipment	\$308.52	\$617.04
	Special Handling Shipment	\$370.22	<u>\$740.44</u>
	Crated or Skidded after 5/15/2025 deadline date	\$385.65	<u>\$771.30</u>
	Special Handling Shipment after 5/15/2025 deadline date	\$447.35	\$894.70
	Show Site Shipment (200 lb Minimum)		
	Crated or Skidded Shipment	\$314.49	\$628.98
	Special Handling Shipment	\$377.39	\$754.78
	Uncrated or Pad Wrapped Shipment	\$440.29	\$880.58
	Small Package—Maximum Weight is 30 lbs per Shipment	\$50.00	\$50.00

*A small package shipment is a shipment totaling any number of pieces with a combined weight not to exceed 30 lbs that is received on the same day, from the same shipper and delivered by the same carrier.

ROUND UP TO NEXT CWT (2CWT MINIMUM)

Description / Number of Pieces	Weight	÷ 100 =	CWT X	Price per CWT =	Estimated Total Cost (200 lb. min)
example: Special Handling	467	÷ 100 =	5	\$168.90	\$844.50
		÷ 100 =			
		÷ 100 =			
		÷ 100 =			
		÷ 100 =			
	-			TOTAL	

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

Certified weight tickets and proper documentation will be required on all loads containing machinery/equipment. Any shipments containing a mixture of exhibit material and machinery/equipment not accompanied by separate certified weight tickets will be charged at the prevailing exhibit material rates. All machinery/equipment shipments not crated or skidded or without proper lifting bars or hooks will be considered uncrated exhibit material and charged at the appropriate prevailing rate.

Exhibiting Company		
Contact Name		Booth#
Phone #	Email	

Please fax or email this form promptly to HERITAGE using the information at the top of the page - retain one copy for your files.

^{**}Warehouse Shipments will be received Monday through Friday between the hours of 10:00a.m. and 4:00 p.m.



FORKLIFT/RIGGING LABOR **ABAI 51ST ANNUAL CONVENTION**

exhibitor.services@heritagesvs.com

1-800-360-4323

Fax 314-534-8050

Order online at: heritagesvs.com/ordering

Discount Deadline: 5/5/2025

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.
- Supervisor must check in at Service Desk to pick up labor. ullet One hour minimum - labor thereafter is charged in half (1/2) hour increments.
- 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.

	I	tem						Advance Ra	ate Sho	w Site Rate
Forklift	L301	☐ Fork	dift w/ Ope	rator – up	to 5,	000 lbs – ST		\$427.47		\$555.72
Labor		☐ Fork	lift w/ Ope	rator – up	to 5,	000 lbs – OT		\$641.21		\$833.58
Labor	L302	☐ Fork	lift w/ Ope	rator – up	to 10	0,000 lbs – ST		\$714.49		\$928.84
		☐ Fork	lift w/ Ope	rator – up	to 10	0,000 lbs – OT		\$1071.74		\$1393.26
	L303	☐ Fork	dift w/ Ope	rator – 4-	Stage	- ST		\$714.49		\$928.84
		☐ Fork	dift w/ Ope	rator – 4-	Stage	e – OT		\$1071.74		\$1393.26
Rigging Labor	LR100		ger – ST ger – OT					\$185.29 \$277.94		\$240.88 \$361.32
	L304	☐ Fork	dift Cage					\$205.80		\$267.54
Equipment	L305	=	dift Boom					\$205.80		\$267.54
	L306	— ☐ Pall	et Jack					\$205.80		\$267.54
			☐ Che	eck here i	fvou	need a Scissorlift	for booth was	k		
Special	L307	☐ Stra	ight Time Pa				. TOT BOOTH WOT	\$348.33		\$452.83
Special Services	LJU/	_	rtime Pallet					\$522.50		\$679.25
Services	L308	_	sor Lift with					\$694.95		\$903.44
	2500		sor Lift with					\$1042.43		\$1355.16
	L230		al Banding -			•		\$142.53		\$185.29
	L240		nkwrap Pal					\$122.14		\$158.78
			.,							
	Desc	cription	Date	Start T	īme	# of People/ Equipment	Approx Hours Per	Total Hours	Hourly Rate	Estimated Total Cost
Installation								=	x	=
IIIStatiation							х	=	х	=
	Describe	e work to be d	lone:						SUBTOTA	
Dismantle									x	=
	D			- ——			х	=	X	=
	Describe	e work to be d	lone:						SUBTOTA	·
						hod of Payment & (n REQUIRED to be		36	•	3
ease see the Terms and Co		_	•		-		_		TOTAL DU	·
hibiting Company								Pooth	4	
ontact Name									<i></i>	
none #			Email							



PRIORITY RETURN/ACCESSIBLE STORAGE FORM **ABAI 51ST ANNUAL CONVENTION**

exhibitor.services@heritagesvs.com 1-800-360-4323

Fax: 314-534-8050

Discount Deadline: 5/5/2025

		eturn – This service provides f dered prior to the removal of y					
	Item		Estimated # of Pieces	Stand	lard Rate	Tot	tal
Priority Return	FR350 Pr	iority Empty Container Return		x\$	5100	=	
PLEASE I	NOTE THAT	THIS SERVICE CANNOT BE O	RDERED AFTER THE PIECE	S HAVE BEI	EN TAKEN 1	O STOR	AGE
in the facility, these show hours, one ho be returned to their BE MADE DURING S	e items may be our prior to sho designated b HOW HOURS. how opening.	A storage area will be available for a stored on trailers in the loading ow opening, and one half hour aft ooth space at the close of the shour show management reserves the restorage space may be limited. On lows:	dock area. Heritage employees er show closing each day. All r ow. Due to fire regulations and ight to stop deliveries at any t	s will be availa material in sto for security p ime during th	able to acces orage on the urposes, NO e show hour	ss storage i last day of LARGE DE s, so pleas	items during the show will LIVERIES CAN se schedule
	Item		#	f of Days	Standa	rd Rate	Total
Accessible Storage	FR101	Set-up Fee (There is a One-tin	•	N/A	\$50	.00 =	=
	FR025	Storage Fee (Based Upon Square Up to 25 square feet			v ¢75	00 -	_
	FR025 FR2650	26 to 50 square feet			x \$75 x \$125		
	FR51100	51 to 100 square feet			x \$175		=
	FR101150	101 to 150 square feet	•		x \$225	-	=
	FR151200	151 to 200 square feet			x \$275		=
			_			UBTOTAL	
	according still remain	ch time your materials are acc to the hourly rates indicated o ning in storage trailers will be to reserve space for accessib – To have items placed in or re	n the Exhibitor Labor Form. returned to your booth spac le storage, I plan on storing	Please note te upon offic (# of pieces)	that all exhial show clo	nibit mate osing. xes/crates	rials that are
					. 61	JBTOTAL	\$
			d of Payment & Credit Card REQUIRED to be submitted			TAL DUE	
ALL GOODS STORED WITH atmospheric conditions o condensation, fire, floods	HERITAGE ARE ST r rust, negligence s, acts of God or a ds at any particula	page for full explanation of our policy TORED AT YOUR OWN RISK. We shall not be to (whether caused by ourselves or by serva ny act beyond our sole control. We are not ar time or place whatsoever, however such tight or demurrage.	liable for any injury, damage, loss, the ints, agents, employees or others), fai liable for any direct, consequential, o	lures to act bread r incidental dama	ch of contract, b ages nor for los	reach of warr s of profit or l	anty, water oss due to failures
Exhibiting Compar	ıy			Во	oth#		
Address			City	St	ate		7in

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.



IMPORTANT NOTICE REGARDING DIRECT SHIPMENTS

Please be aware that the Walter E. Washington Convention Center 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., Thursday, May 22nd, 2025. Any materials sent to the venue prior to this date may be returned to sender and/or may be turned over to Heritage 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	
WALTER E. WASHINGTON CONVENTION CENTER	
801 MT. VERNON PLACE NW	
WASHINGTON, D.C. 20001	
FOR: ABAI 51 ST ANNUAL CONVENTION	

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



HES LOGISTICS IS YOUR OFFICIAL SHOW CARRIER!

Relax with our Care Free logistics. Our dedicated team of Logistics Specialists will provide you with personalized and efficient shipping solutions to make sure your freight arrives on time. We make shipping easy and convenient!

INBOUND & OUTBOUND LOGISTICS

- Small Package
- Standard Ground
- Next Day, 2nd Day, and 3rd Day Service Levels
- Air Ride
- Flat Bed
- Dedicated Truckload

HES VALUE-ADDED SERVICES

- Priority empty return for inbound HES Logistics customers (upon request)
- Transparent quotes with no hidden charges such as reweigh or trade show fees.
- HES Logistics available 7 days a week
- Late to Warehouse and Late to Show Site Fee waived
- Outbound shrink-wrap at no charge

Have a Logistics Question?

Contact our Logistics team:

Phone: 314-376-2347

Email: heslogistics@heritagesvs.com





SHIPPING VERSUS MATERIAL HANDLING

exhibitor.services@heritagesvs.com

1-800-360-4323

Fax 314-534-8050

Order online at: heritagesvs.com/ordering

WHAT IS SHIPPING?

Shipping is the process of a carrier picking up your items from your office or place of origin and transporting it to the dock of either advance warehouse or facility dock of your event. It is separate from Material Handling. Exhibitors may use any carrier they want, including HES Logistics.



WHAT IS MATERIAL HANDLING?

Material Handling is the process of receiving your shipment from your carrier and managing it through the event cycle. It is a standard tradeshow practice and it is a chargeable fee typically based on the weight of your shipment. Don't forget to add Material Handling to your budget!



Material Handling Process:

- Unloading the trade show freight from your carrier once it arrives at the receiving dock.
- Transporting your shipment to your booth space.
- Removing empty shipping containers (boxes, crates, and pallets) from your booth.
- Temporarily storing your empty shipping containers during the show.
- Returning empty shipping containers to your booth once the event is over.
- Transferring the freight back to the loading dock.
- Loading the items into your carrier's delivery vehicle for return shipping

ONE EASY WAY TO KEEP YOUR CHARGES LOWER?

Consolidate, Consolidate!

Skid items as much as possible so that they are sure to arrive together. Each shipment that arrives at a separate time is assessed the minimum charge. Whether you ship to the advance warehouse or show site, it is in your best interest to consolidate as much as possible.





PLEASE SEND COMPLETED FORM TO: heslogistics@heritagesvs.com

INBOUND SHIPPING

NEED A RELIABLE CARRIER TO TRANSPORT YOUR INBOUND FREIGHT?

Email, fax, or call in the information needed below to have your freight shipped to the advance warehouse or showsite, 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	USE THE SHOW CARRIER (HES Logistics) FOR ROUNDTRIP SHIPPING!
Booth Name	
Booth Numbers (if known)	Lowest Material Handling Rate Offered by Heritage
Inbound Pickup Information	• Complimentary Priority Empty Container Return (upon request)
Company Name	 Complimentary Shrink Wrapping and / or Banding at the Show Site, if requested
AddressSuite	 No need to schedule a pickup for the return shipment
City, State, Zip	 All-inclusive pricing with no additional fees for pickups and
Contact Name	One convenient invoice encompassing all Heritage Trade
Contact Number(for the driver to call if needed)	Show Services
Pickup Hours	 Transportation experts are available before, during, and after the show
Pickup Date(call HES Logistics to discuss, if needed)	 Reliable customer service seven days a week, offering complete shipment visibility and expert supervision
Description of Pieces & Loading Area (quantity / type / approx. lbs & dims L"xW"xH") <i>Example: 2 Cases 15</i>	50 lbs each 54"x36"x12" / 1 crate 600 lbs 96"x48"x40"
Is there a loading dock at the pickup address? (ex. Lift Gate Truck Rec	quired / Residential / Inside pickup / Notify / White Glove Service)

Check this box if you request the show carrier to deliver the same pieces back to the original pickup address, via standard ground (not time critical) shipping

Check this box if you request the show carrier to ship a different piece count, to ship to a different address, or is time sensitive whatsoever. -- Please fill out the next page if you choose this option.

Phone: 314-376-2347 Fax: 1-314-534-8050 Email: heslogistics@heritagesvs.com

If not, please describe pickup area and / or additional instructions for the driver:





PLEASE SEND COMPLETED FORM TO: heslogistics@heritagesvs.com

OUTBOUND (RETURN) SHIPPING

NEED A RELIABLE CARRIER TO TRANSPORT YOUR OUTBOUND (RETURN) FREIGHT?

Email, fax, or call in the information needed below to have your freight returned to your offices or next destination, 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	USE THE SHOW CARRIER (HES Logistics) FOR ROUNDTRIP SHIPPING!
Booth Name	BENEFITS INCLUDED
Booth Numbers (if known)	Lowest Material Handling Rate Offered by Heritage
Return Delivery Information	• Complimentary Priority Empty Container Return (upon request)
Company Name	 Complimentary Shrink Wrapping and / or Banding at the Show Site, if requested
Address	No need to schedule a pickup for the return shipment
Suite	
City, State, Zip	 All-inclusive pricing with no additional fees for pickups and deliveries, including weekend and night service
Contact Name	One convenient invoice encompassing all Heritage Trade
Contact Number(for the driver to call if needed)	Show Services
Delivery Hours	 Transportation experts are available before, during, and after the show
Standard Ground Shipping (Estimated 2-7 business days)	Reliable customer service seven days a week, offering
Deliver by Date	complete shipment visibility and expert supervision
Must Deliver on Specific Date	
Description of Pieces & Loading Area (quantity / type / approx. lbs & dims L"xW"xH") Example: 2 Cases 150 lbs ed	ach 54"x36"x12" / 1 crate 600 lbs 96"x48"x40"
Is there a loading dock at the delivery address? (ex. Lift Gate Truck Required	/ Residential / Inside pickup / Notify / White Glove Service)
If not, please describe delivery area and / or additional instructions for the o	driver:

- For return (outbound) shipping, REGARDLESS OF CARRIER, all exhibitors MUST fill out a HERITAGE Bill of Lading (BOL or MHA) to the show site, unless you are hand carrying all of you items out of the show. Please fill out and return the BOL/MHA at the Heritage Service Desk. Thank You
- Generic adhesive labels can also be found at the Heritage Service Desk

Phone: 314-376-2347 Fax: 1-314-534-8050 Email: heslogistics@heritagesvs.com



■ HERITAGE[™]

Must arrive no later than THURSDAY, MAY 15[™], 2025

Must arrive no later than THURSDAY, MAY 15[™], 2025

ADVANCE SHIPMENT TO WAREHOUSE

EXHIBITOR NAME BOOTH NUMBER:

HERITAGE
C/O TFORCE FREIGHT
6571 WASHINGTON BLVD.
ELKRIDGE, MD 21075

FOR: ABAI 51ST ANNUAL CONVENTION

ADVANCE SHIPMENT TO WAREHOUSE

EXHIBITOR NAME	
BOOTH NUMBER:	
HERITAGE	
C/O TEORCE EREIGHT	

C/O TFORCE FREIGHT
6571 WASHINGTON BLVD.
ELKRIDGE, MD 21075

FOR: ABAI 51ST ANNUAL CONVENTION

⊞ HERITAGE[™]



Must arrive no later than THURSDAY, MAY 15[™], 2025

ADVANCE SHIPMENT ADVANCE

TO:		
	EXHIBITOR NAME	
BOOTH	NUMBER:	

TO WAREHOUSE

HERITAGE
C/O TFORCE FREIGHT
6571 WASHINGTON BLVD.
ELKRIDGE, MD 21075

FOR: ABAI 51ST ANNUAL CONVENTION

Must arrive no later than THURSDAY, MAY 15[™], 2025

ADVANCE SHIPMENT TO WAREHOUSE

T0:
EXHIBITOR NAME
BOOTH NUMBER:

HERITAGE
C/O TFORCE FREIGHT
6571 WASHINGTON BLVD.
ELKRIDGE, MD 21075

FOR: ABAI 51ST ANNUAL CONVENTION



⊞ HERITAGE[™]

DO NOT DELAY!

DIRECT SHIPMENT TO SHOW SITE

MUST NOT ARRIVE BEFORE: THURSDAY, MAY 22ND

TO: _____ **EXHIBITOR NAME**

BOOTH NUMBER: ____

C/O HERITAGE

WALTER E. WASHINGTON C.C. **801 MT. VERNON PLACE NW** WASHINGTON, D.C. 20001

FOR: ABAI 51ST ANNUAL CONVENTION

DO NOT DELAY!

DIRECT SHIPMENT TO SHOW SITE

MUST NOT ARRIVE BEFORE: THURSDAY, MAY 22ND

EXHIBITOR NAME

BOOTH NUMBER: _____

C/O HERITAGE

WALTER E. WASHINGTON C.C. **801 MT. VERNON PLACE NW** WASHINGTON, D.C. 20001

FOR: ABAI 51ST ANNUAL CONVENTION



⊞ HERITAGE[™] **⊞** HERITAGE[™]

DO NOT DELAY!

DIRECT SHIPMENT TO SHOW SITE

MUST NOT ARRIVE BEFORE: THURSDAY. MAY 22ND

TO: _____ **EXHIBITOR NAME**

BOOTH NUMBER: _____

C/O HERITAGE

WALTER E. WASHINGTON C.C. **801 MT. VERNON PLACE NW** WASHINGTON, D.C. 20001

FOR: ABAI 51ST ANNUAL CONVENTION

DO NOT DELAY!

DIRECT SHIPMENT TO SHOW SITE

MUST NOT ARRIVE BEFORE: THURSDAY, MAY 22ND

EXHIBITOR NAME

BOOTH NUMBER: _____

C/O HERITAGE

WALTER E. WASHINGTON C.C. **801 MT. VERNON PLACE NW** WASHINGTON, D.C. 20001

FOR: ABAI 51ST ANNUAL CONVENTION



UNION JURISDICTION RULES ABAI 51ST ANNUAL CONVENTION

exhibitor.services@heritagesvs.com 1-800-360-4323 Fax 314-534-8050

Order online at: heritagesvs.com/ordering

To help you in your planning, it's important to understand in advance that union labor will be required for certain aspects of your exhibit handling. Since Work Rules and Union Jurisdictions vary from city to city, please familiarize yourself with 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.

TIPPING

HERITAGE requests that exhibitors do not tip employees.

LABOR

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 during the show. 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.



EXHIBIT LABOR ABAI 51ST ANNUAL CONVENTION

exhibitor.services@heritagesvs.com 1-800-360-4323 Fax 314-534-8050

Order online at: heritagesvs.com/ordering

Discount Deadline: 5/5/2025

EXHIBIT LABOR (One Hour Minimum per Worker)

		Advance Price Per Hour	Standard Price per Hour
Straight Time	8:00 a.m. to 4:30 p.m. Monday through Friday	\$226.30	\$294.19
Overtime	4:30 p.m. to 8:00 a.m. Monday through Friday, Saturday, Sunday, and Holidays	\$339.45	\$441.29

- Show Site prices will apply to all labor orders placed at show site.
- Standard Pricing is per person/per hour
- Start time guaranteed only when labor is requested for the start of the working day (8:00 a.m.), unless the official set up time begins later in the day.
- One hour minimum per man--labor thereafter is charged in half (1/2) hour increments.
- Supervisor must check in at Service Desk to pick up laborers. Upon completion of work, supervisor must return to Service Desk to release laborers.
- · Labor must be cancelled in writing, 24 hours in advance to avoid a one (1) hour cancellation fee per worker.
- When scheduling dismantle labor, be sure to allow sufficient time for empty containers to be returned to your booth.
- Heritage supervising jobs will be completed at our discretion prior to show opening and before the hall must be cleared. Please include setup plan/photo, special instructions and inbound shipping information with this order.

rgency Con	tact:					Phone	Nur	nber:		
-		itor Personnel								
ervisor will	be:					Phone	Nun	nber:		
Date	Time No. of People Approx. Hours Total Hourly Rate Total					Total Estimated Cost				
			Х		=		Х		=	\$
			Х		=		Х		=	\$
					F	leritage Supervi	sion	(30%/\$45.00)	=	\$
							To	tal Installation	=	\$
• Disr • The rgency Con	n by Herita nantle of yo charge for t tact:	our exhibit will be this service is 30%	completed % of the to	e information on at our discretion tal installation lal	prior oor bi	to show oper ll, with a min	imu	m of \$45.00.		
Supervisio	n by Herita; nantle of yo charge for t tact: on by Exhib	our exhibit will be this service is 30% itor Personnel	completed % of the to	at our discretion tal installation lal	prior oor bi	to show oper ll, with a min Phone	imu Nur	nm of \$45.00. mber:		
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Supervisio	n by Herita; nantle of yo charge for t tact: on by Exhibi	ur exhibit will be this service is 30% itor Personnel	completed % of the to	at our discretion tal installation lal	prior por bi	to show oper Il, with a min Phone Phone Total Hours	Nur Nur X	m of \$45.00. mber: hber: Hourly Rate	=	Total Estimated Cost
Supervisio	n by Herita; nantle of yo charge for t tact: on by Exhibi	ur exhibit will be this service is 30% itor Personnel	completed % of the to	at our discretion tal installation lal	prior por bi	to show oper Il, with a min Phone Phone Total Hours	Nur Nur X X	m of \$45.00. mber: mber:	= =	Total Estimated Cost \$



EXHIBIT LABOR - HERITAGE SUPERVISED ABAI 51ST ANNUAL CONVENTION

exhibitor.services@heritagesvs.com 1-800-360-4323 Fax 314-534-8050

Order online at: heritagesvs.com/ordering

Discount Deadline: 5/5/2025

HERITAGE SUPERVISED LABOR

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

DISMANTLED BY HERITAGE AN			ION AND SET-UP INF	·
Freight will be shipped to: Wa				
Total No. of: Crates				
Other (Specify)				
Setup Plan/Photo: Attached.				
Carpet: With Exhibit		=		
Electrical Placement: Drawin Comments:	=	=		•
Graphics: With Exhibit Comments:	• •			
Special Tools/Hardware Requ	ıired:			
		OUTBOUND SHIPP	ING INFORMATION	
Ship To:	_			
METHOD OF SHIPMENT ☐ HERITAGE EXHIBIT T	RANSPORTATION			
☐ Common Car				
_	□ Next Day □ Sec	ond Day □Defe	erred	d
OTHER CARRIER				
	on Carrier:			
	•			
FREIGHT CHARGES				
☐ Prepaid				
Bill To:				
In the event your select	ed carrier fails to sh	now on the final r	nove-out day, your f	reight will be re-routed via HES Logistics
PLEASE NOTE: Heritage will no	ot be responsible for	product or literat	ure that is not proper	ly packed and labeled by exhibitor personne
Exhibiting Company				
Sampany				D

 $Please \ fax \ or \ email \ this \ form \ promptly \ to \ HERITAGE \ using \ the \ information \ at \ the \ top \ of \ the \ page \ - \ retain \ one \ copy \ for \ your \ files.$

Phone # _____ Email _____



STRUCTURAL INTEGRITY FORM FOR HANGING STRUCTURES

exhibitor.services@heritagesvs.com 1-800-360-4323 Fax 314-534-8050

Order online at: heritagesvs.com/ordering

STRUCTURAL INTEGRITY INFORMATION THIS FORM MUST BE RETURNED FOR ALL SUSPENDED STRUCTURES

ANNUAL CONVENTION and (if applicable), the display house or EAC for the aforementioned exhibitor, do hereby certify and guarantee that the stress points for the hanging structure have been properly engineered and tested. We further certify that the structure can be hung safely and has been constructed to meet all applicable regulations and safety measures.

Washington c.c., and Heritage and their subsidiaries, directors, officers, employees, representatives, agents and contractors from and against any and all liability, claims, damage, loss, fines, or penalties arising from the installation, use or dismantling of this structure. All hang points supporting in excess of two hundred (200) pounds may be verified (metered) on site at exhibitor's expense.

Exhibiting Company:	Booth #:
Authorized Signature:	
Printed Name:	Date:
Email:	
Display House/EAC (if applicable)	
Authorized Signature:	
Printed Name:	Date:



HANGING SIGN LABOR ABAI 51ST ANNUAL CONVENTION

exhibitor.services@heritagesvs.com 1-800-360-4323 Fax 314-534-8050

Order online at: heritagesvs.com/ordering

Discount Deadline: 5/5/2025

HANGING SIGN LABOR AND EQUIPMENT

INSTRUCTIONS

- All ceiling rigging must conform to Show Management rules and regulations and facility limitations.
- All overhead hanging signs or banners must be assembled, installed and removed by Heritage. Exhibitors, display company and/or I&D representatives may supervise, but will not be allowed to assemble or install and remove the hanging sign.
- Please complete the enclosed Labor Order Form to assemble your hanging sign.
- All overhead electrical hanging signs must be certified for structural integrity and safety in order to be approved by the building. Complete the enclosed Structural Integrity Form. Hanging signs greater than 250 lbs. must be certified for structural integrity and safety in order to be approved by the convention facility.
- Set up instructions must be provided for signs needing assembly.
- Hanging anchor points must be pre-fabricated and ready for use.
- Electrical signs must be in working order and in accordance with the National Electrical Code. ELECTRICAL SERVICE requirements must be ordered in advance on the enclosed ELECTRICAL SERVICE Order Form.
- All Electrical Sign or Signs with Motor and/or Truss will need to be hung by the building.
- If any hang point supports over 250 lbs., notify Heritage immediately for special authorization.
- Overhead hanging signs are to be sent in separate containers directly to advance warehouse using the enclosed Hanging Sign Labels. This container MUST arrive no later than 5/15/2025. If these procedures are not followed, Heritage cannot guarantee the hanging of your sign.

Ship To:

HERITAGE

C/O: TFORCE FREIGHT

6571 WASHINGTON BLVD.

ELKRIDGE, MD 21075

FOR: ABAI 51ST ANNUAL CONVENTION

EQUIPMENT AND LABOR RATES TO HANG SIGNS

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

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

Saturdays, Sundays, and Holidays

Crew Size: Three (3) Laborers

Materials: Cables, clamps, etc. additional and charged

accordingly

Equipment With Crew

- Show Site rates will apply to ALL labor orders placed at show site
- Rates are per lift and crew per hour
- One Hour minimum per lift and crew
- Straight Time cannot be guaranteed

	S	TRAIGHT TIME	OVERTIME
Condor			
Condor with Crew	L331	\$1,294.33	\$1,941.50
Show Site Pricing		\$1,682.63	\$2,523.95
Assembly Crew/ Additional Labor			
Display Assembly Labor	L332	\$226.30	\$339.45
(Per Person/Per Hour)			
Show Site Pricing		\$294.19	\$441.29

Exhibiting Company						
Contact Name		Booth#				
Phone #	Email					



HANGING SIGN LABOR ABAI 51ST ANNUAL CONVENTION

exhibitor.services@heritagesvs.com 1-800-360-4323 Fax 314-534-8050

Order online at: heritagesvs.com/ordering

Discount Deadline: 5/5/2025

Sign Desc	ription, Size, & Weight	Installation Estimate					
vith detaile	her than banners, include blueprint or drawing d information so hanging anchor points may be	Approx. Hours	Hourly Rate	Estimated Sub-Tota			
determined Type:	Cloth Banner Metal or Wood Other	@		=			
Shape:	Square Triangle	Dismantle Estim					
	Rectangle Other	@		=			
Size:	Height Length Width Weight of Sign						
Does your si	ign require: Electricity? Assembly?	Estima Tax Total	ted Sub-Total	NA NA			
s your sign	designed to rotate? Yes No (Check next to answer)						
Please subn	t Diagram nit the booth grid form with this hanging sign labor te how far in from each boundary you would like aced.	can be provided by company representation.	Heritage at an addi ative, display house	nbly of overhead hanging tional cost, or by your e, independent or lighting			
	structure and relation to the support beams may r sign to be moved from your specified location.	Her	ssembly: Supervision Requi				
Exhibiting C	ompany						
Contact Nan	ne		Booth#				
	Email						



■ HERITAGE[™]

RUSH! – HANGING SIGN

RUSH! - HANGING SIGN

ADVANCE SHIPMENT TO WAREHOUSE

TO: ______

BOOTH NUMBER: _____

HERITAGE

C/O TFORCE FREIGHT
6571 WASHINGTON BLVD.
ELKRIDGE, MD 21075

FOR: ABAI 51ST ANNUAL CONVENTION

ADVANCE SHIPMENT TO WAREHOUSE

EXHIBITOR NAME

BOOTH NUMBER:

HERITAGE

C/O TFORCE FREIGHT
6571 WASHINGTON BLVD.
ELKRIDGE, MD 21075

FOR: ABAI 51ST ANNUAL CONVENTION





RUSH! - HANGING SIGN

RUSH! – HANGING SIGN

ADVANCE SHIPMENT TO WAREHOUSE

TO: _____EXHIBITOR NAME

BOOTH NUMBER: _____

HERITAGE

C/O TFORCE FREIGHT
6571 WASHINGTON BLVD.
ELKRIDGE, MD 21075

FOR: ABAI 51ST ANNUAL CONVENTION

ADVANCE SHIPMENT TO WAREHOUSE

TO: _____

BOOTH NUMBER:

HERITAGE

C/O TFORCE FREIGHT
6571 WASHINGTON BLVD.
ELKRIDGE, MD 21075

FOR: ABAI 51ST ANNUAL CONVENTION



SIGN SERVICE ORDER FORM ABAI 51ST ANNUAL CONVENTION

exhibitor.services@heritagesvs.com 1-800-360-4323 Fax 314-534-8050

Custom Discount Deadline:

4/24/2025

Order online at: heritagesvs.com/ordering

Enhance your booth with custom graphics from HERITAGE. Graphics and signs are created in-house and our Design Team offers many options to fit your needs. Our Design Team can create digital custom graphics that fit your exhibit. Send us your logo and any graphics you want to produce and let us do the rest. All signs are printed using 6 color printing and produced on a solid substrate. Consult a HERITAGE Team Member for specialty material choices.

Please submit high resolution PDFs with the fonts embedded or outlined. If text is to be edited then please submit the font files and font name. Please contact HERITAGE and the customer graphic submission guidelines for specific instructions on formatting your graphics and submitting your graphic files.

File conversion, retouching, cloning or color correcting may incur additional labor charges (straight time is \$85.00 per hour and custom charges apply outside normal business hours). The pricing below is based on print ready files submitted.

		Item		Quantity		Discount Rate	Standard Rate	Total
Standard Size Signs	G10 G20 G30 G40 G60 G70 G80 G90 G91 G92	Standard Sign 7" x 11" Standard Sign 7" x 44" Standard Sign 11" x 14" Standard Sign 14" x 22" Standard Sign 22" x 28" Standard Sign 28" x 44" Standard Sign 40" x 60" Easelback (up to 11" x 14 Mini Hoffa Sign 24" x 80" Meter Board Sign 38" x 8	with base		x x x x x x x x x	\$ 63.75 \$ 74.25 \$ 78.38 \$ 95.63 \$ 129.75 \$ 216.75 \$ 289.12 \$ 39.75 \$ 369.15 \$ 552.23	\$ 82.88 = \$ 96.53 = \$ 101.90 = \$ 124.32 = \$ 168.68 = \$ 281.78 = \$ 375.86 = \$ 51.68 = \$ 479.90 = \$ 717.90 = \$	
Custom Size Signs		ltem				Total Disco Sq. Ft. Rat		Total
		Banner single sided - enter W x feet feet Custom Sign - enter dime W x feet feet feet an exhibitor service team	L = total s nsions below L = total s	q. ft. q. ft.	m	x \$21. sin. order 9 sq. ft. x \$21. x \$21. x \$21.		
Please see the Terms explanation of our pol	and Conditio	graphic applications. ons page for full ellations and changes.	•	•		t Card Authorizati nitted with this fo	I IAAD/0	\$
Exhibiting Compa	ny							
Contact Name						Booth#		
Phone #		Email						
Please fax or emai	l this form	n promptly to HERITAGE usir	ng the informati	ion at the to	p of	the page - retain	one copy for your file	·s.



GRAPHIC REQUIREMENTS AND SUBMISSION INSTRUCTIONS

exhibitor.services@heritagesvs.com 1-800-360-4323 Fax 314-534-8050

Order online at: heritagesvs.com/ordering

Please read carefully and follow all requirements and instructions to insure proper production of high quality graphics and timely delivery. Feel free to contact HERITAGE with any questions or concerns.

For Print Ready Graphics

CMYK color mode

150 dpi at 100% scale

Bleed is **ONLY** required on fabric prints - .5" all sides

Vector artwork files preferred - .PDF, .AI, and .EPS

Rasterized artwork files - .TIFF or .JPG

Full scale artwork only. However if necessary, use 300 dpi at 50% scale

Outline/Rasterize all fonts

Flatten all transparencies

Change all opacities to solid colors

Keep all critical logos and text 0.25" from the edges

Supply links

GRAPHIC SUMMARY REQUIRED for large volume graphic orders.

Please indicate/specify graphic size, quantity, single or double sided, material (i.e. vinyl, foam core...), area of use and description of graphic i.e. text/copy.

For Heritage Designed Graphics Please supply vector logos - .AI, .EPS or .PDF

High resolution photos - 10mB or higher recommended

Preferred font choice and/or supply font file

Any Pantone (PMS) color references i.e. your company's brand colors

To Submit Artwork Files **Via Dropbox** - email **graphics@heritageexpo.com** and Heritage will setup a shared Dropbox folder. Please save/upload files in this folder. OR

Via Email - attachments 10MB or less.

Acceptable Artwork



NOT Acceptable Artwork



Questions?

Contact Heritage Graphics Department or your Account Executive

graphics@heritageexpo.com | 1-800-360-4323



Aramark Facilities Management is the exclusive cleaning services provider at the Walter E. Washington Convention Center. Our team removes trash, vacuums aisles and booths, and provides porter services and mopping. We have an office on site, so we are able to respond quickly to any requests.

BOOTH CLEANING ORDERS

There are two ways to order services:

Visit our website at wewcc.aramarkcafe.
com and select exhibitor services. Here, you
can select the cleaning services you need,
input the number of event days, and add
your company name and booth number. You can
also create an account, review your information,
and finalize the order using a credit card or check.
Cash is not accepted. If your booth organization
is tax exempt, please email aramarkevs@aramark.
com to place an order to avoid being charged
taxes.

You can reserve same-day booth cleaning on the start date by visiting our service desk (locations vary by show), going to our website wewcc.aramarkcafe.com, or emailing us at aramarkevs@aramark.com.



All rates are quoted in USD and taxed at 6%. We accept payment via credit card and/or check.

Rates

End of Show Day Booth Cleaning: Includes trash removal and vacuuming or mopping, based on the floor type. Cost is \$0.75 per sq. ft. per day.

Porter Service: Includes emptying wastebaskets and sweeping floor debris on two-hour intervals during show hours only. Porter service is calculated by total booth size per day.

Costs

BOOTH SIZE	RATE (per day)
Under 500 sq. ft.	\$150.00
501-1,500 sq. ft	\$190.00
1,501-2,500 sq. ft.	\$230.00
2,501-3,500 sq. ft.	\$270.00

Booths bigger than 3,500 square feet require custom porter service.

Custom Porter Service: Includes trash removal and sweeping the floor. This service is charged at a rate of \$60 per hour, with a minimum charge of four hours per worker per day. If you require any additional customization, please email aramarkevs@aramark.com or call us at 202.249.3980. We're happy to help!

Order Add-Ons

Access order add-ons through our website wewcc.aramarkcafe.com. You can also visit our service desk (varies based on show), or contact us at aramarkevs@aramark.com.

Booth and Carpet Disposal

We do not provide booth and/or carpet disposal services. Please reach out to your service contractor for help dismantling your booth and removing carpet.

Exhibitor-appointed contracts, general service contractors, and decorators are prohibited from providing cleaning services on WEWCC property. Exhibitors are subject to penalties if other contractors are present.





CONVENTION CENTER

EXHIBITOR ORDERING GUIDE

YOUR ROADMAP TO A SUCCESSFUL EVENT









FIRST CLASS CUSTOMER SERVICE

Leading up to the start of your event, our customer service team will work with you to ensure all the required information needed to install services is collected prior to your arrival. These items include; verifying your order, providing all pertinent IP and wireless information, collecting a floor plan, advanced payment, and confirmation of all required signatures. We understand there are a lot of moving parts when planning to exhibit at a convention and our mission to make this process as easy as possible.

It's our goal to make our team as accessible as possible. All our events are staffed with local team members for you to utilize, helping ensure network reliability and the delivery of the services you need. During move-in and show days, our team is available to assist you with your ordered services.

KNOWLEDGEABLE TECHNICAL SUPPORT

Our experienced technicians are readily available to perform troubleshooting, installation of additional services, relocations and much more.

Our team will be available throughout the entire event to provide you with the show experience you've always envisioned.

REDUNDANCY OF EQUIPMENT

We always have spares on-hand and are network ready. Smart City always keeps network switches and wireless access points on-hand and connected to the network. If a piece of equipment fails, we can replace it immediately with little to no downtime.

24/7 NETWORK MONITORING

All ports on the Smart City network are polled every minute for network stability. Certified network engineers are on staff in our Network Operations Center during event hours and on call 24/7.





Order online at: orders.smartcitynetworks.com or call 888.446.6911



Is the exclusive provider of the following services:









Our **BASIC INTERNET SERVICE**, ideal for

LIGHT INTERNET USAGE such as

web browsing and checking email via a wired connection.

SERVICE	INCENTIVE**	BASE	ON-SITE
Basic Internet	\$895	\$1,140	\$1,368
Additional Device	\$185	\$220	\$255
EQUIPMENT & LABOR	INCENTIVE**	BASE	ON-SITE
Switch Rental	\$185	\$225	\$270
Patch Cables	\$50	\$62	\$74
Labor (Floor Work)	\$125	\$125	\$125

*NOT FOR STREAMING

* *ORDER 21 DAYS PRIOR TO FIRST DAY OF MOVE-IN TO GET THE INCENTIVE RATE!

Basic Internet Includes:

- 1.54 Mbps burstable to 3 Mbps per device
- Routers are not permitted on this service and will not work
- Each device includes (1) Private IP Address
- Up to 4 additional IPs [devices] may be purchased separately
- Ethernet RJ45 Hardline drop and is DHCP (plug and play)

To connect multiple devices to this service a Switch Rental, Patch Cables and Floor Work are required. If more than 5 devices are needed, another main drop (Basic Internet w/ 1 Private IP) is required. An additional 4 devices can then be added to your order. A maximum of 10 devices in one location is permitted.





Order online at:

orders.smartcitynetworks.com

or call 888.446.6911

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Our **DEDICATED WIRED SERVICES** are the **FASTEST AND MOST RELIABLE** way

to deliver high quality experiences at your event.

DEDICATED SERVICES	STREAMING SD or HD or UHD			INCENTIVE*	BASE	ON-SITE
3 Mbps Dedicated	1	N/A	N/A	\$3,495	\$4,370	\$5,244
6 Mbps Dedicated	2	1	N/A	\$5,900	\$7,375	\$8,850
10 Mbps Dedicated	3	2	N/A	\$7,850	\$9,810	\$11,772
15 Mbps Dedicated	5	3	N/A	\$11,700	\$14,630	\$17,556
25 Mbps Dedicated	6	4	1	\$19,250	\$24,060	\$28,872

*ORDER 21 DAYS PRIOR TO FIRST DAY OF MOVE-IN TO GET THE INCENTIVE RATE!

Whether you are setting up your own booth Wi-Fi, Webcasting, HD Streaming, Gaming or require Point to Point connectivity, Dedicated Internet is the way to go!

Dedicated Services Include:

- Ethernet (1) RJ45 Hardline drop with VLAN
- Wireless and Hardline routers are permitted
- (5) Static Public IP addresses
- Speeds up to 1 Gbps available
- Additional Static IP addresses available for purchase



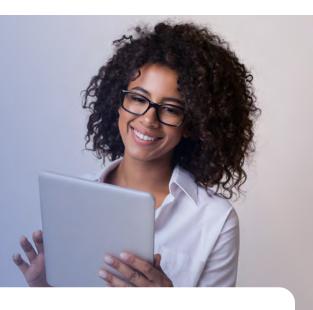


Order online at:

orders.smartcitynetworks.com

or call 888.446.6911

NEED WIRELESS CONNECTIVITY?



Our **STANDARD HOTSPOT** provides

SIMPLE & SECURE WIRELESS

connectivity ideal for checking emails, browsing the web, processing payments, and light website demonstrations.

STANDARD HOTSPOT PROVIDES 3 Mbps BURSTABLE TO 5 Mbps PER DEVICE*							
DEVICE LIMIT	INCENTIVE**	BASE	ON-SITE				
5 Device Limit	\$2,339	\$2,807	\$3,368				
15 Device Limit	\$4,133	\$4,960	\$5,952				
30 Device Limit	\$6,762	\$8,114	\$9,737				
Additional Access Point Rental	\$ <i>7</i> 50	\$750	\$750				

^{*}NOT FOR STREAMING.

**ORDER 21 DAYS PRIOR TO FIRST DAY OF MOVE-IN TO GET THE INCENTIVE RATE!

All Hotspots broadcast on the 5 Ghz frequency only and include:

- (1) Custom network name or SSID
- (1) Password (8 character minimum)
- (1) Access Point booth size may require additional Access Point rental







Order online at:

orders.smartcitynetworks.com

or call 888.446.6911

orders.smartcitynetworks.com/wifi-splash-page-design

WILL YOUR BOOTH DEMO BRING OUT THE MASSES?

Our **PREMIUM HOTSPOT** combines

HIGH BANDWIDTH WIRELESS

with greater flexibility and customization options that generate smoother product demos, quicker remote connectivity and superior video streaming quality.

PREMIUM HOTSPOTS ARE NOT RATE LIMITED PER DEVICE STREAMING									
BANDWIDTH ALLOCATION SD or HD or UHD INCENTIVE* BASE ON-SITE									
10 Mbps	3	N/A	N/A	\$8,800	\$10,560	\$12,672			
20 Mbps	6	4	N/A	\$16,600	\$19,920	\$23,904			
30 Mbps	10	6	1	\$24,200	\$29,040	\$34,848			
40 Mbps	13	8	1	\$31,550	\$37,860	\$45,434			
50 Mbps	16	10	2	\$39,050	\$46,860	\$56,232			
Additional Access Point Rental	N/A	N/A	N/A	\$ <i>7</i> 50	\$ <i>7</i> 50	\$750			

*ORDER 21 DAYS PRIOR TO FIRST DAY OF MOVE-IN TO GET THE INCENTIVE RATE!

All Hotspots broadcast on the **5 Ghz frequency only** and include:

- (1) Custom network name or SSID
- (1) Password (8 character minimum)
- (1) Access Point booth size may require additional Access Point rental







Order online at:
orders.smartcitynetworks.com
or call 888,446,6911

orders.smartcitynetworks.com/wifi-splash-page-design



Our **TELEPHONE SERVICES** provide reliable **VOICE SERVICE** solutions for Single Line, Multi Line, and Conference calls.

VOICE SERVICES	INCENTIVE*	BASE	ON-SITE
Single Line Telephone - With or Without Device	\$275	\$345	\$414
Multi Line Telephone	\$415	\$520	\$624
Polycom Speaker Phone	\$465	\$575	\$690

*ORDER 21 DAYS PRIOR TO FIRST DAY OF MOVE-IN TO GET THE INCENTIVE RATE!

We have specialized in telephone services for over 30 years. Smart City provides reliable phone services with crystal clear connections. Our telephone services can be used for reception check-in, conference calls in meeting rooms and for credit card processing machines.

Telephone Service Information:

- Multi Line telephones include (1) Main number and (1) rollover line
- · Polycom speakerphones require power source, electrical services may need to be ordered separately
- Domestic Long Distance is included
- International calling is billed separately





Order online at:

orders.smartcitynetworks.com

or call 888.446.6911

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Smart City Networks is the exclusive provider of **CABLE TV SERVICES**Visit our online ordering site to learn more.

Our cable services deliver high-definition channels with clear and crisp picture quality to satisfy even the most discerning of viewers.

*ORDER 21 DAYS PRIOR TO FIRST DAY OF MOVE-IN TO GET THE INCENTIVE RATE!

**Cable services may require a deposit in some locations.



Frequently Asked Questions

DOES SMART CITY NETWORKS PROVIDE COMPLIMENTARY WI-FI?

Yes! Smart City Networks provides complimentary Wi-Fi in most designated public areas of the facility, such as the concourse lobbies and food courts. Check with your specific venue for locations. This service is made available to approximately 30 million guests, visitors, and attendees at our convention centers throughout the country. There is no requirement to purchase a Smart City Networks service in order to take advantage of the complimentary Wi-Fi.

WHY DOESN'T SMART CITY NETWORKS PROVIDE COMPLIMENTARY WI-FI IN THE EXHIBIT HALLS?

Exhibit halls are not public areas since this space is typically licensed to a company, government agency, or trade association for a private event. The space license agreement governs the availability of a range of services for the event and the license may or may not call for complimentary Wi-Fi services.

WILL MY PERSONAL HOTSPOT (MI-FI) WORK IN YOUR BUILDING?

Yes – however, the capability of your personal mobile hotspot is limited by your cellular carrier by the spectrum and Internet bandwidth capacity they have made available. Cellular carrier signals penetrate into a facility either from a nearby cellular tower or via an in-building Distributed Antenna System (DAS). It is important to remember that your personal mobile hotspot is obtaining a wireless signal from a shared cellular network, so service may be disrupted or become unreliable due to user density and demand on the carrier's network. In all cases, you have the option to take advantage of the complimentary Wi-Fi throughout the public areas, or if you choose, you can purchase an upgraded package based on your service requirements.

WHAT MUST BE IDENTIFIED ON MY FLOORPLANS?

Floor plans should include the surrounding booth numbers for orientation, measurements and easy identification of all required end location(s). Be sure to distinguish your main distribution line (MDL) and additional patch cables. Please reference Smart City's Communications Floorplan Worksheet.

TIP: Most of our venue's data jacks originate from a floor pocket. Be sure to submit a completed floorplan prior to the first day show move-in to avoid any additional labor charges.



Order online at:

orders.smartcitynetworks.com

or call 888.446.6911

DO YOU OFFER INCENTIVE RATES?

Yes! Orders received along with payment by the incentive deadline date will receive our early incentive pricing.

WHY ARE ROUTERS NOT ALLOWED ON A SHARED NETWORK?

Many times, Smart City has found that routers on a shared network are installed incorrectly, which can cause problems for other users of the network. Additionally, an accurate count of the number of devices on the network is required to determine the appropriate network size and bandwidth available to the network. For more information and to request the build-out of a special system to meet your needs, contact our team today for a quote.

CAN I PROVIDE MY OWN SWITCH AND/OR CABLING?

Yes, you can provide your own switch and patch cables for in booth cabling. Unless otherwise mandated by the venue.

Please Note: Connectivity can be guaranteed only to the point where Smart City Networks' services originate in the booth. Smart City Networks cannot guarantee service on customer/exhibitor-provided cable(s) and/or equipment. Any request for trouble diagnosis or problem resolution found not to be the fault of Smart City Networks (such as faulty equipment or damaged cable) may be billed to the exhibitor at the prevailing labor rate.

HOW MUCH BANDWIDTH DO I NEED?

To identify how much bandwidth you should require, please reach out to a technical representative in your organization, review your program specifications listed with any demonstrations or downloads you plan to run.

WHAT DOES SD, HD, AND UHD STAND FOR?

SD, HD, and UHD are the abbreviated names of three video streaming formats. The basic difference between each of the formats is the number of pixels comprising the video image. The greater the pixel count the sharper and more detailed your video will be.

FORMAT	RESOLUTION	BANDWIDTH REQUIRED		
Standard Definition (SD)	720x480	3.0-5.0 Mbps		
High Definition (HD)	1280×720 & 1920×1080	5.0-8.0 Mbps		
Ultra High Definition (UHD)	3840×2160	25 Mbps		



Our Promise ★★★★

Smart City Networks is "Where Technology Meets Hospitality". By anticipating and responding to our clients' needs, we continue to lead the nation in providing quality advanced technology and telecommunication solutions to the trade show and event industry. We work to build personal relationships with our clients because excellent service requires an exceptional and long-lasting commitment.



INTERNET SERVICE CONTRACT WALTER E. WASHINGTON CONVENTION CENTER



Exhibitor Company Name:		Booth/Room#:	Show Name:					
Billing Company Name:		Show Start Date:		Show	Show End Date:			
Billing Company Address:		INCENTIVE ORDER DEADLINE:						
			21 DAYS PRIOR TO 1ST DAY OF SHOW MOVE-IN					
City, State, Zip:		Country:	On-site Authorized Contact:		On-sit	On-site Cell Number:		
Contact Name:	Phone Number:		Contact Email:		Cell N	Cell Number:		
BASIC INTERNET, NOT FOR S	TREAMING		Qī	Y INCENTIVE*	BASE	ON-SITE	TOTAL	
Includes: 1 Private IP Address, Routers	PROHIBITED and will no	t work						
1.5 Mbps Burstable To 3 Mbps	(DHCP), Intended for lig	ht Internet usage		\$895	\$1,140	\$1,368		
Additional Device(s), Per Devic	e Up to 4 [6 or more a	vailable online]		\$185	\$220	\$255		
DEDICATED INTERNET, FOR	STREAMING, GAM	ING & WEBC	AST Q1	Y INCENTIVE*	BASE	ON-SITE	TOTAL	
Includes: 5 Public IP Addresses, Router	rs SUPPORTED							
Dedicated 3 Mbps				\$3,495	\$4,370	\$5,244		
Dedicated 6 Mbps				\$5,900	\$7,375	\$8,850		
Dedicated 10 Mbps				\$7,850	\$9,810	\$11,772		
Dedicated 15 Mbps				\$11,700	\$14,630	\$17,556		
Dedicated 20 Mbps				\$15,500	\$19,380	\$23,256		
Upgrade to 29 Public Static IP A	ddresses			\$995	\$1,194	\$1,433		
Higher bandwidth services av		1			1			
INTERNET EQUIPMENT & LA			Q1	Y INCENTIVE*	BASE	ON-SITE	TOTAL	
Switch Rental – up to 24 ports				\$185	\$225	\$270		
Patch Cable (up to 100') – Cat5	e			\$50	\$62	\$74		
Labor / Floor Work – four lines				\$125	\$125	\$125		
Distance Fee for each Internet line	e delivered outside the fo	ıcility		\$500	\$500	\$500		
WIRELESS INTERNET, Full pro		,						
SPECIAL QUOTE, Attachment	ŭ							
I hereby acknowledge the above lis	sted on-site authorized (contact is permit	ted to make on			SUBTOTAL		
ite changes to my order. I also acknowledge any change to my order coul credit card on file being charged. Upon execution of this document the Cus								
authorizes Smart City Networks to request such services and acknowle	provide services as rec	quested herein,	is authorized to	orized to GRAND TOTAL				
Conditions. ACCEP1	TANCE OF TERMS	AND CONDI	TIONS AND	AUTHORIZATI	ON OF OF	RDER		
Printed Name:			Signo	iture:			Date:	
(X)		(X)				/	/	

PAYMENT IN FULL IS REQUIRED PRIOR TO THE EVENT

When your order is processed, you will receive an email with a link to Smart City Networks payment portal where you can pay via credit card.

Make checks payable to Send completed form(s) with payment to: 5795 W. Badura Avenue, Suite 110

SMART CITY NETWORKS Las Vegas, NV 89118







TELEPHONE & CABLE TV SERVICE CONTRACT WALTER E. WASHINGTON CONVENTION CENTER



Exhibitor Company Name:		Booth/Room#:	Show No	ame:					
Billing Company Name:			Show Sto	art Date:		Show End Date:			
Billing Company Address:	illing Company Address:		INCENTIVE ORDER DEADLINE: 21 DAYS PRIOR TO 1ST DAY OF SHOW MOVE-IN						
City, State, Zip:		Country:			zed Contact: On-site Cell Num				
Contact Name:	Phone Number:		Contact Email:			Cell	Cell Number:		
VOICE SERVICES, PBX	Service – Domestic L	ong Distance Inclu	ıded	QTY	INCENTIVE*	BASE	ON-SITE	TOTAL	
Single Line 🔲 Instrument [□ Non Dial 9 □ In	ternational Long	Distance		\$275	\$345	\$414		
Multi Line Phone with (1) ma	Multi Line Phone with (1) main number and (1) rollover line				\$415	\$520	\$624		
Speaker Phone Line with Polycom Instrument				\$465	\$575	\$690			
CABLE TV SERVICE				QTY	INCENTIVE*	BASE	ON-SITE	TOTAL	
Digital Cable TV Service - Includes: Set-Top Box Converter					\$625	\$780	\$936		
SPECIAL SERVICES				QTY	INCENTIVE*	BASE	ON-SITE	TOTAL	
Labor / Floor Work – four	ines per hour				\$125	\$125	\$125		
Distance Fee for each Telep	hone line delivered	outside the facili	ity	\$100 \$100 \$100					
SPECIAL QUOTE, Attack	nment A or Stateme	ent of Work (if a	ıpplicable	e)					
I hereby acknowledge the above listed on-site authorized contact is permitted to make on-				SUBTOTAL					
site changes to my order. I also acknowledge any change to my order could result in credit card on file being charged. Upon execution of this document the Customer here authorizes Smart City Networks to provide services as requested herein, is authorized request such services and acknowledges full and complete understanding of the Terms a Conditions.			ereby	ESTIMA					
					GRAND TOTAL				
ACCE	PTANCE OF TERM	S AND COND!	TIONS A	ND AI	ITHODI7ATIC	N OF C	DDED		
Printed Name		S AND CONDI		ignature:		IN OF C		Date:	
(X)		(X)					/_	/	

PAYMENT IN FULL IS REQUIRED PRIOR TO THE EVENT

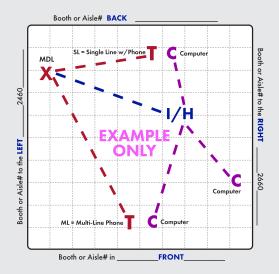
When your order is processed, you will receive an email with a link to Smart City Networks payment portal where you can **pay via credit card.**

Make checks payable to Send completed form(s) with payment to: SMART CITY NETWORKS 5795 W. Badura Avenue, Suite 110 Las Vegas, NV 89118



Customer Number:

"COMMUNICATIONS" FLOORPLAN WORKSHEET				
Company Name:	Show:	Booth/Room #:		
Center: Walter E. Washington Convention Center	Customer / Ref #:			



SPECIFY YOUR DESIRED LOCATION OF SERVICES

X = MAIN DISTRIBUTION LOCATION (MDL)

The originating line(s) for service, whether overhead, a floor pocket or a column, will be delivered to a "MDL" before booth distribution. Example: Storage area, back of booth, etc. Unless specified, the default for the "MDL" will be the back of the booth or where Smart City deems the most convenient. All distribution of services to their final destination within the booth will originate from the Main Distribution Location "MDL". A per line move fee will apply to relocate services within your booth after they have been engineered and/or installed.

T = TELEPHONE/FAX

= INTERNET SERVICE

H = HUBS

PC = PATCH CABLES

C = COMPUTERS

Location of primary Internet Service "I", Hubs "H", Patch Cables "PC" and / or Computers "C". For Smart City to perform your floor work, you will need to indicate the location of each item you want cabled. Make sure to order your floor work, hubs, and patch cables early and in advance of the show moving in.

Voice and Data communications cabling. Smart City is the exclusive installer of Voice and Data communications cabling. Smart City provides cabling to booths, within booths (under carpet and flooring) and from booth-to-booth. Fiber Optic, twisted pair (Category 3, 5 and 6) and all other data and telecommunication cable fall under Smart City's area of expertise.

IMPORTANT! Prior to installation of service, a complete Floorplan is required.

Please utilize this grid should you not have your own Floorplan to send us. You may use a different Floorplan for each service group (Telephone, Internet, etc.) or combine all services on one Floorplan. For a Floorplan to be considered complete it must include all the information listed below (Main Distribution Location "MDL", designated location of items within the booth, surrounding booths, scale-length and width).

Booth Orientation: For Smart City to accurately install services a minimum of one surrounding Booth or Aisle # is required, two or more is best.

BOOTH SIZE	ft x	ft	SCALE: 1 BOX IS = TO	ft
	воотн	TYPE	☐ Island ☐ Inline	

Booth or Aisle# to the RIGHT

Booth or Aisle# to the RIGHT





WIRELESS PERFORMANCE AGREEMENT				
Company Name:	Show:	Booth/Room #:		
Center: Walter E. Washington Convention Center	Customer / Ref #:			

OVERVIEW

Smart City is the exclusive provider for wired and wireless services for the Facility and has in operation a comprehensive wireless 802.11 network. The actual maximum bandwidth available depends on how many users are accessing the network simultaneously at any given time dependent upon the type of service purchased. Router, Streaming Applications, VolP, DHCP, NAT or Proxy Servers are not allowed with this connection. Smart City can engineer custom dedicated network(s) to achieve your company objectives. Please contact us at (888) 446-6911 to discuss your network design.

CUSTOM WIRELESS NETWORKS

If you require wireless 5 GHz access for application demonstrations, Smart City is able to build a custom 5 GHz wireless network in your booth. Please call Smart City at (888) 446-6911 for a custom wireless quote.

INTERNAL NETWORKS

Smart City is the exclusive provider of all voice, wired and wireless data services. Wireless Devices not authorized by Smart City are strictly prohibited. Smart City requires all Customers showcasing their wireless products to contact Smart City 21 days prior to the show move-in so that we may engineer a cohesive network operating without interference (all approvals will incur a Wireless Engineering Management Fee). Please provide Smart City with the make and model of your wireless router for network approval (wireless access points without adjustable power outputs cannot be authorized under any circumstances). Wireless devices need to be programmed on-site following Smart City guidelines.

CUSTOMER ACCEPTANCE

Wireless service is inherently vulnerable to interference from other devices that transmit similar radio frequency signals or that operate within the same frequency spectrum. Smart City does NOT recommend wireless service for mission critical services such as presentations or product demonstrations that can accept a wired connection. Per our Terms and Conditions listed on Smart City's Customer Contract, misuse of any wireless service may result in service interruption to yourself or other Customers and can lead to disconnection of the Customer's equipment. No service refunds will be given.

ALL WIRELESS ACCESS POINTS NOT AUTHORIZED BY SMART CITY ARE PROHIBITED.

I hereby attest that I understand the limitations and vulnerabilities of the wireless service provided by Smart City. I also understand that if I use this service for any reason including, but not limited to, demonstrating, showcasing or presenting my product(s), Smart City will not be responsible for possible interference that I may experience. Upon receipt of the completed Smart City Contract, Smart City Services will be activated / available for your use.

Printed Name:	Signature:	Date:
Title:	Email:	Phone #:



Welcome to Hi-Tech Electric!

We are pleased to be your electrical, plumbing and rigging services provider for your upcoming event.

Hi-Tech Electric is going green!

In support of saving the environment as much as possible, we now offer a new convenient, paperless, and secure online ordering for all of our services. This new system allows exhibitors to access their account 24/7, update account and payment information, upload floor plans, and download invoices. The online ordering system is PCI (Payment Card Industry) compliant ensuring a secure environment for all credit card transactions and data storage. Upon order completion, an automatic email is sent to confirm the order.

Please visit our website www.hi-techelectric.com to begin the order process.

If you still prefer to print out the service contract, please send it to dcexhibitorservices@hi-techelectric.com or fax them to 202-249-3601.

Thank you for your cooperation and we are looking forward to working with you!

801 Mount Vernon Place, NW Washington, DC 20001 202-249-3600 202-249-3601 FAX Signature on page 2 is required. Full payment for services ordered and retainer credit card must be remitted to process this contract. All orders are subject to a 3.5% service fee.

Fed ID # 88-0437088 **2024-2025**** 10/1/2024**



801 Allen Y. Lew Pl, NW Washington, DC 20001 202-249-3600 202-249-3601 FAX dcexhibitorservices@hi-techelectric.com

www.hi-techelectric.com – online ordering available

Deadline Date for Incentive Rates: May 3rd, 2025

Event Name: Association for Behavior Analysis International ABAI 2025		Event Dates: May 24 th – 26 th , 2025	
Company Name		Booth No.	
Credit Card Billing Address (exact address for credit card)			
City / State / Zip	Phone		Country
Credit Card No	Exp Date C	CVV Security Code	Check Number
VISA □ MC □ AMEX □	Cardholder Name as it a	appears on card (Ple	ase Print)
Authorized Contact Name (Please Print)	Authorized Contact Ema	ail	

*****IN ORDER TO SECURE THE INCENTIVE RATE, PAYMENT MUST BE RECEIVED 21 DAYS AND ISLAND BOOTH FLOOR PLANS MUST BE SUBMITTED 14 DAYS BEFORE THE EVENT START DATE****

ELECTRICAL OUTLETS

Power strips and extension cords available to rent onsite

Please read page 2 regarding additional labor and material charges "Description of Outlet Location & Distribution Charges"

24 Hr Power and dedicated 20amp / 120v outlets are double the listed price

Description of Service	Total Outlets	Incentive	Base	24 Hr or Dedicated 20 amp	Overhead Service	Floor Service	Total Price
120 V Outlet - Maximum of One (1) of	connection	per outlet					
5 Amp / 500 watts		\$119.00	\$147.00				
10 Amp /1000 watts		\$149.00	\$180.00				
20 Amp / 2000 watts		\$226.00	\$280.00				
208 V 1Ø Motor & Equipment Outlet	- Maximur	n of One (1)	connection	per outlet	•		
20 Amp-Minimum for European Power		\$400.00	\$487.00				
30 Amp		\$541.00	\$664.00				
40 Amp		\$665.00	\$842.00				
50 Amp		\$752.00	\$937.00				
60 Amp		\$983.00	\$1,204.00				
100 Amp		\$1,218.00	\$1,488.00				
208 V 3Ø Motor & Equipment Outlet	- Maximur	m of One (1)	connection	per outlet	•		
20 Amp		\$536.00	\$662.00				
30 Amp		\$800.00	\$940.00				
60 Amp		\$1,186.00	\$1,466.00				
100 Amp		\$2,150.00	\$2,590.00				
200 Amp		\$4221.00	\$5,278.00				

Transformer(s): Check off European Power column in this section. European Power is all 60HZ 208v transformers to 240 1ph European, 60HZ 480v-3ph transformer to 380v/3ph European. Hi-Tech Electric does not offer 50 HZ. Please check your equipment to see if it can operate at 60 HZ. Pricing for transformer includes the transformer and power. Labor, materials, and lift are additional to installation.

Qty	Incentive	Base	European Power	Total Price
	\$997.00	\$1,215.00		
	\$2,442.00	\$3,164.00		
	\$800.00	\$998.00		
	\$1,425.00	\$1,709.00		
	\$3,085.00	\$3,986.00		
	\$6,169.00	\$8018.00		
	Qty	\$997.00 \$2,442.00 \$800.00 \$1,425.00 \$3,085.00	\$997.00 \$1,215.00 \$2,442.00 \$3,164.00 \$800.00 \$998.00 \$1,425.00 \$1,709.00 \$3,085.00 \$3,986.00	\$997.00 \$1,215.00 \$2,442.00 \$3,164.00 \$800.00 \$998.00 \$1,425.00 \$1,709.00 \$3,085.00 \$3,986.00

Please Use Exhibitor Rigging Order Form **Overhead Quartz Lights:**

See Terms and Conditions Section for Labor Rates

Subtotal of Charges

THIRD PARTY PAYMENT

Exhibiting firm acknowledges the responsibility for any additional charges in the event a third party named does not make payment. All balances must be settled onsite prior to the event closing.

Authorized Signature:

I agree that I am the Authorized Card Holder on behalf of the Exhibitor, and I accept Hi-Tech Electric's payment policies and terms of contract described below on pages 3-5.

Print Name:	Signature:	Booth No:	Date:	

Time rame.	oignataro.	Booti Ito.
	Labor Reques	et Section:
Send mandatory PDF or D	DWG for all Island booths	to: dcexhibitorservices@hi-techelectric.com
[] Floor Plan included with outlet	locations/orientation	Requested Installation Labor date:
[] Floor Plan to follow		Requested Installation Time:
Scaled floor plan showing all ou	tlet locations and booth	Size of Booth:
orientation required. Labor will r	not begin without floor	Type of Booth: Inline [] Island [] Peninsula [] Other []
*****Indicate all 24 hr and dedica		Please note this is a request. Labor may start earlier or later depending on move-in factors.

TERMS AND CONDITIONS

Page (3) must be signed in order for electrical installation to be scheduled
Additional Labor and Material Fees May Apply (See Terms and Conditions below for Details)

ELECTRICAL LABOR RATES FOR OUTLET DISTRIBUTION AND CONNECTION

- \$111.00 per hour during Straight Time: 8am-4:30pm M-F
- \$212.00 per hour during Premium Time: After 4:30 pm M-F, Weekends, & Holidays
- Lift Rates: \$206.00 per hour (one hour minimum) plus operator's time.
- The minimum charge per booth is one (1) hour installation and $\frac{1}{2}$ the total time for dismantle.
- The <u>minimum</u> charge per booth for the relocation, energizing, or 208v (specialty) equipment connection is ½ hour.

DESCRIPTION OF OUTLET LOCATION & DISTRIBUTION CHARGES

- All electrical outlets will be installed on the floor at the baseline back wall of in-line pipe and draped booths unless otherwise ordered by the exhibitor. Installation that differs from back of the booth setup will incur labor and material charges.
- All inline booths will incur a price upcharge if the entirety of expo aisles are not installed directly
 above floor ports with 10' foot spacing. HTE is authorized to charge the price difference should the
 floor layout change and or if the standard price is selected.
- All electrical outlets for Island booths will be dropped from one main panel location per the exhibitor's floor plan. Delays in installation can occur if no main panel location or floor plan is provided.
- All Island booths will be charged labor to install, energize, and dismantle, as well as materials. For a pre-show estimate based on the submitted diagram, see estimates section below.
- All booths or displays requiring multiple outlet distribution and connection are chargeable on a time and material basis.
- Re-distribution of such installation, additional power drops, and/or additional locations will be charged
 on a time and material basis.
- All 208v outlets will require labor to install, energize/connect, and dismantle, as well as materials.
- All overhead services will require lift, labor, and materials.
- 24-hour power and dedicated circuits are double the listed price. Indicate total outlets on order form.
- Electricity will be turned on within 30 minutes of show daily.
- **Unauthorized Power Usage**: Exhibitors using outlets without an order will be charged the base rate. A memo will be delivered onsite to all booths accessing outlets without an order.
- Labor Rates: All Labor Rates are subject to the current labor contract effective at time of performed labor.

HI-TECH ELECTRIC (HTE) JURISDICTION

- Only HTE equipment is allowed for electrical distribution.
- Exhibitors are not permitted to bring their own distribution system.
- HTE installs all motor and equipment hook-ups requiring hard wiring connections.
- HTE performs all installations and/or repair of electrical fixtures.
- HTE performs installations of all electrical motors and electrical apparatus to be energized.
- HTE electrical labor is required to inspect pre-wired equipment that connects to HTE distribution systems. Exhibitor must give HTE notice of intended use of pre-wired equipment and schedule an inspection by HTE. HTE is not responsible for any loss or damage resulting from the use or installation of pre-wired equipment. The exhibitor is responsible for any loss or damage caused by the use or installation of pre-wired equipment to Hi-Tech distribution systems.
- HTE provides labor for all overhead truss rigging and overhead booth lighting.
- HTE performs all installations of electrical cords under any booth space flooring.
- The exhibitor, Display House, and Show General Contractor will indemnify HTE for any and all workrelated accidents.

SPECIAL EQUIPMENT

- Special Equipment orders require 30 days' notice prior to move-in.
- If the exhibitor has special equipment (due to size, weight, access to booth, etc.) HTE needs to be
 notified to assess if installation for surrounding booths needs to be delayed in order to provide a
 safe path for special handling or additional delivery space. If the special equipment damages any
 HTE equipment, and/or requires dismantle and installation of materials at any booth, the exhibitor
 of the special equipment is fully responsible for repair and associated labor costs.

HI-TECH ELECTRIC MATERIALS

- All materials and equipment furnished by HTE shall remain the property of HTE and shall be removed only by HTE at the close of the show.
- All materials are inspected and tested upon energizing. Any materials that get damaged after installation and HTE testing occurs, the cost of repair (including labor time and materials) is billable to the credit card on file.

FLOOR COVERINGS

<u>Unless otherwise directed</u>, HTE personnel are authorized to cut floor coverings to permit installation of service. Hi-Tech Electric is not liable for any costs incurred by the exhibitor for such cuts.

RAMPING UTILITY LINES

All ramping of utility lines in booth are done on straight time plus materials. Laying of lines under carpet or floor or spotting from ceiling will incur additional labor charges. Minimum per removal of lines is 1 hour each. Floor plan is required with order to show location of lines.

ESTIMATES / REVISIONS

- Estimate requests are encouraged for budgeting purposes. Requests must be received 14 days in advance before move-in begins, in order to prevent delays in processing. A supporting floor plan(s) must accompany the estimate request. After the deadline, estimates may not be provided due to time restrictions, and are subject to a fee. Reductions made to an existing order are subject to a 10% surcharge.
- Check, wire or ACH payments for services require a mandatory estimate. Any balance will be charged to the credit card on file unless other arrangements are made.
- If an incentive rate quote is provided after the deadline, the customer will have 3 business days to pay on the quote before the base rate will automatically go into effect.

SUPERVISION FEES/INVOICES

- All booths and displays with labor incur a 20% supervision fee of the total labor charge.
- Invoices are available upon request onsite at the service desk or via email. Please email dcexhibitorservices@hi-techelectric.com.

PAYMENT POLICY

- Full prepayment of services and a credit card on file are required to process any order.
- Payments must be received in full 21 days before show start to secure the incentive rate.
- All service orders must be paid in full by the move-in date.
- Accepted forms of payment are credit card, check, ACH, wire, cash. PO is not an accepted form of payment.
- The credit card on file will be processed for the final balance including labor and material upon installation completion unless HTE agreed to check or electronic payment. Those must be received by show opening; otherwise, the credit card on file will be charged for the balance.
- There is a 3.5% service fee discount on check, cash and electronic payments.
- Check payments sent via mail, must be sent via FEDEX or UPS with tracking.
- Onsite payments must be submitted only to a Customer Service Representative or HTE Management.
- No credit or refund will be issued for connections installed and not used.
- Sending a payment without a quote and/or submitted contract does not secure the incentive rate pricing. This is also not advised.

- All balances must be settled prior to event closing. An outstanding balance may preclude the exhibitor
 from retaining HTE services at any future event domestically or internationally. Any amount not paid
 at event closing is subject to interest up to the maximum amount allowed by law. Any outstanding
 balance is subject to in-house collections or to a credit reporting debt collection agency.
- Tipping or any gratuity or gift is not permitted to be accepted by any HTE personnel.

CANCELLATIONS

- Cancellation up to 21 days prior to event start date is subject to 20% charge of services ordered.
- Cancellation within 21 days of event start date is subject to 50% charge of services ordered.
- Once services are installed, there is no refund.
- Credit card refunds are subject to a 3.3% credit card processing fee.

CLAIMS AND INVOICE DISPUTES

Any claims or disputes with regards to the services provided by HTE will not be placed under review by HTE management unless filed by the exhibitor prior to the close of the exposition. Such dispute must be in writing by the Exhibitor and provided to HTE management. HTE management will conduct a billing audit and handle such disputes on a case by case basis.

DISCONNECTION / INTERRUPTION OF SERVICES

- All services will be disconnected and/or shut-off at the conclusion of the show unless advance notice given by the exhibitor *and* acknowledged by Hi-Tech Electric.
- Exhibitor may have services disconnected if payment has not been rendered in full at the beginning
 of the event.
- For safety precautions, all Island Booth power will be turned off after the installation is completed and tested. Once carpet is installed, exhibitor will need to notify HTE for the energizing of electricity.

DELAYS

- In the event the completion of work is prevented or delayed due to damage or destruction of the building, fire, accident, vandalism, earth movement, hurricane, tornado, windstorm, theft, labor strikes, warfare, material shortage, delay of any governmental agency in issuing any required permit or certificate, or in performing inspections, litigation, or any act of God, HTE is due payment for all executed work, labor, and materials.
- If your booth is located in front of a freight door/aisle, for safety reasons, it is at our discretion to
 delay installation until freight traffic decreases. This may result in overtime labor charges at no fault
 of HTE. If the responsible party still insist on installation earlier than scheduled, the exhibitor will be
 responsible for all repair costs of any damaged HTE materials (see page 4 "Hi-Tech Electric
 Materials" section).

INDEMNITY

Exhibitor agrees to indemnify, hold harmless, and defend HTE, its officers, directors, employees, agents, and representatives from and against any claim, demand, cause of action, loss, expense, or liability from or in connection with Exhibitor's negligent acts or omissions of, or breach of this Agreement by the Exhibitor, in connection with the performance of its obligations under this Agreement.

Signature on page 2 is required. Full payment for services ordered and retainer credit card must be remitted to process this contract. All orders are subject to a 3.5% service fee.

Fed ID # 88-0437088 **2024-2025**10/1/24**



801 Allen Y. Lew Place, NW Washington, DC 20001 202-249-3600 202-249-3601 FAX dcexhibitorservices@hi-techelectric.com www.hi-techelectric.com

Deadline Date for Incentive Rates: May 3rd, 2025

Event Name: Association for Behavior Analysis International ABAI 2025			Event Dates: May 24	Event Dates: May 24 th – 26 th , 2025	
Company Name			Booth No.		
Credit Card Billing Address (exact address for credit c	ard)				
City / State / Zip		Phone		Country	
Credit Card No		Exp Date	CVV Security Code	Check Number	
VISA □ MC □ AMEX □	EX □ Cardholder Name as it ap		as it appears on card (Please	Print)	
Authorized Contact Name (Please Print)	Phone	Au	uthorized Contact Email		

** IN ORDER TO SECURE THE INCENTIVE RATE, PAYMENT MUST BE RECEIVED 21 DAYS AND RIGGING PLANS SUBMITTED 14 DAYS BEFORE THE EVENT START DATE**

TRUSS / MOTORIZED HOIST / RIGGING LABOR

Description Of Service	Qty	Incentive	Base	Total Price
Overhead Quartz Lights: Booth Packet Includes Power, Rigging, Labor & One Time				eduled on straight time)
25% of total price added if installed between	4:30 pm	n – 8:00 am Mo	nday – Friday,	Holidays & Weekends
	1		1 *	
Package Price Per Each Overhead Quartz Light: For Hall ABC		\$901.00	\$1,156.00	
Overhead Quartz Lights: For Hall DE		\$440.00	\$538.00	
Overhead Quartz Lights: Power, Rigging, La Call for Quote	abor, Foci	us not included.	1 1	1
TRUSS				
10X12X12 Truss		\$233.00	\$265.00	
Corner Blocks		\$154.00	\$174.00	
CHAIN MOTOR up to 1 Ton		\$641.00	\$680.00	
GLP provides all truss & motors for all overhead rigging				
Price includes power and points				
ROTATING MOTOR		\$641.00	\$680.00	
RIGGING POINTS Per Point		\$142.00	\$158.00	
Dimmer Boards / Custom Truss / Satellite	Cable F	Run (Please o	•	al of Charges

Page (2) must be signed to schedule Rigging Services

Authorized Signature:

I agree that I am the Authorized Card Holder on behalf of the Exhibitor, and I accept Hi-Tech Electric's payment policies and terms of contract described below on pages 3-5.

Print Name:	Signature:	Booth No:	Date:	

Labor Request Section: 4 Hour Minimum per Man

See Terms and Conditions Section for Labor/Lift Rates

Installation Day/Date	No. Stagehands	No. Riggers	Dismantle Day/Date	No. Stagehands	No. Riggers
М			M		
Т			Т		
W			W		
Th			Th		
F			F		
Sa			Sa		
Su			Su		

TERMS AND CONDITIONS

RIGGING LABOR

- \$111.00 per hour during Straight Time: 8am-4:30pm M-F
- \$212.00 per hour during Premium Time: After 4:30 pm M-F, Weekends, & Holidays
- A four (4) hour minimum per man labor call applies.
- Lift Rates: \$206.00 per hour (one hour minimum) plus operator's time.
- Due to safety concerns, all exhibit lighting orders must be pre-hung before decorator move-in.

RIGGING JURISDICTION

- Rigging includes all motorized rigging-to-building structures.
- All exhibit hall rigging must provide a floor plan for approval by HTE/GLP
- **All chain motors** for rigging must be ordered through HTE/GLP. HTE/GLP only hangs structures over 200lbs unless the hanging item is a speaker, light or a piece of special equipment. Please email to dcexhibitorservices@hi-techelectric.com for a quote.
- **Rotating motors** are available by request; however, exhibitor may also bring their own rotating motor. Unless the rotating motor is both supplied and rigged by HTE/GLP, power is not included and requires a separate order for overhead power.
- All labor for rigging-to-building structures will be provided by HTE/GLP.
- No other contractor or persons may attach motorized equipment for rigging to building. HTE/GLP is not responsible for any loss or damage resulting from any other contractor or person attaching motorized equipment to the building.
- Failure to start labor as scheduled due to any delays with client-owned equipment will result in the hourly charges per man per hour of delay.
- A four (4) hour minimum applies per rigging labor call.

SPECIAL EQUIPMENT / ONSITE ORDERS

- HTE/GLP only hangs structures over 200lbs unless the hanging item is a speaker, light or special equipment.
- Special Equipment orders require 30 days' notice prior to move-in.
- Onsite orders increase by 50%.
- No lighting orders will be taken on-site after the first day of move in. NO EXCEPTIONS

HI-TECH ELECTRIC/GLP MATERIALS

All materials and equipment furnished by HTE/GLP shall remain the property of HTE/GLP and shall be removed only by HTE/GLP at the close of the show.

ESTIMATES / REVISIONS

- Estimate requests are encouraged for budgeting purposes. Requests must be received 14 days in advance before move in begins in order to prevent delays in processing. A supporting floor plan(s) must accompany the estimate request. After the deadline, estimates may not be provided due to time restrictions, and are subject to a fee.
- Estimate requests are subject to a minimum of one hour labor per revision.
- All rigging, truss lighting, and Hall DE lighting orders must be quoted.
- Rigging & lighting orders will not be accepted without sufficient drawings.
- If an incentive rate quote is provided after the deadline, the customer will have 3 business days to pay on the quote before the base rate will automatically go into effect.
- Check, wire or ACH payments for services require a mandatory estimate. Any balance will be charged to the credit card on file unless other arrangements are made.

SUPERVISION FEES/INVOICES

- All booths and displays with labor incur a 20% supervision fee of the total labor charge.
- Invoices are available upon request onsite at the service desk or via email. Please email dcexhibitorservices@hi-techelectric.com.

PAYMENT POLICY

- Full prepayment of services and a credit card on file are required to process any order.
- Payments must be received in full 21 days before show start to secure the incentive rate.
- All service orders must be paid in full by the move-in date.
- Accepted forms of payment are credit card, check, ACH, wire, cash. PO is not an accepted form of payment.
- The credit card on file will be processed for the final balance including labor and material upon installation completion unless HTE agreed to check or electronic payment. Those must be received by show opening; otherwise, the credit card on file will be charged for the balance.
- There is a 3.5% service fee discount on check, cash and electronic payments.
- Check payments sent via mail, must be sent via FEDEX or UPS with tracking.
- Onsite payments must be submitted only to a Customer Service Representative or HTE Management.
- No credit or refund will be issued for connections installed and not used.
- Sending a payment without a quote and/or submitted contract does not secure the incentive rate pricing. This is also not advised.
- All balances must be settled prior to event closing. An outstanding balance may preclude the exhibitor
 from retaining HTE/GLP services at any future event domestically or internationally. Any amount not
 paid at event closing is subject to interest up to the maximum amount allowed by law. Any outstanding
 balance is subject to in-house collections or to a credit reporting debt collection agency.
- Tipping or any gratuity or gift is not permitted to be accepted by any HTE/GLP personnel.

THIRD PARTY PAYMENT

 Exhibiting firm acknowledges the responsibility for any additional charges in the event a third party named does not make payment. All balances must be settled prior to the event closing.

CANCELLATIONS

- Cancellation up to 21 days prior to event start date is subject to 20% of services ordered.
- Cancellation within 21 days of event start date up until decorator move-in date is subject to 50% of services ordered.
- Once services are installed, there is no refund for cancellation.
- Credit card refunds are subject to a 3.3% credit card processing fee.
- Cancellation may occur at HTE/GLP's discretion if rigging is not paid at least 2 business days before move-in due to insufficient time to pull and deliver inventory.

DISCONNECTION / INTERRUPTION OF SERVICES

- All services will be disconnected and/or shut-off at the conclusion of the show unless advance notice given by the Exhibitor *and* acknowledged by GLP/HTE.
- Exhibitor may have services disconnected if payment has not been rendered in full at the beginning of the event.

CLAIMS AND/OR INVOICE DISPUTES

Any claims or disputes to charges with regards to the services provided by HTE will not be placed under review by HTE management unless filed by the Exhibitor prior to the close of the exposition. Such dispute must be in writing by the Exhibitor and provided to HTE management. HTE management will conduct a billing audit and handle such disputes on a case-by-case basis.

INVOICING

Final invoices are not available until after the completion of move-out and all dismantle charges are processed and audited. This may take up to 7 business days after the event is closed.

DELAYS

In the event the completion of work is prevented or delayed due to damage or destruction of the building, fire, accident, vandalism, earth movement, hurricane, tornado, windstorm, theft, labor strikes, warfare, material shortage, delay of any governmental agency in issuing any required permit or certificate, or in performing inspections, litigation, or any act of God, Hi-Tech Electric LLC/GLP is due payment for all executed work, labor, and materials.

INDEMNITY

Exhibitor agrees to indemnify, hold harmless, and defend HTE and GLP, their officers, directors, employees, agents, and representatives from and against any claim, demand, cause of action, loss, expense, or liability from or in connection with Exhibitor's negligent acts or omissions of, or breach of this Agreement by the Exhibitor, in connection with the performance of its obligations under this Agreement.





WALTER E. WASHINGTON CONVENTION CENTER

Catering Contact:

Kathy Phung phung-kathy@aramark.com

WELCOME

ARAMARK IS THE EXCLUSIVE FOOD AND BEVERAGE SERVICE PARTNER AT THE WALTER E. WASHINGTON CONVENTION CENTER IN THE HEART OF OUR NATION'S CAPITAL.

From intimate private meetings to grand events, your event will benefit from our innovative approach, professional talent, exceptional agility and unparalleled results.

As the exclusive food and beverage provider for the Walter E. Washington Convention Center, Aramark has partnered with Events DC to develop an innovative new food and beverage brand, called "DC Eats." the DC Eats brand represents a commitment to creating a distinct and authentic experience that embodies Washington, DC's diversity, cultural heritage and flourishing culinary scene.

As an innovator in the marketplace, we continue to push the envelope on transforming the food and beverage experience with new and innovative catering menus with an emphasis on local, quality, convenience, healthy and personalization.



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BREAKFAST SANDWICHES

Minimum of 25 Guests

BREAKFAST BURRITO \$12

Cage-Free Scramble- and Ham Served with Salsa

BISCUIT BREAKFAST SANDWICH \$11

Buttermilk Biscuit topped with Cage-Free Eggs, Cheese and Smoked Turkey

ENGLISH MUFFIN BREAKFAST SANDWICH \$11

Cage-Free Eggs, Canadian Bacon and Cheese

BREAKS

Minimum of 25 Guests

BUFFETS

RISE AND SHINE MORNING PACKAGE \$18

Assorted Individual Yogurts, Sliced Fruits and Seasonal Berries Freshly Baked Danishes, Muffins and Croissants with Preserves

EYE OPENER ENERGY BREAK \$10

Whole Seasonal Fruits Assorted Individual Yogurts Healthy Trail Mix in Individual Bags

POWER BREAK \$16

A selection of Whole Grain and Oat Muffins Sliced Breakfast Breads, Dried Fruits and Granola Bars Whole Seasonal Fruits

PACKAGES

NUTS AND BERRIES \$16

Miniature Mixed Berry Tarts Roasted Cashews, Raw Almonds and Wasabi Peas Assorted Kind Bars

SWEET AND SALTY \$16

Terra Chips
White Cheddar Popcorn
Fruit Kabobs with
Minted Yogurt Dip
Chocolate Chip Cookies

MEDITERRANEAN \$16

Hummus and Tzatziki Dip with Pita Chips Grilled Vegetables with Roasted Peppers and Artichokes Herb Marinated Olives

GARDEN FRESH \$14

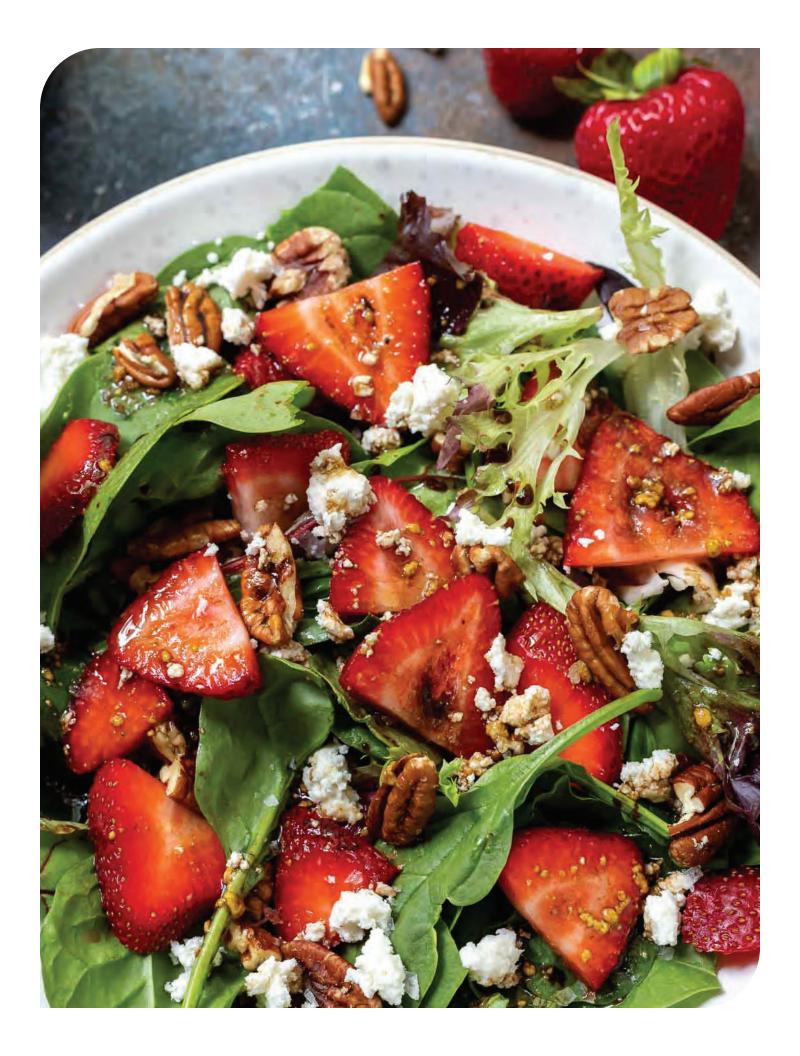
Tortilla Chips with Fresh Salsa Edamame Salad Shooters with Mint and Dill Fresh Crudité with Low Fat Greek Yogurt Ranch Dip

CHOCOLATE OVERLOAD \$20

Chocolate Chip Cookies
Fudge Brownies
Chocolate Covered Pretzels
and Strawberries
Assorted Miniature
Chocolate Bars

*Consuming raw or undercooked meats, poultry, seafood, shellfish or eggs may increase your risk of foodborne illness

A 24% Administration Charge and 10% Food Sales Tax & 6% Non-Food Sales Tax will be charged on all orders. All orders are subject to a \$70 Delivery Fee, per delivery. Prices are subject to change without notice.



SALADS

Serves 10-12 guests

SPINACH SALAD \$105

Caramelized Shallots, Toasted Pecans, Goat Cheese and Citrus Vinaigrette

HEARTS OF ROMAINE CAESAR SALAD \$100

Romaine, Garlic Croutons, Shaved Parmesan and Caesar Dressing

CRISP ICEBERG SALAD \$100

Bacon Lardons, Oven-Dried Tomatoes, Red Onions, Cracked Black Pepper, Chive Buttermilk Ranch

RED BLISS POTATO SALAD \$95

COLE SLAW \$95

SANDWICH PLATTERS

12 SANDWICHES CUT IN HALF

All Sandwich Platters accompany with Individually Packaged Potato Chips and Deli Mustard & Mayonnaise Packets

TRADITIONAL SANDWICH PLATTER \$195

Roasted Turkey and Cheddar Cheese Black Forest Ham and Swiss Cheese Grilled Vegetables and Herb Aioli Potato Buns

GOURMET WRAP PLATTER \$225

Premium Roast Turkey

with Provolone and Pesto Sauce

Southwest Roast Beef

with Roasted Peppers and Chipotle Aioli

Grilled Vegetables

with Baby Spinach and Balsamic Glaze

PREMIUM DELICATESSEN PLATTER

Rosemary Grilled Chicken

with Mesclun Greens, Sundried Tomatoes and Olive Tapenade on Multigrain Bread

Roast Beef

with Sliced Cheddar, Arugula, Tomato and Horseradish Cream on Italian Sub Roll

Hummus

with Roasted Eggplant, Zucchini and Peppers on Focaccia Bread

All orders are subject to a \$70 Delivery Fee, per delivery. Prices are subject to change without notice.

BOXES

TRADITIONAL HOAGIES \$36

Served with Potato Chips, Freshly Baked Cookie and Whole Fruit

TURKEY AND CHEDDAR

Oven Roasted Turkey Breast, Cheddar Cheese and Lettuce on Soft White Italian Hoagie Roll

HAM AND PROVOLONE

Hardwood Smoked Ham, Provolone Cheese and Lettuce on Soft White Italian Hoagie Roll

ITALIAN

Hardwood Smoked Ham, Capicola Hot Ham, Genoa Salami, Provolone Cheese and Lettuce on Soft White Italian Hoagie Roll

ROAST BEEF AND HORSERADISH

Roast Beef, Horseradish Aioli, Red Onion and Lettuce on Wheat & Oat Hoagie Roll

VEGETABLES AND HUMMUS

Hummus, Roasted Red Peppers, Spinach, Olives and Red Onions on French Ficelle

ENTRÉE SALADS & WRAPS \$38

Served with Potato Chips, Fruit Cup and Brownie

CHICKEN CAESAR WRAP

Grilled White Meat Chicken, Lettuce, Tomato, Caesar Dressing and Parmesan Cheese in an Herb Flour Tortilla

JAMAICAN JERK CHICKEN WRAP

Jamaican Jerk Grilled White Meat Chicken, Creamy Coleslaw and Lettuce in an Herb Flour Tortilla

TURKEY AND BACON COBB WRAP

Oven Roasted Turkey Breast, Bacon, Tomato, Lettuce, Hard-boiled Egg and Blue Cheese Dressing in a White Flour Tortilla

BUFFALO CHICKEN AND BLUE CHEESE SALAD WITH RANCH DRESSING

Mixed Greens with Buffalo Style Grilled White Meat Chicken, Blue Cheese Crumbles, Celery and Tomato

SOUTHWESTERN CHICKEN SALAD WITH RANCH DRESSING

Mixed Greens with Grilled White Meat Chicken, Bacon Crumbles, Black Bean Corn Salad, Cheddar Cheese, Green Bell Pepper, Red Onion and Tomato



ARTISAN CRAFT SANDWICHES \$40

Served with Potato Chips, Fruit Cup and Brownie

HOT HONEY CHICKEN

Roasted Red Pepper Aioli, Arcadian Greens, Fontina Cheese, All Seed Ciabatta

PEPPERED TURKEY AND HAVARTI

Spinach, Cranberry Mustard, Rustic Oat Baguette

TURKEY AND MUNSTER

Horseradish Aioli, Pretzel Roll

ROSEMARY HAM AND BRIE

Mesclun, Fig Baguette

SUNDRIED TOMATO AND MOZZARELLA

Pesto, Tomatoes, Pickled Onions, Ciabatta Baguette

CHICKEN BANH MI

Sriracha Aioli, Watermelon Radish, Cucumber, Cilantro, Jalapeno, Baguette

SPECIALTIES VEGAN & GLUTEN FRIENDLY

Served with Potato Chips and Fruit Salad

ASIAN NOODLE BOWL

with Sweet and Spicy Plum Sauce Noodles with Carrots, Red Bell Pepper, Broccoli, Red Cabbage, Edamame, Scallions & Sesame Seeds Vegan

TURKEY WRAP

Oven Roasted Turkey Breast Swiss Cheese & Lettuce in Tortilla Gluten Friendly

SOUTHWEST GRILLED CHICKEN QUINOA BOWL

with Chipotle Dressing Grilled White Meat Chicken, Lettuce, Corn, Black Beans, Red Onions and Red Peppers Gluten Friendly

BLACK BEAN AND CORN SALAD

with Balsamic Vinaigrette Dressing Mixed Greens, Carrots, Red & Green Bell Peppers, Tomato and Red Onion Gluten Friendly, Vegan

MIXED GREENS

with Balsamic Vinaigrette Dressing Fresh Strawberries, Blueberries, **Dried Cranberries and Walnuts** Gluten Friendly, Vegan

GARBANZO POWER WRAP

Curried Garbanzo Beans, Carrots, Spinach & Tomato, Tortilla Gluten Friendly, Vegan

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A LA CARTE

BEVERAGES

Includes Cups, Dairy and Oat Milk Creamers, Stirrers, Napkins and Various Sweeteners

Napkins and various Sweeteners	
Fresh Brewed Coffee 5-gallon unit / approx. 65 cups	\$390
Fresh Brewed Decaf Coffee 3-gallon unit /approx. 40 cups	\$234
Assorted Hot Tea 3-gallon unit /approx. 40 cups	\$234
Iced Tea 3-gallon unit /approx. 38 cups	\$156
Lemonade 3-gallon unit /approx. 38 cups	\$156
Aqua Fresca 3-gallon unit /approx. 38 cups Watermelon, Pineapple or Cantaloupe	^{\$} 195
WATER & RENTAL	
Water Cooler Daily Rental	\$75

Water Cooler Daily Rental Includes 1 5-gallon water jug with rental Customer responsible for electrical requirements, 120volt	^{\$} 75
Additional Water Jug 5-gallon / Use with water cooler Use with water cooler	^{\$} 25
ICE 20lbs of Ice 40lbs of Ice	\$30 \$50

BY THE CASE (24)

Assorted Individual Juices Apple, Cranberry, Orange, Grapefruit	\$144
Assorted Soft Drinks Pepsi Only	\$132
Bottled Water	\$120
Sparkling Mineral Water	\$144
Energy Drink	\$192

Exhibitors responsible for providing table/table space for drinks and accouterments.



KEURIG® SERVICE

Keurig® K-Cups \$185 (per day)

Coffee Service, Includes machine rental Assortment of 24 Green Mountain K-Cups

Includes 5 gallon water jug

Sweeteners, Creamers, Bio-Degradable Cups, Lids, Sleeves, Stirrers and Napkins

Power Requirements: 1 each, 120volt/20amps

Additional K-Cups (24ct) \$48

Minimum order of 24 per selection

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BAKERY

BY DOZEN Assorted Bagala

Assorted Dagets	04
Assorted Freshly Baked Scones	\$56
Butter Croissants	\$62.50
Assorted Fruit and Cheese Danishes	\$56
House-Made Muffins	\$62.50
Assorted Doughnuts	\$56
Assorted Homestyle Cookies	\$58
Chocolate Chip Brownies	\$58
Butterscotch Blondies	\$58
Assorted Gourmet Biscotti	\$58
Cupcakes	\$72
Logo Cupcakes or Cookies*	\$84
*Custom Artwork Available upon Request	

GLUTEN FRIENDLY/VEGAN OPTIONS

Gluten Friendly Blueberry Muffins Gluten Friendly	\$72
Gluten Friendly Chocolate Chip Cookies Gluten Friendly	\$72
Gluten Friendly Chocolate Brownies Gluten Friendly	\$72
Vegan Cornetto Pastries Vegan	\$72
Vegan Oatmeal Cookies Vegan	\$72

ICE CREAM

Assorted Ice Cream Novelties	dozen	\$56
Premium Ice Cream Bars	dozen	\$72
Freezer Rental Required	per unit	\$100

CAKE

Chocolate or Vanilla

Half Sheet*	40 slices	\$250
Full Sheet*	100 slices	\$450

*Custom Artwork Available upon Request

FROM THE PANTRY

PRICED BY THE DOZEN

Assorted Fruit Yogurt	\$78
Chobani Non-fat Greek Yogurt	\$90
Whole Fresh Fruits	\$48
Quaker Chewy Granola	\$54
Assorted KIND Bars	\$84
Smartfood® Popcorn White Cheddar	\$48
Assorted Candy Bars	\$72
Potato Chips and French Onion Dip Serves 10	\$55
Tortilla Chips with Fresh Pico de Gallo Serves 10	\$72
Bags of Potato Chips	\$48
Bags of Pretzels	\$42
Bags of Trail Mix	\$48

PRICED PER POUND

Miniature Chocolate Candy Bars	\$42
Assorted Individually Wrapped Hard Candy	\$45
Roasted Cocktail Nuts	\$42

\$61

All orders are subject to a \$70 Delivery Fee, per delivery. Prices are subject to change without notice.

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CAPPUCCINOS OR SMOOTHIES

CAPPUCCINOS / LATTES 80z drinks

Condiment tray to include dairy and oat milk creamers, stirrers, napkins and various sweeteners

Exhibitor to Provide

Hospitality counter with access hole or rent a skirted table (6'L x 2' W x 42"H)

Power: (1) 20 amp line

Equipment & Work Space Dimensions L x W x H

Each Single Group Machine: 18.7" x 22.24" x 23.03"

Work Space: 40" x 24" x H (N/A)

((space for smaller cooler and 2 5-gallon water jugs

under counter/table)

FRAPPES 80z drinks

Select two flavors: Vanilla, Mocha, Caramel, Seasonal

SMOOTHIES 7oz drinks

Select two flavors: Strawberry, Mango, Pineapple/Coconut, Mixed Berry

Exhibitor to Provide

Hospitality counter or rent a skirted table (6'L x 2' W x 42"H)

Power: (2) 120v/20 amp lines

Equipment & Work Space Dimensions L x W x H

Work Space: 51" x 24" x H (N/A)

SERVICE

\$2,250

Includes 4 hours of service and or 300 drinks

Each Additional Hour(s) \$200

Continued service beyond the 4 hour service package

Additional Cups

\$450

Ordered in advance/ 100 increments

Additional Cups

\$650

Ordered on-site/100 increments

Premium Cappuccino

Service

\$350

Includes Flavored syrups. mochas and hot chocolates

Tradeshow Delivery/

Set Up Fee

\$275

\$150

One-time charge for station set up one day prior to service

Cappuccino /Latte:

Delay in Set Up

Per 15 min interval

Excessive wait time due to not being able to set up on time

Drip Coffee service on request

Ask sales manager for details and costs

CUPS & NAPKINS FOR CUSTOM LOGO

Minimum 4 week lead time. Please inquire with your sales manager. File types are Al, EPS, or PDF.

CUSTOM BRANDED 80Z HOT CUPS TBD **CUSTOM STICKERS** FOR 70Z COLD CUPS TBD NAPKINS TBD

^{*}Consuming raw or undercooked meats, poultry, seafood, shellfish or eggs may increase your risk of foodborne illness

DOUGHNUTS COOKIES

FRESH MADE DOUGHNUTS

Select two flavors: Glazed, Chocolate Frosted, Vanilla Frosted, Strawberry Frosted, Maple Frosted, Cinnamon Sugar, Cake

SERVICE \$1.400

Includes 2 hours of service or 12 dozen assorted doughnuts

Each Additional Hour(s) \$300

Continued service beyond the 2 hour service package

Additional Doughnuts

Must be ordered in advance/3 dozen increments

Tradeshow Delivery/Set Up Fee \$275

One-time charge for station set up one day prior to service

Doughnut menu changes by season

PREMIUM DC MADE DOUGHNUTS

Select two flavors: Strawberry Glazed, Funfetti, Milk Chocolate Peanut, Brown Butter, Vanilla Bean Glazed, Vanilla Bean Crème Brûlée

SERVICE \$1.820

Includes 2 hours of service or 12 dozen assorted doughnuts

\$300 Each Additional Hour(s)

Continued service beyond the 2 hour service package

Additional Doughnuts

Must be ordered in advance/3 dozen increments

Tradeshow Delivery/Set Up Fee \$275

One-time charge for station set up one day prior to service

Doughnut menu changes by season

Exhibitor to Provide

Hospitality counter or rent a skirted table $(6'L \times 2'W \times 42''H)$

Storage space to store backup doughnuts

Equipment & Work Space Dimensions

LxW xH

Display Case: 21" x 18" x 16 1/2" Work Space: 16" x 24" x H (N/A)

FRESH BAKED COOKIES

Select two flavors: Chocolate Chip, Oatmeal Raisin, Macadamia White Chocolate Chip, Peanut Butter

SERVICE \$2,285

Includes 4 hours of service or 400 cookies

Each Additional Hour(s) \$300

Continued service beyond the 4 hour service package

Additional Cookies

100 increments

Ordered In-Advance \$400 **Order On-Site** \$550

Tradeshow Delivery/Set Up Fee \$275

One-time charge for station set up one day prior to service

Exhibitor to Provide

Hospitality counter or rent a skirted table

 $(6'L \times 2'W \times 42''H)$ Power: (1) 20 amp

Equipment & Work Space Dimensions

LxW xH

Oven Shroud: 21" x 25.5" x 26"

Freezer: 37" x 23" x 34"

Stored next to station or in booth closet

Work Space: 51" x 24" x H (N/A)

CANNOLIS

FRESH PIPED MINI CANNOLIS

Select one dipping option: Chocolate Morsels or Red/White/Blue Sprinkles

SERVICE \$2,285

Includes 2 hours of service or 200 servings

Each Additional Hour(s) \$300

Continued service beyond the 2 hour service package

Additional Servings \$550

Must be ordered 48 hours in advance/ 100 increments

Pantone Matched Sprinkles \$200

Per Day

Tradeshow Delivery/Set Up Fee \$275

One-time charge for station set up one day prior to service

Exhibitor to Provide

Hospitality counter or rent a skirted table $(6'L \times 2'W \times 42''H)$

Equipment & Work Space Dimensions LxW xH

Work Space: 24" x 24" x H (N/A)

POPCORN

POPCORN & MACHINE RENTAL

Includes 2 cases of Popcorn (36 packets per case-Packet serves 8 guests) Salt, Butter, Napkins, and Bags

SERVICE \$1.000

Includes 1 Attendant, Based on 3 hours of service

Each Additional Hour(s)

Continued service beyond the 3 hours of service package

Additional Attendant \$225

Additional Cases \$200

Exhibitor to Provide

Hospitality counter or rent a skirted table $(6'L \times 2'W \times 42''H)$

Power: 20 amps & 120 Volts

Equipment Dimensions L x W x H

Machine: 36" x 24" x 26"





LIQUID NITROGEN ICE CREAM

NICECREAM

Nicecream is a local, minority, and female-owned business transforming dessert in the DC Metro area. Their handcrafted ice cream, made from locally sourced milk and cream, is crafted fresh with locally sourced fruit and homemade ingredients. The ice cream is then frozen in front of guests using liquid nitrogen for an unforgettable experience. Watch as your dessert is made before your eyes, delivering a unique treat that turns any event into an elegant and fun-filled occasion. Nicecream has been featured in major publications as one of the best ice creams in the United States. Their professional catering team can serve your event for 100 to 5000 people.

Select two flavors: Madagascar Vanilla Bean, Milk Chocolate, Pistachio, Nutella, Cookies and Cream, Salted Caramel, Homemade Peanut Butter Cup, Local Honey Lavender

(2) ATTENDANT SERVICE

200 GUEST	\$2,360
Includes 2 hours of service for 200 guests/4oz serving	9
400 GUEST	\$3,720
Includes 2 hours of service for 400 guests/4oz serving	9
Each Additional Hour(s) Continued service beyond the 2 hour service package	\$360
Additional Servings	\$500
Ordered in advance/50 increments	
Additional Flavor	\$475
Additional Flavor	\$475
Vegan Option: only available as add-on flavor	
Toppings Bar	^{\$} 785
Tradeshow Delivery/Set Up Fee	\$2 7 5
One-time charge for station set up one day prior to se	ervice

GELATO

GELATO / DOLCI GELATI

Select two flavors: Lemon Custard, Stracietella (Chocolate Chip), Strawberry, Brown Butter, Vanilla Bean. Toasted Coconut

SERVICE Includes 1-4 hours of service or 200 / 4oz cups	\$2,285
Each Additional Hour(s) Continued service beyond the 4 hour service package	\$300
Additional Cups Must be ordered 48 hours in advance / 100 increments	\$ 5 50
Additional Flavor	\$200

Tradeshow Delivery/Set Up Fee \$275 One-time charge for station set up one day prior to service

Exhibitor to Provide

Hospitality counter or rent a skirted table (6'L \times 2' \times 32")

Equipment & Work Space Dimensions L x W x H

Work Space: 51" x 24" x H (N/A)

Aramark to Provide

Access to on-site ice machine

Exhibitor to Provide

Hospitality counter or rent a skirted table (8' L x 2' W x 32" H) Power: (1) 20 amp/120 volt line

Equipment & Work Space Dimensions L x W x H

Work Space: 16" x 24" x H (N/A)

RECEPTION DISPLAYS

Serves 24 guests

CRUDITES \$225

Seasonal Vegetables and Buttermilk Ranch

HERITAGE CHEESE \$290

Selection of Imported and Domestic Cheese with Grapes, Dried Fruits, Fig Compote Water Crackers and Sliced French Bread

SEASONAL FRUITS AND BERRIES DISPLAY \$250

Orange Honey Yogurt Dipping Sauce

ROASTED AND GRILLED VEGETABLES \$300

Vegetables, Pita Crisps and Roasted Garlic Hummus



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HORS D'OEUVRES

All items have a 50 piece minimum **Butler Fees Apply**

COLD

BRUSCHETTA \$7

Roma Tomatoes and Basil

PEPPERCORN ENCRUSTED BEEF TENDERLOIN \$8

Garlic Crostini and Grain Mustard

SPICY TUNA TARTAR WITH GINGER \$7.50

Wonton Crisp

SMOKED SALMON \$7

Potato Pancake with Chive Crème Fraîche

TRUFFLE DEVILED EGG \$6.75

CURRIED CHICKEN SALAD IN PHYLLO CUP \$6.75

Grapes and Raisin

SCALLOP CEVICHE \$7

Chili Pepper and Lime

SHRIMP COCKTAIL SHOOTERS \$8

Garden Gazpacho

TOMATO AND MOZZARELLA SKEWERS \$6.75

Fresh Basil and EVOO

HOT

SPINACH AND FETA PHYLLO TRIANGLES \$6.50

BEEF EMPANADA \$7.50

Braised Beef, Salsa Roio

COCONUT SHRIMP \$8.25

Thai Chili Sauce

QUATTRO FORMAGGIO MAC N' CHEESE BITES \$6.75

CHICKEN SATAY \$8

Terivaki Glaze

POTATO AND CHEESE PIEROGIS \$6.50

Jalapeño Sour Cream

CHICKEN POT STICKERS WITH LEMONGRASS \$6.50

Hoisin Glaze

LAMB CHOP LOLLIPOPS \$10

Rosemary and Mustard

MARYLAND STYLE CRAB CAKES \$9

Creole Remoulade

VEGETABLE SPRING ROLLS \$6.50

Sweet and Sour Sauce

EDAMAME AND SWEET CORN QUESADILLA \$6.50

Lime Crema

BRIE AND PEARS \$6.50

Baked in Phyllo

PORTOBELLO MUSHROOM PASTRY FLOWER \$6.25

Sun Dried Tomato and Ricotta Cheese

POTATO AND PEA SAMOSA \$6

Mango Coulis

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BAR

Our onsite personnel must dispense all beverages. Bartenders are staffed one (1) per 100 guests for hosted bars. Bartenders are charged at \$225.00 for four (4) hours minimum of service and \$75.00 per hour/per bartender will apply thereafter.

PACKAGES

HAPPY HOUR \$900

One Bottle (750 ml) each

Tanqueray Gin **Tito's** Vodka

Casamigos Blanco Tequila

Served with the following mixers: Cranberry Juice, Orange Juice, Club Soda, Tonic Water, Lemons and Limes

BEER + WINE \$950

One Case (24 bottles) each

Bud Light Michelob Ultra Stella Artois Corona Extra

Two Bottle (750 ml) each

William Hill Chardonnay William Hill Cabernet Sauvignon

LOCAL CRAFT BEER + WINE \$675

One Case (24 cans) each

DC Brau The Corruption **DC Brau** The Public

Two Bottle (750 ml) each

William Hill Chardonnay **William Hill** Cabernet Sauvignon

MARGARITA 5650

Two Bottle (750 ml)

Casamigos Blanco Tequila

BLOODY MARY 5600

Two Bottle (750 ml)

Tito's Vodka

Served with Zing Zang Bloody Mary Mix, Tabasco Sauce, Worcestershire Sauce, Lime Wedges, Celery Sticks and Olives

MIMOSA \$325

Six Bottles

La Marca Brut Prosecco Served with Orange Juice and Cranberry Juice

PRICING

PRICING PER CASE

SPIRIT

Contact your Catering Sales Manager for pricing

BEER

By the case (24)

Domestic	\$204
Imported	\$228
Craft	\$252
Non Alcoholic	\$168

WINE

By the Bottle

Standard	\$55
Premium	\$65
Super Premium	\$75

NON-ALCOHOLIC

By the case (24)

Assorted Soft Drinks	\$132
Bottled Water	\$120
Sparkling Water	\$144
Assorted Fruit Juices	\$144



GENERAL INFORMATION

SERVICE FEES

DELIVERY FEE

\$70.00 per Service

CHINA SERVICE FEE

For Events in the Exhibit Halls \$5.00 per person

STORAGE FEE

Ask your Sales Manager for details \$75.00 per day/flat, minimum

FOOD & BEVERAGE CONTRACT

The Catering Services Agreement (contract) outlines the specific agreement between the client and the Convention Center Catering Department. The signed Catering Services Agreement and a deposit based on estimated food and beverage charges are due 60 days in advance of the first scheduled service.

FOOD & BEVERAGE SPECIFICATIONS

To ensure the proper planning of your event, we request that all food and beverage specifications be received in writing by our office no less than 21 business days prior to the date of your first scheduled service.

Your Catering Sales Manager will review your food and beverage specifications and, in turn, provide you with written confirmation of the services via separate event orders for each function.

These event orders will form part of your contract and are to be confirmed, signed and returned 14 days in advance of the first scheduled service along with 100% of the payment due.

ALLERGY, ALTERNATE DIETARY MEALS

The Walter E. Washington Convention Centre is committed to offering a wide range of food options for our guests. Part of this commitment includes meeting the needs of guests who have special dietary restrictions. Additional costs may apply based on meal requirement (Kosher, Halal). Our kitchen will make every effort to accommodate cultural and medical dietary requests received no later than the final guarantee deadline.

If at the time of service, the number of alternate meals (including vegetarian) exceeds the number on your dietary list, an additional fee of \$40 per entrée (exclusive of tax and gratuity charge) will be applied. We cannot guarantee we will be able to meet all requests, but we will attempt to satisfy your guests' needs to the best of our ability.

With an increase in demand for gluten-free and wheatfree requests, we strongly recommend you provide a small percentage by building these items into your order.

ADMINISTRATIVE CHARGE

The Licensee shall pay to the Licensor an administrative charge in an amount of 24% on all food and beverage charges. Administrative fee is subject to applicable taxes currently at 10%.

The administrative charge is not intended to be tip, gratuity, or service charge for the benefit of service employees and no portion of this administrative charge is distributed to employees.

TAXES

Washington DC currently taxes both Food and Beverage including Alcoholic Beverages at 10%. Labor fees are subject to applicable taxes currently at 6%. If the Licensee is an entity claiming exemption from taxation, the Licensee must deliver to the Caterer satisfactory evidence of such exemption prior to the event(s) in order to be relieved of its obligation to pay state and local retail sales tax. Please note: Washington DC sales tax exemption only can be applied.

PAYMENT POLICY

Aramark's policy requires full payment along with the signed food and beverage event plan in advance.

Aramark accepts certified or cashier's checks, money orders, American Express, MasterCard and Visa as payment for products and services. If payment is received within less than five (5) business days prior to the event, certified funds, credit card payment or a wire transfer will be required. If the customer prefers to pay by company check or wire transfer, a credit card authorization form is required to facilitate on-site orders. A 3% processing fee applies to all credit card charges.

All remaining charges, including additional charges incurred on site are due within 30 days of the date of your invoice. If payment is not received within the time specified, a late charge of 1.5% per month will be added to the balance.

CANCELLATION POLICY

Cancellation of any convention or individual event must be sent in writing to your designated Aramark Sales Professional. Any cancellation received less than 3 days of the first scheduled event will result in a fee payable to Aramark equal to 100% of the estimated food and beverage charges

SERVICE WARE

All booth services include the appropriate variety of high-grade disposable service ware.

China Service may be requested from your catering sales manager for the exhibit halls for an additional fee of \$5.00 per person

SERVICE TIMES

Meal services are based on the following time guidelines

SERVICE	HOURS
Buffet Breakfast or Lunch	2 hours
Continental Breakfast	2 hours
Coffee Service	2 hours
Meeting Breaks	1 hour
Receptions	2 hours

Seated or buffet meals require 2 hours setup time in advance of the function. Extended or reduced service times, early set-up times, or delays in service time start may result in additional labor charges. Functions requiring continuous (all-day) service will incur a labor charge for the service hours

HOLIDAY SERVICE

There will be an automatic additional labor fee for food and beverage service or preparatory days on the following federal holidays: New Year's Eve and Day, Martin Luther King Day, Presidents' Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day and Christmas Day.

TABLES AND ELECTRIC

Aramark does not provide skirted service tables or electrical hook-ups in your exhibit space, including meeting rooms used for exhibit space. Please contact the appropriate contractor for these items.

EXHIBITOR F&B POLICY

Aramark is the exclusive provider of all food and beverage at the Walter E. Washington Convention Center. As such, any requests to bring in food and beverage will be at Aramark's discretion and will be considered on a case-by-case basis. Appropriate corkage fees will apply.

Please consult with your designated catering sales manager concerning this.





Exhibitor Order Form (1 form per service date/time)

Orders submitted without all information requested will not be processed.

Event Name	Booth Number
Hall or Room Number	Booth Name
Contact Name	Onsite Contact
Email	Email
Phone Number	Phone Number
ORDER: Labor fee of \$70	per delivery will apply
Date of Delivery:	Start Time: am/pm End Time: am/pm
1. Quantity Ito	em:
•	em:
3. Quantity It	em:
4. Quantity It	em:
	em:
Credit Card (+3% process Check ACH/Wire Order Information -Exhibitors are required to pro- -Booth Exhibitor Catering is not	ovide tables for all food & beverage items. Please reach out to your show decorator.
-All orders are subject to a \$70 -Orders submitted later than a -The administrative charge is	ge and 10% Food Sales Tax & 6% Non-Food Sales Tax will be charged on all orders. 0.00++ Delivery Fee, per delivery. <i>Prices are subject to change without notice</i> . 14 business days prior to event are charged a 24% Late Ordering Fee. 15 not intended to be tip, gratuity, or service charge for the benefit of service employees 16 strative charge is distributed to employees
Cancelation Policy -Orders cancelled within 72 hours	<mark>rs of event</mark> will not be refunded.
Please email	l order all forms to wewccexhibitorders@aramark.com
Signature:	Date: