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

GREATER ST. LOUIS DENTAL SOCIETY’S MID-CONTINENT DENTAL CONGRESS

NOVEMBER 8-9, 2018

ST. CHARLES CONVENTION CENTER
ST. CHARLES, MISSOURI
Bronze Sponsor Booth
Each 10’x10’ booth will be set with 8’ high blue & gray back drape, 3’ high blue side dividers and a 7” x 44” one-line identification sign. Exhibit booths will be carpeted in blue.

Silver Sponsor Booth
Silver sponsors will receive the same furnishings as listed above and will be assigned prime locations on the show floor. Booth draperies will be solid silver to highlight your location.

Gold Sponsor Booth
Gold sponsors will receive the same furnishings as listed above and will be located in the center aisle on the show floor. Booth draperies will be solid gold highlighting this area.

Complimentary Furniture Package
The GSLDS is offering a complimentary furniture package for each 10’ x 10’ booth space, including:
- One 6’ skirted table (30” or 42” high)
  - Blue skirt for bronze sponsors, silver skirt for silver sponsors, and gold skirt for gold sponsors
- One side chair or high stool
- One wastebasket
To receive the complimentary furniture package, exhibitors must submit their order on the exhibitor contract (page 7) of the 2018 GSLDS EXHIBITOR PROSPECTUS by October 24, 2018.

Exhibitor Questions: If you have any questions please contact Laura Breeden, GSLDS Meetings Director, by phone at 314-569-0444 or by email at Laura@StLouisDental.org.

Exhibit Hall Carpet
The aisles in the exhibit hall will be carpeted gray. If you require booth carpet in a different color than what is provided in the booth package, please refer to the enclosed carpet brochure and furniture/carpet rental order form.

Discount Price Deadline Date
In order to receive advance order discount rates listed on the price sheet, we must receive your order and payment by Wednesday, October 24th, 2018.

Shipments to Advance Warehouse Deadline Date
Heritage will begin receiving freight at the advance warehouse on Friday, October 5th, 2018. To avoid late fees all shipments to the advanced warehouse must arrive no later than Wednesday, October 31st, 2018.

Show Schedule

Exhibitor Move-In
Wednesday November 7th 12:00 p.m. - 6:00 p.m.

Exhibit Hours
Thursday November 8th 9:00 a.m. - 6:30 p.m.
Friday November 9th 9:00 a.m. - 3:00 p.m.

Exhibitor Move-Out
Friday November 9th 3:00 p.m. - 6:30 p.m.

- Empty crates and containers will begin being returned at 3:00 p.m., Friday, November 9th.
- All carriers must check-in no later than 4:30 p.m. on Friday, November 9th. Heritage will begin redirecting all outbound freight not claimed by appointed freight carriers to the preferred show carrier at 4:30 p.m.
- Please refer to the Outbound Shipments Form included in this packet for detailed information regarding outbound shipping procedures.

(Continued on next page)
General Information

Shipping Information

Warehouse Shipping Information:

Exhibitor Company Name and Booth Number
Heritage Trade Show Services
2322 S. 7th St.
St. Louis, MO 63104

FOR: 2018 Mid-Continent Dental Congress

Heritage will accept exhibit materials beginning Friday, October 5th, 2018 at the above address. Material arriving after Wednesday, October 31st 2018 will be received at the warehouse with an additional after deadline charge.

Show Site Shipping Address:

Exhibitor Company Name and Booth Number
C/O Heritage Trade Show Services
St. Charles Convention Center
1 Convention Center Plaza
St. Charles, MO 63303

FOR: 2018 Mid-Continent Dental Congress

Freight will be accepted at the show site on Wednesday, November 7th, 2018. See the Material Handling Instructions within this kit for additional information.

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

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

We Appreciate Your Business
NAME OF CONVENTION: 2018 MID-CONTINENT DENTAL CONGRESS

EXHIBITING COMPANY: 

PHONE #: 

FAX #: 

ADDRESS: 

CITY: 

STATE: 

ZIP: 

CONTACT EMAIL: 

PRINT NAME: 

SIGNATURE: 

CREDIT CARD PAYMENT

CARD HOLDER’S NAME (Please print): 

CARD HOLDER’S SIGNATURE: 

CREDIT CARD BILLING ADDRESS: 

CITY: 

STATE: 

ZIP: 

CREDIT CARD NUMBER: 

V-CODE: 

EXP DATE: 

Charge to: 

American Express 

MasterCard 

Visa 

Discover 

If for any reason the submitted credit card or check is declined or returned, a $50.00 processing fee will be added to the final invoice. For your convenience, we will also process your card for payment of any additional charges incurred at show site. We will automatically provide this service unless informed otherwise by you.

COMPANY CHECK: Heritage Trade Show Services, 620 Shenandoah Ave, St Louis, MO 63104, Attn: Exhibitor Services. Please include a copy of this order form with your check.

BANK WIRE TRANSFER: Enterprise Bank and Trust; St. Louis, MO 63127. ABA#081006162; ACCT#0040520 HERITAGE; Swift Code-Entrus44. Please reference name of show & booth number so we can properly credit your account. Customers are responsible for any bank processing fees. Please add $25.00 to your invoice total for each wire to cover inbound bank processing fees.

FURNITURE/CARPET $ 

ACCESSORIES $ 

RENTAL UNITS $ 

ESTIMATED MATERIAL HANDLING/DRAYAGE (Credit Card Required) $ 

PRIORITY EMPTY CONTAINER RETURN/ACCESSIBLE STORAGE $ 

ESTIMATED LABOR (Credit Card Required) $ 

BOOTH CLEANING $ 

SIGN SERVICE $ 

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

TOTAL AMOUNT DUE $ 

For questions or comments, your Exhibitor Services Representative is available by phone at 314-534-8500, by email at exhibitor.services@heritagesvs.com or in person on the show site at the Service Desk. Thank you for your business.
Discount prices only apply to orders received with full payment by the discount deadline date listed on the general information page. All charges for equipment and/or services are payable in advance or when placing order at show site. Orders will not be processed without payment. For your convenience, MasterCard, American Express, Visa and Discover will be accepted. Fax orders will be accepted with enclosed credit card authorization form only. Charges for rental items listed below are for the duration of the show, and include delivery and removal. Cancellation of equipment delivered will be subject to a 100% cancellation charge for labor involved. Orders received after the deadline are subject to availability.

### FURNITURE

<table>
<thead>
<tr>
<th>ITEM #</th>
<th>DESCRIPTION</th>
<th>QTY</th>
<th>DISCOUNT</th>
<th>STANDARD</th>
<th>AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td>F60</td>
<td>Plastic Side Chair (White)</td>
<td>1</td>
<td>54.55</td>
<td>70.90</td>
<td></td>
</tr>
<tr>
<td>F50</td>
<td>Padded Sled Base Chair (Gray)</td>
<td>1</td>
<td>71.15</td>
<td>92.50</td>
<td></td>
</tr>
<tr>
<td>F9</td>
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<td>71.15</td>
<td>92.50</td>
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</tr>
<tr>
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<td>77.15</td>
<td>100.30</td>
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</tr>
<tr>
<td>F20</td>
<td>Custom Padded Arm Chair</td>
<td>1</td>
<td>91.10</td>
<td>118.25</td>
<td></td>
</tr>
<tr>
<td>F30</td>
<td>Padded High Stool (Gray)</td>
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<td>87.10</td>
<td>113.25</td>
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</tr>
<tr>
<td>F40</td>
<td>Custom Padded High Stool</td>
<td>1</td>
<td>114.40</td>
<td>148.70</td>
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</tr>
<tr>
<td>LC01</td>
<td>Black/Expresso Couch</td>
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<td>495.00</td>
<td>643.50</td>
<td></td>
</tr>
<tr>
<td>LC02</td>
<td>Black/Expresso Chair</td>
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<td>310.00</td>
<td>406.00</td>
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</tr>
<tr>
<td>F245</td>
<td>Coffee Table</td>
<td>1</td>
<td>195.00</td>
<td>253.50</td>
<td></td>
</tr>
<tr>
<td>F75</td>
<td>Executive Chair</td>
<td>1</td>
<td>195.00</td>
<td>253.50</td>
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### CARPET

<table>
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<tr>
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<th>AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td>C10</td>
<td>9' X 10'</td>
<td>1</td>
<td>144.95</td>
<td>188.45</td>
<td></td>
</tr>
<tr>
<td>C20</td>
<td>9' X 20'</td>
<td>1</td>
<td>284.60</td>
<td>370.00</td>
<td></td>
</tr>
<tr>
<td>C30</td>
<td>9' X 30'</td>
<td>1</td>
<td>425.60</td>
<td>553.30</td>
<td></td>
</tr>
<tr>
<td>C40</td>
<td>9' X 40'</td>
<td>1</td>
<td>571.90</td>
<td>743.50</td>
<td></td>
</tr>
<tr>
<td>C50</td>
<td>9' X X Per 10' increment</td>
<td>1</td>
<td>144.95</td>
<td>188.45</td>
<td></td>
</tr>
</tbody>
</table>

**Area Carpet** (Indicate Dimensions for Special Size Carpet)

<table>
<thead>
<tr>
<th>ITEM #</th>
<th>DESCRIPTION</th>
<th>QTY</th>
<th>DISCOUNT</th>
<th>STANDARD</th>
<th>AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td>C600</td>
<td>9' X X X per sq. ft. (100 sq. ft. min.)</td>
<td>2.45</td>
<td>3.20</td>
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</table>

### DRAPED DISPLAY TABLE

<table>
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<tr>
<th>ITEM #</th>
<th>DESCRIPTION</th>
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<th>DISCOUNT</th>
<th>STANDARD</th>
<th>AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td>F110</td>
<td>4' Table - 30&quot; high</td>
<td>1</td>
<td>.94</td>
<td>127.95</td>
<td></td>
</tr>
<tr>
<td>F120</td>
<td>6' Table - 30&quot; high</td>
<td>1</td>
<td>118.35</td>
<td>153.90</td>
<td></td>
</tr>
<tr>
<td>F130</td>
<td>8' Table - 30&quot; high</td>
<td>1</td>
<td>138.30</td>
<td>179.80</td>
<td></td>
</tr>
<tr>
<td>F140</td>
<td>4' Table - 42&quot; Counter high</td>
<td>1</td>
<td>122.35</td>
<td>159.05</td>
<td></td>
</tr>
<tr>
<td>F150</td>
<td>6' Table - 42&quot; Counter high</td>
<td>1</td>
<td>142.30</td>
<td>185.00</td>
<td></td>
</tr>
<tr>
<td>F160</td>
<td>8' Table - 42&quot; Counter high</td>
<td>1</td>
<td>162.25</td>
<td>210.95</td>
<td></td>
</tr>
<tr>
<td>F170</td>
<td>4th side table drape</td>
<td>1</td>
<td>41.25</td>
<td>53.60</td>
<td></td>
</tr>
</tbody>
</table>

### UNDRAPIED DISPLAY TABLE

<table>
<thead>
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<th>ITEM #</th>
<th>DESCRIPTION</th>
<th>QTY</th>
<th>DISCOUNT</th>
<th>STANDARD</th>
<th>AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td>F110</td>
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<td>127.95</td>
<td></td>
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<td>F120</td>
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<td>153.90</td>
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<td>179.80</td>
<td></td>
</tr>
<tr>
<td>F140</td>
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<td>1</td>
<td>122.35</td>
<td>159.05</td>
<td></td>
</tr>
<tr>
<td>F150</td>
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<td>1</td>
<td>142.30</td>
<td>185.00</td>
<td></td>
</tr>
<tr>
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<td>1</td>
<td>162.25</td>
<td>210.95</td>
<td></td>
</tr>
<tr>
<td>F170</td>
<td>4th side table drape</td>
<td>1</td>
<td>41.25</td>
<td>53.60</td>
<td></td>
</tr>
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</table>

### TABLE RISERS COVERED WHITE

<table>
<thead>
<tr>
<th>ITEM #</th>
<th>DESCRIPTION</th>
<th>QTY</th>
<th>DISCOUNT</th>
<th>STANDARD</th>
<th>AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td>F30</td>
<td>8' Table - 30&quot; high</td>
<td>1</td>
<td>99.10</td>
<td>128.80</td>
<td></td>
</tr>
<tr>
<td>F300</td>
<td>8' Table - 30&quot; high</td>
<td>1</td>
<td>137.00</td>
<td>178.10</td>
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### SPECIAL DRAPE BACKGROUNDS

<table>
<thead>
<tr>
<th>ITEM #</th>
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<th>DISCOUNT</th>
<th>STANDARD</th>
<th>AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td>F300</td>
<td>8' Table - 30&quot; high</td>
<td>1</td>
<td>137.00</td>
<td>178.10</td>
<td></td>
</tr>
</tbody>
</table>

**Colors:**

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

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

### TOTAL ORDER

**Name of Convention:** 2018 Mid-Continent Dental Congress

**Exhibiting Company:**

**Phone #:**

**Fax #:**

**Address:**

**City:**

**State:**

**Zip:**

**Email Order Confirmation & Invoice To:**

**Contact Name:**

**(Print & Sign)**

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.
Furniture

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

Carpet

- Black
- Red
- Burgundy
- Gray
- Blue
- Plum
- Hunter Green

*Chair is 33” wide x 33” tall x 33” deep

*Couch is 7’ wide x 3’ tall x 40” deep
Display Tables

**Pedestal Tables**
- F80 Pedestal Table 30” x 18” h
- F90 Pedestal Table 30” x 30” h
- F100 Pedestal Table 30” x 42” h

**Draped Display Tables**
- F110 4’ x 2’ x 30”
- F120 6’ x 2’ x 30”
- F130 8’ x 2’ x 30”
- F140 4’ x 2’ x 42”
- F150 6’ x 2’ x 42”
- F160 8’ x 2’ x 42”

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

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

Heritage Trade Show Services • Toll Free: 1 (800) 360-4323 • Fax: (314) 534-8050 • exhibitor.services@heritagesvs.com • www.heritagesvs.com
## Accessories/Display Rental Order Form

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

<table>
<thead>
<tr>
<th>ITEM #</th>
<th>QTY</th>
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<th>STANDARD RATES</th>
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<td>A10</td>
<td></td>
<td>19.15</td>
<td>24.90</td>
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<tr>
<td>A20</td>
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<tr>
<td>D250</td>
<td></td>
<td>117.70</td>
<td>153.00</td>
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<tr>
<td>A30</td>
<td></td>
<td>23.95</td>
<td>31.10</td>
<td></td>
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<td>A40</td>
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<td>A110</td>
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<td>108.55</td>
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**DISPLAY CABINETS AND COUNTERS**

- Black Fabric
- Gray Fabric
- White PVC

<table>
<thead>
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<th>ITEM #</th>
<th>QTY</th>
<th>DISCOUNT RATES</th>
<th>STANDARD RATES</th>
<th>AMOUNT</th>
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<tbody>
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<td>446.90</td>
<td>580.95</td>
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<td>MD21</td>
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<td>625.10</td>
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<td>MD22</td>
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<td>MD23</td>
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<td>589.90</td>
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<td>MD30</td>
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<td>536.28</td>
<td>697.16</td>
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Looking for something else? Please contact us at Exhibitor.Services@HeritageSVS.com for assistance.

**TOTAL ORDER**

---

**NAME OF CONVENTION**  
**2018 MID-CONTINENT DENTAL CONGRESS**

**EXHIBITING COMPANY**

**PHONE #**

**FAX #**

**ADDRESS**

**CITY**

**STATE**

**ZIP**

**EMAIL ORDER CONFIRMATION & INVOICE TO**

**CONTACT NAME**

(Print & Sign)

DATE

Please Return This Form Promptly To the Address Above - Retain One Copy for Your Files
Accessories

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

D10 Pegboard Panels 4'x8' Vertical
D50 Slatwall 1 Meter x 8'
D40 Gridwall 2'x8'
D31 Fabric Impact Panel 1 Meter x 8'
D11 Pegboard 6" Single Hook

D120 Slatwall Waterwalls Hooks
D140 4' Full View Showcase
D150 6' Full View Showcase
D160 4' Quarter View Showcase
D170 6' Quarter View Showcase
D20 Vertical Tackboard
D30 Horizontal Tackboard
MD30 Display Cabinet 1 Meter
MD20 Display Counter 1 Meter
MD21 Display Counter 2 Meter
MD22 Curved Counter 1 Meter
MD23 Radius Counter 1 Meter Dia.
Choose Your Exhibit - Check One

<table>
<thead>
<tr>
<th>MD01 DISPLAY ONE: 10' STANDARD DISPLAY</th>
<th>MD02 DISPLAY TWO: 20' STANDARD DISPLAY</th>
</tr>
</thead>
<tbody>
<tr>
<td>Package Includes:</td>
<td>Package Includes:</td>
</tr>
<tr>
<td>Installation and dismantling labor</td>
<td>Installation and dismantling labor</td>
</tr>
<tr>
<td>1 Header</td>
<td>One 10' x 20' Standard carpet</td>
</tr>
<tr>
<td>One 10' x 10' Standard Carpet</td>
<td>2 Headers</td>
</tr>
<tr>
<td>One 1 meter counter</td>
<td>One 2 meter counter</td>
</tr>
<tr>
<td>Three Arm Lights</td>
<td>Two 1 meter counters</td>
</tr>
<tr>
<td></td>
<td>6 Halogen Lights</td>
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<table>
<thead>
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<td>$1,811.25</td>
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<table>
<thead>
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<th>MD03 DISPLAY THREE: 20' DELUXE DISPLAY</th>
<th>MD04 DISPLAY FOUR: 20' DELUXE DISPLAY</th>
</tr>
</thead>
<tbody>
<tr>
<td>Package Includes:</td>
<td>Package Includes:</td>
</tr>
<tr>
<td>Installation and dismantling labor</td>
<td>Installation and dismantling labor</td>
</tr>
<tr>
<td>1 Header</td>
<td>One 10' x 20' Standard carpet</td>
</tr>
<tr>
<td>One 10' x 20' Standard Carpet</td>
<td>1 Header</td>
</tr>
<tr>
<td>2 Headers</td>
<td>4 Counters</td>
</tr>
<tr>
<td>One 1.5 meter counter</td>
<td></td>
</tr>
<tr>
<td>Four shelves</td>
<td>5 Halogen Lights</td>
</tr>
<tr>
<td>5 Halogen Lights</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>ADVANCED RATE</th>
<th>STANDARD RATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>$4,462.50</td>
<td>$5,801.25</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>MD05 DISPLAY FIVE: 20 X 20 ISLAND DISPLAY</th>
<th>MD06 DISPLAY SIX: 20 X 20 ISLAND DISPLAY</th>
</tr>
</thead>
<tbody>
<tr>
<td>Package Includes:</td>
<td>Package Includes:</td>
</tr>
<tr>
<td>Installation and dismantling labor</td>
<td>Installation and dismantling labor</td>
</tr>
<tr>
<td>One 20' x 20' Standard carpet</td>
<td>One 20' x 20' Standard carpet</td>
</tr>
<tr>
<td>2 Headers</td>
<td>4 Headers</td>
</tr>
<tr>
<td>4 Counters</td>
<td>4 Counters</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>ADVANCED RATE</th>
<th>STANDARD RATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>$8,006.25</td>
<td>$10,408.15</td>
</tr>
</tbody>
</table>

Choose Your Panels

<table>
<thead>
<tr>
<th>Standard and Optional Panel Choices</th>
</tr>
</thead>
<tbody>
<tr>
<td>White Hardwall</td>
</tr>
<tr>
<td>Black/Gray Velcro - Circle: Black or Gray</td>
</tr>
<tr>
<td>Opt. Color Hardwall (per panel) - Specify</td>
</tr>
</tbody>
</table>

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

Indicate Your Header Sign Copy

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

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

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

☐ Yes, I have completed and enclosed the Payment Form

Sub. Total

TOTAL ORDER

NAME OF CONVENTION
2018 MID-CONTINENT DENTAL CONGRESS

EXHIBITING COMPANY

PHONE #

FAX #

ADDRESS

CITY

STATE

ZIP

EMAIL ORDER CONFIRMATION & INVOICE TO

CONTACT NAME

DATE

(Print & Sign)
Modular Displays

MDO1 Modular Hardwall Display Package 1

MDO2 Modular Hardwall Display Package 2

MDO3 Modular Hardwall Display Package 3

MDO4 Modular Hardwall Display Package 4

MDO5 Modular Hardwall Display Package 5

MDO6 Modular Hardwall Display Package 6
Remit To:

HERITAGE TRADE SHOW SERVICES
620 Shenandoah Avenue | St. Louis, MO 63104
Phone 314-534-8500 | Fax 314-534-9050
Exhibitor.Services@heritagesvs.com

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

A. SHIPMENTS TO WAREHOUSE
Heritage Trade Show Services will start receiving freight at the advance warehouse on Friday, October 5, 2018. Shipments will be received Monday through Friday between the hours of 10:00 a.m. and 4:00 p.m. For uncrated and loose shipments, please refer to shipments to show site below. Shipments must be sent with freight charges prepaid. Collect shipments will not be accepted. A 200 lb. minimum will apply for each shipment received. Rates below include receipt of your freight; delivery to the booth; storage and return of empty crates; and reloading.

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

EXHIBITOR COMPANY NAME  BOOTH NO. _________________________________
HERITAGE TRADE SHOW SERVICES  TOTAL PIECES _________________________________
2322 S. 7TH ST.  APPROX. WT. _________________________________
ST. LOUIS, MO 63104
FOR: 2018 MID-CONTINENT DENTAL CONGRESS

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

<table>
<thead>
<tr>
<th>Description</th>
<th>Deadline Date: Wednesday, October 31, 2018 To Avoid Late Fees</th>
</tr>
</thead>
<tbody>
<tr>
<td>I</td>
<td>Packaged Shipments to the Advance Warehouse</td>
</tr>
<tr>
<td>II</td>
<td>Packaged Shipments via Van Line, Specialized Carrier, Federal Express, UPS or U.S. Mail to the Advance Warehouse</td>
</tr>
<tr>
<td>III</td>
<td>Packaged Shipments to the Advance Warehouse after the deadline date</td>
</tr>
<tr>
<td>IV</td>
<td>Packaged Shipments via Van Line, Specialized Carrier, Federal Express, UPS, or U.S. Mail to the Advance Warehouse after the deadline date</td>
</tr>
</tbody>
</table>

RATES FOR SHIPMENTS TO WAREHOUSE

<table>
<thead>
<tr>
<th>Description</th>
<th>Rate per 100 lbs.</th>
<th>Min Charge</th>
</tr>
</thead>
<tbody>
<tr>
<td>I</td>
<td>$ 92.00</td>
<td>$ 184.00</td>
</tr>
<tr>
<td>II</td>
<td>$ 110.40</td>
<td>$ 220.80</td>
</tr>
<tr>
<td>III</td>
<td>$ 115.00</td>
<td>$ 230.00</td>
</tr>
<tr>
<td>IV</td>
<td>$ 133.40</td>
<td>$ 266.80</td>
</tr>
</tbody>
</table>

B. SHIPMENTS TO SHOW SITE
Heritage Trade Show Services will receive and unload shipments at the show site on Wednesday, November 9, 2016. Do not ship to show site at any other times, as the facility has no provisions to accept advance shipments. Shipments must be sent with freight charges prepaid. Collect shipments will not be accepted. A 200 lb. minimum will apply for each shipment received. Rates below include receipt of your freight; delivery to the booth; storage and return of empty crates; and reloading.

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

EXHIBITOR COMPANY NAME  BOOTH NO. _________________________________
C/O HERITAGE TRADE SHOW SERVICES  TOTAL PIECES _________________________________
ST. CHARLES CONVENTION CENTER  APPROX. WT. _________________________________
1 CONVENTION CENTER PLAZA
ST. CHARLES, MO 63303
FOR: 2018 MID-CONTINENT DENTAL CONGRESS

<table>
<thead>
<tr>
<th>Description</th>
<th>Rate per 100 lbs.</th>
<th>Min Charge</th>
</tr>
</thead>
<tbody>
<tr>
<td>VI</td>
<td>Packaged Shipments to the Show site</td>
<td></td>
</tr>
<tr>
<td>VII</td>
<td>Packaged Shipments via Van Line, Specialized Carrier, Federal Express, UPS or U.S. Mail to the Show site</td>
<td></td>
</tr>
<tr>
<td>VIII</td>
<td>Loose or Uncrated Shipments or Shipments requiring Special Handling to the Show site (Rate will not be split for mixed shipments. The uncrated rate will apply)</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Description</th>
<th>Rate per 100 lbs.</th>
<th>Min Charge</th>
</tr>
</thead>
<tbody>
<tr>
<td>VI</td>
<td>$ 84.25</td>
<td>$ 168.50</td>
</tr>
<tr>
<td>VII</td>
<td>$ 101.10</td>
<td>$ 202.20</td>
</tr>
<tr>
<td>VIII</td>
<td>$ 117.95</td>
<td>$ 235.90</td>
</tr>
</tbody>
</table>

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

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

\[
\text{Estimated Weight in lbs.} \rightarrow 100 = \text{Round to next highest whole number} \times \text{Rate} = \text{Total}
\]

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

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

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

<table>
<thead>
<tr>
<th>Service</th>
<th>STRAIGHT TIME</th>
<th>OVERTIME</th>
</tr>
</thead>
<tbody>
<tr>
<td>Material Handler</td>
<td>$ 62.75 per hr.</td>
<td>$ 94.13 per hr. (One Hour Minimum)</td>
</tr>
<tr>
<td>Local Pickups &amp; Deliveries</td>
<td>$ 149.20 per hr.</td>
<td>$ 223.80 per hr. (One Hour Minimum)</td>
</tr>
</tbody>
</table>

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

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

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

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

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

NAME OF CONVENTION  2018 MID-CONTINENT DENTAL CONGRESS

EXHIBITING COMPANY ________________________________  PHONE # ________________________________

ADDRESS ______________________________________  CITY __________________ STATE ______ ZIP __________

EMAIL ORDER CONFIRMATION & INVOICE TO __________________________________________________________

CONTACT NAME ___________________________________________  DATE _______________________________

(Print & Sign)

Please Return This Form Promptly To Heritage Trade Show Services-Retain One Copy For Your File.
Remit To:

HERITAGE
TRADE SHOW SERVICES
620 Shenandoah Avenue | St. Louis, MO 63104
Phone 314-534-8500 | Fax 314-534-8050
Exhibitor.Services@heritagesvs.com

PRIORITY RETURN/
ACCESSIBLE STORAGE FORM

All orders must have a credit card authorization form on file.

Priority Empty Container Return
This service provides for the priority return of your empties to your booth after the close of the show. This service must be ordered prior to the removal of your empties. If you would like this service, please fill out the information below and return to Heritage Trade Show Services, Inc.

Priority Empty Container Return.................................................................$100.00 per container
Estimated Number of Pieces.................................................................________________

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

ACCESSIBLE STORAGE

A storage area will be available for exhibitor’s samples and literature in the facility. Depending on space available in the facility, these items may be stored on trailers in the loading dock area. Heritage employees will be available to access storage items during show hours, one hour prior to show opening, and one half hour after show closing each day. All materiel in storage on the last day of the show will be returned to their designated booth space at the close of the show. Due to fire regulations and for security purposes, NO LARGE DELIVERIES CAN BE MADE DURING SHOW HOURS. Show management reserves the right to stop deliveries at any time during the show hours, so please schedule deliveries prior to show opening. Storage space may be limited. Orders MUST be received by the deadline date to guarantee storage space. The charge for storage space is as follows:

Accessible Storage Rate: $100.00 base charge, plus labor charges per delivery (one hour minimum)

Labor Rates:
Straight Time: (one hour minimum per man).......................................................$62.75
8:00 a.m. - 4:30 p.m. Monday - Friday
Over Time: (one hour minimum per man).........................................................$94.13

YES, I wish to reserve space for accessible storage, I plan on storing ___________ pallets/boxes/crates/cases (# of pieces) (circle one)

Deliveries
To have items placed in or removed from accessible storage, please notify the Heritage Service Desk.

All goods stored with Heritage are stored at your own risk. We shall not be liable for any injury, damage, loss, theft, or destruction, including, but not limited to damage from atmospheric conditions or rust, negligence (whether caused by ourselves or by servants, agents, employees or others), failures to act breach of contract, breach of warranty, water condensation, fire, floods, acts of God or any act beyond our sole control. We are not liable for any direct, consequential, or incidental damages nor for loss of profit or loss due to failures to obtain or turnover goods at any particular time or place whatsoever, however such loss may be incurred. We are not liable for or chargeable with any loss of sales, income, resale, commissions, or brokerage, nor for any freight or demurrage.

NAME OF CONVENTION 2018 MID-CONTINENT DENTAL CONGRESS
EXHIBITING COMPANY
PHONE # ____________________________ FAX # ____________________________
ADDRESS ________________________________________________________________
CITY ____________________________ STATE ____________ ZIP __________________
EMAIL ORDER CONFIRMATION & INVOICE TO __________________________________________________________________________________________________________________________________________________
CONTACT NAME _________________________________________________________ 
(Date) ___________________________________________________________________

Please Return This Form Promptly To The Address Above-Retain One Copy For Your File
IMPORTANT NOTICE REGARDING DIRECT SHIPMENTS

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

NOTE: Direct shipments will only be received beginning at 12:00 p.m., Wednesday, November 7th, 2018. Any materials sent to the venue prior to this date may be returned to sender and/or may be turned over to Heritage Trade Show Services and will be billed according to the Show’s Shipping & Receiving Rates, and will be subject to venue assessed fees.

EXHIBITOR COMPANY NAME ____________________________
BOOTH NUMBER ____________________________
C/O HERITAGE TRADE SHOW SERVICES
ST. CHARLES CONVENTION CENTER
1 CONVENTION CENTER PLAZA
ST. CHARLES, MO 63303
FOR: 2018 MID-CONTINENT DENTAL CONGRESS

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

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

WE APPRECIATE YOUR COOPERATION.
HERITAGE TRADE SHOW SERVICES
TO: ____________________________________________

EXHIBITOR NAME

BOOTH NUMBER: ______________________________

C/O HERITAGE TRADE SHOW SERVICES

ST. CHARLES CONVENTION CENTER

1 CONVENTION CENTER PLAZA

ST. CHARLES, MO 63303

FOR: 2018 MID-CONTINENT DENTAL CONGRESS

MUST NOT ARRIVE BEFORE WEDNESDAY, NOVEMBER 7, 2018
NEED A RELIABLE CARRIER TO TRANSPORT YOUR FREIGHT?

Email, fax, or call in the information needed below to have your freight shipped to the advance warehouse, and invoiced along with any other orders placed with the show decorator, Heritage Trade Show Services.

NOTE: If the inbound or outbound shipment requires air or expedited service, please inform HES Logistics as soon as possible. HES Logistics can accommodate any type of shipping need, but specializes in LTL ground freight totaling 100 lbs or greater.

Show Name____________________________________________

Booth Name____________________________________________

Booth Number(if known).________________________________

**Pickup Information**

Company Name__________________________________________

Address__________________________________________________

Suite____________________________________________________

City, ST Zip______________________________________________

Contact Name____________________________________________

Contact Number___________________________________________
(for the driver to call, if needed)

Pickup Hours______________________________________________

Pickup Date________________________________________________
(call HES Logistics to discuss, if needed)

**Description of Pieces & Loading Area**

(quantity / type / approx. lbs & dims L”xW”xH”) Example: 2 Cases 150 lbs each 54”x36”x12” / 1 crate 600 lbs 96”x48”x40”

__________________________________________________________________________________________________________________

__________________________________________________________________________________________________________________

Is there a loading dock at the pickup address?___________If not, please describe pickup area and / or additional instructions for the driver:

__________________________________________________________________________________________________________________

__________________________________________________________________________________________________________________

(ex. Lift Gate Truck Required / Residential / Inside pickup / Notify / White Glove Service)

**USE THE SHOW CARRIER (HES Logistics) FOR ROUNDTrip SHIPPING!**

**BENEFITS INCLUDED**

- Lowest Material Handling Rate Offered by Heritage
- Complimentary Priority Empty Container Return
- Complimentary Shrink Wrapping and / or Banding at the Show Site, if requested
- No need to schedule a pickup for the return shipment

For return (outbound) shipping, all exhibitors must visit the Exhibitor Services Desk at the show site to arrange handling, unless you are hand carrying all of your items out of the show.

Phone: 1-866-493-1675 Fax: 1-314-534-8050 Email: exhibitfreight@heslogistics.com
IMPORTANT INFORMATION REGARDING OUTBOUND SHIPMENTS

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

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

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

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

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

  Thank you and we hope you have a great show!
LABOR GUIDELINES & NON-OFFICIAL CONTRACTOR RULES FOR EXHIBITOR PARTICIPATION

MATERIAL HANDLING

Regulations require that the official material handling contractor off-load all equipment and display materials for ALL trucks, including box rental trucks of any size and all rental vans using the loading dock. The use of fork trucks, pallet jacks and lift gates are permitted by personnel of the official drayage contractor.

Exhibitors are allowed to perform their own material handling, provided they meet all of the following criteria:

Personnel performing the work must be bonafide, full-time employees of the exhibiting company.

They may load/unload uncrated materials from a mini-van, car, station wagon or pick-up truck owned by the exhibiting company.

They may use only hand-operated equipment, which they have provided, two-wheeled hand trucks and four-wheeled flat carts are permitted.

EXHIBIT INSTALLATION AND DISMANTLING

Full time employees of the exhibiting companies may set their own exhibits without assistance from the union employees. Any labor services that may be required beyond what your regular full time employees can provide must be rendered by the Union. Labor can be ordered in advance by returning the Labor Order Form, or at show, at the service desk. Proof of full time employment status may be requested by the Union.

NON-OFFICIAL CONTRACTOR RULES

Non-Official Installation and Dismantling Contractors must use Union labor. Supervision by Non-Official is allowed.

The following is required:

A. Non-Official must furnish Show Management the names and addresses and telephone numbers of key executives for emergency contact.

B. All personnel must be properly badged at show sit.

This statement and insurance rider is not required by the exhibitors who plan to set-up and dismantle their own booths or equipment with their own employees.

All Non-Officials Installation and Dismantle Contractor (supervisors) will be allowed on the exhibit floor only during official installation and dismantle hours, and must be identified with a temporary work pass, either supplied by Show Management of the Official service Contractor.

TIPPING

HERITAGE TRADE SHOW SERVICES requests that exhibitors do not tip our employees. They are paid at an excellent wage scale denoting a professional status, and we feel that tipping is not necessary. This applies to all employees. Any request for such should be brought to the attention of a Heritage representative at the service desk or correspondence may be directed to the attention of the General Manager at the Heritage office.

SAFETY

Standing on chairs, tables, or other rental furniture is prohibited. This furniture is not engineered to support standing weight. HERITAGE TRADE SHOW SERVICES cannot be responsible for injuries or falls caused by the improper use of this furniture. If assistance is required in assembling your booth, please order labor on the Labor Order Form and the necessary ladders and tools will be provided.
EXHIBITOR APPOINTED CONTRACTOR

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

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

EXHIBITOR APPOINTED CONTRACTOR

________________________________________________________
ADDRESS
________________________________________________________
________________________________________________________
________________________________________________________
CONTACT PERSON ________________________________
PHONE ____________________________________________

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

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

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

THIRD PARTY AUTHORIZATION

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

The items checked below are to be invoiced to the third party:

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

THIRD PARTY AGENT:

CREDIT CARD ACCOUNT NO.
EXPIRATION DATE ___/___/___ VERIFICATION CODE ___/___/___

☐ PERSONAL CREDIT CARD ☐ COMPANY CREDIT CARD

CARDHOLDER’S NAME _____________________________
AUTHORIZED SIGNATURE __________________________
PRINT NAME _____________________________
COMPANY NAME _____________________________
ADDRESS __________________________________
CITY/STATE/ZIP __________________________________
PHONE __________________ FAX __________________

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

Exhibitor Signature: ____________________________
Print Name: ____________________________
Date: ____________________________

(Please Print)

NAME OF CONVENTION 2018 MID-CONTINENT DENTAL CONGRESS

EXHIBITING COMPANY ______________________________________

PHONE # __________________ FAX # __________________

ADDRESS __________________________________
CITY __________________ STATE ________ ZIP ____________

BY __________________ EMAIL __________________

NAME __________________ DATE __________________________

Please Return This Form Promptly To The Address Above-Retain One Copy For Your Files
The enclosed credit card authorization form must be completed and returned when ordering Exhibit Labor. For your convenience, MasterCard, American Express, Visa and Discover will be accepted.

RATES:

STRAIGHT TIME (One hour minimum per man) .................................................................................................................$69.10 PER HOUR
8:00 A.M. to 4:30 P.M. Monday through Friday

OVERTIME (One hour minimum per man) ..........................................................................................................................$103.65 PER HOUR
After 4:30 P.M. to 8:00 A.M. Monday - Friday and all hours on Saturday and Sunday

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

INSTALLOATION

☐ ERECT EXHIBIT UNDER HERITAGE SUPERVISION
Heritage will supervise the installation of your exhibit, however, specific instruction, blueprints, etc., should be provided to facilitate an economical, correct installation. A supervision charge of 30%, minimum charge $45.00, will be added to your labor invoice. The next page must also be filled out if your exhibit will be assembled by Heritage.
No of men _____ Estimated hours each man _____ Total hrs _____ X rate ST/OT _____ + 30% _____ = _________
Please complete the reverse side of this form

☐ FURNISH LABOR TO ERECT EXHIBIT UNDER EXHIBITOR’S SUPERVISION
Have ______ (No.) of men available as close as possible to _______ (A.M.-P.M.) on ________ (Day)_________ (Date) to erect exhibit under exhibitor’s supervision. Exhibitor must check in at service desk to obtain labor.
No. of men _____ Estimated hrs each man _______ Total hrs _______ X rate ST/OT _________ = __________

DISMANTLE

☐ DISMANTLE EXHIBIT UNDER HERITAGE SUPERVISION
Heritage will supervise the dismantling of your exhibit, when crates are returned. Make sure complete outbound shipping information has been given to the freight service desk. A supervision charge of 30%, minimum charge $45.00, will be added to your labor invoice. The next page must also be filled out if your exhibit will be disassembled by Heritage.
No of men _____ Estimated hours each man _____ Total hrs _____ X rate ST/OT _____ + 30% _____ = _________
Please complete the reverse side of this form

☐ FURNISH LABOR TO DISMANTLE EXHIBIT UNDER EXHIBITOR’S SUPERVISION
Have ______ (No.) of men available as close as possible to _______ (A.M.-P.M.) on ________ (Day)_________ (Date) to dismantle exhibit under exhibitor’s supervision. Exhibitor must check in at service desk to obtain labor.
No. of men _____ Estimated hrs each man _______ Total hrs _______ X rate ST/OT _________ = __________

ESTIMATED TOTAL ______________________

NAME OF CONVENTION 2018 MID-CONTINENT DENTAL CONGRESS

EXHIBITING COMPANY PHONE #

ADDRESS CITY STATE ZIP

EMAIL ORDER CONFIRMATION & INVOICE TO

CONTACT NAME DATE

(PRINT & SIGN)

(CONTINUED ON NEXT PAGE)
**INBOUND SHIPPING INFORMATION**

Carrier: ___________________________________________  Carrier Phone Number: ______________

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

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

**SET-UP INFORMATION**

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

Carpet:  With Exhibit _______  Rented From Heritage _______  Color _______  Size ________

Electrical Placement:  Drawing Attached __________  Drawing With Exhibit _______  Electrical Under Carpet ______

Comments: ___________________________________________________________________________________________

Graphics:  With Exhibit ___________________________________________  Shipped Separately ______

Comments: ___________________________________________________________________________________________

Special Tools/Hardware Required: _______________________________________________________________________

**OUTBOUND SHIPPING INFORMATION:**

Ship To: ___________________________________________________________________________________________

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

Carrier (If Known): ________________________________________________________________

Freight Charges: □ Prepaid  □ Bill To: ____________________________________________

□ Collect

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

**SPECIAL INSTRUCTIONS/COMMENTS:**

___________________________________________________________________________________________

___________________________________________________________________________________________

___________________________________________________________________________________________

___________________________________________________________________________________________

___________________________________________________________________________________________

**PLEASE PROVIDE AN EMERGENCY CONTACT:**

Name: ___________________________________________  Phone No. ______________
Discount prices only apply to orders received with full payment by the discount deadline date listed on the general information page. All charges for equipment and/or services are payable in advance or when placing order at show site. Orders will not be processed without payment. For your convenience, MasterCard, American Express, Visa and Discover will be accepted.

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

\[
\text{sq. ft. } \text{L x W} = \text{sq. ft.}
\]

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

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

INDICATE YOUR SIGN COPY HERE
*Please feel free to attach additional sign copy on separate page.

<table>
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</table>

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

SETUP/COMPUTER LABOR
Straight Time - $88.00 Overtime - $156.00 Double Time - $176.00 7.95% TAX

NAME OF CONVENTION 2018 MID-CONTINENT DENTAL CONGRESS
EXHIBITING COMPANY
ADDRESS
EMAIL ORDER CONFIRMATION & INVOICE TO
CONTACT NAME
PHONE #
FAX #
NAME OF CONVENTION
EXHIBITING COMPANY
ADDRESS
EMAIL ORDER CONFIRMATION & INVOICE TO
CONTACT NAME
PHONE #
FAX #

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
Dear Exhibitor,

Congratulations on your decision to be an exhibitor at the St. Charles Convention Center!

The St. Charles Convention Center is the exclusive provider of utility and booth cleaning services for the facility. To order services, please complete and return the order forms located in this packet or visit www.stcharlesconventioncenter.com to order utilities online. Be sure to read all the materials carefully. Payment must be made by Visa, Mastercard, American Express, Discover, certified check or money order. Please note that ordering your items in advance will save you a substantial amount of money. In order to receive the advance discounted prices, full payment must be received 14 days prior to the first scheduled move-in date of the show.

NOW offering online ordering for ELECTRICITY and INTERNET!

Additional features for being an exhibitor at SCCC include:

- 🍔 Concessions Discounts
  15% discount on purchases at our Compass Café and St. Charles Grill.
  Simply show your exhibitor badge to take advantage of the discount.
  **Discount does not apply at specialty kiosks or to alcoholic beverages.**
- 🍔 Exhibitor Meal Delivery Service
  The Exhibitor Meal Delivery Order Form allows you to order lunch prior to move in and have it delivered right to your booth.
- 🚗 Convenient Parking
  Parking Lot C is located next to the exhibit hall, creating a convenient parking lot for exhibitor passenger vehicles, during exhibit shows. Larger vehicles such as trucks, trailers, buses, etc. must utilize Parking Lot D.
- 🦵 Marketing and Advertising
  Utilize our in-house marketing department to drive traffic to your booth with our internal flat panel displays and for other graphic design needs. Call 636-669-3009.
- 🗽 Printing Services
  Utilize our preferred vendor for discounted rates on printing needs. Call 636.669.3009 to receive this discounted rate.

Please contact your show promoter for specific shipping details. SCCC will not receive or send out shipments for events when an outside decorator has been contracted.

We are looking forward to a successful show for all. If you need additional assistance, please contact our Exhibitor Services Department at (636) 669-3011 or exhibitorsvs@scmocc.com. All forms and upcoming events can be found on our website at www.stcharlesconventioncenter.com.

Sincerely,
The St. Charles Convention Center
SCCC POLICIES AND PROCEDURES

Alcohol
Alcoholic beverages must be purchased through the St. Charles Convention Center, who holds the liquor license for the facility. Additional security may be required for events where alcohol is served. In compliance with state liquor laws alcohol may not leave the premise. The St. Charles Convention Center will comply with responsible alcohol beverage service. No alcoholic beverages may be consumed in any of the SCCC parking lots unless it is being served by the SCCC staff.

Animals
With the exception of ADA service animals or animals used as part of SCCC approved exhibits (i.e. dog or cat shows) or activities (approved theatrical performances, etc), animals are not permitted in the Facility. The ADA defines a service animal as any guide dog, signal dog, or mini-horse individually trained to provide assistance to an individual with a disability. A written request must be presented to the General Manager or designee by no later than 30 days prior to the event. When any approved display includes pens or enclosures containing live animals, the following minimal provisions must be made.

- A protective coating such as plastic or visqueen must be used to protect all floors and any Facility equipment.
- Some type of absorbent (i.e. saw dust or fire retardant wood shavings) must be placed within the pens.
- Curbing or bike rack must be provided to contain animals
- Animals must be supervised at all times
- Provide clean up and proper disposal of absorbents and waste

Licensee will adhere to any and all other safety measures as required by Operator. Animals are not permitted within 50 feet of any food service preparation or service area. The only exception to this is the use of ADA service animals.

Licensee is responsible for ensuring that any approved use of animals within the Facility is also in adherence to any and all applicable local, state and federal laws.

Booth Cleaning
The SCCC is the exclusive provider of booth cleaning. This service is available at an affordable per square foot rate and includes trash pick-up and vacuuming the booth carpet. Booth cleaning will be performed by SCCC staff. Services can be ordered by exhibitors utilizing the forms available in the exhibitor packet on our website

Bulk Trash
We ask you to take responsibility for removal of bulk trash prior to, during, and after the show. Bulk trash items include crates, pallets, boxes, or any items not easily removed by a push broom or vacuum. All exhibitor trash is to be removed and cardboard is to be broken down and disposed of properly. Proper disposal vessels will be provided at your request on the show floor. Any costs incurred by the SCCC for bulk trash removal will be charged to show management at the prevailing rate. In the case that an additional dumpster pull is required there will be a fee of $250 for the first dumpster pull and $200 for each additional dumpster pull.

Compressed Gases
Compressed flammable gases are prohibited without prior written approval of the General Manager and the Fire Marshal. This includes acetylene, hydrogen, propane and butane. All requests to use such gasses must be submitted to your Event Manager no later than 30 days prior to the event. Vehicles or equipment fueled by LP gas, such as forklifts, may be used during move in and move out only. The vehicles may not be operated during event hours. Vehicles used must comply with NFPA #58 regarding the storage, handling, transportation, and use of LP-Gas.

Concessions
The Center can provide concessions, as well as banquet service, snacks, luncheons, and beverage service. These services are provided exclusively by the SCCC. No outside food or beverage is allowed in the SCCC.

Cooking Demonstrations
Cooking demonstrations or commercial cooking must be approved in writing by the SCCC. Once permission is obtained, all cooking devices and operations shall comply with NFPA, Life Safety Code, 2000 edition. All cooking appliances shall be equipped with ventilating hoods and equipment as deemed necessary by the Fire Marshal and installed in accordance with the provisions of the City Building and Fire Codes. Cooking equipment shall be placed on a noncombustible surface, such as metal, hardwood board or glass and be separated from other equipment by a minimum horizontal distance of 2 ft. Countertop fryers not exceeding 288 sq. inches and single well may be used without the necessary ventilating hood and
surface protection equipment, provided there are two (2) ten (10) lb B.C. extinguishers positioned on each side of fryer. All cooking appliances shall be listed by a NATIONAL TESTING AGENCY, i.e. Underwriters Laboratory or Factor Mutual. All equipment shall have regulator(s) at appliance and gas cylinder(s). All supply lines (tubing or hoses) shall be lead-tight and in good repair. Hoses shall be listed for the type of product it supplies.

Decorations
The method and location of special installations must be approved in advance by SCCC management. Final approval will be determined after consideration of other building tenants occupying the space at the same time. Decoration guidelines include the following:

- No one may tape, nail, tack or otherwise fasten to ceilings, painted surfaces, columns, walls or windows decorations of any kind.
- Decorations may not block doors, fire extinguishers, sprinklers, emergency equipment signage, emergency exits lighting systems, telephone banks, charging stations, information kiosks, and ATM machines.
- All decorating materials must be constructed of flameproof material or treated with an approved fire retardant solution. Spot testing may be performed by the St. Charles Fire Marshal.
- No one may use adhesive-backed decals or stickers nor may they be distributed anywhere on the premises.
- "Glitter" and confetti may not be used in the building.
- Only Plant Professor Personnel may move planters.
- Only SCCC personnel may move lobby furniture, and other SCCC equipment in the public areas.
- Helium balloons are allowed in the Grand Ballroom and Meeting Rooms with a $100 deposit. If any balloons become loose & require retrieval by the SCCC staff, a $25 removal fee will be charged for the first balloon and $5 for each balloon thereafter.
- Helium balloons are ONLY allowed in the Exhibit Hall if assembled by a licensed and insured Balloon Artist. Said artist will be required to submit a $250 deposit, as well as a Certificate of Liability Insurance. Helium balloons are not allowed to be displayed in the Pre-function/Foyer spaces of the SCCC. For safety reasons, compressed gas cylinders used to inflate balloons must be properly secured to prevent toppling.
- All pools, decorative fountains, etc. must be waterproofed and may be tested by SCCC Engineering prior to installation.
- Show management will be responsible for removal and cleanup of any dirt, bark, mulch or similar materials used for decorating.
- Candles may be used only on tables when securely supported on substantial noncombustible bases so located as to avoid danger of ignition of combustible materials and only if approved in writing, by the Director of Event Services of SCCC. The candle flame shall be protected and enclosed.
- Items that cannot be treated to meet requirements, such as, but not limited to, oilcloth, tarpaper, nylon, plastic cloth, and certain other plastic materials, are prohibited.

Exterior Doors
Exhibitors should only use entranceways designated for loading exhibit materials in and out. For security reasons, other exterior doors may not be propped open for any reason. Only hand carried items can be brought through the front glass doors.

Fire and Safety Requirements
The provisions of the National Fire Protection Association (NFPA) 101 Life Safety Code 2000 edition and the NFPA Fire Prevention Code, 2000 edition for public assembly facilities have been established as a standard for review of occupancies and events in the SCCC. The information contained in this outline is a summary of relevant provisions contained in these Codes as well as standard operating procedures established in cooperation with the Fire Marshal of the City of St. Charles.

a) All curtains, drapes and decorations must be constructed of flameproof material, or treated with an approved flame proofing solution. (Treatment shall be renewed as often as may be necessary to maintain the flame proofing effect.)

b) All exits, hallways, and aisles are to be kept clear and unobstructed at all times.

c) A 20’ roadway shall be maintained for fire equipment access to all parts of the building.

d) No part of a stairway, whether interior or exterior, hallway, corridor, vestibule, balcony, or bridge leading to a stairway or exit, shall be used in a manner that will obstruct its use as an exit or that will present a hazardous condition.

e) Storage of any kind is prohibited behind back drapes & display walls or inside display areas. All cartons, crates, containers, and packing materials that are necessary for re-packing shall be removed from the show floor. The SCCC inspects all exhibits to ensure compliance.
f) Crates, packing materials, wooden boxes and other highly combustible materials may not be stored in the SCCC. All outside displays that are under the cover of the building roof or extension of the roof or porch area shall be governed by the same rules of an inside display.

g) No exit doors shall be locked, bolted, or otherwise fastened or obstructed at any time the SCCC is open to the public. Moreover, it shall be unlawful to obstruct or reduce passageway or other means of egress. Additionally, all required exits shall be so located as to be discernible and accessible with unobstructed access thereto.

h) All sawdust and shavings shall be thoroughly treated with an approved flame-retardant product, stored and maintained in a manner approved by the Fire Marshal.

i) Compressed cylinders shall be used, handled and stored in accordance with applicable fire code requirements. The 1997 Uniform Fire Code is not applicable.

j) No unauthorized persons are to alter, remove, deface or tamper with any required fire safety equipment contained with the SCCC. These items include the fire sprinkler system, fire alarm system, emergency lights or exit signs, portable fire extinguishers, exit doors, or other related safety equipment.

k) The use of Liquefied Petroleum Gases (LPG) inside building, tents or other areas is strictly prohibited, except food demonstration purposes when approved by the SCCC, and the Fire Marshal. Maximum LPG allowed for exhibition purposes is a 16-oz. non-refillable cylinder. There may be a maximum of 24 containers stored in any one location.

l) All standpipe, fire hose cabinets, hydrants, & fire department connections shall be kept clear and unobstructed.

m) The SCCC along with the Fire Marshal shall check egress of the facilities before it 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.

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

o) No person shall interfere with the City Fire Rescue Department when performing emergency and non-emergency functions at the SCCC. All orders issued by a member of the Fire Rescue Department shall be obeyed immediately.

p) No overcrowding of any area of the SCCC will be allowed. Persons shall not be in excess of posted occupant loads, nor can persons stand in aisles, or block exits.

q) The City Fire Chief or Fire Marshal has the authority to require Fire Rescue personnel to stand-by during certain events at the SCCC.

r) Explosives and blasting agents shall be prohibited. Ammunition and pyrotechnics may be allowed under certain conditions: but only with the advance approval of the SCCC and the St. Charles Fire Marshal’s Office. If pyrotechnic materials are used/fired within the building a Fireworks Permit will be required with the following parameter:

1) 15-day minimum application period (State Law)
2) Licensed explosive handler required
3) $1,000,000 liability insurance

Written authorization from SCCC General Manger and the Fire Marshal is required for the following:

- Exhibit booths which have enclosed ceilings, upper decks or any large overhead advertising device in excess of 100 square feet; these require the use of perforated or porous materials that will not obstruct fire sprinkler protection. The City of St. Charles Fire Marshal requires such booths to be equipped with portable fire extinguishers, as well as an automatic smoke detection system.

- Display and operation of any heater, heat producing or open flame devices such as barbeques, candles, lanterns, torches, fireplaces, etc. Candles may be used on tables if securely supported on substantial noncombustible bases so located as to avoid danger of ignition of combustible materials and only if approved by the authority having jurisdiction. The candle flame shall be protected.

- Display and operation of any electrical, mechanical, or chemical devices which may be deemed hazardous by the City of St. Charles Fire Marshal.

- Use of storage of flammable liquids, compressed gas, or dangerous chemicals.

Floor Covering
Displays including, but not limited to, those utilizing soil, humus, water or other landscaping materials and displays containing live animals must take appropriate steps to protect the Facility surfaces and equipment. A protective coating must be used on the floor, such as heavy plastic, visqueen or similar strength material. Displays containing glitter, confetti, sand, dirt, moss, mulch, or any similar item are not permitted in any carpeted areas.

Fog/Smoke Machines
For public safety fog/smoke machine usage is restricted to water-based chemicals. Approval must be obtained from the SCCC and the Fire Marshal’s office during the event permit process.
Food & Beverage Sampling
Food & beverage samples may be no greater than 2 oz. Items must be manufactured, processed, and distributed by the exhibiting firm and must be related to participation in the event. Sales of food & beverage items that are larger than 2 oz. in size & are designed for on-site consumption, may be permitted, but must be pre-approved by the facility and are subject to a 35% concessionaire fee. Additionally all unsealed food products intended for sale requires a health permit. Securing of all necessary licenses and permits is the responsibility of the exhibitor. In some instances a permit may not be required for sampling. Please refer to the F&B Vendor Packet for additional information. Exhibitors are responsible for complying with all St. Charles City & St. Charles County Health Department regulations regarding food sampling, storage, equipment, temperature, etc. If an exhibitor is not in compliance or does not obtain the proper licenses or permits, the Health Department can shut down the booth. A Food & Beverage Vendor Packet should be obtained from the Facility Event Manager.

Alcohol sampling is also limited to 2 oz samples and does not require a health permit. Exhibitors who plan to distribute samples must display a liquor license and have the presence of an SCCC bartender (2 hour minimum). Sale of alcoholic beverages by the drink is prohibited. Bottled wine which is sealed will be permitted for sale once the show promoter has secured a promoters permit from the City of St. Charles. Each individual vendor selling wine by the bottle must be listed on the promoter’s permit.

For public health reasons, restrooms, concession stands, facility kitchen and janitorial closets, may not be used as exhibitor clean-up areas. Costs associated with the disposal of trash, waste, grease from exhibitor sampling are the responsibility of the exhibitor.

Hazardous Materials
These include, but are not limited to: open flames, hot coals, natural gas hook-ups, compressed gas cylinders (such as propane, butane, hydrogen and acetylene), gasoline, radioactive material, and/or any flammable, combustible or toxic liquid, solid or gas. The use of hazardous materials is not permitted without the written approval of the SCCC and the Fire Marshall.

All requests to use such gasses must be submitted to your Event Manager no later than 30 days prior to the event. Once approval is obtained, only a limited supply of the material to be demonstrated is allowed in the building. Excess fuel and cylinders must be properly stored outside of the exhibit hall. All transferring of fuel must be done with safety cans. All compressed gas cylinders must be securely anchored. Aerosol cans and other products containing flammable or combustible ingredients are not permitted in the exhibit area unless empty.

All demonstrations using hazardous materials must be approved by the Fire Marshall at least five days prior to the event. They include, but are not limited to: welding, brazing, laser cutting, LP gas cooking and heater demonstrations. Plexiglas shields or other protections must be utilized wherever sparks may be emitted or injury to bystanders could occur. Material-specific fire extinguishers must be nearby. Vehicles used must comply with NFPA #58.

Helium Balloons
Helium balloons are not allowed to be displayed in the Pre-function/Foyer spaces of the SCCC. However, they are allowed in the Grand Ballroom and Meeting Rooms with a $100 deposit. If any balloons become loose & require retrieval by the SCCC staff, a $25 removal fee will be charged for the first balloon and $5 for each balloon thereafter. Helium balloons are ONLY allowed in the Exhibit Hall if assembled by a licensed and insured Balloon Artist. Said artist will be required to submit a $250 deposit, as well as a Certificate of Liability Insurance. For safety reasons, compressed gas cylinders used to inflate balloons must be properly secured to prevent toppling.

Housekeeping Services for Trade or Consumer Shows
Cleaning is provided by our staff in the lobbies and restrooms during show hours, with one general cleaning after show hours at a time scheduled with your Event Manager. This does not include show offices. Exhibit booths and/or aisle carpeting are not included unless SCCC has been contracted as the decorator for these services. If more frequent or extensive cleaning is desired, consult our Event Manager about services and rates. Exhibitors have the option of purchasing booth cleaning exclusively from SCCC.

Lighting & HVAC
Full house lighting, heating and/or air conditioning of all rented spaces are provided by the SCCC for one hour prior to and during actual hours the event is open. Partial/Work lighting and minimal HVAC will be provided in the exhibit halls during move-in and move-out.
Liquid Disposal
No oils, combustibles, or any liquids other than water may be poured in the SCCC drainage or sewer systems. No tools, machines, cookware, or any other items may be emptied, washed, or rinsed in the SCCC restrooms. Fountains, aquariums, pools, etc. may not be filled from SCCC restrooms or janitorial closets. For water fills or drains, please fill out the order form enclosed.

Loading Dock Policy
SCCC security is required for all move in and move out times on the dock. The guard will be scheduled 30 minutes prior to move in/out times and will be onsite until the process is complete. There is a 4 hour minimum of all SCCC staffing. Exhibitors may choose to load/unloadUncrated materials from any vehicle not requiring a commercial license including rental vans, mini-vans, station wagons and pick-up trucks. The use of mechanical equipment (i.e. forklifts, pallet jacks, lifts, etc.) by exhibitors is prohibited. Forklift use in the facility is restricted to SCCC forklift with driver or the use of an outside forklift driven by a certified union driver. All freight brought into the facility on carts or dollies must be brought in through the loading docks. ONLY hand-carried items may be brought in through the public entrances. Please use the freight elevator for movement of freight from level to level; passenger elevators & escalators are NOT to be used. Damage to the facility will be charged to the customer.

The registered Exhibitor may perform all setup/teardown of their booth, displays, and/or product materials (including the use of power tools) subject to safety policies established by the SCCC. However, shows which have contracted with a decorator may be bound by terms of that contract, including restrictions on Exhibit Appointed Contractors. In addition, there may be certain instances where the use of SCCC labor or union labor is required.

Parking
Parking at docks is permitted for loading & unloading only & is time-limited. All other parking on docks is prohibited. Exhibitor parking is available in Parking Lot C, just south of the Exhibit Halls. All trailers, vehicles that require multiple parking spaces (which include but are not limited to semi-trucks, busses, & uninhabited RVs or campers) must park in Parking Lot D. No RVs or campers, which are inhabited overnight, will be allowed to park in SCCC parking lots.

Shipping/Freight
When a contracted decorator is being used shipments may only arrive at SCCC on the first move-in day and must be routed to the attention of the show or contracted decorator. Any shipments that arrive prior to the first move-in day will be refused. A representative MUST be present to receive all shipments. All equipment, freight, decorations, and miscellaneous items must be removed from the premises at the expiration of the Licensee’s contract. Items left behind will be treated as abandoned and disposed of as the facility sees fit. The SCCC is not responsible for lost or misplaced freight. The SCCC is not responsible for any materials left unattended.

Smoking
For the benefit of our patrons, guests, exhibitors, and employees, and in compliance with Missouri state and local laws, the St. Charles Convention Center is a non-smoking facility. Smoking is not permitted anywhere within the SCCC. This includes the use of vapor/e-cigarettes. Smoking is allowed in designated outdoor areas of our premises that are located 50 feet away from any employee entrance. We are grateful for everyone’s cooperation in preventing litter and inconvenience to others. Our goal is to create a pleasant and healthy environment for everyone.

Tape Removal
Customer is responsible for the removal of all tape and residue marks from the exhibit hall and pre-function floors. The repair cost for any damage caused to a surface by the use of inappropriate cleaning chemicals or tools will be billed to the customer. The use of high residue tape is prohibited on any carpeted, tiled, concrete, or hardwood surface.

Telecommunications
The St. Charles Convention Center offers state-of-the-art Internet connectivity throughout the convention space with 1 GIG of bandwidth. The network infrastructure is designed to offer convenient and reliable connectivity for a wide variety of event-based needs. Our technicians and engineers can customize the network experience to meet all group needs. There is on-site staff to assist with technical needs. SCCC is the exclusive voice/data communications provider. All outside proxy servers, routers, or any machine used to propagate a single IP address to multiply devices are forbidden. Each device that is connected to the network, which has the ability to see the internet, must have an IP address purchased for that device. Various features and customizations are available to create a convenient and efficient experience.
Use of outside switches, routers and wireless access points (including hotspot devices)
The network infrastructure is specifically designed for the success of all levels of wireless activity at the St. Charles Convention Center. In order to ensure the success of everyone’s event, SCCC should be notified no later than 30 days prior to the start of the event of any intended use of outside switches, routers or wireless access points to ensure they will work without causing problems. The introduction of customer supplied switches, routers and wireless access points (including hotspot devices) into the system creates interference and causes performance deterioration and possible failure of both the SCCC and customer supplied equipment. Please also note that customer supplied switches, routers and wireless access points are the responsibility of the customer to troubleshoot and SCCC does not carry an inventory of consumer grade equipment.

Notice: Each device connected to the SCCC network must have an approved SCCC IP Address. The use of any DHCP, NAT, or PAT technologies must have prior approval of the SCCC Technical Services Department. Any unapproved proxy servers, firewalls, wireless access points or routers will be subject to service disconnection. If you have special networking needs, please contact your Event Manager or a member of the Technical Services Department. The SCCC does not have auto-blocking features turned on within their wireless network. SCCC will provide 10/100/1000 Base-T switched Ethernet connections with an RJ-45 connector. Any wired device to be used on the SCCC network must be equipped with a Network Interface Card (NIC) and the appropriate operating system drivers. Users of wireless hardware (e.g. 802.11) and/or applications must contact SCCC to coordinate frequency usage. SCCC adheres to the FCC Enforcement Advisory No. 2015-01 dated January 27, 2015.

Utility Services
All service connections and overload protection equipment must be installed and removed by the SCCC. Any connections requiring 208v will require a 2 hour minimum charge for an electrician. All equipment and material furnished shall remain the property of the SCCC and shall be removed only by the Operations department at the close of the show. See enclosed order form for available electrical services. Booth power will be turned on 1-hour prior to each day’s show and turned off 30 minutes after closing. Written requests should be made to the SCCC for installation of equipment with special voltage and/or other specialized power requirements. These requests should be received at least 30 days prior to the first scheduled move-in day.

Rates quoted for booth connections cover the cost of bringing one electrical service connection to the back wall of the exhibit booth or other location determined convenient by the SCCC electricians. These rates do not include connecting equipment, wiring or taping electrical cords to meet safety requirements, special placement, or relocation of service; these services are available for an additional charge. Anything requiring 24-hour current must be ordered in advance and clearly marked on the Electrical Service Order Form.

Orders will be processed and installed in a first-come, first-serve basis, or as we determine most convenient. Service will begin on the start date and end after the close of the show, unless special arrangements for early or late connection/disconnection have been made. If cancellation occurs before installation and more than 6 days prior to the first scheduled move-in day, a 90% refund will be given. If cancellation occurs before installation and in 6 days or less than the first scheduled move-in day, a 75% refund will be given. If cancellation occurs after installation or after the start of the first scheduled move-in day, no refund will be given.

Non-exhibit and “non-production” use of the prefunction, ballroom, or meeting room permanent 120V electrical outlets is included in meeting room rental, subject to review. Electrical service for exhibit booth space, staging, lighting or other production lighting must be ordered through SCCC. All electrical equipment must be properly tagged or marked as to the type and amount of current, voltage, phase, frequency, horsepower, etc. The use of open clip sockets, latex or lamp cord wire, unapproved duplex or triplex attachment plugs is prohibited. All extension cords must be 120 Volt three pronged, grounded cords. All exposed non-current carrying metal parts of fixed equipment must be grounded. All equipment, regardless of power source, must comply with local, state, and national safety codes.

The SCCC reserves the right to refuse any connection or equipment that is deemed unsafe. Obstructions blocking utility floor boxes are subject to relocation as necessary. The SCCC Operations department is authorized to cut floor coverings to permit installation of service unless otherwise directed. The SCCC cannot accept responsibility for voltage fluctuation or power failure due to temporary conditions beyond our control. For your protection, we advise installing a surge protector on all your computers and other sensitive equipment. We will not be responsible for damage or loss to any equipment, components, computer hardware, software or data, or injury to any person caused by the unauthorized installation of any equipment, connection to service, or wiring of any equipment by persons other than SCCC house electricians.
Vehicles: Display Vehicles  
Vehicles, which are part of a display, are permitted within the exhibit halls. Licensee is responsible for ensuring that all such vehicles meet the following guidelines: Automobiles, trucks, tractors, boats, machinery and other motor vehicles utilizing flammable fuels, which are placed on display inside the SCCC shall have no more than 1/4 tank or five (5) gallons of fuel in the tank; all fuel tanks shall be locked or effectively sealed and at least one battery cable 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 event of emergency. If the vehicle is to be kept in the facility overnight a set of keys must be left with the SCCC Security office. Keys to the vehicle will be locked in a safe in the office.

Placement of display vehicles in carpeted areas requires the prior written approval of the General Manager or designee. Licensee must submit a written request by no later than 30 days prior to the event. If approved, these displays will require additional protection of the carpeted areas (i.e. visqueen, additional carpeting, etc...). Contact your Event Manager for details.

For the safety of all exhibitors, employees, and guests, carts, forklifts, bicycles, etc. are not permitted on carpeted areas. No liquid fuel powered vehicles should be operated outside the exhibit halls due to noise, air pollution, and fire hazard. Forklifts are not permitted in the ballroom, pre-function space, or meeting rooms.

Vehicles: Move-In/Move-Out  
Vehicles are not permitted within the Facility for loading and unloading without the prior authorization of your Event Manager. All approved vehicles must be attended while in the Facility and may not have the motors running while stationary. All such vehicles must be removed prior to the opening of the event, and may not return until the event has closed and all attendees have vacated the area. Additional security personnel may be required.

Water Fills & Drains  
Tanks, drums, barrels, and other containers requiring water fill and drain exceeding 10 gallon capacity must be filled and drained by house engineers and are subject to a service charge. All fountains or other decorative water containers must be waterproof and of sufficient density to avoid leaks. Plastic must be placed underneath the display for additional protection. All water displays must be pre-approved by the General Manager or designee. We reserve the right to fill any container that shows sign of leakage or is otherwise deemed inadequate by a house engineer. Containers showing signs of leakage will be drained by a house engineer without prior notice.

Exhibitor assumes responsibility for any damage to SCCC facilities caused by faulty exhibitor equipment or negligent operation of exhibitor equipment. We cannot accept responsibility for pressure fluctuations due to temporary conditions beyond our control. For your protection, we advise installing appropriate regulators on any connection requiring critical control of pressure, moisture content, etc. We will not be responsible for damage or loss to any equipment or components or injury to any person caused by the unauthorized installation of any equipment, connection to service or interconnection of any equipment by persons other than house engineers.

Welding  
For public safety reasons, the use of welding equipment and cutting equipment must be approved by the SCCC and the Fire Marshal. The following requirements must be adhered to:

- Cutting and welding equipment must be in good condition
- No combustibles or flammables can be within 35 ft. of work site. When 35 ft. cannot be obtained, protective covers, fire resistant shields, or guard must be used.
- All wall and floor openings within 35 ft. of the site must be tightly covered to prevent the passage of spark to adjacent areas.
- Cylinders containing compressed gasses for use at the site shall not be charged in excess of one half (1/2) their maximum capacity. Total gas capacity of cylinders is limited to 2500 cubic ft. Beyond the cylinders connected for use, additional cylinders may be stored at the site to furnish approximately one day’s consumption. Other cylinders shall be stored in an approved storage area.
EXHIBITOR MEAL DELIVERY ORDER FORM

For immediate confirmation, please order online: Click Here to Order Online

Event Name: ________________________________________________________________

Company Name: _____________________________________________________________

Booth Number: ______________________ On-Site Contact: _________________________________

Phone Number: ______________________ Email Address: _________________________________

Delivery Date:* ______________________  □ Lunch 11:30 a.m.-12:30 p.m.  □ Dinner 4:30 p.m.-5:30 p.m.

*Please complete one form per day

All meals include bag of chips, cookie and (1) 20 oz. soft drink or water for $12.50.

_____ Home-style Chicken Salad Sandwich   _____ Coke
_____ Smoked Turkey Sandwich            _____ Diet Coke
_____ Ham and Cheese Sandwich           _____ Sprite
_____ Gourmet Roast Beef and Cheddar Sandwich _____ Cherry Coke
_____ Grilled Chicken Caesar Salad      _____ Dasani Water
_____ Roasted Vegetable Sandwich

PAYMENT INFORMATION

Please select one:

☐ Visa   ☐ MasterCard   ☐ AmEx   ☐ Discover

Account #: (please print clearly or type) _________________________________ **The last 3 digits on the back of your card for Visa or MasterCard. The 4 digits on the front of AmEx.

Expiration Date: ____________ Security Code:** ____________

Name on Card: (please print clearly or type) _________________________________

Billing Address: _________________________________________________________

City: __________________________ State: ___________ Zip: ____________

All orders must be placed by noon 48 hours before the show opens. Orders for multiple days must be placed with your first order, using a separate form for each day. All meals must be pre-paid. Tax is included in price.

Fax completed order form to (636) 896-1802

Questions please call 636-669-3011 or email exhibitorsvs@scmocc.com

1/2018
## Exhibitor Services Order Form

### General Information

- **Event:**
- **Event Dates:**
- **Exhibit Location/Booth:**
- **Ordered By:**
- **On-Site Contact:**

### Advanced Pricing

**Advanced pricing is valid with full payment received 14 calendar days prior to event move in.**

<table>
<thead>
<tr>
<th>Equipment</th>
<th>QTY</th>
<th>14 Day Advance Price</th>
<th>Regular Price</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Electric</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>120 V-Single Phase 10 Amps (960 Watts)</td>
<td>$74</td>
<td>$90</td>
<td></td>
<td></td>
</tr>
<tr>
<td>120 V-Single Phase 20 Amps (1920 Watts)</td>
<td>$100</td>
<td>$120</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Power Strip (This is Not Electric Service)</td>
<td>$25</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Extension Cord (This is Not Electric Service)</td>
<td>$25</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**24 Hour Power = Total Price of Outlets _______ x 5**

**Electric Subtotal:**

### Telecom

<table>
<thead>
<tr>
<th>Equipment</th>
<th>QTY</th>
<th>14 Day Advance Price</th>
<th>Regular Price</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Wireless Internet</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Wired Internet (DHCP) (Per Day, Per Device)</td>
<td>$25</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Wired Internet Static IP (Per Day/Per Device)</td>
<td>$75</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Analog Direct Phone Line Dial 9 to get outside line</td>
<td>$125</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Telecom Subtotal:**

### 208V Electric

<table>
<thead>
<tr>
<th>Equipment</th>
<th>QTY</th>
<th>14 Day Advance Price</th>
<th>Regular Price</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>208 V Single Phase 30 Amps</td>
<td>$177</td>
<td>$205</td>
<td></td>
<td></td>
</tr>
<tr>
<td>208 V Three Phase 30 Amps</td>
<td>$215</td>
<td>$245</td>
<td></td>
<td></td>
</tr>
<tr>
<td>208 V Single Phase 100 Amps</td>
<td>$420</td>
<td>$480</td>
<td></td>
<td></td>
</tr>
<tr>
<td>208 V Three Phase 200 Amps</td>
<td>$620</td>
<td>$710</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**24 Hour Power = Total Price of Outlets _______ x 5**

**208V Electrical Subtotal:**

### A/V Services

<table>
<thead>
<tr>
<th>Equipment</th>
<th>QTY</th>
<th>14 Day Advance Price</th>
<th>Regular Price</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>32&quot; HD LCD TV/DVD Combo</td>
<td>$175</td>
<td>$200</td>
<td></td>
<td></td>
</tr>
<tr>
<td>CD Player/DVD Player</td>
<td>$50</td>
<td>$75</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**A/V Subtotal:**

### Payment Information

- **Credit Card Type:** (Circle One)
  - Amex
  - Discover
  - Mastercard
  - Visa

- **Credit Card Number:**

- **Expiration Date:**
- **Security Code:** (Last 3 digits on back of card or 4 digits on front of Amex.)

- **Name on card (Please Print):**
- **CC Billing Address:**
- **City:**
- **State:**
- **Zip:**

**Payment Information:** Please make checks payable to: ST. CHARLES CONVENTION CENTER

**Payment Amount:**

- **Final Subtotal:**
  - x 7.95% Sales Tax
  - Labor Fees
  - New Subtotal
  - x 1% Tourism Tax
  - Grand Total

**By placing this order you agree to all terms & conditions stated in the Utility Services Conditions and Regulations section and agree to all Policies and Procedures outlined in this packet. This information is also available on our website.**

**X**

**Signature**

**Date**

**Cancellation Policy**

- If cancellation occurs before installation and more than 6 days prior to the first scheduled move-in day: 90% REFUND.
- If cancellation occurs before installation but 6 days or less prior to the first scheduled move-in day: 75% REFUND.
- If cancellation occurs after installation or after the start of the first scheduled move-in day: NO REFUND.

All terms, conditions, and rates on this form are subject to change at any time without notice.
ST. CHARLES CONVENTION CENTER
1 CONVENTION CENTER PLAZA
ST. CHARLES, MO 63303
WWW.STCHARLESCONVENTIONCENTER.COM
PHONE: (636) 669-3011   FAX: (636) 896-1802   Exhibitorsvs@sccmocc.com

CLEANING & WATER SERVICES

Event: 
Company Name: 
Event Dates: 
Mailing Address: 
Exhibit Location/Booth: 
City: 
State: 
Zip: 
Ordered By: 
Phone: 
Fax: 
On-Site Contact: 
E-mail: 

ADVANCED PRICING IS VALID WITH FULL PAYMENT RECEIVED
14 DAY CALENDAR DAYS PRIOR TO EVENT MOVE IN

<table>
<thead>
<tr>
<th>OPTION</th>
<th>Cleaning Services*</th>
<th>14 DAY ADVANCED PRICING</th>
<th>REGULAR PRICING</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Initial vacuum before first show / event day only</td>
<td>$0.25 per sq ft</td>
<td>$0.30 per sq ft</td>
</tr>
<tr>
<td>2</td>
<td>Daily vacuum of booth for all show / event days (Includes #1 above)</td>
<td>$0.20 per sq ft</td>
<td>$0.25 per sq ft</td>
</tr>
<tr>
<td>3</td>
<td>Daily vacuum and Cleaning Service Includes #1 &amp; #2 above PLUS periodic carpet sweeping of booth and wastebasket pick-up</td>
<td>$0.50 per sq ft</td>
<td>$0.60 per sq ft</td>
</tr>
<tr>
<td>4</td>
<td>Pallet Removal from Booth Space. (DISPOSAL ONLY, NOT STORAGE)</td>
<td>$50 x _____ ( # of Pallets)</td>
<td>Per Pallet</td>
</tr>
</tbody>
</table>

* Rates do not apply to food shows

Note: Amount must be based on a minimum of 100 sq ft. per single booth

Please compute cost below:

Booth Size

<table>
<thead>
<tr>
<th>Length</th>
<th>Width</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Sq. Ft. (Min 100 Sq. Ft.)</td>
<td></td>
</tr>
</tbody>
</table>

Total Sq. Ft. x Rate per Sq. Ft. x # of days = Total

WATER

Water Connection: One Time Fill, & Drain (11-1,000 Gallons)

<table>
<thead>
<tr>
<th>GT</th>
<th>Base Price</th>
<th>Reg. inc</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>$150</td>
<td>$185</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Water Connection: One Time Fill, & Drain (1,000 + Gallons)

<table>
<thead>
<tr>
<th>GT</th>
<th>Base Price</th>
<th>Reg. inc</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>$250</td>
<td>$300</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

PAYMENT INFORMATION

Credit Card Type: 
Credit Card Number: 
Expiration Date: 
Security Code: 
[Last 3 digits on back of card or 4 digits on front of Amex.]
Name on card (Please Print) 
Signature 
Billing Address: 
City: 
State: 
Zip: 

Please make checks payable to: St. Charles Convention Center

Total Sales

Total Tax

Sales Tax

SUBTOTAL

Tourism Tax of subtotal

GRAND TOTAL

January-18
UTILITY SERVICES CONDITIONS AND REGULATIONS

1. PAYMENT INFORMATION
   a. We can accept company checks, money orders, Visa, MasterCard, Discover, and American Express for payment. Acceptance of checks and credit cards is subject to verification at our discretion. A service charge of $25.00 will be administered for each returned check.
   b. Advance service orders and payment IN FULL must be RECEIVED a minimum of fourteen (14) days prior to the first scheduled move-in date before a show. Orders submitted without full payment and orders received after the 14-day cut off date are subject to FLOOR PRICES.
   c. Arrangements for payment of Labor & Services must be made before service is installed. Payment IN FULL must be rendered before start of show unless prior arrangements have been made with the Event Services Office.

2. RATES AND LABOR CHARGES
   a. Rates quoted for all connections cover only the bringing of service to the booth in the most convenient manner, and DO NOT include connecting equipment to provided services.
   b. Special placement or relocation of service will result in a labor charge. Payment IN FULL shall be rendered for such services before the start of the event.
   c. Services ordered during exhibitor move-in may not be installed before the event opens.
   d. All prices are based on current wage rates and are subject to change without notice.

3. INSTALLATION OF SERVICES
   a. Rates quoted for all connections cover only the bringing of service to the booth in the most convenient manner, and DO NOT include connecting equipment to provided services.
   b. Orders will be processed and installations completed on a first-come, first-served basis, or as we determine most convenient. Earliest orders normally receive highest priority.
   c. All materials and equipment furnished by the St. Charles Convention Center for any services ordered shall remain the St. Charles Convention Center’s property and shall be disconnected and removed ONLY by house staff at the close of the event.
   d. Service will begin on the start date and end after the close of the event, unless special arrangements for early connect and/or late disconnect are made.

4. CANCELLATION POLICY
   a. If cancellation occurs before installation and more than 6 days prior to the first scheduled move-in day: 90% REFUND.
   b. If cancellation occurs before installation but 6 days or less prior to the first scheduled move-in day: 75% REFUND.
   c. If cancellation occurs after installation or after the start of the first scheduled move-in day: NO REFUND.

5. SERVICE GUIDELINES
   a. Electrical
      • **Special voltage** and/or other specialized power requirements must be received at least thirty (30) days prior to exhibitor’s scheduled arrival and move-in. Electrical services available are: 120 volt AC – 1 phase 60 cycle, 208 volt AC – 1 phase and 3 phase 60 cycle, and 480 volt AC – 3 phase 60 cycle. All 208v connections will require a 2 hour electrician minimum to be paid.

      • **24-hour power** will only be provided to those locations that have ordered and paid for 24-hour service. Otherwise, booth power will be turned on one (1) hour prior to each day’s event opening and turned of thirty (30) minutes after closing. Only STCCC house electricians are permitted to service connections and overload protection to equipment.

      • **Electrical Connections:** Exhibitors or exhibitors’ agents may plug into purchased outlets and connect signal wiring (i.e. antenna, audio, video, and speakers) within a booth or between the exhibitor’s equipment with one booth. Otherwise, under NO circumstances shall anyone other than house electricians make electrical connections.
UTILITY SERVICES CONDITIONS AND REGULATIONS

Power requirements crossing aisles will not be installed unless approved by show management AND our Event Services department.

- **Obstructions** blocking utility floor boxes are subject to relocation as necessary. House electricians are authorized to cut floor coverings to permit installation of service unless otherwise directed. Standard wall, column and permanent building electrical outlets are not a part of booth space and are not to be used by exhibitors unless authorized by event service department.

- **Prohibited Usage:** Use of open clip sockets, latex or lamp cord wire, or unapproved duplex or triplex attachment plugs in exhibits are prohibited.

- **Equipment:** All equipment must be properly tagged or marked with complete information as to the type and/or amount of current, voltage, phase, frequency, horsepower, etc. required. 120-volt cords must be of the three-wire grounded type. All exposed, non-current carrying metal parts of fixed equipment, which are liable to be energized, must be grounded. We reserve the right to refuse connection to any exhibitor whose equipment is deemed unsafe by our electrical supervisors. Special equipment requiring company engineers or technicians for assembly, servicing, preparatory work and operation may be executed without house electricians. However, all equipment, regardless of the source of power, must comply with all federal, state and local state safety codes.

- **NOTICE:** We cannot accept responsibility for voltage fluctuation or power failure due to temporary conditions beyond our control. For your protection, we advise installing a surge protector on all your computers and other sensitive equipment. All electrical installations and connections to electrical service must be made by a house electrician. We will not be responsible for damage or loss to any equipment, components, computer hardware, software or data, or injury to any person caused by the unauthorized installation of any equipment, connection to service, or wiring of any equipment by persons other than St. Charles Convention Center house electricians.

b. **Mechanical**

- **Service Connection Guidelines:** Under NO circumstances shall anyone other than house engineers make service connections. Service requirements crossing aisles will not be installed unless approved by show management AND our Event Services department. Obstructions blocking utility floor boxes or other service access points are subject to relocation as necessary. House engineers are authorized to cut floor coverings to permit installation of service unless otherwise directed.

- **Equipment:** All equipment must comply with all federal, state and local safety codes. Where applications require critical regulation of pressure, flow or moisture content, the exhibitor is responsible for supplying the necessary regulator, conditioner, etc. All equipment must be properly tagged or marked with appropriate information about requirements or tolerances regarding pressure, flow, capacity, rate of fill and/or other factors pertinent to safety. We reserve the right to refuse connection to any exhibitor whose equipment is deemed unsafe by an engineering supervisor. All materials and equipment furnished by St. Charles Convention Center for this service order shall remain St. Charles Convention Center property and shall be disconnected and removed only by house engineers at the close of the show. Tanks, drums, barrels and other containers requiring water fill and drain exceeding 30-gallon capacity must be filled and drained by house engineers and are subject to a service charge. We reserve the right to not fill any container that shows signs of leakage or is otherwise deemed inadequate by an engineering supervisor. Containers showing signs of leakage will be drained by a house engineer without prior notice.

- **NOTICE:** Exhibitor assumes responsibility for any damage to St. Charles Convention Center facilities caused by faulty exhibitor equipment or negligent operation of exhibitor equipment. We cannot accept responsibility for pressure fluctuations due to temporary conditions beyond our control. For your protection, we advise installing
UTILITY SERVICES CONDITIONS AND REGULATIONS

appropriate regulators on any connection requiring critical control of pressure, moisture content, etc. All installations and connections to mechanical services must be made by house engineers. We will not be responsible for damage or loss to any equipment or components or injury to any person caused by the unauthorized installation of any equipment, connection to service or interconnection of any equipment by persons other than house engineers.

c. Telecommunications

• **Overview:** The St. Charles Convention Center offers state-of-the-art Internet connectivity throughout the convention space with 1 GIG of bandwidth. The network infrastructure is designed to offer convenient and reliable connectivity for a wide variety of event-based needs. Our team of technicians and engineers can customize the network experience to meet all group needs. There is on-site staff to assist with technical needs. SCCC is the exclusive voice/data communications provider. As such all outside proxy servers, routers, or any machine used to propagate a single IP address to multiply devices are forbidden. Each device that is connected to the network, which has the ability to see the internet, must have an IP address purchased for that device. Various features and customizations are available to create a convenient and efficient experience. Contact your Event Manager for options and pricing.

• **Service & Equipment Connection Guidelines:** *Use of outside switches, routers and wireless access points (including hotspot devices).* The network infrastructure is specifically designed for the success of all levels of wireless activity at the St. Charles Convention Center. In order to ensure the success of everyone’s event, SCCC should be notified no later than 30 days prior to the start of the event of any intended use of outside switches, routers or wireless access points to ensure they will work without causing problems. The introduction of customer supplied switches, routers and wireless access points (including hotspot devices) into the system creates interference and causes performance deterioration and possible failure of both the SCCC and customer supplied equipment. Please also note that customer supplied switches, routers and wireless access points are the responsibility of the customer to troubleshoot and SCCC does not carry an inventory of consumer grade equipment.

• **NOTICE:** Each device connected to the SCCC network must have an approved SCCC IP Address. The use of any DHCP, NAT, or PAT technologies must have prior approval of the SCCC Technical Services Department. Any unapproved proxy servers, firewalls, wireless access points or routers will be subject to service disconnection. If you have special networking needs, please contact your event manager or a member of the Technical Services Department. The SCCC does not have auto-blocking features turned on within their wireless network. SCCC will provide 10/100/1000 Base-T switched Ethernet connections with an RJ-45 connector. Any wired device to be used on the SCCC network must be equipped with a Network Interface Card (NIC) and the appropriate operating system drivers. Users of wireless hardware (e.g. 802.11) and/or applications must contact SCCC to coordinate frequency usage. SCCC adheres to the FCC Enforcement Advisory No. 2015-01 dated January 27, 2015.
The information contained in this brief outline does not by any means cover completely the ordinances and regulations contained in the local Fire Prevention Code.

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

1. All curtains, drapes and decorations must be constructed of flameproof material, or treated with an approved flameproofing solution. (Treatment shall be renewed as often as may be necessary to maintain the flameproofing effect.)

2. No combustible materials, merchandise or signs shall be attached to, hung from, or draped over flameproofed side and rear divider draperies of booths or attached to table skirting facing aisles, unless flameproofed.

3. All exits, hallways and aisles leading from buildings or tents are to be kept clear and unobstructed at all times.

4. No exit door shall be locked, bolted or otherwise fastened or obstructed at any time an exhibit building is open to the public. Moreover, it shall be unlawful to obstruct, or reduce in any manner, the clear width of any doorway, hallway, passageway or other means of egress. Additionally, all required exits shall be so located as to be discernible and accessible with unobstructed access thereto.

5. Access through turnstiles, gates, rails or similar devices shall not be permitted unless such a device is equipped to swing readily in the direction of exit travel under a total force of not more than 15 pounds and/or prior approval of the Fire Marshal.

6. All sawdust, shavings, hay and straw shall be flameproofed, stored and maintained in a manner approved by the Fire Marshal.

7. Automobiles, trucks, tractors, machinery and other motor vehicles utilizing flammable fuels, which are placed on display inside any building shall have no more than two (2) gallons of fuel in the tank; all fuel tanks shall be locked or effectively sealed and battery cables shall be disconnected from the ignition system. Ignition keys for vehicles on display shall be kept by a responsible person at the display location for removal of such vehicles from the building in the event of an emergency.

8. There shall not be any gasoline powered forklifts or carts allowed in a place of assembly. Exceptions: Propane or electric vehicles are allowed.

9. The use of liquefied petroleum gases inside buildings, tents or other areas is strictly prohibited, except for demonstration purposes when approved by the Fire Marshal. Maximum LPG allowed for exhibition purposes is a six (6) pound cylinder.

10. “No Smoking by Order of Fire Marshal” signs shall be posted and maintained in areas designated by the Fire Marshal.

11. Provide for daily removal and disposal of trash and rubbish from buildings and tents.

12. All electrical wiring shall be installed in a manner approved by the City Chief Electrical Inspector.

13. Provide and maintain approved fire extinguishing equipment in all areas as designated by the Fire Marshal.

14. All standpipe and hose cabinets shall be kept clear and unobstructed at all times.

15. All appliances fired by natural gas shall be approved by the City Chief Mechanical Inspector and Fire Marshal before being used.

16. The use of welding and cutting equipment for demonstration purposes must be by permit from the Fire Marshal.

17. Cylinders of compressed gases are prohibited unless approved by the Fire Marshal, and shall be secured in a vertical or horizontal positions depending on the tank use and design.

18. The operator or the person in charge of operation or use of any place of assembly or education shall check egress facilities before such building is occupied for any use. If such inspection reveals that any element of the required means of egress is obstructed, inaccessible, locked, fastened or otherwise unsuitied for immediate use, admittance to the building shall not be permitted until necessary corrective action has been completed.

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

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

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

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

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

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

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

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

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

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

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

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

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

30. All floor plans submitted shall by totally representative of the halls, rooms and/or areas in which the events are held in, such as the location of manual pull stations, fire hose standpipe closets, exits, aisles and man doors in air walls, etc.