Dear Exhibitor:

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

2019 IEEE BiCMOS and Compound Semiconductor Integrated Circuits and Technology Symposium (BCICTS)

November 3 - 6, 2019
Nashville, TN, USA

NOVEMBER 3 – 6, 2019

LOEWS VANDERBILT HOTEL
NASHVILLE, TENNESSEE
Booth Equipment
Each 8’x10’ booth will be set with 8’ high black back drape, 3’ high black side dividers, one (1) 6’ black skirted table, two (2) chairs, one (1) wastebasket and a 7” x 44” one-line identification sign.

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

Discount Price Deadline Date
In order to receive advance order discount rates listed on the price sheet, we must receive your order and payment by Wednesday, October 16th, 2019.

Shipments to Advance Warehouse Deadline Date
Heritage will begin receiving freight at the advance warehouse on Monday, October 7th, 2019. To avoid late fees all shipments to the advanced warehouse must arrive no later than Monday, October 28th, 2019.

Show Schedule

Exhibitor Move-In
Monday November 4th 11:00 a.m. - 4:00 p.m.

Exhibit Hours
Monday November 4th 5:00 p.m. - 8:00 p.m.
Tuesday November 5th 7:00 a.m. - 2:30 p.m.

Exhibitor Move-Out
Tuesday November 5th 2:30 p.m. - 4:30 p.m.

• Empty crates and containers will begin being returned at 2:30 p.m., Tuesday, November 5th.
• All carriers must check-in no later than 3:30 p.m. on Tuesday, November 5th. Heritage will begin redirecting all outbound freight not claimed by appointed freight carriers to the preferred show carrier at 3:30 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
C/O UPS Freight
45 Teledyne Pl.
La Vergne, TN 37086
FOR: IEEE BCICTS 2019

Heritage will accept exhibit materials beginning Monday, October 7th, 2019 at the above address. Material arriving after Monday, October 28th, 2019 will be received at the warehouse with an additional after deadline charge.

Show Site Shipping Address:

Exhibitor Company Name and Booth Number
C/O Heritage Trade Show Services
Loews Vanderbilt Hotel
2100 West End Ave.
Nashville, TN 37203
FOR: IEEE BCICTS 2019

Freight will be accepted at show site beginning at 11:00 a.m. on Monday, November 4th, 2019. See the Material Handling Instructions within this kit for additional information.

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

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

We Appreciate Your Business
NAME OF CONVENTION: IEEE BCICTS 2019  

EXHIBITING COMPANY

ADDRESS

CONTACT EMAIL

PRINT NAME

BOOTH #

CITY

STATE

ZIP

SIGNATURE

---

<table>
<thead>
<tr>
<th>CREDIT CARD PAYMENT</th>
</tr>
</thead>
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<tr>
<td>CARD HOLDER'S NAME (Please print)</td>
</tr>
<tr>
<td>CARD HOLDER'S SIGNATURE</td>
</tr>
<tr>
<td>CREDIT CARD BILLING ADDRESS</td>
</tr>
<tr>
<td>CITY</td>
</tr>
<tr>
<td>STATE</td>
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<td>ZIP</td>
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<tr>
<td>/</td>
</tr>
<tr>
<td>EXP DATE</td>
</tr>
<tr>
<td>/</td>
</tr>
</tbody>
</table>
| 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 | $ |
| 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.

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All orders received at the Exhibitor Service Desk will be charged at standard rates. All outstanding balances must be paid by the close of the show. Adjustments to your invoice will not be made after the close of the show. Heritage requires that you provide a credit card authorization form if you require material handling, sign hanging or labor services. For your convenience, we will use this authorization to charge your credit card account for your advance orders, and any additional amounts incurred as a result of show site orders placed by your representative. These charges may include all Heritage companies, including but not limited to HES Logistics, Inc., or any charges which Heritage may be obligated to pay on behalf of Exhibitor, including without limitation, any shipping charges. By submitting this form or ordering materials or services from Heritage, you agree to be bound by all terms & conditions included in your service manual.

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For questions or comments, your Exhibitor Services Representative is available by phone at 314-534-8500, by email at exhibitor.services@heritagesvs.com or in person on the show site at the Service Desk. Thank you for your business.
**FURNITURE/CARPET RENTAL ORDER FORM**

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

<table>
<thead>
<tr>
<th>ITEM #</th>
<th>QTY</th>
<th>DISCOUNT RATES</th>
<th>STANDARD RATES</th>
<th>DISCOUNT STANDARD AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>FURNITURE</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>F60</td>
<td>Plastic Side Chair (Gray)</td>
<td>82.95</td>
<td>107.80</td>
<td></td>
</tr>
<tr>
<td>F50</td>
<td>Padded Sled Base Chair (Gray)</td>
<td>108.20</td>
<td>140.70</td>
<td></td>
</tr>
<tr>
<td>F9</td>
<td>Padded Chair (Gray)</td>
<td>108.20</td>
<td>140.70</td>
<td></td>
</tr>
<tr>
<td>F10</td>
<td>Padded Arm Chair (Gray)</td>
<td>117.30</td>
<td>152.50</td>
<td></td>
</tr>
<tr>
<td>F20</td>
<td>Custom Padded Arm Chair</td>
<td>138.55</td>
<td>180.15</td>
<td></td>
</tr>
<tr>
<td>F30</td>
<td>Padded High Stool (Gray)</td>
<td>132.50</td>
<td>172.25</td>
<td></td>
</tr>
<tr>
<td>F40</td>
<td>Custom Padded High Stool</td>
<td>173.95</td>
<td>226.15</td>
<td></td>
</tr>
<tr>
<td>F75</td>
<td>Executive Chair</td>
<td>195.00</td>
<td>253.50</td>
<td></td>
</tr>
<tr>
<td><strong>CARPET</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>C10</td>
<td>9' X 10'</td>
<td>220.50</td>
<td>286.65</td>
<td></td>
</tr>
<tr>
<td>C20</td>
<td>9' X 20'</td>
<td>432.85</td>
<td>562.75</td>
<td></td>
</tr>
<tr>
<td>C30</td>
<td>9' X 30'</td>
<td>647.30</td>
<td>841.50</td>
<td></td>
</tr>
<tr>
<td>C40</td>
<td>9' X 40'</td>
<td>869.80</td>
<td>1,130.75</td>
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</tr>
<tr>
<td>C50</td>
<td>9' X Per 10' increment</td>
<td>220.50</td>
<td>286.65</td>
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**AREA CARPET** (Indicate Dimensions for Special Size Carpet)

<table>
<thead>
<tr>
<th>ITEM #</th>
<th>QTY</th>
<th>DISCOUNT RATES</th>
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<th>DISCOUNT STANDARD AMOUNT</th>
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</thead>
<tbody>
<tr>
<td>C60</td>
<td>8' H. Background/per ft.</td>
<td>3.70</td>
<td>4.85</td>
<td></td>
</tr>
</tbody>
</table>

**COLORS:**
- RED
- BLUE
- HUNTER GREEN
- BURGUNDY
- PLUM
- GRAY
- BLACK

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

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

<table>
<thead>
<tr>
<th>ITEM #</th>
<th>QTY</th>
<th>DISCOUNT RATES</th>
<th>STANDARD RATES</th>
<th>DISCOUNT STANDARD AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td>C70</td>
<td>'</td>
<td>Carpet padding/per sq. ft.</td>
<td>1.80</td>
<td>2.35</td>
</tr>
<tr>
<td>C80</td>
<td>'</td>
<td>Visqueen covering/per sq. ft.</td>
<td>1.10</td>
<td>1.40</td>
</tr>
</tbody>
</table>

**TABLE RISERS COVERED WHITE**
(Riser Dimension: 10" Wide x 8" high)

<table>
<thead>
<tr>
<th>ITEM #</th>
<th>QTY</th>
<th>DISCOUNT RATES</th>
<th>STANDARD RATES</th>
<th>DISCOUNT STANDARD AMOUNT</th>
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<tbody>
<tr>
<td>F260</td>
<td>6' Long riser</td>
<td>81.30</td>
<td>105.70</td>
<td></td>
</tr>
<tr>
<td>F270</td>
<td>8' Long riser</td>
<td>98.30</td>
<td>127.80</td>
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</table>

**SPECIAL DRAPE BACKGROUNDS**

<table>
<thead>
<tr>
<th>ITEM #</th>
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<th>STANDARD RATES</th>
<th>DISCOUNT STANDARD AMOUNT</th>
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</thead>
<tbody>
<tr>
<td>F280</td>
<td>3' H. Background/per ft.</td>
<td>20.25</td>
<td>26.30</td>
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</tr>
<tr>
<td>F290</td>
<td>8' H. Background/per ft.</td>
<td>22.25</td>
<td>28.95</td>
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</table>

**DRAPE BACKGROUNDS**

<table>
<thead>
<tr>
<th>ITEM #</th>
<th>QTY</th>
<th>DISCOUNT RATES</th>
<th>STANDARD RATES</th>
<th>DISCOUNT STANDARD AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td>F110</td>
<td>4' Table - 30&quot; high</td>
<td>149.70</td>
<td>194.60</td>
<td></td>
</tr>
<tr>
<td>F120</td>
<td>6' Table - 30&quot; high</td>
<td>180.05</td>
<td>234.05</td>
<td></td>
</tr>
<tr>
<td>F130</td>
<td>8' Table - 30&quot; high</td>
<td>210.35</td>
<td>273.50</td>
<td></td>
</tr>
<tr>
<td>F140</td>
<td>4' Table - 42&quot; Counter high</td>
<td>186.10</td>
<td>241.90</td>
<td></td>
</tr>
<tr>
<td>F150</td>
<td>6' Table - 42&quot; Counter high</td>
<td>216.45</td>
<td>281.35</td>
<td></td>
</tr>
<tr>
<td>F160</td>
<td>8' Table - 42&quot; Counter high</td>
<td>246.80</td>
<td>320.80</td>
<td></td>
</tr>
<tr>
<td>F170</td>
<td>4th side table drape</td>
<td>62.70</td>
<td>81.50</td>
<td></td>
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</table>

**STANDARD AMOUNT**

<table>
<thead>
<tr>
<th>ITEM #</th>
<th>QTY</th>
<th>DISCOUNT RATES</th>
<th>STANDARD RATES</th>
<th>DISCOUNT STANDARD AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td>F75</td>
<td>Executive Chair</td>
<td>195.00</td>
<td>253.50</td>
<td></td>
</tr>
</tbody>
</table>

**COLORS:**
- RED
- BLUE
- TEAL
- BURGUNDY
- HUNTER GREEN
- PLUM
- GRAY
- BLACK
- WHITE
- GOLD
- EXPO GREEN

**TOTAL ORDER**

**9.25% Tax**

**TOTAL ORDER**

---

**NAME OF CONVENTION:** IEEE BCICTS 2019

**BOOTH #**

**EXHIBITING COMPANY**

**PHONE #**

**FAX #**

**ADDRESS**

**CITY**

**STATE**

**ZIP**

**EMAIL ORDER CONFIRMATION & INVOICE TO**

**DATE**

(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
Chairs/Carpet

Chairs

Furniture
- F60 Plastic Side Chair, Gray
- F50 Padded Sled Base Chair, Gray
- F9 Padded Chair, Gray
- F10 Padded Arm Chair, Gray
- F30 Padded High Stool, Gray
- F20 Padded Arm Chair, Custom
- F40 Padded High Stool, Custom
- F75 Executive Chair

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

Furniture Images:
- F60: Plastic Side Chair, Gray
- F50: Padded Sled Base Chair, Gray
- F9: Padded Chair, Gray
- F10: Padded Arm Chair, Gray
- F30: Padded High Stool, Gray
- F20: Padded Arm Chair, Custom
- F40: Padded High Stool, Custom
- F75: Executive Chair

Carpet Options:
- Black
- Red
- Burgundy
- Gray
- Blue
- Plum
- Hunter Green

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

### Undraped Display Tables
- F190 4’ x 2’ x 30”
- F200 6’ x 2’ x 30”
- F210 8’ x 2’ x 30”

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

---

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”
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- F130 8’ x 2’ x 30”

Undraped Display Tables
- F190 4’ x 2’ x 30”
- F200 6’ x 2’ x 30”
- F210 8’ x 2’ x 30”

### Fabric Options
- Red
- Teal
- Burgundy
- Gray
- Plum
- White
- Hunter Green
- Expo Green
- Gold
- Blue
- Black
### ACCESSORIES

<table>
<thead>
<tr>
<th>ITEM</th>
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<th>DISCOUNT RATES</th>
<th>STANDARD RATES</th>
<th>AMOUNT</th>
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</thead>
<tbody>
<tr>
<td>A10</td>
<td>Wastebasket</td>
<td>29.15</td>
<td>37.85</td>
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<tr>
<td>A20</td>
<td>Tripod Easels</td>
<td>48.55</td>
<td>63.10</td>
<td></td>
</tr>
<tr>
<td>D250</td>
<td>Chrome Sign Holder</td>
<td>179.00</td>
<td>232.70</td>
<td></td>
</tr>
<tr>
<td>A30</td>
<td>Chrome Stanchion</td>
<td>36.40</td>
<td>47.35</td>
<td></td>
</tr>
<tr>
<td>A40</td>
<td>Velour Rope 6’ Black</td>
<td>36.40</td>
<td>47.35</td>
<td></td>
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<tr>
<td>A50</td>
<td>Coat Tree</td>
<td>105.60</td>
<td>137.25</td>
<td></td>
</tr>
<tr>
<td>A60</td>
<td>Chrome Bag Rack</td>
<td>105.60</td>
<td>137.25</td>
<td></td>
</tr>
<tr>
<td>A70</td>
<td>Literature Rack</td>
<td>206.30</td>
<td>268.20</td>
<td></td>
</tr>
<tr>
<td>A80</td>
<td>Garment Rack 5’</td>
<td>113.30</td>
<td>147.25</td>
<td></td>
</tr>
<tr>
<td>A90</td>
<td>2 Way Straight Arm Rack</td>
<td>155.35</td>
<td>201.95</td>
<td></td>
</tr>
<tr>
<td>A100</td>
<td>4 Way Slant Arm Rack</td>
<td>173.95</td>
<td>226.15</td>
<td></td>
</tr>
<tr>
<td>A106</td>
<td>Raffle Ticket Drum</td>
<td>25.00</td>
<td>32.50</td>
<td></td>
</tr>
<tr>
<td>A107</td>
<td>Fishbowl</td>
<td>165.05</td>
<td>214.60</td>
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</tbody>
</table>

### DISPLAY CABINETS AND COUNTERS

- Black Fabric
- Gray Fabric
- White PVC

<table>
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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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</thead>
<tbody>
<tr>
<td>MD20</td>
<td>Counter 1M x 1/2M x 42’ High, W/Shelf</td>
<td>679.65</td>
<td>883.55</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Counter Lock</td>
<td>38.45</td>
<td>49.95</td>
<td></td>
</tr>
<tr>
<td>MD21</td>
<td>Counter 2M x 1/2M x 42’ High, W/Shelf</td>
<td>950.70</td>
<td>1235.90</td>
<td></td>
</tr>
<tr>
<td></td>
<td>2 Counter Locks</td>
<td>76.90</td>
<td>99.90</td>
<td></td>
</tr>
<tr>
<td>MD22</td>
<td>Curved Counter 1M x 1/2M x 42’ High W/Shelf</td>
<td>747.62</td>
<td>97191</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Counter Lock</td>
<td>38.45</td>
<td>49.95</td>
<td></td>
</tr>
<tr>
<td>MD23</td>
<td>Radius Counter 1M x 1/2M x 42’ High</td>
<td>897.15</td>
<td>1166.30</td>
<td></td>
</tr>
<tr>
<td>MD30</td>
<td>Cabinet 1M x 1/2M x 42” (White Only/ Comes With Lock &amp; Shelf)</td>
<td>815.58</td>
<td>1060.25</td>
<td></td>
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</tbody>
</table>

### DISPLAY

<table>
<thead>
<tr>
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<th>STANDARD RATES</th>
<th>AMOUNT</th>
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</thead>
<tbody>
<tr>
<td>D10</td>
<td>Pegboard Panels (4’x8’)</td>
<td>291.30</td>
<td>378.65</td>
<td></td>
</tr>
<tr>
<td>D11</td>
<td>Pegboard 6” Single Hook</td>
<td>14.30</td>
<td>18.59</td>
<td></td>
</tr>
<tr>
<td>D12</td>
<td>Pegboard 8” Single Hook</td>
<td>16.70</td>
<td>21.71</td>
<td></td>
</tr>
<tr>
<td>D20</td>
<td>Tackboard Panels (4’x8’)</td>
<td>218.45</td>
<td>284.00</td>
<td></td>
</tr>
<tr>
<td>D31</td>
<td>Fabric Impact Panel 1 Meter x 8’</td>
<td>534.00</td>
<td>694.10</td>
<td></td>
</tr>
<tr>
<td>D40</td>
<td>Gridwall 2’x8’ Black</td>
<td>199.05</td>
<td>258.75</td>
<td></td>
</tr>
<tr>
<td>D50</td>
<td>Slatwall 1 Meter x 8’</td>
<td>267.00</td>
<td>347.10</td>
<td></td>
</tr>
<tr>
<td>D60</td>
<td>Gridwall 6” Single Hook</td>
<td>14.30</td>
<td>18.59</td>
<td></td>
</tr>
<tr>
<td>D70</td>
<td>Gridwall 8” Single Hook</td>
<td>16.70</td>
<td>21.71</td>
<td></td>
</tr>
<tr>
<td>D50</td>
<td>Slatwall Waterwalls Hooks</td>
<td>43.70</td>
<td>56.80</td>
<td></td>
</tr>
<tr>
<td>D120</td>
<td>Slatwall 8” Bracket</td>
<td>16.70</td>
<td>21.71</td>
<td></td>
</tr>
<tr>
<td>D130</td>
<td>Shelf 1 meter wide</td>
<td>72.80</td>
<td>94.65</td>
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<tr>
<td>D210</td>
<td>Acrylic Holder</td>
<td>30.35</td>
<td>39.45</td>
<td></td>
</tr>
<tr>
<td>D220</td>
<td>2 Arm Light</td>
<td>64.75</td>
<td>84.15</td>
<td></td>
</tr>
<tr>
<td>D140</td>
<td>4’ Full View Showcase</td>
<td>643.25</td>
<td>836.20</td>
<td></td>
</tr>
<tr>
<td>D150</td>
<td>6’ Full View Showcase</td>
<td>691.80</td>
<td>899.35</td>
<td></td>
</tr>
<tr>
<td>D170</td>
<td>6’ Quarter View Showcase</td>
<td>614.90</td>
<td>799.40</td>
<td></td>
</tr>
</tbody>
</table>

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

9.25% Tax

TOTAL ORDER

---

**Name of Convention:** IEEE BCITS 2019

**Exhibiting Company:**

**Address:**

**Phone #**

**Fax #**

**Email Order Confirmation & Invoice To:**

**Contact Name:**

(Print & Sign)
### Accessories

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

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

D121 Pegboard 8” Single Hook
D121 Slatwall 8” Single Hook
D60 Gridwall 6” Single Hook
D70 Gridwall 8” Single Hook
D130 Shelf 1 meter wide x 12” deep
D220 Arm Light

D20 Vertical 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.

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

D220 Arm Light
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.

MD20 (Top)
MD21 (Bottom)
MD23 (Top)
MD22 (Bottom)
MODULAR RENTAL DISPLAY
ORDER FORM

Cancellation: No refunds if cancelled after the deadline.
Late Request: Request after deadline will be filled as available at the standard rate.

Choose Your Exhibit - Check One

☐ MD01 DISPLAY ONE: 10’ STANDARD DISPLAY
Package Includes:
Installation and dismantling labor
1 Header
One 10’ x 10’ Standard Carpet
One 1 meter counter
Three Arm Lights

☐ MD02 DISPLAY TWO: 20’ STANDARD DISPLAY
Package Includes:
Installation and dismantling labor
One 10’ x 20’ Standard Carpet
Two 1 meter counters
Six Halogen Lights

☐ MD03 DISPLAY THREE: 20’ DELUXE DISPLAY
Package Includes:
Installation and dismantling labor
One 10’ x 20’ Standard Carpet
Two Headers
One 1.5 meter counter
Four shelves
Five Halogen Lights

☐ MD04 DISPLAY FOUR: 20’ DELUXE DISPLAY
Package Includes:
Installation and dismantling labor
One 10’ x 20’ Standard Carpet
Two Headers
Four Counters
Five Halogen Lights

☐ MD05 DISPLAY FIVE: 20 X 20 ISLAND DISPLAY
Package Includes:
Installation and dismantling labor
One 20’ x 20’ Standard carpet
Two Headers
Four Counters

☐ MD06 DISPLAY SIX: 20 X 20 ISLAND DISPLAY
Package Includes:
Installation and dismantling labor
One 20’ x 20’ Standard Carpet
Four Headers
Four Counters

Circle your carpet color:
Black  Blue  Burgundy  Gray  Red

Choose Your Panels Standard and Optional Panel Choices
☐ White Hardwall
☐ Black/Gray Velcro – Circle: Black or Gray
☐ Opt. Color Hardwall (per panel) - Specify

Advanced Rates:
Included $70.00 ea.

Advanced Rates:
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__________

9.25% Tax__________

TOTAL ORDER__________

NAME OF CONVENTION  IEEE BCICTS 2019 BOOTH # __________________________

EXHIBITING COMPANY __________________________ PHONE # __________________________ FAX # __________________________

ADDRESS __________________________ CITY __________________________ STATE __________________________ ZIP __________________________

EMAIL ORDER CONFIRMATION & INVOICE TO __________________________ __________________________

CONTACT NAME _______________ DATE ________________

(Print & Sign)
Modular Displays

MD01 Modular Hardwall Display Package 1

MD02 Modular Hardwall Display Package 2

MD03 Modular Hardwall Display Package 3

MD04 Modular Hardwall Display Package 4

MD05 Modular Hardwall Display Package 5

MD06 Modular Hardwall Display Package 6
A. MATERIAL HANDLING FOR DELIVERIES TO WAREHOUSE
Heritage Trade Show Services will start receiving crated, boxed or skidded materials 30 days prior to show move-in. Shipments will be received Monday through Friday between the hours of 10:00 a.m. and 4:00 p.m. 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:

<table>
<thead>
<tr>
<th>EXHIBITOR COMPANY NAME</th>
<th>BOOTH NO.</th>
<th>TOTAL PIECES</th>
<th>APPROX. WT.</th>
</tr>
</thead>
<tbody>
<tr>
<td>HERITAGE TRADE SHOW SERVICES</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>C/O UPS FREIGHT</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>45 TELEDYNE PL.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>LA VERGNE, TN 37086</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>FOR: IEEE BCICTS 2019</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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

RATES FOR DELIVERIES TO WAREHOUSE

<table>
<thead>
<tr>
<th>Description</th>
<th>Deadline Date: Monday, October 28th, 2019 To Avoid Late Fees</th>
</tr>
</thead>
<tbody>
<tr>
<td>I</td>
<td>Description</td>
</tr>
<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>

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

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

<table>
<thead>
<tr>
<th>EXHIBITOR COMPANY NAME</th>
<th>BOOTH NO.</th>
<th>TOTAL PIECES</th>
<th>APPROX. WT.</th>
</tr>
</thead>
<tbody>
<tr>
<td>C/O HERITAGE TRADE SHOW SERVICES</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>LOEWS VANDERBILT HOTEL</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2100 WEST END AVE.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>NASHVILLE, TN 37203</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>FOR: IEEE BCICTS 2019</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

RATES FOR DELIVERIES TO SHOWSITE

<table>
<thead>
<tr>
<th>Description</th>
<th>Rate per 100 lbs.</th>
<th>M in Charge</th>
</tr>
</thead>
<tbody>
<tr>
<td>VI</td>
<td>Packaged Shipments to the Show site</td>
<td>$ 156.50</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>$ 187.80</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>$ 219.10</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**

| Estimated Weight in lbs. | $ + 100 | $ x Rate | $ 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 (via certified scale ticket), and description of merchandise. If shipments arrive without weight on bill-of-lading and weight is unobtainable, Heritage will estimate the weight. If actual scale weights are not submitted prior to move-out the estimated weight will be final and binding. All shipments received are subject to weigh and 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 # (One Hour Minimum)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Material Handler</td>
<td>$118.85 per hr.</td>
<td>$178.28 per hr.</td>
</tr>
<tr>
<td>Local Pickups &amp; Deliveries</td>
<td>$282.70 per hr.</td>
<td>$424.05 per hr.</td>
</tr>
</tbody>
</table>

TOTAL: Please enter total on credit card authorization form

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: IEEE BCICTS 2019

EXHIBITING COMPANY __________________________ PHONE # __________________________ FAX # __________________________

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).................................$118.85
8:00 a.m. - 4:30 p.m. Monday - Friday
Over Time: (one hour minimum per man)..................................$178.28

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

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

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

NAME OF CONVENTION IEEE BCICTS 2019

EXHIBITING COMPANY _________________________________________ PHONE # _______________ FAX # _______________

ADDRESS _____________________________________________________ CITY ___________________ STATE _________ ZIP __________________

EMAIL ORDER CONFIRMATION & INVOICE TO __________________________

CONTACT NAME ____________________________ (Print & Sign) DATE __________________

Please Return This Form Promptly To The Address Above-Retain One Copy For Your File
HERITAGE
Trade Show Services
DO NOT DELAY!
ADVANCE SHIPMENT
TO WAREHOUSE

TO: __________________________________________
EXHIBITOR NAME

BOOTH NUMBER: ____________________________

HERITAGE TRADE SHOW SERVICES
C/O UPS FREIGHT
45 TELEDYNE PL.
LA VERGNE, TN 37086

FOR: IEEE BCICTS 2019

FOR: IEEE BCICTS 2019
IMPORTANT NOTICE
REGARDING DIRECT SHIPMENTS

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

NOTE: Direct shipments will only be received beginning at 11:00 a.m., Monday, November 4th, 2019. Any materials sent to the venue prior to this date may be returned to sender and/or may be turned over to Heritage Trade Show Services and will be billed according to the Show’s Shipping & Receiving Rates, and will be subject to venue assessed fees.

<table>
<thead>
<tr>
<th>EXHIBITOR COMPANY NAME</th>
<th>____________________________</th>
</tr>
</thead>
<tbody>
<tr>
<td>BOOTH NUMBER</td>
<td>____________________________</td>
</tr>
</tbody>
</table>

C/ O HERITAGE TRADE SHOW SERVICES
LOEWS VANDERBILT HOTEL
2100 WEST END AVE.
NASHVILLE, TN 37203

FOR: IEEE BCICTS 2019

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

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

WE APPRECIATE YOUR COOPERATION.
HERITAGE TRADE SHOW SERVICES
NEED A RELIABLE CARRIER TO TRANSPORT YOUR FREIGHT?

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

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

Show Name__________________________________________
Booth Name__________________________________________
Booth Number(if known)________________________________

Pickup Information

Company Name________________________________________
Address______________________________________________
Suite___________________________________________________
City, ST Zip____________________________________________

Contact Name_________________________________________
Contact Number________________________________________
(for the driver to call, if needed)

Pickup Hours__________________________________________
Pickup Date__________________________________________
(call HES Logistics to discuss, if needed)

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

__________________________________________________________________________________________________________________________
__________________________________________________________________________________________________________________________

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

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

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

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

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

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

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

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

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

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

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

EXHIBIT INSTALLATION AND DISMANTLE
We have an agreement with the Local Stagehand Union to provide labor for display installation and dismantle. Full time employees of the exhibiting companies may set their own exhibits without the assistance of this union. Any labor services that may be required beyond what your regular full time employees can provide must be rendered by the Union or an Exhibitor Appointed Contractor. Labor can be ordered in advance by completing the Display Labor Form, or at show site from the Heritage Service Center.

MATERIAL HANDLING
Exhibitors and full time employees of exhibiting companies may hand carry their own materials into the exhibit facility. However, the use of flat trucks, pallet jacks or other mechanical equipment is not permitted. You may use dollies. Heritage has the responsibility of receiving and handling all exhibit materials and crates, with the exception of items exhibitors hand carry. Heritage will control access to the loading docks in order to provide safe and orderly move in/out. Unloading or reloading at the dock of any and all contracted carriers will be handled by Heritage. Vehicles must not be left unattended at the loading area. Any unattended vehicles will be towed at the owner’s expense. Fire Marshal regulations absolutely prohibit the storage of empty containers in the exhibit hall. Arrangements have been made with Heritage to store empty crates and containers. Please refer to the Material Handling section of this manual for information regarding the handling of empties, disposal of skids, etc.

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

GRATUITIES
Tipping is prohibited. This includes practices such as giving money, merchandise, or other special consideration for services rendered. Please do not give breaks other than mid-morning and mid-afternoon, when the union has a scheduled 15 minute paid break. Meal breaks are one hour. Any attempt to solicit a gratuity by an employee should be reported to the Exhibit Manager or Heritage Supervisor.
**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**

<table>
<thead>
<tr>
<th>Address</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>___________________</td>
<td></td>
</tr>
<tr>
<td>_________________</td>
<td></td>
</tr>
<tr>
<td>_________________</td>
<td></td>
</tr>
</tbody>
</table>

**CONTACT PERSON** ________________________

**PHONE** ________________________

**EMAIL** ________________________

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.

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**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:**

<table>
<thead>
<tr>
<th>Credit Card Account No.</th>
<th></th>
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<tbody>
<tr>
<td>________________________</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Expiration Date</th>
<th>Verification Code</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong><strong>/</strong></strong>/_____</td>
<td><em><strong>/</strong></em>/<em><strong>/</strong></em></td>
</tr>
</tbody>
</table>

- [ ] PERSONAL CREDIT CARD
- [ ] COMPANY CREDIT CARD

**Cardholder’s Name** ________________________

**Authorized Signature** ________________________

**Print Name** ________________________

**Company Name** ________________________

**Address** ________________________

**City/State/Zip** ________________________

**Phone** ________________________

**Fax** ________________________

**Email** ________________________

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:** ________________________

---

NAME OF CONVENTION **IEEE BCICTS 2019**

<table>
<thead>
<tr>
<th>Booth #</th>
<th></th>
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<tbody>
<tr>
<td>____________</td>
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</table>

**Exhibiting Company** ________________________

<table>
<thead>
<tr>
<th>Phone #</th>
<th>Fax #</th>
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<tr>
<td>____________</td>
<td>____________</td>
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</tbody>
</table>

**Address** ________________________

<table>
<thead>
<tr>
<th>City</th>
<th>State</th>
<th>Zip</th>
</tr>
</thead>
<tbody>
<tr>
<td>____________</td>
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</tbody>
</table>

**Email Order Confirmation & Invoice To** ________________________

**Contact Name** ________________________

**Date** ________________________

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

<table>
<thead>
<tr>
<th></th>
<th>DISCOUNTED</th>
<th>STANDARD</th>
</tr>
</thead>
<tbody>
<tr>
<td>STRAIGHT TIME (One hour minimum per man)</td>
<td>$118.85 PER HOUR</td>
<td>$154.51 PER HOUR</td>
</tr>
<tr>
<td>8:00 A.M. to 4:30 P.M. Monday through Friday</td>
<td></td>
<td></td>
</tr>
<tr>
<td>OVERTIME (One hour minimum per man)</td>
<td>$178.28 PER HOUR</td>
<td>$231.77 PER HOUR</td>
</tr>
<tr>
<td>After 4:30 P.M. to 8:00 A.M. Monday through Friday</td>
<td></td>
<td></td>
</tr>
<tr>
<td>and all hours on Saturday and Sunday</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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.

HIRE LABOR ORDER FORM
DISPLAY LABOR FOR INSTALLATION & Dismantle of exhibits

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

INSTALLATION

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

No of men _____ Estimated hours each man _____ Total hrs ____ X rate ST/OT _____ + 30%____ = _______
Please complete the reverse side of this form

☐ FURNISH LABOR TO ERECT EXHIBIT UNDER EXHIBITOR'S SUPERVISION
Have _____ (No.) of men available as close as possible to _____ (A.M.-P.M.) on __________ (Day) _________ (Date) to erect exhibit under exhibitor's supervision. Exhibitor must check in at service desk to obtain labor.

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

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 IEEE BCCTS 2019
EXHIBITING COMPANY _______________________________________________
PHONE # __________________ FAX # __________________
ADDRESS __________________________________________________________
CITY __________________ STATE ________ ZIP ____________________
EMAIL ORDER CONFIRMATION & INVOICE TO ____________________________
CONTACT NAME ______________________________________ DATE ___________

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

**INBOUND SHIPPING INFORMATION**

Carrier __________________________ Carrier Phone Number __________________________

Shipped to: Warehouse ______ Show Site ______ From: City/State __________ Date ___________

Total No. of: Crates ______ Cartons ______ Fiber Cases ______ Other (Specify) __________________________

**SET-UP INFORMATION**

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

Carpet: With Exhibit ______ Rented From Heritage ______ Color ______ Size ______

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

Comments:_____________________________________________________________________________________________

Graphics: With Exhibit ___________________________ Shipped Separately ___________________________

Comments:_____________________________________________________________________________________________

Special Tools/Hardware Required:_____________________________________________________________________________________________

**OUTBOUND SHIPPING INFORMATION:**

Ship To:_____________________________________________________________________________________________

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

Carrier:(If Known) _______________________________________________________________________________________________

Freight Charges: [ ] Prepaid [ ] Bill To:_____________________________________________________________________________________________

[ ] Collect [ ] _______________________________________________________________________________________________

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

**SPECIAL INSTRUCTIONS/COMMENTS:**

_____________________________________________________________________________________________

_____________________________________________________________________________________________

_____________________________________________________________________________________________

_____________________________________________________________________________________________

_____________________________________________________________________________________________

**PLEASE PROVIDE AN EMERGENCY CONTACT:**

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

**INDIVIDUAL CLEANING FOR YOUR BOOTH MAY BE ORDERED BY CHECKING BELOW THE SERVICES DESIRED.**

**CHARGES BASED UPON GROSS EXHIBIT BOOTH AREA. (100 SQ. FT. MINIMUM)**

**CARPET CLEANING**

- ☐ Vacuuming before initial opening of Exhibit and daily thereafter, including emptying of waste baskets nightly
- ☐ Vacuuming ONCE before initial opening of Exhibit

\[
\text{TOTAL SQ FT} \times \text{RATE PER SQ FT} = \text{DAILY COST} \times \text{NO. OF DAYS} = \text{TOTAL $}_____
\]

**EXHIBIT CLEANING**

- ☐ Cleaning and dusting of display background and furnishings before initial opening of Exhibit and DAILY thereafter
- ☐ Cleaning and dusting of display background and furnishings ONCE before initial opening of exhibits

\[
\text{TOTAL SQ FT} \times \text{RATE PER SQ FT} = \text{DAILY COST} \times \text{NO. OF DAYS} = \text{TOTAL $}_____
\]

**PORTER SERVICE**

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

\[
\text{TOTAL HOURS} \times \text{RATE PER HOUR} = \text{DAILY COST} \times \text{NO. OF DAYS} = \text{TOTAL $}_____
\]

**REQUESTED TIME(S) FOR PORTER SERVICE:** ____________________________________________

**Special Instructions:** ________________________________________________________________

\[
\text{TOTAL ORDER AMOUNT $}_____
\]

**NAME OF CONVENTION** IEEE BCICTS 2019

**EXHIBITING COMPANY** ____________________________________________________________

**ADDRESS** ____________________________________________________________

**EMAIL ORDER CONFIRMATION & INVOICE TO** _________________________________________

**CONTACT NAME** _______________________________________________________________

**DATE** _____________________________________________

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

<table>
<thead>
<tr>
<th>STANDARD SIZE SIGNS</th>
<th>QTY</th>
<th>DISCOUNT PRICE</th>
<th>STANDARD PRICE</th>
<th>TOTAL</th>
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<tr>
<td>7&quot;X11&quot;</td>
<td>___@</td>
<td>42.50</td>
<td>63.75</td>
<td>$________</td>
</tr>
<tr>
<td>7&quot;X44&quot;</td>
<td>___@</td>
<td>49.50</td>
<td>74.25</td>
<td>$________</td>
</tr>
<tr>
<td>11&quot;X14&quot;</td>
<td>___@</td>
<td>52.25</td>
<td>78.50</td>
<td>$________</td>
</tr>
<tr>
<td>14&quot;X22&quot;</td>
<td>___@</td>
<td>63.75</td>
<td>95.50</td>
<td>$________</td>
</tr>
<tr>
<td>14&quot;X44&quot;</td>
<td>___@</td>
<td>86.25</td>
<td>129.00</td>
<td>$________</td>
</tr>
<tr>
<td>22&quot;X28&quot;</td>
<td>___@</td>
<td>86.25</td>
<td>129.00</td>
<td>$________</td>
</tr>
<tr>
<td>28&quot;X44&quot;</td>
<td>___@</td>
<td>144.50</td>
<td>216.75</td>
<td>$________</td>
</tr>
<tr>
<td>40&quot;X60&quot;</td>
<td>___@</td>
<td>192.75</td>
<td>289.00</td>
<td>$________</td>
</tr>
</tbody>
</table>

Easel
Back              ___@ | 26.50          | 40.00          | $________ |

Sentra ___ x ___ @ 14.00 sq.ft.  21.00 sq. ft  = $________

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

L X W = sq. ft.

sq. ft. ______ x $14.00 = $ _______

- $14.00 per sq. ft. (standard price $21.00)
- Minimum order 9 sq. ft. (1296 sq. in.)
- Double sq. ft. for double-sided graphics
- Round sq. ft. to next whole increment
- File conversion, retouching, cloning or color correcting may incur additional labor charges

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

INDICATE YOUR SIGN COPY HERE

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

Vertical ☐ Horizontal ☐ Easel Back ☐
Color of Background __________________
Color of Lettering __________________

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

SETUP/COMPUTER LABOR

Straight Time - $88.00 Overtime - $156.00

9.25% TAX

9.25% TAX

TOTAL

NAME OF CONVENTION IEEE BCICTS 2019

EXHIBITING COMPANY __________________ PHONE # __________________ FAX # __________________

ADDRESS __________________ CITY __________________ STATE __________ ZIP __________________

EMAIL ORDER CONFIRMATION & INVOICE TO __________________

CONTACT NAME __________________ DATE __________________

Please Fax, Mail or Email This Form Promptly To Heritage Using The Information At The Top Of The Page - Retain One Copy for Your Files
The information contained in this brief outline does not by any means cover completely the ordinances and regulations contained in the local Fire Prevention Code.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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