



Service Manual

2026 NCTE ANNUAL CONVENTION

NOVEMBER 19-22ND, 2026

PENNSYLVANIA CONVENTION CENTER
PHILADELPHIA, PENNSYLVANIA

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2026 NCTE ANNUAL CONVENTION**NOVEMBER 19-22ND, 2026****PENNSYLVANIA CONVENTION CENTER****PHILADELPHIA, PENNSYLVANIA****Booth Equipment**

Each 10'x10' booth will be set with 8' high navy back drape, 3' high navy side dividers, and a 11" x 17" one-line identification sign.

Exhibit Hall Carpet

The exhibit area is not carpeted; however, the aisles will be carpeted Tuxedo (gray with black specks). **Carpet or other flooring is required for all exhibitors.** To enhance the appearance of your booth, rental carpet is available through Heritage. Please refer to the enclosed carpet brochure and furniture/carpet order form. **If no carpet is ordered or other flooring arrangements made, your booth will be supplied with gray carpet and billed at the standard rate listed in the kit.**

Discount Price Deadline Dates

In order to receive advance order discount rates listed on the price sheet, we must receive your order and payment by the following dates below.

Custom Heritage Rentals – Wednesday, October 21st, 2026

Carpet, Furniture and Accessories – Friday, October 30th, 2026

Shipments to Advance Warehouse Deadline Date

Heritage will begin receiving freight at the advance warehouse on Wednesday, October 21st, 2026. To avoid late fees, all shipments to the advanced warehouse must arrive no later than Wednesday, November 11th, 2026. Shipments will be received Monday through Friday between the hours of 8:30 a.m. and 3:00 p.m.

Show Schedule**Exhibitor Move-In**

Wednesday	November 18 th	8:00 AM	-	3:00 PM	Approved Vendors Only
Thursday	November 19 th	8:00 AM	-	5:00 PM	

Exhibit Hours

Friday	November 20 th	10:00 AM	-	5:00 PM
Saturday	November 21 st	11:00 AM	-	5:00 PM
Sunday	November 22 nd	8:00 AM	-	11:30 AM

Exhibitor Move-Out

Sunday	November 22 nd	11:30 AM	-	6:00 PM
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Dismantle and Move-Out Information

- Heritage will begin returning empty crates and containers as soon as the aisle carpet is removed from the aisles. This will begin at 11:30 AM, on Sunday, November 22nd.
- All carriers must check-in no later than 3:00 PM, on Sunday, November 22nd. All exhibit materials must be removed from the exhibit hall floor by 6:00 PM, on Sunday, November 22nd. Heritage will begin redirecting all outbound freight not claimed by appointed freight carriers to the preferred show carrier at 3:00 PM.
- Please refer to the Outbound Shipments Form included in this packet for detailed information regarding outbound shipping procedures.

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PENNSYLVANIA CONVENTION CENTER

PHILADELPHIA, PENNSYLVANIA

Post Show Paperwork and Labels

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

HES Freight Logistics

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

Ordering Online

Go To: heritagesvs.com/ordering

Warehouse Shipping Information:

Exhibitor Company Name and Booth Number

HERITAGE

TForce Freight C/O Marano

9820 Blue Grass Rd.

Philadelphia, PA 19114

FOR: 2026 NCTE Annual Convention

Heritage will accept exhibit materials beginning Wednesday, October 21st, 2026 at the warehouse address. Material arriving after Wednesday, November 11th, 2026 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

Pennsylvania Convention Center

1101 Arch St.

Philadelphia, PA 19107

FOR: 2026 NCTE Annual Convention

Crated, boxed, or skidded materials will be accepted at show site beginning at 8:00 AM, Wednesday, November 18th, 2026 at the show site address. Shipments arriving before this date may be refused by the facility and may be subjected to additional venue handling fees.

Service Center Hours

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

Excessive Trash, Furniture, and Booth Abandonment

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

We Appreciate Your Business!



METHOD OF PAYMENT & CREDIT CARD AUTHORIZATION FORM

exhibitor.services@heritagesvs.com

1-800-360-4323

Fax 314-534-8050

Order online at: heritagesvs.com/ordering

Must be completed and submitted with any HERITAGE order forms

Name of Convention **2026 NCTE ANNUAL CONVENTION** Booth# _____
Exhibiting Company _____
Phone # _____ Fax # _____
Address _____
City _____ State _____ ZIP _____
Contact Email _____
Print Name _____ Signature _____

Credit Card Payment

Cardholder's Name (Please print) _____
Credit Card Billing Address _____
City _____ State _____ ZIP _____
Credit Card # _____ V-Code _____ EXP _____
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.

CARD HOLDER'S SIGNATURE

By signing the above, I acknowledge and understand that all services rendered will be billed to this credit card. I agree to be bound by all terms and conditions in this service manual.

Company Check

Make Check Payable to: HERITAGE
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 to 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.

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

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

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



exhibitor.services@heritagesvs.com

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Order online at: heritagesvs.com/ordering

ORDER SUMMARY FORM 2026 NCTE ANNUAL CONVENTION

Customs Discount Deadline: **Discount Deadline:**
10/21/2026 **10/30/2026**

Order Services Early and **SAVE!**

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

Heritage Order Forms

Order Total

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

TOTAL AMOUNT DUE **\$**

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

Exhibiting Company _____

Contact Name _____ Booth # _____

Phone # _____ Email _____

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

SAVE TIME AND MONEY!

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

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

Booth #
Left Booth #
Right Booth #
Booth #

Exhibiting Company _____

Contact Name _____ Booth# _____

Phone # _____ Email _____

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

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

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

- The material handling service agreement is signed;
- Exhibitor's materials are delivered to the HERITAGE warehouse or to a show or exposition site for which HERITAGE is the official show contractor, or
- An order for labor and/or rental equipment is placed by exhibitor with HERITAGE.

1. **DEFINITIONS.** For purposes of the Contract, "HTG" means HERITAGE Exposition Services, Inc., d.b.a. HERITAGE Trade Show Services, HERITAGE, Heritage Exposition Services, HES Logistics, and their respective employees, directors, officers, agents, assigns, affiliated companies, and related entities including, but not limited to, any subcontractors HTG may appoint. The term "EXHIBITOR" means the Exhibitor, its employees, agents, representatives, and any Exhibitor Appointed Contractor ("EAC"). Cold Storage: Holding of Goods in a climate controlled area; Accessible Storage: Holding of Goods in an area from which Goods may be removed during shows; Services: Warehousing, transportation, drayage, un-supervised labor, supervised labor and/or related services; Show Site: The venue or place where an exposition or event takes place; Supervised Labor (OK TO PROCEED): Union labor that is provided to a Customer to install or dismantle a booth or exhibit space, and is supervised and/or directed by HTG; Un-Supervised Labor (do not proceed): Union labor that is provided to a Customer to install or dismantle a booth or exhibit space and pursuant to Customer's election is not supervised and/or directed by HTG. Customer assumes the responsibility and any liability arising therefrom, for the work of union labor when Customer elects to use un-supervised labor.

2. **SCOPE.** These Terms and Conditions shall be binding upon Exhibitor, HTG, and their respective Agents and representatives, including but not limited to Exhibitor contracted labor, EAC's or Installation and Dismantle Companies, and any other party with an interest in the Goods. Each shall have the benefit of and be bound by all provisions stated herein, including but not limited to time limits and limitations of liability.

3. Payments are due prior to delivery of services or equipment to EXHIBITOR unless other credit arrangements have been made. All payments shall be in U.S. currency, MasterCard, VISA, American Express or Discover credit cards, debit cards, or check, provided there is sufficient customer credit in EXHIBITOR's form of payment to completely satisfy the amount owed by EXHIBITOR to HTG. Undersigned authorizer acknowledges and agrees that all applicable charges for services rendered to the EXHIBITOR will be applied to the credit card on file in the event other form of payment is not tendered prior to the close of the trade show. In no instance shall any EXHIBITOR be extended credit beyond 30 days after the close of the Show. If there are any outstanding balances owed by EXHIBITOR to HTG which have not been paid after 30 days following the close of the Show, then these unpaid balances shall bear interest at the rate of 1-1/2% per month (18% per annum).

4. Any discrepancy in items ordered and items received or any complaint or question concerning services, etc., must be reported to the HTG Service Center at the show, in writing, immediately upon noting same. Problems will be resolved and/or any valid adjustments in EXHIBITOR's account will be made at that time, and approved by the HTG Project Manager in charge. Credits and adjustments will not be made based on information received after the Show. Exhibitors who cancel prior to Exhibitor Move-In will be refunded 100% of their advance payment. No refunds will be made for cancellations received once Exhibitor move-in begins or at show site, unless otherwise noted on the specific service form. In the event the exposition or event is cancelled or postponed, HTG reserves the right to charge for services rendered in preparation of the event or exposition as well as non-refundable costs incurred by HTG. Prior to any refunds being paid to EXHIBITORS, these cancellation and/or postponement charges will be determined in good faith by HTG and withheld from any amounts previously paid by EXHIBITOR to HTG in proportion to receipts from all exhibitors with the excess being refunded. EXHIBITOR should be advised that routine audits of Exhibitor booths for service usage are conducted during the Convention. Should the result of such an audit indicate that equipment or services is in fact being used that has not been paid for, the Exhibitor will be charged for the equipment or service at the applicable rate.

5. HTG reserves the right to discontinue one or all services or equipment delivery to EXHIBITOR for non-payment of one or more outstanding bills should such bill not be paid before the close of the first day of the Show. Payment for any one or more of the services rendered does not in anyway release EXHIBITOR from payment of the other remaining services upon presentation of an invoice. Should it become necessary after all discrepancies are resolved to employ a collection agency, then EXHIBITOR agrees that all reasonable and customary collection fees shall be borne by EXHIBITOR.

6. **CHOICE OF LAW & VENUE.** Any dispute between HTG and EXHIBITOR shall be governed by the laws of the State of Missouri (without regard to Missouri's conflicts of laws principles). Venue of any action between HTG and EXHIBITOR shall lie exclusively in the state or federal courts located in St. Louis, Missouri and HTG and EXHIBITOR agree that all reasonable attorney's fees shall be borne by the prevailing party.

7. **LIMITATION OF LIABILITY & INDEMNITY.** HTG shall not be liable to any extent whatsoever for any actual or potential loss of profits or revenues, or for any collateral costs or consequential damages, which may result from (1) any loss, injury or damage to EXHIBITOR's materials or (2) EXHIBITOR's ability to carry-on in its normal business practices. Additionally, HTG shall not be liable for (1) any loss, damage or delay as a result of fire, lightning, strikes, riot or civil commotion or any other cause or condition beyond the control of HTG, (2) damage to uncrated materials, materials improperly packed, or (3) concealed damage, or loss, theft or disappearance of EXHIBITOR's materials while at the show or EXHIBITOR's materials are in EXHIBITOR's possession or are located within or near the confines of EXHIBITOR's booth. HTG's liability shall be limited to any loss or damage which results solely from HTG's negligence in the actual physical handling of EXHIBITOR's materials and not from any other type of loss or damage. HTG does not assume any liability for any loss or damages to electronics, monitors, or devices. HTG's maximum liability for any cause shall be limited to \$0.30 per pound per article with a maximum liability of \$50.00 per item or \$1,000.00 per shipment. HTG shall not be responsible for loss, theft, or disappearance of materials before they are picked up from EXHIBITOR's booth or for reloading after the show. Bills-of-lading covering outgoing shipments, which are furnished to HTG by EXHIBITOR, will be checked at the time of actual pickup from the booth and corrections made where discrepancies occur. Any claims for loss, injury or damage must be submitted to HTG within thirty (30) days of the close of the show in which the loss, injury or damage occurred, or such claims shall be waived. No suit or action for the recovery of any claims arising out of or related to bodily injury, death, or property damage shall be brought against HTG more than one year after the accrual of the cause of action. EXHIBITOR agrees to indemnify and hold harmless HTG against any and all claims, suits, liabilities, or damages, including reasonable settlements and reasonable attorney's fees, arising out of negligence or any other cause on the part of the EXHIBITOR, subcontractors, suppliers, employees

or any individual or company under the control directly or indirectly of the EXHIBITOR at the show.

a. Cold Storage: Goods requiring cold storage are stored at Customer's own risk. HTG assumes no liability or responsibility for Cold Storage. b. Accessible Storage: HTG assumes no liability for loss or damage to Goods while in Accessible Storage. Storage charges are for the use of space and are not a form of insurance, or a guarantee of security. c. Unattended Goods: HTG assumes no liability for loss or damage to unattended Goods received at Show Site at any time from the point of receipt of inbound Goods until the loading of the outbound Goods, including the entire term of the respective show or exhibition. Customer is responsible for insuring its own Goods for any and all risk of loss. d. Empty Storage: HTG assumes no liability for loss or damage to Goods or crates, or the contents therein, while containers are in Empty Storage. It is Customer's sole responsibility to affix the appropriate labels available at the HTG Service Desk for empty container storage, and ensures that any pre-existing empty labels are removed. e. Forced Freight: HTG is not liable for Customer Goods left on the show floor after the show closing deadline, with or without a Material Handling Services/Straight Bill of Lading signed by Customer. It is Customer's responsibility to complete accurate paperwork for shipping to ensure Customer Goods are properly labeled. f. Concealed Damage: HTG shall not be liable for concealed loss or damage including but not limited to glass, electronic equipment, prototypes, original art, uncrated Goods, or improperly packaged or labeled Goods. g. Unattended Booth: HTG shall not be liable for any loss or damage occurring while the Goods are unattended in Exhibitor's booth at any time, including, but not limited to, the time the Goods are delivered to the dock until the time the Goods are received by Exhibitor's selected carrier. h. Labor: HTG assumes no liability for loss, damage, or bodily injury arising out of Exhibitor's supervision of HTG provided union labor. i. Notice of Loss or Damage: In order to have a valid claim, notice of loss or damage to Goods must be given to HTG or its agent within 24 hours of occurrence (as evidenced in an Incident Report completed at Show Site by HTG) or delivery of outbound Goods.

8. **ADVANCED WAREHOUSING/TEMPORARY STORAGE:** HTG assumes no liability or responsibility for loss or damage to Goods delivered to the Advance Warehouse or other similar Temporary Storage facilities.

9. EXHIBITOR recognizes that HTG provides services as EXHIBITOR's agent and not as bailee or shipper. If any employee or subcontractor of HTG shall sign a delivery receipt, bill-of-lading, or other document, EXHIBITOR agrees that these signatories will do so as EXHIBITOR's agent, and EXHIBITOR accepts the responsibility thereof. HTG or its subcontractors are authorized to note the quantities or condition of items on the EXHIBITOR's bill-of-lading when the actual count or condition of such items do not conform to the amount or amounts recorded by EXHIBITOR. Correct weights with Weight Certificate must be provided, otherwise HTG's or its subcontractor's estimate will prevail in the event of any weight discrepancy.

10. Exhibitor permits all contact information provided to HTG to be used by HTG and shared with other entities assisting in the production of the event in question. Email communications may include show information, promotional materials, advertising statements and other commercial notices. Permission may be revoked by the EXHIBITOR in writing.

11. In the case of bills submitted to parties other than the EXHIBITOR (i.e., Third Parties), such arrangements in no way release EXHIBITOR from any and all of the terms and conditions outlined herein.

12. **REFUNDS:** EXHIBITOR shall receive a full and complete refund of any overpayments following final audit after the close of the Show. HTG will remit refunds to EXHIBITOR at the name and address indicated on the Exhibitor Data Sheet. EXHIBITOR will receive a refund for any extra overpayment above and beyond the amount which EXHIBITOR owes to HTG. Also provided for the EXHIBITOR with the final refund shall be a final accounting showing the services or equipment ordered.

13. **CREDIT CARD:** HTG is pleased to accept orders for services, with payment being made by a credit card. By paying for these services in advance, and adhering to the deadline date, you have taken advantage of the discount offered. However, if a payment is subsequently made by check with the intention of reversing the initial credit card payment, there will be a fee assessed for each subsequent transaction following the initial transaction. The fee to reverse the credit card payment and replace it with a check or an alternate credit card is as follows: If the credit card charge is \$1.00 to \$500.00 the fee is \$25.00, \$501.00 to \$1,000.00 the fee is \$30.00, \$1,001.00 to \$2,000.00 the fee is \$60.00, \$2,001.00 to \$5,000.00 the fee is \$150.00, \$5,001.00 to \$10,000.00 the fee is \$300.00, \$10,001.00 to \$20,000.00 the fee is \$450.00. Amounts over \$20,000.00 the fee is 4% of the amount owed.

14. **Insurance:** It is understood that HTG is not an insurer. Insurance should be obtained by the EXHIBITOR. It is highly recommended that exhibitors arrange All Risk coverage which usually can be done by endorsements to existing policies. EXHIBITOR's materials should be insured from the time they leave their firm until they are returned after the close of the show. Insurance and liability against theft or property damage to equipment or exhibit material owned or rented by EXHIBITOR, or bodily injury occurring within the confines of EXHIBITOR's booth, remain the sole and complete responsibility of EXHIBITOR. Except where prohibited by law, the EXHIBITOR and its insurers waive all rights of recovery or subrogation against HTG and their respective directors, officers, employees, and agents.

15. By completing and submitting the service forms, Exhibitor hereby authorizes HTG as its Exhibitor Appointed Contractor to process and pay for those services on behalf of the Exhibitor as a third party.

16. HTG Reserves the right to adjust the price charged for any item in the event of a sudden and unexpected price increase. By way of example without limiting the foregoing, in the event fuel prices escalate in a rapid manner, the price of any individual item may be adjusted to reflect the impact of higher fuel prices. Additionally, HTG reserves the right to pass through to Exhibitor any incremental charges or fees levied by the facility, suppliers or other third parties.



EAC REQUIREMENTS 2026 NCTE ANNUAL CONVENTION

exhibitor.services@heritagesvs.com

1-800-360-4323

Fax 314-534-8050

Order online at: heritagesvs.com/ordering

**Discount Deadline:
10/30/2026**

Exhibiting Company _____ Booth Number _____

EAC Information:

Company Name: _____

Billing Address: _____

City: _____ State: _____ Zip: _____ Country: _____

Contact Name: _____ Email Address: _____

Telephone Number: _____ Fax Number: _____

Please read, complete, and submit this authorization form with required documentation for each contractor (see below) to HERITAGE if hiring a service contractor(s) other than the official contractor selected by show management. Note: For services such as electrical, plumbing, telephone, cleaning and material handling, no contractor other than the official contractor will be approved. This regulation is enforced as equipment and facilities are the sole responsibility of the respective owner. The exhibitor shall control only the material and equipment that he/she owns and that is to be used in the exhibit space.

Official Service Contractors are appointed to perform and provide necessary services and equipment. The Official Service Contractor will provide all usual trade show services, including labor. Supervision, however, may be provided by the exhibitor. The exhibitor may appoint either the official contractor for supervision or a qualified non-official contractor.

Official Show Contractors:

- Ensure orderly and efficient installation and removal of exhibits.
- Assure the distribution of labor to all exhibitors according to need.
- Provide sufficient labor to satisfy the requirements of exhibitors and for the show itself.
- See that the proper type and limit of insurance are in force.
- Avoid any conflict with local union regulations and requirements.

Should an exhibitor wish to employ the services of a contractor other than the Official Show Contractor, the following conditions must be met:

- The exhibitor must inform Heritage of the name and address of the contractor and the work to be performed by completing the Authorization below. The Authorization must be received by Heritage no later than 30 days prior to the show. If notification is not received 30 days prior to the show, Heritage labor must be used for all work and the exhibitor appointed contractor will be permitted to supervise only.

The contractor hired by the exhibitor must

- Provide no later than 30 days prior to the show a Certificate of Insurance with at least the following limits:
 - Commercial Liability not less than \$1,000,000 each occurrence/\$2,000,000 general aggregate, Workers Compensation Insurance, including Employer's Liability coverage, in a minimum amount not less than \$1,000,000; Auto Liability not less than \$1,000,000 each occurrence, naming HERITAGE (the General Contractor), Show Management, Facility, and Organizer as additional insured, except for Workers Compensation.
 - Agree to abide by all rules and regulations of the show and union rules and regulations.

This form must be accompanied by the insurance certificate. Please obtain this certificate from your insurance carrier and send with this form.

INCOMPLETE OR UNSIGNED FORMS WILL NOT BE ACCEPTED.

Signature of Exhibitor: _____ Date: _____

Service to be Performed: _____

Authorizer acknowledges reading and accepting all Terms and Conditions and agrees that Authorizer and Exhibiting Company will be fully governed by the provisions described therein.

Exhibiting Company _____

Contact Name _____ Booth # _____

Phone # _____ Email _____



EXHIBITOR APPOINTED CONTRACTORS (EAC) 2026 NCTE ANNUAL CONVENTION

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Discount Deadline:
10/30/2026

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

**HERITAGE
ORGANIZER
FACILITY**

Exhibitor(s) Represented (all Exhibitors represented by the contractor must be named as additional insured)

SHOW Move-In date(s) through Move-Out date(s) (See General Information Page)

The insurance form must list as the Certificate Holder:

**HERITAGE
620 Shenandoah Ave.
St. Louis, MO 63104**

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

Limits: Primary: Each Occurrence \$1,000,000; Products - COMP/OP AGG \$2,000,000; Personal & Adv Injury \$1,000,000; General Aggregate \$2,000,000
Excess/Umbrella: Each occurrence \$1,000,000; Aggregate \$1,000,000
Coverage for contractual liability and products liability

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

**HERITAGE
ORGANIZER
FACILITY**

Exhibitor(s) Represented (all Exhibitors represented by the contractor must be named as Additional Insured)

SHOW Move-In date(s) through Move-Out date(s) (See Quick Facts pages)

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

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

Each Accident \$1,000,000

Disease - Each Employee \$1,000,000

Disease - Policy Limit \$1,000,000

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

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

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

Name of EAC: _____ Booth Number: _____

By (print name): _____

Signature: _____ Date: _____



EXHIBITOR APPOINTED CONTRACTORS (EAC) 2026 NCTE ANNUAL CONVENTION

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Order online at: heritagesvs.com/ordering

Discount Deadline:
10/30/2026

Exhibitor Appointed Contractor (EAC) Work Authorization Form

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

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

For insurance and safety reasons, the official contractor designated in the service manual must be used for services such as:

Electrical Booth Cleaning Plumbing Material Handling Telecommunications Hanging Signs Rigging

Services:

☐

Installation & Dismantle

☐

Photography

☐

Personnel/Models

☐

Installation & Dismantle – Supervision Only

☐

Security

☐

Other (please specify): _____

Products:

☐

Flooring/Carpet Rental

☐

Furniture/Signs/Accessories

☐

Floral

☐

Audio/Visual – Rental/Production/Lighting

☐

Computer Rental

☐

Other (please specify): _____

Indicate Type of Service Performed for the Above Checked Boxes (i.e. installation, supervision, etc.):

****Note Other Products/Services Here:**

Please Type or Print

EAC Information:

EAC Company Name: _____

Address: _____ City/State/Zip _____

EAC Company Phone: _____ Fax Number: _____

EAC Contact Name: _____ EAC Contact Cell: _____

EAC Contact Email: _____

Product/Service Description: _____

****ALL EAC COMPANY INFORMATION MUST BE COMPLETED**

Exhibitor Signature: _____ Date: _____

Exhibiting Company _____

Contact Name _____ Booth # _____

Phone # _____ Email _____

CERTIFICATE OF LIABILITY INSURANCE						SAMPLE		DATE (MM/DD/YYYY) 00/00/0000	
PRODUCER (000) 000-0000 FAX AGENTS NAME AGENTS ADDRESS						THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. INSURERS AFFORDING COVERAGE NAIC #			
INSURED YOUR COMPANY NAME YOUR COMPANY ADDRESS EAC FOR:						INSURER A:			
						INSURER B:			
						INSURER C:			
						INSURER D:			
						INSURER E:			
COVERAGES THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. AGGREGATE LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.									
INSL LTR	ADD'L INSRD	TYPES OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YY)	POLICY EXPIRATION DATE (MM/DD/YY)	LIMIT S			
		TYPES OF INSURANCE ☐ ☐ COMMERCIAL GENERAL LIABILITY ☐ CLAIMS MADE ☐ OCCUR ☐ ☐	POLICY #	EFF DATE	EXP DATE	EACH OCCURRENCE		\$1,000,000	
		DAMAGE TO RENTED PREMISES (EA OCCURRENCE)				\$500,000			
		MED EXP (Any one person)				\$5,000			
		PERSONAL & ADV INJURY				\$1,000,000			
		GENERAL AGGREGATE				\$2,000,000			
		PRODUCTS-COMP-OP AGG				\$2,000,000			
		AUTOMOBILE LIABILITY ☐ ANY AUTO ☐ ALL OWNED AUTOS ☐ SCHEDULED AUTOS ☐ HIRED AUTOS ☐ NON-OWNED AUTOS	POLICY #	EFF DATE	EXP DATE	COMBINED SINGLE LIMIT (ea accident) \$1,000,000			
		BODILY INJURY (per person) \$							
		BODILY INJURY (per accident) \$							
		PROPERTY DAMAGE (per accident) \$							
		☐ GARAGE LIABILITY ☐ ANY AUTO	POLICY #	EFF DATE	EXP DATE	AUTO ONLY-EA ACCIDENT		\$	
		OTHER THAN EA ACC				\$			
		AUTO ONLY: ACC				\$			
		EXCESS/UMBRELLA LIABILITY ☐ OCCUR ☐ CLAIMS MADE ☐ DEDUCTABLE ☐ RETENTION \$10,000	POLICY #	EFF DATE	EXP DATE	EACH OCCURRENCE		\$1,000,000	
		AGGREGATE				\$1,000,000			
		WORKERS COMPENSATION AND EMPLOYERS LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? If yes, describe under SPECIAL PROVISIONS below	POLICY #	EFF DATE	EXP DATE	WC STATUTO- RY LIMITS		OTH- ER	\$
		E.L. EACH ACCIDENT				\$1,000,000			
		E.L. DISEASE-EA EMPLOYEE				\$1,000,000			
		E.L. DISEASE- POLICY LIMIT				\$1,000,000			
DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES / EXCLUSIONS ADDED BY ENDORSEMENT / SPECIAL PROVISIONS ADDITIONAL INSURED AS RESPECTS LIABILITY PER WRITTEN CONTRACT:									

CERTIFICATE HOLDER

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

CANCELLATION



THIRD PARTY AUTHORIZATION 2026 NCTE ANNUAL CONVENTION

exhibitor.services@heritagesvs.com

1-800-360-4323

Fax 314-534-8050

Order online at: heritagesvs.com/ordering

Discount Deadline:
10/30/2026

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 NUMBER _____

EXPIRATION DATE ____/____/____ VERIFICATION CODE ____/____/____/____

☐ VISA ☐ AMERICAN EXPRESS ☐ MASTERCARD ☐ DISCOVER

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:** _____

(Please Print)

Exhibiting Company _____

Contact Name _____ Booth# _____

Phone # _____ Email _____

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

Discount Deadline:
10/30/2026
**Classic Expo
Carpet
16 oz**

Item	Quantity	Discount Rate	Standard Rate	Total
C10 10' x 10'	_____ x _____	\$759.04	\$986.75	= _____
C20 10' x 20'	_____ x _____	\$1,490.24	\$1,937.31	= _____
C30 10' x 30'	_____ x _____	\$2,228.48	\$2,897.02	= _____
C40 10' x 40'	_____ x _____	\$2,994.40	\$3,892.72	= _____

For booths larger than 40' or configured as islands or peninsulas, use the area carpet option below. Due to dye lot differences and unsightly seams, please do NOT order multiple Pre-Cut pieces for a single booth.

Item	Total Sq. Ft.	Discount Rate	Standard Rate	Total
C60 Area Carpet Classic _____ W x _____ L per sq. ft. _____ x _____	_____	\$12.87	\$16.73	= _____
100 sq. ft. min.				

Circle your color choice for CLASSIC EXPO carpet:

Red Blue Hunter Green Gray Black Tuxedo Bluejay

**Prestige
Carpet
28 oz**

Item	Total Sq. Ft.	Discount Rate	Standard Rate	Total
C90 Area Carpet Prestige _____ W x _____ L per sq. ft. _____ x _____	_____	\$13.51	\$17.56	= _____
100 sq. ft. min.				

Circle your color choice for PRESTIGE carpet:

Navy Hunter Green Red Black White
Charcoal Silver Cloud Beige Royal

**Padding and
Visqueen**

Item	Total Sq. Ft.	Discount Rate	Standard Rate	Total
C70 Carpet Padding _____ W x _____ L per sq. ft. _____ x _____	_____	\$6.29	\$8.18	= _____
C80 Visqueen Covering _____ W x _____ L per sq. ft. _____ x _____	_____	\$3.74	\$4.86	= _____

Electrical or Utilities Under Carpet? *If yes, please order labor and also provide completed Booth Grid form earlier in the exhibitor kit.

☐ **Yes***
☐ **No**

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

SUBTOTAL \$ _____
TAX 8% \$ _____
TOTAL DUE \$ _____

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

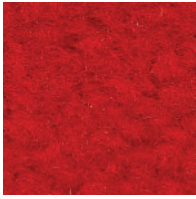
Exhibiting Company _____

Contact Name _____ Booth# _____

Phone # _____ Email _____

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

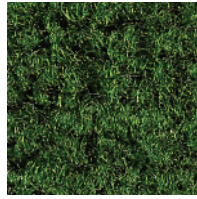
16 oz. Classic Expo



Red



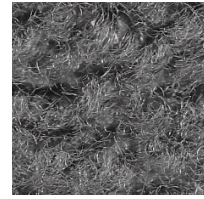
Blue



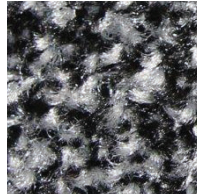
Hunter Green



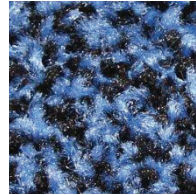
Black



Gray

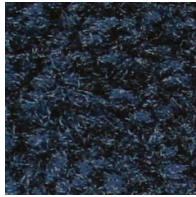


Tuxedo

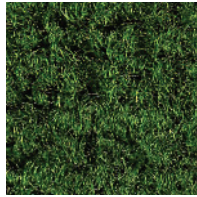


Blue Jay

28 oz. Prestige Carpet



Navy



Hunter Green



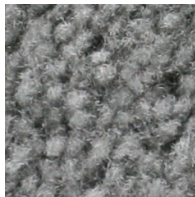
Red



Black



White



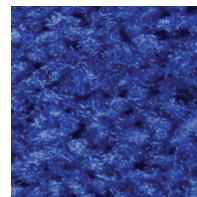
Silver Cloud



Charcoal



Beige



Royal



FURNITURE RENTAL ORDER FORM

2026 NCTE ANNUAL CONVENTION

exhibitor.services@heritagesvs.com

1-800-360-4323

Fax 314-534-8050

Order online at: heritagesvs.com/ordering

Discount Deadline:
10/30/2026

	Item	Quantity	Discount Rate	Standard Rate	Total
Furniture	F60 Plastic Side Chair (Gray)		x \$ 184.00	\$ 239.20	=
	F20 Custom Padded Arm Chair (Gray)		x \$ 307.50	\$ 399.75	=
	F25 Custom Padded Side Chair (Gray)		x \$ 307.50	\$ 399.75	=
	F40 Custom Padded High Stool (Gray)		x \$ 386.04	\$ 501.86	=

Draped Display Tables

		Circle your color choice:							
		Red	Blue	Burgundy	Hunter Green	Silver	Black	White	Gold
F110	4' Table – 30" High					x	\$ 332.20	\$ 431.87	=
F120	6' Table – 30" High					x	\$ 399.55	\$ 519.42	=
F130	8' Table – 30" High					x	\$ 466.80	\$ 606.84	=
F140	4' Table – 42" Counter High					x	\$ 412.96	\$ 536.85	=
F150	6' Table – 42" Counter High					x	\$ 480.31	\$ 624.41	=
F160	8' Table – 42" Counter High					x	\$ 547.66	\$ 711.96	=
F170	4th Side Table Drape - 30" High					x	\$ 139.13	\$ 180.87	=
F180	4th Side Table Drape - 40" High					x	\$ 139.13	\$ 180.87	=

Undraped Display Tables

F190	4' Table – 30" High		x \$ 213.24	\$ 277.21	=
F200	6' Table – 30" High		x \$ 260.32	\$ 338.42	=
F210	8' Table – 30" High		x \$ 309.72	\$ 402.64	=
F220	4' Table – 42" Counter High		x \$ 231.18	\$ 300.54	=
F230	6' Table – 42" Counter High		x \$ 273.83	\$ 355.98	=
F240	8' Table – 42" Counter High		x \$ 334.42	\$ 434.75	=
F80	30" Diameter Pedestal (Gray) 18" H		x \$ 462.37	\$ 601.07	=
F90	30" Diameter Pedestal (Gray) 30" H		x \$ 462.37	\$ 601.07	=
F100	30" Diameter Pedestal (Gray) 42" H		x \$ 462.37	\$ 601.07	=

Table Risers Covered White

F250	4' Long Riser		x \$ 146.76	\$ 190.78	=
F260	6' Long Riser		x \$ 180.43	\$ 234.56	=
F270	8' Long Riser		x \$ 218.16	\$ 283.60	=

Special Drape Products

		Circle your color choice:							
		Red	Blue	Burgundy	Hunter Green	Silver	Black	White	Gold
F280	Drape - 3' H					x	<u>\$ 28.50</u>	<u>\$ 37.05</u>	=
F290	Drape - 8' H					x	<u>\$ 44.87</u>	<u>\$ 58.33</u>	=

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

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

SUBTOTAL \$

TAX 8% \$

TOTAL DUE \$

Exhibiting Company

Contact Name Booth#

Phone # Email

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

Chairs



Plastic Side Chair

F60
(Gray)



Custom Padded Arm Chair

F20
(Gray)



Custom Padded Side Chair

F25
(Gray)



Custom Padded High Stool

F40
(Gray)

Skirted Tables



4' Display Table

F110
30" High



4' Display Table

F140
42" Counter High



6' Display Table

F120
30" High



6' Display Table

F150
42" Counter High



8' Display Table

F130
30" High



8' Display Table

F160
42" Counter High

Table Skirt and Drape Color Options



Red



Hunter Green



Silver



White



Blue



Burgundy



Black



Gold

Undraped Display Tables



4' Display Table
F190
30" High



4' Display Table
F220
42" Counter High



6' Display Table
F200
30" High



6' Display Table
F230
42" Counter High



8' Display Table
F210
30" High



8' Display Table
F240
42" Counter High



30" Diameter Pedestal
F80
18" H (Gray)



30" Diameter Pedestal
F90
30" H (Gray)



30" Diameter Pedestal
F100
42" H (Gray)



exhibitor.services@heritagesvs.com

1-800-360-4323

Fax 314-534-8050

Order online at: heritagesvs.com/ordering

ACCESSORIES RENTAL ORDER FORM

2026 NCTE ANNUAL CONVENTION

Discount Deadline: 10/30/2026

	Item	Quantity	Discount Rate	Standard Rate	Total
Accessories	A10 Wastebasket	_____ x	\$ 64.65	\$ 84.04	= _____
	A20 Tripod Easels	_____ x	\$ 107.78	\$ 140.11	= _____
	A30 Chrome Stanchion	_____ x	\$ 80.76	\$ 104.99	= _____
	A40 Velour Rope 6' Black	_____ x	\$ 80.76	\$ 104.99	= _____
	A60 Chrome Bag Rack	_____ x	\$ 234.37	\$ 304.68	= _____
	A70 Literature Rack	_____ x	\$ 457.83	\$ 595.18	= _____
	A80 Garment Rack 5'	_____ x	\$ 251.35	\$ 326.75	= _____
	A90 2 Way Straight Arm Rack	_____ x	\$ 344.75	\$ 448.17	= _____
	A106 Raffle Ticket Drum	_____ x	\$ 154.38	\$ 200.69	= _____
	A107 Fishbowl	_____ x	\$ 48.24	\$ 62.72	= _____
	A110 6' Tensabarrier	_____ x	\$ 366.26	\$ 476.14	= _____
	D130 1M Straight Shelf	_____ x	\$ 203.39	\$ 264.40	= _____
	D131 1M Angle Shelf	_____ x	\$ 203.39	\$ 264.40	= _____
	D210 Acrylic Holder*	_____ x	\$ 67.35	\$ 87.55	= _____
	D220 Arm Light* <i>*For use with Heritage Rentals Only</i>	_____ x	\$ 143.67	\$ 186.77	= _____
	D250 Chrome Sign Holder	_____ x	\$ 397.24	\$ 516.14	= _____

Tackboard	D20 Tackboard Panels (4'x8') Vertical	_____ x	\$ 484.85	\$ 630.30	= _____
	D30 Tackboard Panels (4'x8') Horizontal	_____ x	\$ 484.85	\$ 630.30	= _____
	D31 Fabric Modular Panel 1 Meter x 8' Circle your fabric modular only panel color choice: Gray Black Blue	_____ x	\$ 1185.05	\$ 1540.57	= _____

**Method of Payment & Credit Card Authorization
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SUBTOTAL \$ _____

TAX 8% \$ _____

TOTAL DUE \$ _____

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Exhibiting Company _____

Contact Name _____ Booth# _____

Phone # _____ Email _____

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

ACCESSORIES



Wastebasket
A10



Tripod Easels
A20



Chrome Sign Holder
D250



Chrome Stanchion
A30



Velour Rope 6' Black
A40



6' Tensabarrier
A110



Chrome Bag Rack
A60



Literature Rack
A70



Garment Rack 5'
A80



2 Way Straight Arm Rack
A90



Raffle Ticket Drum
A106



Fishbowl
A107



EXHIBIT ACCESSORIES - GONDOLAS & PANELS RENTAL ORDER FORM

exhibitor.services@heritagesvs.com

1-800-360-4323

Fax 314-534-8050

Order online at: heritagesvs.com/ordering

2026 NCTE ANNUAL CONVENTION

Discount Deadline: 10/30/2026

	Item	Quantity	Discount Rate	Standard Rate	Total
Pegboard	D10 Pegboard Panels (4'x8')	_____ x	\$ 646.37	\$ 840.28	= _____
	D09 Pegboard 4" Single Hook	_____ x	\$ 16.03	\$ 20.84	= _____
	D11 Pegboard 6" Single Hook	_____ x	\$ 27.60	\$ 35.87	= _____
	D12 Pegboard 8" Single Hook	_____ x	\$ 32.23	\$ 41.89	= _____
Gondolas	D800 Single Sided 1M x 4' High	_____ x	\$ 1282.66	\$ 1667.46	= _____
	D801 Double Sided 1M x 4' High	_____ x	\$ 1795.73	\$ 2334.45	= _____
	D802 Single Sided 1M x 8' High	_____ x	\$ 1795.73	\$ 2334.45	= _____
	D803 Double Sided 1M x 8' High	_____ x	\$ 2565.33	\$ 3334.92	= _____
Gridwall	D40 Gridwall 2'x8' Black <i>*Legs & Connectors required below</i>	_____ x	\$ 441.72	\$ 574.23	= _____
	D80 4" Gridwall Single Hook	_____ x	\$ 16.03	\$ 20.84	= _____
	D60 6" Gridwall Single Hook	_____ x	\$ 27.60	\$ 35.87	= _____
	D70 8" Gridwall Single Hook	_____ x	\$ 32.23	\$ 41.89	= _____
	D81 Grid Legs (Black)* <i>*Legs & Connectors required below</i>	_____ x	\$ 69.18	\$ 89.93	= _____
	D82 Grid Connectors*	_____ x	\$ 37.86	\$ 49.21	= _____
	D83 3-Ball Waterfall Arm	_____ x	\$ 58.64	\$ 76.23	= _____
	D84 5-Ball Waterfall Arm	_____ x	\$ 63.09	\$ 82.02	= _____
	D85 7-Ball Waterfall Arm	_____ x	\$ 68.74	\$ 89.36	= _____
Slatwall	D50 Slatwall 1 Meter x 8'	_____ x	\$ 592.53	\$ 770.28	= _____
	D120 Slatwall Waterfall Hooks	_____ x	\$ 96.97	\$ 126.06	= _____
	D121 Slatwall 8" Bracket	_____ x	\$ 32.23	\$ 41.89	= _____

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

SUBTOTAL \$ _____

TAX 8% \$ _____

TOTAL DUE \$ _____

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

Exhibiting Company _____

Contact Name _____ Booth# _____

Phone # _____ Email _____

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

DISPLAYS



**Pegboard Panels
(4'x8')**
D10



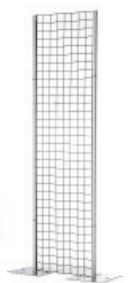
**Pegboard 6" Single
Hook**
D11



**Tackboard Panels
(4'x8')**
D30



**Fabric Impact Panel 1
Meter x 8'**
D31



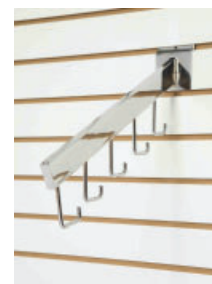
Gridwall 2'x8' Black
D40



**Gridwall 6" Single
Hook**
D60



Slatwall 1 Meter x 8'
D50



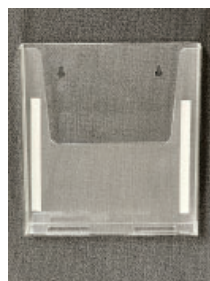
**Slatwall Waterwalls
Hooks**
D120



Slatwall 8" Bracket
D121



Shelf 1 meter wide
D130



Acrylic Holder
D210



Arm Light
D220



HERITAGE™

EXHIBIT ACCESSORIES - COUNTERS & SHOWCASES RENTAL ORDER FORM

exhibitor.services@heritagesvs.com

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Fax 314-534-8050

Order online at: heritagesvs.com/ordering

2026 NCTE ANNUAL CONVENTION

Custom Discount Deadline: **10/21/2026**

Exhibit Cabinets & Counters

All metal is silver

Circle your panel choice: White PVC Black PVC *Printed Graphic Black Fabric Gray Fabric

*If yes on Printed Graphic choice above, please order graphics on the Sign Service form and submit per the form's instructions.

	Item	Quantity	Discount Rate	Standard Rate	Total
C_092	1 Meter Display Counter with Shelf 1M x 1/2M x 42" High with Sliding Door	_____ x	<u>\$ 1,508.28</u>	<u>\$ 1,960.77</u>	= _____
C_084	2 Meter Display Counter with Shelf 2M x 1/2M x 42" High with Sliding Door	_____ x	<u>\$ 2,262.50</u>	<u>\$ 2,941.25</u>	= _____
C_152	1 Meter Curved Counter with Shelf 1M x 1/2M x 42" High with Sliding Door	_____ x	<u>\$ 1,659.11</u>	<u>\$ 2,156.84</u>	= _____
C_053	1 Meter Radius Counter with Shelf 1M x 1/2M x 42" High with Sliding Door	_____ x	<u>\$ 2,488.00</u>	<u>\$ 3,235.50</u>	= _____
C_179	1 Meter Display Cabinet with Shelf 1M x 1/2M x 42" High with 2 Swing Doors and built in locks	_____ x	<u>\$ 1,809.50</u>	<u>\$ 2,352.00</u>	= _____
MD60	Counter Locks	_____ x	<u>\$ 85.29</u>	<u>\$ 110.88</u>	= _____

Showcases

	Item	Quantity	Discount Rate	Standard Rate	Total
All showcases come with lights, sliding doors and jewelers lock. If you want to add graphics, please contact Customer Service at exhibitor.services@heritagesvs.com .					
D140	4' Full View Showcase	_____ x	<u>\$ 1,427.52</u>	<u>\$ 1,855.78</u>	= _____
D150	6' Full View Showcase	_____ x	<u>\$ 1,535.20</u>	<u>\$ 1,995.76</u>	= _____

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

SUBTOTAL \$ _____

TAX 8% \$ _____

TOTAL DUE \$ _____

Exhibiting Company _____

Contact Name _____ Booth# _____

Phone # _____ Email _____

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

CABINETS AND COUNTERS



Counter

C_092

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



Counter

C_084

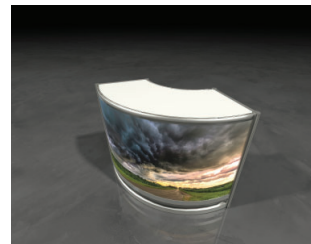
2M x 1/2M x 42" High,
W/Shelf



Curved Counter

C_152

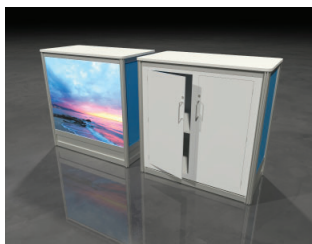
1M x 1/2M x 42"
High W/Shelf



Radius Counter

C_053

1M x 1/2M x 42"
High

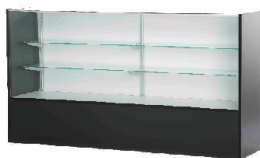


Cabinet

C_179

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

Display Cases



D140/D150 (shown)

D140 - 4' Full View

Showcase

D150 - 6' Full View

Showcase



2026 TRADESHOW CATALOG

EVENTS

**PLEASE CLICK HERE TO VIEW HERITAGE'S ENTIRE CATALOG
OF SPECIALTY FURNITURE OPTIONS**



ESSENTIAL FURNISHINGS AND HELPFUL TIPS TO PLAN YOUR NEXT TRADESHOW EXHIBIT





SPECIALTY FURNISHINGS ORDER FORM

2026 NCTE ANNUAL CONVENTION

exhibitor.services@heritagesvs.com

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Item #:	Description:	Dimensions:	Advance Price:	Standard Price:	QTY:	Total:
30AGBB	30" Round Bar Table w/ Standard Black Base	30"RND 42"H	\$339.44	\$441.28		
30AGBC	30" Round Cafe Table w/ Standard Black Base	30"RND 29"H	\$339.44	\$441.28		
30AGHB	30" Round Bar Table w/ Hydraulic Base	30"RND 45"H	\$419.50	\$545.35		
30AGHC	30" Round Cafe Table w/ Hydraulic Base	30"RND 29"H	\$419.50	\$545.35		
30BEBB	30" Round Bar Table w/ Standard Black Base	30"RND 42"H	\$339.44	\$441.28		
30BEBB	30" Round Bar Table w/ Standard Black Base	30"RND 42"H	\$339.44	\$441.28		
30BECB	30" Round Cafe Table w/ Standard Black Base	30"RND 29"H	\$339.44	\$441.28		
30BEHB	30" Round Bar Table w/ Hydraulic Base	30"RND 45"H	\$419.50	\$545.35		
30BEHC	30" Round Cafe Table w/ Hydraulic Base	30"RND 29"H	\$419.50	\$545.35		
30BKHB	30" Round Bar Table w/ Hydraulic Base	30"RND 45"H	\$419.50	\$545.35		
30BKHC	30" Round Cafe Table w/ Hydraulic Base	30"RND 29"H	\$419.50	\$545.35		
30BKSB	30" Round Bar Table w/ Standard Black Base	30"RND 42"H	\$339.44	\$441.28		
30BKSC	30" Round Cafe Table w/ Standard Black Base	30"RND 29"H	\$339.44	\$441.28		
30BRHB	30" Round Bar Table w/ Hydraulic Base	30"RND 45"H	\$419.50	\$545.35		
30BRHC	30" Round Cafe Table w/ Hydraulic Base	30"RND 29"H	\$419.50	\$545.35		
30GSBB	30" Round Bar Table w/ Standard Black Base	30"RND 42"H	\$339.44	\$441.28		
30GSBC	30" Round Cafe Table w/ Standard Black Base	30"RND 29"H	\$339.44	\$441.28		
30GSHB	30" Round Bar Table w/ Hydraulic Base	30"RND 45"H	\$419.50	\$545.35		
30GSHC	30" Round Cafe Table w/ Hydraulic Base	30"RND 29"H	\$419.50	\$545.35		
30MAHB	30" Round Madison Bar Table w/ Hydraulic Base	30"RND 45"H	\$419.50	\$545.35		
30MAHC	30" Round Madison Cafe Table w/ Hydraulic Base	30"RND 29"H	\$419.50	\$545.35		
30MTHB	30" Round Bar Table w/ Hydraulic Base	30"RND 45"H	\$419.50	\$545.35		
30MTHC	30" Round Cafe Table w/ Hydraulic Base	30"RND 29"H	\$419.50	\$545.35		
30OSBB	30" Round Bar Table w/ Standard Black Base	30"RND 42"H	\$339.44	\$441.28		
30OSBC	30" Round Cafe Table w/ Standard Black Base	30"RND 29"H	\$339.44	\$441.28		
30OSHB	30" Round Bar Table w/ Hydraulic Base	30"RND 45"H	\$419.50	\$545.35		
30OSHC	30" Round Cafe Table w/ Hydraulic Base	30"RND 29"H	\$419.50	\$545.35		
30WDBB	30" Round Bar Table w/ Standard Black Base	30"RND 42"H	\$339.44	\$441.28		
30WDBC	30" Round Cafe Table w/ Standard Black Base	30"RND 29"H	\$339.44	\$441.28		
30WDHB	30" Round Bar Table w/ Hydraulic Base	30"RND 45"H	\$419.50	\$545.35		
30WDHC	30" Round Cafe Table w/ Hydraulic Base	30"RND 29"H	\$419.50	\$545.35		
30WH29	30" Round Cafe Table w/ Standard Black Base	30"RND 29"H	\$339.44	\$441.28		
30WH42	30" Round Bar Table w/ Standard Black Base	30"RND 42"H	\$339.44	\$441.28		
30WHHB	30" Round Bar Table w/ Hydraulic Base	30"RND 45"H	\$419.50	\$545.35		
30WHHC	30" Round Cafe Table w/ Hydraulic Base	30"RND 29"H	\$419.50	\$545.35		
30YBBB	30" Round Bar Table w/ Standard Black Base	30"RND 42"H	\$339.44	\$441.28		

Additional items on the next page

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30YSBC	30" Round Cafe Table w/ Standard Black Base	30"RND 29"H	\$339.44	\$441.28		
30YSHB	30" Round Bar Table w/ Hydraulic Base	30"RND 45"H	\$419.50	\$545.35		
30YSHC	30" Round Cafe Table w/ Hydraulic Base	30"RND 29"H	\$419.50	\$545.35		
36ATO	Atomic 36" Round Table	36"RND 30"H	\$385.88	\$501.64		
36BKHB	36" Round Bar Table w/ Hydraulic Base	36"RND 45"H	\$491.55	\$639.02		
36BKHC	36" Round Cafe Table w/ Hydraulic Base	36"RND 29"H	\$491.55	\$639.02		
36BKSB	36" Round Bar Table w/ Standard Black Base	36"RND 42"H	\$350.65	\$455.85		
36BKSC	36" Round Cafe Table w/ Standard Black Base	36"RND 29"H	\$350.65	\$455.85		
36MTHB	36" Round Bar Table w/ Hydraulic Base	36"RND 45"H	\$491.55	\$639.02		
36MTHC	36" Round Cafe Table w/ Hydraulic Base	36"RND 29"H	\$491.55	\$639.02		
36WTHB	36" Round Bar Table w/ Hydraulic Base	36"RND 45"H	\$491.55	\$639.02		
36WTHC	36" Round Cafe Table w/ Hydraulic Base	36"RND 29"H	\$491.55	\$639.02		
42ATO	Atomic 42" Round Table	42"RND 30"H	\$385.88	\$501.64		
42BKCT	42" Round Table	42"RND 29"H	\$579.62	\$753.50		
ACEHBC	Ace High Back Chair	26"L 26"D 41.75-	\$385.88	\$501.64		
ACEMBC	Ace Mid Back Chair	26"L 26"D 33.25-	\$363.46	\$472.50		
ACHBCB	Ace High Back Chair	26"L 26"D 41.75-	\$385.88	\$501.64		
ACMBCB	Ace Mid Back Chair	26"L 26"D 33.25-	\$363.46	\$472.50		
ADCTBK	Adelaide Cocktail Table	48.875"L 25.375D	\$398.69	\$518.29		
ADCTBP	Adelaide Powered Cocktail Table	48.875"L 25.375D	\$555.60	\$722.28		
ADCTGL	Adelaide Cocktail Table	48.875"L 25.375D	\$398.69	\$518.29		
ADCTWH	Adelaide Cocktail Table	48.875"L 25.375D	\$398.69	\$518.29		
ADCTWP	Adelaide Powered Cocktail Table	48.875"L 25.375D	\$555.60	\$722.28		
ADETBK	Adelaide End Table	21.5"L 21.5"D 17.75"H	\$385.88	\$501.64		
ADETGL	Adelaide End Table	21.5"L 21.5"D 17.75"H	\$385.88	\$501.64		
ADETWH	Adelaide End Table	21.5"L 21.5"D 17.75"H	\$385.88	\$501.64		
ALC100	Alondra Cocktail Table	47"L 24"D 16"H	\$483.55	\$628.61		
ALC200	Alondra Cocktail Table	47"L 24"D 17"H	\$483.55	\$628.61		
ALE100	Alondra End Table	20"L 20"D 20"H	\$385.88	\$501.64		
ALE200	Alondra End Table	20"L 20"D 21"H	\$385.88	\$501.64		
ATHCHA	Atherton Chair	27"L 31"D 30"H	\$837.40	\$1,088.62		
AURA	Aura Round Table	15"RND 22"H	\$217.76	\$283.08		
BC8	Madison Bookcase	36"L 12"D 72"H	\$677.29	\$880.47		
BCHWHT	Baja Chair	36"L 30.5"D 28"H	\$909.45	\$1,182.29		

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Item #:	Description:	Dimensions:	Advance Price:	Standard Price:	QTY:	Total:
BCW	Madrid Chair	30"L 30"D 31"H	\$837.40	\$1,088.62		
BKC10N	10' Table	120"L 48"D 29"H	\$1,332.16	\$1,731.80		
BKC10P	10' Table, Powered	120"L 48"D 29"H	\$1,695.62	\$2,204.30		
BKCT5N	5' Table	60"L 48"D 29"H	\$725.32	\$942.92		
BKCT5P	5' Table, Powered	60"L 48"D 29"H	\$821.39	\$1,067.81		
BKCT8N	8' Table	96"L 48"D 29"H	\$1,332.16	\$1,731.80		
BKCT8P	8' Table, Powered	96"L 48"D 29"H	\$1,695.62	\$2,204.30		
BLDBBK	Blade Barstool	20.5"L 20"D 40.5"H	\$176.13	\$228.96		
BLDBRD	Blade Barstool	20.5"L 20"D 40.5"H	\$176.13	\$228.96		
BLDBSB	Blade Barstool	20.5"L 20"D 40.5"H	\$176.13	\$228.96		
BLDBWH	Blade Barstool	20.5"L 20"D 40.5"H	\$176.13	\$228.96		
BLDCBK	Blade Chair	20.5"L 19"D 30.5"H	\$115.28	\$149.87		
BLDCRD	Blade Chair	20.5"L 19"D 30.5"H	\$115.28	\$149.87		
BLDCSB	Blade Chair	20.5"L 19"D 30.5"H	\$115.28	\$149.87		
BLVWHT	Baja Loveseat	61"L 30.5"D 28"H	\$1,151.23	\$1,496.59		
BNMCOB	Brooklyn Meeting Chair, Oak Base	24.5"L 25.5"D 31.75"H	\$483.55	\$628.61		
BNMCOW	Brooklyn Meeting Chair	24.5"L 25.5"D	\$483.55	\$628.61		
BNMCSB	Brooklyn Meeting Chair, Black Swivel Base	24.5"L 25.5"D 31.75"H	\$483.55	\$628.61		
BNMCSW	Brooklyn Meeting Chair, Swivel	24.5"L 25.5"D	\$483.55	\$628.61		
BOWCHA	Bowery Chair	29.75"L 31"D 27.25"H	\$837.40	\$1,088.62		
BS001	Shark Barstool	22"L 19"D 34-44"H	\$419.50	\$545.35		
BS002	Zoey Barstool	15"L 16"D 30-34.75"H	\$385.88	\$501.64		
BSFWHT	Baja Sofa	86"L 30"D 28"H	\$1,381.79	\$1,796.33		
BSR	Syntax Barstool	23"L 19"D 43.25"H	\$302.62	\$393.40		
BSS	Banana Barstool	21"L 22"D 41"H	\$385.88	\$501.64		
BST	Banana Barstool	21"L 22"D 41"H	\$385.88	\$501.64		
BVLYBK	Beverly Bench Ottoman	60"L 20"D 18"H	\$521.97	\$678.57		
BVLYBN	Beverly Bench Ottoman	60"L 20"D 18"H	\$521.97	\$678.57		
BVLYGR	Beverly Bench Ottoman	60"L 20"D 18"H	\$521.97	\$678.57		
BVLYLN	Beverly Bench Ottoman	60"L 20"D 18"H	\$521.97	\$678.57		
BVLYOB	Beverly Bench Ottoman	60"L 20"D 18"H	\$521.97	\$678.57		
BVLYRD	Beverly Bench Ottoman	60"L 20"D 18"H	\$521.97	\$678.57		
BVLYWH	Beverly Bench Ottoman	60"L 20"D 18"H	\$521.97	\$678.57		
BVSMBK	Beverly Small Bench Ottoman	30"L 20"D 18"H	\$435.51	\$566.17		
BVSMBL	Beverly Small Bench Ottoman	30"L 20"D 18"H	\$435.51	\$566.17		

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BVSMBN	Beverly Small Bench Ottoman	30"L 20"D 18"H	\$435.51	\$566.17		
BVSMGN	Beverly Small Bench Ottoman	30"L 20"D 18"H	\$435.51	\$566.17		
BVSMGY	Beverly Small Bench Ottoman	30"L 20"D 18"H	\$435.51	\$566.17		
BVSMLN	Beverly Small Bench Ottoman	30"L 20"D 18"H	\$435.51	\$566.17		
BVSMLV	Beverly Small Bench Ottoman	30"L 20"D 18"H	\$435.51	\$566.17		
BVSMOR	Beverly Small Bench Ottoman	30"L 20"D 18"H	\$435.51	\$566.17		
BVSMRD	Beverly Small Bench Ottoman	30"L 20"D 18"H	\$435.51	\$566.17		
BVSMWH	Beverly Small Bench Ottoman	30"L 20"D 18"H	\$435.51	\$566.17		
BVSMYL	Beverly Small Bench Ottoman	30"L 20"D 18"H	\$435.51	\$566.17		
C10PWR	10' Table, Powered	120"L 48"D 29"H	\$1,695.62	\$2,204.30		
C1C	Geo Cocktail Table	50"L 22"D 16"H	\$398.69	\$518.29		
C1E	Silverado Cocktail Table	36"RND 17"H	\$398.69	\$518.29		
C1FWB	Geo Cocktail Table	47"L 24"D 17"H	\$398.69	\$518.29		
C5PWR	5' Table, Powered	48"L 26"D 18"H	\$821.39	\$1,067.81		
C8PWR	8' Table, Powered	48"L 26"D 18"H	\$1,695.62	\$2,204.30		
CB8	42" Round Madison Table	48"L 26"D 18"H	\$579.62	\$753.50		
CBSBAZ	Chelsea Barstool, Black Tower Base	48"L 26"D 18"H	\$268.99	\$349.69		
CBSBBK	Chelsea Barstool, Black Tower Base	18.5"L 22"D 46"H	\$268.99	\$349.69		
CBSBGY	Chelsea Barstool, Black Tower Base	18.5"L 22"D 46"H	\$268.99	\$349.69		
CBSBOR	Chelsea Barstool, Black Tower Base	18.5"L 22"D 46"H	\$268.99	\$349.69		
CBSBWL	Chelsea Barstool, Black Tower Base	18.5"L 22"D 46"H	\$268.99	\$349.69		
CBSBYL	Chelsea Barstool, Black Tower Base	18.5"L 22"D 46"H	\$268.99	\$349.69		
CCBTAZ	Chelsea Chair, Black Tower Base	18.5"L 22"D 34"H	\$198.54	\$258.11		
CCBTBK	Chelsea Chair, Black Tower Base	18.5"L 22"D 34"H	\$198.54	\$258.11		
CCBTGY	Chelsea Chair, Black Tower Base	18.5"L 22"D 34"H	\$198.54	\$258.11		
CCBTOR	Chelsea Chair, Black Tower Base	18.5"L 22"D 34"H	\$198.54	\$258.11		
CCBTWL	Chelsea Chair, Black Tower Base	18.5"L 22"D 34"H	\$198.54	\$258.11		
CCBTYL	Chelsea Chair, Black Tower Base	18.5"L 22"D 34"H	\$198.54	\$258.11		
CCSCAZ	Chelsea Chair, Black Swivel Base w/ Casters	18.5"L 22"D 34"H	\$198.54	\$258.11		
CCSCBK	Chelsea Chair, Black Swivel Base w/ Casters	18.5"L 22"D 34"H	\$198.54	\$258.11		
CCSCGY	Chelsea Chair, Black Swivel Base w/ Casters	18.5"L 22"D 34"H	\$198.54	\$258.11		
CCSCOR	Chelsea Chair, Black Swivel Base w/ Casters	18.5"L 22"D 34"H	\$198.54	\$258.11		
CCSCWL	Chelsea Chair, Black Swivel Base w/ Casters	18.5"L 22"D 34"H	\$198.54	\$258.11		
CCSCYL	Chelsea Chair, Black Swivel Base w/ Casters	18.5"L 22"D 34"H	\$198.54	\$258.11		

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CE1	Geo Table, Rounded Square	42"L 42"D 29"H	\$433.91	\$564.09		
CF2	Geo Table, Rectangle	60"L 36"D 29"H	\$725.32	\$942.92		
CHR002	Allegro Chair	36"L 34.5"D 30"H	\$909.45	\$1,182.29		
CNTCHR	Century Chair	30"L 30"D 31"H	\$837.40	\$1,088.62		
COCHTP	Cordoba Chair	37"L 32"D 32.75"H	\$725.32	\$942.92		
COLVTP	Cordoba Loveseat	60.5"L 32"D 33"H	\$1,040.75	\$1,352.97		
CONF10	10' Table	120"L 48"D 29"H	\$1,332.16	\$1,731.80		
CONF42	42" Round Table	42"RND 29"H	\$579.62	\$753.50		
CONF5	5' Table	60"L 48"D 29"H	\$725.32	\$942.92		
CONF8	8' Table	96"L 60"D 29"H	\$1,332.16	\$1,731.80		
CS4	Syntax Chair	23"L 19"D 32.25"H	\$280.20	\$364.26		
CUBPOW	Wireless Charging Table, Powered	20"L 20"D 18"H	\$654.87	\$851.33		
CUPCHA	Cupertino Mid Back Chair	27"L 30.5"D 40-43"H	\$363.46	\$472.50		
DIVFCR	Clear Divider, Freestanding Corner	39"L 39"D 72"H	\$963.89	\$1,253.06		
DIVFRE	Clear Divider, Freestanding	39"L 1.5"D 72"H	\$483.55	\$628.61		
DIVFWB	Divider, Freestanding Whiteboard	39"L 1.5"D 72"H	\$653.27	\$849.25		
DIVFWL	Clear Divider, Freestanding Wall	40"L 1.5"D 72"H	\$483.55	\$628.61		
DUET	Duet Stack Chair	21"L 23"D 33"H	\$115.28	\$149.87		
E1C	Geo End Table	24"L 24"D 20"H	\$313.83	\$407.97		
E1E	Silverado End Table	24"RND 22"H	\$313.83	\$407.97		
E1FWB	Geo End Table	20"L 20"D 21"H	\$313.83	\$407.97		
END01B	Endless Curved Ottoman	27"L 23"D 22"H	\$722.12	\$938.75		
END01W	Endless Curved Ottoman	27"L 23"D 22"H	\$722.12	\$938.75		
END02B	Endless Square Ottoman	60.5"L 37.5"D 15"H	\$600.43	\$780.56		
END02W	Endless Square Ottoman	60.5"L 37.5"D 15"H	\$600.43	\$780.56		
FAIRCW	Fairfax Chair	27"L 26"D 30"H	\$618.04	\$803.46		
FAIRSW	Fairfax Sofa	62"L 26"D 30"H	\$798.97	\$1,038.67		
GENCHA	Genesis Chair	27.5"L 27.5"D 40-	\$268.99	\$349.69		
HDG4FT	Boxwood Hedge, 4'	46"L 9"D 47"H	\$847.01	\$1,101.11		
HDG7FT	Boxwood Hedge, 7'	36.5"L 12"D 84"H	\$1,332.16	\$1,731.80		
JD8	Madison Executive Desk	60"L 30"D 29"H	\$871.03	\$1,132.33		
KABSWH	Kamden Barstool	16.5"L 20"D 25"-33.5"	\$369.87	\$480.83		
KEYCHR	Key Largo Chair	35"L 35"D 34"H	\$618.04	\$803.46		
KEYLOV	Key Largo Loveseat	57"L 35"D 34"H	\$725.32	\$942.92		

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KEYSOF	Key Largo Sofa	79"L 35"D 34"H	\$798.97	\$1,038.67		
LA14	Mason Table Lamp	16"RND 26"H	\$204.95	\$266.43		
LA15	Mason Floor Lamp	18"RND 55"H	\$385.88	\$501.64		
LABREA	La Brea Swivel Chair	35"L 27"D 40"H	\$725.32	\$942.92		
LCCHOT	Lucca Chair	30"L 29"D 33"H	\$763.84	\$992.99		
LCCHPW	Lucca Chair, Powered	30"L 29"D 33"H	\$978.67	\$1,272.27		
LCLVOT	Lucca Loveseat	69"L 29"D 33"H	\$1,085.00	\$1,410.50		
LCLVPW	Lucca Loveseat, Powered	69"L 29"D 33"H	\$1,297.66	\$1,686.96		
LMBAR	Laguna Barstool	18"L 20"D 47"H	\$268.99	\$349.69		
LMCHR	Laguna Chair	18"L 19"D 34"H	\$198.54	\$258.11		
LRCHGN	Lorna Chair	26"L 25"D 30"H	\$710.91	\$924.18		
LUBSCL	Lucent Barstool	22"L 22.5"D 45.5"H	\$385.88	\$501.64		
LUCHCL	Lucent Chair	19.5"L 19.75"D 32.5"H	\$302.62	\$393.40		
LVS002	Allegro Loveseat	63"L 34.5"D 30"H	\$1,019.93	\$1,325.91		
MADC05	Madison 5' Table	60"L 48"D 29"H	\$725.32	\$942.92		
MADC08	Madison 8' Table	96"L 60"D 29"H	\$1,332.16	\$1,731.80		
MADC10	Madison 10' Table	120"L 48"D 29"H	\$1,332.16	\$1,731.80		
MALGRN	Malba Chair	20"L 20"D 32"H	\$115.28	\$149.87		
MALGRY	Malba Chair	20"L 20"D 32"H	\$115.28	\$149.87		
MAR001	Marche Swivel Ottoman	17"RND 18"H	\$302.62	\$393.40		
MAR002	Marche Swivel Ottoman	17"RND 18"H	\$302.62	\$393.40		
MAR003	Marche Swivel Ottoman	17"RND 18"H	\$302.62	\$393.40		
MAR004	Marche Swivel Ottoman	17"RND 18"H	\$302.62	\$393.40		
MAR005	Marche Swivel Ottoman	17"RND 18"H	\$302.62	\$393.40		
MAR007	Marche Swivel Ottoman	17"RND 18"H	\$302.62	\$393.40		
MAR008	Marche Swivel Ottoman	17"RND 18"H	\$302.62	\$393.40		
MAR010	Marche Swivel Ottoman	17"RND 18"H	\$302.62	\$393.40		
MAR011	Marche Swivel Ottoman	17"RND 18"H	\$302.62	\$393.40		
MAR012	Marche Swivel Ottoman	17"RND 18"H	\$302.62	\$393.40		
MAR013	Marche Swivel Ottoman	17"RND 18"H	\$302.62	\$393.40		
MAR014	Marche Swivel Ottoman	17"RND 18"H	\$302.62	\$393.40		
MAR015	Marche Swivel Ottoman	17"RND 18"H	\$302.62	\$393.40		
MAR020	Marche Swivel Ottoman	17"RND 18"H	\$302.62	\$393.40		
MAR021	Marche Swivel Ottoman	17"RND 18"H	\$302.62	\$393.40		
MARBBE	Marina Barstool	21"L 17.5"D 41.5"H	\$385.88	\$501.64		

Additional items on the next page

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Item #:	Description:	Dimensions:	Advance Price:	Standard Price:	QTY:	Total:
MARBBK	Marina Barstool	21"L 17.5"D 41.5"H	\$385.88	\$501.64		
MARBGY	Marina Barstool	21"L 17.5"D 41.5"H	\$385.88	\$501.64		
MARBRD	Marina Barstool	21"L 17.5"D 41.5"H	\$385.88	\$501.64		
MARBWH	Marina Barstool	21"L 17.5"D 41.5"H	\$385.88	\$501.64		
MARCBE	Marina Chair	17.5"L 19.5"D 35"H	\$232.17	\$301.82		
MARCBK	Marina Chair	17.5"L 19.5"D 35"H	\$232.17	\$301.82		
MARCGY	Marina Chair	17.5"L 19.5"D 35"H	\$232.17	\$301.82		
MARCRD	Marina Chair	17.5"L 19.5"D 35"H	\$232.17	\$301.82		
MARCWH	Marina Chair	17.5"L 19.5"D 35"H	\$232.17	\$301.82		
MESCTB	Mesa Cocktail Table	32.25"RND 17.25"H	\$398.69	\$518.29		
MESCTG	Mesa Cocktail Table	36"RND 17.25"H	\$398.69	\$518.29		
MESCTW	Mesa Cocktail Table	32.25"RND 17.25"H	\$398.69	\$518.29		
MESETB	Mesa End Table	20.5"RND 21.25"H	\$313.83	\$407.97		
MESETG	Mesa End Table	24"RND 21.25"H	\$313.83	\$407.97		
MESETW	Mesa End Table	20.5"RND 21.25"H	\$313.83	\$407.97		
MIRWHT	Miramar Divider, White	63"L 23"D 83"H	\$701.30	\$911.69		
MONCHA	Montreal Chair	30"L 23.25"D 30"H	\$909.45	\$1,182.29		
MONLOV	Montreal Loveseat	62"L 27.25"D 29.5"H	\$1,151.23	\$1,496.59		
MTBLPI	Midtown Bar, Lighted w/ Plug In	60"L 18"D 42"H	\$1,963.01	\$2,551.91		
MTBUUL	Midtown Bar, Unlighted	60"L 18"D 42"H	\$1,732.44	\$2,252.18		
MTCLPI	Midtown Powered Counter, Lighted w/ Plug In	60"L 18"D 42"H	\$1,963.01	\$2,551.91		
MTCPUUL	Midtown Powered Counter, Unlighted	60"L 18"D 42"H	\$1,732.44	\$2,252.18		
NPLCHP	Naples Chair, Powered	36"L 30"D 33.25"H	\$1,127.21	\$1,465.37		
NPLCHR	Naples Chair	36"L 30"D 33.25"H	\$909.45	\$1,182.29		
NPLLOP	Naples Loveseat, Powered	62"L 30"D 33.25"H	\$1,393.00	\$1,810.90		
NPLLOV	Naples Loveseat	62"L 30"D 33.25"H	\$1,151.23	\$1,496.59		
NPLSOF	Naples Sofa	87"L 30"D 33.25"H	\$1,381.79	\$1,796.33		
NPLSOP	Naples Sofa, Powered	87"L 30"D 33.25"H	\$1,647.58	\$2,141.86		
P30BWH	30" Bar Table, Powered	30" RND 42"H	\$1,066.37	\$1,386.28		
P30CWH	30" Cafe Table, Powered	30" RND 29"H	\$1,066.37	\$1,386.28		
PALSOF	Palm Beach Sofa	69"L 29"D 33"H	\$1,176.85	\$1,529.90		
PASCHR	Pasadena Chair	27"L 25"D 26"H	\$483.55	\$628.61		
PDL36B	Powered Locking Pedestal, 36"	24"L 24"D 36"H	\$773.36	\$1,005.36		
PDL36W	Powered Locking Pedestal, 36"	24"L 24"D 36"H	\$773.36	\$1,005.36		
PDL42B	Powered Locking Pedestal, 42"	24"L 24"D 42"H	\$909.45	\$1,182.29		
PDL42W	Powered Locking Pedestal, 42"	24"L 24"D 42"H	\$909.45	\$1,182.29		

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Item #:	Description:	Dimensions:	Advance Price:	Standard Price:	QTY:	Total:
PSHCCS	Posh Shelving	25"L 24"D 45-48"H	\$555.60	\$722.28		
REGBEN	Regis Bench/Table	24"L 26"D 36"H	\$435.51	\$566.17		
REGOTT	Regis End Table	24"L 22"D 36.75"	\$385.88	\$501.64		
ROLLBL	Lift Barstool	47"L 15.5"D 16"H	\$302.62	\$393.40		
ROLLGY	Lift Barstool	15"RND 23-33.5"H	\$302.62	\$393.40		
ROLLRD	Lift Barstool	15"RND 23-33.5"H	\$302.62	\$393.40		
ROLLWH	Lift Barstool	15"RND 23-33.5"H	\$302.62	\$393.40		
RSTDIN	Rustique Chair w/ Arms	20"L 18"D 31"H	\$198.54	\$258.11		
RSTSQT	Rustique Square Metal Bar Table	23.75"L 23.75"D	\$459.53	\$597.39		
RSTSTL	Rustique Barstool	13"L 13"D 30"H	\$176.13	\$228.96		
SC10	Razor Armless Chair	15.5"L 23.5"D 30.5"H	\$115.28	\$149.87		
SC3	Brewer Chair	20"L 20"D 32"H	\$198.54	\$258.11		
SEDBBK	Sedona Side Table	15.75"L 15.75"D 24"H	\$217.76	\$283.08		
SEDBWD	Sedona Side Table	15.75"L 15.75"D 24"H	\$217.76	\$283.08		
SEDBWH	Sedona Side Table	15.75"L 15.75"D 24"H	\$217.76	\$283.08		
SFA002	Allegro Sofa	73"L 34.5"D 30"H	\$1,176.85	\$1,529.90		
SRBSCR	Sorrento Barstool	23"L 19"D 43.25"H	\$420.98	\$547.27		
SRSWCR	Sorrento Swivel Chair	26"L 24.5"D 32.25"H	\$440.51	\$572.66		
STECHA	Sterling Chair	33"L 33.5"D 32"H	\$1,127.21	\$1,465.37		
STESOF	Sterling Sofa	82"L 33.5"D 32"H	\$1,647.58	\$2,141.86		
STNCH1	Stanchion w/ Retractable Belt	96"L 37"H	\$108.88	\$141.54		
STNSGN	Stanchion Sign Holder	10"L 13"H	\$94.47	\$122.81		
SWAN	Swanson Swivel Chair	28"L 25"D 30"H	\$570.01	\$741.01		
TAOBBK	Taos Side Table	48"L 26"D 18"H	\$217.76	\$283.08		
TAOBWD	Taos Side Table	27"L 23"D 22"H	\$217.76	\$283.08		
TAOBWH	Taos Side Table	48"L 26"D 18"H	\$217.76	\$283.08		
TASKST	Task Stool	27"L 23"D 22"H	\$232.17	\$301.82		
TCHGRY	Tech Tablet Chair	30.5"L 29"D 33.5"H	\$312.22	\$405.89		
TCHNTP	Tech Chair, Non-Powered, No Tablet	30.5"L 29"D 33.5"H	\$312.22	\$405.89		
TCHP	Tech Chair, No Tablet	30.5"L 29"D 33.5"H	\$312.22	\$405.89		
TCHTNP	Tech Tablet Chair, Non-Powered	30.5"L 29"D 33.5"H	\$312.22	\$405.89		
TECH	Tech Desk, Powered	60"L 30"D 30"H	\$570.01	\$741.01		
TECH3	3 Drawer File Cabinet on Castors	16"L 20"D 28"H	\$265.79	\$345.53		
TECH3B	Tech Desk, Powered w/ 3 Drawer File Cabinet	60"L 30"D 30"H	\$859.82	\$1,117.76		
TMBCKT	Timber Cocktail Table	30" RND 15" H	\$392.28	\$509.97		

Additional items on the next page

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Item #:	Description:	Dimensions:	Advance Price:	Standard Price:	QTY:	Total:
TMBTBL	Timber Table	16" RND 17" H	\$217.76	\$283.08		
TRCHCO	Terrace Accent Chair	24"L 30.5"D 31.25"H	\$800.58	\$1,040.75		
VALCGN	Valencia Chair	28"L 30.5"D 31"H	\$618.04	\$803.46		
VALCHA	Valencia Chair	28"L 30.5"D 31"H	\$618.04	\$803.46		
VALCOT	Valencia Chair	28"L 30.5"D 31"H	\$618.04	\$803.46		
VALSOF	Valencia Sofa	63"L 30.5"D 31"H	\$798.97	\$1,038.67		
VALVOT	Valencia Loveseat	63"L 30.5"D 31"H	\$798.97	\$1,038.67		
VIB01	Vibe Cube Ottoman	18"L 18"D 18"H	\$161.72	\$210.23		
VIB02	Vibe Cube Ottoman	18"L 18"D 18"H	\$161.72	\$210.23		
VIB04	Vibe Cube Ottoman	18"L 18"D 18"H	\$161.72	\$210.23		
VIB05	Vibe Cube Ottoman	18"L 18"D 18"H	\$161.72	\$210.23		
VIB08	Vibe Cube Ottoman	18"L 18"D 18"H	\$161.72	\$210.23		
VIB09	Vibe Cube Ottoman	18"L 18"D 18"H	\$161.72	\$210.23		
VIB10	Vibe Cube Ottoman	18"L 18"D 18"H	\$161.72	\$210.23		
VIB11	Vibe Cube Ottoman	18"L 18"D 18"H	\$161.72	\$210.23		
VIB12	Vibe Cube Ottoman	18"L 18"D 18"H	\$161.72	\$210.23		
VIB13	Vibe Cube Ottoman	18"L 18"D 18"H	\$161.72	\$210.23		
VIB14	Vibe Cube Ottoman	18"L 18"D 18"H	\$161.72	\$210.23		
VIB15	Vibe Cube Ottoman	18"L 18"D 18"H	\$161.72	\$210.23		
VIB16	Vibe Cube Ottoman	18"L 18"D 18"H	\$161.72	\$210.23		
VIB21	Vibe Cube Ottoman	18"L 18"D 18"H	\$161.72	\$210.23		
VIB22	Vibe Cube Ottoman	18"L 18"D 18"H	\$161.72	\$210.23		
VILHUB	Village Charging Hub	12"L 12"D 28.25"H	\$435.51	\$566.17		
VNTBLK	Ventura Communal Bar Table, Powered	72.25"L 26.25"D 42"H	\$1,453.84	\$1,890.00		
VNTBNP	Ventura Communal Bar Table	72.25"L 26.25"D 42"H	\$1,127.21	\$1,465.37		
VNTBWW	Ventura Communal Bar Table w/ Grommet Holes	72.25"L 26.25"D 42"H	\$1,127.21	\$1,465.37		
VNTCBK	Ventura Communal Cafe Table, Powered	72.25"L 26.25"D 30"H	\$1,186.45	\$1,542.39		
VNTCBN	Ventura Communal Cafe Table	72.25"L 26.25"D 30"H	\$847.01	\$1,101.11		
VNTCMN	Ventura Communal Cafe Table	72.25"L 26.25"D 30"H	\$847.01	\$1,101.11		
VNTCWH	Ventura Communal Cafe Table, Powered	72.25"L 26.25"D 30"H	\$1,186.45	\$1,542.39		
VNTCWN	Ventura Communal Cafe Table	72.25"L 26.25"D 30"H	\$847.01	\$1,101.11		
VNTCWW	Ventura Communal Cafe Table w/ Grommet Holes	72.25"L 26.25"D 30"H	\$847.01	\$1,101.11		
VNTMNP	Ventura Communal Bar Table	72.25"L 26.25"D 42"H	\$1,127.21	\$1,465.37		
VNTWHT	Ventura Communal Bar Table, Powered	72.25"L 26.25"D 42"H	\$1,453.84	\$1,890.00		
VNTWNP	Ventura Communal Bar Table	72.25"L 26.25"D 42"H	\$1,127.21	\$1,465.37		

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Item #:	Description:	Dimensions:	Advance Price:	Standard Price:	QTY:	Total:
VTA	30" Round Madison Bar Table w/ Standard Black	30"RND 42"H	\$339.44	\$441.28		
VTB	30" Round Bar Table w/ Standard Black Base	30"RND 42"H	\$339.44	\$441.28		
VTK	30" Round Bar Table w/ Standard Black Base	30"RND 42"H	\$339.44	\$441.28		
VTP	36"Round Bar Table w/ Standard Black Base	36"RND 42"H	\$350.65	\$455.85		
VTW	36" Round Bar Table w/ Standard Black Base	36"RND 42"H	\$350.65	\$455.85		
WD3	Work Table	48"L 24"D 30"H	\$448.32	\$582.82		
XBAR	Christopher Barstool	19"L 19"D 41"H	\$302.62	\$393.40		
XCHR	Christopher Chair	17"L 19"D 35"H	\$198.54	\$258.11		
ZENBAR	Zenith Barstool	19"L 20"D 44"H	\$268.99	\$349.69		
ZENCHR	Zenith Chair	18.25"L 22"D 32"H	\$198.54	\$258.11		
ZTA	30" Round Madison Cafe Table w/ Standard Black	30"RND 29"H	\$339.44	\$441.28		
ZTB	30" Round Cafe Table w/ Standard Black Base	30"RND 29"H	\$339.44	\$441.28		
ZTK	30" Round Cafe Table w/ Standard Black Base	30"RND 29"H	\$339.44	\$441.28		
ZTP	36"Round Cafe Table w/ Standard Black Base	36"RND 29"H	\$350.65	\$455.85		
ZTQ	36"Round Cafe Table w/ Standard Black Base	36"RND 29"H	\$350.65	\$455.85		

SUBTOTAL \$ _____

8% Tax \$ _____

TOTAL DUE \$ _____

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**10' x 10'
Display**☐**B001**

Advanced Price: \$6,578.82

Standard Price: \$8,552.47

☐**B214**

Advanced Price: \$6,578.82

Standard Price: \$8,552.47

☐**B362**

Advanced Price: \$6,421.83

Standard Price: \$8,348.38

☐**B310**

Advanced Price: \$4,585.74

Standard Price: \$5,961.46

**10' x 20'
Display**☐**B002**

Advanced Price: \$10,271.42

Standard Price: \$13,352.84

☐**B368**

Advanced Price: \$14,269.70

Standard Price: \$18,550.60

☐**B004**

Advanced Price: \$11,542.38

Standard Price: \$15,005.09

☐**B361**

Advanced Price: \$12,365.15

Standard Price: \$16,074.69

Select Carpet

(included in the rental)

Circle your color choice:

Red Blue Hunter Green Gray Black

Additional carpet colors and flooring options available at listed rates.☐

Check here if you would like a Heritage graphic designer to contact you about custom graphic requirements

**Method of Payment & Credit Card Authorization
Form REQUIRED to be submitted with this form.****SUBTOTAL** \$ _____**TAX 8%** \$ _____**TOTAL DUE** \$ _____

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

Exhibiting Company _____

Contact Name _____ Booth# _____

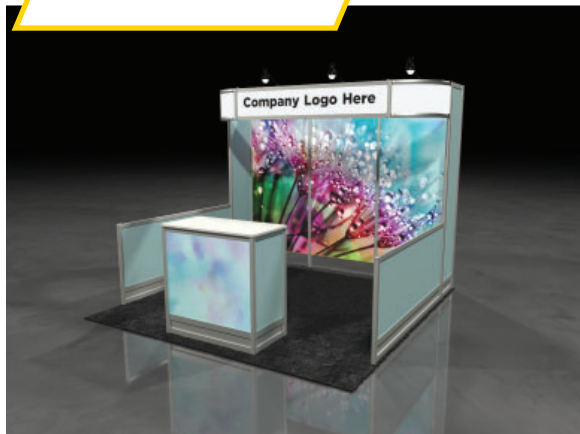
Phone # _____ Email _____

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10' x 10' Exhibit Rental Displays

Booth graphics are NOT included in each space. For more info, contact us at graphics@heritagesvs.com. Some furnishings are included in booth packages. Please note what may and may not be included for each package. Please consult the sign service sheet, or contact your Heritage Design Consultant for pricing.

B001

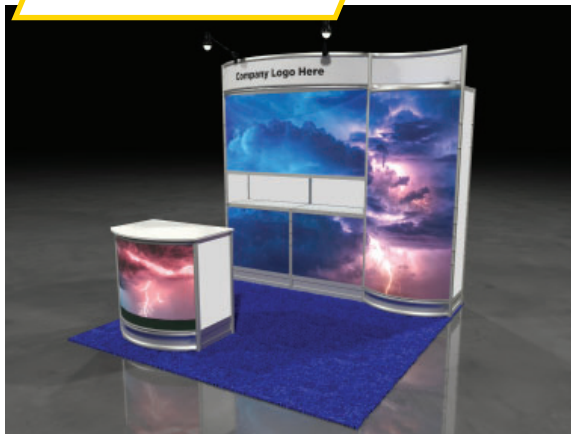


Advanced Price \$6,578.82
Standard Price \$8,552.47

INCLUDED:

Three arm lights
10' x 10' carpet
Installation/Dismantle Labor
Complimentary consultation for booth alterations

B214

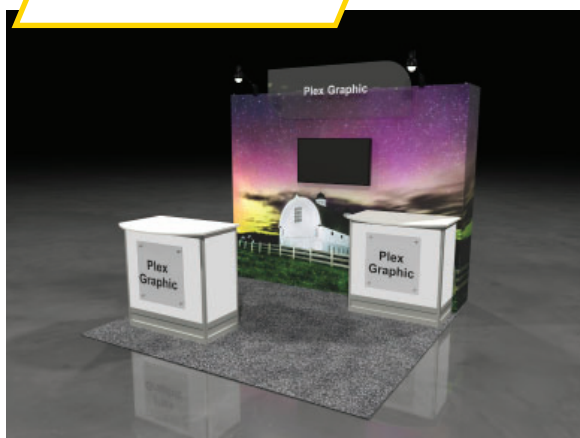


Advanced Price \$6,578.82
Standard Price \$8,552.47

INCLUDED:

Two arm lights
10' x 10' carpet
Installation/Dismantle Labor
Complimentary consultation for booth alterations

B362

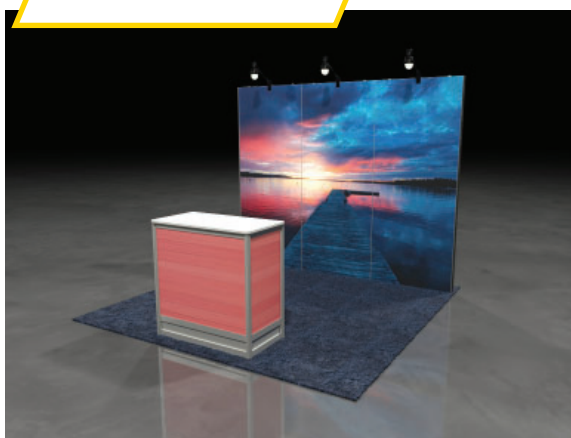


Advanced Price \$6,421.83
Standard Price \$8,348.38

INCLUDED

Two arm lights
10' x 10' carpet
Installation/Dismantle Labor
Complimentary consultation for booth alterations
Monitor display sold separately

B310



Advanced Price \$4,585.74
Standard Price \$5,961.46

INCLUDED

Three arm lights
10' x 10' carpet
Installation/Dismantle Labor
Complimentary consultation for booth alterations

EXHIBITS

10' x 20' Exhibit Rental Displays

Booth graphics are NOT included in each space. For more info, contact us at graphics@heritagesvs.com. Some furnishings are included in booth packages. Please note what may and may not be included for each package. Please consult the sign service sheet, or contact your Heritage Design Consultant for pricing.

EXHIBITS

B002



Advanced Price \$10,271.42
Standard Price \$13,352.84

INCLUDED: Six arm lights
10' x 20' carpet
Installation/Dismantle Labor
Complimentary consultation for booth alterations

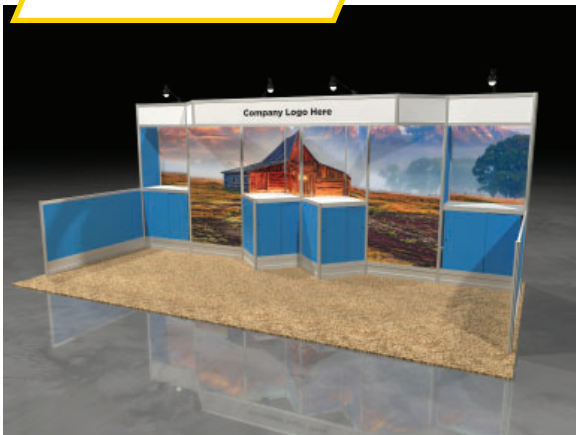
B368



Advanced Price \$14,269.70
Standard Price \$18,550.60

INCLUDED: Six arm lights
10' x 20' carpet
Installation/Dismantle Labor
Complimentary consultation for booth alterations
Monitor and furnishings sold separately

B004



Advanced Price \$11,542.38
Standard Price \$15,005.09

INCLUDED Six arm lights
10' x 20' carpet
Installation/Dismantle Labor
Complimentary consultation for booth alterations

B361



Advanced Price \$12,365.15
Standard Price \$16,074.69

INCLUDED Four arm lights
10' x 20' carpet
Installation/Dismantle Labor
Complimentary consultation for booth alterations
Monitors sold separately



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20' x 20' Display

☐

B333

Advanced Price: \$18,572.70

Standard Price: \$24,144.51

☐

B215

Advanced Price: \$16,979.97

Standard Price: \$22,073.96

☐

B437

Advanced Price: \$19,708.88

Standard Price: \$25,621.54

☐

B403

Advanced Price: \$29,199.74

Standard Price: \$37,959.66

20' x 30' Display and Larger

☐

B359

Advanced Price: \$40,139.19

Standard Price: \$52,180.95

☐

B360

Advanced Price: \$39,427.65

Standard Price: \$51,255.95

☐

B465

Advanced Price: \$28,415.54

Standard Price: \$36,940.20

☐

B085

Advanced Price: \$33,819.44

Standard Price: \$43,965.27

Select Carpet

(included in the rental)

Circle your color choice:

Red Blue Hunter Green Gray Black

Additional carpet colors and flooring options available at listed rates.

☐

Check here if you would like a Heritage graphic designer to contact you about custom graphic requirements

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

SUBTOTAL \$ _____

TAX 8% \$ _____

TOTAL DUE \$ _____

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

Exhibiting Company _____

Contact Name _____ Booth# _____

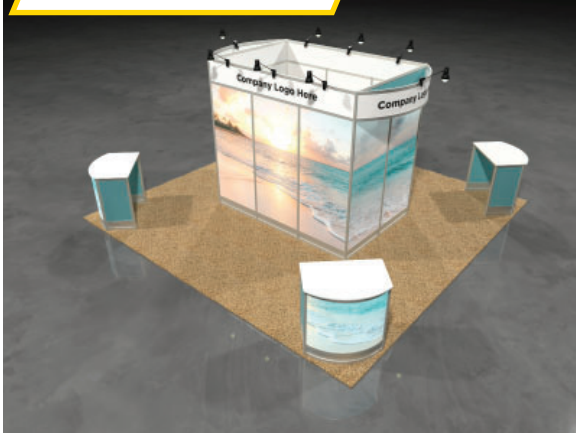
Phone # _____ Email _____

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

20' x 20' Exhibit Rental Displays

Booth graphics are NOT included in each space. For more info, contact us at graphics@heritagesvs.com. Some furnishings are included in booth packages. Please note what may and may not be included for each package. Please consult the sign service sheet, or contact your Heritage Design Consultant for pricing.

B333



Advanced Price \$18,572.70
Standard Price \$24,144.51

INCLUDED: Eight arm lights
20' x 20' carpet
Installation/Dismantle Labor
Complimentary consultation for booth alterations

B215



Advanced Price \$16,979.97
Standard Price \$22,073.96

INCLUDED: Eight arm lights
20' x 20' carpet
Installation/Dismantle Labor
Complimentary consultation for booth alterations

B437



Advanced Price \$19,708.88
Standard Price \$25,621.54

INCLUDED Eight arm lights
20' x 20' carpet
Installation/Dismantle Labor
Complimentary consultation for booth alterations
Monitor and furnishings sold separately

B403



Advanced Price \$29,199.74
Standard Price \$37,959.66

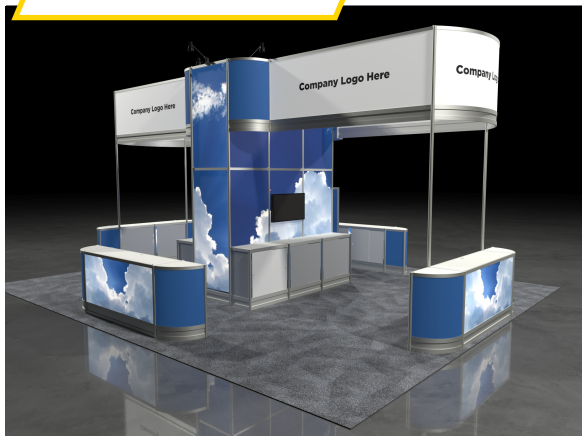
INCLUDED Four corner columns and two counters back-lit
20' x 20' carpet
Installation/Dismantle Labor
Complimentary consultation for booth alterations
Furnishings sold separately

EXHIBITS

20' x 30' and Larger Exhibit Rental Displays

Booth graphics are NOT included in each space. For more info, contact us at graphics@heritagesvs.com. Some furnishings are included in booth packages. Please note what may and may not be included for each package. Please consult the sign service sheet, or contact your Heritage Design Consultant for pricing.

B359



Advanced Price \$40,139.19
Standard Price \$52,180.95

INCLUDED:

Eight arm lights
 20' x 30' carpet
 Installation/Dismantle Labor
 Complimentary consultation for booth alterations
Monitors and furnishings sold separately

B360

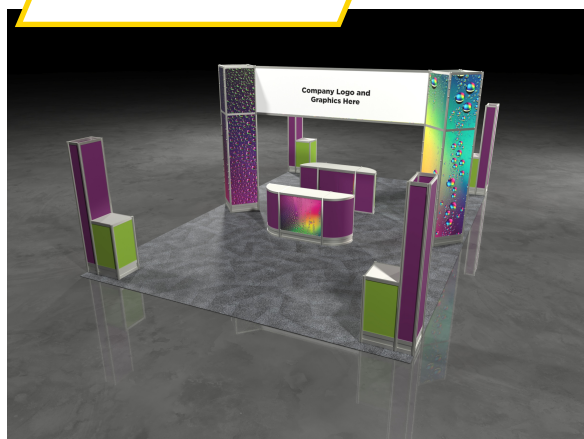


Advanced Price \$39,427.65
Standard Price \$51,255.95

INCLUDED:

Six arm lights
 20' x 20' carpet
 Installation/Dismantle Labor
 Complimentary consultation for booth alterations
Monitors and furnishings sold separately

B465

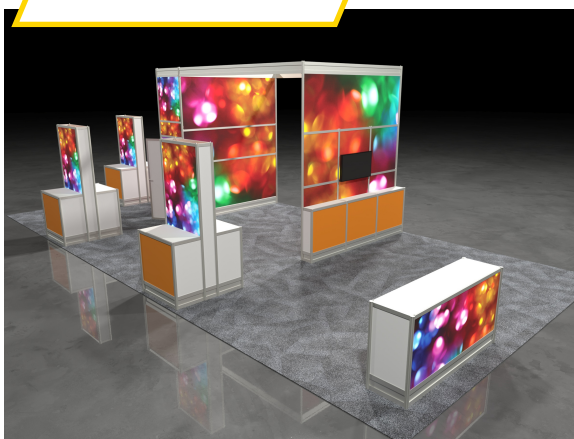


Advanced Price \$28,415.54
Standard Price \$36,940.20

INCLUDED

20' x 30' carpet
 Installation/Dismantle Labor
 Complimentary consultation for booth alterations
Monitors and furnishings sold separately

B085



Advanced Price \$33,819.44
Standard Price \$43,965.27

INCLUDED

Four arm lights
 20' x 40' carpet
 Installation/Dismantle Labor
 Complimentary consultation for booth alterations
Monitors and furnishings sold separately

EXHIBITS

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

EMPTY REMOVAL INSTRUCTIONS

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

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

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

CERTIFIED WEIGHT TICKETS

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

INSURANCE

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

INBOUND SHIPMENT(S)

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

OUTBOUND SHIPMENT(S)

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

exhibitor.services@heritagesvs.com

1-800-360-4323

Fax 314-534-8050

Order online at: heritagesvs.com/ordering

LIABILITY

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

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

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

exhibitor.services@heritagesvs.com

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- **Crated:** Material that is skidded or is in any type of shipping container that can be unloaded at the dock with **no special handling required.**
- **Special Handling:** Applies to shipments that are loaded by cubic space and/or packed in such a manner as to require additional labor/handling, such as ground unloading, constricted space unloading, designated piece unloading, or stacked shipments. Also included are mixed shipments and shipments without individual bills of lading. Shipments loaded in this manner require additional time, labor, or equipment, to unload, sort and deliver. **Federal Express (FedEx), UPS, USPS and DHL are included in this category due to their delivery procedures.**
- **What about carpet/pad only shipments?** Shipments that consist of carpet and/or carpet padding only require additional handling because of additional labor and equipment to unload.
- **What is a Small Package?** (30lbs. maximum per package) Letters or small packages received at show-site **during show hours only.**
- **What is a Cartage Company?** Freight forwarders, as well as, other carriers, will often outsource the delivery of their freight to third party cartage companies. Cartage companies provide local pick-up and delivery services to and from the event venue, as well as, other locations. In most cases, cartage companies will consolidate shipments from multiple carriers onto a single truck. Due to their loading/unloading procedures, these shipments may fall into the additional handling category.
- **What is Ground Loading/Unloading?** Vehicles that are not dock height, preventing the use of loading docks, such as U-hauls, flat bed trailers, double drop trailers, company vehicles with trailers that are not dock level, etc.
- **What is Constricted Space Loading/Unloading?** Trailer loaded “high and tight” shipments that are not easily accessible. Freight is loaded to full capacity of trailer - top to bottom, side to side. One example of this is freight that is loaded down one side of a trailer that must be bypassed to reach targeted freight.
- **What is Designated Piece Loading/Unloading?** Drivers that require the loading crew to bring multiple pieces of the freight to the rear of the trailer to select the next piece, having to remove freight from the trailer then reload to fit or the trailer must be loaded in a sequence to ensure all items fit.
- **What is Alternate Delivery Location?** Shipments that are delivered by a carrier that requires pieces to be delivered to different areas/levels in the same building, or to other venues (such as a hotel near an event venue).
- **What are Stacked Shipments?** Shipments loaded in such a manner requiring multiple items to be removed to ground level for delivery to booth. Stacked or “cubed out” shipments, loose items placed on top of crates and/or pallets constitute special handling.
- **What are Multiple Shipments?** Multiple shipments on a truck do not automatically indicate special handling, unless the shipments are mixed on the truck, failing to maintain shipment integrity and/or have multiple deliver areas.
- **What are mixed shipments?** Mixed shipments are defined as shipments of mixed crated and uncrated goods, where the percentage of uncrated is minimal and does not warrant the full uncrated rate for the shipment, but does require special handling.
- **What does it mean if I have No Documentation?** Shipments arrive from a small package carrier (including, among others, Federal Express [FedEx] and UPS) without an individual Bill of Lading, requiring additional time, labor and equipment to process.
- **What is Inbound?** Shipments being sent to a warehouse for advance receiving or to show site.
- **What is Outbound?** Shipments leaving show site and being sent to another destination.
- **What is Off Target?** Used when there is a specific date and time that an exhibitor must move in by and is missed.
- **What is a Marshalling Yard Fee?** A marshalling service has been established to ease congestion at the facility and better utilize dock space. All carriers and privately owned vehicles must check in at the marshalling location prior to unloading/loading.
- **What is Overnight Parking Fee?** There is a fee for parking at the marshalling yard. This is for exhibitors with company owned trailers and box trucks only. **Any vehicles left without a parking pass will be towed at owner’s expense.**
- **What are Shipments Returned to Warehouse?** Shipments returned to the warehouse at close of show will be charged an additional fee of \$50.00 per CWT (2500lb. min.). Shipments not picked up from the warehouse within 72 hrs. will be charged for storage by Heritage.

exhibitor.services@heritagesvs.com

1-800-360-4323

Fax 314-534-8050

Order online at: heritagesvs.com/ordering
MATERIAL HANDLING SERVICES
CRATED: Material that is skidded or is in any type of shipping container that can be unloaded at the dock with no additional handling required.

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

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

	Description	Price per CWT	200 lb Minimum
Rate Classifications	Warehouse Shipment (200 lb Minimum)		
	Crated or Skidded Shipment	\$393.76	\$787.52
	Special Handling Shipment	\$472.51	\$945.02
	Crated or Skidded after 11/11/2026 deadline date	\$492.20	\$984.40
	Special Handling Shipment after 11/11/2026 deadline date	\$590.64	\$1,181.28
	Show Site Shipment (200 lb Minimum)		
	Crated or Skidded Shipment	\$437.87	\$875.74
	Special Handling Shipment	\$525.44	\$1,050.88
	Uncrated or Pad Wrapped Shipment	\$613.01	\$1,226.02
	Small Package—Maximum Weight is 30 lbs per Shipment	\$63.81	\$63.81

*A small package shipment is a shipment totaling any number of pieces with a combined weight not to exceed 30 lbs that is received on the same day, from the same shipper and delivered by the same carrier.
 **Warehouse Shipments will be received Monday through Friday between the hours of 10:00a.m. and 4:00 p.m.

ROUND UP TO NEXT CWT (2CWT MINIMUM)

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

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

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

Exhibiting Company _____

Contact Name _____ Booth# _____

Phone # _____ Email _____

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

exhibitor.services@heritagesvs.com

1-800-360-4323

Fax 314-534-8050

Order online at: heritagesvs.com/ordering

Discount Deadline:

10/30/2026

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

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

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

	Item	Advance Rate	Show Site Rate
Forklift Labor	L301 ☐ Forklift w/ Operator – up to 5,000 lbs – ST	\$663.15	\$862.10
	☐ Forklift w/ Operator – up to 5,000 lbs – OT	\$994.73	\$1,293.15
	L302 ☐ Forklift w/ Operator – up to 10,000 lbs – ST	\$1,108.41	\$1,440.94
	☐ Forklift w/ Operator – up to 10,000 lbs – OT	\$1,662.62	\$2,161.41
	L303 ☐ Forklift w/ Operator – 4-Stage – ST	\$1,108.41	\$1,440.94
	☐ Forklift w/ Operator – 4-Stage – OT	\$1,662.62	\$2,161.41
Rigging Labor	LR100 ☐ Rigger – ST	\$287.45	\$373.68
	☐ Rigger – OT	\$431.18	\$560.52
Equipment	L304 ☐ Forklift Cage	\$319.26	\$415.04
	L305 ☐ Forklift Boom	\$319.26	\$415.04
	L306 ☐ Pallet Jack	\$319.26	\$415.04
	☐ Check here if you need a Scissorlift for booth work		
Special Services	L307 ☐ Straight Time Pallet Jack with Operator	\$540.37	\$702.49
	☐ Overtime Pallet Jack with Operator	\$810.56	\$1,053.74
	L308 ☐ Scissor Lift with Operator – ST	\$1,078.10	\$1,401.53
	☐ Scissor Lift with Operator – OT	\$1,617.15	\$2,102.30
	L230 ☐ Metal Banding – \$0.50 ln. ft.	\$221.11	\$287.45
	L240 ☐ Shrinkwrap Pallet	\$189.47	\$246.31

Installation

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

Dismantle

			x	=	x	=	
			x	=	x	=	
Describe work to be done: _____							SUBTOTAL _____

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

FORKLIFT I/D _____
SPECIAL SERVICES _____

TOTAL DUE _____

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

Exhibiting Company _____

Contact Name _____ Booth# _____

Phone # _____ Email _____

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



PRIORITY RETURN/ACCESSIBLE STORAGE FORM

2026 NCTE ANNUAL CONVENTION

exhibitor.services@heritagesvs.com

1-800-360-4323

Fax: 314-534-8050

***PRIORITY RETURN LABELS MUST BE PICKED UP FROM
THE HERITAGE SERVICE DESK AND SIGNED FOR***

**Discount Deadline:
10/30/2026**

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. To order, fill in information below and return to HERITAGE.

Priority Return	Item	Estimated # of Pieces	Standard Rate	Total
	FR350 Priority Empty Container Return	_____ x _____	\$150	= _____

****PRIORITY RETURN LABELS ARE LIMITED AND ISSUED ON A FIRST COME, FIRST SERVE BASIS****

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

Accessible storage is available on a first come, first serve basis. An unsecured 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 material 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	Item	# of Days	Standard Rate	Total
	FR101 Set-up Fee (There is a One-time Set-up Fee)	N/A	\$50.00	= _____
	Storage Fee (Based Upon Squared Feet Required for Storage):			
	FR025 Up to 25 square feet	_____ x	\$75.00	= _____
	FR2650 26 to 50 square feet	_____ x	\$125.00	= _____
	FR51100 51 to 100 square feet	_____ x	\$175.00	= _____
	FR101150 101 to 150 square feet	_____ x	\$225.00	= _____
	FR151200 151 to 200 square feet	_____ x	\$275.00	= _____
	SUBTOTAL			_____

Labor – Each time your materials are accessed, you will be charged a minimum of one-half (1/2) hour of labor according to the hourly rates indicated on the Exhibitor Labor Form. Please note that all exhibit materials that are still remaining in storage trailers will be returned to your booth space upon official show closing.

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.

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

SUBTOTAL \$ _____
TOTAL DUE \$ _____

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

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.

Exhibiting Company _____ Booth# _____

Address _____ City _____ State _____ Zip _____

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.



HERITAGE

IMPORTANT NOTICE REGARDING DIRECT SHIPMENTS

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

NOTE: Direct shipments will only be received beginning at 8:00 a.m., Wednesday, November 18th, 2026. Any materials sent to the venue prior to this date may be returned to sender and/or may be turned over to Heritage and will be billed according to the Show's Shipping & Receiving Rates, and will be subject to venue assessed fees.

EXHIBITOR COMPANY NAME _____

BOOTH NUMBER _____

**C/O HERITAGE
PENNSYLVANIA CONVENTION CENTER
1101 ARCH ST.
PHILADELPHIA, PA 19107**

FOR: 2026 NCTE ANNUAL CONVENTION

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

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

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



HES LOGISTICS IS YOUR OFFICIAL SHOW CARRIER!

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

INBOUND & OUTBOUND LOGISTICS

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

HES VALUE-ADDED SERVICES

- *Transparent quotes with no hidden charges such as reweigh or trade show fees.*
- *HES Logistics available 7 days a week*
- *Late to Warehouse and Late to Show Site Fee waived*
- *Outbound shrink-wrap at no charge*

Have a Logistics Question?

Contact our Logistics team:

Phone: 314-376-2347

Email: heslogistics@heritagesvs.com



Helping to Bring People Together

WHAT IS SHIPPING?

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



WHAT IS MATERIAL HANDLING?

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



Material Handling Process:

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

ONE EASY WAY TO KEEP YOUR CHARGES LOWER?

Consolidate, Consolidate, Consolidate!

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



PLEASE SEND COMPLETED FORM TO: heslogistics@heritagesvs.com

INBOUND SHIPPING

NEED A RELIABLE CARRIER TO TRANSPORT YOUR INBOUND FREIGHT?

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

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

Show Name _____

Booth Name _____

Booth Numbers (if known) _____

Inbound Pickup Information

Company Name _____

Address _____

Suite _____

City, State, Zip _____

Contact Name _____

Contact Number _____
(for the driver to call if needed)

Pickup Hours _____

Pickup Date _____
(call HES Logistics to discuss, if needed)

USE THE SHOW CARRIER (HES Logistics) FOR ROUNDTRIP SHIPPING! BENEFITS INCLUDED

- Lowest Material Handling Rate Offered by Heritage
- Complimentary Shrink Wrapping and / or Banding at the Show Site, if requested
- No need to schedule a pickup for the return shipment
- All-inclusive pricing with no additional fees for pickups and deliveries, including weekend and night service
- One convenient invoice encompassing all Heritage Trade Show Services
- Transportation experts are available before, during, and after the show
- Reliable customer service seven days a week, offering complete shipment visibility and expert supervision

Description of Pieces & Loading Area

(quantity / type / approx. lbs & dims L"xW"xH") 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? (ex. Lift Gate Truck Required / Residential / Inside pickup / Notify / White Glove Service) _____

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

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

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



PLEASE SEND COMPLETED FORM TO: heslogistics@heritagesvs.com

OUTBOUND (RETURN) SHIPPING

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

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

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

Show Name _____

Booth Name _____

Booth Numbers (if known) _____

Return Delivery Information

Company Name _____

Address _____

Suite _____

City, State, Zip _____

Contact Name _____

Contact Number _____
(for the driver to call if needed)

Delivery Hours _____

☐ Standard Ground Shipping (Estimated 2-7 business days)

☐ Deliver by Date _____

☐ Must Deliver on Specific Date _____

USE THE SHOW CARRIER (HES Logistics) FOR ROUNDTRIP SHIPPING! BENEFITS INCLUDED

- Lowest Material Handling Rate Offered by Heritage
- Complimentary Shrink Wrapping and / or Banding at the Show Site, if requested
- No need to schedule a pickup for the return shipment
- All-inclusive pricing with no additional fees for pickups and deliveries, including weekend and night service
- One convenient invoice encompassing all Heritage Trade Show Services
- Transportation experts are available before, during, and after the show
- Reliable customer service seven days a week, offering complete shipment visibility and expert supervision

Description of Pieces & Loading Area

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

Is there a loading dock at the delivery address? (ex. Lift Gate Truck Required / Residential / Inside pickup / Notify / White Glove Service) _____

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

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



***Must arrive no later than
WEDNESDAY, NOVEMBER 11TH, 2026***

**ADVANCE SHIPMENT
TO WAREHOUSE**

TO: _____
EXHIBITOR NAME

BOOTH NUMBER: _____

HERITAGE
C/O TFORCE FREIGHT C/O MARANO
9820 BLUE GRASS RD.
PHILADELPHIA, PA 19114

FOR: **2026 NCTE ANNUAL CONVENTION**



***Must arrive no later than
WEDNESDAY, NOVEMBER 11TH, 2026***

**ADVANCE SHIPMENT
TO WAREHOUSE**

TO: _____
EXHIBITOR NAME

BOOTH NUMBER: _____

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C/O TFORCE FREIGHT C/O MARANO
9820 BLUE GRASS RD.
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FOR: **2026 NCTE ANNUAL CONVENTION**



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***Must arrive no later than
WEDNESDAY, NOVEMBER 11TH, 2026***

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EXHIBITOR NAME

BOOTH NUMBER: _____

HERITAGE
C/O TFORCE FREIGHT C/O MARANO
9820 BLUE GRASS RD.
PHILADELPHIA, PA 19114

FOR: **2026 NCTE ANNUAL CONVENTION**



DO NOT DELAY!

**DIRECT SHIPMENT
TO SHOW SITE**

MUST NOT ARRIVE BEFORE: WEDNESDAY, NOV. 18TH

TO: _____
EXHIBITOR NAME

BOOTH NUMBER: _____

C/O HERITAGE
PENNSYLVANIA CONVENTION CENTER
1101 ARCH ST.
PHILADELPHIA, PA 19107

FOR: **2026 NCTE ANNUAL CONVENTION**



DO NOT DELAY!

**DIRECT SHIPMENT
TO SHOW SITE**

MUST NOT ARRIVE BEFORE: WEDNESDAY, NOV. 18TH

TO: _____
EXHIBITOR NAME

BOOTH NUMBER: _____

C/O HERITAGE
PENNSYLVANIA CONVENTION CENTER
1101 ARCH ST.
PHILADELPHIA, PA 19107

FOR: **2026 NCTE ANNUAL CONVENTION**



DO NOT DELAY!

**DIRECT SHIPMENT
TO SHOW SITE**

MUST NOT ARRIVE BEFORE: WEDNESDAY, NOV. 18TH

TO: _____
EXHIBITOR NAME

BOOTH NUMBER: _____

C/O HERITAGE
PENNSYLVANIA CONVENTION CENTER
1101 ARCH ST.
PHILADELPHIA, PA 19107

FOR: **2026 NCTE ANNUAL CONVENTION**



DO NOT DELAY!

**DIRECT SHIPMENT
TO SHOW SITE**

MUST NOT ARRIVE BEFORE: WEDNESDAY, NOV. 18TH

TO: _____
EXHIBITOR NAME

BOOTH NUMBER: _____

C/O HERITAGE
PENNSYLVANIA CONVENTION CENTER
1101 ARCH ST.
PHILADELPHIA, PA 19107

FOR: **2026 NCTE ANNUAL CONVENTION**

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

DECORATOR & CARPENTER JURISDICTION

It is necessary for all exhibitors to use qualified union personnel for the installation and dismantling of prefabricated exhibits and displays and to install and remove draperies and floor covering. The handling, placing or setting out of merchandise that is to be displayed does not require union labor and may be done by the exhibitor. In addition, the installation or dismantling of an exhibit which does not require the use of hand tools, or more than one person, and can be accomplished within thirty minutes, may be performed by the owner or company representative. Your labor requirements can be ordered on the enclosed Exhibit Labor Order Form.

TEAMSTER JURISDICTION

Our Material Handling Department is responsible for maintaining in and out traffic schedules at the show site. Even local exhibitors should clear all movements of exhibit materials through this department, as we will have priority at the unloading area at all times. Union jurisdiction allows individually hand carried items only and will not permit exhibitors use of dollies, hand trucks or pushcarts. Material Handling Services may be ordered in advance by completing and returning the enclosed Shipping Information and Service Order Form or by ordering on site at the HERITAGE Service Desk.

SAFETY

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

TIPPING

HERITAGE requests that exhibitors do not tip employees.

LABOR

If you encounter any difficulty with any laborer, or if you are not satisfied with the work performed, please bring this to the attention of the Show Manager at HERITAGE during the show. Please refrain from voicing complaints directly to craft personnel.

The person in charge of your exhibit should carefully inspect and sign all work order forms. If there are any questions about any bills, bring the bill to the appropriate Service Desk and discuss it with the person in charge.

EXHIBIT LABOR (One Hour Minimum per Worker)

		Advance Price Per Hour	Standard Price per Hour
Straight Time	8:00 a.m. to 4:30 p.m. Monday through Friday	\$288.82	\$375.47
Overtime	4:30 p.m. to 8:00 a.m. Monday through Friday, Saturday, Sunday, and Holidays	\$433.23	\$563.21

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

Installation Labor

- ☐ Supervision by Heritage I & D **Please complete the information on the next page.**
- Installation of your exhibit will be completed at our discretion prior to show opening
 - The charge for this service is 30% of the total installation labor bill, with a minimum of \$45.00.

Emergency Contact: _____ Phone Number: _____

☐ Supervision by Exhibitor Personnel

Supervisor will be: _____ Phone Number: _____

Date	Time	No. of People		Approx. Hours		Total Hours		Hourly Rate		Total Estimated Cost
			X		=		X		=	\$
			X		=		X		=	\$
						Heritage Supervision (30%/\$45.00)			=	\$
						Total Installation			=	\$

Dismantle Labor

- ☐ Supervision by Heritage I & D **Please complete the information on the next page.**
- Dismantle of your exhibit will be completed at our discretion prior to show opening
 - The charge for this service is 30% of the total installation labor bill, with a minimum of \$45.00.

Emergency Contact: _____ Phone Number: _____

☐ Supervision by Exhibitor Personnel

Supervisor will be: _____ Phone Number: _____

Date	Time	No. of People		Approx. Hours		Total Hours		Hourly Rate		Total Estimated Cost
			X		=		X		=	\$
			X		=		X		=	\$
						Heritage Supervision (30%/\$45.00)			=	\$
						Total Dismantle			=	\$

Exhibiting Company _____

Contact Name _____ Booth# _____

Phone # _____ Email _____

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



EXHIBIT LABOR - HERITAGE SUPERVISED 2026 NCTE ANNUAL CONVENTION

exhibitor.services@heritagesvs.com

1-800-360-4323

Fax 314-534-8050

Order online at: heritagesvs.com/ordering

Discount Deadline:
10/30/2026

HERITAGE SUPERVISED LABOR

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

INBOUND SHIPPING INFORMATION AND SET-UP INFORMATION:

Freight will be shipped to: Warehouse _____ Show Site _____ Date _____

Total No. of: Crates _____ Cartons _____ Fiber Cases _____

Other (Specify) _____

Setup 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 OF SHIPMENT

☐ HERITAGE EXHIBIT TRANSPORTATION

☐ Common Carrier

☐ Air Freight ☐ Next Day ☐ Second Day ☐ Deferred ☐ Expedited

OTHER CARRIER

Other Common Carrier: _____

Other Air Freight: _____

Van Line: _____

FREIGHT CHARGES

☐ Prepaid

☐ Collect

Bill To: _____

In the event your selected carrier fails to show on the final move-out day, your freight will be re-routed via HES Logistics

PLEASE NOTE: Heritage will not be responsible for product or literature that is not properly packed and labeled by exhibitor personnel.

Exhibiting Company _____

Contact Name _____ Booth# _____

Phone # _____ Email _____

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



SIGN SERVICE ORDER FORM

2026 NCTE ANNUAL CONVENTION

exhibitor.services@heritagesvs.com

1-800-360-4323

Fax 314-534-8050

Order online at: heritagesvs.com/ordering

Custom Discount Deadline:
10/21/2026

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

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

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

	Item	Quantity	Discount Rate	Standard Rate	Total
Standard Size Signs	G10 Standard Sign 7" x 11"	_____ x	\$ 63.75	\$ 82.88	= _____
	G20 Standard Sign 7" x 44"	_____ x	\$ 74.25	\$ 96.53	= _____
	G30 Standard Sign 11" x 14"	_____ x	\$ 78.38	\$ 101.90	= _____
	G40 Standard Sign 14" x 22"	_____ x	\$ 95.63	\$ 124.32	= _____
	G60 Standard Sign 22" x 28"	_____ x	\$ 129.75	\$ 168.68	= _____
	G70 Standard Sign 28" x 44"	_____ x	\$ 216.75	\$ 281.78	= _____
	G80 Standard Sign 40" x 60"	_____ x	\$ 289.12	\$ 375.86	= _____
	G90 Easelback (up to 11" x 14" sign)	_____ x	\$ 39.75	\$ 51.68	= _____
	G91 Mini Hoffa Sign 24" x 80" with base	_____ x	\$ 369.15	\$ 479.90	= _____
	G92 Meter Board Sign 38" x 80" with base	_____ x	\$ 552.23	\$ 717.90	= _____

Custom Size Signs	Item	Total Sq. Ft.	Discount Rate	Standard Rate	Total
	G100 Banner single sided - enter dimensions below _____ W x _____ L = total sq. ft. feet feet	_____ x min. order 9 sq. ft.	\$21.00	\$31.50	= _____
	G100 Custom Sign - enter dimensions below _____ W x _____ L = total sq. ft. feet feet	_____ x min. order 9 sq. ft.	\$21.00	\$31.50	= _____
	Contact an exhibitor service team member for other custom graphic applications.				

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

SUBTOTAL	\$ _____
TAX 8%	\$ _____
TOTAL DUE	\$ _____

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

Exhibiting Company _____

Contact Name _____ Booth# _____

Phone # _____ Email _____

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

exhibitor.services@heritagesvs.com

1-800-360-4323

Fax 314-534-8050

Order online at: heritagesvs.com/ordering

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

For Print Ready Graphics

CMYK color mode.

Pantone color matches will incur additional charges.

Pantone colors provided in artwork files will be converted to CMYK equivalent.

100-150 dpi at 100% scale.

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

Vector artwork formats accepted: .AI, .PDF

Rasterized artwork files (*RECOMMENDED*) - .PSD, .TIF, or .JPG

Provide art at full size. If file is too large:

200-300 dpi at 50% scale and 400-600 dpi at 25% scale.

Outline all fonts.

Flatten all transparencies.

Keep all critical logos and text 0.75" from graphic edges.

Support assets such as links and fonts are not required.

GRAPHIC SUMMARY REQUIRED for large volume graphic orders.

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

For Heritage Designed Graphics

Please supply vector logos - .AI, .EPS or .PDF

High resolution photos - 100-150 dpi minimum

Preferred font choice and/or supply font files if Heritage is designing.

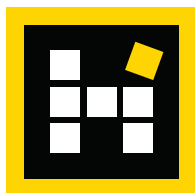
To Submit Artwork Files

Via Dropbox - email graphics@heritageexpo.com and Heritage will provide you with a shared Dropbox folder. Please save/upload files in this folder.

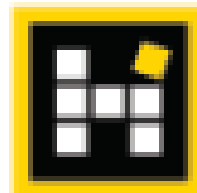
OR

Via Email - attachments 10MB or less.

Acceptable Artwork



NOT Acceptable Artwork



Questions?

Contact Heritage Graphics Department or your Account Executive

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



BOOTH CLEANING SERVICE ORDER FORM

2026 NCTE ANNUAL CONVENTION

exhibitor.services@heritagesvs.com

1-800-360-4323

Fax 314-534-8050

Order online at: heritagesvs.com/ordering

Discount Deadline:
10/30/2026

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

INDIVIDUAL CLEANING FOR YOUR BOOTH MAY BE ORDERED BY FILLING IN INFORMATION BELOW.
CHARGES BASED UPON GROSS EXHIBIT BOOTH AREA. (100 SQ. FT. MINIMUM)

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

Item		Total # of Days	Total # Sq. Ft.	Standard Rate	Total
Carpet Cleaning	L150 Vacuuming before initial opening of Exhibit and DAILY thereafter, including emptying of waste baskets nightly	_____ x _____	_____ x _____	\$0.87 = _____	
	Vacuuming ONCE before initial opening of Exhibit	1 x _____	_____ x _____	\$0.87 = _____	
	SUBTOTAL				_____

Item		Total # of Days	Total # Sq. Ft.	Standard Rate	Total
Exhibit Cleaning	L200 Cleaning and dusting of display background and furnishings before initial opening of Exhibit and DAILY thereafter	_____ x _____	_____ x _____	\$1.06 = _____	
	Cleaning and dusting of display background and furnishings ONCE before initial opening of Exhibit	1 x _____	_____ x _____	\$1.06 = _____	
	SUBTOTAL				_____

Item		Total # of Days	Total # Hours	Standard Rate	Total
Porter Service	L220 Includes emptying of wastebaskets and policing of your exhibit at two-hour intervals during show hours (4 hour minimum per day)	_____	x _____	x \$97.74	= _____
	Requested Time(s) for Porter Service	_____			

Special Instructions: _____

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

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

SUBTOTAL \$ _____
TOTAL DUE \$ _____

Exhibiting Company _____

Contact Name _____ Booth# _____

Phone # _____ Email _____

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

ORDER FORM

LEAD RETRIEVAL



**2026 NCTE
ANNUAL CONFERENCE**
PHILADELPHIA, PA

**NOVEMBER 19 - 22,
2026**



Maximize your ROI at this year's event with Fetch Lead Retrieval.

Fetch makes it easy to scan badges, capture qualified leads, add notes, and instantly export clean data so your team can focus on conversations instead of writing info. Purchase licenses, assign them to your onsite team, download and log into the Fetch Leads app, scan badges at the event. Collect lead data in real time, send company materials instantly, maximize ROI!

FIRST LICENSE

ADDITIONAL

IPHONE RENTAL

Early Bird

until October 19

\$300

\$100

\$250

Standard

until November 18

\$350

\$125

\$250

On-Site

\$400

\$150

***N/A**

FETCH LEADS WORKS ON ANY SMARTPHONE OR TABLET!

**RENTALS MUST BE REQUESTED PRIOR TO GOING ONSITE*

RETURNING USER?

**[CLICK HERE TO ACCESS
YOUR EXHIBITOR PORTAL](#)**

FIRST TIME USER?

**[CLICK HERE TO SET UP
YOUR EXHIBITOR PORTAL](#)**

NEED HELP? FETCH@EXECUTIVEEVENTS.COM | 800-443-9343





EXHIBITOR AUDIO VISUAL SERVICE ORDER FORM

(PLEASE READ TERMS AND CONDITIONS ATTACHED)

IF PAYING BY CHECK RETURN THIS FORM TO:

PCCA/LEGENDS Order Processing
1101 Arch Street
Philadelphia, PA 19107
Inquiries only: 215-418-2190
Email: exhibitorservices@paconvention.com

NATIONAL COUNCIL OF
TEACHERS OF ENGLISH

ADVANCED DEADLINE
DATE: OCTOBER 27, 2026

Exhibiting Firm: _____ Booth No.: _____
Billing Address: _____ Event: _____
City: _____ State: _____ Zip: _____
Exhibitor Contact Name: _____ Title: _____
Phone: _____ E-Mail: _____

CREDIT CARD AUTHORIZATION REQUIRED for advance order, on-site charges, labor, and materials.

In our efforts to follow PCI compliance security guidelines and to safeguard your credit card information, we can no longer accept credit card information via this order form. Complete and email form to: exhibitorservices@paconvention.com. Once processed a payment link will be sent to the email address provided above.

AUDIO VISUAL SERVICES (RATES LISTED BELOW ARE FOR EXHIBIT BOOTHS FOR THE ENTIRE LENGTH OF THE SHOW)						
PRESENTATION EQUIPMENT	QTY	ADVANCED RATE	STANDARD RATE	TOTAL	ADDITIONAL MATERIALS	
6' Tripod Screen		\$75.00	\$94.00			
8' Tripod Screen		\$113.00	\$141.00			
32" or 54" Projection Video Cart w/ Drape		\$63.00	\$79.00			
Flipchart w/ Markers and Pad		\$75.00	\$94.00			
VIDEO EQUIPMENT					TOTAL CHARGES	
32" HD Flat Panel Display (Data & Video) Black		\$305.00	\$385.00		EQUIPMENT SUBTOTAL	
40" HD Flat Panel Display (Data & Video) Black		\$535.00	\$670.00		8% SALES TAX	
55" HD Flat Panel Display (Data & Video) Black		\$745.00	\$930.00		SERVICE CHARGE* (\$150 OR 30% of equipment total, whichever is greater)	
75" HD LED Display (Data & Video) Black		\$1,285.00	\$1,605.00		TOTAL AMOUNT DUE	
Other HD Flat Panel Displays available		Call for Pricing			ONSITE CONTACT INFORMATION	
Floor Stand or Tabletop Stand (circle one)		\$125.00	\$156.00		On-site Contact Name:	
Digital Media Player		\$80.00	\$100.00		Cell Phone Number:	
Wall Mounting		Call for Pricing*			Delivery Date/Time:	
HD PROJECTORS					Pick-up Date/Time:	
4,500 Lumen HD Projector		\$750.00	\$938.00			
LAPTOP COMPUTER						
Laptop Computer with MS Office		\$313.00	\$391.00			
AUDIO EQUIPMENT						
160 Watt Self Powered Full Range Speaker w/Stand		\$163.00	\$204.00			
300 Watt Self Powered Full Range Speaker w/Stand		\$213.00	\$266.00			
Dynamic Wired Microphone Floor Stand, Podium, or Table Top (circle one)		\$88.00	\$110.00			
Wireless Microphone Handheld or Lavalier (circle one)		\$288.00	\$360.00			
Wireless Headset Microphone		\$350.00	\$437.50			
6 Channel Audio Mixer		\$180.00	\$225.00			
Other Items Available.		Call for Pricing				

SPECIAL INFORMATION:

*If your equipment requires installation labor, an additional labor fee will be applied. Call for Pricing. If order is placed within 24 hours of show opening there is an additional 25% fee. Please note power is not included in the cost of equipment. Please contact the Exhibitor Services Department at 215-418-2190 to order additional equipment. A representative from your company must be on hand to sign for the equipment.

TERMS & CONDITIONS

1. INSTRUCTION FOR COMPLETING ORDER FORM

- A. Order must be typed or clearly printed; illegible forms will delay processing.
- B. Services requested at location other than back of booth must include proper forms and diagrams.
- C. For services and equipment not listed on the service order form, call the PCCA/Legends Global Exhibitor Services Department for availability and quotes at **(215) 418-2190** or e-mail **exhibitorservices@paconvention.com**

2. PAYMENT TERMS & CONDITIONS

- A. **Full payment is due with service order or the service order will not be processed.** Acceptable forms of payment are:
 - Company check (drawn on a U.S. bank) payable to **Pennsylvania Convention Center Authority (PCC)**
 - Accepted credit cards: VISA / MASTERCARD / AMERICAN EXPRESS.Credit Card pre-authorization for on-site charges, labor and equipment is required when placing an order. All Customers with outstanding balances from prior events must submit payment along with service orders, or the outstanding balance will be automatically billed to the approved credit card on file. If prior outstanding balances are not paid, services will not be provided. To pay by credit card, please contact our **Accounts Receivable Department** on **215-418-4794** for assistance. Service orders will not be processed without payment. Exhibiting firms with outstanding balances from prior events must submit payments, otherwise services will not be provided. To pay by credit card, please contact our **Accounts Receivable Department** at **215-418-4794** for assistance.
- B. If there are any pre-approved unpaid balances after the close of the event, they are due and payable upon receipt of invoice. Effective 30 days after invoice date, any unpaid balance will bear a **FINANCE CHARGE** at the lesser of the maximum rate allowed by law, or 1.5% per month, which is an **ANNUAL PERCENTAGE RATE OF 18%**. If any Finance Charge applied hereunder exceeds the maximum rate allowed by law, the Finance Charge shall automatically be reduced to the maximum rate allowed and any excess Finance Charge received by the PCC shall be applied to reduce the principal unpaid balance or refunded to the payer.
- C. A \$25.00 handling charge will be assessed for returned checks due to insufficient funds.
- D. Cancellation of services must be received by PCC's Exhibitor Services Department 72 hours prior to delivery date, or services and equipment will be billed at 100%.
- E. It is the Customer's responsibility to advise PCC's Exhibitor Services Department of any problems with any order, and to check invoices for accuracy prior to the close of the event.
- F. Claims regarding services provided by the PCC should be filed by Customer within 90 days of receipt of a final invoice.
- G. Requests for refunds of overpayments must be submitted to PCC's Finance Department within 90 days of receipt of the final invoice.
- H. International exhibitors are required to make payment by check in U.S. funds drawn on a U.S. bank or by approved credit card.
- I. For companies exempt from sales tax, PCC requires an exemption certificate issued by the Commonwealth of Pennsylvania or any state/federal entity.

3. RENTAL TERMS AND CONDITIONS

- A. A representative of Customer must be present to sign for delivery of equipment.
- B. All materials and equipment furnished by PCC and/or its sub-contractors shall remain the property of PCC and/or its sub-contractors.
- C. All equipment provided by Customer shall be compliant with the National and Philadelphia Electrical and Building Codes and PCC safety standards.
- D. All equipment is subject to inspection and approval by PCC prior to connection to service.
- E. It is understood and agreed that Customer is renting PCC's equipment for a specified period of time and is responsible for its safe return. Customer hereby agrees to use all rental equipment with reasonable care to prevent excessive wear and tear and/or damage to said property. All rental equipment must be returned to PCC in the same condition as it was at the time of delivery to Customer, reasonable wear and tear excluded. Customer will immediately notify PCC of any damage to the rental equipment and Customer hereby agrees to be billed for any damage or loss of rental equipment while in Customer's care, custody and/or control. In no event shall Customer permit any equipment to be used and/or possessed by parties other than the named Customer without prior consent of PCC in each instance. Services provided may not be shared by multiple exhibits.
- F. Installation services for advance orders will be completed according to the schedule determined by the General Service Contractor and/or Show Management. On-site orders will be processed in the order that they are received at the PCC Exhibitor Services Desk.
- G. PCC will not be liable for any damages Customer may suffer arising out of acts of God, use or inability to use the audio-visual equipment or related products and/or services, unless such damages are caused by the intentional or willful act of PCC. PCC will not be liable for any special or consequential damages, or for losses, damages or expenses directly or indirectly arising from Customer's use or inability to use the audio-visual equipment or related products and/or services, based upon breach of contract, or any other legal theory, whether or not PCC, its suppliers or subcontractors have been advised of the possibility of such damage or loss.
- H. The terms and conditions of this agreement shall be governed by and construed in accordance of the laws of the Commonwealth of Pennsylvania.

Signed: _____

Date: _____

Company Name: _____

Booth No: _____

ELECTRIC SERVICE & LABOR INSTALLATION ORDER FORM

(PLEASE READ TERMS AND CONDITIONS ATTACHED)

IF PAYING BY CHECK RETURN THIS FORM TO:

PCCA/LEGENDS Order
Processing 1101 Arch Street
Philadelphia, PA 19107

Inquiries only: 215-418-4815

Email: exhibitorservices@paconvention.com

ORDERS MAY BE PLACED ONLINE AT: www.paconvention.com

NATIONAL COUNCIL OF TEACHERS OF
ENGLISH

ADVANCED DEADLINE DATE:
OCTOBER 27, 2026

Exhibiting Firm: _____ Booth No.: _____
Billing Address: _____ Event: _____
City: _____ State: _____ Zip: _____
Exhibitor Contact Name: _____ Title: _____
Phone: _____ E-Mail: _____

CREDIT CARD AUTHORIZATION REQUIRED for advance order, on-site charges, labor, and materials.

In our efforts to follow PCI compliance security guidelines and to safeguard your credit card information, we can no longer accept credit card information via this order form. Complete and email form to: exhibitorservices@paconvention.com Once processed a payment link will be sent to the email address provided above.

PROVIDED ABOVE:

STANDARD 110V/120V SERVICE				
Service originates back center of inline & peninsula booths				
QTY	SERVICE	ADVANCED RATE	STANDARD RATE	TOTAL
	500 watts	\$140.00	\$168.00	
	1000 watts	\$175.00	\$205.00	
	2000 watts	\$225.00	\$270.00	
	24 hr. – 500 watts	\$210.00	\$252.00	
	24 hr. – 1000 watts	\$232.00	\$325.00	
	24 hr. – 2000 watts	\$292.00	\$395.00	
	OTHER	Call for Pricing		
RENTAL LIGHTS				
Price includes power, labor to install/dismantle and a one-time focus on stage				
QTY	SERVICE	ADVANCED RATE	STANDARD RATE	TOTAL
	4' Track w/ 3 - 90w Lamps	\$167.00	\$263.00	
	8' Track w/ 3 - 90w Lamps	\$232.00	\$315.00	
	Each additional track lamp	\$20.00	\$30.00	
	LED Clamp Stem Light	\$130.00	\$175.00	
	Parcan Overhead Light	\$670.00	\$900.00	

208V MOTORS/MACHINERY SERVICE				
Labor and material charges will apply				
QTY	SERVICE	ADVANCED RATE	STANDARD RATE	TOTAL
	20 amp 1Phase	\$410.00	\$510.00	
	30 amp 1Phase	\$430.00	\$575.00	
	60 amp 3Phase	\$800.00	\$1,120.00	
	100 amp 3Phase	\$1,280.00	\$1,500.00	
	24HR 20amp 1Phase	\$615.00	\$765.00	
	24HR 30amp 1Phase	\$645.00	\$862.50	
	24HR 60amp 3Phase	\$1,200.00	\$1,6800.00	
	24HR 100amp 3Phase	\$1,920.00	\$2,250.00	
	OTHER	Call for Pricing		
• Installation/Dismantle labor is scheduled and billed at rates in accordance with show move-in/out. • The minimum charge of ½ hour installation will apply. • Dismantle floor labor will be automatically charged 50% of the total installation hours. • Dismantle of overhead services, signs, truss, motors and lights will be billed on actual labor hours incurred.				

ELECTRICAL LABOR RATES PER HOUR												
STRAIGHT TIME: WEEKDAYS 8 AM – 4:30 PM				OVER TIME: WEEKDAYS 6 AM TO 8 AM AND AFTER 4:30 PM; ALL DAY SATURDAY			DOUBLE TIME: ALL DAY SUNDAY AND HOLIDAYS					
Regular Rate		\$146.00		Regular Rate		\$219.00		Regular Rate		\$292.00		
☐	Unsupervised Installation			☐	Supervised Installation by Exhibitor/Name:					Cell:		
☐	NO		☐	YES		EAC or I&D Company:			On-Site POC:		Cell:	
PLEASE CHECK ALL WORK REQUIRED BELOW. Only PCC/LEGENDS Global electricians under IBEW Jurisdiction perform the electrical installations listed below. Material charges will apply where applicable, i.e. extension cords/feed cables/cord caps, lift charges, etc.												
☐	Distribution of cords/cables under carpet/flooring from point of origin		☐	208v/480v Service Connection Electrical Equipment/Hardwire		☐	Dedicated Daily Booth Labor (submit schedule if necessary)			☐	Close Circuit TV, Security Cameras/Monitors Satellite Dish Assembly / Dismantle & Cabling	
☐	Network Data Cabling Distribution & Terminations		Date:		Time:		Date:		Time:		Date:	Time:
Date:		Time:		☐	PCC/LEGENDS Truss/Motors/Lights		☐	Suspended Electrical Signs w/Lights and/or Motors			☐	Disconnect/Connect Vehicle Battery
☐	Booth Lighting, Stem Lights & Electrical Signage		☐	Exhibitor Rental			Install Date:			Disconnect Date:		
Install Date:			Install Date:				Time:			Time:		
Time:			Time:				Dismantle Date:			Reconnect Date:		
Dismantle Date:			Dismantle Date:									

TERMS & CONDITIONS

1. INSTRUCTION FOR COMPLETING ORDER FORM

- A. Order must be typed or clearly printed; illegible forms will delay processing.
- B. Services requested at location other than back of booth must include proper forms and diagrams.
- C. For services and equipment not listed on the service order form, call the PCCA/LEGENDS Global Exhibitor Services Department for availability and quotes at **(215) 418-2190** or e-mail **exhibitorservices@paconvention.com**

2. PAYMENT TERMS & CONDITIONS

- A. **Full payment is due along with service order.** Credit Card Pre-authorization for onsite charges, labor and materials is required when placing an order.
Acceptable forms of payment are:
 - Company check (drawn on a U.S. bank) payable to **Pennsylvania Convention Center Authority, (PCCA)**
 - Accepted credit cards: VISA / MASTERCARD / AMERICAN EXPRESS.Service orders will not be processed without payment. Exhibiting firms with outstanding balances from prior events must submit payments, otherwise services will not be provided. To pay by credit card, please contact our **Accounts Receivable Department** at **215-418-4794** for assistance.
- B. **Advanced Rates** will be applicable to service orders received with payment in full by the deadline date noted on the front of this form.
- C. **Standard Rates** will be applicable to service orders received after the Advanced Rate Deadline or orders received without payment.
- D. **Third party billing** is available upon request. Please contact the **PCCA/Legends Global Finance Department** at **215-418-4794** for approval.
- E. **Outstanding balance** for services will be automatically billed to the credit card on file.
- F. Credit will not be given for service installed and not used.
- G. **Cancellation of services** must be received by PCC/Legends Global Exhibitor Services Department 21 days prior to the event. Services cancelled without 21 days prior written notice is subject to a cancellation fee of 25%.
- H. A \$25.00 handling charge will be assessed for returned checks due to insufficient funds.
- I. Rates are based on current wages and are subject to change without notice.
- J. **Claims** regarding services provided by PCCA/Legends Global will not be considered unless filed by customer issued prior to the close of show.
- K. **Refunds** of overpayments and dispute resolutions will be issued by submitting requests to PCCA/Legends Global Finance Department within 30 days of the close of final invoice.
- L. For unpaid balances on **pre-approved** invoices, terms will be net, due and payable upon receipt of invoice. Effective 30 days after invoice date, any unpaid balances will bear a **FINANCE CHARGE** at the lower of the maximum rate allowed by law, or 1.5% per month by law. The finance charge shall automatically be reduced to the maximum rate allowed. Any excess finance charge received by the PCCA/Legends Global shall be applied to reduce the principal unpaid balance or refunded to the payer. This payment Terms & Conditions agreement shall be governed by and construed in accordance with the laws of the Commonwealth of Pennsylvania.
- M. **International exhibitors** are required to make 100% pre-payment for services. Payment may be made by check in U.S. funds drawn on a U.S. bank or by approved credit card.
- N. For companies exempt from sales tax, PCCA/LEGENDS Global requires an exemption certificate for the Commonwealth of Pennsylvania. Resale certificates are not valid unless we have re-billing charges to customers.

3. EXPLANATION OF SERVICE

- A. Rates shown for services are for the duration of event and include installation to exhibitor booth in the most convenient manner, in most cases to the back center of an in-line booth or perimeter of island and peninsula booths. All services originate from the floor unless otherwise noted or requested.
- B. Advance orders will be installed based on the schedule determined by the General Service Contractor and/or Show Management. On-site orders will be processed in the order that they are received at the PCC Exhibitor Services Desk.
- C. Electrical services will be turned off one hour after the close of show each day and restored one hour prior to opening.
- D. 24-hour electrical service is available for refrigeration, electronics, and circulation pumps.

4. RULES & REGULATIONS FOR SERVICES

- A. Services provided may not be shared by multiple exhibits.
- B. All materials and equipment furnished by PCC and/or its sub-contractors shall remain the property of PCC and/or its Sub-contractors.
- C. All rental equipment furnished by PCC not left in the booth at the close of the show will be charged an additional 75% of the original rental equipment charge.
- D. PCC and/or its sub-contractors are authorized to cut floor coverings to gain access to utility floor ports and permit the installation of service.
- E. PCC or its sub-contractors are not responsible for interruption or fluctuation of services.
- F. All equipment provided by customers shall be compliant with the National and Philadelphia Electrical and Building Codes and PCCA/Legends Global safety standards. All equipment is subject to inspection and approval by PCC prior to connection to service.
- G. Customer is responsible for any lost or damaged equipment supplied by the PCC.



WIRED INTERNET SERVICE ORDER FORM

(PLEASE READ TERMS AND CONDITIONS ATTACHED)

IF PAYING BY CHECK RETURN THIS FORM TO:

PCCA/LEGENDS Order Processing
1101 Arch Street
Philadelphia, PA 19107
Inquiries only: 215-418-2190
Email: exhibitorservices@paconvention.com

ORDERS MAY BE PLACED ONLINE AT: www.paconvention.com

**NATIONAL COUNCIL OF
TEACHERS OF ENGLISH**

**ADVANCED DEADLINE
DATE: OCTOBER 27, 2026**

Exhibiting Firm: _____ Booth No.: _____
Billing Address: _____ Event: _____
City: _____ State: _____ Zip: _____
Exhibitor Contact Name: _____ Title: _____
Phone: _____ E-Mail: _____

CREDIT CARD AUTHORIZATION REQUIRED for advance order, on-site charges, labor, and materials.

In our efforts to follow PCI compliance security guidelines and to safeguard your credit card information, we can no longer accept credit card information via this order form. Complete and email form to: exhibitorservices@paconvention.com Once processed a payment link will be sent to the email address provided above.

INTERNET SERVICES				
(Internet upload and download speeds are the same and an IP address is required for each device connected to the internet)				
Dedicated Public Internet Service				
Dedicated Public Internet Service will accommodate internet functions such as: viewing streaming video, surfing the internet, viewing websites, and checking email. These services provide "real IP's", there are no blocked ports and they will support multiple users with VPN connections.				
QTY.	SERVICE	ADVANCED RATE	STANDARD RATE	TOTAL
	Dedicated Public 9Mb – includes (10) IP addresses, can expand to (28) total IP addresses	\$9,000.00	\$11,250.00	
	Dedicated Public 6Mb – includes (10) IP addresses, can expand to (28) total IP addresses	\$7,000.00	\$8,750.00	
	Dedicated Public 3Mb – includes (6) IP addresses, can expand to (11) total IP addresses	\$4,250.00	\$5,310.00	
	Dedicated Public 1.5Mb – includes (6) IP addresses, can expand to (11) total IP addresses	\$2,500.00	\$2,655.00	
	<i>Additional Dedicated Public IP address (Not internet service)</i>	\$160.00	\$195.00	
Dedicated Private Internet Service				
Private Internet Service will accommodate general internet functions such as: viewing streaming video, surfing the internet, viewing websites, and checking email. These services will not support multiple users with VPN connections.				
	Private 9Mb – includes (4) IP addresses	\$1,800.00	\$2,250.00	
	Private 6Mb – includes (4) IP addresses	\$1,200.00	\$1,500.00	
	Private 3Mb – includes (4) IP addresses	\$1,000.00	\$1,250.00	
	<i>Additional Private IP address (Not internet service)</i>	\$125.00	\$160.00	
	Dry VLAN connection – This service is not internet access. This service is inclusive of the origination and destination points. Origination Point _____ Destination Point _____	\$600	\$750	
			Subtotal	
			8% Sales Tax	
			Total	

PLEASE NOTE:

- Higher bandwidth options are available. Please contact the **Exhibitor Services department** for a quote: **215-418-2190** or exhibitorservices@paconvention.com.
- Internet service originates at back of booth. Please attach the booth floor plan if primary service is required in a location other than back of booth.
- Data cabling to multiple locations is installed by the PCC electricians. Labor and material charges will apply. Please provide data cabling distribution on floor plan.

TERMS & CONDITIONS

1. INSTRUCTION FOR COMPLETING ORDER FORM

- A. Order must be typed or clearly printed; illegible forms will delay processing.
- B. Services requested at location other than back of booth must include floor plan.
- C. For services and equipment not listed on the service order form, call the PCCA/Legends Global Exhibitor Services Department for availability and quotes at (215) 418-2190 or e-mail exhibitorservices@paconvention.com

2. EXPLANATION OF SERVICE

- A. Rates shown for services are for the duration of event and include installation to exhibitor booth in the most convenient manner, in most cases to the back center of an in-line booth or perimeter of island and peninsula booths. All services originate from the floor unless otherwise noted or requested.
- B. Advance orders will be installed based on the schedule determined by the General Service Contractor and/or Show Management. On-site orders will be processed in the order that they are received at the PCC Exhibitor Services Desk.

3. RULES AND REGULATIONS FOR INTERNET SERVICE

- A. Services provided **may not be** shared by multiple exhibits.
- B. All materials and equipment furnished by Pennsylvania Convention Center and/or its sub-contractors shall remain the property of Pennsylvania Convention Center and/or its sub-contractors.
- C. Pennsylvania Convention Center and its sub-contractors are authorized to cut floor coverings to gain access to utility floor ports should this be required during installation.
- D. The use of any wireless devices including, but not limited to, wireless routers and switches that interfere with the PCC wireless frequency is prohibited.
- E. The PCC does not guarantee the routing, throughput or performance expressed or implied of any data circuits with regards to Internet access, network backbones beyond any facility we service.
- F. The PCC will not supply security services such as firewalls etc. for any data circuit we provide. It is the responsibility of exhibitors or customers to provide such security measures.
- G. The PCC requires that all devices accessing the PCC Network have the latest virus scan software, windows security updates and any other precautions necessary to protect yourself and others from viruses, malicious programs, and other disruptive applications. Any device that adversely impacts PCC's network will be disconnected from the network with or without prior notice at PCC's discretion. Additional charges may apply for troubleshooting diagnosis and/or problem resolution.
- H. All Internet and equipment will be collected within 1 hour after close of show; exhibitors are responsible for loss or damage to PCC equipment until PCC staff receives said equipment.
- I. **It is the responsibility of the client to provide the following:**
 - **Standard 10BaseT Ethernet adapter (RJ 45 Interface) for each computer.**
 - **Network Driver: TCP/IP**
 - **Proper configuration of computer equipment for TCP/IP connection.**
 - **Electrical service for your booth, room, or service location.**

4. PAYMENT TERMS & CONDITIONS

- A. **Full payment is due with service order.** Credit Card Pre-authorization for onsite charges is required when placing an order. Acceptable forms of payment are:
 - Company check (drawn on a U.S. bank) payable to **Pennsylvania Convention Center (PCC)**
 - Accepted credit cards: VISA / MASTER CARD / AMERICAN EXPRESS.**Service orders will not be processed without payment.** Exhibiting firms with outstanding balances from prior events must submit payments, otherwise services will not be provided. To pay by credit card, please contact our **Accounts Receivable Department at 215-418-4794** for assistance.
- B. Advance rates will be applicable to service orders received by PCC 21 days prior to the first day of event move-in or the deadline date noted on front of this form. Service orders received less than 21 days prior to the first day of move-in and on site will be billed at the standard rate.
- C. Third party billing is available upon request. Please contact the **PCC Finance Department on 215-418-4794** for approval.
- D. Outstanding balance for services will be automatically billed to the credit card on file.
- E. Credit will not be given for service installed and not used. Services canceled without 21-day prior written notice are subject to a cancellation fee of 25%.
- F. A \$25.00 handling charge will be assessed for returned checks due to insufficient funds.
- G. Cancellation of services must be received by PCC Exhibitor Services Department 21 days prior to the event.
- H. Claims regarding services provided by PCC will not be considered unless filed by customer issued prior to the close of show.
- I. **Refunds** of overpayments will be issued by submitting requests to PCC Finance Department within 30 days of the close of final invoice.
- J. For unpaid balances on **pre-approved** invoices, terms will be net, due and payable upon receipt of invoice. Effective 30 days after invoice date, any unpaid balances will bear a **FINANCE CHARGE** at the lower of the maximum rate allowed by law, or 1.5% per month by law. The finance charge shall automatically be reduced to the maximum rate allowed. Any excess finance charge received by the PCC shall be applied to reduce the principal unpaid balance or refund to the payer. This payment Terms & Conditions agreement shall be governed by and construed in accordance with the laws of the Commonwealth of Pennsylvania
- K. International exhibitors are required to make 100% pre-payment for services. Payment may be made by check in U.S. funds drawn on a U.S. bank or by approved credit card.
- L. For companies exempt from sales tax, PCC requires an exemption certificate for the Commonwealth of Pennsylvania. Resale certificates are not valid unless we have re-billing charges to customers.



TELECOMMUNICATIONS SERVICE ORDER FORM

(PLEASE READ TERMS AND CONDITIONS ATTACHED)

IF PAYING BY CHECK RETURN THIS FORM TO:

PCCA/LEGENDS Order Processing
1101 Arch Street
Philadelphia, PA 19107
Inquiries only: 215-418-2190
Email: exhibitorservices@paconvention.com

ORDERS MAY BE PLACED ONLINE AT: www.paconvention.com

NATIONAL COUNCIL OF
TEACHERS OF ENGLISH

**ADVANCED DEADLINE
DATE: OCTOBER 27, 2026**

Exhibiting Firm: _____ Booth No.: _____
Billing Address: _____ Event: _____
City: _____ State: _____ Zip: _____
Exhibitor Contact Name: _____ Title: _____
Phone: _____ E-Mail: _____

CREDIT CARD AUTHORIZATION REQUIRED for advance order, on-site charges, labor, and materials.

In our efforts to follow PCI compliance security guidelines and to safeguard your credit card information, we can no longer accept credit card information via this order form. Complete and email form to: exhibitorservices@paconvention.com Once processed a payment link will be sent to the email address provided above.

PHONE SERVICES				
(Unlimited local and long-distance calls at no additional charge)				
QTY.	SERVICE	ADVANCED RATE	STANDARD RATE	TOTAL
	Single Line Telephone Service	\$300.00	\$350.00	
	Credit Card Line/Fax Line	\$300.00	\$350.00	
	Multi Line Telephone Service	\$450.00	\$525.00	
Phone Equipment & Features				
	Conference Phone (Single Line Telephone Service must be ordered)	\$100.00	\$150.00	
	Voice Mail	\$25.00	\$25.00	
	Other:	Call for Pricing		
			Subtotal	
			8% Sales Tax	
			Total	

PLEASE NOTE:

- Phone Service originates at back of booth; please attach a floor plan if service is required in a location other than back of booth.

TERMS & CONDITIONS

1. INSTRUCTION FOR COMPLETING ORDER FORM

- A. Order must be typed or clearly printed; illegible forms will delay processing.
- B. Services requested at location other than back of booth must include floor plan.
- C. For services and equipment not listed on the service order form, call the PCCA/Legends Global Exhibitor Services Department for availability and quotes at **(215) 418-2190** or e-mail **exhibitorservices@paconvention.com**

2. EXPLANATION OF SERVICE

- A. Rates shown for services are for the duration of event and includes installation to exhibitor booth in the most convenient manner, in most cases to the back center of an in-line booth or perimeter of island and peninsula booths. All services originate from the floor unless otherwise noted or requested.
- B. Advance orders will be installed based on the schedule determined by the General Service Contractor and/or Show Management. On site orders will be processed in the order that they are received at the PCC Exhibitor Services Desk.

3. RULES AND REGULATIONS FOR SERVICES

- A. Services provided **may not be** shared by multiple exhibits.
- B. All materials and equipment furnished by PCC and/or its sub-contractors shall remain the property of PCC and/or its sub-contractors.
- C. PCC and/or its sub-contractors are authorized to cut floor coverings to gain access to utility floor ports and permit the installation of service.
- D. PCC or its sub-contractors are not responsible for interruption or fluctuation of services.
- E. All equipment provided by customer shall be compliant with the National and Philadelphia Electrical and Building Codes and PCC safety standards. All equipment is subject to inspection and approval by PCC prior to connection to service.
- F. Customer is responsible for any lost or damaged equipment supplied by the PCC.

4. PAYMENT TERMS & CONDITIONS

- A. **Full payment is due along with service order.** Credit Card Pre-authorization for onsite charges is required when placing an order. Acceptable forms of payment are:
 - Company check (drawn on a U.S. bank) payable to **Pennsylvania Convention Center (PCC)**
 - Accepted credit cards: VISA / MASTERCARD / AMERICAN EXPRESS.**Service orders will not be processed without payment.** Exhibiting firms with outstanding balances from prior events must submit payments, otherwise services will not be provided. To pay by credit card, please contact our **Accounts Receivable Department** at **215-418-4794** for assistance.
- B. Advance rates will be applicable to service orders received by PCC 21 days prior to the first day of event move-in or the deadline date noted on front of this form. Service orders received less than 21 days prior to the first day of move-in and on site will be billed at the standard rate.
- C. Third party billing is available upon request. Please contact the **PCC Finance Department** at **215-418-4794** for approval.
- D. Outstanding balance for services will be automatically billed to the credit card on file.
- E. Credit will not be given for service installed and not used. Services canceled without 21-day prior written notice are subject to a cancellation fee of 25%.
- F. A \$25.00 handling charge will be assessed for returned checks due to insufficient funds.
- G. Claims regarding services provided by PCC will not be considered unless filed by customer issued prior to the close of show.
- H. **Refunds** of overpayments will be issued by submitting request to PCC Finance Department within 30 days of the close of final invoice.
- I. For unpaid balances on **pre-approved** invoices, terms will be net, due and payable upon receipt of invoice. Effective 30 days after invoice date, any unpaid balances will bear a **FINANCE CHARGE** at the lower of the maximum rate allowed by law, or 1.5% per month by law. The finance charge shall automatically be reduced to the maximum rate allowed. Any excess finance charge received by the PCC shall be applied to reduce the principal unpaid balance or refund to the payer. This payment Terms & Conditions agreement shall be governed by and construed in accordance with the laws of the Commonwealth of Pennsylvania
- J. International exhibitors are required to make 100% pre-payment for services. Payment may be made by check in U.S. funds drawn on a U.S. bank or by approved credit card.
- K. For companies exempt from sales tax, PCC requires an exemption certificate for the Commonwealth of Pennsylvania. Resale certificates are not valid unless we have re-billing charges to customers.



WATER & COMPRESSED AIR SERVICE ORDER FORM

(PLEASE READ TERMS AND CONDITIONS ATTACHED)

IF PAYING BY CHECK RETURN THIS FORM TO:

PCCA/LEGENDS Order Processing
1101 Arch Street
Philadelphia, PA 19107
Inquiries only: 215-418-2190
Email: exhibitorservices@paconvention.com

ORDERS MAY BE PLACED ONLINE AT: www.paconvention.com

**NATIONAL COUNCIL OF
TEACHERS OF ENGLISH**

**ADVANCED DEADLINE
DATE: OCTOBER 27, 2026**

Exhibiting Firm: _____ Booth No.: _____
Billing Address: _____ Event: _____
City: _____ State: _____ Zip: _____
Exhibitor Contact Name: _____ Title: _____
Phone: _____ E-Mail: _____

CREDIT CARD AUTHORIZATION REQUIRED for advance order, on-site charges, labor, and materials.

In our efforts to follow PCI compliance security guidelines and to safeguard your credit card information, we can no longer accept credit card information via this order form. Complete and email form to: exhibitorservices@paconvention.com Once processed a payment link will be sent to the email address provided above.

Rate Includes Installation to Back Center of In-Line and Peninsula Booths Only. Labor & Material Required for Distribution to Other Locations, Island Booths and Connection to Equipment.				
QTY.	SERVICE	ADVANCED RATE	STANDARD RATE	TOTAL
	½" Main Airline w/ Shutoff	\$300.00	\$350.00	
	Additional ½" Airline Connection	\$115.00	\$165.00	
	½" Water line w/ Shutoff	\$210.00	\$260.00	
	Additional ½" Water line w/ Shutoff	\$115.00	\$165.00	
	¾" Drain Line	\$210.00	\$260.00	
	Additional ¾" Drain Line	\$115.00	\$165.00	
	Water Fill & Drain up to 200 gal	\$170.00	\$220.00	
	Additional 100 gal. Water Fill & Drain – Labor Additional	\$70.00	\$90.00	
	Prep Sink (Water & Drain Additional)	\$120.00	\$160.00	
	Basic Hot Water Heater Package (Includes hot/cold water lines, drain line, water heater, plumbing & electric labor at column location only). Other locations and various setups will incur additional charges.	\$1,150.00	\$1,200.00	
			Subtotal	
			8% Sales Tax	
			Total	

PLUMBING RATES		
WEEKDAYS 8 AM – 4:30 PM	WEEKDAYS AFTER 4:30 PM AND ALL DAY SATURDAY	ALL DAY SUNDAY AND HOLIDAYS
\$175.00 per hour	\$262.00 per hour	\$350.00 per hour

- ☐ **Authorized to Lay Lines Under Carpet Without Exhibitor Supervision Per Attached Floor Plan**
☐ **Proceed Under Supervision Dates and Times Indicated Below:**

Install Lines under Carpet:	Date: _____	Time: _____
Final Connection to Equipment:	Date: _____	Time: _____

TERMS & CONDITIONS

1. INSTRUCTION FOR COMPLETING ORDER FORM

- A. Order must be typed or clearly printed; illegible forms will delay processing.
- B. Services requested at location other than back of booth must include proper forms and diagrams.
- C. For services and equipment not listed on the service order form, call the PCCA/Legends Global Exhibitor Services Department for availability and quotes at (215) 418-2190 or e-mail exhibitorservices@paconvention.com

2. PAYMENT TERMS & CONDITIONS

- A. **Full payment is due along with service order.** Credit Card Pre-authorization for onsite charges, labor and materials is required when placing an order.
Acceptable forms of payment are:
 - Company check (drawn on a U.S. bank) payable to **Pennsylvania Convention Center Authority, (PCCA)**
 - Accepted credit cards: VISA / MASTERCARD / AMERICAN EXPRESS.Service orders will not be processed without payment. Exhibiting firms with outstanding balances from prior events must submit payments, otherwise services will not be provided. To pay by credit card, please contact our **Accounts Receivable Department** at **215-418-4794** for assistance.
- B. **Advanced Rates** will be applicable to service orders received with payment in full by the deadline date noted on the front of this form.
- C. **Standard Rates** will be applicable to service orders received after the Advanced Rate Deadline or orders received without payment.
- D. **Third party billing** is available upon request. Please contact the **PCCA/Legends Global Finance Department** at **215-418-4794** for approval.
- E. **Outstanding balance** for services will be automatically billed to the credit card on file.
- F. Credit will not be given for service installed and not used.
- G. **Cancellation of services** must be received by PCC/Legends Global Exhibitor Services Department 21 days prior to the event. Services cancelled without 21 days prior written notice is subject to a cancellation fee of 25%.
- H. A \$25.00 handling charge will be assessed for returned checks due to insufficient funds.
- I. Rates are based on current wages and are subject to change without notice.
- J. **Claims** regarding services provided by PCCA/Legends Global will not be considered unless filed by customer issued prior to the close of show.
- K. **Refunds** of overpayments and dispute resolutions will be issued by submitting requests to PCCA/Legends Global Finance Department within 30 days of the close of final invoice.
- L. For unpaid balances on **pre-approved** invoices, terms will be net, due and payable upon receipt of invoice. Effective 30 days after invoice date, any unpaid balances will bear a **FINANCE CHARGE** at the lower of the maximum rate allowed by law, or 1.5% per month by law. The finance charge shall automatically be reduced to the maximum rate allowed. Any excess finance charge received by the PCCA/Legends Global shall be applied to reduce the principal unpaid balance or refunded to the payer. This payment Terms & Conditions agreement shall be governed by and construed in accordance with the laws of the Commonwealth of Pennsylvania.
- M. **International exhibitors** are required to make 100% pre-payment for services. Payment may be made by check in U.S. funds drawn on a U.S. bank or by approved credit card.
- N. For companies exempt from sales tax, PCCA/Legends Global requires an exemption certificate for the Commonwealth of Pennsylvania. Resale certificates are not valid unless we have re-billing charges to customers.

3. EXPLANATION OF SERVICE

- A. Rates shown for services are for the duration of event and include installation to exhibitor booth in the most convenient manner, in most cases to the back center of an in-line booth or perimeter of island and peninsula booths. All services originate from the floor unless otherwise noted or requested.
- B. Advance orders will be installed based on the schedule determined by the General Service Contractor and/or Show Management. On-site orders will be processed in the order that they are received at the PCC Exhibitor Services Desk.
- C. Electrical services will be turned off one hour after the close of show each day and restored one hour prior to opening.
- D. 24-hour electrical service is available for refrigeration, electronics, and circulation pumps.

4. RULES & REGULATIONS FOR SERVICES

- A. Services provided may not be shared by multiple exhibits.
- B. All materials and equipment furnished by PCC and/or its sub-contractors shall remain the property of PCC and/or its Sub-contractors.
- C. All rental equipment furnished by PCC not left in the booth at the close of the show will be charged an additional 75% of the original rental equipment charge.
- D. PCC and/or its sub-contractors are authorized to cut floor coverings to gain access to utility floor ports and permit the installation of service.
- E. PCC or its sub-contractors are not responsible for interruption or fluctuation of services.
- F. All equipment provided by customers shall be compliant with the National and Philadelphia Electrical and Building Codes and PCCA/Legends Global safety standards. All equipment is subject to inspection and approval by PCC prior to connection to service.
- G. Customer is responsible for any lost or damaged equipment supplied by the PCC.

1101 Arch Street, Philadelphia, PA 19107
Pennsylvania Convention Center Exhibitor Menu

Specialty Services

**Requires a dedicated 2,000 watt service, client is responsible for ordering electric

Old City Coffee Service

Espresso Service, Specialty Coffee, Tea, & Barista Service.

Contact an Aramark/SFS Sales Manager for additional information. Machine rentals are on a first come first serve basis.

Soft Pretzel Warmer**

Pretzel Warmer, \$150 daily rental
Super Pretzels, \$225 per case of 50
Served with Spicy Mustard

\$250 attendant fee for a minimum of 4 hours of service

Hosted Consumption Bar

Requires an Aramark bartender, \$250 for 2 hours of service

Contact an Aramark/SFS Sales Manager for additional information.

Keurig Machine**

Keurig Machine, \$200 per day

Includes Keurig Machine, initial 5-gallon water tank, PC condiments, cups, stirrers, beverage napkins

Box of 24 K-Cups, \$95 each

Includes four varieties

Additional 5-gallon water, \$45 each

Electric Water Cooler**

Electric Water Cooler, \$100 each

Includes cooler, 5-gallon water tank and flat bottom cups

Additional 5-gallon water, \$45.00 each

Popcorn Machine**

Popcorn Machine, \$150 daily rental

Popcorn Kit, \$50 each

Includes oil/ butter, popcorn, bags

(minimum order of 3 kits)

Serves approximately 40 6-oz. bags

\$250 attendant fee for a minimum of 4 hours of service

Beverages

Coffee	per gallon \$78.00
Tea	per gallon \$78.00
Decaf	per gallon \$78.00
Unsweetened Iced Tea	per gallon \$55.00
Lemonade	per gallon \$60.00
Herb Infused Water	per gallon \$55.00
Assorted Fruit Juice	\$6.50
Bottles Water	\$5.00
Mineral Water	\$5.00
Soda	\$6.50
Powerade	\$8.00
Energy Drinks	\$8.00
Simply Juice Smoothies	\$11.50
Naked Juices	\$12.00
Saxbys Cold Brew Cans	\$12.00
5lb ice bag	\$8.50

A La Carte Items

Snacks by the Dozen

Fresh Baked Bagel Assortment with Cream Cheese, Butter & Jellies (W, M, S, SE)	\$70.00
Assorted In-House Baked European Danishes (W, E, M, SE, TN)	\$56.25
Assorted Muffins (W, M, S, SE)	\$59.50
Assorted Donuts (W, M, S, TN)	\$73.50
Assorted Breakfast Breads (W, E, M, S, TN)	\$70.50
Seasonal Whole Fruit	\$38.00
Philly Soft Pretzels (W, M)	\$44.25
Mini Soft Pretzels (W, M)	\$35.50
Assorted Prepackaged TastyKakes (W, E, M, S)	\$80.00
Assorted Prepackaged Snacks	\$34.00
Assorted Cookies (W, M, E, S)	\$40.00
Brownies (W, M, E, S)	\$42.00
Assorted Mini Cupcakes (W, M, E, S)	\$54.00
Assorted Full Size Cupcakes (W, M, E, S)	\$92.00
Assorted Prepackaged Granola Bars	\$32.50
Assorted Prepackaged Candy Bars	\$77.75
Prepackaged Quaker Caramel Rice Crisps	\$43.50
Assorted Prepackaged Pringle Snack Packs	\$82.25
Prepackaged Good Health Veggie Sticks	\$49.75
Assorted Cake Pops (W, M, E, S) **customizations available, see sales manager	\$78.00

Boxed Lunches \$38.00 each

ALL BOXED LUNCHES INCLUDE PLAIN POTATO CHIPS, COOKIE, AND BOTTLED WATER.

» ROASTED TURKEY (W, M, S, SE)

Asiago Cheese, Caramelized Onions, Spinach-Artichoke Spread, Rustic Hero

» ITALIAN COMBO (W, M, S, SE)

Hot Ham, Genoa Salami, Prosciutto, Provolone, Sun-dried Tomato Purée, Seeded Semolina Hero

» TARRAGON CHICKEN SALAD (W, E, M, S, SE)

Lettuce, Croissant

» ROAST BEEF AND CHEDDAR (W, E, M, S, SE)

Pretzel Roll, Horseradish Spread

» VEGAN SMASHED CHICKPEA WRAP (W, S)

Vegan Mayo, Red & Green Peppers, Scallions, Shredded Carrots, Green Leaf, Sun-Dried Tomato Wrap

» GRILLED VEGETABLE WRAP (S, SE)

Zucchini, Yellow Squash, Eggplant, Roasted Peppers, Hummus, Gluten Free Wrap

» GARDEN GREENS SALAD

Grape Tomatoes, Cucumbers, Green Bell Peppers, Red Onions, Red Roma Vinaigrette

ADD GRILLED CHICKEN \$5.00

This allergen key below refers to what the item contains:

Wheat (W) | Milk (M) | Egg (E) | Tree Nuts (TN) | Soy (S) | Sesame (SE) | Shellfish (SF) | Peanuts (PN)

Prepackaged items do not have allergens listed, guests can refer to the package for ingredients

Ordering Information

Ordering

Our 20-day deadline allows sufficient time to order, plan and prepare all your food and beverage needs. All orders received after the deadline will be noted as late and will be processed after all on-time orders have been completed. All original catering orders must be received **20 business days** prior to the first show day, or a 10% late charge will be applied. Changes and/or cancellations must be received 3 business days prior to the first show day. No cancellations may be made after that time. Any changes made with less than 3 business days prior to the first show date will be subject to a 20% late fee. Late changes will also be subject to approval by the Aramark/SFS Sales Department based on availability of product and staff.

Payment Policy

Aramark Corporate Policy requires full payment prior to commencement of services. Additionally, a credit card must be on file for any re-orders made on site- no exceptions. A 3% processing fee will be charged to all credit card charges.

Delivery Charge

A \$45 delivery charge will apply to all original orders subtotaling less than \$100.

Tax and Service Fee

All food and beverage pricing are subject to a 24% administrative fee and 8% tax. All equipment charges are subject to an 8% tax only.

Pricing

All prices are subject to change without prior notification.

Service Personnel

When ordering Aramark personnel for your booth, please consider set-up time. We recommend scheduling personnel one hour prior to the start of your service. Additionally, Aramark personnel will clean food and beverage related areas. They are not permitted to do general booth cleaning such as vacuuming, emptying non-food trash, dusting, etc.

Service Ware

All booth services include the appropriate variety of high-grade disposable service ware. No china service is allowed inside the exhibit halls. For any services outside of the exhibit halls, if china service is ordered, additional china charges and labor charges will apply. Please contact your Aramark/SFS Sales Manager for applicable pricing for your service.

Beverage Service

Initial beverage delivery includes- bowl of ice, ice scoop, cups, and napkins.

Tables and Electric

Aramark/SFS does not provide skirted service tables or electrical hook-ups in your exhibit space, including meeting rooms utilized for exhibits. Please contact the appropriate contractor for these items. For electrical needs, please contact Utility Services with the Pennsylvania Convention Center.

Unauthorized Food and Beverage

Aramark/SFS is the **exclusive** catering for the Pennsylvania Convention Center. Absolutely no food or beverage including candy, logo water, etc., are allowed in the Pennsylvania Convention Center without approval from Aramark/SFS and appropriate waiver/corkage fees. Contact an Aramark/SFS Sales manager for Sampling Guidelines and Corkage information.

Order Form

Show Name:

Company:

Contact:

Address:

Email:

Phone:

Cell:

Onsite Contact:

Onsite Cell:

Booth/ Room Number:

Number of Guests:

Day/Date	Start & End Time	Quantity	Item Description	Item Price
Submit your order: aramark-sales@paconvention.com			Subtotal	
			10% Late fee when applicable	
			24% Administrative fee	
			Delivery fee when applicable	
			8% Sales tax	
			Total	
			3% Credit card fee	

Cardholder's Name:

___ Visa

___ MasterCard

Cardholder's Signature:

___ AmEx

___ Check

Card Number:

Exp. Date

___/___

CVV:

Important Information:

Aramark/SFS is the exclusive caterer for the Pennsylvania Convention Center. Absolutely no food or beverage, including candy, logo water, etc., is allowed into the Pennsylvania Convention Center without approval from and appropriate waiver/corkage fees paid to Aramark/SFS.

Deadline:

All original orders must be received 20 business days prior to the first show day, or a 10% late fee will apply. Changes and/or cancellations must be received 3 business days prior to service. No cancellations may be made after that time. Any changes made within 3 business days of service will be subject to a 20% late fee. Aramark/SFS will use disposable service ware on all food and beverage functions held in the exhibit halls.

Payment Policy:

Aramark requires full payment prior to commencement of services. Credit card provided is authorized to be used for initial pre-show orders, and additional services ordered on-site will be automatically billed to customer's credit card. 3% credit card processing fee applies.

Delivery Charge:

A \$45 charge will apply to all orders of less than \$100 per delivery

Table and Electrical Requirements:

Aramark/SFS does not provide skirted service tables or electrical hook-ups in your exhibit space. Please contact the appropriate contractor for these items.

4



EXHIBITOR BAR MENU

*Our on-site personnel must dispense all beverages.
Bartenders are charged at \$250 for 2 hours of service and \$65 per hour per bartender will apply thereafter.
All services are provided on compostable ware.
All local taxes and fees apply. Pricing is subject to change.
Special requests are available.
Items not in our standard inventory will not be on consumption.*

HOSTED CONSUMPTION BAR

SPIRITS

STANDARD SPIRITS	\$13.00
PREMIUM SPIRITS	\$14.00
SUPER PREMIUM SPIRITS	\$15.00

BEER

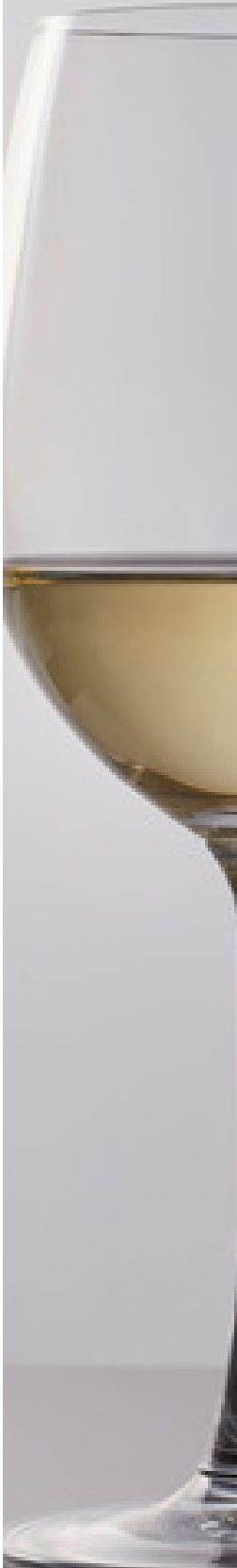
DOMESTIC BEER	\$8.50
IMPORTED BEER	\$9.50
NON-ALCOHOLIC BEER	\$8.50
CRAFT BEER	\$10.50
RTD CANNED COCKTAILS	\$13.00

WINE BY THE GLASS

STANDARD WINE	\$13.00
PREMIUM WINE	\$14.00
SUPER PREMIUM WINE	\$15.00
SPARKLING WINE	\$14.00

NON-ALCOHOLIC

ASSORTED SOFT DRINKS	\$6.50
BOTTLED WATER/ MINERAL WATER	\$5.00
ASSORTED FRUIT JUICES	\$6.50



Prices subject to a 24% administration fee, 8% sales tax, and 10% city liquor tax. Prices are subject to change.



BAR MENU

Our on-site personnel must dispense all beverages.

Bartenders are charged at \$250 for 2 hours of service and \$65 per hour per bartender will apply thereafter.

All services are provided on disposable ware.

All local taxes and fees apply. Pricing is subject to change.

Special requests are available.

Items not in our standard inventory will not be on consumption.

WINE

STANDARD WINE

\$13.00

THE APPLICANT CHARDONNAY

MORANDE PRIVATE COLLECTION CABERNET

PREMIUM WINE

\$14.00

ROBERT MONDAVI PRIVATE SELECTION CHARDONNAY

ROBERT MONDAVI PRIVATE SELECTION CABERNET

SUPER PREMIUM

\$15.00

STAG'S LEAP KARIA CHARDONNAY

ROBERT MONDAVI PRIVATE SELECTION CABERNET

SPARKLING WINE

\$14.00

LA MARCO PROSECCO

KORBEL BRUT

FETE D'OR ROSE

Prices subject to a 24% administration fee, 8% sales tax, and 10% city liquor tax. Prices are subject to change.





BAR MENU

Our on-site personnel must dispense all beverages.

Bartenders are staffed 1 per 250 guests for cash bars and 1 per 100 guests for hosted/ticket bars.

Bartenders are charged at \$250.00 for 2 hours of service.

All services are provided on compostable ware.

Special requests are available.

Items not in our standard inventory will not be on consumption.

BEER

DOMESTIC BEER

MILLER LITE

YUENGLING

IMPORTED BEER

STELLA ARTOIS

MODELO

CRAFT BEER

KONA BIG WAVE

YARDS TRASH TALK IPA

WHITE CLAW [GF Black Cherry](#) or [Mango](#)

RTD COCKTAILS

STATESIDE [Black Cherry](#) or [Orange](#)

SURFSIDE ICED TEA

WINE

STANDARD WINE

THE APPLICANT CHARDONNAY

MORANDE PRIVATE COLLECTION

CABERNET

PREMIUM WINE

ROBERT MONDAVI PRIVATE SELECTION

CHARDONNAY

ROBERT MONDAVI PRIVATE SELECTION

CABERNET

SUPER PREMIUM

STAG'S LEAP KARIA CHARDONNAY

ROBERT MONDAVI PRIVATE SELECTION

CABERNET

SPARKLING WINE

LA MARCO PROSECCO

KORBEL BRUT

FETE D'OR ROSE

Prices subject to a 24% administration fee, 8% sales tax, and 10% city liquor tax. Prices are subject to change.





BAR MENU

Our on-site personnel must dispense all beverages.

Bartenders are charged at \$250 for 2 hours of service and \$65 per hour per bartender will apply thereafter.

All services are provided on disposable ware.

All local taxes and fees apply. Pricing is subject to change.

Special requests are available.

Items not in our standard inventory will not be on consumption.

LIQUOR

STANDARD LIQUOR

SVEDKA VODKA

CAPTAIN MORGAN RUM

BEEFEATER GIN

JACK DANIELS

SEAGRAMS VO WHISKEY

DEWAR'S SCOTCH

JOSE CUERVO

PREMIUM LIQUOR

TITO'S VODKA

BACARDI RUM

TANQUERARY GIN

FOUR WALLS WHISKEY

MAKER'S MARK BOURBON

JOHNNIE WALKER RED SCOTCH

1800 SILVER TEQUILA

SUPER PREMIUM LIQUOR

KETEL ONE VODKA

BACARDI 8 RUM

HENDRICKS GIN

KNOB CREEK BOURBON

HENNESSY COGNAC

JOHNNIE WALKER BLACK SCOTCH

PATRON SILVER TEQUILA

Prices subject to a 24% administration fee, 8% sales tax, and 10% city liquor tax.

Prices are subject to change.



Frequently Asked Questions - Exhibitors

Loading and Unloading

As an exhibitor, can I unload my own vehicle?

- Yes, regardless of booth size and it is not a commercially registered vehicle.

Product

Can we open boxes and stock our shelves?

- Exhibitors and customers may open boxes, stock shelves, distribute and set product, set-up, place plug in, hang from hooks product and literature within the booth space.

Booth Set-Up

Install

As an exhibitor, do I have the right to install displays in my booth?

- Exhibitors can set-up and/or tear-down a booth without booth size limitation if they own all materials within the booth and are full-time employees of the company.
- Exhibitors may perform work on their own display equipment after the initial set-up and/or for maintenance.

As an exhibitor, can I also work in my booth if I hire show labor (stagehands) to install my booth?

- No, once a third party vendor is involved show labor will perform all work.

I am an exhibitor coming in for an event and I was wondering if I can set up my personally owned TV monitor with DVD player?

- Exhibitors and their full-time employees can install monitors and A/V equipment that is not rented without booth size limitation.

Can I hire an outside AV vendor for rental equipment?

- Yes, if you are using a third party vendor, show labor will be required.

Am I able to use a step ladder and a screw gun in my booth?

- Subject to building safety guidelines you are permitted to use ladders up to 6' and power tools (including battery operated) without booth size limitation.

Electric

As an exhibitor, can I set up my own computers?

- Yes, exhibitors may set up personally owned computers without booth size limitation that are not for public use.
- All rented equipment would require show labor to install and dismantle.

My booth will have stem lighting, can I install them myself?

- Exhibitors have the right to install your own lighting without booth size limitation. Lights must be installed by a full- time employee of the exhibitor and they cannot be provided by a rental company or 3rd party. Lighting provided by a 3rd party will be installed and dismantled by show labor (electricians). They must be UL/NEC compliant.
- In all booths where an Exhibitor Appointed Contractor (EAC) or decorator is utilized, show labor (electricians) will install all light fixtures, lit signage and stem lights.

As an exhibitor, can I run my own cords in my booth?

- An exhibitor can run cords without booth size limitation along the drape line or behind a display.
- All exhibitor extension cords must be grounded 3-wire 12-gauge UL listed approved cords.
- Taping across the floor is not permitted. Any cords installed under flooring will be installed by show labor (electricians).

Can I disconnect my battery from a vehicle in my booth?

- Batteries shall be disconnected and reconnected by show labor (electricians) regardless of booth size.

PCC Safety Guidelines for Exhibitors

ALL BOOTHS:

- A. A ladder up to 6ft may be used in accordance with the manufacturer guidelines.
- B. Battery operated power tools can be used. Power actuated tools such as Hilt guns and gas filled nailers may not be used under any circumstances.
- C. Accessing floor ports in exhibit halls is strictly prohibited.
- D. The use of gasoline powered equipment is not permitted.
- E. Generators are prohibited.
- F. Vehicle batteries shall be disconnected and reconnected by electricians regardless of booth size.
- G. Rigging of heavy objects is not permitted. Riggers would be required for such work.
- H. The use of safety protection is required when needed, such as safety glasses, gloves, etc.
- I. The use of hoists will not be permitted.
- J. The use of a device with an open flame, such as a propane torch, is prohibited.
- K. Lasers, rotating or still, shall not be permitted.
- L. No smoking shall be permitted inside the facility-including electronic cigarettes.
- M. Exhibit booths or displays may not block fire equipment. Columns, electrical closets, and electrical panels must be accessible.
- N. All electrical cords run across the show floor or under carpet will be installed by PCC Electricians regardless of booth size.
- O. In all booths (including booths less than 600 sq/ft.) where an Exhibitor Appointed Contractor (EAC) or General Service Contractor is utilized, electricians will install all light fixtures, lit signage, and all other work deemed as electrical jurisdiction.
- P. Lead acid batteries may not be used for power in any booth.
- Q. Small air compressors that are not part of equipment (separate unit) are prohibited from use on the show floor. An order for Compressed Air is required through Exhibitor Services Department.
- S. The use of restroom sinks to fill and drain tanks, pots, buckets, etc. in exhibit halls is prohibited. An order for Water Fill & Drain is required through Exhibitor Services Department.
- T. Dumping of any type of liquids into restroom sinks, toilets or exhibit hall floor ports is strictly prohibited.



exhibitor.services@heritagesvs.com

1-800-360-4323

Fax 314-534-8050

Order online at: heritagesvs.com/ordering

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

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

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