

exhibitor.services@heritagesvs.com

1-800-360-4323

Fax: 314-534-8050

Order online at: heritagesvs.com/ordering

Please contact us for assistance if needed

KARMAK CONFERENCE 2023**OCTOBER 3-5TH, 2023****ST. LOUIS UNION STATION HOTEL****ST. LOUIS, MISSOURI****Booth Equipment**

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

Food Options

Participation in the Karmak conference also provides the following food and drink options during the event. Everything below is included in your package:

1. Breakfast: Wednesday and Thursday
2. Lunch: Tuesday, Wednesday, and Thursday
3. Dinner is provided at the Tuesday working reception and Wednesday night event
4. Coffee, water, soda, and tea are provided through the event
5. Alcoholic drinks are included for the Tuesday and Wednesday night event
6. Snacks are provided throughout the day

Exhibit Hall Carpet

The exhibit area is not carpeted. To enhance the appearance of your booth, rental carpet is available through Heritage. Please refer to the enclosed carpet brochure and furniture/carpet order form.

Discount Price Deadline Date

In order to receive advance order discount rates listed on the price sheet, we must receive your order and payment by Wednesday, September 13th, 2023.

Shipments to Advance Warehouse Deadline Date

Heritage will begin receiving freight at the advance warehouse on Tuesday, September 5th, 2023. To avoid late fees, all shipments to the advanced warehouse must arrive no later than Monday, September 25th, 2023. Shipments will be received Monday through Friday between the hours of 10:00 a.m. and 4:00 p.m.

Show Schedule**Exhibitor Move-In**

| | | | | |
|---------|-------------------------|---------|---|----------|
| Monday | October 2 nd | 2:00 PM | - | 5:00 PM |
| Tuesday | October 3 rd | 8:00 AM | - | 10:00 AM |

Exhibit Hours

| | | | | | |
|-----------|-------------------------|---------|---|---------|--|
| Tuesday | October 3 rd | 2:15 PM | - | 6:00 PM | Working Reception |
| | | 6:00 PM | - | 9:00 PM | |
| Wednesday | October 4 th | 9:30 AM | - | 4:30 PM | Sound of Success – This is a themed event and vendors are invited to dress in their favorite musically themed attire |
| | | 6:00 PM | - | 9:00 PM | |
| Thursday | October 5 th | 9:30 AM | - | 4:30 PM | |

Exhibitor Move-Out

| | | | | |
|----------|-------------------------|---------|---|---------|
| Thursday | October 5 th | 4:30 PM | - | 8:30 PM |
|----------|-------------------------|---------|---|---------|

Dismantle and Move-Out Information

- All carriers must check-in no later than 6:30 PM, on Thursday, October 5th. All exhibit materials must be removed from the exhibit hall floor by 8:30 PM, on Thursday, October 5th. Heritage will begin redirecting all outbound freight not claimed by appointed freight carriers to the preferred show carrier at 6:30 PM.
- Please refer to the Outbound Shipments Form included in this packet for detailed information regarding outbound shipping procedures.



GENERAL INFORMATION/QUICK FACTS

exhibitor.services@heritagesvs.com

1-800-360-4323

Fax: 314-534-8050

Order online at: heritagesvs.com/ordering

Please contact us for assistance if needed

KARMAK CONFERENCE 2023

OCTOBER 3-5TH, 2023

ST. LOUIS UNION STATION HOTEL

ST. LOUIS, MISSOURI

Post Show Paperwork and Labels

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

HES Freight Logistics

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

Ordering Online

Go To: heritagesvs.com/ordering

Warehouse Shipping Information:

Exhibitor Company Name and Booth Number

HERITAGE

C/O TForce Freight

8500 N. Hall St.

St. Louis, MO 63147

FOR: Karmak Conference 2023

Heritage will accept exhibit materials beginning Tuesday, September 5th, 2023 at the warehouse address. Material arriving after Monday, September 25th, 2023 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

St. Louis Union Station Hotel

1820 Market St.

St. Louis, MO 63103

FOR: Karmak Conference 2023

Crated, boxed, or skidded materials will be accepted at show site beginning at 2:00 PM, Monday, October 2nd, 2023 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.

We Appreciate Your Business!