

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

DLEI EXPO 2021**SEPTEMBER 14-16, 2021****NUTTER FIELD HOUSE****FORT LEONARD WOOD, MISSOURI****Booth Equipment**

Each 8'x10' booth will be set with 8' high hunter green and gold back drape, 3' high hunter green side dividers, and a 7" x 44" one-line identification sign.

Note: Standard electrical power is complimentary at each booth. Internet services are NOT available at this venue.

Note: Load-in access to the facility is limited to 77" high x 53.5" wide.

Exhibit Hall Carpet

The exhibit area is not carpeted; however, the aisles will be carpeted hunter green. 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 Thursday, August 26th, 2021.

Shipments to Advance Warehouse Deadline Date

Heritage will begin receiving freight at the advance warehouse on Tuesday, August 17th, 2021. To avoid late fees, all shipments to the advanced warehouse must arrive no later than Tuesday, September 7th, 2021. 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**

Tuesday	September 14th	1100	-	1600
---------	----------------	------	---	------

Exhibit Hours

Tuesday	September 14th	1630	-	1800	Senior Leaders Visit the Exhibit Hall
		1800	-	1900	Welcome Social in the Exhibit Hall
Wednesday	September 15th	0900	-	1600	Hall Open
Thursday	September 16th	0900	-	1400	Hall Open

Exhibitor Move-Out

Thursday	September 16th	1400	-	1800
----------	----------------	------	---	------

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 1400, on Thursday, September 16th.
- All carriers must check-in no later than 1600, on Thursday, September 16th. All exhibit materials must be removed from the exhibit hall floor by 1800, on Thursday, September 16th. Heritage will begin redirecting all outbound freight not claimed by appointed freight carriers to the preferred show carrier at 1600.
- Please refer to the Outbound Shipments Form included in this packet for detailed information regarding outbound shipping procedures.

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

DLEI EXPO 2021

SEPTEMBER 14-16, 2021

NUTTER FIELD HOUSE

FORT LEONARD WOOD, 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 YRC Freight

400 South Barton St.

St. Louis, MO 63104

FOR: DLEI Expo 2021

Heritage will accept exhibit materials beginning Tuesday, August 17th, 2021 at the warehouse address. Material arriving after Tuesday, September 7th, 2021 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

Nutter Field House

Building 1067

Fort Leonard Wood, MO 65473-8952

FOR: DLEI Expo 2021

Crated, boxed, or skidded materials will be accepted at show site beginning at 1100, Tuesday, September 14th, 2021, 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!