

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

AUPO 2024 ANNUAL MEETING**JAN. 31ST – FEB. 3RD, 2024****MARRIOTT AUSTIN DOWNTOWN****AUSTIN, TEXAS****Booth Equipment**

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

Note: Please use the following link to place orders for A/V, Electrical, and Internet services:

https://markeys.formstack.com/forms/amd_eof

Exhibit Hall Carpet

The exhibit area is carpeted in standard ballroom carpet. To enhance the appearance of your booth, rental carpet is available through Heritage. Please refer to pages 13-14 for more carpet information and 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, January 11th, 2024

Shipments to Advance Warehouse Deadline Date

Heritage will begin receiving freight at the advance warehouse on Tuesday, January 2nd, 2024. To avoid late fees, all shipments to the advanced warehouse must arrive no later than Tuesday, January 23rd, 2024. 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	January 30 th	1:00 PM	-	5:00 PM
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Exhibit Hours

Wednesday	January 31 st	6:30 AM	-	4:00 PM
Thursday	February 1 st	6:30 AM	-	4:00 PM
Friday	February 2 nd	6:30 AM	-	3:45 PM

Exhibitor Move-Out

Friday	February 2 nd	3:45 PM	-	6:00 PM
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Dismantle and Move-Out Information

- All carriers must check-in no later than 5:00 PM, on Friday, February 2nd. All exhibit materials must be removed from the exhibit hall floor by 6:00 PM, on Friday, February 2nd. Heritage will begin redirecting all outbound freight not claimed by appointed freight carriers to the preferred show carrier at 5:00 PM.
- Please refer to the Outbound Shipments Form included in this packet for detailed information regarding outbound shipping procedures.

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AUPO 2024 ANNUAL MEETING**JAN. 31ST – FEB. 3RD, 2024****MARRIOTT AUSTIN DOWNTOWN****AUSTIN, TEXAS****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 AWD

6406 Burleson Rd. Ste. 140

Austin, TX 78744

FOR: AUPO 2024 Annual Meeting

Heritage will accept exhibit materials beginning Tuesday, January 2nd, 2024 at the warehouse address. Material arriving after Tuesday, January 23rd, 2024 will be received at the warehouse with an additional after deadline charge.

****NOTE: No show site shipping is allowed at the Marriott Austin Downtown. DO NOT ship directly to the hotel. The hotel will NOT accept advance shipments of freight or materials.**

*Due to restrictions in the hallways, any crates bigger than 8' L x 5' W x 7' H may be subject to additional labor charges to unpack on the dock.

Service Center Hours

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

We Appreciate Your Business!