

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

DOE CYBER CONFERENCE 2024
JULY 29TH – AUGUST 1ST, 2024
HILTON ANATOLE
DALLAS, TEXAS

Booth Equipment

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

Note: Please use the following links to place orders for various services for your booth

Power and Internet - https://eventnow.encoreglobal.com/myevents/result/index/show_id/3146f04e-6be1-ee11-904c-7c1e521ae64b/

Audio/Visual - <https://www.deventav.com/eventpower-exhibit-order-form>

Rigging - <https://www.encoreglobal.com/locations/tx/hilton-anatole/>

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, July 10th, 2024.

Shipments to Advance Warehouse Deadline Date

Heritage will begin receiving freight at the advance warehouse on Monday, July 1st, 2024. To avoid late fees, all shipments to the advanced warehouse must arrive no later than Monday, July 22nd, 2024. Shipments will be received Monday through Friday between the hours of 10:00 a.m. and 4:00 p.m.

Note: The advanced warehouse will be closed and no shipments will be received on Thursday, July 4th.

Show Schedule**Exhibitor Move-In**

Monday	July 29 th	8:00 AM	-	4:00 PM
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Exhibit Hours

Monday	July 29 th	6:00 PM	-	8:00 PM	Exhibit Hall Opening & Evening Networking Event
Tuesday	July 30 th	7:00 AM	-	3:45 PM	
Wednesday	July 31 st	7:00 AM	-	4:00 PM	
Thursday	August 1 st	7:00 AM	-	10:30 AM	

Exhibitor Move-Out

Thursday	August 1 st	10:30 AM	-	5:00 PM
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Dismantle and Move-Out Information

- All carriers must check-in no later than 2:00 PM, on Thursday, August 1st. All exhibit materials must be removed from the exhibit hall floor by 5:00 PM, on Thursday, August 1st. Heritage will begin redirecting all outbound freight not claimed by appointed freight carriers to the preferred show carrier at 2:00 PM.
- Please refer to the Outbound Shipments Form included in this packet for detailed information regarding outbound shipping procedures.



GENERAL INFORMATION/QUICK FACTS

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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 Crane WW
4050 Valley View Ln. Ste. 100
Irving, TX 75038

FOR: DOE Cyber Conference 2024

Heritage will accept exhibit materials beginning Monday, July 1st, 2024 at the warehouse address. Material arriving after Monday, July 22nd, 2024 will be received at the warehouse with an additional after deadline charge.

Note: The advanced warehouse will be closed and no shipments will be received on Thursday, July 4th.

Show Site Shipping Address:

Exhibitor Company Name and Booth Number
C/O HERITAGE
Hilton Anatole
2201 N. Stemmons Freeway
Dallas, TX 75207

FOR: DOE Cyber Conference 2024

Crated, boxed, or skidded materials will be accepted at show site beginning at 8:00 AM, Monday, July 29th, 2024 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!