

exhibitor.services@heritagesvs.com  
1-800-360-4323  
Fax: 314-534-8050

**Order online at: [heritagesvs.com/ordering](https://heritagesvs.com/ordering)**  
Please contact us for assistance if needed

**ACCA 2025****MARCH 24-27<sup>TH</sup>, 2025****KALAHARI RESORTS & CONVENTIONS****ROUND ROCK, TEXAS****Booth Equipment**

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

**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 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, March 6<sup>th</sup>, 2025.

**Shipments to Advance Warehouse Deadline Date**

Heritage will begin receiving freight at the advance warehouse on Tuesday, February 25<sup>th</sup>, 2025. To avoid late fees, all shipments to the advanced warehouse must arrive no later than Tuesday, March 18<sup>th</sup>, 2025. 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	March 25 <sup>th</sup>	8:00 AM	-	1:00 PM
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**Exhibit Hours**

Tuesday	March 25 <sup>th</sup>	3:00 PM	-	6:00 PM
Wednesday	March 26 <sup>th</sup>	12:00 PM	-	3:00 PM

**Exhibitor Move-Out**

Wednesday	March 26 <sup>th</sup>	3:30 PM	-	9:00 PM
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**Dismantle and Move-Out Information**

- All carriers must check-in no later than 6:30 PM, on Wednesday, March 26<sup>th</sup>. All exhibit materials must be removed from the exhibit hall floor by 9:00 PM, on Wednesday, March 26<sup>th</sup>. 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.

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**KALAHARI RESORTS & CONVENTIONS**

**ROUND ROCK, TEXAS**

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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](mailto: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](https://heritagesvs.com/ordering)

**Warehouse Shipping Information:**

Exhibitor Company Name and Booth Number

HERITAGE

TForce Freight C/O AWD

9200 Waterford Center Rd. Ste. 300

Austin, TX 78758

FOR: ACCA 2025

Heritage will accept exhibit materials beginning Tuesday, February 25<sup>th</sup>, 2025 at the warehouse address. Material arriving after Tuesday, March 18<sup>th</sup>, 2025 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

Kalahari Resorts & Conventions

3001 Kalahari Blvd.

Round Rock, TX 78665

FOR: ACCA 2025

Crated, boxed, or skidded materials will be accepted at show site beginning at 8:00 AM, Tuesday, March 25<sup>th</sup>, 2025 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!**