

## EXHIBITOR MANUAL AND CHECKLIST

We thank you for your participation in the Electrical Expo 2011 to be held on March 1-2 at St. Charles Convention Center in St. Charles, Missouri. We want this Expo to be one of the best for you, so if we can assist you in any way, please don't hesitate to call our office, 636/305-6434. This exhibitor information, as well as our checklist, has been enclosed for your review and we hope you will forward it on to others who will be working your booth at the Expo, so they know of all details in advance. We hope this will help you in your planning for Expo 2011! Please call us if you are missing any papers concerning any of the programs, as we have emailed much of the information. We will have information on our website to assist you as well.

### IMPORTANT EXPO CONTACT NUMBERS – PLEASE KEEP ON FILE!!

#### DECORATOR

Paramount Convention Services, 5015 Fyler Avenue, St. Louis, MO 63139

Phone: 314/621-6677 Fax: 314/621-6416 [www.paramountcs.com](http://www.paramountcs.com)

All decorator kits have been emailed to the contact listed on your company's booth contract. For a printed copy of the decorator kit or for decorator, rental and shipping questions, please contact Leigh Everett [leverett@paramountcs.com](mailto:leverett@paramountcs.com) or Tom Kelly at [tkelly@paramountcs.com](mailto:tkelly@paramountcs.com) or 314/621-6677. Reminder: Only the contact person listed on contract will receive an email from Paramount. If other people from your company need this information, you will need to inform this person to forward this to others within your company.

Exhibitor Service Kit can be found on our website, [www.electricalboard.org](http://www.electricalboard.org), click on Expo logo and at exhibitor box, click on exhibitor service kit for full details.

#### LOCATION – NEW VENUE FOR 2011

We are at the St. Charles Convention Center. A standard booth is 10' x 10' and includes ONLY one identification sign (44 letters on the 2-line sign), with 8' draped high back wall (green, black and yellow drapery), 3" high side dividers. Show Management will provide the green AISLE carpet. **PLEASE NOTE: any booth carpet, tables, etc. MUST be ordered through Paramount and Electrical is through St. Charles Convention Center. Order forms are in exhibitor kit.**

#### TRADE SHOW MANAGEMENT

The Electrical Board, 900 S. Highway Drive, Fenton, Missouri 63026 – 636/305-6434 FAX: 636/305-6430  
email: [annie@electricalboard.org](mailto:annie@electricalboard.org)

Please refer booth space, registration and promotional/general information to Bill Regan at [bill@electricalboard.org](mailto:bill@electricalboard.org) or call Bill or Annie at 636/305-6434. You may also go to [www.electricalboard.org](http://www.electricalboard.org) for additional information regarding the Expo.



## Checklist for EBMI Exhibitors in Expo 2011 at St. Charles Convention Center

We hope this checklist will allow you to complete all the necessary steps to ensure that this Expo is very successful for you and your company. To make it convenient for you, we have provided a month-to-month outline so you will make sure to have completed all the necessary steps when planning for your booth. It also gives you an idea of final deadlines for many activities planned for Expo 2011. Please forward this information to anyone from your company who will be participating in Expo 2011, in order to assist them in the planning of your booth. **DEADLINES VARY SO PLEASE CHECK THROUGH THE LIST CAREFULLY.**

- **HOTELS** – Deadline is 2-1-11 for most of the blocks “on hold”. See website for hotel options.
- **NEW PRODUCT ENTRIES** – Deadline is 2-2-11 Entry forms are on our website, [www.electricalboard.org](http://www.electricalboard.org) and you can have **ONLY 2 entries per booth**. Please make sure to send these before this deadline! If you are not sure if we received them, please email [annie@electricalboard.org](mailto:annie@electricalboard.org) to verify this!
- **EXHIBITOR SERVICE KIT** – Deadline for advance rates – 2-14-11. A standard booth is 10' x 10' and includes **ONLY one identification sign with 8' draped high back wall (green, black and yellow drapery), 3" high side dividers.** (Aisle carpet **ONLY** is provided by show management and will be green.) If you want tables, chairs, carpet, you will need to order this through Paramount Convention Services. You can order online or fax over completed forms contained in the packet that was emailed to the contact person on the contract. Any questions regarding their services, please call Leigh Everett at 314/621-6677.

**REMINDER: IF YOU DON'T ORDER ITEMS BEFORE THE SHOW, YOU WILL HAVE TO WAIT UNTIL TUESDAY TO RECEIVE THEM. THEY WILL COMPLETE ALL ADVANCED ORDERS ON MOVE-IN DAY FIRST; THEN HANDLE REQUESTS MADE ON-SITE LATER!**

**Shipping information WAS contained in the exhibitor service kit on our website!!**

**Advanced Shipping: February 21, 2011 is the deadline to AVOID 25% SURCHARGE!**

(for exhibitors desiring to ship materials up to 30 days in advance of Expo)

Read Paramount exhibitor packet closely and make sure all shipping is within the deadline. \*\*\*

**DIRECT SHIPMENTS TO SHOW SITE: ONLY ACCEPTED ON 2-28-11!**

Take care of shipping and storage of exhibit - **DO NOT** ship exhibit material to St. Charles Convention Center **prior to Monday, February 28, 2011, as they do not have storage and handling facilities.** Shipments sent directly to St. Charles Convention Center MUST arrive on February 28th. Any questions concerning shipments directly to show site should be directed to Paramount Convention Services, 314/621-6677.

- **ELECTRICAL** – **This is NOT through Paramount, but forms were contained in your exhibitor kit. You must order through the St. Charles Convention Center for this service!!** Remember, even if you don't order it, but **USE** any electrical outlets in your booth, you will be charged for this at the Expo. Please check with St. Charles Convention Center about your electrical requirements for your booth PRIOR to February 14th so you know costs in advance.
- **BADGE REGISTRATION FOR EXHIBITORS – EVERYONE MUST ENTER THEIR BOOTH PERSONNEL TO HAVE BADGES READY IN ADVANCE** – Deadline is 2-21-11. EACH EXHIBITOR MUST ENTER YOUR NAME AND THOSE OF YOUR BOOTH PERSONNEL. You can go online to complete this quickly. Please go to [www.electricalboard.org](http://www.electricalboard.org), click on Expo logo, go to far RIGHT to the EXHIBITOR side (not attendee registration on left), and click on booth personnel registration, find your company and then enter ALL booth personnel. Everyone in booths will need a badge to enter the hall so please do these in advance to avoid waiting in line later. If your company is NOT listed in the list of exhibitors, please email [annie@electricalboard.org](mailto:annie@electricalboard.org) immediately. Badges will NOT be mailed in advance to exhibitors, but will be available later on 2/28 move-in and throughout the show at registration area.
- **CONEXSYS LEAD RETRIEVAL** - All badges will be barcoded, which allows easy access using the scanner provided by Conexys. **There is an additional fee for this service,** but it will save you much time. You will be able to follow your Expo

leads quicker. It is OPTIONAL, as it is an additional cost. To order Conexsys scanners, **WHICH IS AN ADDITIONAL FEE**, you will be asked to sign up on-line or print pdf file and fax it to them. You will save money by ordering these scanners IN ADVANCE. Order forms will be available on the website under exhibitor profile, booth personnel file and click on link at bottom of page.

NOTE: After the Expo, we do send out a survey to all exhibitors about the Expo. Anyone sending back this completed survey with all pages will receive an excel listing of all attendees at no charge. However, the Conexsys program allows you to scan ONLY those attendees interested in your products/services and highlight this info. See more information on their website.

□ **ARCHITECTS/ENGINEERS “STEP FORWARD” PROGRAM** - This is OPTIONAL for all exhibitors and does require an additional payment of \$400.00. For additional information on being a participant for this program, please call EBMI office 636/305-6434. DEADLINE: February 7, 2011.

□ **RULES AND REGULATIONS IN BOOTH CONTRACT AND BROCHURE** – Make sure to follow all guidelines and this is located on website as well. Make sure to review all fire regulation rules.

□ **TRUCKS, CARS OR SPECIAL EXHIBITS – call EBMI to confirm placement of vehicles upon move-in.**

□ **PROMOTE THE SHOW TO CUSTOMERS -**

**NOTE: Advance Seminar fees – deadline: 2-14-11; pre-registration for Expo ends online – 2-21-11!!  
So, please remind customers to register early!**

We need your assistance to promote the Expo to all your customers and suppliers. EBMI does send out many mailings to architects, engineers, contractors, industrials, distributors and all segments of the industry. However, it is through our exhibitors that we are able to contact even more possible attendees and we appreciate your help! And it's even easier ... you can list our website on your company emails and ask them to register for the Expo. Make sure to include your booth number so they know where you are located in the Show. Last show, many exhibitors included this on their emails, which is a constant reminder to their customers of their booth location!!

If you need a supply of tickets or seminar information to send to customers, please email [annie@electricalboard.org](mailto:annie@electricalboard.org) and we will be happy to mail this to you.

**Two added features:** Take 5 campaign listed on website will help to encourage exhibitors and attendees to promote the Expo. Read the rules on website to see how you can win prizes. In addition, \$500 will be given to ONE lucky attendee on each day of the show!! Do NOT have to be present at time of drawing of winning ticket.

□ **BOOTH SIGN INFORMATION** - If you did not specify sign information on your contract, please let us know before February 14<sup>th</sup> the information you want on your 2 line sign (44 spaces per line).

□ **BOOTH PAYMENT** - If for some reason, your booth was NOT paid in full, please make sure it is paid prior to February 7<sup>TH</sup>. Contact Annie, 636/305-6434 if you need to confirm your payment.

**\*\*\*\*\*NO BOOTHS WILL BE ALLOWED IN THE SHOW UNLESS FULL PAYMENT HAS BEEN RECEIVED.  
EBMI DOES ACCEPT MASTERCARD, AMERICAN EXPRESS AND VISA.\*\*\*\*\***

□ **ORDER BOX LUNCH FOR YOUR BOOTH (Optional)** – In the exhibitor service kit, it contained a vendor concession order form to offer all exhibitors an opportunity to have a box lunch delivered to your booth for lunch or dinner. All meals include bag of chips, cookie and one soft drink or water for \$8.00. THEY MUST BE RECEIVED 24 HOURS BEFORE SCHEDULED DELIVERY TIME. This is done through St. Charles Convention Center.

REMINDER: To all exhibitors, for Monday, Tuesday and Wednesday – if you are wearing exhibitor badge, you can get 15% discount at concession stand and CyberCafe in the hall.

□ **EXHIBITOR LOUNGE PROVIDED THIS YEAR BY EXPO DISTRIBUTOR PARTNERS – This will be located next to the Expo Show Office. It will be a meeting room with tables and chairs to allow you to “get away” for a break. They will provide snacks (pretzels, chips) and ice tea/soda for EXHIBITORS ONLY at no charge. (Only those with exhibitor badges will be allowed in this room. Please do not ask customers to go with you into this area, as they will not be allowed. We want to keep it a place to relax for exhibitors (and our volunteers). It will be open an hour AFTER the show begins each day and will close an hour before show ends each day. Water is located throughout each room at the Convention Center at no charge, so we will**

***not provide water bottles in this area.***

## **MISCELLANEOUS INFORMATION**

### **WEATHER UPDATE – 314/321-2222**

**ST. CHARLES INFORMATION – St. Charles Visitors Convention Center site:** [www.historicstcharles.com](http://www.historicstcharles.com)

They can provide additional information on restaurants, hotels, transportation.

### **TRANSPORTATION TO/FROM AIRPORT:**

For detailed list of transportation options from Lambert International Airport, please go to their website:

[www.lambert-stlouis.com](http://www.lambert-stlouis.com) and click on ground transportation.

## TENTATIVE SCHEDULE

### Exhibitor Set-up and Show Hour Information:

#### Setup Dates

PLEASE NOTE: ADVANCED ORDERS ONLY ARE GIVEN PREFERENCE on Monday, and any on-site orders will be completed AFTER all pre-orders have been taken care of!!

**\*\*\*If you do NOT order all items from Paramount before the Friday before the show, you will have to wait until Tuesday before you receive your items.** If you want a table, chairs, carpet available for Monday's set-up, you **MUST ORDER IT IN ADVANCE**. If you need to place an order on Monday, they will take on-site orders, but you will have to wait for these until all advanced orders have received their items. We appreciate your patience and understanding in order to be fair to those exhibitors who took care of these items in advance. Also, if you do NOT receive an item that you ordered, please make sure to let Paramount know AT THE SHOW, so they can correct this then or take the item off the invoice. It's important they are made aware of anything that affected your order to them at the Expo, not after the show. We appreciate your help. It never hurts to verify with them before the Show that all items you have been ordered and completed.

#### Monday, February 28, 2011 – 1:00 p.m.-9:00 p.m. \*

**\*Outside doors to the Convention Center will be locked at 4:30 p.m.**, but you can continue working on your booths until 9:00 p.m., if needed. Lights will be turned off at 9:00 p.m. A security guard will be posted at overhead door in back until 4:30 p.m. You cannot unload a car in the overhead door area, but can carry things in through the door if needed. The distributor sponsors are hiring material handlers to assist with unloading small literature boxes and delivering them to your booth from 1-4:00 p.m. only on Monday. This does NOT include booth display or equipment – ONLY smaller boxes that can be hand-carried!! PLEASE MARK OR LABEL EACH SMALL BOX WITH CORRECT BOOTH# PRINTED CLEARLY ONE EACH BOX, SO THEY KNOW WHERE IT IS TO BE DELIVERED!!

#### Tuesday, March 1, 2011 – 8:00 a.m.-11:00 a.m.

(If not set up by 11:00 a.m. on March 1st, the decorator will install your booth and installation charges will be invoiced to your company.) REMINDER: Show opens at 2:00 p.m.

#### Move-out begins:

Wednesday-March 2, 2011 – Dismantling of booth cannot begin until **7:15 p.m.**, and you may continue until 11:00 p.m. Overhead doors will NOT open until 7:30 p.m. We have ended the show ONE hour prior to last year's show due to exhibitors request. However, because we are doing this, we ask all exhibitors not to break down booths until 7:00 p.m.

As in the past, most exhibitors break down on Wednesday night. Please make sure you secure all items before leaving on Wednesday, as the decorator will be dismantling all booths at this time. **Items not secured will be shifted in order for the decorator to break down booths, so it's best if you secure or take most items on Wednesday evening, so you maintain control of all booth items. EBMI is not responsible for any items left in booths during move-out.**

#### Final Move-Out date:

Thursday-March 3, 2011 – 8:00 a.m.-10:00 a.m. Because of move-in for other shows at St. Charles Convention Center, you must have your booth completely dismantled by 10:00 a.m. on Thursday. Please make sure you make these arrangements, especially if you have cars or vans in the show area. If the decorator has to do this, you will be charged their fees, **so please come BY 8:00 A.M. TO REMOVE YOUR VEHICLES OR BOOTHS.**

#### REMINDERS:

All freight carriers must check in at Paramount Convention Services service desk by 10:00 a.m. on Thursday, March 3, 2011 or your freight will be re-consigned onto the show carrier, ABF. Paramount will begin returning empty containers as soon as the aisle carpet is removed from exhibit hall.

**\*\*\*VEHICLES/SPECIAL TRUCKS – PLEASE CALL EBMI OFFICE AS THIS REQUIRES SPECIAL TIMES FOR MOVE IN/MOVE OUT!!!**

Show Hours are as follows:

Tuesday – March 1, 2011 – 2:00 p.m. – 8:00 p.m.  
Wednesday – March 2, 2011 – 11:00 a.m. – 7:00 p.m.

## **2011 ELECTRICAL EXPO GENERAL INFORMATION**

***Please read carefully all information below to avoid any unnecessary problems at the Expo.***

**Admittance – Starting Monday afternoon, exhibitors may pick-up their badge from registration area outside the entrance to the Hall. IN ORDER FOR SECURITY TO ALLOW YOU ENTRANCE TO THE SHOW BEFORE/DURING SHOW HOURS AS AN EXHIBITOR, YOU MUST HAVE AN EBMI EXHIBITOR BADGE ON AT ALL TIMES. NO ONE WILL BE ALLOWED ACCESS WITHOUT THIS BADGE ON SHOW DATES.**

Please do not pick up any badges other than your own. Many times in the past, workers will take their entire company badges to distribute. But if you miss someone, this person must then have their badge reprinted before gaining access to the Hall.

Back entrance is ONLY accessible for exhibitors during Move In hours on Monday, Tuesday until 10:30 A.M. and AFTER 7:30 p.m. on Wednesday. **IT WILL BE CLOSED DURING THE SHOW HOURS**, so the only way you can gain access to Hall is by using the Main Entrance to the Expo, and you MUST have exhibitor badge.

Aisle Carpet – Green aisle carpet will begin to be laid by 11:00 a.m. on Tuesday **so please have the aisle cleared by YOUR BOOTH BEFORE 10:00 a.m. on Tuesday. No heavy movement will be permitted after this time.**

Badges – Badges will be color coded for exhibitors. Green will be for architects, designers/CADD, engineers, purchasers, management and project managers. Yellow will denote maintenance/technicians, customer service/administrative, electricians, estimators, inspectors, etc. Black will be for students, sales, and other miscellaneous groups.

Balloons – Helium filled balloons may NOT be used in the Hall.

Cancellation of Booth – Refunds will only be given if EMBI is notified in writing that you need to cancel prior to January 2, 2011. After this time, no refunds will be issued.

Care of Exhibit Space – The Board will arrange to have the carpeted main AISLES of the St. Charles Convention Center vacuumed after the close of each day. However, in order to allow your equipment to be permanently displayed, custodians are instructed NOT to enter your exhibit area. ALL EXHIBITORS SHOULD ARRANGE FOR DAILY HOUSEKEEPING WITHIN THEIR EXHIBIT AREA with St. Charles Convention Center.

Colors – Aisle carpet color is Green. Backdrop drapery in booths will be green, yellow and black panels.

Concealed Weapons – Concealed weapons of any type are prohibited.

Decorator/Exhibitor Services – Paramount Convention Services has been named the official decorator. The decorator kits will be emailed by Paramount, directly to the person listed on the booth contract. You will need to inform this contact person to forward this exhibitor kit to others in the company if needed.

OVERHEAD DOOR LOCATION – See floor plan for overhead door locations and sizes. The dock is located in the back of the hall. We will have one side dedicated to our decorator for shipments

coming in that day. The other side will be available to exhibitors carrying in items after 1 p.m. For delivery details, please contact Tom Kelly at Paramount - [tkelly@paramountcs.com](mailto:tkelly@paramountcs.com).

Dress – Dress during open show hours varies among exhibitors from corporate logo shirts to business dress.

Electrical - This is also located within the Exhibitor Packet, but St. Charles Convention Center handles this portion of the Exhibitor kit. Please make sure you send in form to St. Charles Convention Center for any electrical needs. **Remember, even if you don't order it, but USE any electrical outlets in your booth, you will be charged for this at the Expo. Please check with St. Charles Convention Center about your electrical requirements for your booth PRIOR to February so you know costs in advance.**

Emergency - For any emergencies during show, please call 9-1-1 as St. Charles Fire Department/Ambulance is located within minutes of the exhibit hall.

Exhibit Limitations – Booth displays must not exceed 8' in height nor protrude more than 4' from the back wall. Obstruction of neighboring exhibits will NOT be permitted. See *Set Up and Dismantling Information* below for additional details concerning booth limitations.

Exhibitor Registration for booth personnel – You may go directly to the EBMI website, [www.electricalboard.org](http://www.electricalboard.org), click on link for Expo registration and go to the exhibitor information. Badges will NOT be mailed ahead of time and will be on table near registration area on February 28th and available near registration area during show hours.

Fire Code – See information in exhibitor service kit.

Food and Beverage - The St. Charles Convention Center shall be the exclusive provider of food and beverage. Any order forms needed for food are in exhibitor service kits. They can provide a box lunch to your booth if you wish to order this in advance. See exhibitor kit.

Hotels - Hotel information is available on website. Please book prior to February 1st to take advantage of hotels with blocks of rooms.

Labor – Refer to Rules and Regulations in the decorator kit for area labor guidelines. Please call Paramount if you have any questions concerning labor costs for the show. Union labor will be provided at prevailing rates to exhibitor upon their order for the erection, dismantling and servicing required for their booths. Straight time will be charged between the hours of 8:00 a.m. and 4:30 p.m. – Monday through Friday. Overtime will be charged at other hours.

Large Equipment or special needs – Please contact Paramount Convention Services to coordinate move-in for your booth. Reminder: EBMI should also be contacted regarding your special needs. If you reserve a 10 x10 booth, based on your discussion with company personnel, but they send a 20' van, EBMI has the right to move your booth location!! Please check in advance to avoid such problems at the Expo.

\*\*\*\*\*Vehicles must be placed in island booths or along outer wall of booth layout because of width. Please check sizes of van, truck, etc. to determine correct number of booths needed IN ADVANCE. It's difficult to make adjustments at the show if it doesn't fit in your space, especially when we then have to move your location, but everything printed shows your booth at a different location. EBMI wants to work with you in advance to avoid any problems for you at the Expo. VEHICLES do require a special move-in time so we can set you up before other booths and close doors. Please call EBMI or Paramount in advance so we can coordinate this with you.

Literature and Souvenirs – Reserve supplies, as long as in closed cartons, may be stored in the

exhibitor's booth, providing it is out of the general view of the public. Printed advertising, souvenirs, etc. may be distributed from the exhibitor booth space only. Any souvenir or advertising that is of an objectionable or undignified character will not be permitted. Souvenirs should not be of the noise making variety. All such gifts or souvenirs are subject to the approval of the Board.

Materials – All materials used in the exhibit hall MUST be nonflammable to conform with fire regulations. No helium-filled balloons may be used or distributed by exhibitors. All property destroyed or damaged by the exhibitor must be replaced in its original condition by the exhibitor or at the exhibitor's expense.

Non-official Contractors – A form and certificate of insurance must be on file also for all non-official contractors with Paramount Convention Services.

Obstructions – Aisles and exits, as designated on the official Expo plan, shall be kept clean, clear and free of all obstructions. Booths shall be substantial, and shall be fixed in position in the specified area for the duration of the Expo. Easels, signs, etc. shall not be placed beyond booth areas into aisles.

Overhead materials – No overhead signage/materials may be hung from the ceiling. Overhead signage/materials may not exceed the 8' in-line booth height limit without prior authorization, unless an island booth.

Parking – There are 1200 parking spaces behind the St. Charles Convention Center for use. Unless you are staying at the Embassy Hotel, their hotel parking is not available. There are also two commuter lots available across the street for use. In addition, EBMI is providing a trolley from the Family Arena (less than 2 miles or 5 minutes) to the St. Charles Convention Center from 1:00 to 9:00 p.m. on Tuesday, March 1<sup>st</sup> and from 9:00 a.m.-8:00 p.m. on Wednesday, March 2<sup>nd</sup>. Exhibitors are encouraged to use this as well.

Promotional opportunities – Consider these optional features

Architects/Engineers Sponsor – We are having a special program to encourage more architects/engineers to attend the Expo. Right now, many of these professionals need lu's (learning units for architects) and pdh's (professional development hours for engineers) for their licensing requirements. To fulfill these requirements, the Expo Committee has developed some excellent seminars. We hope to have about 20 sponsors for this program, and they will be given the opportunity to give away ten seminar tickets (value is \$125 for each ticket) to architects/engineers. This not only gives you an opportunity to visit directly with the architects/engineers, but also gives them information on what they can see in your booth at the Show. This was a very popular program with architects and engineers in 2008. They had several employees attending and several even called a few of the manufacturers to receive these free coupons because they were of value to them. What a great way to get your company name in front of the a/e community. In addition, we will have a second part of this program to encourage these architects/engineers to visit the sponsors' booths after the seminars. We will have prizes for visiting sponsor's booth.

After the Expo, you will be given the opportunity for a follow-up visit with one of the winners chosen from the drawings. Call EBMI office, 636/306-6434 if your company wishes to participate in this program.

Refunds – No refunds will be made at the Expo if space engaged is not used nor will any refund be made for space used only part of the time. In addition, EBMI must receive written notification of cancellation of booth space prior to January 2, 2011 as outlined in

the contract for any refunds of booth space. After this time, no refunds will be issued.

Set-up and height restrictions - Exhibits, may not obstruct the general view or hide others' exhibits. (No end caps allowed.) Except for islands and by special permission, exhibitors may not erect a back wall higher than 8' or a side wall higher than 3'. Side walls shall not extend more than 4' from the back of the booth. No signs, decorations, banners, advertising matter or special exhibitors will be permitted in the aisles or overhead spaces, except by purchase of aisle space and special permission of EBMI. Aisles are 10' and may not be obstructed.

Dismantling – Exhibits may not be dismantled until after show closing at 7:15 p.m. on Wednesday, March 2nd. All booth items not arranged for by 10:00 a.m. on March 3rd will be disposed of or handled at official contractor's discretion at exhibitor's expense.

Security –

While the EBMI will provide 24-hour security from 8:00 a.m. on February 28th through noon on March 3rd in the trade show hall, show management does not guarantee security and urges exhibitors to take necessary precautions to secure the items within their booths. Neither the management of the St. Charles Convention Center, the Board, Paramount Convention Services Inc., the show decorator, nor their agents will be responsible for any personal injury to the exhibitor, his agent or the safety of exhibits against theft or damage by fire, accidents or other causes. The exhibitor is urged to take all such steps, measure and precautions as may be necessary to protect itself, its agents, representatives, employees and guests, as well as exhibitors, displays and property, against all possible injury, damage, loss and destruction at the Expo and during the move-out. All property of the exhibitor shall be deemed to remain under the exhibitor's custody and control in storage, in transit to or from, and within the confine of the exhibit hall even though it may at anytime be under the temporary control or direction of the Board or its service contractors. Please make sure to especially secure or take all items on Wednesday evening with you, as they begin dismantling the booths that evening and may shift your booth materials at this time.

Shipping – **Refer to Paramount Convention Services' decorator kit for shipping forms and details.**

Read all information from Paramount IN ADVANCE and call them with any questions.

Signage – The EBMI provides aisle and general informational signage, and one identification sign per booth (based on what you listed on sign information on contract). Signs or banners may NOT be placed outside the exhibitor hall or outside of the assigned booth space, without prior approval by EBMI. No exhibitor signage or materials may be hung from the ceiling or be higher than 8 feet above the floor. No interference with light or space of other exhibitors will be allowed. Illuminated signs must be placed against the back of the booth. Any exhibitor having signs, which are, or look, amateurish and detract from the over-all dignity and refinement of the Expo will be required by the Board to be removed.

Smoking – The center is a non-smoking facility with designated smoking areas.

Solicitation by Non-Exhibitors – Firms and their representatives not assigned exhibit space are prohibited from soliciting business in any form in the exhibition area or elsewhere in the convention facilities.

Sound and Music Licensing – Excessive booth noise is not permitted. Loud speakers, radios, audio visual, electrical and other mechanical sounds which is of sufficient volume as to be annoying to neighboring exhibitors will not be permitted. Public address systems used to attract the attention of people passing in front of booths will not be permitted. The Board receives the right to determine at what point sound constitutes interference with others and must be discontinued. Live performance of music is not permitted in the exhibit hall unless by special permission.

Subletting Booth Space – Exhibitor may not assign, sublet or apportion all, or any part of the space allotted to it, and may not advertise or display goods or services other than those offered by it in the regular course of its business. **Exhibitors are not permitted to display goods and services of more than TWO manufacturers per booth.**

Van/Truck – Subject to a placement fee by Paramount. Please contact them in advance.  
Reminder: EBMI should also be contacted regarding your special needs. If you reserve a 10 x10 booth, based on your discussion with company personnel, but they send a 20' van, EBMI has the right to move your booth location!! Please check in advance to avoid such problems at the Expo. Vehicles must be placed in island booths or along outer wall of booth layout because of width. Please check sizes of van, truck, etc. to determine correct number of booths needed IN ADVANCE. It's difficult to make adjustments at the show if it doesn't fit in your space, especially when we then have to move your location, but everything printed shows your booth at a different location. EBMI wants to work with you in advance to avoid any problems for you at the Expo.

Website: [www.electricalboard.org](http://www.electricalboard.org) is the official website for the Electrical Board of Missouri and Illinois.